

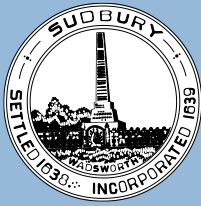
SUDBURY SELECT BOARD
TUESDAY MARCH 9, 2021
6:00 PM, ZOOM

Item #	Time	Action	Item
	6:00 PM		CALL TO ORDER
EXECUTIVE SESSION			
1.		<i>VOTE</i>	Open in regular session and immediately vote to enter executive session for the following purpose: Conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel (Town Manager) pursuant to General Laws chapter 30A, §21(a)(exception 2).
2.		<i>VOTE</i>	Continue executive session to review, approve and possibly release executive session meeting minutes, pursuant to G.L. c. 30A, § 21(a)(7) “[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (“Purpose 7”), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g).
3.		<i>VOTE</i>	Vote to close Executive Session and resume Open Session
			Opening remarks by Chair
			Reports from Town Manager
			Reports from Select Board
			Citizen's comments on items not on agenda
MISCELLANEOUS			
4.	7:15 PM	<i>VOTE</i>	Interview candidate for associate position on Zoning Board of Appeals (ZBA). Following interview, vote whether to appoint William Ray, 29 Cranberry Circle, to the ZBA for a term expiring 5/31/22.
5.	7:45 PM	<i>VOTE</i>	Interview candidates Erica Silverman, Joanna Steffey, Katina Fontes, Nalini Luthra, Nancy Kimble, Peju Champion, Stephanie Oliver and Vona Hill for appointment to the Diversity, Equity and Inclusion Commission. Following interview, vote to appoint _____ (13 new members) for terms to expire May 31, 2022.
6.	8:30 PM		Chief John Whalen to provide update on Fire Station Town Meeting article. Town Manager Hayes to report funding options.

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.

Item #	Time	Action	Item
7.	9:00 PM	<i>VOTE</i>	Vote to take positions on any 2021 Town Meeting articles, designate articles for placement on consent calendar, and vote which Board members will make motions and present articles.
8.	9:15 PM	<i>VOTE</i>	Discussion, review, and vote on Appointment Policy and Code of Conduct.
9.	9:45 PM	<i>VOTE</i>	Discussion and vote whether to accept H5196, which reflects changes to H5118 by Joint Committee on Consumer Protection and Professional Licensure. The outcome of the vote will be relayed to accompany H5196, An Act authorizing the town of Sudbury to grant an additional license for the sale of alcoholic beverages to be drunk on the premises. (See attached and Bill H5196)
10.			Upcoming Agenda Items
11.			Citizen's Comments (cont)
12.		<i>VOTE</i>	Review open session minutes of 2/23/21 and possibly vote to approve minutes.

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.



SUDBURY SELECT BOARD

Tuesday, March 9, 2021

1

EXECUTIVE SESSION

1: Executive session

REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Open in regular session and immediately vote to enter executive session for the following purpose: Conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel (Town Manager) pursuant to General Laws chapter 30A, §21(a)(exception 2).

Recommendations/Suggested Motion/Vote: Open in regular session and immediately vote to enter executive session for the following purpose: Conduct strategy session in preparation for negotiations with nonunion personnel and/or to conduct contract negotiations with nonunion personnel (Town Manager) pursuant to General Laws chapter 30A, §21(a)(exception 2).

Background Information:
attached contract

Financial impact expected:

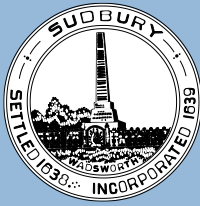
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

03/09/2021 6:00 PM

**SUDBURY SELECT BOARD**

Tuesday, March 9, 2021

EXECUTIVE SESSION**2: Exec Session to review minutes****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Continue executive session to review, approve and possibly release executive session meeting minutes, pursuant to G.L. c. 30A, § 21(a)(7) “[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (“Purpose 7”), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g).

Recommendations/Suggested Motion/Vote: Continue executive session to review, approve and possibly release executive session meeting minutes pursuant to G.L. c. 30A, § 21(a)(7) “[t]o comply with, or act under the authority of, any general or special law or federal grant-in-aid requirements” (“Purpose 7”), citing to the Open Meeting Law, G.L. c. 30A, §§ 22(f), (g).

Background Information:

Attached draft minutes of 1/26/21 and 2/9/21

Financial impact expected:

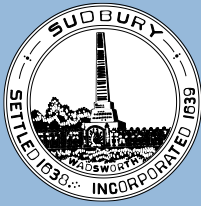
Approximate agenda time requested: 30 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Janie Dretler	Pending
Select Board	Pending

03/09/2021 6:00 PM

**SUDBURY SELECT BOARD**

Tuesday, March 9, 2021

EXECUTIVE SESSION**3: Close Executive Session and resume Open Session****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to close Executive Session and resume Open Session

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

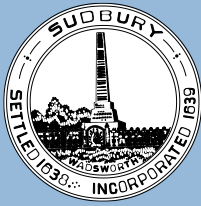
Approximate agenda time requested: 30 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Janie Dretler	Pending
Select Board	Pending

03/09/2021 6:00 PM

**SUDBURY SELECT BOARD**

Tuesday, March 9, 2021

MISCELLANEOUS (UNTIMED)**4: ZBA associate candidate interview****REQUESTOR SECTION**

Date of request:

Requestor: Adam Duchesneau, Director of Planning & Comm Dev.

Formal Title: Interview candidate for associate position on Zoning Board of Appeals (ZBA). Following interview, vote whether to appoint William Ray, 29 Cranberry Circle, to the ZBA for a term expiring 5/31/22.

Recommendations/Suggested Motion/Vote: Interview candidate for associate position on Zoning Board of Appeals (ZBA). Following interview, vote whether to appoint William Ray, 29 Cranberry Circle, to the ZBA for a term expiring 5/31/22.

Background Information:

Attached recommendation letter and application

Financial impact expected:

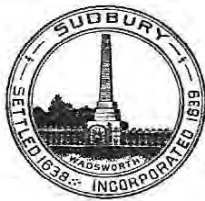
Approximate agenda time requested: 15 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

03/09/2021 6:00 PM



Town of Sudbury

Zoning Board of Appeals

appeals@townofma.us

www.townofma.us/boardsappeals

Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776
978-639-3387
Fax: 978-639-3314

March 2, 2021

Ms. Janie W. Dretler, Chair
Select Board
Flynn Building
278 Old Sudbury Road
Sudbury, MA 01776

Re: Appointment of William Ray to the Zoning Board of Appeals

Dear Chair Dretler,

At their meeting on March 1, 2021, the Zoning Board of Appeals voted unanimously, 5-0, to recommend the Select Board appoint William Ray as an Associate Member to the Zoning Board of Appeals.

Therefore, I am writing to recommend the Select Board appoint Mr. Ray to the Zoning Board of Appeals, and to request the Select Board consider this recommendation at an upcoming meeting.

Please do not hesitate to contact me if you have any questions about this candidate. Please advise if you think an interview with the candidate will be necessary. Thank you.

On behalf of the Zoning Board of Appeals,

Adam L. Duchesneau, AICP
Director of Planning & Community Development

cc: Zoning Board of Appeals

Attachment4.a: SB Recommendation Letter Associate - Ray 210302 (4444 : ZBA associate candidate interview)

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

SELECT BOARD
 278 OLD SUDBURY ROAD
 SUDBURY, MA 01776

FAX: (978) 443-0756
 E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Zoning Board of Appeals

Name: William Ray

Address: 29 Cranberry Circle

Email Address: [REDACTED]

Home phone: _____

Work or Cell phone: [REDACTED]

Years lived in Sudbury: 17

Brief resume of background and pertinent experience:

Associate member of ZBA from 2012 through 2015; full member of ZBA from 2015 through 2020

Municipal experience (if applicable):

Educational background:

BA Economics from Wake Forest University, Masters in Athletic Administration from University c

Reason for your interest in serving:

Continued service to ZBA in an associate role

Times when you would be available (days, evenings, weekends):

Evenings, weekends.

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

WWR (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

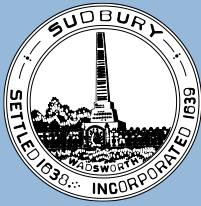
I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature

William Ray

Date February 5, 2021

Attachment 4.b: 2021 William Ray - Associate 210205_redact (4444 : ZBA associate candidate interview)



SUDBURY SELECT BOARD

Tuesday, March 9, 2021

MISCELLANEOUS (UNTIMED)**5: Interview Candidates for Diversity, Equity and Inclusion Commission**REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Interview candidates Erica Silverman, Joanna Steffey, Katina Fontes, Nalini Luthra, Nancy Kimble, Peju Champion, Stephanie Oliver and Vona Hill for appointment to the Diversity, Equity and Inclusion Commission. Following interview, vote to appoint ____ (13 new members) for terms to expire May 31, 2022.

Recommendations/Suggested Motion/Vote: Interview candidates Erica Silverman, Joanna Steffey, Katina Fontes, Nalini Luthra, Nancy Kimble, Peju Champion, Stephanie Oliver and Vona Hill for appointment to the Diversity, Equity and Inclusion Commission. Following interview, vote to appoint ____ (13 new members) for terms to expire May 31, 2022.

Background Information:

See applications for DEI Commission.

Additional applicant, Sue Rushfirth, to be interviewed on future agenda as she was not available to attend the 3/9/21 meeting.

Financial impact expected:

Approximate agenda time requested: 30 minutes

Representative(s) expected to attend meeting: DEI Commission Applicants

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

03/09/2021 6:00 PM

TOWN OF SUDBURY APPLICATION FOR APPOINTMENT SELECT BOARD
 FAX: (978) 443-0756
 278 OLD SUDBURY ROAD
 E-MAIL: selectboard@sudbury.ma.us SUDBURY, MA 01776

Board or Committee Name: Diversity, Equity and Inclusion Commission

Name: Erica Silverman

Address: 21 Moran Circle, Sudbury, MA 01776

Years lived in Sudbury: 9 Years (as of March 1)

Brief resume of background and pertinent experience:

I practiced law in the litigation departments of New York City's Public Assistance Agency and The Commonwealth of Massachusetts Medicaid Agency, as well as in a private law firm. As an attorney, I developed skills that will be valuable for participating on a Town Committee and developing and implementing DEI initiatives, including critical thinking skills, research and writing skills, and oral presentation skills. As a government attorney, I wrote legislation and regulations. This will help me review and write the Town's DEI policies.

More recently, as a three year Board Member of HOPEsudbury, I worked hard to raise money and awareness to address the financial inequities in our own town. I have also volunteered at The Israel Loring Elementary School in many roles.

Municipal experience (if applicable):

Litigation Attorney: New York City Human Resources Administration (public assistance agency)
 Litigation Attorney: The Commonwealth of Massachusetts Department of Medical Assistance (Medicaid)

Educational background:

Brandeis University, '95, BA Political Science
 Pace University Law School, '98, JD

Reason for your interest in serving:

The need for conversations and action around building equity and inclusion for marginalized populations has never been more apparent. The pandemic and other current events have unveiled the depths of inequity related to access to education and health care, as well as shocking levels of prejudice against race, sexual orientation, and religion. Sudbury is not immune from these issues; but change happens at home. I am excited to be part of a Commission that evaluates our systems, including schools and town departments, and through DEI policies, programming, and educational opportunities, helps Sudbury remove these barriers and become a benchmark for diversity, equity and inclusion.

Times when you would be available (days, evenings, weekends):

Monday, Wednesday, Thursday, Friday: 8:30 am-2:30 pm
 Tuesdays: 8:30 am – 11:30 am
 Weekends: Vary

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

No

ES (Initial here that you have read, understand and agree to the following statement) I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees. I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature *Erica Silverman*

Date: February 10, 2021

TOWN OF SUDBURY

APPLICATION FOR APPOINTMENT

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectmen@sudbury.ma.us

Board or Committee Name: Diversity Equity and Inclusion Commission

Name: Joanna Rees Steffey

Address: 5 Checkerberry Circle

Email Address:

Homephone:

Work or Cellphone: same

Years lived in Sudbury: 2.5 years

Brief resume of background and pertinent experience:

As an educator, in all of my roles, whether classroom teaching, curriculum writing, program administration, or student support, I have been charged with promoting inclusion and equity. In fact, education settings, when committed to diversity, equity and inclusion, can play a critical role in removing barriers such that disenfranchised populations reach their full potential and thus strengthen surrounding communities and the country and world. These roles in education have required me to evaluate my own conscious or unconscious biases, and to use data to assess a broad variety of measures such as school connectedness, social emotional health, presence of discrimination, academic progress, access to resources, and effectiveness of policies. I have had accountability to individual students, a building principal, families, school boards, state and federal government, and to myself. While I envision continuing my career in education, I am also interested in leveraging my personal experience to support my community more broadly.

An opportunity that both had great impact on me personally and also prepared me to serve as part of an external review process such as the Sudbury DEI Commission was my collaboration with the Boston Public Health Commission Division of Violence Prevention under the Defending Childhood Initiative from 2012 to 2014. Our task was to create replicable practices, policies, structures, and procedures that, “ensure that all children in Boston grow up in safe and supportive environments with nurturing adult relationships that promote opportunity and healthy development.” As the leader of one of six participating teams, I met regularly over two years with members of the BPH Commission, parents, guardians, teachers and staff from six early care and education settings, and vested community members. Our work began by evaluating organizational readiness for change, and completing and analyzing a self-assessment of the organization. It was at this early stage that I first listened to community members describe living in the United States with black skin as a trauma experience; we needed to clearly define the challenge we were facing. With this broadened definition of trauma, it became critical that our work include addressing racial justice and the impact on childhood resilience. In the self-assessment phase, my own organization acknowledged the lack of equitable partnerships with parents and caregivers, and how change there would be critical for other work of the taskforce to be impactful. Eventually, the work was able to move towards how to make change, and particularly how to spread and sustain change, but I, and the six teams, benefited greatly from the deliberate slow pace of the preceding work. The Sudbury Commission mission echoes the belief that training, testimony, discussion, and collaboration will be key to engagement and, eventually, recommended actions.

Performing roles as I have done, in a broad range of environments including public and public charter schools, large districts in Louisiana and Texas, small districts within Boston, and a more diverse district in Chelmsford, has given me a truly unique lens on both the pervasive impact of racism in our country, as well as the incredible strength of diverse environments in contrast to the stark deficits present when disenfranchised populations are not in full participation.

[The result of the work of the BPH Commission can be seen at <https://www.mass.gov/doc/boston-public-health-commissiontrauma-informed-early-care-and-education-breakthrough-series/download>]

Municipal experience (if applicable):

My adult life has been spent in municipal service roles in education; they have allowed me to learn about the functioning of bureaucratic entities within state and federal laws, to contribute to the success of my community, and have provided a sense of meaning, pride, and responsibility.

Educational background:

Prior to any higher education experiences, my primary and secondary education took place in Concord Public Schools; I attended Alcott Elementary, Concord Middle School, and Concord-Carlisle High School. Those schools collaborated with the METCO program during my tenure, and, though it was 20-30 years ago, my experience as a Concord resident in schools with Boston, Concord, and Carlisle students led to my interest in serving as the Haynes Organization of Parents METCO Liaison the past two years. I attended college at Rice University in Houston, Texas, majoring in sociology. My later postsecondary education was in Huntsville, Texas, at Sam Houston State University where I obtained a Master of Education in Educational Leadership.

Reason for your interest in serving:

I seek to collaborate with talented people on issues that really matter to my community, my family, and our country. I am eager to meet new people, see the impact of my efforts, and set an example of action for my own children. I see and hear language used in our schools and neighborhoods that exclude members of our community based on gender identity, sexuality, religion, family makeup, and town of residence. I believe dramatic change is possible. I am grateful to have had a variety of experiences that have either broadened my understanding, or even placed me as a minority, such that I know the unique nature of my own circumstances.

I moved to the United States when I was six years old. My family, coming from England, speaking the English language, looking like a majority of citizens in our new home town of Concord, experienced little, if any, discrimination. While it stung to have my accent and some aspects of my culture mimicked or mocked by classmates, it was not a great challenge for me to melt into the local elementary school quite quickly. When I reached highschool, I received the message given to most of my classmates by both family and community, that I would next go on to a four year college. It was only when I reached Houston, to attend Rice University, that I learned from peers that even this was a unique fortune in our nation. It was not uncommon for me to hear from classmates that they felt a great burden of responsibility, as the first member of their family to attend a four year school; I started to see that a variety of life paths could lead to happiness, but that not all paths were equally accessible.

I loved being in Texas. So much so, that I remained in Texas and Louisiana for a total of twelve years. After Rice, I spent two years in New Orleans as a special education teacher of a first and second grade classroom. It was likely those two years that most impacted the way I understand the world today. While I was taught the brutal history of racism in the United States, I, as most public school students, was not taught about its present. In my second year, one of my students and her entire family all died in a house fire; they were living by candlelight without money for bills, and the bars on the windows of their public housing did not allow them to escape. Less than a year later, the same public housing was completely flooded by Hurricane Katrina, and friends and neighbors of the same family also lost their lives. Our nation spoke openly about the impact of race on the circumstances of those who suffered most during and following that horrific event. Yet even broad outcry about such an obvious tragedy did not lead to the kind of change necessary to eliminate similar future situations or more small-scale examples of inequity in our communities. From Fannie Lou Hamer to Dr. Martin Luther King Jr., civil rights leaders have reminded us that nobody is free until everybody is free, and this work starts in each neighborhood, town, and school.

I am a white, wealthy, college-educated citizen living in a community in Massachusetts with a low crime rate, strong public schools, and ample resources and outdoor spaces. I am aware, more than ever as we endure this pandemic, that I have great privilege and therefore great responsibility to listen, learn, and participate. Sudbury is an incredible community; as it continues to achieve greater inclusivity and equity, it will only become a better place for seniors, individuals, children, businesses, and families. Should my personal experience, educational background, and passion for equity be of benefit to the Town of Sudbury Diversity, Equity, and Inclusion Commission, it would be my great honor to serve.

Times when you would be available (days, evenings, weekends):

Frequent and consistent evening availability, occasional weekend availability, and daytime availability on one or two school days depending on elementary school access based on coronavirus precautions.

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

N/A

JS (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature  Date 1/12/21

TOWN OF SUDBURY

APPLICATION FOR APPOINTMENT

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Diversity, Equity, and Inclusion Commission

Name: Katina Fontes

Address: 19 Dorothy Rd

Email Address: [REDACTED]

Home phone: [REDACTED] Work or Cell p [REDACTED]

Years lived in Sudbury: 17

Brief resume of background and pertinent experience:

See attached.

Municipal experience (if applicable):

N/A

Educational background:

BA in Anthropology, MA in Education, PhD candidate in Educational Studies (Lesley University)

Reason for your interest in serving:

See attached.

Times when you would be available (days, evenings, weekends):

My schedule is flexible.

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

No.

KF _____ (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature

Katina Fontes

Date 1/30/2021

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

SELECT BOARD
 278 OLD SUDBURY ROAD
 SUDBURY, MA 01776

FAX: (978) 443-0756
 E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: _____

Name: _____

Address: _____ Email Address: _____

Home phone: _____ Work or Cell phone: _____

Years lived in Sudbury: _____

Brief resume of background and pertinent experience:

Municipal experience (if applicable):

Educational background:

Reason for your interest in serving:

Times when you would be available (days, evenings, weekends):

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

_____ (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature _____ Date _____

TOWN OF SUDBURY

APPLICATION FOR APPOINTMENT

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Diversity, Equity, and Inclusion Commission

Name: Nancy Kimble

Address: 589 Concord Road, Sudbury MA 01776

Email Address: [REDACTED]

Home phone: [REDACTED]

Work or Cell phone: [REDACTED]

Years lived in Sudbury: 16

Brief resume of background and pertinent experience:

Grant Writer and volunteer Content Editor
Former Teacher of English and Writing (College, HS, Middle School)
Coach and former President of Sudbury Girls Softball
Warden, Stewardship Chair, Youth Service Trip Leader, Volunteer Coordinator, Parishioner at St. Elizabeth's Episcopal Church
Parent of 3 daughters who attended SPS and LSRHS

Municipal experience (if applicable):

None

Educational background:

M.A. University of Pennsylvania - English and American Literature

B.A. Holy Cross - Honors English Literature

Reason for your interest in serving:

A lifelong advocate for social justice issues, in recent years I have devoted myself to reading and learning more about racial inequality. I would be honored to help Sudbury work toward becoming a more diverse, equitable, and inclusive community in all aspects of life.

Times when you would be available (days, evenings, weekends):

Days, evenings, and weekends - flexible availability

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

No. Note: I am passionate about Diversity, Equity, and Inclusion, and I feel strongly that this commission should include and elevate the voices of those who have traditionally been disenfranchised. To that end, I encourage the Board to prioritize the selection of Black, Indigenous, and People of Color, even if it precludes my own participation. Thank you.

NCK (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature Nancy Kimble

Date 1/25/21

TOWN OF SUDBURY
APPLICATION FOR APPOINTMENT

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Diversity, Equity, and Inclusion Commission

Name: Adepeju G. Champion, M.D.

Address: 41 Carriage Way

Email Address

Home phone: [REDACTED]

Work or Cell p [REDACTED]

Years lived in Sudbury: Almost 3 years

Brief resume of background and pertinent experience:

I am a physician who has worked in a number of diverse settings. I have been trained in social determinants of health, including community wellness. I have volunteered with the Noyes PTO as the METCO-PTO liaison and as the Noyes liaison for SEPAC (Special Education Parent Advisory Council)

Municipal experience (if applicable):

Educational background:

Master of Science, Harvard University School of Public Health; 2002

Doctor of Medicine, Duke University School of Medicine; 2006

Reason for your interest in serving:

Sudbury is a wonderful place to raise a family; however, it is not particularly diverse. I look forward to enhancing the diversity of perspectives in planning and decision making.

Times when you would be available (days, evenings, weekends):

During the day Mondays and Thursdays are best. Evenings after dinner. Weekends are flexible.

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

No

AGC (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature



Date

2/16/2021

TOWN OF SUDBURY APPLICATION FOR APPOINTMENT

BOARD OF SELECTMEN
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectmen@sudbury.ma.us

Board or Committee Name: Diversity, Equity and Inclusion Commission

Name: Stephanie Oliver

Address: 17 Barton Drive, Sudbury, MA 01776

Email Address

Home phone:

Work or Cell p

Years lived in Sudbury: 5

Brief resume of background and pertinent experience:

I am a Human Resources professional with experience in both the public and private sectors. I began my career teaching in an under-resourced school in Atlanta, GA. That experience helped me to recognize my own privilege, and continues to inform my world view. I am also a parent, with one child currently in the Sudbury Public Schools and two younger children to follow. Most recently, I have been learning more about diversity, equity and inclusion issues through reading, watching and participating in online workshops and discussions (including the Sudbury CARES series).

Municipal experience (if applicable):

I have 7 years of experience working in municipal Human Resources: currently for the Town of Concord and previously for the Newton Public Schools.

Educational background:

I have a Master's degree in Human Resources Management from Emmanuel College and a Bachelor's degree in Music from the University of Southern California.

Reason for your interest in serving:

I would like to take a more active role in creating a community that is inclusive and celebrates diversity.

Times when you would be available (days, evenings, weekends):

Evenings or weekends

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

No

so SO (Initial here that you have read, understand and agree to the following statement)

I agree that if appointed, I will work toward furtherance of the committee's mission statement; and further, I agree that I will conduct my committee activities in a manner which is compliant with all relevant State and Local laws and regulations, including but not limited to the Open Meeting Law, Public Records Law, Conflict of Interest Law, Email Policy and the Code of Conduct for Town Committees.

I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature

Stephanie Oliver

Date

12/27/20

Stephanie N. Oliver

HUMAN RESOURCES EXPERIENCE

Assistant Human Resources Director

May 2016 - Present

Town of Concord, MA

Major Accomplishments: Led the Town's transition from a paper-based job application and hiring process to a completely electronic system, which included the successful implementation of a new Applicant Tracking System. Created electronic onboarding process to replace new hire paperwork. Served on the Town's Reopening Taskforce and drafted COVID-19 workplace safety policy.

Responsibilities: Oversee recruitment function, including management of the Applicant Tracking System (Cornerstone), job posting, advertising strategy, application management, interview and job offer process. Design and maintain content for the HR department website and employee portal. Manage FMLA leaves of absence. Coordinate employee training programs, such as harassment prevention, supervisor training and new hire policy orientation. Assist with maintenance, dissemination, and consistent application of policies, procedures, and collective bargaining agreements. Assist HR Director with various employee matters (investigations, complaint resolution, etc.). Currently leading implementation of a Learning Management System and coordinating efforts to develop a diversity, equity and inclusion program.

Human Resources Generalist

Nov. 2013 – May 2016

Newton Public Schools, Newton, MA

Provided guidance on district policies and procedures. Managed medical leaves of absence. Coordinated special projects. Led project to convert paper-based hiring/change form process to an online process with electronic signatures and automated workflow. Recruited at local colleges and universities. Managed HR content on district website and social media. Developed new job descriptions and managed job description database. Maintained job postings on applicant tracking system (AppliTrack) and external websites. Processed/on-boarded new hires.

Human Resources Generalist

May 2010 - Nov. 2013

Jacobs Technology, Lincoln, MA

Provided overall support for the human resources function, including full-cycle recruitment support, employment terminations/out-processing, Family Medical Leave and disability leave administration, candidate and employee records management, hiring metrics and management of the employee referral bonus program. Other responsibilities included coordinating employment offers, promotions, and transfers, as well as administering company tuition reimbursement and professional membership reimbursement programs. Also provided assistance with benefits inquiries, new hire on-boarding, and general HR questions.

Human Resources Administrator (temporary position)**Oct. 2009 - Jan. 2010**

Macy's East, Natick, MA

Supported the holiday season hiring process by coordinating interviews, managing candidate records and processing new-hire paperwork. Conducted new employee training and orientation sessions. Assisted employees with HR-related questions and concerns.

OTHER EXPERIENCE**Positions in Education****Aug. 2002 - Sept. 2009**

- Phone Interviewer (part-time, remote position)
Teach For America, New York, NY
Sept. 2008 – Sept. 2009
- Admissions Assistant
ShadySide Academy
July 2007– Feb. 2009
- Multiple Positions
Rio Grande School, Santa Fe, NM
Aug. 2005 – June 2007
- Kindergarten Teacher
Teach For America/Bethune Elementary School, Atlanta, GA
Aug. 2002 – May 2004

Positions in Non-Profit Development/Fundraising**Aug. 2004 – July 2005**

- Development Associate, Young Audiences of Atlanta (temporary position)
- Donor Relations Coordinator, Consumer Credit Counseling Service of Greater Atlanta

EDUCATION and CERTIFICATIONS

- Master of Science in Human Resource Management, Emmanuel College, 2014
- Graduate Certificate, Human Resource Management, Northeastern University, 2012
- Professional in Human Resources (PHR) certification, 2012
- SHRM-CP certification, 2015
- Bachelor of Arts in Music, University of Southern California, 2002

OTHER QUALIFICATIONS

- Proficient with Microsoft Office, Cornerstone Recruit and Learning, as well as experience with several other Applicant Tracking Systems
- Member of SHRM and NEHRA professional associations

TOWN OF SUDBURY

APPLICATION FOR APPOINTMENT

SELECT BOARD
278 OLD SUDBURY ROAD
SUDBURY, MA 01776

FAX: (978) 443-0756
E-MAIL: selectboard@sudbury.ma.us

Board or Committee Name: Diversity, Equity, & Inclusion Commission

Name: Vona Hill

Address: 11 Kendra Lane Sudbury, MA 01776

Email Address: [REDACTED]

Home phone: [REDACTED]

Work or Cell phone: [REDACTED]

Years lived in Sudbury: 7

Brief resume of background and pertinent experience:

I am the founder of the Black Vanguard Alliance, and have 30 years of professional & social racial justice experience. I have develop and delivered diversity, inclusion, and anti-racism curriculum education courses.

Municipal experience (if applicable):

none

Educational background:

BS Chemical Engineering

Reason for your interest in serving:

I am interested because I would like to promote racial justice and equality within my local community. I would like to ensure the commission sufficiently addresses the unique needs of BIPOC, and I would like to provide advocacy in representation of the Black residents of Sudbury.

Times when you would be available (days, evenings, weekends):

Wednesday or Thursday mornings would be preferable, but with sufficient notice, I can be available with more flexibility

Do you or any member of your family have any business dealings with the Town? If yes, please explain:

I own and operate a youth football league which at has designation as a Sudbury youth organization

VH (Initial here that you have read, understand and agree to the following statement)

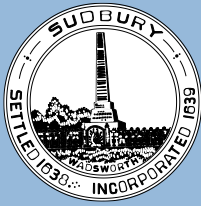
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I hereby submit my application for consideration for appointment to the Board or Committee listed above.

Signature

Vona Hill

Date 01/25/2021



SUDBURY SELECT BOARD

Tuesday, March 9, 2021

MISCELLANEOUS (UNTIMED)**6: Fire station article - update from Chief Whalen**REQUESTOR SECTION

Date of request:

Requestor: Chair Dretler

Formal Title: Chief John Whalen to provide update on Fire Station Town Meeting article. Town Manager Hayes to report funding options.

Recommendations/Suggested Motion/Vote: Chief John Whalen to provide update on Fire Station Town Meeting article. Town Manager Hayes to report funding options.

Background Information:
attached feasibility study from April 2016

Financial impact expected:

Approximate agenda time requested: 20 minutes

Representative(s) expected to attend meeting:

Review:

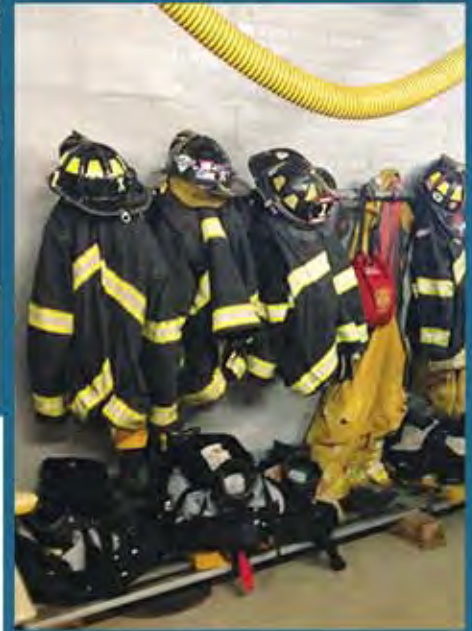
Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Janie Dretler	Pending
Select Board	Pending

03/09/2021 6:00 PM

Sudbury Fire Station #2 Feasibility Study



Sudbury, Massachusetts
April 21, 2016



KAESTLE BOOS
associates, inc

ARCHITECTURE

LANDSCAPE ARCHITECTURE

INTERIOR DESIGN

STRUCTURAL ENGINEER

Packet Pg. 24

TABLE OF CONTENTS

1. EXISTING CONDITIONS ANALYSIS
 - A. SITE
 - B. ARCHITECTURAL
 - C. SYSTEMS NARRATIVE REPORT
 - I. MECHANICAL
 - II. ELECTRICAL
 - III. PLUMBING
 - IV. FIRE PROTECTION
2. SPACE NEEDS
3. CONCEPTUAL DESIGN
 - A. SITE PLAN
 - B. FLOOR PLAN
 - C. ELEVATIONS
 - D. PERSPECTIVE
4. COST
 - A. CONCEPTUAL COST ESTIMATE
 - B. OPINION OF PROBABLE COST
5. APPENDIX
 - A. EXISTING CONDITION PLAN
 - B. ORIGINAL DRAWINGS

*Sudbury Fire Department - Station 2
550 Boston Post Road
Sudbury, MA*

*Study
Existing Conditions Analysis
Site*

— EXISTING CONDITIONS ANALYSIS — SITE

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

SITE OVERVIEW

The existing Sudbury Station #2 is on a lot that is 26,873 sf. (.62 acres) located at 540 Boston Post Road. The site and the neighboring westerly parcel are relatively flat while the east parcel slopes away from the building and the rear parcel is separated by a 4' embankment that slopes away from the site. Approximately half of the site is either paved or occupied by the fire station. The rear lot line is separated from the old Raytheon complex by a decorative metal fence.

The fire station falls in a LID 1 zone. The zoning setbacks for this parcel would normally be 125' from the street and 50' from side and rear lot lines. However, due to this being a municipal use, the project would be exempt from any zoning review.

An asphalt sidewalk about 4' wide fronts Boston Post Road. Utility poles, water lines and gas lines are all located on the north (fire station) side of the road and might have to be reconfigured for any new fire house apron configuration. A hydrant and a traffic signal are located on the road between the apron and the old Raytheon entrance. Another hydrant is located along the entrance road to the old Raytheon compound. Other site amenities include a flagpole, some temporary site signage and a trash dumpster located behind the station.

The asphalt around the fire station is spider cracked and should be replaced. The concrete aprons appear to be in good condition. There is some site drainage in the rear of the lot, though it appears that the drainage bypasses these basins and drains down the slope to the adjacent property to the north. The curb along the rear of the lot that is meant to control the drainage had deteriorated and no longer fulfills its function.

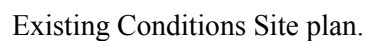


Drainage and dumpster, rear of property



Traffic light, and utility pole

The landscape for the parcel and the western parcel is mostly lawn with three large specimen trees and a clump of arborvitae, with some evergreen shrubs of no outstanding quality. A row of decorative ornamental trees separated the Raytheon compound from the fire station on the fire station's northern property line. The lawn area on the western parcel appears to have been irrigated though it is not clear whether the system still works.



— EXISTING CONDITIONS ANALYSIS —
ARCHITECTURAL

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

BUILDING OVERVIEW

This Architectural Existing Facilities Evaluation of the town of Sudbury's Fire Department Station #2 building includes an assessment of both the construction finishes and function of interior elements. General observations common to most areas of the facility are discussed and issues regarding individual spaces are further detailed, as necessary, in the following reports provided by consultants with expertise in Mechanical, Electric, Plumbing, and Fire Protection engineering disciplines. Also, although a review of the facility with regard to the Building Code is provided in a separate section of this Study, there are references to specific Code conditions are included in this section, as well as in sections by other engineering disciplines. Selective demolition of the exterior envelope or interior elements in these buildings was not performed; comments and issues presented in this assessment are the result of visual observation only and document research.

The current Station #2 was constructed in 1960 as new 3,300 sf new construction and consists of a one story slab on grade building; with the mechanical systems located in a mechanical room at the rear corner of the building. The building is essentially divided into two uses: fire fighter living spaces (bunk room, kitchen, dayroom...) and fire equipment related spaces (two apparatus bays, gear & hose storage, mechanics shop...).

According to original construction documents provided by the town and onsite observations, the building is constructed of double wyth masonry bearing wall (concrete masonry unit with brick veneer), with no insulation in the walls. The original roof structure was a low sloped steel frame and metal deck with tar and gravel roofing. The roof was changed to a sloped roof in 1997 with the addition of prefabricated roof trusses and asphalt shingles. In the current code, this load bearing masonry construction with a steel framed roof is considered to be Type II-B (Roman numeral 2 – B) and is discussed further in the Code Analysis section of this Study.

EXTERIOR ENVELOPE

Exterior Walls

The original exterior walls are un-insulated multi-wyth masonry bearing walls – brick veneer with CMU backup. In 1997 when the sloped roof was installed, vinyl siding was added to the gable ends and the wood eaves and rakes were clad in prefinished aluminum cladding.

The brick is generally in good condition with the exception of minor cracking observed in a number of locations.



The condition of the siding and trim is generally in good condition.

The gutters appear to be of the residential seamless prefinished aluminum type and appear to be in good condition. The gutters are connected to iron down spouts (which are inside the building) with prefinished residential style down spouts. It is unknown if the down spouts are tied into a storm water drainage system drywells.



Exterior Doors

The entrance doors are hollow metal with insulated glass vision panels in hollow metal frames. Doors and frames are painted and are generally in good condition. The hardware, seals and caulking all appear to be in good condition. None of the doors have been outfitted with a “crash-bars”; though most of the doors are equipped with lever handles.

The apparatus bay doors appear to be prefinished insulated metal type with one row of vision panels. The doors are starting showing wear but appear to be in fair to good condition.



Exterior Windows

The windows are aluminum replacement double/single hung units with insulated glass and insect screens, set into existing masonry openings. The windows were recently installed (within the last few years) and are in excellent condition. As no weep holes were observed, at many of the window heads, spawling mortar was observed. This is an indication that water is getting into the wall and not weeping out properly causing the steel to rust and cracking the mortar. Eventually this condition will require the removal of the brick, scrapping and repainting of the steel lintel, installation of head flashing and replacement of the brick...



Roof

As previously noted the sloped shingled roof was installed in 1997. It remains in good condition, however it is 19 years old and nearing the end of its expected life span. It was also noted the original tar and gravel roof was left in place. It should be tested to ensure there are no asbestos containing materials present.

The small flat roofed canopy roof over the main entrance is too small to protect pedestrians from falling ice and snow coming off the high roof. It should be removed and replaced with a larger canopy in order

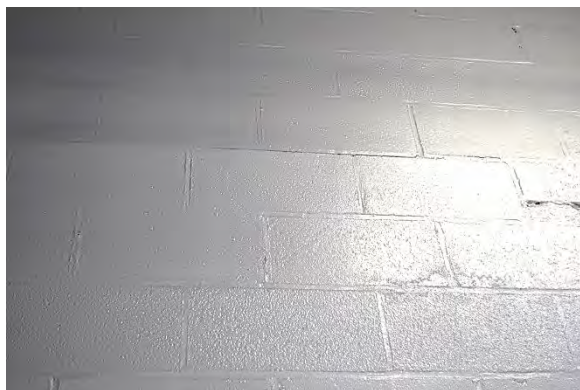
to offer greater protection. Additionally, snow guards should be added above the entrances to protect pedestrians from sliding ice and snow.



BUILDING COMPONENTS

Interior Walls

The interior masonry walls are generally in good condition but need minor repairs and repainting. The wood paneling is dated and needs to be repainted

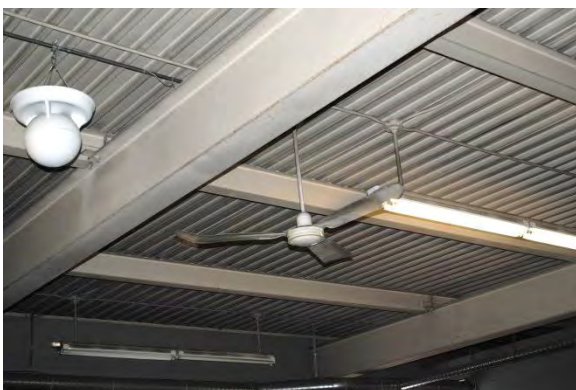


Interior Doors

Most interior doors and frames are painted hollow metal (36" wide). Most of the doors have been outfitted with ADA compliant lever-style handles. Most of the doors, frames and hardware are in good condition.

Ceilings Systems

There are two predominant ceiling types in the building: painted exposed steel and metal deck (apparatus bays) and 12"x12" ceiling tiles on furring (fire fighters living spaces). In general, the exposed steel could use a fresh coat of paint, while the ceiling tiles are in very good condition.

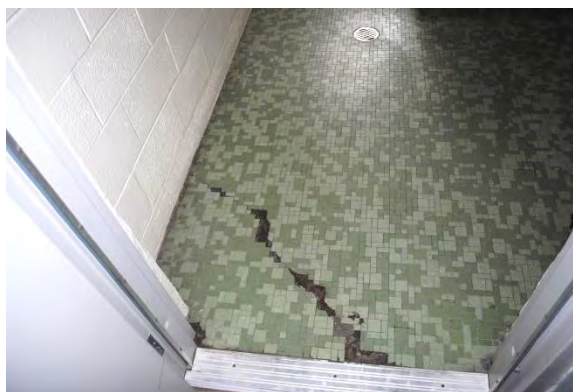
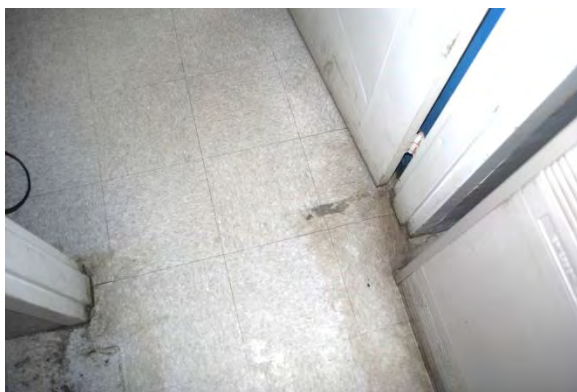


The lighting seems inadequate in general and the light fixtures are in poor condition. Refer to the electrical section of this report for more information.

Floors Finishes

The flooring materials in the building are a combination of vinyl composite tile (VCT), ceramic tile and exposed concrete. The vast majority of the finish flooring is VCT, which is utilized in the corridors, work rooms, bunk rooms, kitchen and day room. In general, the VCT is in poor condition and near the end of its useful life and needs be replaced.

Ceramic tile, located in the toilet room, appears to be in fair poor condition, showing obvious signs of wear.



The exposed concrete floor in the apparatus bays has painted stripes to help guide the apparatus. Most of the paint has worn off and needs to be repainted. It was noted that the original apparatus bay floor contained radiant heat pipes that failed and was replaced in 1997. As part of the replacement the trench drains were also replaced. It is unknown at this time where the trench drains drain.



Signage, Miscellaneous Accessories and Equipment

The room signage is nonexistent. Any addition or renovation would require the installation signage with braille to comply with ADA.

A fire extinguisher was located near the front door. Additional extinguishers should be provided.

Window treatments in the building consist of manually operated roll up blinds. All appear to be recently installed and are in very good condition.

Kitchen/Day Room

The kitchen has wood paneled walls, with vinyl composition tile flooring and acoustical tile ceiling with surface mounted lights. The wood paneling is dated, but in good condition. The VCT flooring needs to be replaced or/refinished and the ceiling is in excellent condition. The cabinets and counter tops exhibit excessive wear and should be replaced. Appliances appear to be older but are in good to fair condition. There is no exhaust hood over the stove, to vent cooking odors.



Toilet/Shower Room

The toilet/shower room is painted cmu walls, with tile flooring and acoustical tile ceiling. With the exception of the ceramic tile floor, all finishes are in very good condition.

The shower compartment is a wall mounted stainless steel unit. It is exhibiting rust at its base. There is also one toilet and two sinks in the room.

The fixtures do not meet ADA requirements. The sinks do not have insulated drain piping or approved lever style faucets handles and thus are non-complaint. The toilets do not have grab bars and or clearances. Additionally there are no separate toilet/shower facilities for male and female use.

Our recommendation would be to execute a total renovation of these spaces. The fixtures, partitions and accessories should be replaced with new.



Hazardous Materials

It is our recommendation that a comprehensive survey of hazardous materials be conducted as vinyl asbestos tile flooring was observed in the attic areas. The scope of the survey should include asbestos, lead paint, mercury and PBC's.

PROGRAM COMPONENTS

Communications Center

The communications center does not comply with NFPA 1221 which sets the design standard for emergency communications centers. This code requires two-hour fire separation from the remainder of the building, protection against civil unrest and an isolated air handling system among many other requirements. Neither an isolated air handling system nor two-hour fire separation assemblies were observed. Additionally, this room appears to be used for a variety of other programmatic functions including report preparation and multi-purpose room. These functions are not conducive to providing an appropriate environment for dispatchers to communicate with citizens in emergency circumstances.



Bunk Rooms

There is one (1) bunk room... It has painted cmu walls, acoustical tile ceiling with surface mounted lights and VCT floor tile. There are six personal lockers in the room, with an additional four located out on the apparatus bay wall. All the finishes, are in very good condition, with the exception of the VCT flooring which needs to be replaced/refinished.



Head End Room

The stations computer network head equipment is located in communications room. The space is not secured nor is it climate or dust controlled.

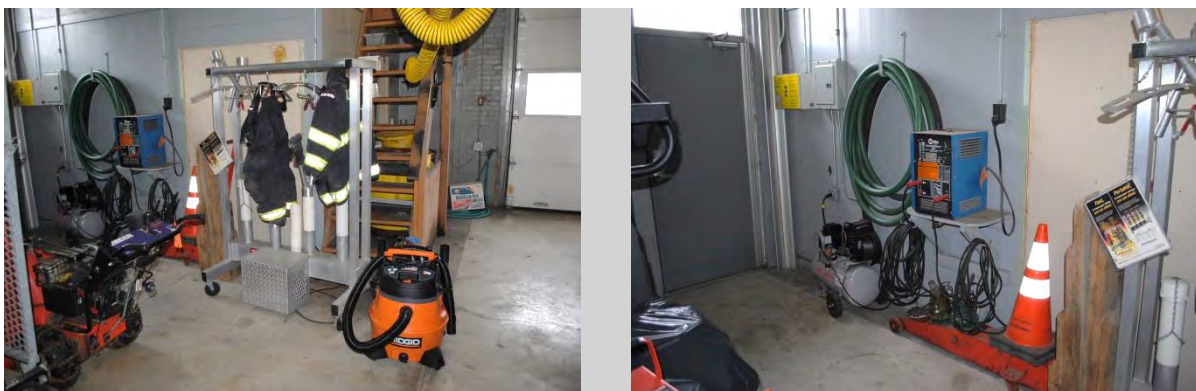
Apparatus Bays

The apparatus bays utilize painted cmu walls, painted exposed ceiling and exposed concrete floors. All of the finishes are in good condition. The overhead door openings are too narrow & short (10'x 12') and barely allow passage of the current apparatus. The circulation space around the apparatus is too narrow per recognized fire station facility design standards.

The apparatus doors are insulated metal clad pre-finished sectional overhead doors, and are in good condition.

The vehicle exhaust system (Plymovent) was installed within the last 10 years and is in excellent condition.

Additionally the bays house the turnout gear lockers, decontamination area, laundry, hose/supply storage and work areas. All of these spaces should be in their own spaces



Storage Facilities

There appears to be inadequate storage facilities for archival records, training materials, department equipment, and supplies.

*Sudbury Fire Department - Station 2
550 Boston Post Road
Sudbury, MA*

*Study
Existing Conditions Analysis
Site*

— EXISTING CONDITIONS ANALYSIS — SYSTEMS NARRATIVE REPORT

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)



BUILDING ENGINEERING RESOURCES, INC.

SYSTEMS NARRATIVE REPORT

DATE: March 21, 2016

RE: Sudbury Fire Sub Station – Sudbury, MA

PERFORMED BY: Geraldo Alba – Mechanical
 Marc Plante – Electrical
 Angel Rey Vega – Plumbing/Fire Protection

PREPARED FOR: Kaestle Boos Associates, Inc

I. MECHANICAL

1. Apparatus Bays:

- The vehicles bays will be heated by six (4) gas fired unit heaters. There will be no air conditioning in the main apparatus bay. The storage rooms, work rooms and miscellaneous spaces may be heated via electric heaters, gas infrared heaters or by heat pump units from the main variable refrigerant flow system. A CO/NO2 gas detection system shall be provided and connected to a high air flow exhaust fan and an intake air ventilator (with no heat). The system will be activated on a high level of CO/NO2. A vehicle exhaust system typical to a Plymovent system, shall be installed, or similar type exhaust fans and duct systems, to serve the various vehicles in the apparatus bays. This system should be provided and contracted by the Owner directly since it is a proprietary system and may conflict with filed sub bid regulations.

Add Alternate: The heating of the spaces will be provided by a radiant floor heating system consisting of approximately six to eight “zones” of temperature control. Two new hot water heating boilers shall be provided, each with a minimum heating capacity of 200 MBH. Pending final calculations the boilers will be selected to match the actual heating requirements of the spaces. The boilers shall be gas-fired high-efficiency condensing type to provide maximum performance at minimal operational costs. Two inline hot or floor mounted hot water pumps shall be provided to distribute the heating hot water to the various radiant heating zones.

Combustion air and flue exhaust vents will be required for each of the boilers. These two components can be provided through side-wall penetrations, roof penetrations, or a combination of both.

2. Main Offices/Business/and Sleeping Areas:

- Provide a 20.0 ton Variable Refrigerant Flow (VRF) system to heat and cool the building with one outdoor concrete pad mounted condensing unit, controls, condensate piping and all required appurtenances for a complete operational system recommended by the equipment manufacturer. Refrigerant piping shall be type ACR and shall be piped to each indoor air handling unit.
- The indoor air handling units shall be ceiling concealed type with ducted supply and return. Each unit shall be provided with a condensate pump piped to the nearest janitor's sink. Install piping per code. Provide a thermostat for each air handling unit. System shall consist of approximately 8 zones.
- Provide a 1200 CFM sensible and latent type energy recovery unit to ventilate and exhaust the building. The unit shall be located on the flat section of the roof. The unit will exhaust all toilet rooms, locker rooms and storage rooms. The unit will also provide ventilation to all occupied space. The unit will have a gas fired heater to temper the air.
- Furnish and install control components for a complete operational system of all equipment. The system shall include all power, transformers, thermostats, sensors, controllers, dampers, actuators, wiring, and other accessories required for a complete installation. System shall include all hardware to operate as specified. Controls shall be provided by the Variable Refrigerant Flow (VRF) system manufacturer and shall be capable of being monitored and controlled by a desktop computer via the Web with graphics. The VRF controller shall control and monitor the energy recovery system. All other equipment listed shall be standalone type.

II. ELECTRICAL

1. Lighting:

- The majority of lighting within the Fire Station will be LED type fixtures. Within offices, 2 x 4 and/or 2 x 2 recessed LED direct/indirect fixtures will be utilized. Corridors will be specified with recessed LED downlight fixtures. Storage, Mechanical, Apparatus Bays, and Electrical Rooms will be lit via surface mounted LED type fixtures. Specialty type LED fixtures (indirect/direct, sconces) will be specified for the Day Room. LED parking lot lighting will be provided. All fixtures specified will be high efficiency type.

- To take advantage of the Utility Company Energy Savings Incentive Program, occupancy sensors will be utilized to automatically turn on/off all fixtures. All Mechanical/Electrical Rooms will utilize standard toggle switches.

2. Power:

- Power will be delivered to the site at a utilization voltage of 120/208 volts, 3 phase, 4 wire. It is estimated that the service size will be 400 amps. Metering will be in compliance with local utility company requirements. The main Electric Room will house the building power disconnect switch and all normal power panelboards.
- General purpose, 20 amp duplex receptacles will be located throughout the building in locations required by furniture and equipment placement. Power will be provided to all HVAC, all kitchen, fire-fighting and EMS equipment. Disconnect switches will be provided, where required by code, in conjunction with appropriately sized conduits and conductors.

3. Emergency Power:

- Emergency power for this building will be supplied by an on-site diesel generator. The generator will be sized as necessary to back up the entire facility. It will be housed within a weatherproof, sound attenuated enclosure with an integral skid-base mounted fuel tank. All areas/equipment will be connected to the generator including the Radio equipment, HVAC equipment, lighting throughout the building, overhead doors and all low voltage (CCTV and Security) systems. Emergency power will be distributed from a panelboard located within a separate and dedicated 2-hour rated Emergency Electric Room. Housed within this room will be the main emergency panelboards and automatic transfer switches. These switches will signal the generator to come on line in the event of the loss of normal power. Per code requirements, the generator will be functional within ten seconds of normal power loss. Life Safety and Stand-by loads will be segregated on their own dedicated transfer switches.

4. Low Voltage:

- Various low voltage systems integral to the operation and safety of the Fire Station will be furnished and installed. These systems include Fire Alarm, Closed Circuit Television (CCTV), Paging, Security and Electronic Access Systems, Telephone/Data, Community Area Television (CATV/cable) and station alerting system.
- Closed circuit TV cameras will be furnished on the exterior of the building and other required areas. All monitors associated with the CCTV System will be located within the Dispatch/Radio console and will include continuous recording at all screens.

- The Fire Alarm system will consist of initiating devices including manual pull stations, smoke/heat detectors, carbon monoxide and HVAC duct smoke detectors. Notification appliances will consist of combination horn/strobe and strobe only appliances. All devices and appliances will be located per code. The Fire Alarm system will be connected to the local fire department via a UL approved central station connection.
- Telephone and data raceways and category 6 (cat6) cabling will be provided at all outlet locations and will be terminated on rack mounted patch panel(s) located in the IT room. Additionally, a plywood backboard will be provided within the main Telephone Room. This board will serve as the interface between the building and the local service provider.
- The Security and Electronic Access System will monitor all doors and Secure areas. Door control will consist of door strikes controlled by “Card Readers” and/or “Request to Exit” equipment. Access to areas will be determined by clearance levels as programmed onto the cards. Programming shall be user-friendly, which will allow changes to be made by the Dispatch Administrator. A central computer, which records all activity, will be located within a secure area accessible by only designated individuals.
- CATV (cable) outlets will be furnished in those areas designated to receive such service. Work and equipment will be coordinated with the local cable TV provider to ensure a compatible installation.
- A Station Alerting System will be provided. The system will provide dispatch acknowledgement, bunkroom zone alerting via lights and tones, station automation and control, remote monitoring, custom alert tones by type of alert, and incident display board with count-down timer.

III. PLUMBING

1. Domestic Water:

- A new 4-inch domestic water service shall be brought into the building from the street main. The domestic water service shall consist of a water meter and 4-inch copper supply main. The new service shall be separated into two 2½-inch supply lines once inside the building. Both 2½-inch supply lines shall be protected with a reduced pressure backflow preventer. One supply line shall supply each plumbing fixture requiring domestic water. The second supply line shall supply the 2½-inch hose valves located around the Apparatus Bays.
- Hot water shall be generated by a high efficiency gas fired water heating system located in the Mechanical Room. The system shall feed each fixture that requires hot water and shall have a continuous hot water return line back to the water

heating system. A master mixing valve shall be located adjacent to the water heaters to ensure hot water temperatures are set at 120°F.

- Tempered water shall be provided off of the 120°F loop for any emergency showers required. The emergency shower and dedicated mixing valve shall be similar to Guardian.
- A reduced pressure backflow preventer will be installed within the Mechanical Room to provide non-potable make-up water to any mechanical equipment, and if necessary, metered water to the irrigation system.
- All aboveground domestic water piping shall be Type L copper tube with wrought copper fittings and 95/5 solder. All buried domestic water piping shall be Type K copper with cast brass fittings and silver solder joints. All domestic water piping shall be covered with molded fiberglass insulation with vapor barrier all service jacket and PVC fittings.

2. Sanitary System:

- A new 6-inch gravity sanitary waste line shall collect all sanitary and waste piping from plumbing fixtures within the building. The new 6-inch sanitary waste line shall be coordinated and brought to the street sanitary main as indicated in the Site Utility Plans.
- A new 6-inch gravity garage waste system shall be provided at the Apparatus Bays that will service trench/floor drains located in these areas. The 6-inch garage waste shall be piped through a Massachusetts approved gasoline, oil and sand interceptor that shall be coordinated with the Site Utility Plans.
- All buried sanitary and garage waste piping shall be service weight bell and spigot cast iron with neoprene resilient gaskets. Buried sanitary and garage waste piping through foundation wall service weight bell and spigot cast iron with lead and oakum joints. All above floor sanitary waste piping shall be cast iron with stainless steel mechanical couplings. All above floor sanitary waste piping 2-inches and smaller shall be Type DWV hard drawn seamless copper with wrought copper drainage fitting joints with 95/5 solder.

3. Vent System:

- Each plumbing fixture tied to the sanitary waste and garage waste systems shall be properly vented and piped to atmosphere. Garage venting and sanitary venting shall run independently through the roof.
- All buried sanitary vent piping shall be service weight bell and spigot cast iron with neoprene resilient gaskets. All above floor sanitary vent piping shall be cast iron with stainless steel mechanical couplings. All above floor sanitary vent

piping 2-inches and smaller shall be Type DWV hard drawn seamless copper with wrought copper drainage fitting joints with 95/5 solder.

4. Storm System:

- Storm water shall be collected by a combination of external gutters and downspouts and an internal roof drainage system. Internal storm drainage piping shall be collected and run down to a new underground storm drainage main exiting the building.
- All buried internal storm drainage piping shall be service weight bell and spigot cast iron with neoprene resilient gaskets. Buried internal storm drainage piping through foundation wall service weight bell and spigot cast iron with lead and oakum joints. All above floor internal storm drainage piping shall be hubless cast iron with stainless steel mechanical couplings.
- The 4" cast iron boots shall be provided for external downspouts and tied into on-site drainage as indicated in the Civil Drawings.

5. Natural Gas System:

- A new natural gas service shall be brought to the building. A meter shall be located on the exterior of the building. The gas system shall be piped to the new water heating system and all required HVAC and kitchen equipment. Gas system pressure shall be low pressure within the building.

6. Plumbing Fixtures and Equipment:

- New plumbing fixtures shall consist of wall mounted flush valve water closets, counter mounted and wall hung lavatories, wall hung flush valve urinals, shower enclosures, a wall mounted electric water cooler, counter mounted stainless steel sinks, floor mounted pot sinks, a combination emergency shower and eyewash, wall hydrants, hose bibbs and floor drains.
- All new flush valves and faucets shall be manual low-flow type fixtures. MAAB compliant, ADA compliant and barrier-free plumbing fixtures shall be installed as required by code

IV. FIRE PROTECTION

1. Wet Sprinkler System:

- A new 6-inch fire protection line shall be brought into the new building and run up to the Mechanical Room. A horizontal double check valve assembly and wet alarm check valve assembly shall be installed along with floor-zone control valve assemblies for each floor level. A dry system with dry alarm check valve assembly shall be installed and rise up to protect the unheated attic spaces. Dry systems will not be utilized at the apparatus or auxiliary bay. The temperature at

all spaces shall be kept to a minimum of 40°F to prevent sprinkler pipe from freezing.

- The building shall be fully sprinklered based on the current edition NFPA 13 and Massachusetts Building and Fire Codes.
- Sprinklers in common spaces with ceilings shall be quick response, chrome and recessed type. Sprinklers in common areas with no ceilings shall be quick response bronze, upright type. Mechanical areas and any other areas subject to damage shall have cages on sprinklers.
- General and attic areas shall be designed based on light hazard occupancies. Apparatus Bay, Storage and Mechanical areas shall be designed based on Ordinary Hazard Group 1 or Group 2 occupancies. Hazardous Storage and Vehicle Storage area densities shall be coordinated with NFPA 13.
- Sprinkler spacing in light hazard occupancies shall be 225 square feet per sprinkler. Sprinkler spacing in the unheated attic areas shall be 130 square feet per sprinkler. Sprinkler spacing in Ordinary Hazard occupancies shall be 130 square feet per sprinkler maximum.
- Seismic requirements shall be based on NFPA 13 and Massachusetts Building and Fire Code requirements.
- A hydrant flow test has not been performed to date. Current flow information is not available at this time. An allowance for an in-line vertical fire pump should be carried at this time. Pump shall be based on a 750 gpm, 50 psi pump system with controllers.

*Sudbury Fire Department - Station 2
550 Boston Post Road
Sudbury, MA*

*Study
Existing Conditions Analysis
Site*

— SPACE NEEDS —

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)



Sudbury Fire Station 2 Study

Space Needs Program

April, 2016

Area/Room Title	No.Occ.	No.Rms.	Rm. Area	Subtotal	Total
Public Area					
Vestibule / Entry Passage	0	1	50 sf	50 sf	
First Aid	3	1	150 sf	150 sf	
Public Toilet	0	1	55 sf	55 sf	
Public Total:					255 sf
Apparatus Storage					
Apparatus Bays	0	3	1280 sf	3840 sf	
Mechanic's Work Bench	0	1	60 sf	60 sf	
Parts Storage	0	1	125 sf	125 sf	
Hose Storage	0	1	80 sf	80 sf	
Toilet	0	1	55 sf	55 sf	
Apparatus Bays Total:					4,160 sf
Firematic Support Facilities					
Bunker Gear Storage	20	1	60 sf	60 sf	
Decon / Laundry (incl. shower)	0	1	120 sf	120 sf	
EMS Supplies and Prep.	0	1	130 sf	130 sf	
EMS Storage	0	1	120 sf	120 sf	
Firematic Support Facilities Total:					430 sf
Firefighters' Facilities					
Bunk Rooms	2	4	110 sf	440 sf	
Toilet / shower	0	2	70 sf	140 sf	
Day Room	0	1	380 sf	380 sf	
Kitchen	0	1	150 sf	150 sf	
Fitness	0	1	250 sf	250 sf	
Laundry Alcove	0	1	50 sf	50 sf	
Staff Facilities Total:					1,410 sf
Administrative Spaces					
Admin Office	1	1	120 sf	120 sf	
EMS Office	1	1	160 sf	160 sf	
Administrative Spaces Total:					280 sf
Building Services					
Custodial Closet	0	1	15 sf	30 sf	
Mechanical Room	0	1	120 sf	120 sf	
Sprinkler Equipment	0	1	60 sf	80 sf	
Electrical Room	0	1	20 sf	20 sf	
Emergency Generator (outside)	0	1	300 sf		
Building Services Total:					250 sf
Total Net Program Area					6,785 sf
Net to Gross Adjustment					1,915 sf
Total Gross Area :					8,700 sf

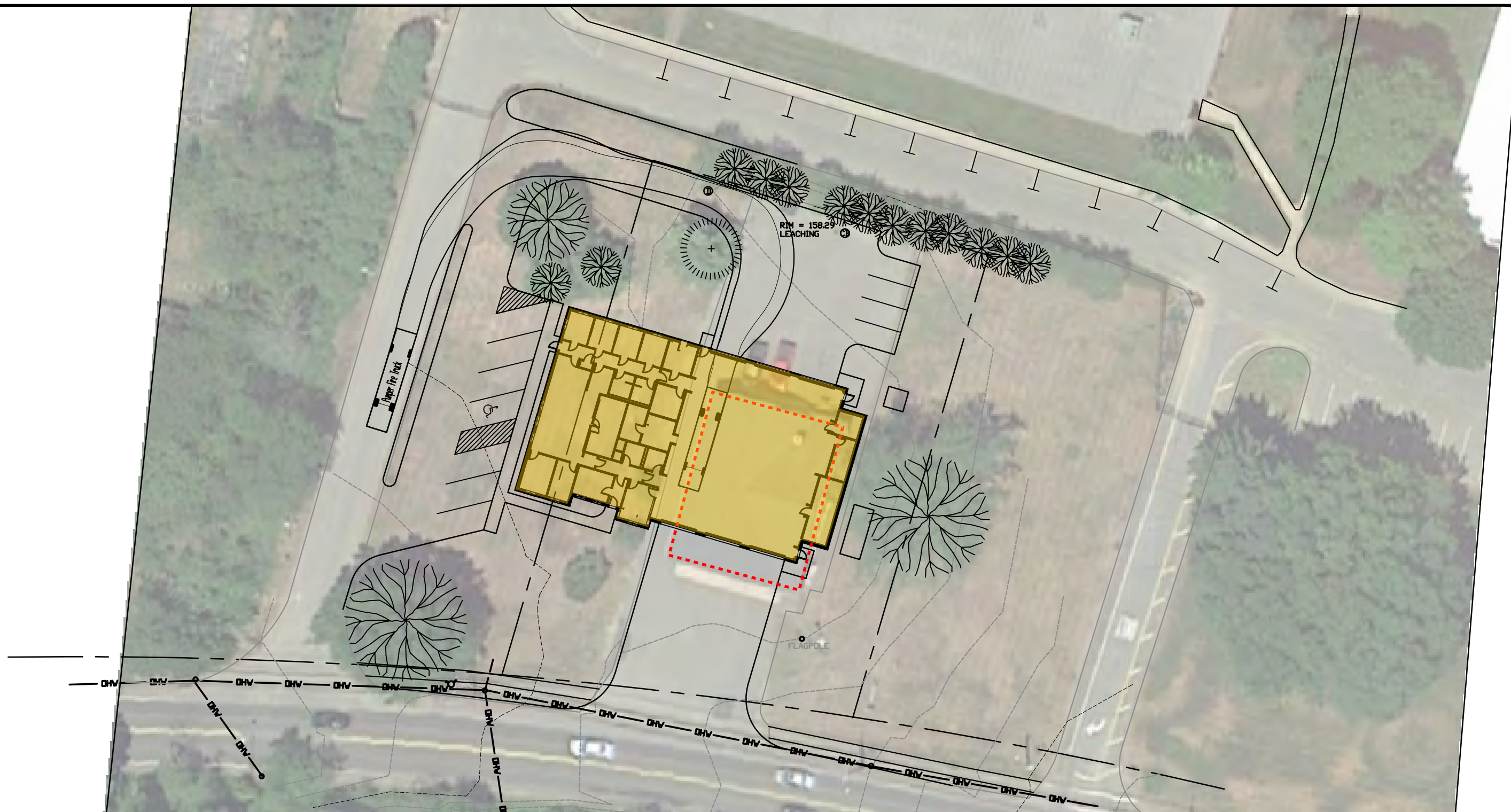
Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

*Sudbury Fire Department - Station 2
550 Boston Post Road
Sudbury, MA*

*Study
Existing Conditions Analysis
Site*

— CONCEPTUAL DESIGN —
SITE PLAN

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)



SITE PLAN

SCALE: 1" = 40'

SUDBURY FIRE #2

SUDBURY, MASSACHUSETTS

FEBRUARY 23, 2016

KAESTLE BOOS
associates, inc

*Sudbury Fire Department - Station 2
550 Boston Post Road
Sudbury, MA*

*Study
Existing Conditions Analysis
Site*

— CONCEPTUAL DESIGN —
FLOOR PLAN

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

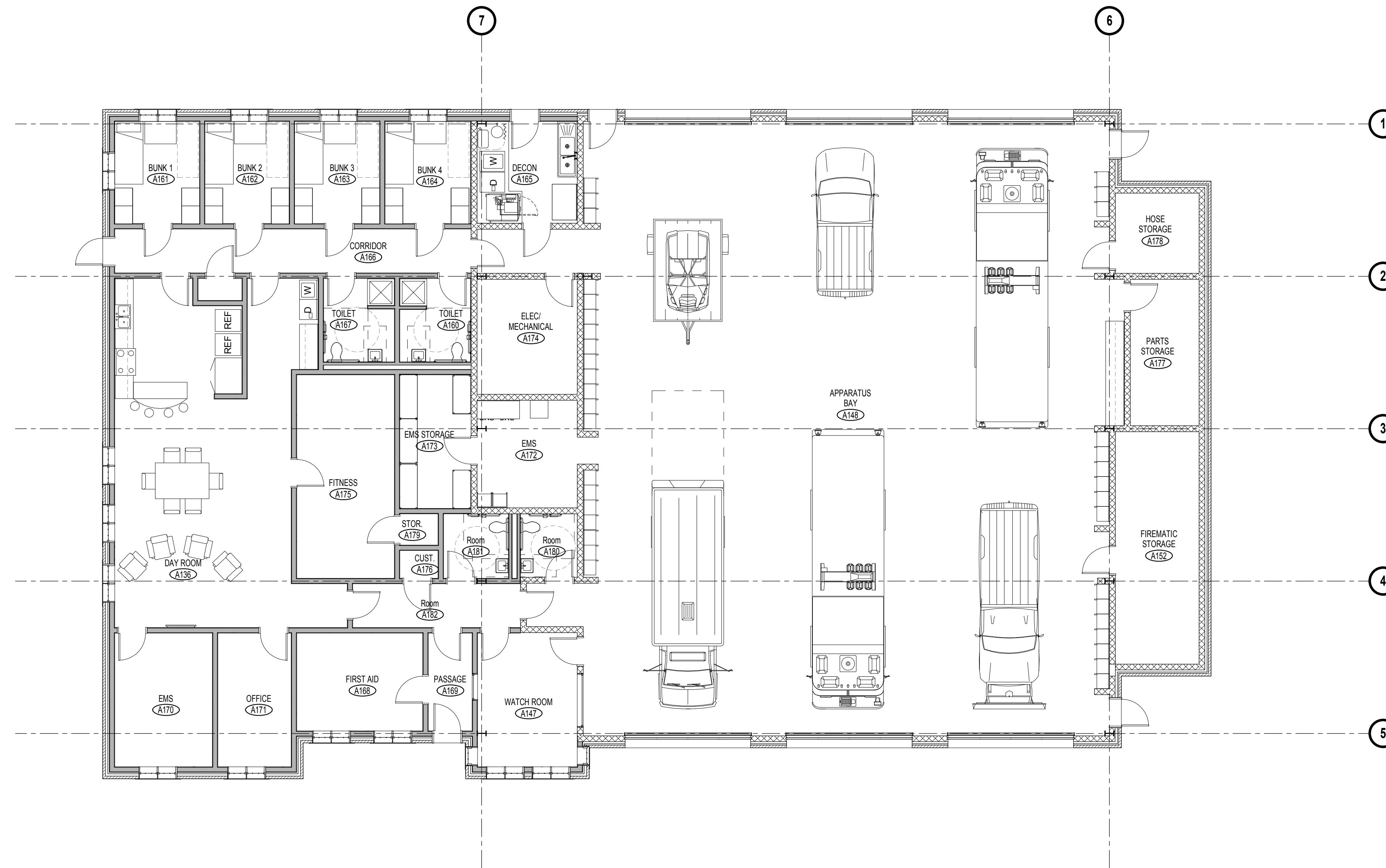
KAESTLE BOOS
associates, inc

416 Slater Road, P.O. Box 2590, New Britain, CT 06050-2590
Phone: 860-229-0361 Fax: 860-229-5363

325 Foxborough Boulevard, Suite 100, Foxborough, MA 02035
Phone: 508-549-9906 Fax: 508-549-9907

Email: kba@kba-architects.com Web: www.kba-architects.com

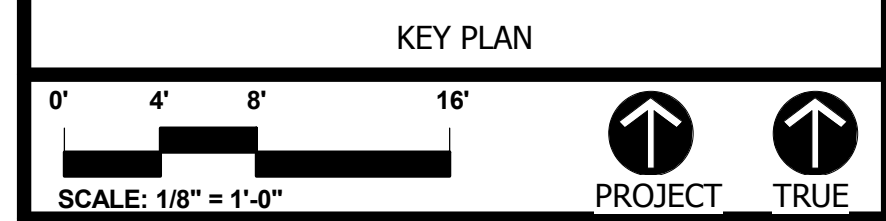
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ISSUE DATE	
DATE	DESCRIPTION
07/13/10	

REVISIONS	
DATE	DESCRIPTION

FOR ALL ABBREVIATIONS, SYMBOL LEGENDS,
AND GENERAL NOTES SEE SHEET R0.01



SUDBURY FIRE SUB STATION

PROJECT NO.: DRAWN BY: YM

MAIN LEVEL FLOOR PLAN

DRAWING NO.:
A1.01

*Sudbury Fire Department - Station 2
550 Boston Post Road
Sudbury, MA*

*Study
Existing Conditions Analysis
Site*

— CONCEPTUAL DESIGN —
ELEVATIONS

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

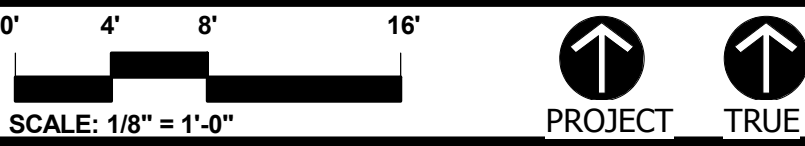
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ISSUE DATE	
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07/15/10	

REVISIONS	
DATE	DESCRIPTION

FOR ALL ABBREVIATIONS, SYMBOL LEGENDS,
AND GENERAL NOTES SEE SHEET R0.01

KEY PLAN



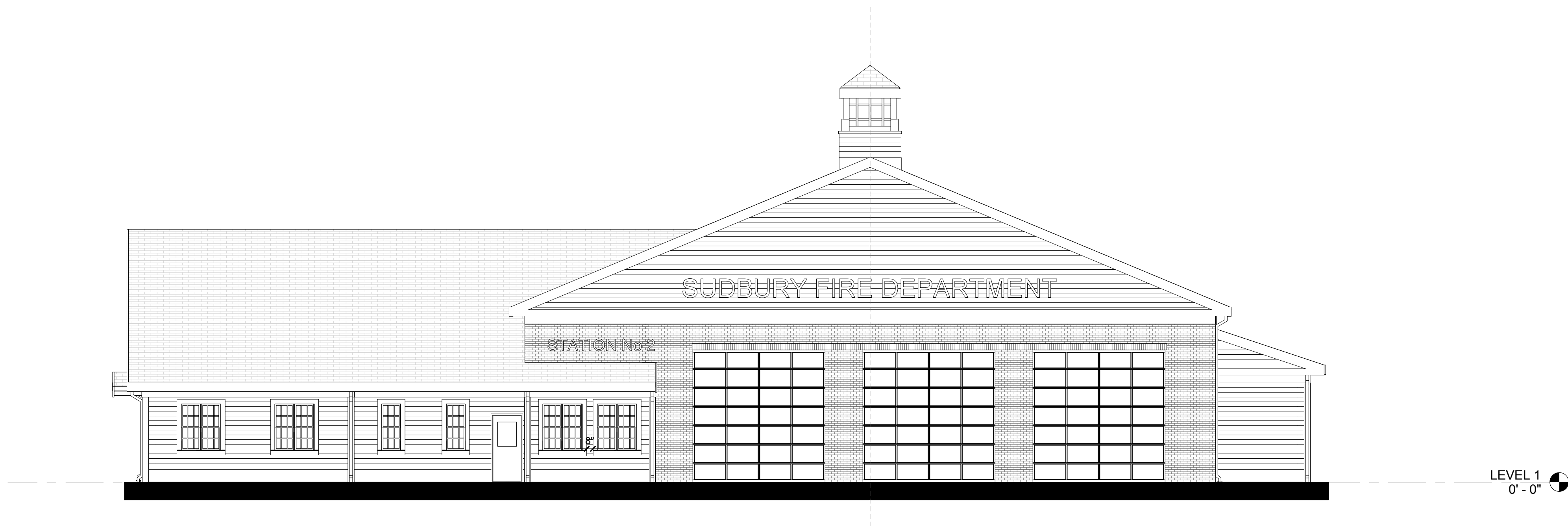
**SUDBURY
FIRE DEPARTMENT
STATION No. 2**

AREA 8755.33

PROJECT NO.: DRAWN BY: YM

**EXTERIOR
ELEVATIONS I**

DRAWING NO.:
A5.01



*Sudbury Fire Department - Station 2
550 Boston Post Road
Sudbury, MA*

*Study
Existing Conditions Analysis
Site*

— CONCEPTUAL DESIGN —
PERSPECTIVE

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

KAESTLE BOOS
associates, inc

416 Slater Road, P.O. Box 2590, New Britain, CT 06050-2590
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Email: kba@kba-architects.com Web: www.kba-architects.com

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07/13/10	

REVISIONS	
DATE	DESCRIPTION

FOR ALL ABBREVIATIONS, SYMBOL LEGENDS,
AND GENERAL NOTES SEE SHEET R0.01

KEY PLAN

0'

4'

8'

16'

SCALE: 1/8" = 1'-0"

PROJECT

TRUE

**SUDBURY
FIRE SUB STATION**

PROJECT NO.: DRAWN BY: YM

PERSPECTIVE

DRAWING NO.:

A0.01

Attachment.a: Sudbury FD Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

*Sudbury Fire Department - Station 2
550 Boston Post Road
Sudbury, MA*

*Study
Existing Conditions Analysis
Site*

— COST —

CONCEPTUAL COST ESTIMATE

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)



Sudbury Fire Sub Station
Sudbury, MA

March 23, 2016

Conceptual Estimate

Design Architect:

Kaestle Boos Associates, Inc.
325 Foxborough Boulevard, Suite 100
Foxborough, MA 02035
(508) 549-9906

Cost Estimator:

Daedalus Projects Incorporated
112 South Street
Boston, MA 02111
(617) 451-2717

INTRODUCTION

Project Description:

- This project is a new fire sub station building in Sudbury, MA
- Sitework has been included.

Project Particulars:

- Progress print drawings dated February 11, 2016 from by Kaestle Boos Associates Inc.

Project Assumptions:

- The project will be built by a GC
- Our costs assume that there will be competitive bidding in all trades and sub-trades i.e. at least three bids per trade or sub-trade
- Unit rates are based on current dollars (prevailing wage rates)
- Design Contingency is an allowance for unforeseen design issues, design detail development and specification clarifications
- General Conditions and Requirements value covers Construction Manager's site office overhead and on-site supervision
- Fee markup is calculated on a percentage basis
- Escalation has been included

Construction Cost Estimate Exclusions:

- Design fees and other soft costs
- Interest expense
- Owner's project administration
- Construction of temporary facilities
- Printing and advertising
- Specialties, loose furnishings, fixtures and equipment beyond what is noted
- LEED Commissioning
- Site or existing condition surveys and investigations
- Hazardous materials survey, report and abatement

Sudbury Fire Sub Station

Sudbury, MA

8,756 GSF

MAIN SUMMARY

DESCRIPTION			TOTAL	COST/SF
Sitework Cost			\$496,832	\$56.7
Building Demolition			\$12,000	\$1.3
Hazardous Material Abatement			N.I.C.	
Fire Sub Station	8,756 GSF		\$2,746,358	\$313.6
Trade Cost Subtotal	8,756 GSF		\$3,255,190	\$371.7
Design Contingency	10.00%		\$325,519	\$37.1
Trade Cost Total			\$3,580,709	\$408.9
Mark-ups (on Direct Trade Costs Subtotal)				
General Conditions and Requirements	8.00%	\$3,580,709	\$286,457	\$32.7
Insurance	1.00%	\$3,867,166	\$38,672	\$4.4
Bonds	1.00%	\$3,905,837	\$39,058	\$4.4
Permit	1.50%	\$3,944,896	N.I.C.	
Fee	3.00%	\$3,944,896	\$118,347	\$13.5
Estimate Construction Cost Subtotal			\$4,063,243	\$464.0
Escalation to Fall 2016	1.50%	\$4,063,243	\$60,949	\$6.9
ECC Total, including Escalation			\$4,124,192	\$471.0

Attachment 6.a: Sudbury FD Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)



Sudbury Fire Sub Station
Sudbury, MA

SITE DEVELOPMENT SUMMARY

ELEMENT	TOTAL
02 41 00 Demolition	\$20,172
02-EXISTING CONDITIONS TOTAL	\$20,172
31 10 00 Site Clearing	\$42,292
31 20 00 Earth Moving	\$18,009
31 23 19 Dewatering and Drainage	\$3,500
31 25 00 Erosion and Sedimentation Controls	\$7,910
32-EXTERIOR IMPROVEMENTS	\$71,711
32 00 00 Paving	\$102,480
32 30 00 Site Improvements	\$68,900
32 31 13 Fences and Gates	\$0
32 90 00 Plants	\$39,470
32-EXTERIOR IMPROVEMENTS	\$210,850
33 10 00 Water Distribution	\$28,100
33 30 00 Sanitary Sewerage	\$27,000
33 40 00 Storm Drainage	\$60,000
33 50 00 Gas Service	\$4,000
33 70 00 Electrical Utilities	\$75,000
33-UTILITIES	\$194,100
Site Development Subtotal	\$496,832

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)



Sudbury Fire Sub Station
Sudbury, MA

SITE DEVELOPMENT DETAILS

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
02-SITEWORK				
02 41 00 Demolition				
Saw cut existing pavement; allow	121	LF	\$10.00	\$1,210
R & D existing pavement	9,209	SF	\$1.00	\$9,209
R & D sidewalk	275	SF	\$1.50	\$413
R & D existing building foundation	124	LF	\$35.00	\$4,340
Miscellaneous demolition other than above	1	AL	\$5,000.00	\$5,000
02 41 00 Demolition Total				\$20,172
31-EARTHWORK				
31 10 00 Site Clearing				
Site clearing	1	ACRE	\$4,000.00	\$4,000
Protect existing tree	1	AL	\$4,250.00	\$4,250
Removal trees/shrubs	1	AL	\$1,050.00	\$1,050
Construction fence ; allow	791	LF	\$12.00	\$9,492
Double construction gate	2	EA	\$2,500.00	\$5,000
Temporary construction entrance	2	LS	\$7,000.00	\$14,000
Temp signs	1	LS	\$1,500.00	\$1,500
Allow for wash down/re-fueling	1,500	SF	\$2.00	\$3,000
31 10 00 Site Clearing Total				\$42,292
31 20 00 Earth Moving				
Remove & stockpile topsoil; allow	494	CY	\$9.00	\$4,442
Cuts and fills of Apparatus and concrete pad	32	CY	\$10.00	\$320
Cuts and fills of parking lot	614	CY	\$10.00	\$6,138
Cuts and fills of sidewalk	49	CY	\$10.00	\$485
Cuts and fills of paver	10	CY	\$10.00	\$96
Cuts and fills - site	725	CY	\$9.00	\$6,527
31 20 00 Earth Moving TOTAL				\$18,009
31 23 19 Dewatering and Drainage				
Dewatering; allow	1	LS	\$3,500.00	\$3,500
31 23 19 Dewatering and Drainage Total				\$3,500
31 25 00 Erosion and Sedimentation Controls				
Install and maintain perimeter erosion control; allow	791	LF	\$10.00	\$7,910
31 25 00 Erosion and Sedimentation Controls Total				\$7,910

Attachment 6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)



Sudbury Fire Sub Station
Sudbury, MA

SITE DEVELOPMENT DETAILS

	ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
49	32-EXTERIOR IMPROVEMENTS				
50					
51	32 00 00 Paving				
52	32 00 00 Asphalt Paving				
53	Asphalt concrete pavement -roadway and parking lot	11,049	SF	\$2.75	\$30,385
54	Patching existing pavement at street ; allow	1,200	SF	\$6.00	\$7,200
55	Gravel base	450	CY	\$30.00	\$13,500
56	32 13 13 Concrete Paving				
57	Fire Apparatus - 8" reinforced concrete slab	576	SF	\$10.00	\$5,760
58	Concrete sidewalk	1,048	SF	\$6.00	\$6,288
59	Curb cut allowance	1	EA	\$380.00	\$380
60	Reinforce concrete pad allowance	140	SF	\$10.00	\$1,400
61	Generator pad				See Electrical
62	Transformer pad				See Electrical
63	Gravel base	51	CY	\$30.00	\$1,530
64	32 16 00 Curbs and Gutters				
65	Curb allowance	1,075	LF	\$28.00	\$30,100
66	32 14 00 Unit Pavers				
67	Unit pavers; allow	120	SF	\$15.00	\$1,800
68	32 17 23 Pavement Markings				
69	Pavement making	56	SF	\$2.00	\$112
70	Parking stall painting allowance	10	EA	\$45.00	\$450
71	Parking stall painting; HC	1	EA	\$75.00	\$75
72	Misc. marking	1	LS	\$3,500.00	\$3,500
73	32 00 00 Paving Total				\$102,480
74					
75	32 30 00 Site Improvements				
76	Trash / Recycle Receptacles allowance	1	EA	\$1,000.00	\$1,000
77	Bike Racks allowance	1	AL	\$1,500.00	\$1,500
78	Galvanized steel bollard; allow	6	EA	\$500.00	\$3,000
79	Decorative Fire sign	1	EA	\$15,000.00	\$15,000
80	Aluminum flagpole	1	LS	\$7,500.00	\$7,500
81	Traffic sign allowance	1	LS	\$3,500.00	\$3,500
82	Benches; allow	2	EA	\$1,200.00	\$2,400
83	Misc. site improvement other than above; allow	1	LS	\$35,000.00	\$35,000
84	32 30 00 Site Improvements Total				\$68,900
85					
86	32 31 13 Fences and Gates				
87	No work shown in this section				\$0
88	32 31 13 Fences and Gates TOTAL				\$0
89					
90	32 90 00 Plants				
91	32 92 10 Soil Preparation for Lawn Establishment				

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)



Sudbury Fire Sub Station

Sudbury, MA

SITE DEVELOPMENT DETAILS

ELEMENT		QUANTITY	UNIT	UNIT RATE	COST
92	Repeal topsoil	494	CY	\$9.00	\$4,442
93	Topsoil import allowance	111	CY	\$25.00	\$2,778
94	Mulch; allow	10	CY	\$40.00	\$397
95	32 92 20 Turf and Grasses				
96	Lawn allowance	19,582	SF	\$0.35	\$6,854
97	32 93 00 Plants				
98	Planting; allow	1	LS	\$25,000.00	\$25,000
99	32 90 00 Plants TOTAL				\$39,470
100					
101					
102	33-UTILITIES				
103					
104	33 10 00 Water Distribution				
105	4" T, S,& G; allow	1	EA	\$3,600.00	\$3,600
106	6" T, S,& G; allow	1	EA	\$4,000.00	\$4,000
107	4" gate; allow	1	EA	\$1,400.00	\$1,400
108	6" gate; allow	1	EA	\$1,200.00	\$1,200
109	Hydrant & gate; allow	1	EA	\$2,500.00	\$2,500
110	4" CLDI excavation and install (material, install, and excavation	50	LF	\$60.00	\$3,000
111	6" CLDI excavation and install (material, install, and excavation	160	LF	\$70.00	\$11,200
112	6"x4" Tee; allow	1	EA	\$200.00	\$200
113	Thrust blocks	1	LS	\$1,000.00	\$1,000
114	33 10 00 Water Distribution Total				\$28,100
115					
116	33 30 00 Sanitary Sewerage				
117	Connect to existing sewer pipe	1	EA	\$2,000.00	\$2,000
118	SMH; allow	1	EA	\$4,000.00	\$4,000
119	Gas oil interceptor; allow	1	EA	\$15,000.00	\$15,000
120	6" PVC; allow	120	LF	\$50.00	\$6,000
121	33 30 00 Sanitary Sewerage Total				\$27,000
122					
123	33 40 00 Storm Drainage				
124	Storm drainage; allow	1	AL	\$60,000.00	\$60,000
125	33 40 00 Storm Drainage Total				\$60,000
126					
127	33 50 00 Gas Service				
128	New service line				By Gas Co.
129	Trenching and backfill for new service line; allow	100	LF	\$40.00	\$4,000
130	33 50 00 Gas Service Total				\$4,000
131					
132	33 70 00 Electrical Utilities				
133	Site electrical; allow	1	AL	\$75,000.00	\$75,000
134	33 70 00 Electrical Utilities Total				\$75,000

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)



Sudbury Fire Sub Station
Sudbury, MA
8,756 GSF

BUILDING SUMMARY

ELEMENT	TOTAL	COST/SF
03 00 00 Cast-In-Place Concrete	\$203,551	\$23.25
03-CONCRETE TOTAL	\$203,551	\$23.25
04 01 00 Maintenance of Masonry	\$211,921	\$24.20
04-MASONRY TOTAL	\$211,921	\$24.20
05 10 00 Structural Steel Framing	\$228,900	\$26.14
05 30 00 Metal Decking	\$33,190	\$3.79
05 40 00 Cold Formed Metal Framing	\$26,753	\$3.06
05 50 00 Metal Fabrications	\$63,240	\$7.22
05-METALS TOTAL	\$352,082	\$40.21
06 10 00 Rough Carpentry	\$119,595	\$13.66
06 20 00 Finish Carpentry	\$69,344	\$7.92
06-WOOD AND PLASTICS TOTAL	\$188,939	\$21.58
07 10 00 Dampproofing and Waterproofing	\$37,596	\$4.29
07 20 00 Insulation	\$35,550	\$4.06
07 40 00 Roofing and Siding Panels	\$105,952	\$12.10
07 46 00 Siding	\$138,539	\$15.82
07 80 00 Firestopping & Fireproofing	\$3,065	\$0.35
07 92 00 Joint Sealants	\$13,134	\$1.50
07-THERMAL AND MOISTURE TOTAL	\$333,836	\$38.13
08 10 00 Doors & Frames	\$59,025	\$6.74
08 3 1 00 Access Doors & Panels	\$1,400	\$0.16
08 33 23 Coiling and Overhead Doors	\$57,000	\$6.51
08 50 00 Windows	\$22,270	\$2.54
08 80 00 Glazing	\$5,430	\$0.62
08-DOORS AND WINDOWS TOTAL	\$145,125	\$16.57
09 21 00 Plaster and Gypsum Board Assemblies	\$62,073	\$7.09
09 30 00 Tile	\$20,532	\$2.34
09 51 00 ACT	\$13,175	\$1.50
09 65 13 Resilient Flooring and Base	\$20,386	\$2.33
09 68 13 Tile Carpeting	\$3,625	\$0.41
09 67 23 Resinous Flooring	\$37,026	\$4.23

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)



Sudbury Fire Sub Station
Sudbury, MA
8,756 GSF

BUILDING SUMMARY

ELEMENT	TOTAL	COST/SF
09 90 00 Painting	\$35,856	\$4.10
09-FINISHES TOTAL	\$192,673	\$22.00
10 00 00 Specialties	\$41,662	\$4.76
10 28 13 Toilet Accessories	\$2,600	\$0.30
10-SPECIALTIES TOTAL	\$44,262	\$5.06
11 31 00 Residential Appliances	\$7,850	\$0.90
11-EQUIPMENT TOTAL	\$7,850	\$0.90
12 20 00 Window Treatments	\$2,358	\$0.27
12 48 13 Entrance Floor Mats	\$1,750	\$0.20
12-FURNISHINGS TOTAL	\$4,108	\$0.20
21 00 00 Fire Protection	\$54,725	\$6.25
22 00 00 Plumbing	\$140,096	\$16.00
23 00 00 HVAC	\$367,752	\$42.00
21, 22, 23 - MECHANICAL TOTAL	\$562,573	\$64.25
26 00 00 Electrical	\$437,800	\$50.00
26-ELECTRICAL TOTAL	\$437,800	\$50.00
31 00 00 Earthwork	\$61,640	\$7.04
31-EARTHWORK TOTAL	\$61,640	\$7.04
Building Subtotal	\$2,746,358	\$313.65

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

Sudbury Fire Sub Station
Sudbury, MA
8,756 GS

BUILDING DIRECT TRADE COSTS

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
03-CONCRETE				
03 00 00 Cast-In-Place Concrete				
<u>Footings</u>				
Continuous footings (2' x 1')	305	lf		
Concrete; material	24	CY	\$125.00	\$2,960
Concrete; place	24	CY	\$85.00	\$2,010
Reinforcement (65#/cy)	1,543	LB	\$1.10	\$1,697
Keyways	305	LF	\$2.00	\$610
Formwork	611	SF	\$8.00	\$4,888
Spread footings; assume 6' x 6' x 2' on 24x24 grid	36	ea		
Concrete; material	101	CY	\$125.00	\$12,600
Concrete; place	101	CY	\$85.00	\$8,560
Reinforcement (75#/cy)	7,560	LB	\$1.10	\$8,316
Formwork	3,024	SF	\$10.00	\$30,240
<u>Foundations</u>				
Foundation walls- 4' x 12"	405	lf		
Concrete; material	60	CY	\$125.00	\$7,500
Concrete; place	60	CY	\$85.00	\$5,100
Reinforcement (150#/cy)	9,000	LB	\$1.10	\$9,900
Formwork	3,240	SF	\$12.00	\$38,880
Slab on Grade; 4" thick	4,567	sf		
Concrete; material	59	CY	\$125.00	\$7,320
Concrete; place & finish	4,567	SF	\$2.50	\$11,418
WWF	4,567	SF	\$0.50	\$2,284
Slab on Grade; 6" thick @ Apparatus Bay	4,189	sf		
Concrete; material	95	CY	\$125.00	\$11,875
Concrete; place & finish	4,189	SF	\$2.50	\$10,473
WWF	4,189	SF	\$0.50	\$2,095
<u>Miscellaneous</u>				
Vapor barrier under slab	8,756	SF	\$0.50	\$4,378
Barrier one	154	CY	\$60.00	\$9,210
Allow for equipment pads	1	LS	\$1,500.00	\$1,500
Concrete accessories	1	LS	\$9,700.00	\$9,700
03 00 00 Cast-In-Place Concrete Total				\$203,550

Attachment 6.a: Sudbury FD Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

Sudbury Fire Sub Station
Sudbury, M
8,756 GS

BUILDING DIRECT TRADE COSTS

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
04-MASONRY				
04 01 00 Maintenance of Masonry				
Scaffolding	7,581	SF	\$3.50	\$26,534
Brick exterior façade	1,452	SF	\$35.00	\$50,820
CMU backup wall	1,897	SF	\$22.00	\$41,734
Interior:				
8" CMU wall	3,289	SF	\$22.00	\$72,358
Bond beam allowance	455	LF	\$45.00	\$20,475
04 01 00 Maintenance of Masonry Total				\$211,921
05-METALS				
05 10 00 Structural Steel Framing				
WF structural steel	53	TNS	\$3,400.00	\$180,200
WF structural steel column	13	TNS	\$3,400.00	\$44,200
Base plates	36	EA	\$125.00	\$4,500
05 10 00 Structural Steel Framing Total				\$228,900
05 30 00 Metal Decking				
Roof deck	9,483	SF	\$3.50	\$33,191
05 30 00 Metal Decking Total				\$33,191
05 40 00 Cold Formed Metal Framing				
Light gage metal wall framing	3,567	SF	\$7.50	\$26,753
05 40 00 Cold Formed Metal Framing Total				\$26,753
05 50 00 Metal Fabrications				
Metal framing for coiling doors	6	SET	\$1,200.00	\$7,200
Galv. lintel angle for coiling doors open	88	LF	\$140.00	\$12,320
Lintel angle for exterior door and window open	84	LF	\$120.00	\$10,080
Miscellaneous exterior metals	3,349	SF	\$3.50	\$11,722
Miscellaneous interior metals	8,756	SF	\$2.50	\$21,890
05 50 00 Metal Fabrications Total				\$63,242
06-WOOD AND PLASTICS				
06 10 00 Rough Carpentry				
Plywood sheathing @ exterior wall	5,464	SF	\$3.50	\$19,124

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

Sudbury Fire Sub Station
Sudbury, M
8,756 GS

BUILDING DIRECT TRADE COSTS

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
91 Install doors and frames	29	EA	\$275.00	\$7,975
92 Plywood roof Sheathing	9,483	SF	\$3.50	\$33,190
93 Plywood wall sheathing	5,464	SF	\$2.50	\$13,660
94 Cupola	1	EA	\$15,000.00	\$15,000
95 Rough carpentry / blocking	8,756	SF	\$3.50	\$30,646
96 06 10 00 Rough Carpentry Total				\$119,591
97				
98 06 20 00 Finish Carpentry				
99 Base cabinets w/c/top at kitchen	11	LF	\$360.00	\$3,960
100 Wall cabinet at kitchen	14	LF	\$180.00	\$2,520
101 Tall cabinet at kitchen	1	EA	\$650.00	\$650
102 Dayroom	1	EA	\$2,700.00	\$2,700
103 First Aid	1	EA	\$3,240.00	\$3,240
104 RMS storage	1	EA	\$3,500.00	\$3,500
105 EMS	1	EA	\$2,250.00	\$2,250
106 Decon	1	EA	\$1,000.00	\$1,000
107 Apparatus bay	1	EA	\$6,500.00	\$6,500
108 Storage shelf	1	AL	\$8,000.00	\$8,000
109 Miscellaneous standing and running trim	8,756	SF	\$4.00	\$35,024
110 06 20 00 Finish Carpentry Total				\$69,340
111				
112				
113 07-THERMAL AND MOISTURE				
114				
115 07 10 00 Dampproofing and Waterproofing				
116 <i>07 11 13 Bituminous Dampproofing</i>				
117 Dampproofing to foundation walls	1,620	SF	\$5.50	\$8,910
118 <i>07 27 26 Fluid-Applied Membrane Air Barriers</i>				
119 Air/vapor barrier to exterior walls	5,464	SF	\$5.25	\$28,688
120 07 10 00 Dampproofing and Waterproofing Total				\$37,598
121				
122 07 20 00 Insulation				
123 Rigid insulation under slab on grade	8,756	SF	\$2.50	\$21,890
124 Rigid insulation at exterior walls	5,464	SF	\$2.50	\$13,660
125 07 20 00 Insulation Total				\$35,550
126				
127 07 40 00 Roofing and Siding Panels				
128 Asphalt roofing system	9,483	SF	\$8.00	\$75,864
129 Flashing; allow	1	AL	\$6,000.00	\$6,000
130 Aluminum gutter; allow	285	LF	\$34.00	\$9,690
131 Aluminum downspout	1	AL	\$4,900.00	\$4,900
132 Snow guards	1	AL	\$5,000.00	\$5,000

Attachment 6.a: Sudbury FD Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

Sudbury Fire Sub Station
Sudbury, M
8,756 GS

BUILDING DIRECT TRADE COSTS

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
133 Allow for roof accessories	1	AL	\$4,500.00	\$4,500.00
134 07 40 00 Roofing and Siding Panels Total				\$105,950.00
135				
136 07 46 00 Siding				
137 Exterior siding	4,012	SF	\$30.00	\$120,360.00
138 Horizontal fascia	520	LF	\$18.00	\$9,360.00
139 Trim	279	LF	\$15.00	\$4,185.00
140 Window trim	280	LF	\$12.00	\$3,360.00
141 Conner trim	91	LF	\$14.00	\$1,274.00
142 07 46 00 Siding Total				\$138,539.00
143				
144 07 80 00 Firestopping & Fireproofing				
145 Fire proof steel and deck	9,483	SF	\$2.10	N.I.C.
146 Through floor penetration firestopping	8,756	SF	\$0.35	\$3,064.60
147 07 80 00 Firestopping & Fireproofing Total				\$3,064.60
148				
149 07 92 00 Joint Sealants				
150 Caulking and sealants	8,756	SF	\$1.50	\$13,134.00
151 07 92 00 Joint Sealants Total				\$13,134.00
152				
153				
154 08-DOORS AND WINDOWS				
155				
156 08 10 00 Doors & Frames				
157 <i>Exterior door and frames:</i>				
158 Exterior single door and frame	6	EA	\$3,500.00	\$21,000.00
159 <i>Interior door and frames:</i>				
160 Interior single doors	29	EA	\$350.00	\$10,150.00
161 <i>Frames</i>				
162 Interior doors frame	29	EA	\$225.00	\$6,525.00
163 Hardware sets	29	EA	\$650.00	\$18,850.00
164 Premium for power operation	1	EA	\$2,500.00	\$2,500.00
165 08 10 00 Doors & Frames Total				\$59,025.00
166				
167 08 3 1 00 Access Doors & Panels				
168 Access doors	4	EA	\$350.00	\$1,400.00
169 08 3 1 00 Access Doors & Panels Total				\$1,400.00
170				
171 08 33 23 Coiling and Overhead Doors				
172 13'-4" x 14'-0"; Apparatus bay	6	EA	\$9,500.00	\$57,000.00
173 08 33 23 Coiling and Overhead DoorsTotal				\$57,000.00

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

Sudbury Fire Sub Station
Sudbury, M
8,756 GS

BUILDING DIRECT TRADE COSTS

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
174				
175 08 50 00 Windows				
176 Windows	262	SF	\$85.00	\$22,270
177 08 50 00 Windows Total				\$22,270
178				
179 08 80 00 Glazing				
180 Interior windows	41	SF	\$60.00	\$2,460
181 Glazing at fitness	1	AL	\$2,100.00	\$2,100
182 Door glazing	1	AL	\$900.00	\$900
183 08 80 00 Glazing Total				\$5,460
184				
185				
186 09-FINISHES				
187				
188 09 21 00 Plaster and Gypsum Board Assemblies				
189 Interior of exterior walls	3,567	SF	\$3.50	\$12,485
190 Standard partition w/ sound insulation; 3-5/8" Metal stud	3,240	SF	\$9.50	\$30,780
191 Standard partition w/out sound insulation; 3-5/8" Metal stud	250	SF	\$8.50	\$2,125
192 Plumbing chase partition	240	SF	\$10.50	\$2,520
193 Allow for soffits	1	AL	\$3,500.00	\$3,500
194 GWB ceiling at bedroom	725	SF	\$11.00	\$7,975
195 GWB ceiling at bathroom	224	SF	\$12.00	\$2,688
196 09 21 00 Plaster and Gypsum Board Assemblies Total				\$62,073
197				
198 09 30 00 Tile				
199 Porcelain tile flooring @ Kitchen	175	SF	\$25.00	\$4,375
200 Porcelain tile base @ Kitchen	46	LF	\$15.00	\$690
201 Ceramic floor tile at bathroom	224	SF	\$18.00	\$4,032
202 Ceramic wall tile	509	SF	\$18.00	\$9,162
203 Ceramic base	113	LF	\$14.00	\$1,582
204 Granite thresholds	4	EA	\$175.00	\$700
205 09 30 00 Tile Total				\$20,539
206				
207 09 51 00 ACT				
208 Acoustical ceiling tile; allow	2,635	SF	\$5.00	\$13,175
209 09 51 00 ACT Total				\$13,175
210				
211 09 65 13 Resilient Flooring and Base				
212 Athletic flooring @ fitness	248	SF	\$15.00	\$3,720
213 Rubber tile @ corridors, first aid, day room and EMS	1,604	SF	\$6.50	\$10,426
214 VCT @ stor. rooms	608	SF	\$5.00	\$3,040
215 Rubber base	1	AL	\$3,200.00	\$3,200

Attachment 6.a: Sudbury FD Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

Sudbury Fire Sub Station
Sudbury, M
8,756 GS

BUILDING DIRECT TRADE COSTS

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
216 09 65 13 Resilient Flooring and Base Total				\$20,380
217				
218 09 68 13 Tile Carpeting				
219 Carpet at bedroom and office	725	SF	\$5.00	\$3,625
220 09 68 13 Tile Carpeting Total				\$3,625
221				
222 09 67 23 Resinous Flooring				
223 Poured resinous flooring system at apparatus bay	4,114	SF	\$9.00	\$37,026
224 09 67 23 Resinous Flooring Total				\$37,026
225				
226 09 90 00 Painting				
227 Sealed concrete floor @ at Ele/ Mechanical	146	SF	\$2.00	\$292
228 GWB walls	6,341	SF	\$1.00	\$6,341
229 CMU walls	7,204	SF	\$1.25	\$9,005
230 Premium for epoxy wall paint; allow	1	AL	\$2,000.00	\$2,000
231 GWB ceilings	949	SF	\$1.75	\$1,661
232 Exposed ceiling; at apparatus bay	4,260	SF	\$1.75	\$7,455
233 Paint HM doors and frames	29	EA	\$125.00	\$3,625
234 Miscellaneous exterior painting	1	LS	\$1,100.00	\$1,100
235 Miscellaneous interior painting	8,756	SF	\$0.50	\$4,378
236 09 90 00 Painting Total				\$35,851
237				
238				
239 10-SPECIALTIES				
240				
241 10 00 00 Specialties				
242 10 11 00 Visual Display Boards				
243 Markerboard/Tackboard allowance	1	AL	\$500.00	\$500
244 10 14 00 Signage				
245 Interior building signage	8,756	SF	\$0.50	\$4,378
246 Exterior signage	1	LS	\$1,500.00	\$1,500
247 10 26 00 Wall and Corner Guards				
248 Corner guards allowance	14	EA	\$75.00	\$1,050
249 10 51 00 Lockers				
250 Bunk lockers	8	EA	\$950.00	\$7,600
251 lockers at apparatus bay	36	EA	\$350.00	\$12,600
252 10 44 13 Fire Extinguisher Cabinets				
253 Fire extinguisher cabinets	2	EA	\$450.00	\$900
254 Miscellaneous specialties	8,756	SF	\$1.50	\$13,134
255 10 00 00 Specialties Total				\$41,661
256				
257				

Attachment 6.a: Sudbury FD Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)



Sudbury Fire Sub Station
Sudbury, MA
8,756 GS

BUILDING DIRECT TRADE COSTS

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
258 10 28 13 Toilet Accessories				
259 Bathrooms	4	EA	\$650.00	\$2,600.00
260 10 28 13 Toilet Accessories Total				\$2,600.00
261				
262				
263 11-EQUIPMENT				
264				
265 11 31 00 Residential Appliances				
266 Dryer	2	EA	\$1,100.00	\$2,200.00
267 Washer	2	EA	\$1,100.00	\$2,200.00
268 Microwave	1	EA	\$350.00	\$350.00
269 Refrigerator	2	EA	\$1,200.00	\$2,400.00
270 Installation	7	EA	\$100.00	\$700.00
271 11 31 00 Residential Appliances Total				\$7,850.00
272				
273				
274 12-FURNISHINGS				
275				
276 12 20 00 Window Treatments				
277 Manual roller shades	262	SF	\$9.00	\$2,358.00
278 12 20 00 Window Treatments Total				\$2,358.00
279				
280 12 48 13 Entrance Floor Mats				
281 Walk-off mat; allow	50	SF	\$35.00	\$1,750.00
282 12 48 13 Entrance Floor Mats Total				\$1,750.00
283				
284				
285 21, 22, 23 - MECHANICAL				
286				
287 21 00 00 Fire Protection				
288 Sprinkler coverage	8,756	SF	\$6.25	\$54,725.00
289 21 00 00 Fire Protection Total				\$54,725.00
290				
291 22 00 00 Plumbing				
292 Plumbing	8,756	SF	\$16.00	\$140,096.00
293 22 00 00 Plumbing Total				\$140,096.00
294				
295 23 00 00 HVAC				
296 HVAC	8,756	SF	\$42.00	\$367,752.00
297 23 00 00 HVAC Total				\$367,752.00
298				

Attachment 6.a: Sudbury FD Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

Sudbury Fire Sub Station
Sudbury, MA
8,756 GS

BUILDING DIRECT TRADE COSTS

ELEMENT	QUANTITY	UNIT	UNIT RATE	COST
26-ELECTRICAL				
26 00 00 Electrical				
Electrical	8,756	SF	\$50.00	\$437,800
26 00 00 Electrical Total				\$437,800
31-EARTHWORK				
31 00 00 Earthwork				
Rough and fine grade for new slab	8,756	SF	\$1.50	\$13,134
Bulk excavation	486	CY	\$11.00	\$5,346
Gravel base	357	CY	\$30.00	\$10,710
Exterior strip footings:	305	LF		
Excavation	254	CY	\$11.00	\$2,794
Isolated footings:	36	EA		
Excavation	128	CY	\$11.00	\$1,408
Backfill with imported fill	198	CY	\$25.00	\$4,950
Perimeter drain system	425	LF	\$18.00	\$7,650
Soil export	869	CY	\$18.00	\$15,642
31 00 00 Earthwork Total				\$61,640

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

*Sudbury Fire Department - Station 2
550 Boston Post Road
Sudbury, MA*

*Study
Existing Conditions Analysis
Site*

— COST —

OPINION OF PROBABLE COST

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)



Sudbury Fire Station 2 Study

April 1, 2016

Conceptual Opinion of Probable Costs

Description	Subtotals	Total:	Comments
Construction Costs			
Building Demolition	\$12,000		
Hazmat Abatement	N.I.C.		
Sitework	\$496,800		
New Building Construction	8,760 SF \$2,938,800		
	Subtotal:	\$3,447,600	
Concept Level Estimating Contingency @ 10.0%	\$344,800		
	Subtotal Direct Construction Costs:	\$3,792,400	
General Conditions & Overhead @ 8.00%	\$303,400		
Insurance @ 1.00%	\$41,000		
Bonds @ 1.00%	\$41,400		
GC Fee (Profit) @ 3.00%	\$125,300		
Permit Fee @ 1.50%	Waived		
Escalation (bid 2nd Quarter of 2017) @ 4.20%	\$180,700		
	Subtotal Construction Cost:	\$4,484,200	
Owner's Indirect Costs			
Land Survey	\$5,000		(incorp. additional land)
Geotechnical investigation	\$7,500		
Arch.& Eng.Fees (10%)	\$448,400		
Project Management (4.25%)	\$190,600		
Firematic Equipment	\$25,000		Allowance
Furniture & Furnishings	\$70,000		\$8/SF
Communications Equipment	\$50,000		
Network & Computers	\$20,000		
Utility Backcharge	\$25,000		Allowance
Moving	\$10,000		
Bid Doc Reproduction / Miscellaneous	\$5,000		Assume OnLine Service
Legal/Advertising	\$5,000		
Material Testing	\$25,000		
Owner's Contingency (10% of all costs)	\$537,100		
	Subtotal Indirect Costs:	\$1,423,600	
	Total Project Cost:	\$5,907,800	

*Sudbury Fire Department - Station 2
550 Boston Post Road
Sudbury, MA*

*Study
Existing Conditions Analysis
Site*

— APPENDIX —
EXISTING CONDITIONS PLAN

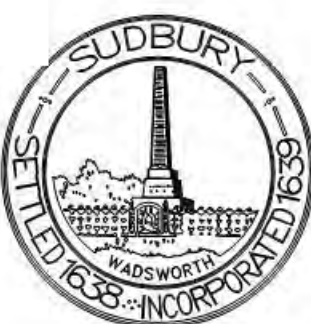
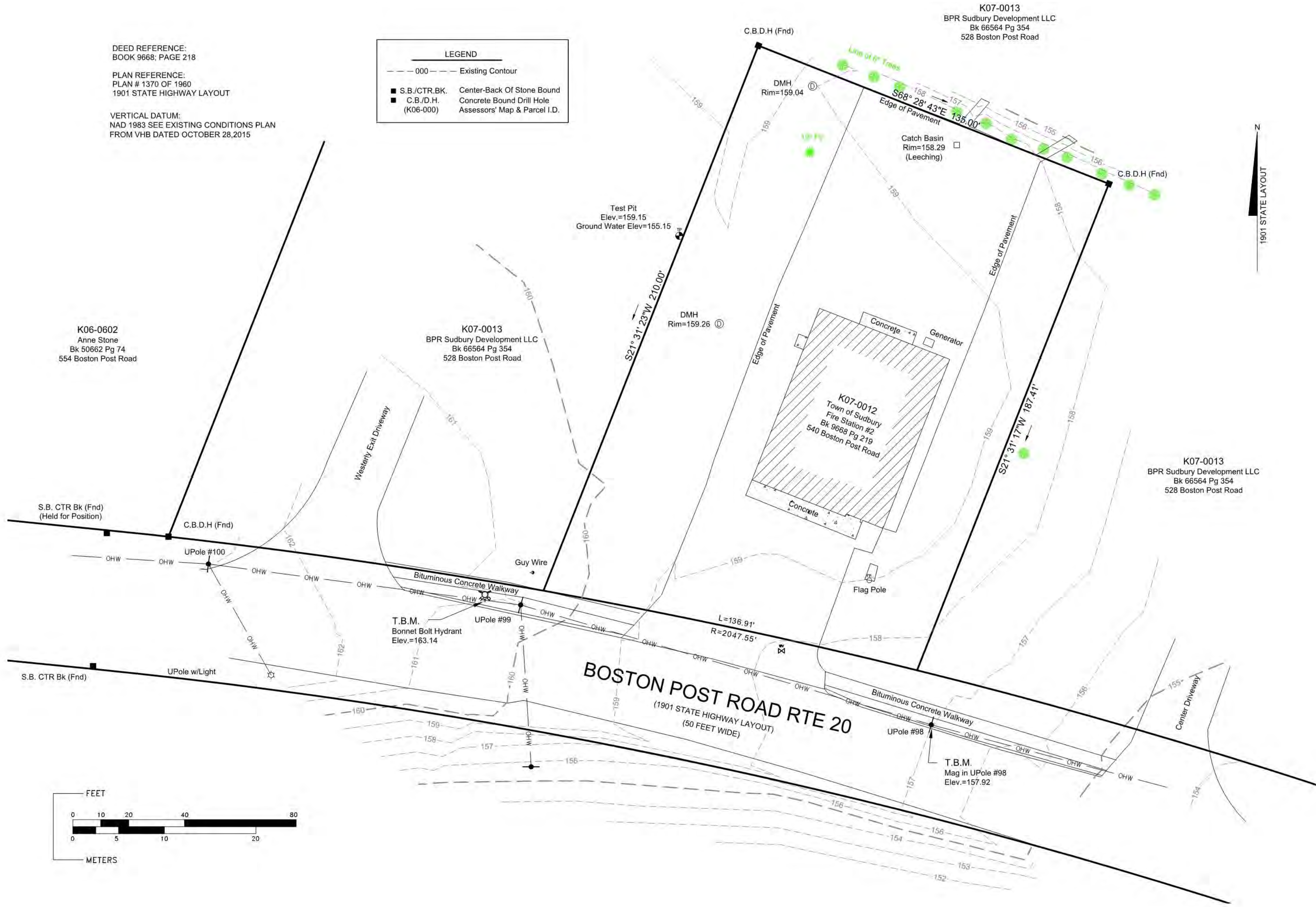
Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

DEED REFERENCE:
BOOK 9668, PAGE 218

PLAN REFERENCE:
PLAN # 1370 OF 1960
1901 STATE HIGHWAY LAYOUT

VERTICAL DATUM:
NAD 1983 SEE EXISTING CONDITIONS PLAN
FROM VHB DATED OCTOBER 28,2015

LEGEND	
---	Existing Contour
■ S.B./CTR.BK.	Center-Back Of Stone Bound
■ C.B./D.H.	Concrete Bound Drill Hole
(K06-000)	Assessors' Map & Parcel I.D.



EXISTING CONDITION PLAN
SUDBURY FIRE STATION NO. 2
540 BOSTON POST ROAD SUDBURY, MASSACHUSETTS
TOWN OF SUDBURY ENGINEERING DEPARTMENT
DATE: DECEMBER 30, 2009 SCALE: 1 IN.=20 FT
REV. FEBRUARY 11, 2016 NAD 1983 DATUM

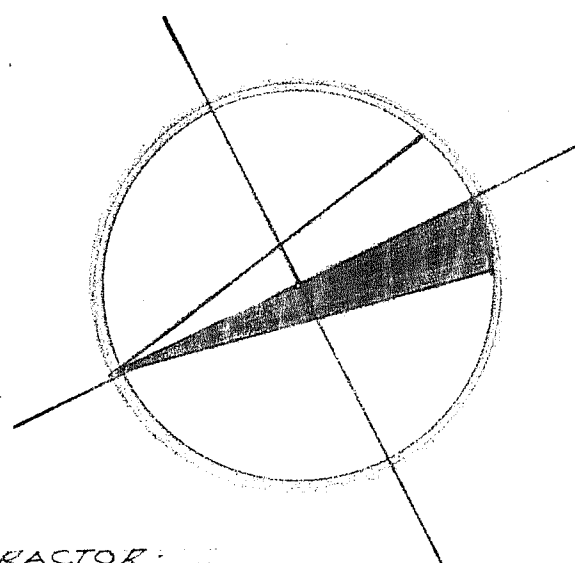
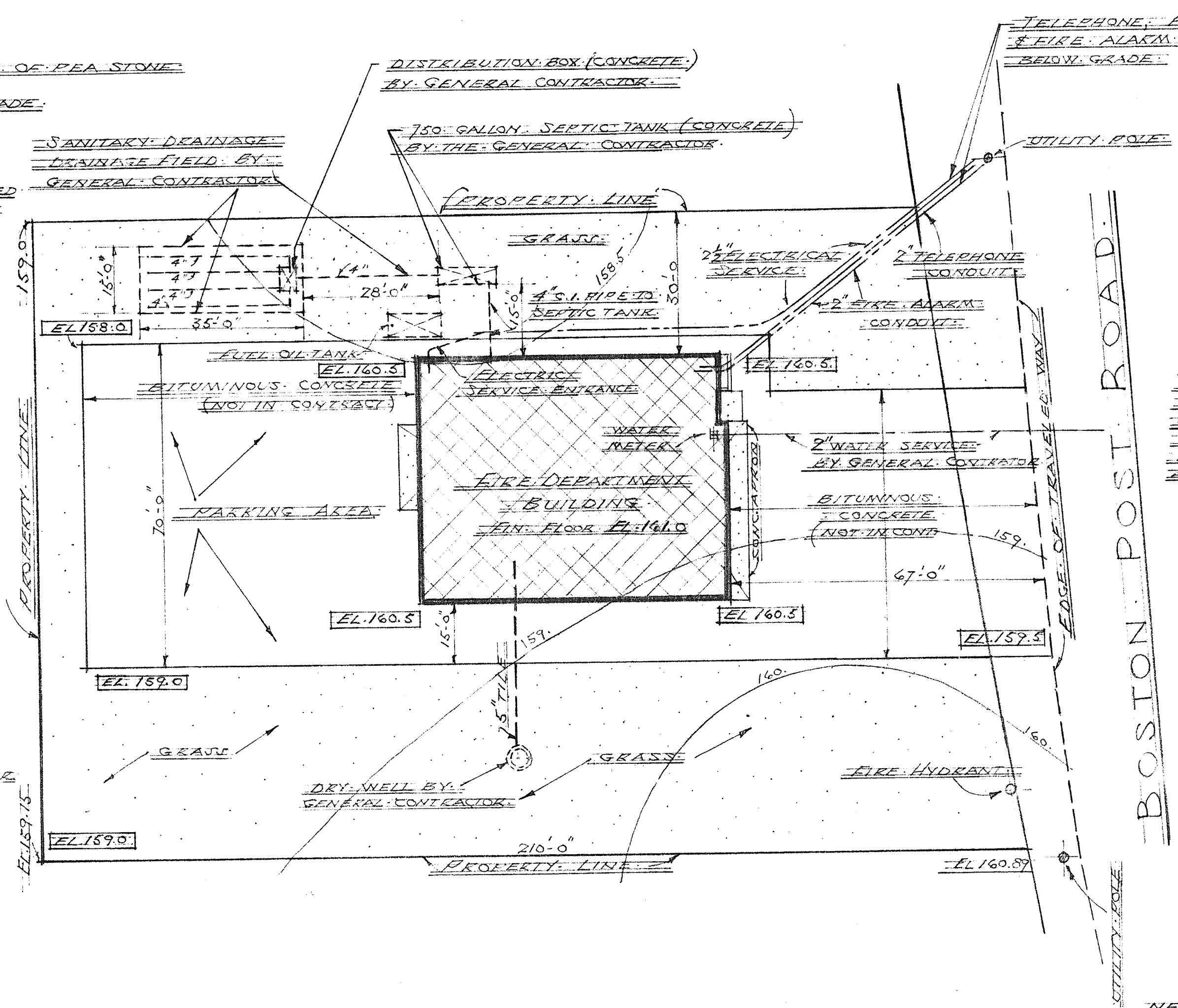
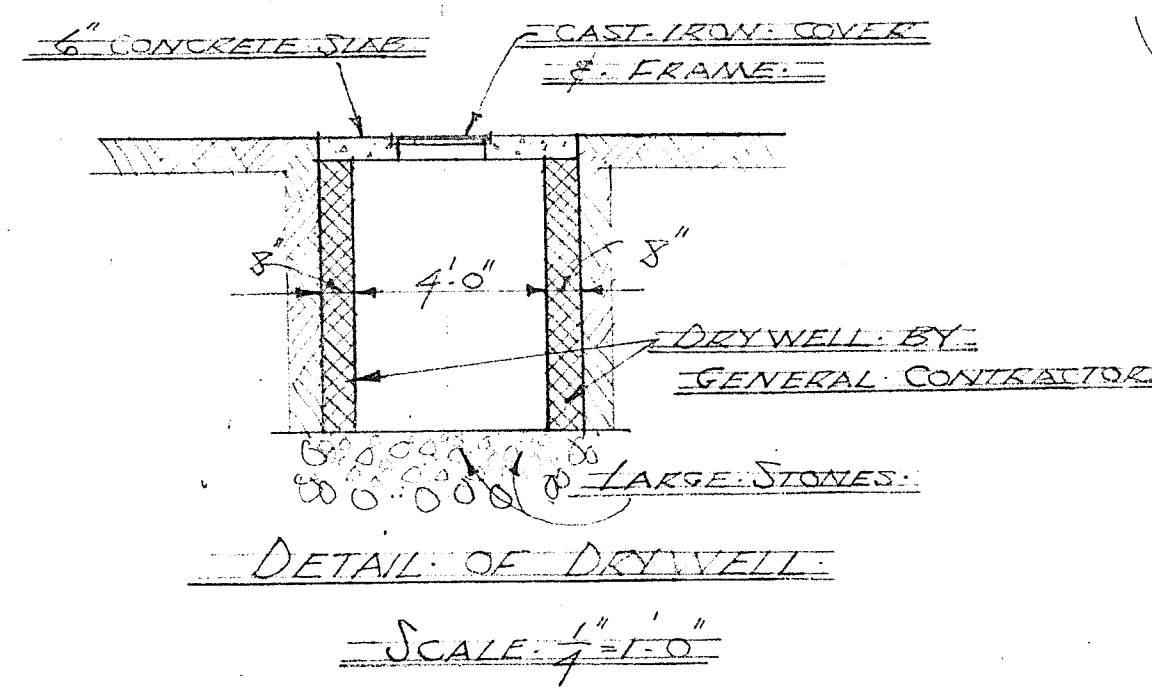
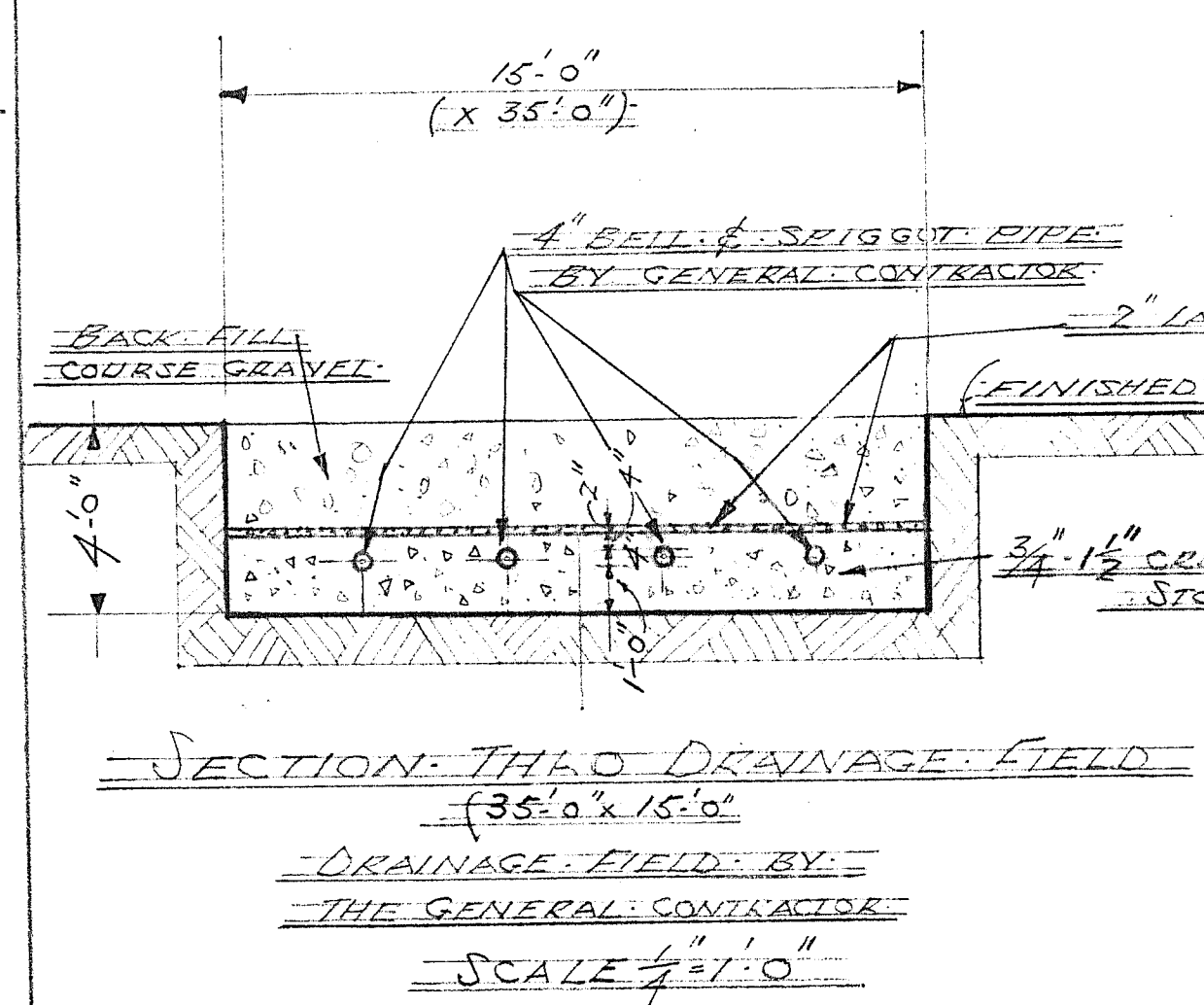
*Sudbury Fire Department - Station 2
550 Boston Post Road
Sudbury, MA*

*Study
Existing Conditions Analysis
Site*

— APPENDIX —
ORIGINAL DRAWINGS

Attachment6.a: Sudbury FD_Feasibility Study - Complete (4450 : Fire station article - update from Chief Whalen)

Town of Sudbury

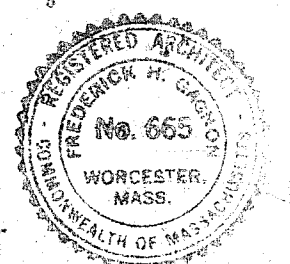


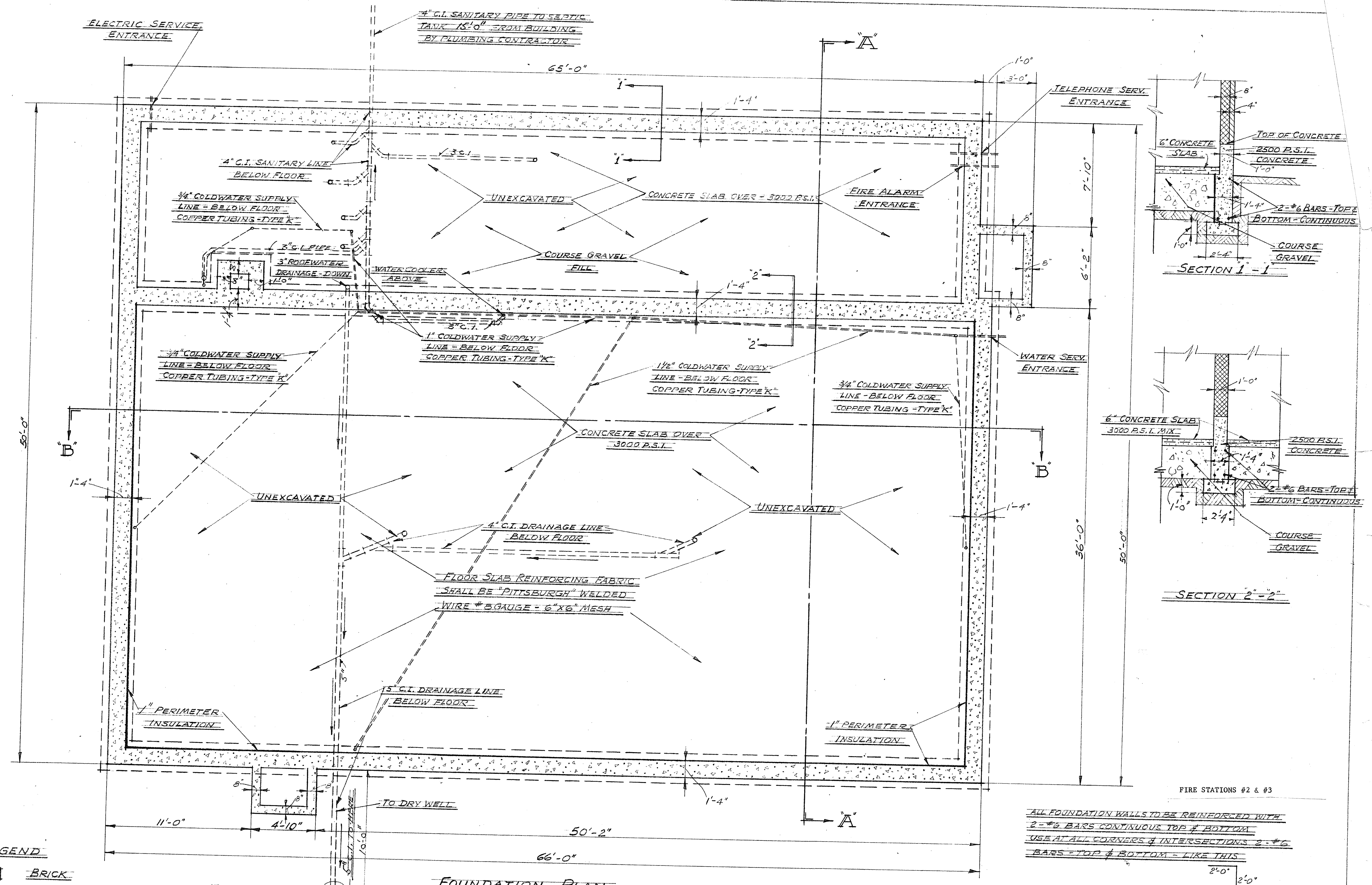
NOTE:
GENERAL CONTRACTOR TO DO A TRENCH EXCAVATION AND BACK FILLING FOR ALL UNDER GRADE SERVICES: WATER, TELEPHONE, ELECTRIC, FIRE ALARM, ROOF WATER, AND ALL SANITARY SEWERAGE WORK.

NEW GRADES INDICATED THUS EL 160.0
PRESENT GRADES INDICATED THUS EL 160.0

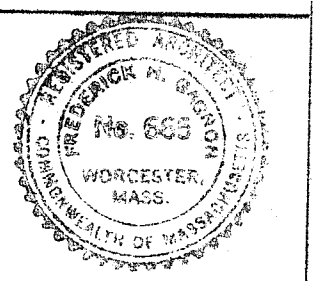
FIRE STATIONS #2 & #3

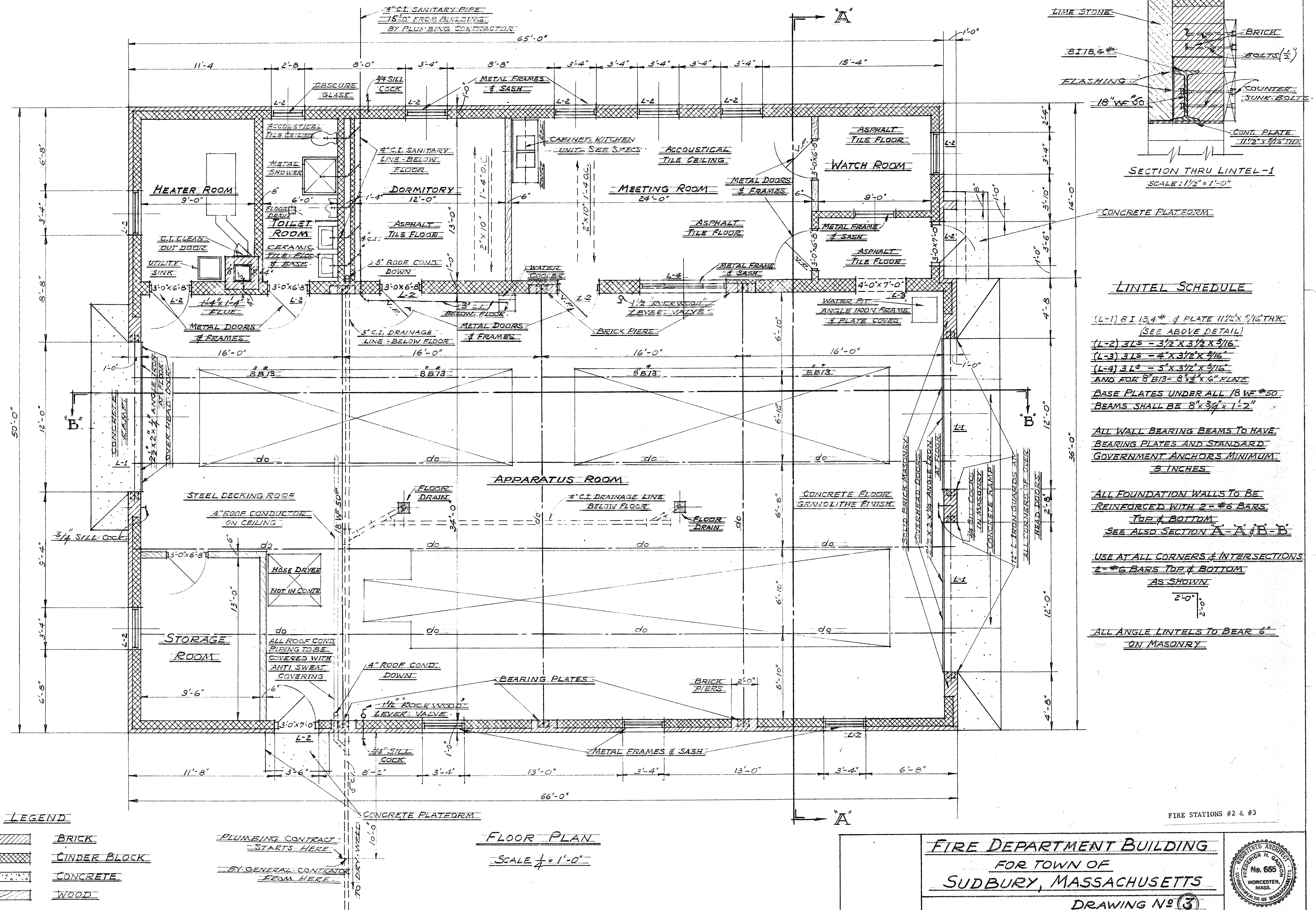
FIRE DEPARTMENT BUILDING
FOR TOWN OF
SUDBURY, MASSACHUSETTS
DRAWING No. 1

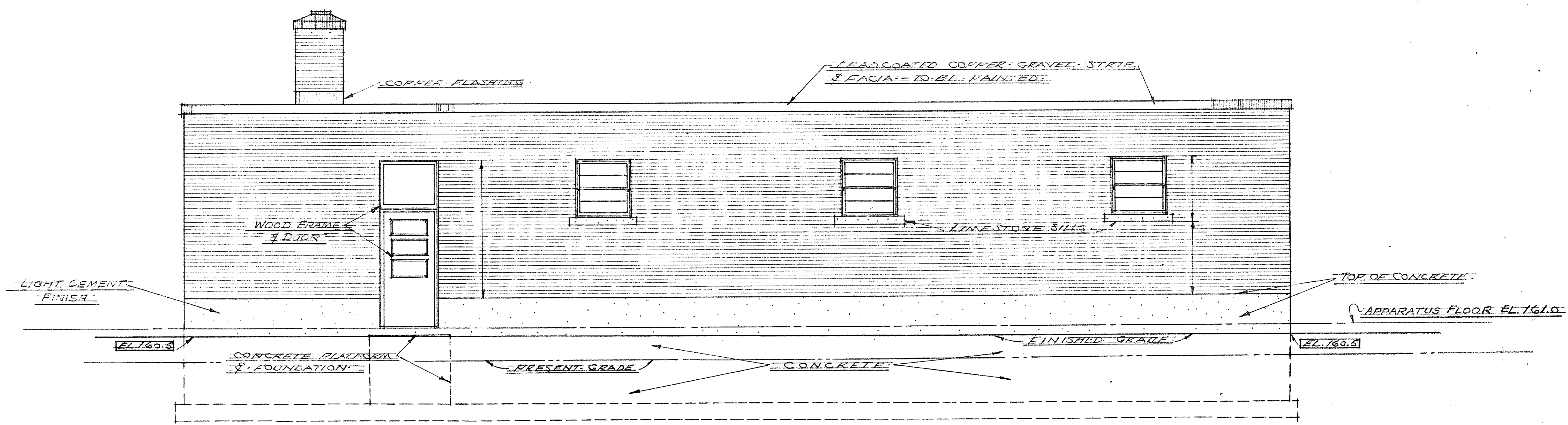




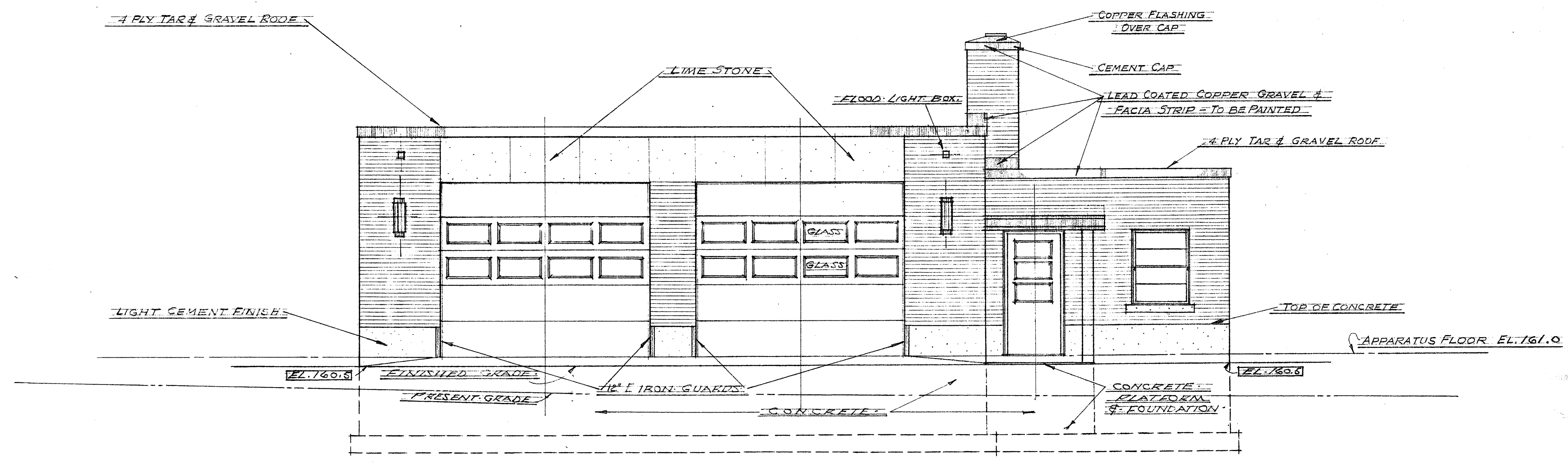
FIRE DEPARTMENT BUILDING
FOR TOWN OF
SUDBURY, MASSACHUSETTS
DRAWING NO. 2







WEST ELEVATION



SOUTH ELEVATION

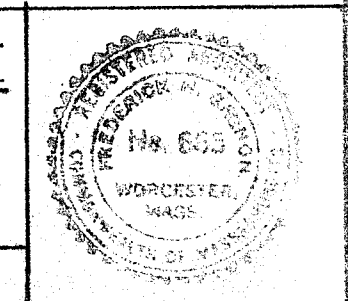
SCALE: 1/4" = 1'-0"

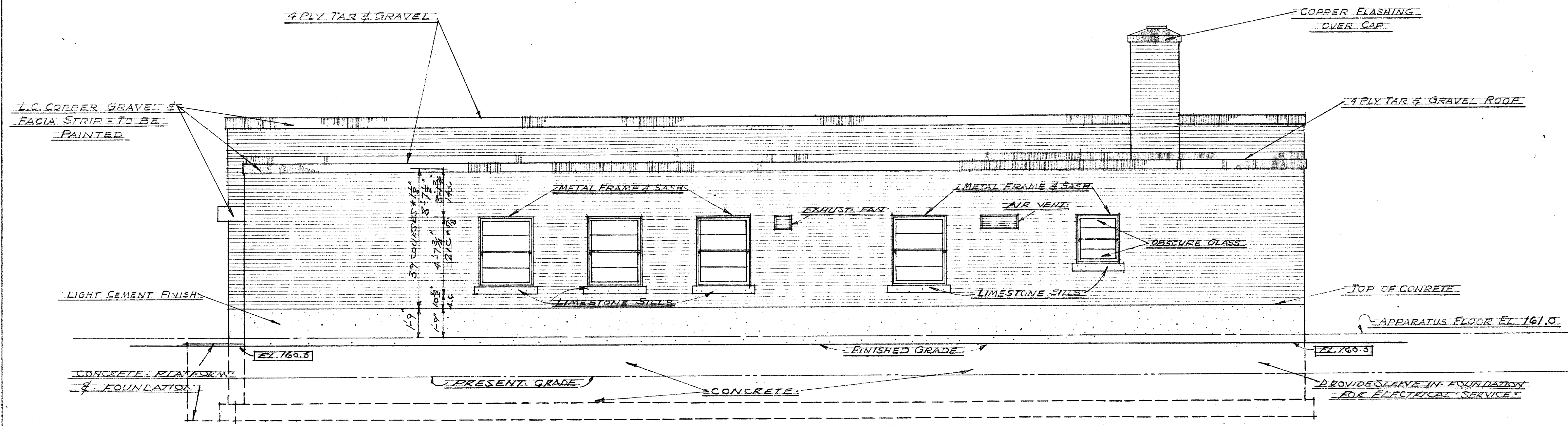
PROVIDE SLEEVES IN FOUNDATION WALL FOR WATER, TELEPHONE AND FIRE ALARM SERVICES.

FIRE STATIONS #2 & #3

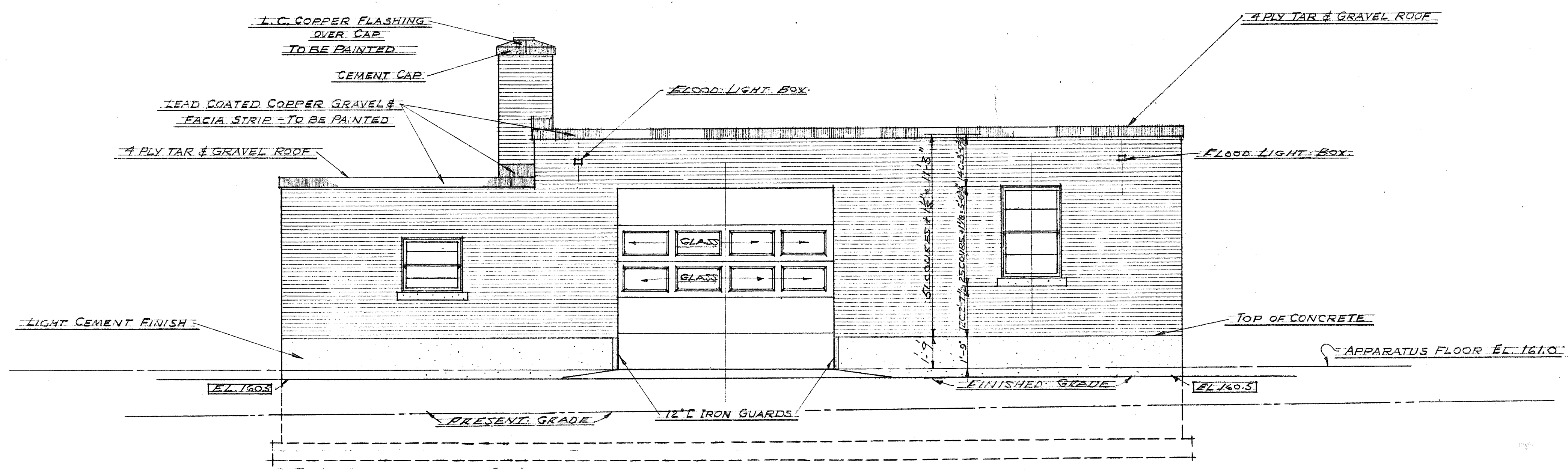
FIRE DEPARTMENT BUILDING
FOR TOWN OF
SUDBURY MASSACHUSETTS.

DRAWING No. 4





EAST ELEVATION

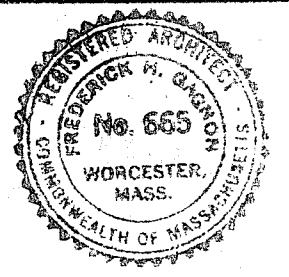


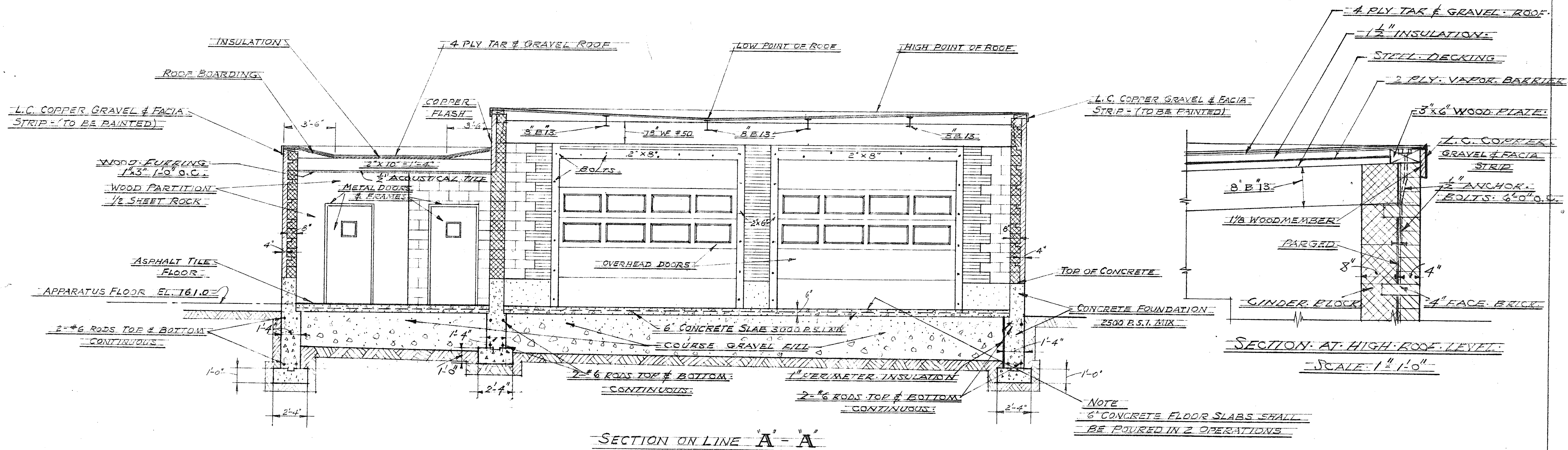
NORTH ELEVATION

SCALE: 1/4" = 1'-0"

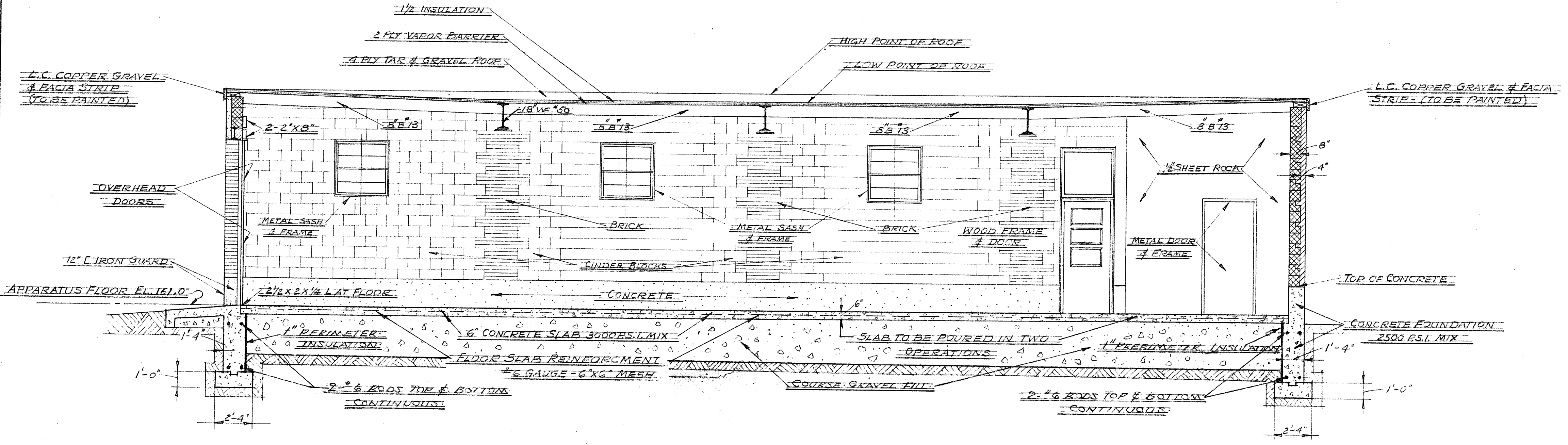
FIRE STATIONS #2 & #3

FIRE DEPARTMENT BUILDING
FOR TOWN OF
SUDBURY, MASSACHUSETTS
DRAWING NO. 5





SECTION ON LINE "A" - "A"



SECTION ON LINE "B" - "B"

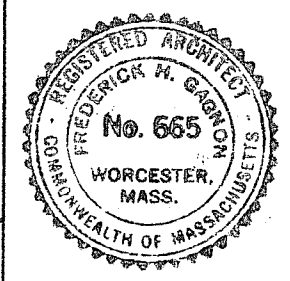
- LEGEND
- BRICK
 - CINDER BLOCK
 - CONCRETE
 - WOOD

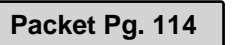
SCALE: 1/4" = 1'-0"

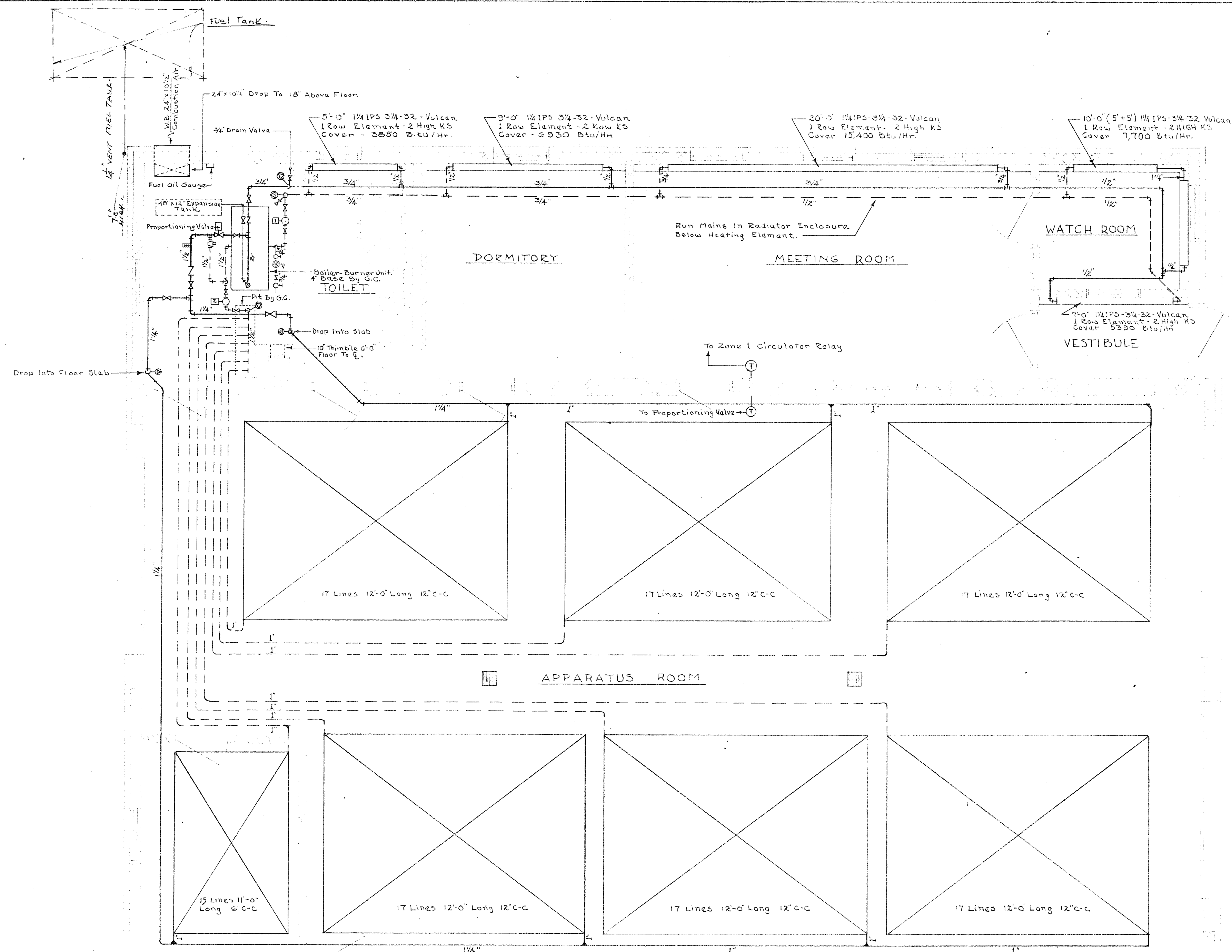
FIRE STATIONS #2 & #3

FIRE DEPARTMENT BUILDING
FOR TOWN OF
SUDBURY, MASSACHUSETTS

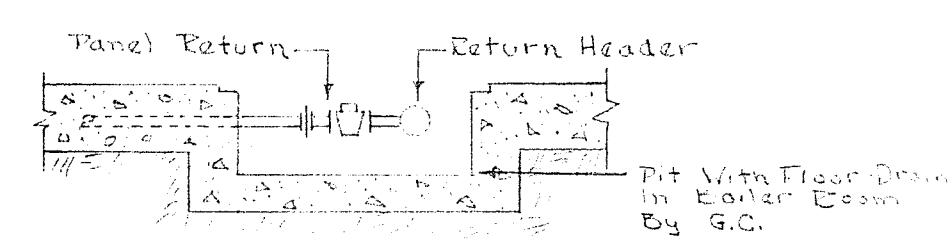
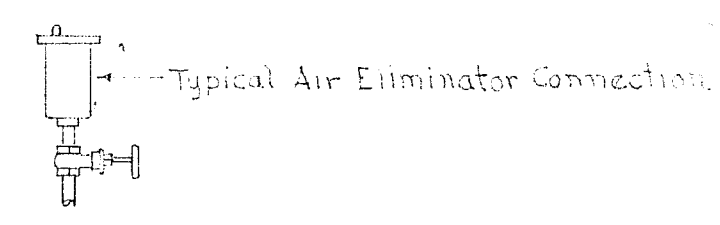
DRAWING NO. 6



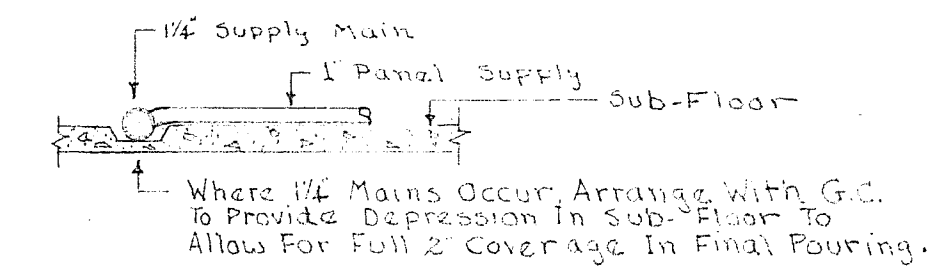




NOTE
All Heating Element Ratings Based
On 190°F Entering Water - 20°F Drop.
Element Lengths Called For Are Active
Fin Lengths.
Radiant Floor Panels Fabricated of
1" Rayduct or Jolduct Steel Pipe.
Minimum Concrete Coverage Over All
Piping In Slab, 2 Inches.
All Floor Panels To Be Serpentine Type.



DETAIL OF TYPICAL PANEL RETURN



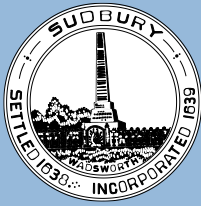
- SYMBOLS**
- Circulator
 - Gate Valve
 - Globe Valve
 - Check Valve
 - Motorized Proportioning Valve
 - Pressure Reducing Valve
 - Air Eliminator
 - Curb Cock
 - Thermostat
 - Thermometer

FLOOR PLAN
SCALE 1/4" = 1'-0"

FIRE STATIONS #2 & #3

HEATING PLAN

FIRE DEPARTMENT BUILDING
FOR TOWN OF
SUDBURY MASSACHUSETTS
DRAWING NO. 8

**SUDBURY SELECT BOARD**

Tuesday, March 9, 2021

MISCELLANEOUS (UNTIMED)**7: Town Meeting action****REQUESTOR SECTION**

Date of request:

Requested by: Patty Golden

Formal Title: Vote to take positions on any 2021 Town Meeting articles, designate articles for placement on consent calendar, and vote which Board members will make motions and present articles.

Recommendations/Suggested Motion/Vote: Vote to take positions on any 2021 Town Meeting articles, designate articles for placement on consent calendar, and vote which Board members will make motions and present articles.

Background Information:
attached articles

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

03/09/2021 6:00 PM

ATM 2021 ARTICLES

7.a

#	Article Title	Sponsor/ Submitted by	Article Presenter	BOS Position	FinCom Position	Report BOS position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
	IN MEMORIAM RESOLUTION									
	FINANCE/BUDGET									
1	Hear Reports	Select Board							Majority	
2	FY21 Budget Adjustments	Select Board							Majority	
3	FY22 Budget	Town Manager						\$107,093,804	Majority	
4	FY22 Capital Budget	Town Manager					\$900K free cash	\$1,102,180	Majority	
5	FY22 Transfer Station Enterprise Fund Budget	Town Manager			8-0			\$309,103	Majority	
6	FY22 Pool Enterprise Fund Budget	Town Manager			8-0			\$464,136	Majority	
7	FY22 Recreation Field Maintenance Enterprise Fund Budget	Town Manager			8-0			\$230,786	Majority	
8	FY21 Snow & Ice Transfer (possible withdraw)	Town Manager							Majority	
9	Unpaid Bills	Town Accountant							Four-fifths	
10	Chapter 90 Highway Funding	DPW Director			8-0				Majority	X
11	Stabilization Fund	Select Board			8-0		Free cash	\$281,268	Majority	X
12	FY22 Revolving Fund Limits	Select Board					spending limit		Majority	X
13	Capital Stabilization Fund	Town Manager					Free cash	\$250,000	Majority	
14	Fund Litigation Costs - Eversource	Town Manager					Free cash	\$150,000	Majority	X
15	Melone Stabilization Fund Repurpose	Select Board					transfer funds	\$1,100,000	Two-thirds	
16	Construction of Housing/Living Addition - Fire Station #2	Fire Chief						\$4,300,000	Two-thirds	
17	Marlboro Road Culvert Replacement	DPW Director					Free cash	\$400,000	Majority	X
	CAPITAL ARTICLES									
18	Front End Loader with Plow	DPW Director					Free Cash Trans Sta.	\$115,000 \$115,000	majority	
19	Multi-purpose Sidewalk Tractor	DPW Director					Free Cash	\$205,000	majority	

Attachment 7.a: Articles list ATM 2021_3.8.21_rev (4446 : Town Meeting action)

3/8/2021

Page 1

NS-not support; S-support; IP-Indefinitely Postpone; RTM-Report at Town Meeting

Packet Pg. 119

ATM 2021 ARTICLES

7.a

#	Article Title	Sponsor/ Submitted by	Article Presenter	BOS Position	FinCom Position	Report BOS position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
20	Six-wheel Combo Dump Truck with Plow and Wing	DPW Director					free cash	\$285,000	majority	
21	Street Acceptance - Anthony Drive	Town Manager							Two-thirds	
22	Means Tested Senior Tax Exemption Extension	Board of Assessors							majority	
23	Sudbury Public Schools COVID-19 Academic Program	SPS Committee					free cash	\$309,540		
24	Sudbury Public Schools Peter Noyes School Fire Alarm Replacement	SPS Committee					free cash	\$220,000		
25	LSRHS Stadium Field	LSRHS					free cash	\$337,500		
26	Amend Zoning Bylaw, Article IX: Amend text of Section 2110.Establishment	Planning Board							Two-thirds	X
27	Amend Zoning Bylaw, Article IX: Amend text of Section 2324 Regarding Trailers or other structures for storage or office purposes	Planning Board							Two-thirds	X
28	Amend Zoning Bylaw, Article IX: Amend text of Section 3200.Signs and Advertising Devices	Planning Board							Two-thirds	X
CPC ARTICLES										
29	Community Preservation Fund - Dr. Bill Adelson Playground Improvements	CPC					CPA	\$285,000		X
30	Community Preservation Fund - Frank Feeley Fields Improvements	CPC					CPA	\$386,000		X
31	Community Preservation Fund - Historic Preservation Plan	CPC			8-0		CPA	\$32,000		X
32	Community Preservation Fund - Housing Production Plan	CPC			8-0		CPA	\$36,000		X
33	Community Preservation Fund - Housing Trust Allocation	CPC			8-0		CPA	\$388,500		X
34	Community Preservation Fund - Regional Housing Services Office (RHSO) membership fee	CPC			8-0		CPA	\$30,000		X

Attachment 7.a: Articles list ATM 2021_3.8.21_rev (4446 : Town Meeting action)

3/8/2021

Page 2

NS-not support; S-support; IP-Indefinitely Postpone; RTM-Report at Town Meeting

Packet Pg. 120

ATM 2021 ARTICLES

7.a

#	Article Title	Sponsor/ Submitted by	Article Presenter	BOS Position	FinCom Position	Report BOS position at ATM	Funding Source	Requested Amount	Required Vote	Consent Calendar
35	Community Preservation Fund - Reversion of Funds	CPC			8-0		CPA	\$539,639		X
36	Community Preservation Fund - General Budget and Appropriations	CPC					CPA	\$1,178,035		X

Attachment 7.a: Articles list ATM 2021_3.8.21_rev (4446 : Town Meeting action)

3/8/2021

Page 3

NS-not support; S-support; IP-Indefinitely Postpone; RTM-Report at Town Meeting

Packet Pg. 121

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # /

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** 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 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 2019 Town Report or as otherwise presented; or act on anything relative thereto.

Submitted by the Select Board.

(Majority vote required)

SELECT BOARD POSITION: The Select Board supports this article.

SUBMITTED BY: Select Board HENRY L. HAYES,
JR.

Digitally signed by HENRY L. HAYES, JR.
DN: cn=HENRY L. HAYES, JR., o=TOWN OF
SUDBURY, MA, ou=TOWN MANAGER,
email=HAYESH@SUDBURY.MA.US, c=US
Date: 2021.01.14 13:35:47 -05'00'

APPROVED BY: _____
Town Counsel

Attachment 7.b: ATM Articles 1-36 (4446 : Town Meeting action)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 2

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** 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 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 2. FY21 BUDGET ADJUSTMENTS

To see if the Town will vote to amend the votes taken under Article 3, FY21 Budget, of the 2020 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 Select Board.

(Majority vote required)

SELECT BOARD REPORT: This article will allow flexibility to review all accounts within the FY21 Operating Budget to make adjustments at the Annual Town Meeting as necessary.

SUBMITTED BY: Select Board HENRY L.
HAYES, JR.

Digitally signed by HENRY L. HAYES, JR.
DN: cn=HENRY L. HAYES, JR., o=TOWN OF
SUDBURY, MA, ou=TOWN MANAGER,
email=HAYESH@SUDBURY.MA.US, c=US
Date: 2021.01.14 13:33:54 -05'00'

APPROVED BY: _____

Town Counsel

Attachment 7.b: ATM Articles 1-36 (4446 : Town Meeting action)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 3

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** 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 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. FY22 BUDGET

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums, or any other sum or sums, for any or all Town expenses and purposes, including debt and interest, and to provide for a Reserve Fund, all for the Fiscal Year July 1, 2021 through June 30, 2022, inclusive, in accordance with the following schedule, which is incorporated herein by reference:

;or act on anything relative thereto.

HENRY L. HAYES, JR.

Digitally signed by HENRY L. HAYES, JR.
 DN: cn=HENRY L. HAYES, JR., o=TOWN OF SUDBURY,
 MA, ou=TOWN MANAGER,
 email=HAYESH@SUDBURY.MA.US, c=US
 Date: 2021.01.14 13:18:47 -05'00'

SUBMITTED BY: Town Manager _____

APPROVED BY: _____
 Town Counsel

Attachment 7.b: ATM Articles 1-36 (4446 : Town Meeting action)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE #

4

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** 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 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 4. FY22 CAPITAL BUDGET

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sum for the purchase or acquisition of capital items including but not limited to capital equipment, construction, engineering, and design, renovation to buildings, equipping of vehicles, and all incidental and related expenses for projects; and to determine whether this sum shall be raised by lease purchase or otherwise:

;or act on anything relative thereto.

HENRY L. HAYES,
JR.

Digitally signed by HENRY L. HAYES, JR.
DN: cn=HENRY L. HAYES, JR., o=TOWN OF
SUDBURY, MA, ou=TOWN MANAGER,
email=HAYESH@SUDBURY.MA.US, c=US
Date: 2021.01.14 13:25:22 -05'00'

SUBMITTED BY: Town Manager

/ _____

APPROVED BY: _____

Town Counsel

Attachment 7.b: ATM Articles 1-36 (4446 : Town Meeting action)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 5

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** 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 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 . FY22 TRANSFER STATION ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate, or transfer from available funds, the following sums set forth in the FY22 budget of the Transfer Station Enterprise, to be included in the tax levy and offset by the funds of the enterprise:

or act on anything relative thereto.

SUBMITTED BY: Town ManagerHENRY L. HAYES,
JR.

Digitally signed by HENRY L. HAYES, JR.
DN: cn=HENRY L. HAYES, JR, o=TOWN OF
SUDBURY, MA, ou=TOWN MANAGER,
email=HAYESH@SUDBURY.MA.US, c=US
Date: 2021.01.14 13:23:21 -05'00'

APPROVED BY: _____

Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 6

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** 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 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 6. FY22 POOL ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate, or transfer from available funds, the following sums set forth in the FY22 budget of the Atkinson Pool Enterprise, to be included in the tax levy and offset by the funds of the enterprise:

;or act on anything relative thereto.

SUBMITTED BY: Town Manager

HENRY L. HAYES, JR.

Digitally signed by HENRY L. HAYES, JR.
DN: cn=HENRY L. HAYES, JR., o=TOWN OF
SUDBURY, MA, ou=TOWN MANAGER,
email=HAYESH@SUDBURY.MA.US, c=US
Date: 2021.01.14 13:22:14 -05'00'

APPROVED BY: _____
Town Counsel

Attachment 7.b: ATM Articles 1-36 (4446 : Town Meeting action)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 7

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** 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 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 7. FY22 RECREATION FIELD MAINTENANCE ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate, or transfer from available funds, the following sums set forth in the FY22 budget of the Recreation Field Maintenance Enterprise, to be included in the tax levy and offset by the funds of the enterprise:

;or act on anything relative thereto.

**HENRY L. HAYES,
JR.**

Digitally signed by HENRY L. HAYES, JR.
DN: cn=HENRY L. HAYES, JR., o=TOWN OF
SUDBURY, MA, ou=TOWN MANAGER,
email=HAYESH@SUDBURY.MA.US, c=US
Date: 2021.01.14 13:20:55 -05'00'

SUBMITTED BY: Town Manager

APPROVED BY: _____
Town Counsel

Attachment 7.b: ATM Articles 1-36 (4446 : Town Meeting action)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 8

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** 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 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 . SNOW AND ICE TRANSFER

To see what sum the Town will vote to raise and appropriate, or transfer from available funds, to be expended under the direction of the Town Manager, for the purpose of funding the Fiscal Year 21 Snow and Ice deficit; or act on anything relative thereto.

SUBMITTED BY: Town Manager

HENRY L. HAYES, JR.

Digitally signed by HENRY L. HAYES, JR.
 DN: cn=HENRY L. HAYES, JR., o=TOWN OF SUDBURY, MA,
 ou=TOWN MANAGER, email=HAYESH@SUDBURY.MA.US, c=US
 Date: 2021.01.14 13:36:54 -05'00'

APPROVED BY: _____

Town Counsel

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** 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 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 . UNPAID BILLS

To see if the Town will vote to raise and appropriate, or transfer from available funds, a sum of money for the payment of certain unpaid bills incurred in previous fiscal years or which may be legally unenforceable due to the insufficiency of the appropriation in the years in which such bills were incurred; or act on anything relative thereto.

Submitted by the Town Accountant.

(Four-fifths vote required)

TOWN ACCOUNTANT REPORT: Invoices that are submitted for payment after the accounts are closed at the end of a fiscal year or payables for which there are insufficient funds (and were not submitted for a Reserve Fund Transfer) can only be paid by a vote of the Town Meeting, a Special Act of the Legislature, or a court judgment.

SUBMITTED BY:

Christine M. Nelson

APPROVED BY:

Town Counsel

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** 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 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 . CHAPTER 90 HIGHWAY FUNDING*(Consent Calendar)*

To see if the Town will vote to authorize the Town Manager to accept and to enter into a contract for the expenditure of any funds allotted or to be allotted by the Commonwealth for the construction, reconstruction and maintenance projects of Town ways pursuant to Chapter 90 funding; and to authorize the Treasurer to borrow such amounts in anticipation of reimbursement by the Commonwealth; or act on anything relative thereto.

Submitted by the Director of Public Works

(Majority vote required)

DIRECTOR OF PUBLIC WORKS REPORT: Each year the Legislature allocates funds to cities and towns for the improvement of their infrastructure, to be expended under the Chapter 90 guidelines. The current plans are to continue the implementation of our pavement management program.

SUBMITTED BY: 

APPROVED BY: _____

Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 11

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 ~~11~~ STABILIZATION FUND

To see if the Town will vote to transfer from Free Cash, _____ to be added to the Stabilization Fund established under Article 12 of the October 7, 1982 Special Town Meeting, pursuant to General Laws Chapter 40, Section 5B; or act on anything relative thereto.

Submitted by the Select Board.

(Majority vote required)

SELECT BOARD REPORT: Based on the Select Board's Budget and Financial Policies, the Town's goal is to maintain in the Stabilization Fund an amount equal to 5% of the total projected general fund operating revenues for the last fiscal year. This Fund protects the Town in case of a severe emergency and is beneficial in supporting the Town's AAA Bond ratings, which in turn results in lowering borrowing costs.

Submitted by: Select Board

HENRY L.
HAYES, JR.

Digitally signed by HENRY L. HAYES, JR.
DN: cn=HENRY L. HAYES, JR., o=TOWN OF
SUDBURY, MA, ou=TOWN MANAGER,
email=HAYESH@SUDBURY.MA.US, c=US
Date: 2021.01.14 13:39:07 -05'00'

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** 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 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 . XX FY22 REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to establish the FY2022 spending limits for the use of revolving funds under M.G.L. c.44, s.53E ½, by the following departments of the Town in accordance with each fund set forth in Article XXXIII of the Town of Sudbury General Bylaws or act in any manner related thereto.

Submitted by the Finance Director.

(Majority vote required)

SUBMITTED BY: D-1/L

Approved by: _____

Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 13

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
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- 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 CAPITAL STABILIZATION FUND

To see if the Town will vote to transfer from Free Cash \$_____, or any other sum, to be added to the Capital Stabilization Fund established under Article 13 of the 2019 Annual Town Meeting; or act on anything relative thereto.

Submitted by the Town Manager.

(Majority vote required)

SUBMITTED BY: Town Manager

HENRY L. HAYES, JR.

Digitally signed by HENRY L. HAYES, JR.
 DN: cn=HENRY L. HAYES, JR., o=TOWN OF SUDBURY, MA,
 ou=TOWN MANAGER, email=HAYESH@SUDBURY.MA.US, c=US
 Date: 2021.01.14 13:40:21 -05'00'

APPROVED BY: _____

Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 1F

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** 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 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 12. FUND LITIGATION COSTS – EVERSOURCE

To see what sum the Town will vote to raise and appropriate, or transfer from available funds, to be expended under the direction of the Town Manager, for the purpose of legal fees, hiring of experts, and all related costs related to litigation of the Eversource/Hudson reliability project; or act on anything relative thereto.

Submitted by the Town Manager.

(Majority vote required)

SUBMITTED BY: _____

HENRY L. HAYES, JR.

Digitally signed by HENRY L. HAYES, JR.
 DN: cn=HENRY L. HAYES, JR., o=TOWN OF SUDBURY,
 MA, ou=TOWN MANAGER,
 email=HAYESH@SUDBURY.MA.US, c=US
 Date: 2021.01.14 13:37:56 -05'00'

APPROVED BY: _____

Town Counsel

Attachment 7.b: ATM Articles 1-36 (4446 : Town Meeting action)

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** 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 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.

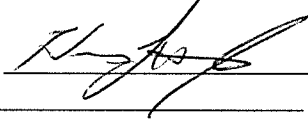
ARTICLE . XX REPURPOSE MELONE STABILIZATION FUND

To see if the Town will vote to transfer the remaining balance of \$1,100,000 in the special Stabilization Fund (Melone) established under Article 13 of the 2015 Annual Town Meeting to the Capital Stabilization Fund established under Article 13 of the 2019 Annual Town Meeting; or act on anything relative thereto

Submitted by the Select Board.

(Two-thirds vote required)

SUBMITTED 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. CONSTRUCTION OF HOUSING/LIVING ADDITION FIRE STATION #2

To see what sum the Town will raise and appropriate, appropriate from available funds, or borrow to be expended under the direction of the Town Manager, for the purpose of constructing a new housing / living / officer area adjacent to and to be connected to the existing Fire Station #2 Building, located at 550 Boston Post Road, with the Permanent Building Committee tasked with oversight of professional, engineering, architectural, and project management services, preparation of plans, specifications, bid documents, supervision of work and including the purchase of additional equipment, technology, furniture, landscaping, and acquisition by gift, purchase, eminent domain, or otherwise such temporary and/or permanent access, utility, and/or other easements as may be necessary, and all expenses related thereto; and to determine whether the vote taken hereunder shall be contingent upon the approval by the voters at an election of a Proposition 2 ½ Debt Exclusion in accordance with G.L. c.59, s.21C; or act on anything relative thereto.

Submitted by the Fire Chief.

FIRE CHIEF REPORT: The Fire Department is seeking to add a housing, living, office and public space addition to be attached to the current Fire Station #2. The goal of this program is to provide living areas to support four fire personnel, this will allow for the staffing of a Fire Engine Company and an Advanced Life Support Ambulance (ALS) to provide for faster response to emergencies in the southern part of Sudbury.

In the past six years the development of the property's located on the Rt. 20 corridor have been brisk, the construction of Coolidge I and II have provided more than 100 additional age restricted housing units in the most southern section of Rt. 20. The redevelopment by National Development has added 250 non-aged restricted housing, a memory care health facility containing 48 units, an additional 57 units of age-restricted housing units in the Pulte housing units and additional retail commercial space. This one development added 214 emergency responses in 2020.

In the 2020 calendar year the southern section has contributed to 33% more emergency responses than both the North and West sections of the town combined. Providing additional housing at Fire Station 2 will reduce the response time to provide advanced patient care and enhance fire operations.

SUBMITTED BY: John M. Whalen Fire Chief



Approved by: _____
Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE #

17

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** 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 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: MARLBORO ROAD CULVERT REPLACEMENT

To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$400,000, or any other sum, to be expended under the direction of the Department of Public Works Director for the purpose of replacing the culvert at 270 Marlboro Road and to stabilize the roadway and shoulder; and to authorize the Board of Selectmen to acquire, by purchase, gift, eminent domain or otherwise, permanent and temporary easements; or act on anything relative thereto.

Submitted by the Public Works Director

(Majority vote required)

PUBLIC WORKS DIRECTOR REPORT: Approval of this article will provide funds to reconstruct the culvert near 270 Marlboro Road. Heavy rainfall events in the spring of 2019 caused portions of the shoulder along Marlboro Road to erode. The shoulder was temporarily stabilized by the DPW with the installation of gabions on the downstream side of the culvert to mitigate any further erosion while protecting the roadway and associated utilities (water, gas and telecommunications).

SUBMITTED BY: _____


 Daniel F. Nason

APPROVED BY: _____

Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE

18

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Selectmen's Office in final form.
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- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE: FRONT END LOADER WITH PLOW

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum on \$115,000 (Free cash), \$115,000 (TS Retained Earnings), or any other sum, for the purchase or acquisition of a new vehicle for public works; or take any other action relative thereto.

Submitted by the Public Works Director

(Majority vote required)

PUBLIC WORKS DIRECTOR REPORT: Approval of this article will provide funds to purchase a new Front End Loader with plow to replace an older model. The Department currently uses four (4) Front End Loaders, however the oldest one is over 16 years old and is beyond its useful life expectancy as a front line machine. This article requests funds to purchase a new machine, which will be safe, reliable, efficient, and capable of meeting the needs of the department. This equipment will make the plowing operations more efficient, and ultimately provide the staff with the proper equipment to clear the roads and parking lots during the snow and ice season.

SUBMITTED BY:



Daniel F. Nason

APPROVED BY:

Town Counsel

Attachment 7.b: ATM Articles 1-36 (4446 : Town Meeting action)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE

19

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: MULTI-PURPOSE SIDEWALK TRACTOR


To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum on \$205,000, or any other sum, for the purchase or acquisition of a new Multi-Purpose Tractor with attachments for public works; or take any other action relative thereto.

Submitted by the Public Works Director

(Majority vote required)

PUBLIC WORKS DIRECTOR REPORT: Approval of this article will provide funds to purchase a new Multi-Purpose Sidewalk Tractor with various attachments to replace an older model. This equipment is used to clear the snow and debris from various walkways throughout Town and supplements the roadside mowing with the boom flail mower. The multi-purpose tractor is exposed to many different environments including damaging branches, stone walls, hidden iron castings and corrosive materials (salt) which cause disintegration of the equipment. As the equipment ages, it requires additional mechanical and body work to keep it operational. These multi-purpose machines are expected to last approximately 7-10 years.

SUBMITTED BY: _____


 Daniel F. Nason

APPROVED BY: _____

Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE

20

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Selectmen's Office in final form.
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- 4) All monied articles must specify dollar amounts requested.
- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE: 6-WHEEL COMBO BODY DUMP TRUCK W/ PLOW & WING

To see if the Town will vote to raise and appropriate, or to transfer from available funds, the sum on \$285,000, or any other sum, for the purchase or acquisition of a new vehicle for public works; or take any other action relative thereto.

Submitted by the Public Works Director

(Majority vote required)

PUBLIC WORKS DIRECTOR REPORT: Approval of this article will provide funds to purchase a new 6-Wheel Combo Body Dump Truck with plow and wing to replace an older model. The existing truck is at its useful life-expectancy of about 15 years. Due to the caustic nature of the salt and chemical additives used in snow removal operations, the bodies of these vehicles disintegrate much sooner than the total number of hours or miles would typically indicate, in spite of being washed after every treatment event. Being a dedicated spreader, this vehicle is not currently used during the construction season. It is the goal of the Public Works to focus on standardizing vehicles and specifying vehicles to better suit our multi-disciplinary needs. This proposal is to replace the existing dedicated spreader with a combination body (dump truck and spreader) to be used throughout all seasons. The Public Works employees use these vehicles to perform their everyday tasks including moving materials and equipment that is carried and towed by these vehicles.

SUBMITTED BY:



Daniel F. Nason

APPROVED BY:

Town Counsel

TOWN OF SUDBURY WARRANT ARTICLE FORM**ARTICLE 2 /****Instructions:**

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board'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) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. STREET ACCEPTANCE – ANTHONY DRIVE

To see if the Town will vote to accept the layout of the following way:

Anthony Drive from North Road/Route 117 to a dead end, a distance of 613 feet +/-

as laid out by the Select Board in accordance with the descriptions and plans on file in the Town Clerk's Office; to authorize the acquisition by purchase, by gift, or by eminent domain, an easement or fee simple, over the ways shown on said plans and any associated drainage, utility, or other easements; and to raise and appropriate or transfer from available funds a sum of money therefor and all expenses in connection therewith; or act on anything relative thereto.

Submitted by the Select Board. (Two-thirds vote required)

SELECT BOARD REPORT: This Article is the result of the recommendations of the Department of Public Works as to roads which meet legal requirements for acceptance. The Select Board has voted their intention to approve the layout of this road and have held a public hearing for the purpose prior to Town Meeting. If the above street is voted and accepted by the Town Meeting as a public way, all future maintenance and repair will be done by the Town.

SELECT BOARD POSITION: The Select Board supports this article.

FINANCE COMMITTEE REPORT/: The Finance Committee will report at Town Meeting.

SUBMITTED BY: **HENRY L. HAYES, JR.**
Digitally signed by HENRY L. HAYES, JR.
 DN: cn=HENRY L. HAYES, JR., o=TOWN OF SUDBURY, MA,
 ou=TOWN MANAGER, email=HAYESH@SUDBURY.MA.US, c=US
 Date: 2021.01.27 14:06:38 -05'00'

APPROVED BY: _____
 Town Counsel

ARTICLE. MEANS TESTED SENIOR TAX EXEMPTION
EXTENSION

22

To see if the Town will vote to extend for FY 2022, FY 2023, and FY 2024 an act passed in the general court in the year 2012 entitled, "An act authorizing the town of Sudbury to establish a means tested senior citizen property tax exemption," or act on anything relative thereto.

Submitted by the Board of Assessors

(Majority vote required)

RECEIVED
 BOARD OF SUPERVISORS
 SUDBURY, MA

2021 JAN 26 P 1:03

BOARD OF ASSESSORS REPORT:

Chapter 10 of the Acts of 2016 allows for a continuation of the Exemption Program, provided Town Meeting approves the program continuation every 3 years. The program is due for continuation for the next 3 fiscal years. A majority vote at an Annual or Special Town Meeting is required for passage.

The Sudbury Means Tested Senior Exemption Program reduces real property taxes for certain low to moderate-income seniors through a redistribution of the property tax burden within the residential class. Therefore, there is a residential tax rate increase associated with the implementation of the Program (any exemption is shifted to the non-qualifying residential real property owners in Town). The exemption does not impact the Commercial, Industrial or Personal Property classes.

In FY 2014, 118 applications for the exemption were approved with an average benefit of \$2,450. In FY 2014, the average single-family tax increase attributable to the program was \$45.

In FY 2015, 124 applications for the exemption were approved with an average benefit of \$2,664. In FY 2015, the average single-family tax increase attributable to the program was \$60.

In FY 2016, 103 applications for the exemption were approved with an average benefit of \$3,288. In FY 2016, the average single-family tax increase attributable to the program was \$61.

In FY 2017, 111 applications for the exemption were approved with an average benefit of \$3,282. In FY 2017, the average single-family tax increase attributable to the program was \$63.

In FY 2018, 113 applications for the exemption were approved with an average benefit of \$3,664. In FY 2018, the average single-family tax increase attributable to the program was \$73.

In FY 2019, 112 applications for the exemption were approved with an average benefit of \$3,735. In FY 2019, the average single-family tax increase attributable to the program was \$67.

In FY 2020, 106 applications for the exemption were approved with an average benefit of \$3,999. In FY 2020, the average single-family tax increase attributable to the program was \$76.

In FY 2021, 101 applications for the exemption were approved with an average benefit of \$4,247. In FY 2021, the average single-family tax increase attributable to the program was \$75.

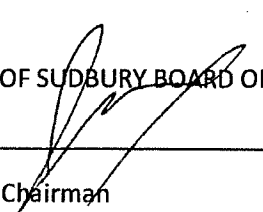
ARTICLE. **MEANS TESTED SENIOR TAX EXEMPTION**
EXTENSION

To see if the Town will vote to extend for FY 2022, FY 2023, and FY 2024 an act passed in the general court in the year 2012 entitled, "An act authorizing the town of Sudbury to establish a means tested senior citizen property tax exemption," or act on anything relative thereto.

Submitted by the Board of Assessors,  (Majority vote required)

IN WITNESS WHEREOF, the party hereto respectfully requests that the Means Tested Senior Tax Exemption Extension article, be included in the 2021 Town of Sudbury Annual Town Meeting Warrant.

FOR TOWN OF SUDBURY BOARD OF ASSESSORS



Joshua Fox, Chairman

Date: 1/21/21

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 23

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** 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 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: SUDBURY PUBLIC SCHOOLS COVID-19 STUDENT ACADEMIC PROGRAM

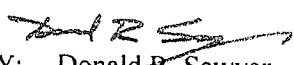
To see if the Town will vote to raise and appropriate, and/or transfer from available funds, the sum of \$309,540, to be expended by the Sudbury Public School District for the purpose of providing targeted general education services to students in an effort to mitigate the learning impacts as a result of COVID-19; or act on anything relative thereto.

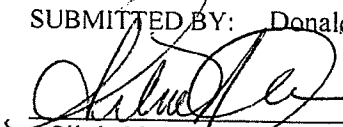
Sponsored by the Sudbury Public Schools School Committee.

REPORT: This article is seeking the funding and appropriation for the purpose of Sudbury Public Schools to create a five (5) week summer program for elementary students in order to mitigate learning impacts from COVID-19. The program will target 2021-22 elementary students (K-5) and focus on numeracy and literacy skills. Instruction will be provided by trained educators and align with the Sudbury Public Schools curriculum using a 1:10 teacher to student ratio. The program is designed to accommodate approximately 40 students per grade level for each of the academic modules. Administrative and nursing staff will be on-site to support the program.

Eligibility for the program will be determined, in part, by spring benchmarking data using established assessment measures and educator recommendation. Students will be referred to one of the two academic modules with the option to attend a social module. The social module will be run in partnership with Sudbury Park and Recreation and will have a fee associated with attendance based on income levels. Transportation is available as is lunch for qualifying students qualifying for free or reduced lunch or financial aid.

The Summer Math Intervention and Literacy Engagement Program (SMILE) will complement the existing Extended School Year (ESY) program for students receiving special education services per their IEP by being held at the same location and providing opportunities for inclusion and collaboration.

SUBMITTED BY:  Donald R. Sawyer – SPS Director of Business & Finance


Silvia Nersisyan, Chair

1/25/21
Date

APPROVED BY: _____
Town Counsel

Attachment 7.b: ATM Articles 1-36 (4446 : Town Meeting action)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE # 24

Instructions:

- 1) The **ORIGINAL, DOUBLE SPACED, TYPEWRITTEN** article is to be submitted to the Selectmen's Office in final form.
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ARTICLE: NOYES ELEMENTARY SCHOOL FIRE ALARM SYSTEM REPLACEMENT


To see if the Town will vote to raise and appropriate, or transfer from available funds, \$220,000 to be expended under the direction of the Sudbury Public School Department for the purpose of replacing the existing fire alarm system at the Peter Noyes Elementary School, including but not limited to renovation to the building; or take any action relative thereto.

Sponsored by the Sudbury Public Schools School Committee.

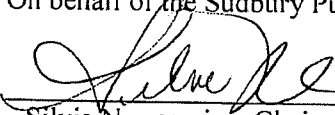
REPORT: This project will replace the entire existing Simplex fire alarm system to include a new nonproprietary notifier addressable master control panel, annunciator panel, smoke detectors, duct smoke detectors, beam detectors, magnetic door hold open devices and all associated piping and wiring. The design for this project has been funded and is complete. The 25+ year old Simplex fire alarm system has become problematic to maintain in working order, and is subject to an increasing number of system malfunctions and repairs. Parts for repair are increasingly difficult and expensive to obtain.

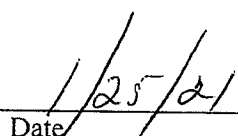
Attempts to maintain the system, obtain failing components and fund system repairs with operational maintenance budgets is unsustainable.

The new addressable system will transmit information via a radio box to the Fire Department with the precise location and nature of any alarm. Responding crews will have this prearrival information and be directed to the exact area and source of any alarm.


SUBMITTED BY: Donald R. Sawyer – SPS Director of Business & Finance

On behalf of the Sudbury Public Schools School Committee:


Silvia Nerssessian, Chair


Date 1/25/21

APPROVED BY: _____
Town Counsel

Attachment 7.b: ATM Articles 1-36 (4446 : Town Meeting action)

TOWN OF SUDBURY WARRANT ARTICLE FORM

ARTICLE 25

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Selectmen's Office in final form.
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- 5) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE #XX *Lincoln-Sudbury Regional High School Stadium Field and Community Turf Field Replacement

To see if the Town will vote to raise and appropriate, or transfer from available funds, the Town's 50% share of \$337,500 for the total estimated project of \$675,000, whereby, the Regional School District has authorized the transfer from the School's Excess and Deficiency Account for its 50% share of \$337,500; or any other sum, to be expended under the direction of the Lincoln-Sudbury Regional School Committee, for the purpose of replacing the Community Stadium Field Turf located on the property of Lincoln-Sudbury Regional High School; and to determine whether said sum shall be raised by borrowing or otherwise; or to act on anything relative thereto.

Submitted by Bella Wong, Superintendent/Principal.

(Majority vote required)

SUBMITTED BY: LS School Committee

Unanimous approval at the 1/19/21 School Committee Meeting

LS SC Chair, Ellen Joachim

Ellen Joachim

Approved by: _____
Town Counsel

Attachment 7.b: ATM Articles 1-36 (4446 : Town Meeting action)

WARRANT REPORT

LS REGIONAL HIGH SCHOOL STADIUM FIELD REPLACEMENT CAPITAL PROJECT

Purpose:

The original turf field was completed in 2004. The field is not only used by Lincoln Sudbury Regional High School Football, Soccer, Lacrosse and Rugby teams, but also the Sudbury Parks and Recreation Department for various community sporting events. The length of the artificial turf fiber has declined due to normal wear and tear as well as ultraviolet sunlight exposure. The risk of injury greatly increases as the rubber pellets in the fibers grab onto cleats while the athlete is in motion resulting in ankle and knee injuries. Additionally, since the installation of the original field, it is recommended that fields that host high impact sports have a shock pad installed under the turf to minimize potential concussion injuries that meet the new concussion guidelines.

Replacing the artificial turf field will provide a safe playing field for Community sports teams and Lincoln-Sudbury Regional School District athletes.

Cost:

The total project cost is estimated at \$675,000 with Sudbury's share of 50% totaling \$337,500 for the Sudbury request. LS School Committee had voted to reserve a portion of \$337,500 from Excess and Deficiency back in 2019.

This is the second year of funding requests for this project through the CAPCOM process.

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 26

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
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- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. AMEND ZONING BYLAW, ARTICLE IX: AMEND TEXT OF SECTION 2110. ESTABLISHMENT

To see if the Town will vote to amend the Zoning Bylaw, Article IX, by amending Section 2110. Establishment by removing the text below with ~~strike through~~ font and adding the text below with underlined font as follows:

2110. Establishment. For the purposes of this Bylaw, the Town of Sudbury is hereby divided into the following districts:

Single Residence "A" (A-Res.)
 Single Residence "C" (C-Res.)
 Wayside Inn Historic Preservation (WI)
 Business (BD)
 Limited Business (LBD)
 Village Business (VBD)
 Industrial (ID)
 Limited Industrial (LID)
 Research (RD)
 Industrial Park (IP)
 Open Space (OS)

Except as otherwise provided herein, the boundaries of these districts are defined and set forth on the map entitled, "Zoning Map, Town of Sudbury, last amended April, 1994," as may be subsequently amended by vote of Town Meeting. This map is on file with the Town Clerk. The zoning map, with all explanatory matter thereon, is hereby made a part of this Bylaw.

The location of Districts is further described in narrative form with accompanying maps in Appendix C.

"Overlay" districts are also hereby created: Flood Plain Overlay District (reference section 4100); ~~Historic Districts (Old Sudbury and Hudson Road Historic District, Wayside Inn Historic Districts 1 and 2, King Phillip Historic District (reference Appendix C),~~ Water Resource Protection Overlay District (reference section 4200); Wireless Services Overlay District (reference section 4300); Mixed-Use Overlay District (reference section 4700); North Road Residential Overlay District (reference section 4700A); Melone Smart Growth Overlay District

(reference section 4700B); and Historic Districts (Old Sudbury and Hudson Road Historic District, Wayside Inn Historic Districts 1 and 2, King Philip Historic District, and George Pitts Tavern Historic District) (reference Appendix C) and Wastewater Treatment Facility Restricted Zones (reference section 4500).

; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or act on anything relative thereto.

Submitted by the Planning Board. (Two-thirds vote required)

PLANNING BOARD REPORT: The Planning Board will report at Town Meeting.

SUBMITTED BY:

Adam L. Duchesneau Vote was taken at meeting
on January 27, 2021.

Approved by: _____
 Town Counsel

TOWN OF SUDBURY WARRANT ARTICLE FORM

ARTICLE 27

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board's Office in final form.
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- 3) **WARRANT REPORT**, briefly explaining intent and scope of article must be attached.
- 4) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. AMEND ZONING BYLAW, ARTICLE IX: AMEND TEXT OF SECTION 2324 REGARDING TRAILERS OR OTHER STRUCTURES FOR STORAGE OR OFFICE PURPOSES

To see if the Town will vote to amend the Zoning Bylaw, Article IX, by amending Section 2324 regarding trailers or other structures for storage or office purposes by removing the text below with ~~strikethrough~~ font and adding the text below with underlined font as follows:

2324. The temporary use (six months or less) of trailers, ~~containers,~~ or other transportable components~~structures~~ for storage or office purposes is allowed if permitted as of right in Section 2230. Table of Principal Use Regulations (Appendix A) or with the review and approval of the Building Inspector. The use of trailers, containers, or other transportable components for storage or office purposes for longer than six months is only permitted if allowed as of right in Section 2230. Table of Principal Use Regulations (Appendix A) or by special permit from the Zoning Board of Appeals. In all cases trailers, containers, or other transportable components for storage or office purposes shall not be stacked on top of one another ~~where they conform to the procedural regulations adopted by the Board of Selectmen.~~

; and further by amending Section 7000. Definitions by adding and inserting alphabetically the following definitions associated with the amendments above:

Container: Typically, but not limited to, being 8 feet wide, 8.5 feet high, and 10 to 40 feet long, constructed entirely of steel with securable doors and designed to be taken over the road or on a ship to transport dry goods.

Trailer or Semi-Trailer: Typically, but not limited to, having a maximum length of 53 feet, a maximum height of 13.5 feet, and a maximum width of 8.5 feet, being an enclosed box with a single or double set of wheels to be towed by a tractor over the road for the purpose of transporting dry goods.

; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or act on anything relative thereto.

Submitted by the Planning Board. (Two-thirds vote required)

PLANNING BOAR REPORT: The Planning Board will report at Town Meeting.

SUBMITTED BY: AM 2 hrs
Adam L. Duchesneau Vote was taken at meeting
on January 27, 2021.

Approved by: _____
Town Counsel

TOWN OF SUDBURY WARRANT ARTICLE FORM

ARTICLE 28

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board'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) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. AMEND ZONING BYLAW, ARTICLE IX: AMEND TEXT OF SECTION 3200. SIGNS AND ADVERTISING DEVICES

To see if the Town will vote to amend the Zoning Bylaw, Article IX, by amending Section 3200. Signs and Advertising Devices by removing the text below with ~~striketrough~~ font and adding the text below with underlined font as follows:

3200. SIGNS AND ADVERTISING DEVICES.

3210. Purpose. The following sign regulations are intended to serve these objectives: (a) to facilitate efficient communication; (b) to avoid conflict between signs and the visual qualities of their environs; and (c) to support business vitality within non-residential districts by accomplishing the above objectives without burdensome procedures and restrictions.

3220. General Regulations. The following regulations shall apply in all districts:

3221. No exterior sign or advertising device shall be erected except as provided by this Bylaw.

3222. No sign which requires a sign permit under this Bylaw shall be erected except in the exact location and manner described in the permit.

3223. No sign shall be erected that in any way creates a traffic hazard or obstructs traffic.

3224. No sign shall be painted or posted directly on the exterior surface of any wall. All exterior attached signs shall be painted, posted or otherwise securely affixed to a substantial intermediary removable surface and such surface shall be securely affixed to the wall of the building. The foregoing, however, shall not prevent installation of a sign by individual letters or devices cut into or securely affixed to the exterior of a building, provided that such letters or devices have a minimum depth of projection of one fourth (1/4) of an inch. The construction of the sign shall comply with the State Building Code.

3225. No sign shall be illuminated between the hours of 11:00 P.M. and 6:00 A.M. except signs on premises open for business.

3226. Only white lights shall be used for direct illumination of a sign. The illumination of any sign shall be shaded, shielded, directed and maintained at a sufficiently low intensity and brightness that it shall not affect the safe vision of operators of vehicles moving within the premises or on any adjacent public or private ways. All illumination of any signage shall be Dark Sky Compliant per the International Dark Sky Association.

3227. Any sign which advertises or identifies products, businesses, services or activities which are no longer sold, located or carried on at the premises shall be removed within 60 days.

3230. Sign Permits. All signs shall require a sign permit except as provided in Section 3250, herein. No sign which requires a sign permit shall hereafter be constructed except in conformity with a sign permit from the Building Inspector. –Applications for building or sign permits shall be obtained from the Building Department and shall contain the following information:

- a. the location by street number, of the proposed sign;
- b. the name and address of the sign owner and the owner of the premises where the sign is to be located, if other than the sign owner;
- c. a scale drawing showing the proposed construction, method of installation or support, colors, dimensions, location of the sign on the site, and method of illumination;
- d. such other pertinent information as the Building Inspector may require to ensure compliance with the bylaw and any other applicable law; and
- e. the application must be signed by the owner of the sign and the owner of the premises where the sign is to be located.

3231. The Building Inspector shall refer all applications to the Design Review Board for recommendations in conformance with Section 6540 of this bylaw. The Design Review Board shall have the authority to reject any sign permit application which is not complete when submitted

3232. Time Limitations. The Design Review Board shall approve or disapprove any application for a sign permit within 30 days of receipt of the application. If the Building Inspector should fail to act on an application for a sign permit within such 30 day period, the application shall be deemed to be denied.

3233. Fees. The Board of Selectmen shall establish and from time to time review a sign permit fee which shall be published as part of the sign permit application.

3240. Signs Prohibited in All Districts.

3241. Lightboxes, LED (light-emitting diode) electronic displays, and stencil cut illuminated sign boxes.

3241A. Neon signs

3242. Billboards, except non-commercial third party signs on municipally owned property.

3243. String lights used in connection with commercial premises with the exception of temporary lighting for holiday decoration; signs consisting of strings of banners, posters, pennants, ribbons, streamers, and spinners or similar devices.

3244. Flashing or oscillating signs or signs with moving lights or rotating beacons; animated signs; rotating signs; signs which move by design or have a major moving part.

3245. Signs emitting audible sound, odor or visible matter.

3246. Permanent paper, cardboard, cloth, canvas, plastic or similar non-rigid material signs, tacked, posted, or otherwise affixed to the walls of any structure, tree, pole, hydrant, bridge, fence, or any other surface. Interim (temporary) signs and all of their aspects (size, material, permitted duration, etc.) may be permitted at the discretion of the Building Inspector while a permanent sign is being permitted, created, or waiting to be installed, but for no longer than six months.

3247. Portable signs and changeable copy signs, except as permitted in section 3259A.

3248. Signs having the shape and color of a traffic control device; signs which are of a size, location, movement, content, coloring, or manner of illumination which may be confused with or construed as a traffic or street sign or signal; signs which contain or are an imitation of an official traffic sign or signal or contain the words "stop", "slow", "caution", "danger", "warning" or similar words.

3249. Signs creating a potential hazard to the safe, efficient movement of vehicular or pedestrian traffic or which contain statements, words, or pictures of an obscene, indecent, or immoral character, that will offend public morals or decency.

3249A. Integral roof signs.

3250. Signs Which Do Not Require a Sign Permit.

3251. Resident Identification Sign. One sign, which shall not exceed two (2) square feet in area and, if lighted, shall use direct illumination with white light only and be Dark Sky Compliant per the International Dark Sky Association.

3251A. Property Owner's. "No Trespassing" signs or the like.

3252A. Governmental, Utility or Public safety signs: None of the provisions of this bylaw shall be construed as preventing or limiting any traffic, directional, informational, educational or identification sign owned and installed by a governmental agency.

3252B. Religious institution signs.

3253. Real Estate Signs. One real estate sign, not over six (6) square feet in area advertising the sale or rental of the premises on which it is located is permitted. Such signs shall be removed within 30 days of the completion of the sale, rental or lease.

3254. Construction Signs. One temporary construction sign which shall not exceed twenty (20) square feet in area, in all districts, shall be confined to the site of the construction, including subdivisions of land as defined in G.L. c. 41, s. 81L, shall not be erected prior to the issuance of building permit and shall be removed within seven days of completion of construction, issuance of the occupancy permit, or after the intended use of the project has begun, whichever comes first.

3255. Window Signs. One or multiple signs that in aggregate shall not exceed 25% of the window area. Such signs shall not be illuminated other than by standard lighting fixtures on the building and shall be Dark Sky Compliant per the International Dark Sky Association. However, "Open" or "Closed" window signs may be self-illuminated and such signs shall be no larger than two (2) square feet in area. Window signs promoting a public service or charitable event shall not be calculated in the allowable 25%.

3256. Fuel Pump Signs.

3257. Vehicle Signs. Except where the signs are mounted on parked vehicles for the purposes of advertising goods or services sold or provided on the property where the motor vehicle is parked or elsewhere either by direct sale or by order, signs normally painted on or attached to a motor vehicle identifying the owner and his or her trade and signs advertising the sale of the motor vehicle itself shall be allowed.

3258. Signs on Product Dispensing Devices. Signs integral to automated devices, not to include vehicles or gas pumps, which dispense one or more products, when

the sign identifies the product(s) contained therein, provided the sign does not project beyond the device. Signs, which are affixed but not integral to the device, are not allowed.

3259. Flags, and banners conforming to section 3271 of this bylaw.

3259A ATM 4/09/07

3259A. Portable Signs. One portable sign is allowed per business provided:

- a. The sign does not exceed six (6) square feet per side and is no more than thirty (30) inches wide.
- b. The top of any portable sign must be less than four (4) feet above grade.
- c. All lettering shall be done in a professional workmanlike manner.
- d. Portable signs shall not be permitted on properties containing a single business which has a freestanding sign.
- e. For properties containing multiple businesses, no more than two (2) portable signs shall be displayed at a time on any lot.
- f. Portable signs may only be displayed during the hours that the business is open or operating, but shall be removed at sunset.
- g. Portable signs shall not be illuminated, have flashing lights, emit sound or simulate motion, nor have any attachments adding to their height or width.
- h. Portable signs must not create a potential hazard to vehicular or pedestrian traffic.
- i. Signs which do not comply with any provision of this bylaw may be removed immediately and without notice by the Town.
- j. A permit for a Portable Sign shall be issued at the discretion of the Building Inspector for a period not to exceed one year and at a fee of \$250 annually.

3260. Signs Requiring a Sign Permit in the Business, Limited Business, Village Business, Industrial, Limited Industrial, Industrial Park and Research Districts. Any principal use permitted in the Business, Limited Business, Village Business, Industrial, Limited Industrial, Industrial Park and Research Districts may erect a sign or signs subject to the following:

3261. Exterior Wall Signs.

- a) First Floor Businesses. Except as may otherwise be provided, one primary and two secondary exterior wall-mounted, projecting, or roof signs shall be permitted for each first floor business, not including directional signs, on the building in which the business is located. -The total allowed sign face area of all exterior signs is calculated by taking 100% of the primary building frontage plus 40% of each secondary building frontage, up to a maximum of three total building frontages. The total size of the business

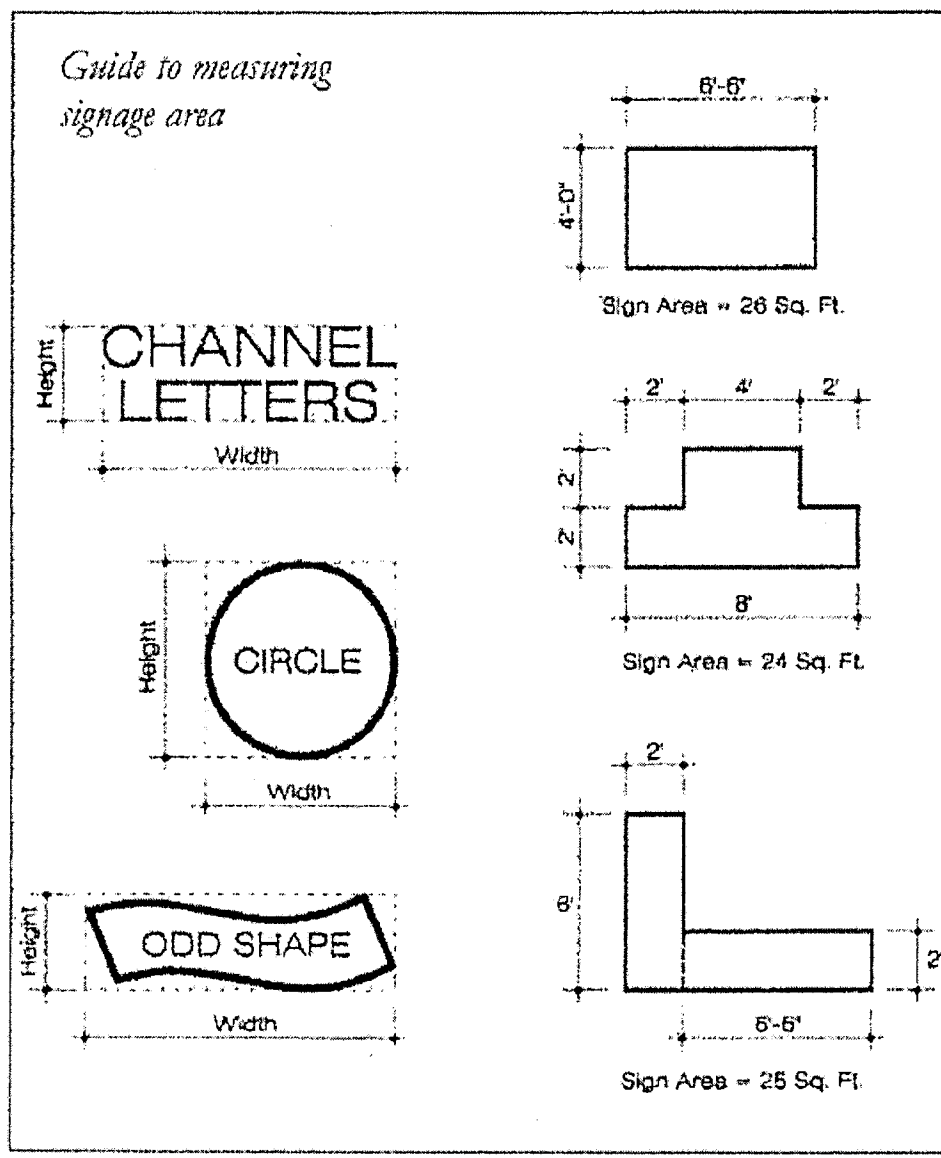
signage is shown in Chart A. The primary sign shall represent no more than 75% of the total allowed sign face area. Where more than one business/entity occupies the same physical space and shares the same entry/entries, the total allowed sign face area of all exterior signs shall be the same as if only one business was occupying the space. Secondary signage must be affixed to that portion of a building which is occupied by the business affixing such sign. If the sign is a series of awning valances it is considered one secondary sign. The square footage allowance is for direct-illuminated signs. Those primary or secondary signs which are self-illuminated silhouette or face-lit channel letters shall have their square footage allowance reduced by one-third (1/3). Any lighting for signage shall be Dark Sky Compliant per the International Dark Sky Association.

CHART A

Building Frontage (In linear feet)	Maximum Area of Total Sign Face (In square feet)
0.1 to 19.9	30
20 to 39.9	33
40 to 59.9	36
60 to 79.9	39
80 to 99.9	42
100 to 119.9	45
120 to 139.9	48
140 to 159.9	51
160 to 179.9	54
180 to 199.9	57
200 to 219.9	60
220 to 239.9	63
240 and above	65

b) Second Floor Businesses. One primary exterior wall mounted sign shall be permitted for each second floor business, not to exceed ten (10) square feet. No such sign shall obscure windows or other architectural elements on a building.

c) Methodology for Measuring Sign Face Area.



3262. Projecting signs. A projecting sign may be erected in lieu of an exterior sign only when such exterior sign is permitted under Section 3261, providing it does not exceed sixteen (16) square feet per side. The projecting sign shall not extend beyond the top of the roof or ridge line of the building.

3263. Directory Sign/General Directory Sign: One directory wall sign on which the sign face shall not exceed one square foot for each occupant identified in the directory. A similarly sized freestanding sign may be erected provided it is substantially out of view of the public way. If there is a panel supporting a group of individual tenant names, that panel shall not exceed 110% of the aggregate area of the individual names.

3264. Directional Signs. Directional signs may be erected near a street, driveway or parking area if necessary for the safety and direction of vehicular or pedestrian traffic.

The sign face of each directional sign shall not exceed two (2) square feet and no directional sign shall be located more than six (6) feet above ground level if mounted on a wall of a building or more than three and one-half (3½) feet above the ground if freestanding. Directional signs shall be placed so as to not impair vehicular sight lines.

3265, 3265A ATM 4/14/2004

3265. Freestanding Signs. One freestanding sign (business center identification or business sign) may be erected on a lot zoned business, industrial, or research, or on a lot containing a primary commercial use that has been permitted by the Town of Sudbury, subject to sections 3265A, 3265B and 3266 of the bylaw.

3265A. Freestanding Business Center Identification Sign. One freestanding business center identification sign may be erected on a lot. The size of the sign face and the setbacks shall not exceed the allowances in Charts B and C (starting with Chart B and proceeding to Chart C).

CHART
B

Street Frontage (In linear feet)	Maximum Area of each Sign Face (In square feet)
0.1 to 74.9	12
75 to 149.9	16
150 to 249.9	20
250 to 349.9	24
350 and above	30

CHART C

If the Area Of the Sign Face In Chart B does not Exceed (In square feet)	The Minimum setback From the Front property line shall be (In linear feet)	Minimum setback From Side property line shall be (In linear feet)
30	20	5
24	16	5
20	12	5
16	8	5
12	4	5

3265B ATM 4/14/2004

3265B. Freestanding Business Sign. One freestanding business sign may be erected on a lot subject to the following requirements:

- a. The lot has a minimum of two hundred and fifty (250) feet of street frontage.
- b. Building setback must be twenty (20) feet or greater.
- c. If the lot contains multiple businesses, individual businesses may be represented by separate, removable panels, which shall not exceed eighteen inches (18") in height nor be less than eight inches (8") in height.
- d. All freestanding directory signs shall be wood carved or a synthetic material which matches the aesthetics of a wood sign, and shall not be internally illuminated.
- e. The size of the sign face and the setbacks shall not exceed the allowances in Charts B and C (starting with Chart B and proceeding to Chart C). The property address shall be included as a sign cap centered on top of the sign, but will not be counted in maximum sign size (not to exceed 4 square feet).
- f. ~~Typeface on individual business panels shall be of~~ Individual business panels shall have a uniform ~~nature~~ color scheme.
- g. The freestanding sign shall be incorporated into the landscaping and streetscape of the property, and its location shall be approved by the Design Review Board.
- h. Individual business panels shall be considered secondary signs for the purposes of calculating total sign allowance in section 3261a).
- i. No other freestanding signs shall be permitted on the street frontage.
- j. All existing non-conforming signs must be brought into conformance with the bylaw before approval of the freestanding business sign.
- k. Any illumination of freestanding signage shall be Dark Sky Compliant per the International Dark Sky Association.

3266. The overall maximum height of any freestanding sign shall not exceed ten (10) feet, and the distance from the ground to the bottom of the sign shall not exceed 40% of the total height of the sign.

3270. Special Provisions.

3271. Banners. Any business may have a maximum of one banner mounted on the building facade. Banners may also be erected on light or utility poles on private property displaying common or season themes, up to a maximum of one banner per fifty (50) parking spaces constructed on the premise. Banners erected on public property shall require the approval of the Board of Selectmen. Banners may pictorially represent the nature of the business and may only include verbiage to the extent that the block of verbiage does not exceed 15% of the total area of the banner. A banner shall not exceed 15 square feet.

3280. Signs Requiring a Sign Permit in the Residential Districts.

One sign either attached or freestanding, pertaining to a multi-unit development or a permitted non-residential principal use such as farms, farm stands, nurseries, greenhouses, child care centers and similar uses may be erected upon a lot provided no other sign(s) permitted by this bylaw shall be on the same lot. The sign face shall not exceed ten (10) square feet and, if freestanding, the height shall not exceed ten (10) feet and the distance from the ground to the bottom of the sign shall not exceed 40% of the height of the sign. The freestanding sign shall not be located within ten feet (10') of any street or property line.

3290. Special Permits. The Board of Appeals may issue Special Permits for signs other than as provided herein if it is determined that: (a) the architecture of the building, the location of the building with reference to the street or the nature of the establishment is such that the sign should be permitted in the public interest; (b) the sign will not cause visual confusion, glare, offensive lighting in the neighborhood; (c) the sign will not be a detriment to the surrounding area; (d) the sign will not significantly alter the character of the zoning district; (e) the sign will not interfere with traffic safety in the area; and (f) the sign will be consistent with the architecture of the building on the lot upon which the sign is to be located and of the surrounding area. In granting such permission, the Board of Appeals shall specify the size and location of the sign or signs and shall impose such other terms and restrictions as it may deem to be in the public interest. All applications under this provision shall provide the information required in Section 3230 above and specific information in the form of perspectives, renderings, photographs or other representations sufficient to show the nature of the proposed sign, its effect on the immediate surroundings and the reasons for allowing it.

3290A. Design Guidelines. The following are further means by which the objectives for signs stated at the beginning of Section 3200 can be served. These guidelines are not mandatory, but degree of compliance with them may be considered by the Design Review Board and by the Special Permit Granting Authority in acting upon permits authorized under this section, as may consistency with the basic sign objectives cited above.

3291A. Efficient Communication.

- a. Signs should not contain selling slogans or other advertising which is not an integral part of the name or other identification of the enterprise.

- b. Signs should be simple, neat and avoid distracting elements, so that content can be quickly and easily read.

3292A. Environmental Relationship.

- a. Sign design should take into consideration the size, brightness, style, height and colors of other signs in the vicinity.
- b. Sign brightness should not be excessive in relation to background lighting levels, e.g. averaging not in excess of 100 foot-lamberts in the commercial area of similarly bright areas and not in excess of 20 foot-lamberts in unlighted outlying areas and in areas bordering on or visible from residential zones.

3293A. Building Relationship.

- a. Signs should be sized and located so as not to interrupt, obscure, or hide the continuity of columns, cornices, roof eaves, sill lines, or other elements of building structure, and where possible, should reflect and emphasize building structural form.
- b. Sign materials, colors, and lettering should be reflective of the character of the building to which the sign relates.
- c. Clutter should be avoided by not using support brackets extending above the sign or guy wire and turn buckles.

3290B. Non-conformance. Any non-conforming sign legally erected prior to the adoption of this bylaw may be continued and maintained but shall not be enlarged or altered unless it conforms with the provisions contained herein. The exemption herein granted shall terminate with respect to any sign which:

3291B. Shall have been abandoned;

3292B. Advertises or calls attention to any products, business or activities which are no longer carried on or sold, whether generally or at the particular premises;

3293B. Shall not have been repaired or properly maintained within sixty (60) days after notice to that effect has been given by the Building Inspector;

3294B. Which has been destroyed or damaged to the extent that the cost of repair or restoration will exceed one-third of the replacement value as of the date of destruction.

; and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Zoning Bylaw; or act on anything relative thereto.

Submitted by the Planning Board. (Two-thirds vote required)

PLANNING BOARD REPORT: The Planning Board will report at Town Meeting.

SUBMITTED BY: Adam L. Duchesneau Vote was taken at meeting
on January 27, 2021

Approved by: _____
Town Counsel

TOWN OF SUDBURY WARRANT ARTICLE FORM**ARTICLE 29****Instructions:**

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board'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) Article wording must be approved and article signed by Town Counsel before submission.

**ARTICLE XX. COMMUNITY PRESERVATION FUND – DR. BILL ADELSON
PLAYGROUND IMPROVEMENTS**

To see if the Town will vote to appropriate a sum of money not to exceed \$285,000 from the Open Space and Recreation category of Community Preservation Act Funds, funded from FY22 revenue, for the purpose of making improvements to the Dr. Adelson Playground at Haskell Field including removing and replacing poured-in-place surfaces, replacing equipment, preserving or planting new trees, and other site work, or take any other action relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: The Dr. Adelson Playground (aka the SMILE Playground) improvement project will rehabilitate the surface of an outdoor recreational facility on property dedicated to outdoor activity. The Dr. Adelson Playground supports recreational uses, serves the general public (available to all residents), and expands the use to allow access to all areas of the playground without tripping hazards.

The Dr. Adelson Playground is the most heavily-used public playground in Sudbury and is used during all seasons of the year. Areas of the poured-in-place (PIP) rubberized surface need to be replaced due to age and subsurface root intrusion. Tree roots are causing the surface of the PIP to undulate. This undulation is a tripping concern for all users and spectators of the playground. As of March 2011, play areas need to be compliant with Americans with Disabilities Act (ADA) standards. This project will enhance the Dr. Adelson Playground by bringing the surfaces up to current standards and allowing full participation on the playground for all children with disabilities.

There are areas within the playground which contain wood safety fiber material. These wood chips do not meet the requirements for full accessibility as they impede wheelchair movements and leave an uneven surface which requires constant raking-out. However, some of these areas must remain as they are needed to allow access to the underground clean outs for the septic system.

The current PIP has ripped and cracked, and has been pushed up by the roots of the large tree in the park as well as trees which border the park on the outside of the fence. These uneven surfaces do not allow for wheelchairs to move easily throughout the playground and pose a tripping hazard. The tree in the center of the playground will be removed and replaced with a shade structure. The Park and Recreation Department will investigate the preservation of the trees outside the fence but

adjacent to the playground. These trees will either be preserved or replaced by a more suitable variety.

Playground equipment that is not ADA compliant and unsupported by the manufacturer for replacement parts will be removed and replaced with modern equipment with appropriate shade structures.

SUBMITTED BY: Adam L. Duchesneau Voted on at January 20, 2021
meeting.

Approved by: _____
 Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 30

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board'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) Article wording must be approved and article signed by Town Counsel before submission.

**ARTICLE XX. COMMUNITY PRESERVATION FUND – FRANK FEELEY
FIELDS IMPROVEMENTS**

To see if the Town will vote to appropriate a sum of money not to exceed \$386,000 from the Open Space and Recreation category of Community Preservation Act Funds, funded from FY22 revenue, for the purpose of designing improvements to the Frank Feeley Fields and to make improvements to the Frank Feeley Fields including, but not limited to, installing dugouts, constructing a protective guardrail for the batting cage, installing protective netting, and drainage improvements, or take any other action relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: The Frank Feeley Fields are home to the Town tennis courts, several softball fields, and a baseball field. There is one 90-foot, lighted baseball diamond with a press box, bleachers, concession area, and restrooms; three 60-foot softball diamonds on two field levels; and six tennis courts. The softball diamonds have several safety issues regarding lack of protection from foul balls and the sun. Further, the swamp-like conditions on the two lower fields limit utilization during the key playing season.

The Sudbury Girls Softball (SGS) is requesting funds in two phases. This article is the first phase representing design improvements for all the fields. Design costs will include mitigating for significant water issues at the Lower Feeley Fields. The implementation of outfield water management will be in the second phase.

The first phase, funded by this request, also focuses on the safety of the participants and spectators. The girls' softball fields in Sudbury do not have protective dugouts, which are common at all other ball fields in Sudbury, to shield players from foul balls, overthrows, and peak sun. SGS is requesting funds for the construction of dugouts for the Upper Feeley and Feeley #1 softball diamonds.

Due to the close proximity of the tennis courts to the field at Upper Feeley, foul balls are frequently hit onto the tennis courts or the area where children, spectators, and families are sitting or standing during games. The lack of protection from foul balls is creating a dangerous environment. SGS is requesting funding to construct protective netting on the first base side of the Upper Feeley softball diamond to provide spectator and tennis player protection. It should be noted that when citizens of

Sudbury are playing tennis, their backs are to the softball field and there is little warning when a hard-hit foul ball flies into the courts.

The SGS batting cage sits in the Feeley Fields parking lot which has a steady flow of cars coming and going from the area. SGS is requesting funding to build a timber guardrail to provide a safety barrier between the batting cage and the parking lot for the SGS players who practice frequently in the batting cage.

This funding request will provide substantial safety improvements to two primary softball diamonds, Upper Feeley and Feeley #1, as well as the key practice area around the batting cage. Without these much needed improvements, SGS will continue to underutilize Feeley Fields due to the unsafe and wet conditions. The Frank Feeley Fields improvements would increase use of these recreational areas, serve the general public (available to all residents), and expand the use to allow access to all areas of the fields. The goal is to have a similar structure as the boys' baseball fields providing safety and shelter from stray balls. This request for funding is to keep this vibrant softball community strong with quality fields that may be equal or similar to the fields used by the baseball community.

In addition to this Community Preservation Act allocation, Sudbury Girls Softball has pledged \$7,000 to this project and the Park and Recreation Commission has pledged \$25,000 for design purposes.

SUBMITTED BY: Adam L. Duchesneau Voted on at January 20, 2021 meeting.

Approved by: _____
Town Counsel

TOWN OF SUDBURY**WARRANT ARTICLE FORM****ARTICLE 31****Instructions:**

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board'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) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. COMMUNITY PRESERVATION FUND – HISTORIC PRESERVATION PLAN

To see if the Town will vote to appropriate a sum of money not to exceed \$32,000 from the Historic Resources category of Community Preservation Act Funds, funded from Historic Resources reserves, for the purpose of funding a town-wide Historic Preservation Plan, or take any other action relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: The Historical Commission is requesting Community Preservation Act funds for the creation of a town-wide Historic Preservation Plan modeled after the Massachusetts Historical Commission's sample plan.

An Historic Preservation Plan is the foundational planning document for a community's historic preservation goals and efforts. It offers a comprehensive review of existing preservation conditions, and a proactive collaborative approach to protecting the community's historical and archaeological resources. It is the road map for preservation policies and activities for Town boards as well as the community. It is a standalone document that focuses on making history, heritage, and historic character strong building blocks for revitalization, growth, and tourism. A cultural resource consultant will be retained to create the plan. It is developed with input from residents; property owners; Town boards, committees, and commissions; and interested town preservation organizations.

Although many (but not all) of the town's historic resources have been identified and inventoried, no "master plan" for the town's historical or archaeological resources has ever been formulated – unlike other historic communities in Massachusetts, including neighboring Concord. There are several Town commissions/committees, groups, and individuals with narrow responsibilities engaged in historic preservation, but overall community focus on historic preservation is lacking.

A town-wide Historic Preservation Plan would be a substantial public benefit as the plan would include a road map and guidance on achieving common preservation goals, and how these could be coordinated and accomplished among many different entities and individuals. As was heard from community members during the recent Master Plan update process, many residents indicated one of the reasons they moved to Sudbury and remain in Sudbury is its historic charm and

character. Without a town-wide Historic Preservation Plan, this historic charm and character remains at risk to degradation over time.

SUBMITTED BY: Adam L. Duchesneau 2 Mr
Adam L. Duchesneau Voted on at January 20, 2021
meeting.

Approved by: _____
 Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 32

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board'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) Article wording must be approved and article signed by Town Counsel before submission.

**ARTICLE XX. COMMUNITY PRESERVATION FUND – HOUSING
PRODUCTION PLAN**

To see if the Town will vote to appropriate a sum of money not to exceed \$36,000 from the Community Housing category of Community Preservation Act Funds, funded from FY22 revenue, for the purpose of funding the updating of the Town's Housing Production Plan, or take any other action relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: The Planning and Community Development Department is requesting Community Preservation Act funds to update the Town's Housing Production Plan, in conformance with the State's guidelines, utilizing the 2020 Census information. Sudbury's last Housing Production Plan was written in 2016 and will expire on April 20, 2021. The plan will be developed with the assistance of a consultant.

A Housing Production Plan identifies the housing needs of a community and the goals and strategies it will use to identify and achieve the 10% affordable housing threshold of the MGL Chapter 40B state mandate. A Housing Production Plan enables municipalities to develop a strategy to meet its affordable housing needs, produce housing units in accordance with that plan, and demonstrate progress towards their affordable housing production. By taking a proactive approach in the adoption of a Housing Production Plan, cities and towns are better able to achieve their affordable housing and community planning goals.

While Sudbury is projected to remain over the 10% threshold through 2030, and likely 2040, a Housing Production Plan is still valuable to provide for a community discussion and to update the housing goals in the community. This is very helpful and useful once a community reaches its 10% affordable housing threshold.

SUBMITTED BY:

Adam L. Duchesneau

Voted on at January 20, 2021 meeting.

Approved by:

Town Counsel

Attachment 7.b: ATM Articles 1-36 (4446 : Town Meeting action)

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 33

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board'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) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. COMMUNITY PRESERVATION FUND – HOUSING TRUST ALLOCATION

To see if the Town will vote to appropriate a sum of money not to exceed \$388,500 from the Community Housing category of Community Preservation Act Funds, funded from FY22 revenue, to the Housing Trust for the acquisition, creation, preservation, and support for community housing as allowed by the Community Preservation Act, or take any other action relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: This article requests an appropriation to the Housing Trust for the creation of new affordable housing units and continued support for residents struggling to pay their rent due to impacts from COVID or other matters. The Housing Trust last requested Community Preservation Act funds in 2018 for Fiscal Year 2019 and has not created any new units since then, as the Housing Trust relies on Community Preservation Act funds for unit creation.

This funding allocation would assist in creating at least one new unit of affordable housing in the Housing Trust's Home Preservation Program which converts existing smaller market homes to affordable homes and provides affordable homeownership opportunities to income eligible households. The Housing Trust is the main, if not the only, entity with plans to create affordable homeownership in Sudbury. Through its program, the Housing Trust has seen tenants of the Sudbury Housing Authority become owners for their families, and owners of deed restricted properties in Sudbury purchase market rate homes in town. These items demonstrate first-hand the benefits of a homeownership program. Sudbury has had 37 ownership units in its affordable housing portfolio since 2016, with no additional homeownership units in the pipeline. The Home Preservation Program conforms to the Town's Housing Production Plan, contributes long-term affordability towards the MGL Chapter 40B 10% affordable housing threshold, converts market rate to affordable units, and promotes a socioeconomic environment that encourages a diversity of income.

Additionally, the Housing Trust aims to build upon its Emergency Rental Assistance Program (ERAP) which serves low income level households in town by providing rental assistance. The Housing Trust has recently successfully implemented and administered the Emergency Rental Assistance Program and looks to expand the concept. This program would have the effect of

deepening the affordability of rental units in Sudbury and would serve low income households. The Emergency Rental Assistance Program commits four months of rental assistance for apartments with low income tenants who have demonstrated a loss of income due to COVID. With Community Preservation Act funding, the Housing Trust plans to continue and expand its emergency rental assistance efforts to assist tenants with a recent loss of income. The Emergency Rental Assistance Program conforms to the Town's Housing Production Plan, assists in intermingling affordable and market rate housing at levels that exceed state requirements for percentage of affordable units, and promotes a socioeconomic environment that encourages a diversity of income.

SUBMITTED BY:

Adam L. Duchesneau

Voted on at January 20, 2021
meeting.

Approved by:

Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 34

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board'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) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. COMMUNITY PRESERVATION FUND – REGIONAL HOUSING SERVICES OFFICE (RHSO) MEMBERSHIP FEE

To see if the Town will vote to appropriate a sum of money not to exceed \$30,000 from the Community Housing category of Community Preservation Act Funds, funded from FY22 revenue, for the purpose of funding the Town's portion of the FY2022 Regional Housing Services Office (RHSO) membership fee supporting the Town's affordable housing activities, or take any other action relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: In recent years, Sudbury has made great strides towards satisfying the requirements of the State's Comprehensive Permit Act (Chapter 40B). This Act requires cities and towns to provide certification that the number of dwelling units in the municipality which qualify as "affordable" by statute, meets or exceeds ten percent (10%) of the municipality's total dwelling units. Falling short of that number, as Sudbury has until recently, allows developers to both site and design partially affordable developments with extreme limitations on the Town's zoning and design oversights.

There are a great number of administrative requirements to certify additions to this approved inventory and to maintaining those certifications going forward. Sudbury used to provide these services in-house through the Planning and Community Development Department, with funding through Community Preservation Committee administrative funds. In 2011, Sudbury took the lead in the creation of a seven-town shared services effort, both to improve 40B certification operations and to reduce the cost of doing so.

That entity, the Regional Housing Services Office (RHSO), is now more appropriately funded via a separate Community Preservation Act Fund article at Town Meeting, as the work is no longer housed within a Town department and the now nine-member, contractual Intermunicipal Agreement arrangement is expected to continue to be the way the Town handles these responsibilities.

The services provided include affordable housing inventory monitoring; supervising lotteries to determine who qualifies for affordable housing; monitoring the Incentive Senior Developments at Frost Farm and Grouse Hill to ensure compliance with eligibility requirements; monitoring all deed restricted properties; providing valuations for deed restricted properties to the Town

Assessor; reviewing compliance with Regulatory Agreements and certification to Department of Housing and Community Development (DHCD) for Local Initiative Program (LIP) rental units; maintaining the affordable housing inventory and providing estimates for 2030 SHI projections; and other administrative work, including annual action plans, 5 year consolidated plans, fair housing reports and programs, and related housing questions which arise during the year.

SUBMITTED BY: _____

Adam L. Duchesneau

Voted on at January 20, 2021 meeting.

Approved by: _____

Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 35

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board'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) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. COMMUNITY PRESERVATION FUND – REVERSION OF FUNDS

To see if the Town will vote to return the unused balances from prior article authorizations voted at prior Town Meetings, which projects have been completed, or otherwise, into the Community Preservation Act general account as follows:

2010 ATM, Article 36 CSX Alternative Acquisition Funding \$420,000.00

to be returned to the category of Unrestricted Reserves; and

2014 ATM, Article 33 Melone Property Engineering \$110,639.21

to be returned to the category of Unrestricted Reserves; and

Total: \$530,639.21

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: All projects are completed at this time or will not proceed to fruition. In order to return the funds to the Community Preservation Act general account, this article and an affirmative vote of Town Meeting are necessary.

SUBMITTED BY: Adam L. Duchesneau

Adam L. Duchesneau

Voted on at January 20, 2021 meeting.

Approved by: _____

Town Counsel

TOWN OF SUDBURY

WARRANT ARTICLE FORM

ARTICLE 36

Instructions:

- 1) The **ORIGINAL, TYPED** article is to be submitted to the Select Board'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) Article wording must be approved and article signed by Town Counsel before submission.

ARTICLE XX. COMMUNITY PRESERVATION FUND – GENERAL BUDGET AND APPROPRIATIONS

To see if the Town will vote to appropriate a sum of money from Community Preservation Act funds, as recommended by the Community Preservation Committee, for the FY2022 Community Preservation Act budget, including the administrative expenses and all other necessary and proper expenses of the Community Preservation Committee for FY22, amounts for payment of debt service on the Community Preservation Act projects previously approved by Town Meeting, and as may be needed to comply with M.G.L. c. 44B, Section 6, to reserve for future appropriation amounts for open space, including land for recreational use, historic resources and community housing, or act on anything relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: This article sets forth the entire FY2022 Community Preservation Act budget, including appropriations and reservations as required in connection with the administration of the Community Preservation Act funds. The estimated annual revenue for FY2022 is \$2,550,000. The article appropriates funds for FY2022 debt service obligations totaling \$1,093,035. These obligations arise from prior Town Meeting approval for the bonding of six projects:

- 1) Purchase of the Dickson property utilizing the Open Space and Recreation (\$30,084) and Historic Resources (\$20,056) categories;
- 2) Purchase of land and development rights as well as construction of a sports field on the Cutting property utilizing the Open Space (\$178,498) and Recreation (\$22,062) categories;
- 3) Purchase of the Libby property utilizing the Open Space and Recreation (\$133,988) category;
- 4) Purchase of development rights on the Nobscot Boy Scout Reservation Phases I and II utilizing the Open Space and Recreation (\$433,575) category;
- 5) Purchase of development rights on Pantry Brook Farm utilizing the Open Space and Recreation (\$208,173) category; and
- 6) Purchase of the Johnson Farm Property utilizing the Open Space and Recreation (\$75,125) category.

The article also appropriates funds for administrative and operational expenses of the Community Preservation Committee in the amount of \$85,000. The administrative fund can be used by the Community Preservation Committee to pay for technical staffing and expertise, consulting

services (e.g. land surveys and engineering), property appraisals, legal advertisements, publication fees, and other administrative expenses. By statute, the Community Preservation Committee may budget up to five percent (5%) of its annual budget for these administrative and operational expenses, or \$127,500 based upon the projected FY2022 revenue of \$2,550,000. Any funds remaining in the administrative account at the fiscal year's end revert to the Community Preservation Act Fund Balance, and need to be re-appropriated for administrative use in subsequent years. The Community Preservation Committee believes having access to administrative funds is critically important as it allows the Committee to conduct business on a time-sensitive basis, a vital component of the Community Preservation Act.

The Community Preservation Act requires 10% of the estimated annual income be allocated to current projects or reserved for future expenditures in each of the three core categories: Community Housing, Historic Resources, and Open Space and Recreation. The actual amount reserved each year depends upon whether or not Town Meeting has appropriated money totaling less than 10%, or not appropriated any money at all in any of these three core categories. If there is a balance of unspent Community Preservation Act funds from that fiscal year after such reservations and after Town Meeting has voted the Community Preservation Act articles, it is budgeted in the unrestricted reserve account for future Community Preservation Act projects in all three categories.

SUBMITTED BY: _____

Adam L. Duchesneau

Voted on at January 20, 2021 meeting.

Approved by: _____

Town Counsel

ARTICLE 3 FY22 BUDGET

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums, or any other sum or sums, for any or all Town expenses and purposes, including debt and interest, and to provide for a Reserve Fund, all for the Fiscal Year July 1, 2021 through June 30, 2022, inclusive, in accordance with the following schedule, which is incorporated herein by reference; or act on anything relative thereto.

		FY22
EXPENDITURES		Recommended
300: Education - Sudbury Public Schools (SPS)		40,630,742
300: Education - LS Regional High School (LS) ¹		27,330,369
300: Education - Vocational		565,400
Total: Schools		68,526,511
100: General Government		3,249,463
200: Public Safety ⁴		9,392,898
400: Public Works		5,699,232
500: Human Services		975,948
600: Culture & Recreation		1,504,394
800: Town-Wide Operating and Transfers		480,969
Total: Town Departments		21,302,904
700: Town Debt Service		2,433,239
900: Employee Benefits (Town and SPS) ²		14,206,150
1000: OPEB Trust Contribution (Town and SPS) ³		625,000
TOTAL OPERATING BUDGET:		107,093,804
(not including Capital or Enterprise Funds)		

¹ Includes \$218,944 for OPEB and \$510,074 for Debt Service.

² Includes \$6,217,673 for Town and \$7,988,477 for SPS.

³ Includes \$201,410 for Town and \$423,590 for SPS.

⁴ Appropriation is partially funded by \$660,000 of ambulance receipts.

ARTICLE 4 FY22 CAPITAL BUDGET

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums for the purchase or acquisition of capital items including but not limited to capital equipment, construction, engineering, and design, including but not limited to renovation to buildings and all incidental and related expenses; and to determine whether this sum shall be raised by lease purchase or otherwise; or act on anything relative thereto.

	FY22
	<u>Recommended</u>
Operating Capital Budget	
Sudbury Public Schools	253,000
LS Regional High School	114,727
Information Systems	50,000
Police	30,000
Fire	256,000
Public Works	215,000
Combined Facilities	183,453
Total Operating Capital Budget	<u>1,102,180</u>

ARTICLE . 5 FY22 TRANSFER STATION ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums set forth in the FY22 budget of the Transfer Station Enterprise, to be included in the tax levy and offset by the funds of the enterprise; or act on anything relative thereto.

	FY20	FY21	FY22
	Actual	Appropriated	Recommended
TRANSFER STATION ENTERPRISE FUND			
Direct Costs	276,294	297,764	291,303
Indirect Costs ¹	17,214	17,163	17,800
Total Expenditures	293,508	314,927	309,103
Enterprise Receipts	248,340	314,927	309,103
Total Revenues	248,340	314,927	309,103

¹ Paid for by Enterprise Revenue Transfer to Unclassified Benefits (General Fund)

ARTICLE . 6 FY22 POOL ENTERPRISE FUND BUDGET

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums set forth in the FY22 budget of the Atkinson Pool Enterprise, to be included in the tax levy and offset by the funds of the enterprise; or act on anything relative thereto.

	FY20	FY21	FY22
	Actual	Appropriated	Recommended
POOL ENTERPRISE FUND			
Direct Costs	359,155	427,421	438,753
Indirect Costs ¹	18,956	36,828	25,383
Total Expenditures	378,111	464,249	464,136
Enterprise Receipts	303,046	464,249	464,136
Total Revenues	303,046	464,249	464,136

¹ Paid for by Enterprise Revenue Transfer to Unclassified Benefits (General Fund)

ARTICLE . 7 FY22 RECREATION FIELD MAINTENANCE ENTERPRISE FUND
BUDGET

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums set forth in the FY22 budget of the Recreation Field Maintenance Enterprise, to be included in the tax levy and offset by the funds of the enterprise; or act on anything relative thereto.

	FY20 Actual	FY21 Appropriated	FY22 Recommended
FIELD MAINTENANCE ENTERPRISE FUND			
Direct Costs ¹	123,863	230,435	205,403
Indirect Costs ²	23,198	24,269	25,383
Total Expenditures	147,061	254,704	230,786
Enterprise Receipts	86,539	254,704	230,786
Total Revenues	86,539	254,704	230,786

¹ Direct costs include \$10,500 of capital expenditures.

² Paid for by Enterprise Revenue Transfer to Unclassified Benefits (General Fund)

ARTICLE . 11 FY22 STABILIZATION FUND

To see if the Town will vote to transfer from Free Cash \$281,268, or any other sum, to be added to the Stabilization Fund established under Article 12, of the October 7, 1982 Special Town Meeting, pursuant to General Laws Chapter 40, Section 5B; or act on anything relative thereto.

ARTICLE . 12 FY22 REVOLVING FUND SPENDING LIMITS

To see if the Town will vote to establish the FY2022 spending limits for the use of revolving funds under M.G.L. c.44, s.53E ½, by the following departments of the Town in accordance with each fund set forth in Article XXXIII of the Town of Sudbury General Bylaws or act in any manner related thereto.

		Maximum
<u>Fund</u>	<u>Department</u>	<u>Amount</u>
Public Health Vaccinations & Tobacco Control	Board of Health	40,000
Plumbing & Gas Inspectional Services	Building Inspector	65,000
Portable Sign Administration & Inspectional Services	Building Inspector	10,000
Conservation (Trail Maintenance)	Conservation Commission	15,000
Conservation (Wetlands)	Conservation Commission	50,000
Forestry Activities	Conservation Commission	10,000
Council on Aging Activities	Council on Aging	65,000
Council on Aging Van Transportation (MWRTA)	Council on Aging	175,000
Cemetery Revolving Fund	Public Works	20,000
Fire Department Permits	Fire	50,000
Goodnow Library Meeting Rooms	Goodnow Library	10,500
Goodnow Library Services	Goodnow Library	6,000
Recreation Programs	Park and Recreation Commission	650,000
Teen Center	Park and Recreation Commission	10,000
Youth Programs	Park and Recreation Commission	200,000
Bus	Sudbury Public Schools	450,000
Instrumental Music	Sudbury Public Schools	100,000
Cable Television	Town Manager	30,000
Rental Property	Town Manager	40,000
Dog	Town Clerk	75,000
Zoning Board of Appeals	Zoning Board of Appeals	35,000
Solar Energy	Combined Facilities	450,000

ARTICLE . 13 CAPITAL STABILIZATION FUND

To see if the Town will vote to transfer from Free Cash \$250,000, or any other sum, to be added to the Capital Stabilization Fund established under Article 13 of the 2019 Annual Town Meeting; or act on anything relative thereto.

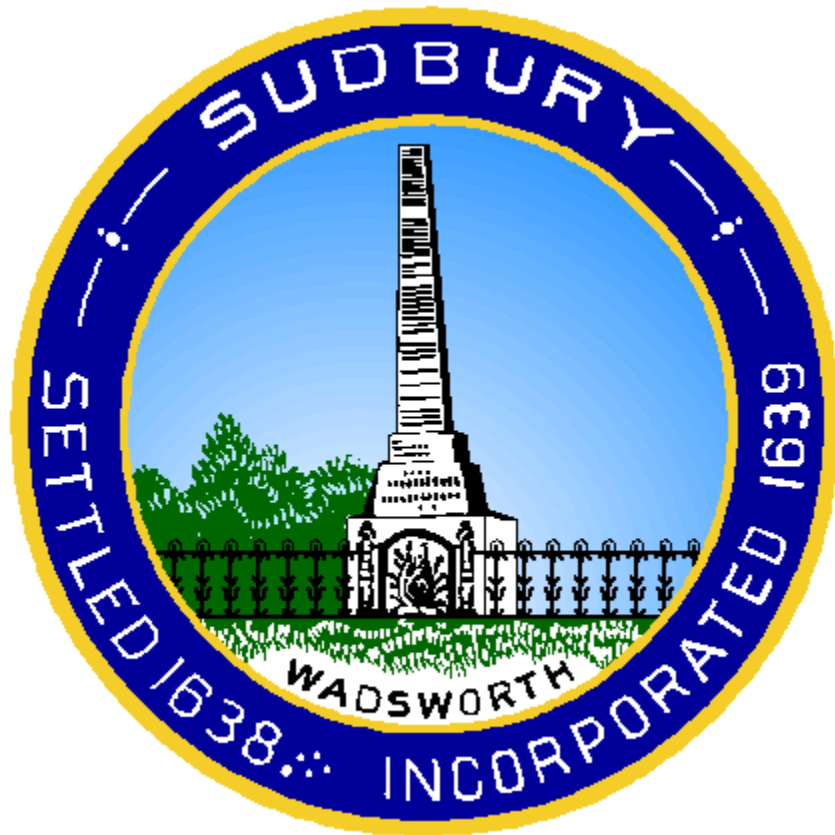
ARTICLE . 15 REPURPOSE MELONE STABILIZATION FUND

To see if the Town will vote to transfer the remaining balance of \$1,100,000 in the special Stabilization Fund (Melone) established under Article 13 of the 2015 Annual Town Meeting to the Capital Stabilization Fund established under Article 13 of the 2019 Annual Town Meeting; or act on anything relative thereto

FY21 Free Cash

Project	Requested	Balance	Notes
Starting Balance	N/A	\$4,249,754	Certified 3/5/2021
Town Manager's Capital Article	\$900,000	\$3,349,754	ATM Article 4
Stabilization Fund	\$281,268	\$3,068,486	ATM Article 11
Capital Stabilization Fund	\$250,000	\$2,818,486	ATM Article 13
Eversource Funding	\$150,000	\$2,668,486	ATM Article 14
Marlborough Road Culvert Replacement	\$400,000	\$2,268,486	ATM Article 17
Front End Loader with Plow	\$230,000	\$2,038,486	ATM Article 18
Multi Purpose Sidewalk Tractor	\$205,000	\$1,833,486	ATM Article 19
Six Wheel Combo Dump Truck with Plow & Wing	\$285,000	\$1,548,486	ATM Article 20
Sudbury Public Schools Academic Program	\$309,540	\$1,238,946	ATM Article 23
Noyes Fire Alarm Replacement	\$220,000	\$1,018,946	ATM Article 24
LSRHS Stadium Field	\$337,500	\$681,446	ATM Article 25
Total	<u>\$ 3,568,308</u>	<u>\$681,446</u>	

Town of Sudbury, Massachusetts



Town Manager's Proposed Budget

For the Fiscal Year Ended June 30, 2022

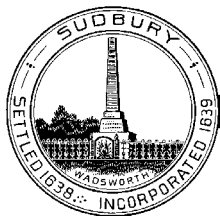
Town of Sudbury, Massachusetts
Town Manager's Proposed Budget
For the Fiscal Year Ended June 30, 2022

Table of Contents

Introductory Section	1
Transmittal Letter	2
Citizen's Guide to the Budget	5
Budget Calendar	7
Town Overview and Structure	8
Fund Information	12
Basis of Accounting and Budgeting	14
Budget and Financial Management Policies	15
Organizational Chart	18
Elected Officials	20
Principal Appointed Officials	21
Distinguished Budget Presentation Award	22
Budget and Financial Overview	23
Financial Forecast	24
General Fund Budget Summary	27
General Fund Budget Detail	31
Sudbury Public Schools	32
LS Regional High School	33
Vocational Education	34
General Government	35
Public Safety	51
Public Works	57
Human Services	65
Culture & Recreation	70
Town-Wide Operating and Transfers	75
Employee Benefits (Town and SPS)	77
Town Debt Service	78
Operating Capital Budget	79
Enterprise Funds Budget	81
Transfer Station	82
Pool	83

Field Maintenance	84
Supplementary Information	85
Sudbury Public Schools Budget Detail	86
LS Regional High School Budget Detail	95
Long-Term Debt	99
Long-Term Debt Schedules	100
Legal Debt Limit	103
Capital Planning	104
FY22 Town Manager's Capital Recommendation	105
Employee Head Count	165
FY20 Employee Compensation Greater than \$100,000	166
Collective Bargaining	167
Budget Terms and Definitions	169

Introductory Section



Henry Hayes
Town Manager

TOWN OF SUDBURY
Office of the Town Manager
www.sudbury.ma.us

278 Old Sudbury Road
Sudbury, MA 01776-1843
978-639-3381

Fax: 978-443-0756

Email: townmanager@sudbury.ma.us

February 10, 2021

To: Honorable Select Board
Members of the Finance Committee

Here is our recommended Fiscal Year 2022 (FY22) operating and capital budgets. As proposed, these budgets total \$108,195,984, which is an increase of \$1,860,833 (1.75%) from the Fiscal Year 2021 (FY21) budget.

Staff has worked hard to develop a conservative budget to maintain services, while being thoughtful to taxpayers. We diligently worked with the following objectives in mind:

- Develop a FY22 budget that is within the limits of Proposition 2 ½.
- Maintain a level service budget, while identifying opportunities for improvements through efficiencies;
- Maintain employee compensation and plan for the future;
- Continue to aggressively manage employee benefits, both short term and long term;
- Establish and fund a capital program that recognizes the needs of the community while respecting our fiscal constraints; and
- Develop a budget document with the recommended guidelines and procedures set forth by the Government Finance Officers Association (GFOA) and in conformance with the Town Manager's 2021 goals.

Based on these goals and keeping in mind our revenues and fixed costs, the Town's budget was created collaboratively between the three Cost Centers, and the assistance and teamwork of our Town Department Heads, reflecting the functional needs and institutional values. Unfortunately, after fixed costs there remains little for desired new initiatives. Below are some of the increases we were able to accommodate:

Conservation

This department will see an increase of \$26,000 for contracted services and a work cellular phone. The workload for the Conservation Restrictions will greatly benefit with the utilization of dedicated personnel to resolve outstanding cases. Utilizing contracted workforces is more efficient and temporary, as opposed to seeking a part-time or full-time employee, which would also impact benefit costs.

Senior Center

We were able to account for an unexpected need regarding the mailing of the Senior Center Newsletter by \$12,000. The funds for mailing material to a portion of our aging residents we previously provided by a non-governmental contribution, which has discontinued this particular support. While considering the various methods by which this population receives their media, as well as some restrictions to mobility, it is a best practice to continue to support those that would be disadvantaged if content was only delivered by electronic means. Going into the future, it is expected that mail-outs will gradually decrease.

Planning and Community Development

This department has recognized the need to utilize the administrative assistant an additional 4-hours per week to account for the increased workload, amounts to an FY22 increase of \$6,719.

Some of the unsupported budgetary requests include:

Engineering

There were \$52,285 in requests not supported for FY22. Vehicle maintenance and trees and cemeteries shall be level funded with FY21.

Fire Department

Several adjustments will be needed in order to meet the \$112,988 reduction from the requested departmental request. Utilities, some overtime and other personnel costs will satisfy the variation in the budget.

Police Department

This department has reduced \$20,000 from its initial request, some training impacts may be incurred.

Information Systems

The requested budget for Information Systems included a request for an addition of a part-time employee to perform as a Geographic Information Systems (GIS) Coordinator of \$28,188, this request was not supported for the FY22 budget.

There were other minor adjustments, across various departments, which enabled the balance of the Town's budget forecast for Fiscal Year 2022.

Benefits

Benefits for the schools (SPS) and Town are increasing by \$533,895 this year (3.9%). This budget includes worker's compensation, property and liability insurances, health insurance benefits for our active employees and retirees, unemployment claims, and Medicare. The Property/Liability portion includes our IOD (Injured on Duty) coverage for Public Safety employees. It also includes coverage for vacant buildings such as Broadacre, which is more expensive. As we have said in prior years our medical insurance budget is still lower than it was 13 years ago, which is due to changes that have been made over the past 12 years, with a shift in contribution levels, changing to the GIC, as well as the Opt-Out Program that the Town added on several years ago.

We are pleased to submit this comprehensive, yet conservative, budget document, with the anticipation that the Town may observe a measure of continued impacts from the global pandemic (COVID-19), and encourage residents to explore cleargov.com where they can learn more about town spending and see where their individual tax dollars are being spent.

The Town received the Governmental Finance Officers Association (GFOA) Distinguished Budget Presentation Award for its budget report for the fiscal year ended June 30, 2020. The award reflects the community's commitment to meeting the highest principles of governmental budgeting. We believe that the Town's budget document for the fiscal year ended June 30, 2022 continues to meet the requirements for this recognition and have submitted it to the GFOA to determine its eligibility for another award.

The GFOA awarded a Certificate of Achievement for Excellence in Financial Reporting to the Town for our Comprehensive Annual Financial Report (CAFR), for the fiscal year ended June 30, 2019. This was the eight year in a row that the Town has achieved this prestigious award. In order to be awarded a Certificate of Achievement, a government must publish an easily readable and efficiently organized CAFR. This report must satisfy both generally accepted accounting principles and applicable legal requirements. A Certificate of Achievement is valid for a period of one year only. We believe that our current CAFR, for the audit of the fiscal year ended June 30, 2020, continues to meet the Certificate of Achievement Program's requirements and we are submitting it to the GFOA to determine its eligibility for another certificate. These documents are available on the Town's website and we encourage citizens to take advantage of all the information that is provided.

The FY22 budget represents a collaboration between cost centers, amongst departments and through our various committees and commissions. The presentation of this document begins a process during which more information will become available and I look forward to discussing this document with the appropriate boards and commissions and at Town Meeting.

Additionally, on January 5, 2021, Standard & Poor's Rating services assigned its 'AAA' long-term rating, and stable outlook to Sudbury's general obligation (GO) and affirmed its 'AAA' long-term rating on the town's existing GO parity debt. This is an indication of the capability for us to successfully endure the unforeseen, and for some unsustainable, challenges associated with economic disruptions that began in early 2020 and persist continually through 2021. Although many cities and towns have been pushed off center financially, even with offsetting federal and state resources, Sudbury has been able to avoid layoffs of full-time employees and continue with altered, yet predictable levels of service in most areas. Our professional staff has proven their resilience determination to excel in the toughest of situations. I am proud to serve on this team!

Our strength lies within the dedicated employees, fueled by the heart of these public servants. This is reinforced by the commitment of the various citizen boards, committee and commissions. Execution of this budget is enabled as a result of the potency of our community.

I acknowledge our Department Heads and School Superintendents for their collaborative support and careful budget submissions, as well as their teams' dedication to satisfy the needs of the Town of Sudbury. I would also like to thank our Finance Director, Dennis Keohane, for his wisdom and hard work on this overall budgeting process, as well as Maryanne Bilodeau, our Assistant Town Manager/Human Resources Director, for her insightful leadership along the way. Additionally, I would like to thank the Select Board and Finance Committee for their support during the last year. This budget, as presented, will allow us collectively to sustain a safe, secure, serviced and strong Sudbury!

Respectfully submitted,

Henry Hayes
Town Manager

CITIZEN'S GUIDE TO THE BUDGET

Welcome! Thank you for taking the time to become familiar with the Fiscal Year 2022 budget. The budget document is an important document that governs not only the town's expenditures, but also outlines priorities, missions and goals for the coming years. This year the Town will be submitting the budget document for recognition from the Government Finance Officers' Association, and the administration is proud to submit this comprehensive document to the Town. This section of the budget strives to help orient residents by providing a brief overview of the budget process, as well as an explanation of the organization of the budget document. We hope that the introductory pages will create a transparent and easy to follow tool to understanding Sudbury's financial information.

The Budget Process

Massachusetts General Laws require a balanced budget which means that appropriations must be funded by revenues earned during the year plus any other available funds from prior years.

The Town of Sudbury is governed by the Town Charter by which an elected five-member Select Board appoint a professional manager to administer the daily operation of the Town. The Town's legislative body is Open Town Meeting, in which any registered voter in Sudbury may partake and vote. There are five (5) precincts in Sudbury. The Town Manager is the chief administrative officer of the Town, responsible for managing the day to day business of Town Departments, including all financial matters.

Preliminary revenue and expenditure projections are prepared and presented to the Select Board each fall. The projections assist the administration in establishing the Town's budget for the following year.

The Town Charter and bylaws require the Town Manager, with the assistance of the Finance Director and the treasurer-collector, to prepare and submit, after consultation with all departments, an annual operating budget and capital improvement program. In November, the Finance Director distributes budget instructions and documents to departments on behalf of the Town Manager. All Department Heads prepare their budget requests for the next fiscal year and submit them to the Finance Director by the end of November. During the month of December and early January, the Town Manager, Finance Director and Assistant Town Manager meet with each department head to review and discuss their requests.

Per Town Bylaws, the Town Manager must submit to the Finance Committee the budget by January 31st. After submitting the budget, the Town Manager presents it at a public meeting shortly thereafter.

During the months of January and February, the Select Board and Finance Committee conduct meetings individually and jointly to review, discuss and vote on all recommended budgets. Meeting notices are published in accordance with the Open Meeting Law and the meetings are opened to the public and broadcast on Sudbury TV. The Finance Committee's responsibilities are described in Town Bylaws Article IV, and their purpose is to consider all articles of any Town Meeting warrant which have any direct or indirect financial impact on the Town and to report its recommendations in writing to the Select Board. The Finance Committee must, no later than March 31, submit to the Selectmen their written report with their recommendations on the budget. Members of the Finance Committee are appointed by the Town Moderator. Town Meeting votes on a final budget in May.

It is important to remember that financial and budgetary information presented in the annual budget are projections and subject to change prior to Town Meeting.

The Town's Capital budgeting process is also laid out in the Town's Charter and bylaws. The Charter requires the Town Manager to submit a Capital Improvement Program each year. The Town Bylaws Article XXV Capital Planning created a Capital Improvement Advisory Committee to review proposals from the Town of over \$100,000 in a single year or over \$200,000 in multiple years. The committee makes a report with recommendations to the Finance Committee and the Select Board. The bylaw also dictates that the Town Manager shall develop an operating budget for proposed capital expenditures for the upcoming fiscal year of items that are less than \$100,000 in one year or under \$200,000 in multiple years. This budget is submitted with the annual operating budget and can include items from all three cost centers.

Budget Appropriation and Amendment

The legislative body of the Town is an open Town Meeting. All registered voters are entitled to attend and vote. Town Meeting has the authority to appropriate funds for the operating budget and capital expenditures. Any amendment to appropriations requires a Town Meeting vote. The procedures for Town Meeting are specified in the Town Bylaws Article II. The Town Meeting warrant, which includes the items to be voted on, is mailed to the home of every registered voter, posted on the town website and posted around town. The budget and other financial articles are presented at Town Meeting.

BUDGET CALENDAR

- The Town Manager, with the assistance of the Finance Director, prepares a financial projection by October 31st.
- The Finance Director provides budget guidance and supporting documents to all Town Departments by November 15th.
- On or prior to December 1st all departments provide budget requests to the Finance Director.
- The Town Manager and Finance Director meet with Department Heads individually to discuss budget requests. All meetings completed on or prior to December 15th.
- The Town Manager, with the assistance of the Finance Director, prepares the Town Manager's Proposed Budget and provides the document to the Select Board and Finance Committee by January 31st.
- The Town Manager and Town Departments participate in Finance Committee hearings/deliberations as scheduled by the Finance Committee after submittal of the budget.
- Not later than March 31st, the Finance Committee submits to the Select Board their written report with their recommendations.
- The Select Board shall cause the Finance Committee's budget submittal including the Town Manager's requested amounts, recommendations, and the Finance Committee's report of reasons for differences to be printed in the warrant for the Annual Town Meeting.
- Town Manager presents the final budget at the Annual Town Meeting (date to be determined) to request approval.

TOWN OVERVIEW AND STRUCTURE

History and Profile of the Town

The Town of Sudbury was settled in 1638 and incorporated as a Town in 1639. At that time, Sudbury boundaries included (by 1653) all what is now Wayland (which split off in 1780), and parts of Framingham, Marlborough, Stow and Maynard. Sudbury is a charming community, rooted deeply in New England's history; the Sudbury Center Historic District has changed little since 1800. The Town is located in Middlesex County along the major highways of Route 20 in the south and Route 117 in the north, and bisected by Route 27, and lies approximately twenty miles from Boston and twenty-six miles from Worcester. Sudbury is bordered by Wayland on the east; Framingham on the south; Hudson, Maynard, Marlborough, and Stow on the west; Concord on the northeast; and Acton on the north. Sudbury also borders Lincoln, with which it shares a regional high school. It is situated near the junctions of Route 128, the Mass Pike and Route 495, providing an excellent location for residents, businesses and commuters.

The Town has a current population of 18,874 and occupies a land area of 24.7 square miles. Sudbury is categorized by the Metropolitan Area Planning Council (MAPC) as an Established Suburb. These residential suburbs are characterized by single-family homes on moderately-sized lots, with a relatively affluent population. Multi-unit housing and commercial developments are limited in their extent, although Sudbury does have some major employment and retail centers primarily located along the Town's Route 20 Corridor.

Sudbury is a desirable community to live and work in due to its location, excellent public school system, attractive neighborhoods, high property values, and well managed local government.

Organizational Structure

The Town is governed by an open Town Meeting, an elected Select Board, and an appointed Town Manager. Local legislative decisions for the town are made by an open town meeting. The Town implemented its current charter on July 1, 1996. This charter provided for appointment of a Town Manager by the Select Board. The Town Manager has broad responsibility for day-to-day management of Town affairs, as well as preparation of annual operating and capital budgets.

For budgeting purposes, the Town services are divided into six program areas. The Town Manager has authority to move funds as needed within these program areas, but not to transfer funds between these areas.

The Town provides education in grades K-8 through the Sudbury Public Schools; the Lincoln Sudbury Regional High School District (LSRHSD) provides education in grades 9 through 12. Through June 30, 2017, the Minuteman Regional Vocational Technical High School located in Lexington provided vocational technical education in grades 9 through 12. As of July 1, 2017, Sudbury withdrew from the Minutemen Regional District and the Assabet Valley Regional Technical High School in Marlborough was chosen to provide vocation technical education for new student enrollment. Currently enrolled Sudbury students will be permitted to continue attending Minuteman until graduation. Each District's School Committee is elected and responsible for appointing the Superintendent of Schools, who has responsibility for the daily administration of the school system.

Financial Management, Policies and Initiatives

The Town Manager is responsible for the development of the Town's capital improvement plan, and annual capital and operating budgets. The School Committee is responsible for annually recommending capital and operating budgets for Sudbury's public school district. An appointed Finance Committee, consisting of nine members, makes recommendations to the Town Meeting on operating budgets and other financial matters.

The Town is engaged in developing a multi-year framework for three critical areas of long-term financial planning: (1) establishing and maintaining reserves, (2) addressing significant unfunded liabilities and (3) developing a funding strategy for the acquisition, replacement and enhancements of capital assets. As part of this ongoing effort, the Select Board formed The Strategic Financial Planning Committee for Capital Funding and The Strategic Financial Planning Committee for OPEB Liabilities

At the Select Board's request, the Massachusetts Division of Local Services (DLS) Technical Assistance Bureau (TAB) reviewed the Town of Sudbury's capital improvement program (CIP). This review was one of a series of steps the board has taken to fulfill its responsibility for ensuring Sudbury's capital assets can cost effectively sustain the town's desired service levels into the future. It follows on the completed work of the strategic financial planning committee for capital funding (SFPCCF), which had existed from October 2013 to April 2019. It also corresponds with a FY2020 goal of the board to update the town's financial policy manual, which was last revised in 2015.

The Strategic Financial Planning Committee for OPEB Liabilities was created to generate, evaluate and report on strategies and options, both short and long term, for dealing with the unfunded OPEB liabilities facing the Town of Sudbury (including the Sudbury Public Schools) and LSRHSD. While further policy development is expected to continue in the near future, long-term planning, execution and coordination particularly amongst the towns of Lincoln, Sudbury and LSRHSD will reside on a permanent basis through the development and continued use of OPEB Trusts.

Local Economic Condition

Sudbury's economic base is limited but steady with approximately 6,200 individuals employed in 670 establishments within the boundaries of the Town, with an annual payroll of \$390 million. The majority of businesses in Sudbury are small and service oriented; retail, professional and technical services, educational services, and health care account for more than 60% of all jobs. Local unemployment remains below state and national rates, and the median household effective buying income is among the highest in Massachusetts.

The Town's tax base is diverse and market values remain extremely strong. Our tax base is primarily residential, at 91%, and the 10 largest taxpayers account for only 4.74% of the tax levy.

COVID-19 is a respiratory disease caused by a novel coronavirus that has not previously been seen in humans. The virus and the resulting actions by national, state and local governments is altering the behavior of businesses and people in a manner that will have negative impacts on global and local economies. The Town saw reductions in some revenue sources, particularly room occupancy tax, during fiscal 2020. Additional costs related to COVID-19 have been mitigated by various State and Federal Grants in fiscal years 2020 and 2021.

Despite the challenges of COVID-19, the Town's financial outlook remains strong. Property tax collections remain stable and Sudbury has become well adept at controlling budget growth commensurate with economic conditions. On January 5, 2021, S&P Global Ratings assigned its 'AAA' long-term rating to Sudbury. The rating highlighted the Town's very strong economy, strong management, strong budgetary performance, very strong budgetary flexibility, very strong debt and contingent liability position, and strong institutional framework score.

Mission and Goals

The mission of the Town of Sudbury is to enhance the quality of life of Sudbury's residents by providing efficient, cost effective, and high-quality services, while protecting the Town's character and history.

Annually, the Select Board and Town Manager adopt their own goals. These goals include both financial and non-financial priorities.

For calendar year 2021, the Select Board has chosen the following six high priority goals to focus on:

Goal	Primary Category	2021 Deliverable	Goal Type
Financial Policies and Capital Planning/ Funding	Financial Management & Economic Resilience	Complete review of DLS Report; Finalize and publish Financial Policies; identify gaps; select, prioritize and implement Capital planning improvements; transparency/communicate to the public; identify what we mean by capital; secure funding sources;	Financial
LS Regional Agreement and Assessment Process	Effective Governance and Communication	Map out issues and process; coordinate with stakeholders / Lincoln leadership and LSRHS School Committee; evaluate Agreement review increments; examine vocational education responsibilities; define the perceived problems; budget timeline alignment; draft updates of the Agreement	Financial/Non-Financial
Upgrade Fire Station 2 (Rte 20)	Town Services and Infrastructure	Conduct a forum for information on the project; accommodate 3rd ambulance; Warrant Article at May 2021 Annual Town Meeting and Special Election (if needed);	Non-Financial
Bruce Freeman Rail	Open Space, Recreation & Historic Assets	Re-establish Rail Trail Task Force; bid out final design; keep consultant on advertising date for construction	Non-Financial
Sewataro	Open Space, Recreation & Historic Assets	Increase public use (swimming summer weekends); safeguard property; update Agreement; examine / evaluate best uses for the property; discover revenue generating opportunities; define strategic vision, options and next steps; formulate evaluation team; compare data from other communities; increase documentation of activities and uses; consider tax exempt debt option (lease vs management agreement);	Non-Financial
Expand (Normalize) and Fund Transportation Option	Transportation, Mobility & Housing	Evaluate additional options; future vision development / employment and oversight methodology; examine sustainment of operations and funding sources; determine transportation gaps; align with Master Plan intent; track trend data to discover efficiencies and distractions; develop community survey; add Town employee(s)	Non-Financial

For calendar year 2021, the Town Manager has chosen the following goals to focus on:

Financial Goals

- Continue to work on funding sources for routine capital, as well as finding capacity for larger projects.
- Secure financial support for future stabilization for long-term, community and infrastructure needs.
- Regional and Technical High School: Work to establish clearer relationships, processes, budgeting, busing and predictions as best as able.
- Continue to work with Cleargov to evaluate new features and implement those features to enhance financial transparency.

Non-Financial Goals

- Staff enhancement; Update Employee Handbook, discover and implement additional training and development opportunities
- Municipal Vulnerability Preparedness Hazard Mitigation Plans: Strive toward Implementation
- Implement exercises for emergency management and responding to incidents within Town, to include resource protection; space utilization with focus on functional alignment, future growth potential and needs that may develop.
- Ongoing Work with Various Committees/Commissions: regarding master plans, fields, accessibility, and senior needs.
- Fairbank Community Center: Work with Town Staff and other interested parties to sustain and operate the Fairbank Community Center and execute new facility plans.
- Town Center: Continue to work toward protecting the land in town center, including working with Developer on permitting and working with the Board to finalize future plans and protections for the property.
- Cemetery: Work with DPW on plan to create future cemetery space, including increased number of plots and access.

FUND INFORMATION

Fund Overview

A fund is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. All of the funds can be divided into three categories: governmental funds, proprietary funds, and fiduciary activities.

Governmental Funds

General Fund

The General Fund is the primary operating fund of the Town government. It is used to account for all financial resources, except those that are required to be accounted for in another fund. The General Fund is supported by revenues from real estate and personal property taxes, state and federal aid, excise taxes, investment income, fines and forfeitures, and fees and charges.

Special Revenue Funds

The Town maintains several Special Revenue Funds which are used to account for revenues that are legally restricted to being spent for a specific purpose. These revenues must be accounted for separately from the General Fund and include revolving funds, grants, gifts, and receipts reserved for appropriation.

Capital Project Funds

Capital Projects Funds are used to account for monies expended for the acquisition or construction of major facilities or equipment. The Town's Capital Projects Funds are funded primarily by the receipt of bond proceeds resulting from the Town's issuance of bonds for specific projects.

Proprietary Funds

Enterprise Funds

Enterprise funds operate primarily by revenue charged for services. Revenue collected for these services are dedicated to the specific purpose of the enterprise operation. The Town maintains enterprise funds for the Transfer Station, the Atkinson Pool, and Recreational Field Maintenance.

Fiduciary Funds

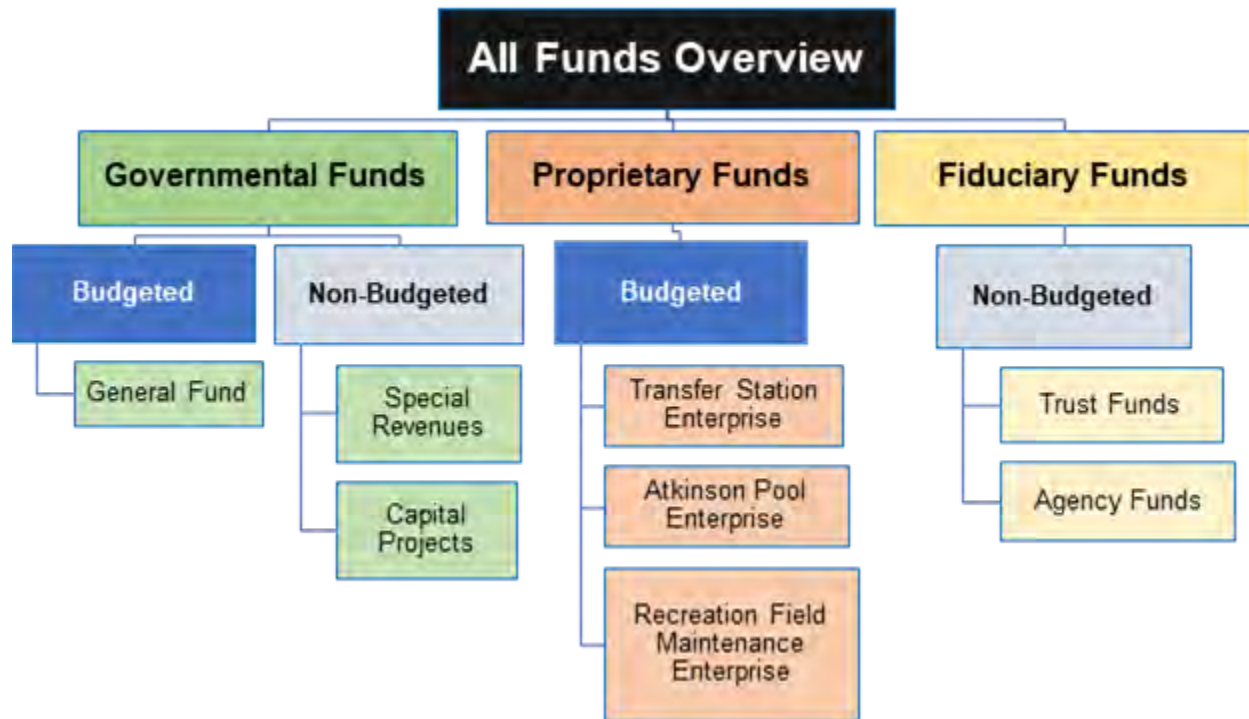
Trust Funds

Expendable Trusts are used to account for monies received by the Town in a trustee capacity where both the principal and the earnings of a fund may be expended.

Non-expendable trusts are used to account for funds where the principal must, by law or covenant, remain intact. Income earned on the non-expendable trust principal may be expended in accordance with the conditions of the trust.

Agency Funds

Agency funds are used to account for assets held by the Town in a trustee capacity or as an agent for individuals, private organizations, and other governmental units.



BASIS OF ACCOUNTING AND BUDGETING

The Town follows the Uniform Massachusetts Accounting System (UMAS) for budgeting. This accounting system is prescribed by the Commonwealth of Massachusetts' Department of Revenue for local government entities and is intended to demonstrate compliance with state statutes and local near-term decisions (e.g. the budget). This system prescribes the use of the modified accrual basis of accounting, which is the basis used by all governmental fund types. Modified accrual accounting combines accrual-basis accounting with cash-basis accounting and recognizes revenues when they become available and measurable and recognizes expenditures when liabilities are incurred. This system divides available funds into separate entities within the organization to ensure that the money is being spent where it was intended.

The full accrual basis of accounting is used for the Town's financial statements which conform to generally accepted accounting principles (GAAP). The statements report information about the Town with a broad overview. The Government Accounting Standards Board (GASB) is the authoritative standard setting body that provides guidance on how to prepare financial statements in conformity with GAAP. Users of these statements (such as investors and rating agencies) rely on the GASB to establish consistent reporting standards for all governments in the United States. This consistent application allows users (including citizens, legislators and others) to assess the financial condition of one government compared to others.

The Town adopts an annual budget for the General Fund and all Enterprise Funds. Although Town Meeting approval is required for capital projects, borrowing authorizations, and other special warrant articles, annual budgets are not presented for any other fund. The spending for purposes related to the Capital Plan and the Community Preservation Fund are presented as separate articles from the annual operating budget at Town Meeting. The Town's operating budget is adopted on a statutory basis, specific to the Commonwealth of Massachusetts, and it differs in some respects from GAAP. The major differences between the budget and GAAP basis are that:

- Budgeted revenues are recorded when cash is received, except for real estate and personal property taxes, which are recorded as deferred revenue when levied (budget), as opposed to when susceptible to accrual (GAAP).
- For the budget, encumbrances and continuing appropriations are treated as the equivalent of expenditures in the year the commitment is made as opposed to when the liability is incurred (GAAP).
- The depreciation is not recognized as a current expense on a budgetary basis, except to the extent that actual maintenance costs are included in departmental budgets.
- Cash disbursements for fixed assets are recorded as an expenditure under the cash basis and capitalized under the accrual basis (GAAP).

BUDGET AND FINANCIAL MANAGEMENT POLICIES

Budget

The Town of Sudbury has an important responsibility to carefully account for public funds, to manage municipal finances wisely, and to plan and provide for the adequate funding of services desired by the public and as required by laws, rules, or regulations, including the provision and maintenance of public facilities and improvements.

Revenues determine the capacity of the Town to provide services. To ensure that revenues for the Town are balanced and capable of supporting desired levels of services, the Town of Sudbury has adopted the following revenue policy statements:

- The Town Manager and Finance Director are responsible for estimating revenues for the upcoming fiscal year. They will consult with other officials of the town as well as state officials and others with knowledge of state and local finance.
- Revenue forecasts for local receipts and state aid shall be conservative, using generally accepted forecasting techniques and appropriate data. Revenue deficits will be avoided at all costs. To avoid any potential for such a deficit, estimates for local receipts will generally not exceed 100% of the prior year's actual collections.
- The Town Manager and Finance Director will project revenues for the next three years as part of the three-year financial forecast.
- Each year and whenever appropriate, existing revenues will be re-examined and possible new sources of revenues will be explored to ensure that we are maximizing our revenue potential.
- Legally restricted revenues will be avoided when they adversely affect the short or long-term financial health of our government.
- The Town will strive to be informed and aware of all grants and other aid that may be available to us. All potential grants and other aid shall be carefully examined for matching requirements (both dollar and level-of-effort) and restrictive covenants, to ensure that our participation in such grants will be beneficial and cost-effective.
- Each year and whenever appropriate, intergovernmental revenues will be reviewed to determine their short and long-term stability, to minimize the impact of any adverse changes. Intergovernmental revenues shall be used as legally prescribed or otherwise set forth by policy.
- A balance will be sought in the revenue structure between elastic and inelastic revenues, to minimize any adverse effects caused by inflationary or economic changes.
- One-time revenues will be used for capital improvements, additions to reserves or as legally restricted to a specific purpose.
- The Town will carefully and routinely monitor all amounts due the Town. An aggressive policy of collection will be followed for all receivables, including property taxes. A target of 98% property tax collection rate by fiscal year end will be achieved.
- Recreational user charges and fees will be set to recover approximately 100% of total direct costs generated by revolving fund recreation programs.
- Enterprise fund user charges and fees will be set to recover all direct and associated costs with the activities of these funds.

Expenditures are a rough measure of a local government's service output. While many expenditures can be easily controlled, emergencies, unfunded mandates, and unanticipated service demands may strain our ability to maintain a balanced budget. To ensure the proper control of expenditures and provide for a quick and effective response to adverse financial situations, the Town of Sudbury has adopted the following expenditure policy statements:

- Expenditures/expenses and purchase commitments will be made in a form and process that is legal, appropriate, funded, authorized and sufficiently documented.
- Expenditures/expenses and purchase commitments will be recorded in an accurate and timely fashion.
- The review and approval process for all vouchers shall be followed at all times. Properly completed claims must be prepared and submitted to the accounting department by the department responsible for originating the claim. A “properly completed claim” must include, but is not limited to, the vendor’s name and address, date of claim, explanation, and accounts to be charged, department authorization signature and sufficient documentation. “Sufficient documentation” means that a person unfamiliar with the transaction could understand what was ordered, when, by whom, from what vendor, at what price, when the goods or services were delivered, who accepted delivery, and who authorized payment.
- The balances in appropriation accounts will be monitored regularly to ensure that the total of expenditures/expenses and purchase commitments in any account do not exceed the authorized budget for that account.
- Requests for competitive bids, proposals, formal and informal quotes, and other methods of seeking and encouraging vendor competition will be obtained as required by law and as otherwise established by the Town Manager or Town Counsel.
- Arrangements will be encouraged with other governments, private individuals, and firms, to contract out or cooperatively deliver services, in a manner that reduces cost and/or improves efficiency and effectiveness while maintaining service quality.
- The full direct and indirect costs will be calculated for any service provided for a fee or charge, or where there is a potential for the reimbursement of such costs.
- All appropriations shall lapse at the close of the fiscal year to the extent that they shall not have been expended or encumbered.

Debt Management

Debt is an effective way to finance capital improvements or to even out short-term revenue flows. Properly managed debt preserves our credit rating, provides flexibility in current and future operating budgets, and provides us with long-term assets that maintain or improve our quality of life. To provide for the appropriate issuance and responsible use of debt, the Select Board of the Town of Sudbury have adopted the following debt management policies:

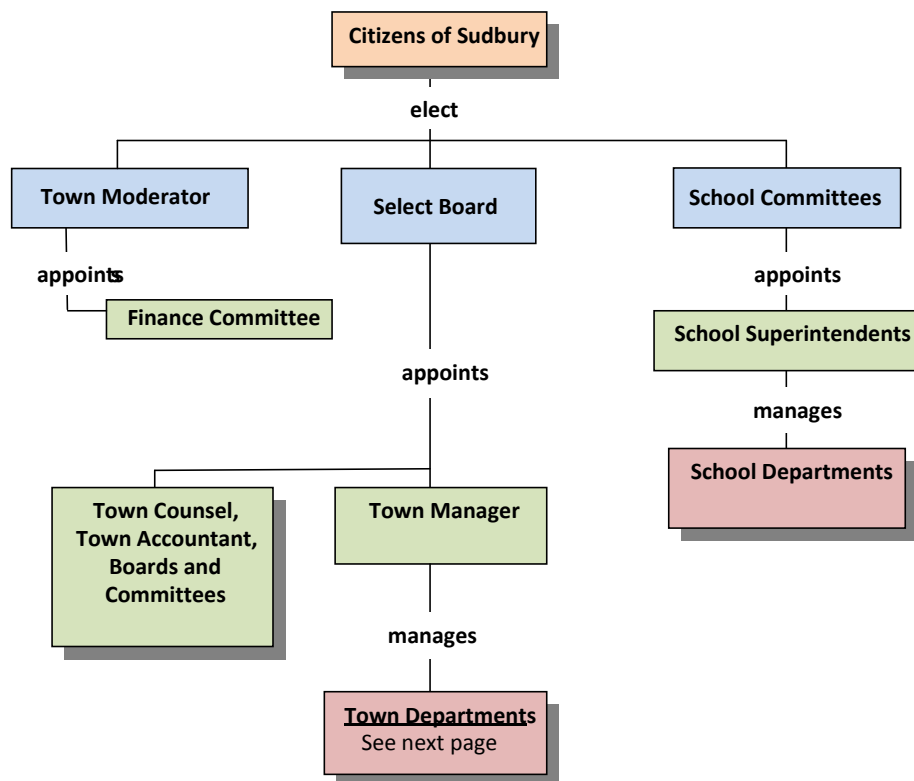
- Long-term debt will be issued only for objects or purposes authorized by state law under Chapter 44, section 7 and 8.
- Short-term debt may be issued to finance current operating expenditures only in the event of extreme financial emergency.
- Debt maturity will not exceed the lesser of: the useful life (as established by the Town Treasurer-Collector), or the period of probable usefulness (as defined in Massachusetts State Local Finance Law), of the object or purpose so financed, whichever is shorter.
- Debt limits established by law and policy will be calculated by the Town’s Finance Director and Treasurer-Collector at least once each year and whenever otherwise requested or appropriate. The Town will maintain good communications with bond rating agencies, bond counsel, banks, financial advisors and others involved in debt issuance and management.
- The Town’s annual Town Report, Town Manager’s Budget Request and annual town meeting warrant will give comprehensive summaries of the debt obligations of the Town.
- The Town will attempt to maintain a long-term debt schedule so that at least 50 percent of outstanding principal will be paid within ten years.

- The Town will attempt to vote all significant debt questions (over \$500,000) exempt from the limits of Proposition 2 1/2.

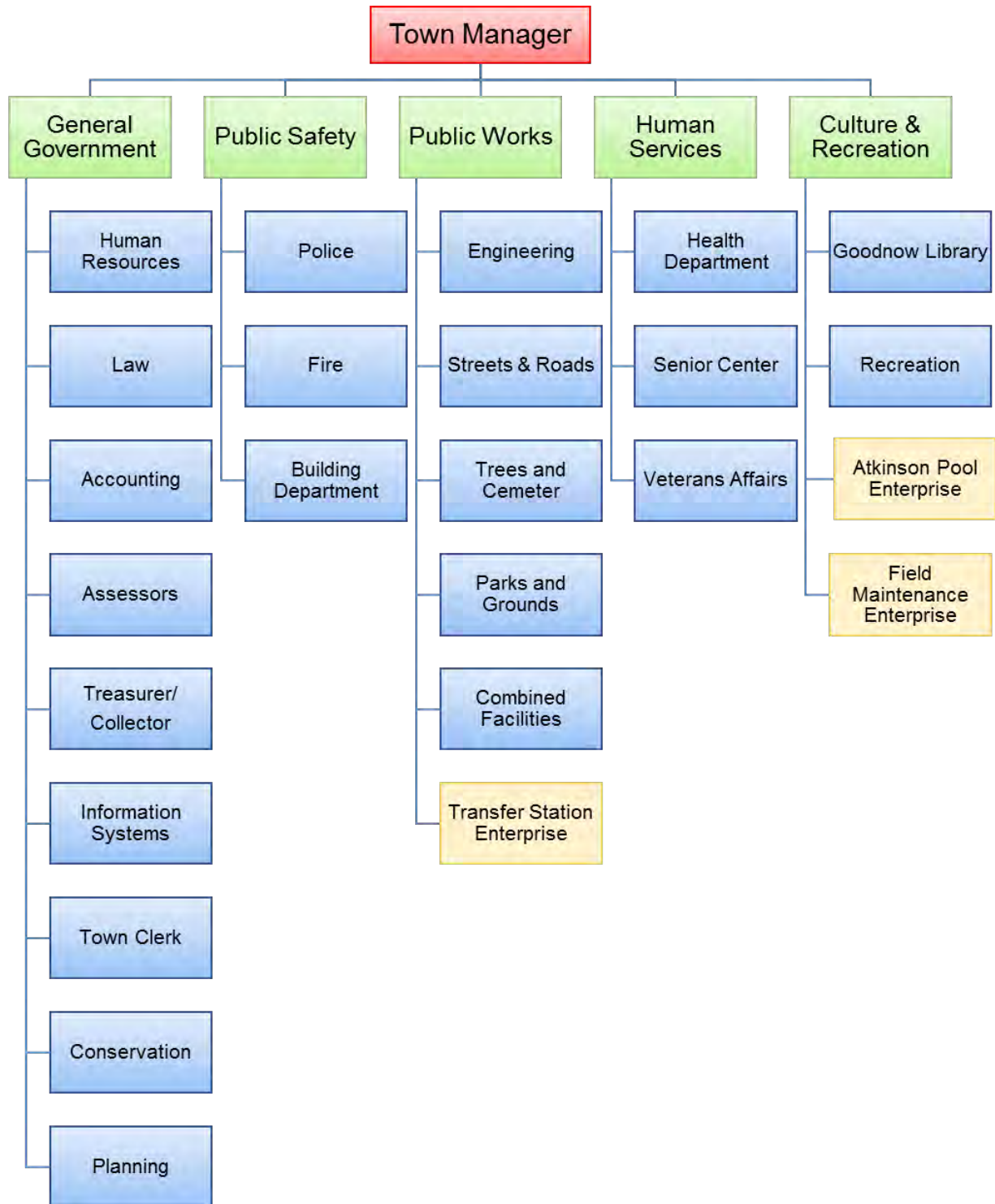
Reserves

The Town of Sudbury shall maintain a Stabilization Fund to provide the reserves that are required to protect the financial condition of the Town. The Town will work toward the goal of maintaining in the Stabilization Fund an amount equal to five percent (5%) of the total projected general fund operating revenues for the next previous fiscal year. Interest earned on Stabilization Fund balances will be retained in the Stabilization Fund.

ORGANIZATIONAL CHART



ORGANIZATIONAL CHART (CONTINUED)



ELECTED OFFICIALS

<u>Select Board</u>	<u>Member</u>	<u>Title</u>
	Janie W. Dretler	Chair
	Jennifer Roberts	Vice-Chair
	Daniel E. Carty	Member
	Charles Russo	Member
	William Schineller	Member

<u>SPS School Committee</u>	<u>Member</u>	<u>Title</u>
	Silvia M. Nerssessian	Chair
	Meredith Gerson	Vice-Chair
	Margaret Y. Helon	Member
	Lisa V. Kouchakdjian	Member
	Sarah Troiano	Member

<u>LS School Committee</u>	<u>Member</u>	<u>Title</u>
	Ellen Joachim	Chair
	Carole Kasper	Vice-Chair
	Cara Endyke Doran	Member
	Harold Engstrom	Member
	Kevin Matthews	Member
	Candace Miller	Member

PRINCIPAL APPOINTED OFFICIALS

Department	Department Head	Title
Town Manager	Henry Hayes	Town Manager
ATM/HR	Maryanne Bilodeau	Assistant Town Manager/Human Resources Director
Finance and Treasurer/Collector	Dennis Keohane	Finance Director/Treasurer-Collector
Accounting	Christine Nihan	Town Accountant
Assessors	Cynthia Gerry	Director of Assessing
Town Clerk	Beth Klein	Town Clerk
Conservation	Lori Capone	Conservation Coordinator
Planning and Community Development	Adam Duchesneau	Director of Planning & Development
Information Systems	Mark Thompson	Technology Administrator
Police	Scott Nix	Police Chief
Fire	John Whalen	Fire Chief
Building Inspection	Andrew Lewis	Building Inspector
School Department	Brad J. Crozier	Superintendent
Public Works	Daniel Nason	Director of Public Works
Facilities	William Barletta	Combined Facilities Director
Health	William Murphy	Health Director
Senior Center	Debra Galloway	Senior Center Director
Veterans Affairs	Michael Hennessy	Veteran's Agent
Goodnow Library	Esme Green	Library Director
Park & Recreation	Dennis Mannone	Park, Recreation, and Aquatic Director

Attachment 7.m: FY22 Proposed Town Manager Budget UPDATED 3-5-2021 version 2 (4446 : Town Meeting action)



GOVERNMENT FINANCE OFFICERS ASSOCIATION

*Distinguished
Budget Presentation
Award*

PRESENTED TO

**Town of Sudbury
Massachusetts**

For the Fiscal Year Beginning

July 1, 2019

Christopher P. Morill

Executive Director

Budget and Financial Overview

FINANCIAL FORECAST

Revenue and Expenditure Projections

The Town Charter Part IV Section 10 requires the Town Manager to annually prepare a financial forecast of town revenue, expenditures and the general condition of the Town. A forecast of projected revenues and expenditures is a useful management and policy making tool that enables a municipality to evaluate and make smart policy choices. A forecast can serve as an early warning system to detect future gaps between revenues and expenditures, but does not insulate a community from potential surprises or emergencies, but it allows the administration to plan for, consider and correct potential issues. It is important to note that forecasts are early projections and should not be relied on by any resident, committee or commission.

The Town forecasts for three years at a time, by using educated estimates based on past expenditures, revenues and the expertise of staff.

The Town of Sudbury has four major categories of revenues: real estate and personal property, intergovernmental aid, local receipts and other available funds.

Real estate and personal property taxes account for 88 percent of all revenues received annually. The tax levy is the amount a community raises through property tax. The levy can be any amount up to the levy limit. Under Massachusetts General Law, it can raise up to 2 ½ percent annually. The tax levy can rise more each year through different mechanisms, including debt/capital exclusions, overrides and new growth. New growth is taxes attributed to the value of new construction and is added permanently to the tax levy. From 2008-2021, the Town had excess capacity in the levy ranging from \$7,756 to \$968,165.

Intergovernmental aid comprises 6 percent of all revenues received annually. The primary components are Chapter 70 aid for schools and Unrestricted General Government aid. The amount of intergovernmental aid differs from year to year.

Local receipts accounts for 5 percent of all revenues received annually. They are based on local fees, fines, permits and other charges, like excise tax, penalties and licenses.

Other available funds accounts for approximately 1 percent of all revenue received annually. It includes actual revenues already received, including ambulance receipts. This revenue source can differ greatly from year to year.

Three-Year Revenue Projection:

REVENUES	FY21 Budgeted	FY22 Projected	FY23 Projected	FY24 Projected
Real Estate and Personal Property	91,936,403	95,534,495	98,666,621	103,180,436
State Aid	6,346,193	6,411,489	6,411,489	6,411,489
MSBA School Construction Reimbursement	1,605,767	-	-	-
SAFER Grant	180,000	90,000	-	-
Local Receipts	4,216,330	4,600,000	4,600,000	4,600,000
Ambulance Receipts and Other Transfers	660,000	660,000	660,000	660,000
Free Cash	1,390,458	900,000	900,000	950,000
TOTAL:	106,335,151	108,195,984	111,238,110	115,801,925

The Town also forecasts for potential expenses each year. Expenses include all departments and costs within the budget. Budgetary increases are driven by numerous factors, including fixed costs (like insurance and pension), personnel, contracts for services, and need driven increases or decreases due to changes in population, demographics, priorities, state/federal mandates and bylaw changes.

Three-Year Expenditure Projection:

EXPENDITURES	FY21 Budgeted	FY22 Projected	FY23 Projected	FY24 Projected
Education - SPS	39,608,834	40,630,742	41,679,015	42,754,334
Education - LS	26,712,280	27,330,369	28,373,765	29,242,869
Education - Vocational	550,000	565,400	581,231	597,506
General Government	3,177,614	3,249,463	3,323,554	3,372,380
Public Safety	9,199,461	9,392,898	9,555,186	9,620,767
Public Works	5,607,520	5,699,232	5,818,237	5,884,500
Human Services	937,995	975,948	981,174	992,864
Culture & Recreation	1,515,936	1,504,394	1,523,622	1,551,228
Town-Wide Operating and Transfers	686,352	480,969	491,287	493,825
Total Town Departments	87,995,992	89,829,415	92,327,071	94,510,273
Town Debt Service	3,476,446	2,433,239	2,302,520	3,704,621
Employee Benefits (Town and SPS)	13,672,255	14,206,150	15,058,519	15,962,031
OPEB Trust Contribution (Town and SPS)	468,382	625,000	650,000	675,000
Total Operating Budget	105,613,075	107,093,804	110,338,110	114,851,925
Capital Operating Budget	722,076	1,102,180	900,000	950,000
TOTAL:	106,335,151	108,195,984	111,238,110	115,801,925

Other Considerations - Coronavirus

COVID-19 is a respiratory disease caused by a novel coronavirus that has not previously been seen in humans. The virus and the resulting actions by national, state and local governments is altering the behavior of businesses and people in a manner that will have negative impacts on global and local economies. The Town saw reductions in some revenue sources, particularly room occupancy tax, during fiscal 2020. The negative effect on the economy may result in reduced collections of property taxes and other revenues, including local meals tax revenue, motor vehicle excise taxes and other fees and charges collected by the Town. The Town may also be affected by any reductions in state aid resulting from reduced revenues at the State level.

Additional costs related to COVID-19 have been mitigated by various State and Federal Grants in fiscal years 2020 and 2021. The Town has modified revenue projections for FY22 through FY24 in relation to the uncertainty of the impact of COVID-19. Despite the projected revenue reductions, the Town expects to continue to maintain all current essential functions and services.

GENERAL FUND BUDGET SUMMARY

EXPENDITURES	FY20 Actual	FY21 Budgeted	FY22 Recommended	Percentage Increase
Education - Sudbury Public Schools (SPS)	38,364,566	39,608,834	40,630,742	2.58%
Education - LS Regional High School (LS)	25,808,881	26,712,280	27,330,369	2.31%
Education - Vocational	629,668	550,000	565,400	2.80%
General Government	3,228,969	3,177,614	3,249,463	2.26%
Public Safety	8,686,874	9,199,461	9,392,898	2.10%
Public Works	5,450,692	5,607,520	5,699,232	1.64%
Human Services	850,626	937,995	975,948	4.05%
Culture & Recreation	1,316,577	1,515,936	1,504,394	-0.76%
Town-Wide Operating and Transfers	164,274	686,352	480,969	-29.92%
Total Town Departments	84,501,127	87,995,992	89,829,415	2.08%
Town Debt Service	3,090,425	3,476,446	2,433,239	-30.01%
Employee Benefits (Town and SPS)	12,532,657	13,672,255	14,206,150	3.90%
OPEB Trust Contribution (Town and SPS)	610,249	468,382	625,000	33.44%
Total Operating Budget	100,734,458	105,613,075	107,093,804	1.40%
Capital Expenditures	1,689,567	722,076	1,102,180	52.64%
TOTAL EXPENDITURES:	102,424,025	106,335,151	108,195,984	1.75%

REVENUES & AVAILABLE FUNDS	FY20 Actual	FY21 Budgeted	FY22 Recommended	Percentage Increase
Real Estate and Personal Property Taxes	88,969,947	91,936,403	95,534,495	3.91%
State Aid	6,367,520	6,346,193	6,411,489	1.03%
MSBA Reimbursement	1,605,767	1,605,767	-	-100.00%
FEMA Grant	429,755	-	-	0.00%
SAFER Grant	180,917	180,000	90,000	-50.00%
Local Receipts	5,915,987	4,216,330	4,600,000	9.10%
Other Available	762,174	660,000	660,000	0.00%
Free Cash	-	1,390,458	900,000	-35.27%
TOTAL REVENUES & AVAILABLE FUNDS:	104,232,067	106,335,151	108,195,984	1.75%

FUND BALANCE	FY20 Actual	FY21 Budgeted	FY22 Recommended	Percentage Increase
Beginning Fund Balance	9,935,125	11,743,167	10,352,709	-11.84%
Revenues (Increase to Fund Balance)	104,232,067	104,944,693	107,295,984	2.24%
Expenditures (Decrease to Fund Balance)	(102,424,025)	(106,335,151)	(108,195,984)	1.75%
ENDING FUND BALANCE:	11,743,167	10,352,709	9,452,709	-8.69%

The Overall Budget

The FY22 Town Manager's Recommended Operating Budget totals \$107,093,804. The sum represents a \$1,480,729 or 1.40% increase over the FY21 final approved operating budget amount of \$105,613,075. The Town Manager's Recommended Operating Capital Budget totals \$1,102,180, an increase of 52.64% from the FY21 capital budget.

Town Departments

The FY22 Town Manager's Recommended Budget for Town operating Departments, including Town-Wide Operating and Transfers, is \$21,302,904. This represents an increase of \$818,367 or .84% over the FY21 appropriation of \$21,124,878. This budget includes personal services and operating expenses for all town departments.

Sudbury Public Schools and Lincoln Sudbury Regional High School

The Town Manager's FY22 Recommended Operating Budget includes the budget submissions from each of the respective school committees.

The sum of the Sudbury Public Schools budget is \$40,630,742. This represents a \$1,021,908 or 2.58% increase over the FY21 appropriation of \$39,608,834. This budget includes personal services and operating expenses.

The sum of the Lincoln Sudbury Regional High School assessment is \$27,330,369. This represents an increase of \$618,089 or 2.31% over the FY21 assessment of \$26,712,280. The increase is related to a budgetary increase for LS as well as a shift in the percentage allocated to Sudbury due to the decrease in the number of Sudbury students compared to Lincoln. The assessment is calculated using the minimum required contribution, as determined by the State, and enrollment numbers for the last three years. This assessment includes personal services, employee benefits, operating expenses, and debt service. Budget summaries for both districts are included in the School Budget sections herein.

Vocation Education

For FY22, the sum of \$565,400 is being budgeted to cover the estimated expense of Sudbury students enrolled in vocational education. This is a preliminary estimate and may change based on enrollment and tuition. The proposed FY22 budget for Vocational Education increases by \$15,400 or 2.80%. This is the fifth year in which the Town is removed from the Minuteman Vocational District as a member community. The Town has students attending three different vocational schools, with most at Minuteman and Assabet. The Town also pays for transportation to these schools.

Fixed Costs and Obligations

Debt Service

The sum of \$2,433,239 is being submitted to pay for FY22 debt service. The \$1,043,207 decrease over FY21 is primarily attributable to the debt service payments for the acquisitions of Broadacres Farm and Camp Sewataro, offset by the retirement of school construction debt.

Employee Benefits

The sum of \$14,206,150 is budgeted for employee benefits for both the Town and the Sudbury Public Schools. Town Departments account for \$5,579,343 and SPS accounts for \$7,136,972. This includes not only health insurance, but also pension costs, unemployment and other contributions. This number is increasing \$533,895 or 3.90% from the FY21 appropriated amount. The Town has strived to keep employee benefit costs stable by joining the Group Insurance Commission and increasing contribution rates.

Capital Improvement Program

The Capital Improvement Plan for FY22, including the Town Manager's Operating Capital Budget, is \$2,779,680 for FY22, an increase of \$393,581 from FY21.

The Town Manager's Capital Operating Budget, which includes projects \$100,000 or less in one year or \$200,000 or less over multiple years, increased from \$722,076 in FY22 to \$1,102,181 in FY22.

Revenues

At this time, it is projected that the total revenue and other funding sources available and recommended for the Fiscal Year 2022 Operating Budget is \$107,093,804. Property taxes account for approximately 88% of the Town's total revenue sources available to fund the FY22 budget. Local revenue sources account for 5%, while state aid and federal grants contribute 6% and other available funds contribute approximately 1%.

Property Taxes

FY22 property taxes are estimated to be \$95,534,495. This includes both proposition 2 ½ and new growth. New growth is projected at \$800,000 for FY22.

State Aid

The sum of \$6,411,489 is included in revenues to reflect Sudbury's State aid for FY22. This reflects a \$65,296 (1.03%) increase.

MSBA Reimbursement

Massachusetts School Building Authority reimbursements will decrease by \$1,605,767 in FY22 to reflect the retirement of school construction debt.

SAFER Grant

The sum of \$90,000 is included in revenues to reflect Sudbury's award of the SAFER (Staffing for Adequate Fire and Emergency Response) Grant. This is a Federal Grant Program that was created to provide funding directly to fire departments to increase the number of trained, "front-line" firefighters available in their communities.

Local Receipts

The sum of \$4,600,000 is included in revenues to reflect local receipts for FY22. This reflects a \$383,670 (9.10%) increase from FY21.

Other available

The sum of \$660,000 is included in revenues to reflect other available funds for FY22. These funds are from the Receipts Reserved for Appropriation account, which contains the town's ambulance receipts.

Free Cash

The Town is proposing to use \$900,000 of Free Cash to partially fund the FY22 Town Manager's Capital Operating Budget.

GENERAL FUND BUDGET DETAIL

SUDBURY PUBLIC SCHOOLS

The Sudbury Public Schools (SPS) strive to enable all students to reach their intellectual and personal potential. The school system, in partnership with families and the community, will work with integrity and respect to realize the shared vision of enabling students to become life-long learners and effective contributors to society. It is our mission to provide the highest quality education to all student's in the safest environment possible while embracing diversity, individual talents and creativity, and the overall joy of learning.

SPS is committed to excellence in educating students to be knowledgeable, creative, independent thinkers who are caring, collaborative members of the school and wider communities.

Performance measures:

Description	2018	2019	2020
Student Enrollment	2,696	2,653	2,538
Teacher FTE's	208	201	196
Student/Teacher Ratio	13.1 to 1	13.2 to 1	13.0 to 1

Consolidated Financial Information:

	FY20 Actual	FY21 Appropriated	FY22 Recommended
Sudbury Public Schools			
Sudbury Public Schools	38,352,357	39,608,834	40,630,742

LS REGIONAL HIGH SCHOOL

Since its founding in 1954, Lincoln-Sudbury Regional High School has viewed itself as "a different kind of place" - a place that truly values diversity in style and substance. This quality manifests itself in the academic program and in the general atmosphere of the school, and may best be seen in the respectful and warm relationships between students and adults, the high degree of autonomy for and participation by the faculty in decisions, and a school culture marked by commitment to innovation and experimentation.

Through a challenging academic program and a wide variety of school activities, students are expected to make choices and to have a degree of power over their own education. The ability to make good choices requires the development of a sense of responsibility and an understanding of the ethical implications of their actions. Formality and standardization have, in the life of the school, been less important than creativity, originality, and critical thinking skills. The school culture also seeks to join academic skills to an active civic concern for the Lincoln-Sudbury community, American society, and the world beyond.

The school's Core Values - fostering caring and cooperative relationships, respecting human differences, pursuing academic excellence and cultivating community - constitute the foundation of the operation of Lincoln-Sudbury Regional High School. The primary curricular expectation that we have of ourselves is that we provide opportunities for students to develop a strong knowledge base in the various disciplines and program areas described in our Program of Studies, and reflected in our graduation requirements.

To that end, Lincoln-Sudbury defines five general areas of academic, civic and social student performance, which serve as the underpinnings of student expectations.

Performance Measures:

Description	2018	2019	2020
Number of Students	1,529	1,528	1,512
Teacher FTE's	127	127	129
Student/Teacher Ratio	12.0 to 1	12.0 to 1	11.7 to 1

Consolidated Financial Information:

	FY20 Actual	FY21 Appropriated	FY22 Recommended
LS Regional High School			
Sudbury Operating Assessment	24,923,953	25,846,224	26,601,351
Sudbury Debt Assessment	549,861	529,571	510,074
Sudbury OPEB Normal Cost Assessment	335,067	336,485	218,944
Total LS Regional High School	25,808,881	26,712,280	27,330,369

VOCATIONAL EDUCATION

The Town of Sudbury is committed to finding cost effective and excellent vocational education for our students. On July 1, 2017, the Town withdrew from the Minuteman Regional High School District. The Sudbury Public School Committee voted to make Assabet Valley Regional Vocation School the Town's choice school. The Town is responsible for the cost of transportation to the vocational schools.

Performance Measures:

Description	2018	2019	2020
Provided transportation to students	180 Days	180 Days	180 Days
Provided quality education	25 Students	22 Students	14 Students

Consolidated Financial Information:

	FY20 Actual	FY21 Appropriated	FY22 Recommended
Vocational Education			
Operating Assessments	629,668	550,000	565,400

GENERAL GOVERNMENT

The General Government portion of the budget represents the Executive, General Administration, Human Resources Management, Legal, Financial and quasi-judicial functions of the Town.

	FY20 Actual	FY21 Appropriated	FY22 Recommended
GENERAL GOVERNMENT			
Select Board/Town Manager	486,795	448,319	454,933
ATM/HR	160,979	231,704	237,534
Law	337,995	181,594	181,898
Finance Committee	2,315	4,305	4,305
Accounting	373,422	384,899	385,234
Assessors	287,009	293,081	297,118
Treasurer/Collector	294,527	343,217	333,263
Information Systems	544,077	524,280	543,427
Town Clerk & Registrars	298,521	326,362	313,699
Conservation	110,556	124,039	154,449
Planning & Board of Appeals	282,468	315,814	332,343
Salary Contingency Account	-	-	11,260
Total General Government	3,178,665	3,177,614	3,249,463
Salaries & Other Cash Compensation	2,285,103	2,450,459	2,494,869
All Other Expenses	893,562	727,155	743,334
Total General Government	3,178,665	3,177,614	3,238,203
General Government Headcount (FTE)	31.00	30.00	30.00

Select Board/Town Manager

The Select Board and Town Manager provide executive leadership for the Town of Sudbury. Together, they pursue a collaborative process and ethical and professional procedures to ensure that Town resources are directed to providing the best services possible to protect public safety, public assets and a special quality of life in Sudbury.

The Board and Town Manager are supported by office staff as they work toward this mission. The Town Manager is responsible for the management of all Town departments, is the contracting authority and is responsible for overseeing all budgetary, financial and personnel administration activities of the Town. This includes preparing the annual budget, appointing all staff and setting compensation, formulating and implementing personnel policies, and negotiating all contracts with the Town's union employees.

Administrative staff in the office serves as liaison between the public and the Select Board, handle all phone calls, visitors and correspondence directed to the office, and maintain all records of Select Board's meetings. The office staff accept articles and prepares the warrants for all Town Meetings and Town Elections and produce the Town's Annual Report. They maintain records of all committee and board appointments and resignations. They compile all agenda materials for bi-monthly Select Board meeting and process licenses issued by the Select Board.

The Public Information Officer enhances the public communications between the Town government and Sudbury's residents. Activities include maintaining up to date information on the Town website and social media pages, providing traditional media with timely information and responses to requests, producing the Town Manager and Select Board's Newsletters as well as special projects and events.

Performance measures:

Description	2018	2019	2020
Number of Select Board Meetings	39	46	44
Number of Town Meetings and Elections	7	3	3
Number of Town Manager/Select Board Office Hours	9	15	14
Number of Town Manager/Select Board Newsletters	11	9	10
Number of Licenses Issued	83	89	92

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
SELECT BOARD/TOWN MANAGER				
Town Manager	1.00	206,365	182,000	180,000
Administration	1.00	91,971	93,329	94,418
Clerical	2.00	119,433	126,529	128,415
Deferred Comp TM	-	-	-	6,000
Non-Acctble Travel	-	5,435	10,000	4,800
Sub Total: Personal Services	4.00	423,204	411,858	413,633
General Expense	-	62,439	31,161	36,000
Travel	-	58	750	750
Out of State Travel	-	1,094	2,000	2,000
Employee Professional Develop.	-	-	2,550	2,550
Sub Total: Expenses	-	63,591	36,461	41,300
Total: Selectmen	4.00	486,795	448,319	454,933

Assistant Town Manager/ Human Resources (ATM/HR)

The ATM/HR Director is responsible for administering benefits, personnel recruitment, labor relations, staffing, training, and discipline.

Benefits include health, dental, and life insurance as well as retirement, workers' compensation, and other post-employment benefits (OPEB).

Additionally, the ATM/HR Director provides oversight of the Library, Parks & Recreation, Senior Center, and Veterans' departments.

Performance measures:

Description	2018	2019	2020
Administer benefits for active town/school employees	398	429	409
Administer benefits for town/school retirees	412	425	432
Recruitment and employee orientation (town only - does not include school)	130	171	176

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
ASSIST. TOWN MANAGER/ HUMAN RESOURCES				
ATM/HR Director	1.00	92,999	156,398	157,964
Benefits Coordinator	1.00	59,208	59,775	60,360
Clerical	-	4,387	6,118	6,178
Sick-Leave Buy-Back	-	-	-	3,619
Sub Total: Personal Services	2.00	156,594	222,291	228,121
General Expense	-	797	1,900	1,900
Travel	-	1,705	2,450	2,450
Contracted Services	-	-	1,200	1,200
Professional Development	-	1,775	3,863	3,863
Prior Year Encumbrances	-	108	-	-
Sub Total: Expenses	-	4,385	9,413	9,413
Total: ATM/HR	2.00	160,979	231,704	237,534

Law

The Town's Legal Department provides legal counsel to the Town of Sudbury. The Town's attorneys and staff provide legal representation and support to Town of Sudbury officials, boards, commissions and staff concerning the Town and Town related business. The Department advises all Town boards and officials about their legal responsibilities and prerogatives. It represents the Town in all courts of various state and federal jurisdiction and before administrative agencies. The Legal Department is responsible for handling preparation and review of all contracts, drafting or reviewing warrant articles, and preparation of written advisory and interpretative opinions.

Performance Measures:

Description	2018	2019	2020
Review warrant articles for Town Meetings and Elections	58	35	60
Attend office hours	50	50	52
Draft ballot question arguments	3	1	2

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
LAW				
Clerical	1.00	24,465	30,604	30,908
Sub Total: Personal Services	1.00	24,465	30,604	30,908
General Expense	-	681	990	990
Legal Expenses	-	312,381	150,000	150,000
Prior Year Encumbrances	-	468	-	-
Sub Total: Expenses	-	313,530	150,990	150,990
Total: Law	1.00	337,995	181,594	181,898

Finance Committee

The Finance Committee is a nine-member volunteer committee appointed by the Town Moderator. The duty of the Finance Committee is to consider all articles of any Town Meeting Warrant which have any direct or indirect financial impact on the Town and to report its recommendations in writing to the Select Board. The Committee may also make recommendations on those articles which do not have financial impact on the Town as it chooses, and such recommendations shall likewise be reported to the Select Board.

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
FINANCE COMMITTEE				
Clerical	-	2,315	4,305	4,305
Total: Finance Committee	-	2,315	4,305	4,305

Accounting

The primary function of the Accounting Department is to ensure payable and payroll processing for the School and the Town. The Town Accountant is responsible for several DOR reporting requirements such as submitting Free Cash for certification and preparing the Schedule A form as well as assisting in the Tax Recap preparation. The department also assists the Finance Director with the annual financial statement audit. W-2's and 1099's are prepared and all payroll tax returns are filed by the department. The Accounting department responds to public records requests that pertain to financial information

Performance Measures:

Description	2018	2019	2020
Payrolls Processed	19,555	19,599	19,259
Invoices Processed	15,343	16,639	15,126

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
ACCOUNTING				
Town Accountant	1.00	116,598	123,199	124,423
Salaries	3.00	193,971	194,525	191,661
Annual Sick Buy Back	-	3,101	2,475	1,750
Sub Total: Personal Services	4.00	313,670	320,199	317,834
General Expense	-	3,516	10,000	5,000
Computer	-	51,277	54,100	56,800
Travel	-	129	600	600
Accting Contracted Services	-	4,830	-	5,000
Sub Total: Expenses	-	59,752	64,700	67,400
Total: Accounting	4.00	373,422	384,899	385,234

Assessors

The Assessing Department is responsible for administering Massachusetts property tax laws effectively and equitably, and for producing accurate and fair assessments of all taxable property. Sudbury property taxes fund the majority of the Town's operating budget. To accomplish this mission, all real and personal property is valued annually. Valuations provide the basis for the fair allocation of taxes. There are multiple components to the mass appraisal system in place for valuing properties, including market analysis and the physical inspection of properties.

The Assessing Department is responsible for calculating new growth and other factors to determine the Town's levy limit. The Assessors' prepare annual tax rolls, and administer the State's (RMV) Motor Vehicle Excise Program. The office is also responsible for administering the tax deferral and exemption programs. Action on exemption and deferral applications including the Senior Means Tested Exemption program and the Community Preservation Surcharge Exemption program rests with the Assessors. Abatement applications for property and motor vehicle excise too fall under the Assessor's authority.

Performance Measures:

Description	2018	2019	2020
Real & Personal Property Accounts Maintained	7,123	7,126	7,146
Property Inspections Completed Cyclical & Permits	640	669	436
Exemptions processed (all inclusive)	521	544	534
Property Tax Abatements Processed	38	61	69
Motor Vehicle Excise Committed	19,610	19,857	19,785

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
ASSESSORS				
Assessor	1.00	97,865	98,572	99,551
Clerical	2.00	125,846	127,718	128,985
Sick Leave Buy Back	-	5,087	5,913	5,957
Sub Total: Personal Services	3.00	228,798	232,203	234,493
General Expense	-	751	1,775	1,775
Contracted Services	-	57,460	59,103	60,850
Sub Total: Expenses	-	58,211	60,878	62,625
Total: Assessors	3.00	287,009	293,081	297,118

Treasurer/Collector

The Treasurer/Collector's office is responsible for collecting all revenues due the Town, and to hold and invest those revenues until needed to pay the Town's obligations. Additionally, the office is responsible for the issuing and tracking of short-term and long-term debt.

Performance Measures:

Description	2018	2019	2020
Quarterly real estate tax bills processed	6,502	6,658	6,673
Quarterly Personal property tax bills processed	118	120	126
Comprehensive Annual Financial Report Completed	1	1	1

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
TREASURER/COLLECTOR				
Fin. Director/Treas.-Collector	1.00	153,552	156,048	157,614
Clerical	3.00	117,560	158,919	145,949
Sick Leave Buy Back	-	-	-	-
Sub Total: Personal Services	4.00	271,112	314,967	303,563
General Expense	-	17,518	13,000	15,000
Equipment Maintenance	-	685	650	700
Travel In-State	-	991	600	1,000
Tax Collection Services	-	4,221	9,000	8,000
Tax Title Expense	-	-	5,000	5,000
Sub Total: Expenses	-	23,415	28,250	29,700
Total: Treasurer/Collector	4.00	294,527	343,217	333,263

Information Systems

The Information System department's main goal is to support the various Sudbury departments with connectivity, data, computing and insight to relevant technologies for the purpose of meeting each department's objectives. The department provides the tools needed to support sharing information with the citizens and community. The Information System's department manages and deploys technology which enables all employees of Town Government to perform their jobs. The department manages the server, network and data infrastructure, as well as security.

Performance Measures:

Description	2018	2019	2020
Number of Virtual Hosts (Servers)	6	6	6
Network Storage	2	2	2
20 GB Building to Network Hub (Flynn) Connection	5	5	5
Cisco VoIP telephone system buildings connected	14	14	14
Number of Telephones	260	264	264
School Buildings	5	5	5
Aerohive Access Points	42	46	51
Aerohive Buildings	11	11	12
Desktop Computers New	25	2	1
Laptops New	7	15	26
Tablets New	3	4	1

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
INFORMATION SYSTEMS				
Technology Administrator	1.00	111,313	112,122	113,241
Non-Clerical	1.00	92,121	93,490	94,418
Summer Help	-	10,633	8,936	8,936
Sick Leave and Vacation Buy Back	-	4,215	5,569	5,626
Sub Total: Personal Services	2.00	218,282	220,117	222,221
General Expense	-	4,001	5,000	5,000
Software	-	83,096	120,788	131,706
Equipment Maintenance	-	44,245	7,000	7,000
Travel	-	126	400	400
Contracted Services	-	47,077	54,000	60,000
Professional Development	-	7,345	7,875	8,000
Equipment	-	113,047	77,600	77,600
WAN/Telephone Connections	-	14,731	11,500	11,500
Network	-	2,649	5,000	5,000
Internet	-	9,478	15,000	15,000
Sub Total: Expenses	-	325,795	304,163	321,206
Total: Information Systems	2.00	544,077	524,280	543,427

Town Clerk & Registrars

The Town Clerk serves as the custodian of Town records including vital records and other official documents filed in the Town Clerk's Office. The Clerk is responsible for the maintenance, preservation and disposition of Town records. Additionally, the Clerk serves as a Records Access Officer for Town Public Records and Licensing Administrator; creating, recording and certifying birth, death and marriage certificates in compliance with Massachusetts General Laws and Town Bylaws.

Additionally, the Clerk serves as Chief Election Official, planning, organizing, publicizing, and conducting all elections, ensuring compliance with election laws and regulations. As Registrar of Voters, the Clerk certifies nomination papers and petition signatures and recruits, trains, schedules and supervises election officers. The Clerk compiles and certifies official election results, Town Meeting votes and required reports to State Commissions and Agencies. The Town Clerk is the Town's Official Coordinator for the Local Update of Census Addresses Operation (LUCA) for the 2020 Federal Census.

The Town Clerk's Office readily assists residents with information regarding Town Services, Voter Registration, Certification of Vital Records, filing for Marriage Licenses, Business Certificates, Special Permits, etc. In addition, they process dog licenses, solicit and compile census information each year and provide notice to town employees, including board and committee members, of State Ethics and Open Meeting Law mandates and record their compliance.

The Town Clerk also performs duties and responsibilities under the jurisdiction of the Secretary of the Commonwealth, the Executive Office of Health and Human Services, the Department of Revenue, the Attorney General, the State Ethics Commission, the Office of Political and Campaign Finance, the Governor's Office as well as County Courts and County Officials.

Performance Measures:

Description	2018	2019	2020
Birth, Marriage and Death Certificates	1,473	1,615	1,018
Marriage Intentions	71	79	77
Doing Business As Certificates	134	126	73
Notaries	114	75	6
Proof of Residency	55	45	93
Public Record Requests	75	55	70
List of Persons sold	27	21	9
Dogs Licensed	2,667	2,731	2,588
New Voter Registrations	1,200	778	1,630
Number of Elections	4	2	4
Number of Absentee Ballots	1,094	378	16,391
Number of Early Voters	2,718	-	4,320
Number of Town Meetings	3	2	2
Number of Open Meeting Law Certificates Recorded	69	85	57
Number of Ethics Summary Certificates Recorded	623	181	-
Number of Ethics Online Training Certificates Recorded	264	-	-
Oaths of Office Recorded	248	262	242
Census returned and entered	6,389	5,934	6,077

Consolidated Financial Information:

		FY20	FY21	FY22
	FTE's	Actual	Appropriated	Recommended
TOWN CLERK				
Town Clerk	1.00	83,742	87,116	90,892
Overtime	-	2,179	5,500	2,179
Clerical	3.00	169,131	173,414	186,896
Registrars	-	-	932	932
Election Workers	-	19,621	24,000	10,000
Sub Total: Personal Services	4.00	274,673	290,962	290,899
General Expense	-	7,537	8,500	8,500
Equipment Maintenance	-	1,474	1,600	3,000
Travel	-	250	1,100	1,100
Tuition	-	825	1,200	1,200
Elections	-	13,762	23,000	9,000
Sub Total: Expenses	-	23,848	35,400	22,800
Total: Town Clerk	4.00	298,521	326,362	313,699

Conservation

The Conservation Department provides review and permitting of all activities within wetland jurisdiction, wetland regulation enforcement, land stewardship of over 900 acres with trail open to the public, oversees the deer bow hunting program, licenses agricultural lands, accepts and monitors conservation restrictions, leads 6-week spring walk program, provides wetland and wildlife education, and assists with development planning.

Performance Measures:

Description	2018	2019	2020
Wetland Notices of Intent	28	35	22
Wetland Request for Determination of Applicability	39	40	32
Certificate of Compliances	17	26	26
Wetland Abbrev. Notices of Resource Area Dealineation	1	1	4
Wetland Certificates of Compliance	17	45	25
Violation Issues	24	20	2
Acres of Conservation Land To Manage	1,200	1,200	1,200
Acres of Conservation Restriction Land To Monitor	350	350	350

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
CONSERVATION				
Conservation Coordinator	1.00	79,018	82,971	87,093
Clerical	1.00	27,958	29,268	54,556
Sub Total: Personal Services	2.00	106,976	112,239	141,649
General Expense	-	2,535	800	1,800
Trails Maintenance	-	-	10,000	10,000
Travel	-	645	600	600
Clothing	-	400	400	400
Sub Total: Expenses	-	3,580	11,800	12,800
Total: Conservation	2.00	110,556	124,039	154,449

Planning & Board of Appeals

The Office of Planning and Community Development (PCD) works with citizens and community leaders to build a consensus on how the Town of Sudbury should grow, both in the short and long-term. This is accomplished through the coordination of a variety of land planning functions that range from updating the Master Plan, for the future of Sudbury, to reviewing all new development proposals to ensure they reflect this vision. PCD is comprised of the Director, Environmental Planner, Planning and Zoning Coordinator and Administrative Assistant.

Additionally, the PCD supports the Planning Board, Design Review Board, Zoning Board of Appeals, Sudbury Housing Trust, Community Preservation Committee, Sudbury Historical Commission, Historic Districts Commission, Land Acquisition Review Committee, Traffic Safety Coordinating Committee, Transportation Committee, and Bruce Freeman Rail Trail Advisory Task Force.

Performance Measures:

Description	2018	2019	2020
Special Permits (Planning Board)	2	2	-
Stormwater Management Permits (Planning Board)	24	20	12
Subdivisions (Planning Board)	3	1	1
Site Plan Approvals (Planning Board)	6	10	3
Approval Not Required (ANR) Plans (Planning Board)	2	5	8
Scenic Road Permits (Planning Board)	3	9	18
Sign Permits (Design Review Board)	24	31	18
Affordable Housing Lotteries (Housing Trust)	6	6	12
Small Grants (Housing):			
Requested	6	5	6
Awarded	3	5	6
Units Created for Subsidized Housing Inventory	-	-	101
Comprehensive Permit Modifications (ZBA)	1	1	-
Decision Appeals (ZBA)	-	1	2
Variances (ZBA)	11	3	2
Special Permits and Other Matters (ZBA)	35	29	30
Community Preservation Applications (CPC)	11	7	10
Demolition Delay Applications (Historical Commission)	-	9	4

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
PLANNING				
Planning Director	1.00	103,963	109,841	115,274
Staff Planning Salaries	1.00	86,494	89,794	89,562
Clerical	2.00	71,953	91,079	101,277
Stipends	-	2,604	-	1,130
Sub Total: Personal Services	4.00	265,014	290,714	307,243
General Expense	-	1,591	2,600	2,600
Contracted Services	-	14,100	20,000	20,000
Professional Development	-	1,763	2,500	2,500
Sub Total: Expenses	-	17,454	25,100	25,100
Total: Planning	4.00	282,468	315,814	332,343

PUBLIC SAFETY

The Public Safety cluster consists of the Police and Fire Departments, Combined Dispatch and the Building Inspector. It is the largest of the Town's budget clusters.

	FY20 Actual	FY21 Appropriated	FY22 Recommended
PUBLIC SAFETY			
Police	4,119,000	4,294,091	4,346,929
Fire	4,265,609	4,628,025	4,718,427
Building Department	295,068	277,345	288,710
Salary Contingency Account	-	-	38,832
Total Public Safety	8,679,677	9,199,461	9,392,898
Salaries & Other Cash Compensation	7,763,640	8,232,750	8,372,838
All Other Expenses	751,037	813,231	850,060
Capital	165,000	153,480	170,000
Total Public Safety	8,679,677	9,199,461	9,392,898
Public Safety Headcount (FTE)	88.00	88.00	88.00

Police

The Police Department is honored to serve the residents of Sudbury. They continually assess how to best provide services relative to current needs. Over the last several years, the Department has transitioned to an educational model versus an enforcement approach. Although they remain committed to enforcement, when necessary, the Department believes that a more proactive approach of educating is a more beneficial approach to prevent undesirable behavior.

Some areas that have been concentrated on include community relationship building, school/religious/workplace safety, mental health, and domestic violence as well as Restorative Justice and Diversion.

Performance Measures:

Description	2018	2019	2020
Calls for Service (Including Walk-In Traffic)	28,566	25,210	21,434
Arrests/Criminal Applications	213	205	200
Medical Aids	910	886	1,115
Motor Vehicle Accidents	554	464	310
Alarms	601	600	519

Consolidated Financial Information:

		FY20	FY21	FY22
	FTE's	Actual	Appropriated	Recommended
POLICE				
Police Chief	1.00	168,139	170,658	172,363
Lieutenants	2.00	274,835	287,618	294,008
Patrol Officers	27.00	2,026,010	2,136,821	2,140,711
Overtime	-	286,685	329,431	332,725
Dispatcher Overtime	-	118,540	98,454	99,439
Clerical	2.00	128,311	126,757	128,006
Night Differential	-	33,124	33,523	33,523
Dispatch Night Differential	-	12,441	14,075	14,075
Dispatchers	9.00	444,050	480,890	492,195
Sick Leave Buy Back	-	10,240	12,985	12,985
Holiday Pay	-	30,479	28,215	28,215
Stipend	-	72,136	81,964	81,964
Non-accountable Clothing	-	13,652	14,220	14,220
Sub Total: Personal Services	41.00	3,634,651	3,815,611	3,844,429
General Expense	-	109,752	85,000	92,500
Dispatch General Expense	-	498	5,000	5,000
Gasoline	-	38,664	50,000	50,000
Maintenance	-	79,908	90,000	90,000
Travel In-state	-	478	1,500	1,500
Uniforms	-	21,690	24,000	24,000
Dispatch Clothing Allowance	-	1,818	4,500	4,500
Tuition	-	36,107	15,000	15,000
Equipment	-	30,434	50,000	50,000
Sub Total: Expenses		319,349	325,000	332,500
Police Cruisers	-	165,000	153,480	170,000
Sub Total: Capital	-	165,000	153,480	170,000
Total: Police	41.00	4,119,000	4,294,091	4,346,929

Fire

The Sudbury Fire Department responds to medical emergencies including lift assists and well-being checks, fire related calls including calls for fires, smoke investigations, smoke and carbon monoxide alarm investigations, fire alarm inspections, oil burner inspections, underground tank removals, and other generalized calls for assistance.

Performance Measures:

Description	2018	2019	2020
Total Medical Calls, including ambulance transports, lift assists, well being check	1,332	1,369	1,405
Total Fire Calls, including building, auto, alarm, other	978	828	927
Total Permits Issued	1,425	1,380	973

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
FIRE				
Fire Chief	1.00	147,974	164,669	166,311
Assistant Fire Chief	1.00	119,865	129,145	135,590
Firefighters/EMTs/Paramedics	40.00	2,913,242	3,115,702	3,203,158
Overtime	-	456,020	520,000	520,000
Clerical	1.00	77,562	81,715	82,679
Weekend Differential	-	6,255	6,525	6,525
Sick leave Buy Back	-	13,778	14,398	17,656
Retirement Sick Buyback	-	29,328	-	-
Fire Stipends	-	76,475	89,160	89,300
Non-accountable Clothing	-	32,937	35,600	35,600
Sub Total: Personal Services	43.00	3,873,436	4,156,914	4,256,819
General Expense	-	48,792	66,000	66,000
Gasoline/Diesel Fuel	-	17,591	29,000	29,000
Maintenance	-	76,115	80,000	80,000
Utilities	-	36,924	55,080	40,080
Alarm Maintenance	-	3,100	5,500	5,500
Travel	-	1,513	2,000	2,000
Clothing	-	4,245	10,300	10,300
Tuition	-	31,928	74,034	75,606
Contracted Services	-	104,044	94,597	98,522
CERT Expense	-	-	600	600
Equipment	-	67,921	54,000	54,000
Sub Total: Expenses	-	392,173	471,111	461,608
Total: Fire	43.00	4,265,609	4,628,025	4,718,427

Building Department

Meet with the public to assist with permit applications, file information, answer questions, and assist in directing people to the proper department. Schedule and conduct inspections, including periodical complaints and safety concerns. Issue building, sign, electrical, plumbing, gas and sheet metal permits. Assist with special permit or variance applications. Enforce the MSBC, AAB. Electrical Code and Plumbing and Gas code and Towns Bylaw

Performance Measures:

Description	2018	2019	2020
Permits issued	2,752	2,757	2,212
Inspections and investigations performed	4,605	4,767	3,349

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
BUILDING				
Building Inspector	1.00	86,113	91,189	95,702
Asst. Building Inspector	1.00	67,624	69,348	72,779
Clerical	2.00	63,159	68,938	72,359
Deputy Inspector	-	540	17,700	17,700
Wiring Inspector	-	13,050	13,050	13,050
Sick Buyback Annual	-	906	-	-
Retirement Sick Buyback	-	24,161	-	-
Sub Total: Personal Services	4.00	255,553	260,225	271,590
General Expense	-	6,148	10,500	10,500
Town Vehicle Maintenance	-	85	920	920
In-State Travel	-	864	1,500	1,500
Clothing Allowance	-	800	1,200	1,200
Contracted Services	-	-	3,000	3,000
Dept Equipment	-	31,618	-	-
Sub Total: Expenses	-	39,515	17,120	17,120
Total: Building	4.00	295,068	277,345	288,710

PUBLIC WORKS

The Public Works cluster includes the Engineering, Streets and Roads, Trees and Cemeteries, Parks and Grounds Divisions, and Transfer Station Enterprise Fund. The Transfer Station Enterprise Fund is voted separately at Town Meeting. This cluster also includes the Combined Facilities Department, with half of the salary of the Facilities Director included in this budget. The other half is included in the Sudbury Public Schools budget.

	FY20 Actual	FY21 Appropriated	FY22 Recommended
PUBLIC WORKS			
Engineering	520,237	581,494	604,814
Streets & Roads	2,307,434	2,770,145	2,803,732
Snow & Ice	544,700	424,750	424,750
Trees and Cemetery	395,699	445,372	467,855
Parks and Grounds	287,547	284,182	289,838
Combined Facilities	1,053,536	1,102,310	1,095,816
Salary Contingency Account	-	-	12,427
Total Public Works	5,109,153	5,608,253	5,699,232
Salaries & Other Cash Compensation	2,409,708	2,588,243	2,642,735
All Other Expenses	2,154,745	2,595,260	2,631,747
Snow & Ice	544,700	424,750	424,750
Total Public Works	5,109,153	5,608,253	5,699,232
Public Works Headcount (FTE)	34.00	34.00	34.00

Engineering

The Engineering Division is responsible for planning, design and construction of roadway projects. Assists with maintaining compliance with various State and Federal programs such as National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater, managing the Town's Street Opening Permit and Trench Opening Permit programs, reviewing development and redevelopment plans to ensure roadway and utility changes conform to the Town's construction standards, and inspecting modifications and expansions to the roadway and stormwater networks.

Performance Measures:

Description	2018	2019	2020
Researched, surveyed and staked street lines and road layouts	75	40	62
Inspected stormwater outfalls	-	120	284
Located, identified and performed culvert inspections	70	33	10
Responded to resident, contractor and developer request for plans	115	103	145
Number of Driveway Permits Reviewed	78	132	98
Number of general stormwater permits reviewed.	8	14	10
Trench Permits Reviewed	50	71	71
Road Opening Permits	60	86	78

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
ENGINEERING				
Deputy Director DPW	1.00	117,998	125,119	126,370
Non-Clerical	3.00	246,444	256,642	261,282
Clerical	1.00	62,429	63,358	63,487
Summer Help	-	-	11,000	11,000
Sub Total: Personal Services	5.00	426,871	456,119	462,139
General Expense	-	20,719	18,000	18,000
Maintenance	-	2,199	3,300	3,300
Travel	-	48	500	500
Uniforms	-	2,400	3,575	3,575
Contracted Services	-	68,000	100,000	117,300
Sub Total: Expenses	-	93,366	125,375	142,675
Total: Engineering	5.00	520,237	581,494	604,814

Streets & Roads

The Streets & Roads Division is responsible for maintenance, repair and improvements to the Town's roadway and walkway infrastructure including: pavement markings, granite and bituminous curbing, street and regulatory signage, traffic islands and stormwater appurtenances.

Performance Measures:

Description	2018	2019	2020
Catch basin and manhole installs and repairs	66	82	59
Installed new thermoplastic crosswalks	6	12	10
Installed new pedestrian activated flashing LED crosswalk signal	1	1	1
Pot Hole Repairs	920	885	740
Installed various regulatory/informational signs throughout Town	184	86	49
ADA Curb Cuts	24	24	20

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
STREETS & ROADS				
DPW Director	1.00	153,752	156,048	157,614
Highway Dir. Of Operations	1.00	82,443	86,952	91,254
Management Analyst	1.00	89,434	94,576	97,611
Non-Clerical	13.00	668,941	798,039	813,573
Overtime	-	41,177	50,000	52,000
Clerical	1.00	77,319	82,050	82,860
Summer Help	-	5,340	7,200	7,200
Sick Leave Buy Back	-	528	1,750	1,770
Stipends	-	8,190	8,190	8,190
Sub Total: Personal Services	17.00	1,127,124	1,284,805	1,312,072
General Expense	-	31,812	30,000	33,770
Gasoline	-	65,044	104,160	104,160
Bldg. Maintenance	-	13,210	38,300	38,300
Vehicle Maintenance	-	196,857	325,000	325,000
Utilities	-	11,457	19,100	19,350
Street Lighting	-	18,330	18,300	20,000
In-state Travel	-	2,101	1,700	1,700
Clothing	-	19,196	23,600	23,600
Tuition	-	5,029	9,380	9,780
Police Details	-	98,470	85,000	85,000
Roadwork	-	688,162	780,800	781,000
Culvert Repairs	-	30,642	50,000	50,000
Sub Total: Expenses	-	1,180,310	1,485,340	1,491,660
Total: Streets & Roads	17.00	2,307,434	2,770,145	2,803,732

Snow & Ice

This Department is responsible for the Town's plowing, salting, and snow removal operations.

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
SNOW & ICE				
Snow & Ice Overtime	-	172,718	120,750	120,750
Snow & Ice Materials	-	205,179	195,000	195,000
Snow & Ice Contractors	-	166,803	109,000	109,000
Total: Streets & Roads	-	544,700	424,750	424,750

Trees and Cemetery

The Trees & Cemetery Division is responsible for the maintenance management of the Town's estimated 5,600 public shade trees. The Town's shade trees, while providing a great public amenity to the Town, require routine maintenance so they do not become a public liability. The Division staff regularly performs interments at various town owned and maintained cemeteries.

Performance Measures:

Description	2018	2019	2020
Interments	58	45	46
Trees felled	28	13	18
Stumps removed	30	25	6

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
TREES & CEMTERY				
Non-Clerical	5.00	292,448	300,210	318,216
Overtime	-	24,843	21,600	25,520
Clerical	-	11,471	11,642	11,759
Summer Help	-	1,500	3,840	3,840
Stipends	-	4,095	4,095	4,095
Sub Total: Personal Services	5.00	334,357	341,387	363,430
Cemetery Materials	-	11,309	18,425	18,425
Tree Contractors	-	50,033	85,560	86,000
Sub Total: Expenses	-	61,342	103,985	104,425
Total: Trees & Cemetery	5.00	395,699	445,372	467,855

Parks and Grounds

The Parks & Grounds Division provides safe and meticulously-maintained recreation facilities throughout Town.

Performance Measures:

Description	2018	2019	2020
Mow, maintain and stripe acres of town and school fields and parks	132 acres	132 acres	132 acres

Consolidated Financial Information:

		FY20	FY21	FY22
	FTE's	Actual	Appropriated	Recommended
PARKS & GROUNDS				
Non-Clerical	2.00	170,287	127,435	130,603
Overtime	-	4,194	7,517	7,584
Clerical	-	11,471	11,642	11,759
Summer Help	-	10,063	22,200	22,200
Sick Buy Back	-	-	733	3,037
Stipends	-	4,095	4,095	4,095
Sub Total: Personal Services	2.00	200,110	173,622	179,278
Maintenance	-	40,838	58,860	58,860
Clothing	-	3,200	4,200	4,200
Contracted Services	-	43,399	47,500	47,500
Sub Total: Expenses	-	87,437	110,560	110,560
Total: Parks & Grounds	2.00	287,547	284,182	289,838

Combined Facilities

The Facilities Department is responsible for the facility planning of all town owned buildings including the K-8 schools. The Department works with Town and School Departments to implement preventive maintenance programs, schedule and monitor renovations and repairs, and to apply energy conservation measures in all buildings. In addition, the Department assists with the planning for new construction and development projects that will enhance the town's ability to support the needs of the community. The Facilities Department works closely with the Capital Improvement Advisory Committee (CIAC), the Energy Committee, and the Permanent Building Committee (PBC).

Performance Measures:

Description	2018	2019	2020
Number of Town and School Buildings maintained	17	17	17

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
COMBINED FACILITIES				
Facilities Director	1.00	65,547	68,284	68,969
Supervisor of Town Buildings	1.00	82,476	83,071	73,012
Overtime	-	444	3,000	3,000
Clerical	1.00	28,764	31,502	33,314
Electrician	-	23,913	24,891	25,141
Town Custodial	2.00	118,236	119,532	122,380
Sick leave Buy Back	-	1,866	2,030	-
Sub Total: Personal Services	5.00	321,246	332,310	325,816
General Expense	-	3,337	10,000	10,000
Town Bldg. Maintenance	-	155,567	213,000	176,427
Vehicle Maintenance	-	2,504	3,000	3,000
Utilities	-	317,383	350,000	350,000
In-State Travel	-	3,181	3,500	3,500
Clothing Allowance	-	2,707	2,750	2,750
Contracted Services	-	247,611	187,750	224,323
Sub Total: Expenses	-	732,290	770,000	770,000
Total: Combined Facilities	5.00	1,053,536	1,102,310	1,095,816

HUMAN SERVICES

The Human Services cluster includes the Health Department, Senior Center, and Veterans' Affairs Offices.

	FY20 Actual	FY21 Appropriated	FY22 Recommended
HUMAN SERVICES			
Health Department	469,696	522,905	535,922
Senior Center	305,650	335,160	356,199
Veterans Affairs	73,055	79,930	80,063
Salary Contingency Account	-	-	3,764
Total Human Services	848,401	937,995	975,948
Salaries & Other Cash Compensation	653,861	745,708	765,104
All Other Expenses	194,540	192,287	210,844
Total Human Services	848,401	937,995	975,948
Human Services Headcount (FTE)	10.00	11.00	11.00

Health Department

The Health Department is responsible for the development and enforcement of health regulations and policies for the public.

The Department issues licenses for food establishments, recreational camps, and swimming pools, issues permits and inspects all septic system replacements and installations, and investigates public health nuisances.

Respond to reports of communicable diseases, enforce isolation and quarantine regulations, perform health clinics and screenings, provide home visits, and administers flu shots.

Provide social worker services, referrals, fuel assistance, HOPE Sudbury applications, food pantry deliveries, and manages donations

Conduct special projects such as household hazardous waste collection, noise survey, and soil testing for DPW.

Performance Measures:

Description	2018	2019	2020
Septic Inspections	251	325	320
Food Inspections	301	250	303
Flu Shots	825	900	831
Blood Pressure Screenings	967	975	200
SW referrals	3,144	4,000	5,900
Community Meeting/Presentations	79	141	185
Phone Consultation and Case Management	6,952	7,200	6,700
Average Per Month of Individuals Served	133	150	192
COVID Related Inspections	-	-	675

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
HEALTH DEPARTMENT				
Director	1.00	106,072	106,877	108,144
Town Social Worker	1.00	80,015	84,883	89,562
Health Inspector	1.00	-	61,294	64,329
Public Health Nurse	1.00	87,629	91,175	92,262
Outreach Workers	-	19,865	16,591	16,591
Clerical	1.00	48,644	51,605	54,161
Sub Total: Personal Services	5.00	342,225	412,425	425,049
General Expense	-	5,490	9,500	9,500
Nursing Services Expenses	-	2,537	6,261	6,261
Contracted Services	-	41,209	-	-
Mosquito Control	-	51,066	55,620	55,620
Animal/Rabies Control	-	13,714	-	-
Animal Inspector	-	-	13,781	14,174
Hazardous Waste	-	11,222	17,000	17,000
Employee Professional Develop.	-	-	2,318	2,318
Community Outreach Program	-	2,233	6,000	6,000
Sub Total: Expenses	-	127,471	110,480	110,873
Total: Health Department	5.00	469,696	522,905	535,922

Senior Center

The Sudbury Senior Center strives to provide for the social, recreational, educational, and health needs of the older adults in Sudbury by offering a place to visit, groups to join, food to eat, classes to take, supportive consultations, and support groups, along with recreational and fitness opportunities.

Performance Measures:

Description	2018	2019	2020
Individuals who use a Senior Center service or program	1,700	1,850	1,870
Outreach Information Specialist Individuals Helped	168	195	420
Number of visits/service units	20,003	24,000	17,500
Number of Volunteers	501	500	500
Number of Rides Provided	5,562	5,797	4,120

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
SENIOR CENTER				
Director	1.00	96,976	98,572	99,551
Program Coordinator	1.00	87,878	104,658	109,154
Clerical	2.00	57,855	58,715	59,297
Information/Reference	1.00	56,000	58,215	58,797
Sub Total: Personal Services	5.00	298,709	320,160	326,799
General Expense	-	6,941	15,000	29,400
Sub Total: Expenses	-	6,941	15,000	29,400
Total: Senior Center	5.00	305,650	335,160	356,199

Veterans Affairs

The Veteran's Affairs office is mandated according to Massachusetts General Law, Chapter 115 and is administered under State guidelines to provide information, advice and assistance regarding benefits to veterans and their families. Every Town in the Commonwealth is required to have a benefits program for its resident veterans and their dependents. The Veterans Services Officer must be a war-era veteran and be available full time to provide assistance. The Town shares a Veterans Services Officer with the City of Marlborough. The Town is reimbursed 75% of benefits paid under this mandated program.

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
VETERANS AFFAIRS				
Clerical	1.00	12,927	13,123	13,256
Sub Total: Personal Services	1.00	12,927	13,123	13,256
General Expense	-	-	400	400
Veterans Grave Markers	-	-	1,000	1,000
Contracted Services	-	10,202	10,407	10,407
Veterans Benefits	-	49,926	55,000	55,000
Sub Total: Expenses	-	60,128	66,807	66,807
Total: Veterans Affairs	1.00	73,055	79,930	80,063

CULTURE & RECREATION

The Culture & Recreation cluster includes the Goodnow Library, Recreation Department, Historical Commission, and the Historic Districts Commission.

	FY20 Actual	FY21 Appropriated	FY22 Recommended
CULTURE & RECREATION			
Goodnow Library	1,176,612	1,271,513	1,275,492
Recreation	103,753	206,684	212,100
Historical Commission	4,083	7,800	7,800
Historic Districts Commission	1,510	3,633	3,444
Salary Contingency Account	-	-	5,558
Total Culture & Recreation	1,285,958	1,489,630	1,504,394
Salaries & Other Cash Compensation	990,322	1,178,132	1,181,926
All Other Expenses	295,636	311,498	322,468
Total Culture & Recreation	1,285,958	1,489,630	1,504,394
Culture & Recreation Headcount (FTE)	18.00	18.00	18.00

Goodnow Library

Library's Mission is to improve lives through the power of information, ideas and innovation. The Library's vision is to be a primary source for learning, be socially equitable and accessible to all, be a valued community partner, and be proactive and responsive to community needs.

Performance Measures:

Description	2018	2019	2020
Total Number of Holdings:	177,262	189,450	191,375
Total Circulation:	347,841	349,452	314,804
Circulation of eBook & eAudio:	28,753	38,093	53,134
Number of Adult Programs:	57	31	5
Attendance of Adult Programs:	384	252	94
Number of Teen Programs:	69	156	101
Attendance of Teen Programs:	1,389	1,245	943
Number of Children's Programs:	796	842	697
Attendance of Children's Programs:	26,808	27,108	29,645

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
GOODNOW LIBRARY				
Library Director	1.00	114,962	116,830	117,993
Non-Clerical	13.00	726,087	821,285	816,424
Other Hours	-	43,337	30,000	30,000
Sub Total: Personal Services	14.00	884,386	968,115	964,417
General Expense	-	9,473	9,000	9,500
Automation	-	52,000	52,000	53,000
Books & Materials	-	184,540	187,798	191,245
Contracted Services	-	46,213	54,600	57,330
Sub Total: Expenses	-	292,226	303,398	311,075
Total: Goodnow Library	14.00	1,176,612	1,271,513	1,275,492

Recreation

The Recreation Department offers a comprehensive and varied program of public recreation activities, services and resources for residents. The department provides social, educational, and recreational opportunities to Sudbury residents of all ages. Programs are self-sustaining and offer an opportunity for quality use of leisure time in a productive and healthy manner. Recreation facilities include the Atkinson Pool, Fairbank Community Center, toddler playground, tennis courts, basketball courts, sand volleyball court, outdoor skating area (weather permitting), and fields for baseball, field hockey, lacrosse, softball, and soccer.

Performance Measures:

Description	2018	2019	2020
Pool and recreation programs	680	600	
Pool uses	75,000	75,000	
Acres of parks and playgrounds	96	96	96
New registration website	1	1	1
Summer concerts	5	5	5

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
RECREATION				
Rec. Director	1.00	69,417	94,757	97,850
Program Coordinator	2.00	-	51,856	53,553
Clerical	1.00	33,677	58,716	59,297
Sick Buyback Annual		659	1,355	1,400
Sub Total: Personal Services	4.00	103,753	206,684	212,100
Total: Recreation	4.00	103,753	206,684	212,100

Historical Commission

The Sudbury Historical Commission, established by a special town meeting vote in 1968, and acting under Section 8D of Chapter 40 of the General Laws of the Commonwealth for the preservation, protection and development of the historical or archaeological assets of the Town.

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
HISTORICAL COMMISSION				
Salaries	-	939	-	2,265
Sub Total: Personal Services	-	939	-	2,265
General Expense	-	3,144	7,800	5,535
Sub Total: Expenses	-	3,144	7,800	5,535
Total: Historical Commission	-	4,083	7,800	7,800

Historic Districts Commission

The purpose of the Historic Districts Commission is to preserve and protect buildings, places and other areas of historic or architectural significance. There are currently four historic districts in existence; The Town Center, The Wayside Inn District, the King Philip District and the George Pitts Tavern District. These districts are subject to restrictions and controls under Massachusetts General Law Chapter 40 of the Acts of 1963.

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
HISTORIC DISTRICT COMMISSION				
Clerical	-	1,244	3,333	3,144
Sub Total: Personal Services	-	1,244	3,333	3,144
General Expense	-	266	300	300
Sub Total: Expenses	-	266	300	300
Total: Historic District Commission	-	1,510	3,633	3,444

TOWN-WIDE OPERATING AND TRANSFERS

The Town-Wide Operating and Transfer Accounts budget line item is made up of three categories – Town Wide Operating Expenses, Salary Contingency and Reserve Accounts, and, OPEB Trust Fund Contributions.

	FY20 Actual	FY21 Appropriated	FY22 Recommended
Town-Wide Operating & Transfers			
Town-Wide Operating Expenses	152,757	176,151	170,869
Town Reserve Account	294,699	300,000	300,000
OPEB Trust Fund Contribution	468,382	468,382	625,000
Transfer Accounts	-	210,100	10,100
Total Town-Wide Operating & Transfers	915,838	1,154,633	1,105,969

Town-Wide Operating Expenses

This budget includes expenses that do not fit precisely into other cost centers and are shared by many departments or support Town-wide functions and responsibilities. Expenses include copiers, postage, telephone, Town Report, Town Meeting, the Memorial Day celebration and the July 4th parade.

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
TOWN-WIDE OPERATIONS EXPENSES				
Copiers	-	9,614	16,055	16,055
Postage	-	50,390	45,900	45,900
Telephone	-	33,380	35,700	36,414
Audit Fees	-	49,210	45,000	45,000
Town Meeting/Election	-	5,203	25,046	19,050
Memorial Day	-	960	1,950	1,950
July 4th Celebration	-	4,000	6,500	6,500
Sub Total: Expenses	-	152,757	176,151	170,869
Total: Town-Wide Operations Expenses	-	152,757	176,151	170,869

Town Reserve Account

Transfer accounts are for Town operating department needs only and are counted as part of the Town's share of the overall budget. Since the Town Manager does not have the same authority as the School Committees to move funds around to meet emergencies or unforeseen needs arising during the year, the Reserve Account is used as a source of funds to meet those instances where supplemental funding is needed. Money cannot be spent from the Reserve Account without approval of the Finance Committee. There are areas where an unexpected and potentially large cost can arise and the Reserve Account allows the most flexibility for meeting those issues, particularly in the area of snow and ice removal costs.

OPEB Trust Fund Contribution

An expense line was initiated in the FY16 budget to start contributing to the OPEB Trust Fund to accumulate funds for the future payment of other post-employment benefits.

Consolidated Financial Information:

	FTE's	FY20 Actual	FY21 Appropriated	FY22 Recommended
TRANSFER ACCOUNTS				
Reserve Fund	-	294,699	300,000	300,000
OPEB Trust Fund Contribution	-	468,382	468,382	625,000
Transfer to Pool Enterprise Fund	-	-	150,000	-
Transfer to Field Maintenance Enterprise Fund	-	-	50,000	-
Transfer to Field Stabilization Trust	-	-	10,100	10,100
Sub Total: Expenses	-	763,081	978,482	935,100
Total: Town-Wide Operations Expenses	-	763,081	978,482	935,100

EMPLOYEE BENEFITS (TOWN AND SPS)

This budget is for the benefits and insurance needs of SPS and Town departments only. The largest item in this budget is for the health insurance premiums for SPS and Town employees and retirees.

	FY20 Actual	FY21 Appropriated	FY22 Recommended
Employee Benefits (Town and SPS)			
Workers Comp	270,435	322,898	339,042
Unemployment Claims	2,976	60,000	60,000
FICA Medicare	664,043	719,580	741,577
Life Insurance	2,678	4,563	4,563
Medical Insurance	5,054,157	5,473,131	5,623,220
Retiree Medical	-	1,295,843	1,338,286
County Retirement	5,040,389	5,389,846	5,647,886
Property & Liability Insurance	339,148	406,394	451,576
Total Employee Benefits (Town and SPS)	11,373,826	13,672,255	14,206,150

The sum of \$14,206,150 is budgeted for employee benefits for both the Town and the Sudbury Public Schools. Town Departments account for \$6,217,673 and SPS accounts for \$7,988,477. This includes not only health insurance, but also pension costs, unemployment and other contributions. This number is increasing \$533,895 or 3.90% from the FY21 appropriated amount. The Town has strived to keep employee benefit costs stable by joining the Group Insurance Commission and increasing contribution rates.

TOWN DEBT SERVICE

	FY20 Actual	FY21 Appropriated	FY22 Recommended
Town Debt Service			
Long-Term Principal	2,620,343	2,654,621	1,748,908
Long-Term Interest	470,082	353,892	629,981
Short-Term Interest	-	467,933	54,350
Total Town Debt Service	3,090,425	3,476,446	2,433,239

The Debt Service budget provides for the repayment of principal and interest on the long-term debt of both the Town and SPS. Sudbury pays an assessment to LS Regional High School for debt incurred by the District. The Town issues debt pursuant to votes of Town Meeting to begin construction projects or purchase expensive equipment or real property. The maximum amount of debt is authorized by Town Meeting, and then the Town Treasurer issues the debt after working with the Town Manager and the Town's Financial Advisor pending the approval of the Select Board. The treasurer of LSRHS issues its debt after working with the LSRHS School Committee, the School District's Financial Advisor and pursuant to votes of Town Meetings of both Lincoln and Sudbury.

The budget request for FY21 is for an appropriation of \$2,433,239 which is the total amount of gross debt service payments required for all Town of Sudbury debt. Town debt service payments fall into the following major bond issue categories: Municipal buildings and projects, open space acquisitions, recreational field development and Sudbury Public Schools projects.

The appropriation for the LSRHS debt service payment for FY22 of \$511,660 is requested for and paid through the District's assessment to Sudbury.

OPERATING CAPITAL BUDGET

A capital expenditure is defined as major, non-recurring cost involving land acquisition, construction or rehabilitation of a facility, or purchase of equipment costing \$10,000 or more with a useful life of five years or more.

The operating capital budget is comprised of individual projects or items valued under \$100,000. The projects with the operating capital budget may take several years to complete, in which case the budget (funding) may be carried forward until fully expensed, or unused balances are brought to Town Meeting for further consideration.

	FY20 Actual	FY21 Appropriated	FY22 Recommended
Operating Capital Budget			
Sudbury Public Schools	190,318	204,000	253,000
LS Regional High School	137,313	74,656	114,727
Information Systems	16,702	120,820	50,000
Town Clerk & Registrars	8,000	-	-
Police	-	43,600	30,000
Fire	22,760	54,000	256,000
Public Works	84,965	50,000	215,000
Combined Facilities	62,035	175,000	183,453
Total Operating Capital Budget	522,093	722,076	1,102,180

See supplementary section for additional information.

ENTERPRISE FUNDS

ENTERPRISE FUNDS BUDGET

	FY20	FY21	FY22	Percentage
EXPENDITURES	Actual	Budgeted	Recommended	Increase
<u>Direct</u>				
Transfer Station	276,294	297,764	291,303	-2.17%
Atkinson Pool	362,090	427,421	438,753	2.65%
Recreation Field Maintenance	123,863	230,435	205,403	-10.86%
Total Direct Expenditures	762,247	955,620	935,459	-2.11%
<u>Indirect</u>				
Transfer Station	17,214	17,163	17,800	3.71%
Atkinson Pool	18,956	36,828	25,383	-31.08%
Recreation Field Maintenance	23,198	24,269	25,383	4.59%
Total Indirect Expenditures	59,368	78,260	68,566	-12.39%
TOTAL:	821,615	1,033,880	1,004,025	-2.89%

	FY20	FY21	FY22	Percentage
RECEIPTS & RESERVES	Actual	Budgeted	Recommended	Increase
Transfer Station	248,340	314,927	309,103	-1.85%
Atkinson Pool	303,046	541,644	464,136	-14.31%
Recreation Field Maintenance	86,539	274,395	230,786	-15.89%
TOTAL:	637,925	1,130,966	1,004,025	-11.22%

	FY20	FY21	FY22	Percentage
FUND EQUITY	Actual	Budgeted	Recommended	Increase
Beginning Fund Equity:				
Transfer Station	234,592	189,424	189,424	0.00%
Atkinson Pool	605	(77,395)	-	-100.00%
Recreation Field Maintenance	40,831	(19,691)	-	-100.00%
Revenues (Increase to Fund Equity):				
Transfer Station	248,340	314,927	309,103	-1.85%
Atkinson Pool	303,046	541,644	464,136	-14.31%
Recreation Field Maintenance	86,539	274,395	230,786	-15.89%
Expenditures (Decrease to Fund Equity):				
Transfer Station	293,508	314,927	309,103	-1.85%
Atkinson Pool	381,046	464,249	464,136	-0.02%
Recreation Field Maintenance	147,061	254,704	230,786	-9.39%
ENDING FUND EQUITY:				
Transfer Station	189,424	189,424	189,424	0.00%
Atkinson Pool	(77,395)	-	-	0.00%
Recreation Field Maintenance	(19,691)	-	-	0.00%

TRANSFER STATION

	FY20 Actual	FY21 Appropriated	FY22 Requested
TRANSFER STATION ENTERPRISE FUND			
Non-Clerical	117,624	146,202	136,974
Overtime	8,066	9,065	9,065
Clerical	11,471	11,642	11,759
Summer Help	2,059	5,760	5,760
Stipends	4,095	4,095	4,095
Sub Total: Personal Services	143,315	176,764	167,653
General Expense	23,507	25,000	25,000
Maintenance	20,719	21,000	21,000
Hauling & Disposal	54,145	60,000	62,650
Recycle Grant	9,100		
Resource Recovery	22,508	15,000	15,000
Prior Year Encumbrances	3,000		
Sub Total: Expenses	132,979	121,000	123,650
Direct Costs	276,294	297,764	291,303
INDIRECT COSTS:			
Benefits/Insurance	17,214	17,163	17,800
INDIRECT COSTS*	17,214	17,163	17,800
Total Costs	293,508	314,927	309,103
Enterprise Receipts	248,340	314,927	309,103
Total Revenues	248,340	314,927	309,103
Surplus/(Deficit)	(45,168)	-	-

POOL

	FY20 Actual	FY21 Appropriated	FY22 Requested
POOL ENTERPRISE FUND			
Pool Staff Salaries	112,053	101,417	109,734
Clerical	28,927	-	-
Part-Time Supervisors	-	33,350	22,000
Receptionists	9,714	13,000	13,000
Sick Leave Buy Back	1,301	-	950
WSI Lifeguards	40,433	36,624	49,504
Head Lifeguard	41,104	45,830	46,290
Pool Instructors	10,223	22,200	13,775
Sub Total: Personal Services	243,755	252,421	255,253
General Expense	25,277	41,000	43,050
Equipment Maintenance	24,498	32,000	33,600
Utilities	63,838	97,000	101,850
Programs	1,787	5,000	5,000
Prior Year Encumbrances	2,935	-	-
Sub Total: Expenses	118,335	175,000	183,500
Direct Costs	362,090	427,421	438,753
INDIRECT COSTS:			
Benefits/Insurance	18,956	36,828	25,383
INDIRECT COSTS*	18,956	36,828	25,383
Total Costs	381,046	464,249	464,136
Enterprise Receipts	303,046	391,644	464,136
Transfers In	-	150,000	-
Total Revenues	303,046	541,644	464,136
Surplus/Deficit	(78,000)	77,395	-

FIELD MAINTENANCE

	FY20 Actual	FY21 Appropriated	FY22 Requested
REC. FIELD MAINTENANCE ENTERPRISE			
Field Maint. Salaries	77,872	126,935	129,903
Summer Help	-	8,000	-
Sub Total: Personal Services	77,872	134,935	129,903
Field Maintenance	16,148	55,000	40,000
Park Maintenance	8,339	18,000	10,000
Utilities	11,004	12,000	15,000
Sub Total: Expenses	35,491	85,000	65,000
Transfer to Field Turf Stabilizatoin	10,500	10,500	10,500
Sub Total: Capital Expenses	10,500	10,500	10,500
Direct Costs	123,863	230,435	205,403
INDIRECT COSTS:			
Benefits/Insurance	23,198	24,269	25,383
INDIRECT COSTS*	23,198	24,269	25,383
Total Costs	147,061	254,704	230,786
Enterprise Receipts	86,539	224,395	230,786
Transfers In	-	50,000	-
Total Revenues	86,539	274,395	230,786
Surplus/Deficit	(60,522)	19,691	-

Supplementary Information

SUDBURY PUBLIC SCHOOLS BUDGET DETAIL

Superintendent's Introduction

The 2020-2021 school year was like no other year in history, and the resilient staff and students worked hard to overcome many obstacles. This budget has been prepared to begin the school year in full in-person learning, while at the same time having the flexibility to pivot some resources if a full return is not possible. It also contains funding for supports to address the needs of students who have unfinished learning.



In building the FY22 budget, we visualized a tapestry with many threads coming together to create an image. We used this metaphor to capture the District's efforts to take the next steps with our district goals and strategic initiatives, such as our continued commitment to students' social and emotional growth, project-based learning, and the latest curricular changes. The budget was designed to stay within the Town Manager's recommended guidelines while still meeting the needs of a level service budget. To provide for additional needs, administrators worked to identify areas within the budget that could be reallocated to provide for additional staffing and programming.

The budget process begins with student enrollment projections, which are done both internally and by a third party, New England School Development Council (NESDEC). Based on the projections, along with considerations of student and program needs and School Committee class size guidelines, staffing levels are determined. Employing a zero-based budgeting method, I then meet separately with each principal and central office administrator to hear the justification of the needs that are presented. After all of those needs are articulated, the requests with the highest student impact are incorporated into the recommended budget. Finally, the recommended budget is presented to the School Committee and the community prior to its adoption by the School Committee. This budget will come before the Town at Sudbury's Annual Town Meeting.

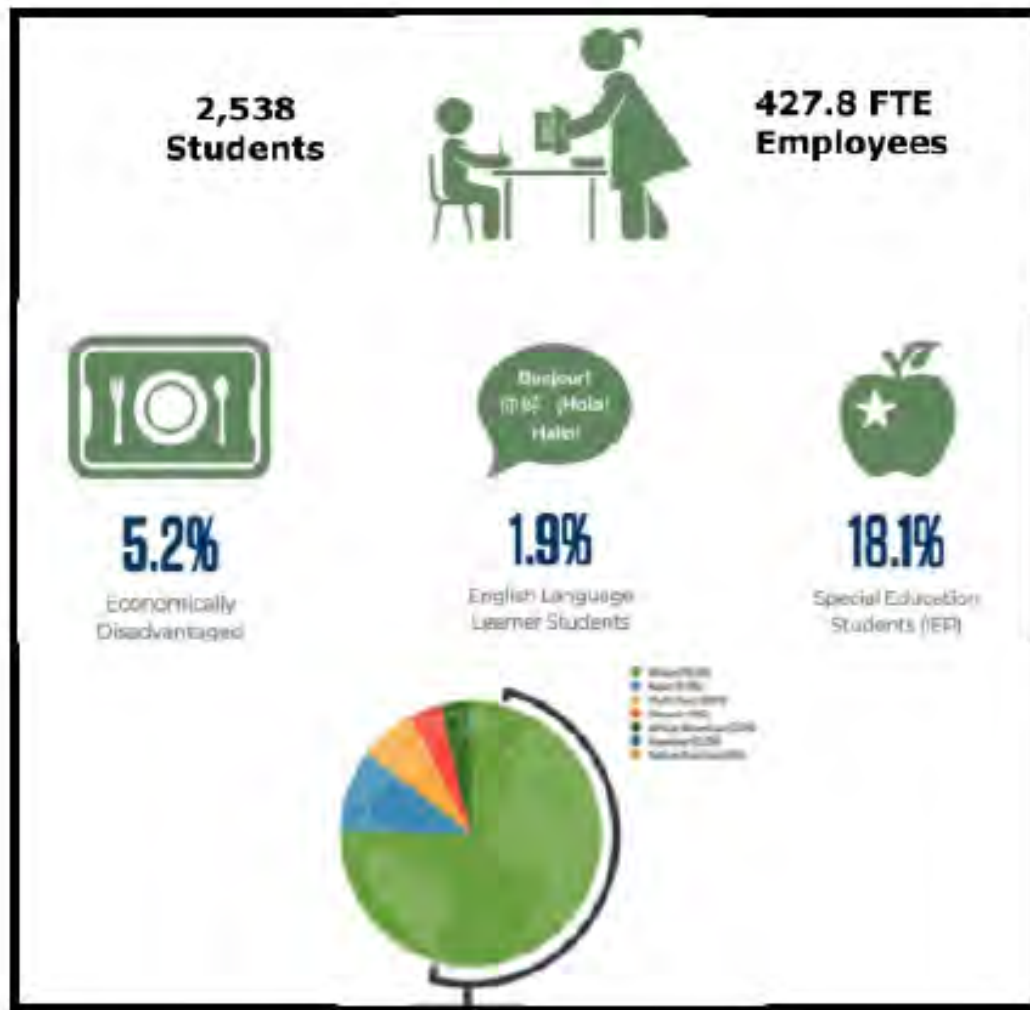
In the pages that follow, benchmarking data was based on comparable districts as identified by the Sudbury Public Schools School Committee on October 7, 2019, and sourced from the Department of Elementary and Secondary Education (DESE). At the time of publication, this book used the most recent information publicly available from the DESE. We were also careful to cite the source of the data for each chart, because different analytic tools can have different data collection points.

My team and I are grateful for the strong community support for the Sudbury Public Schools, and for the commitment of our outstanding educators, all of whom are dedicated to the students of Sudbury.

My best to you,

Brad Crozier, Superintendent of Schools

District At-Glance 2020-2021



FY22 Budget by Function Code

EXPENSE (DOE Function Category)	FY2021			FY2022		
	Forecast \$	+/- \$:	+/- %	Forecast \$	+/- \$:	+/- %
Administration	\$ 1,145,017	\$ 29,077	2.61%	\$ 1,168,483	\$ 23,466	2.05%
Instructional Leadership	\$ 3,374,470	\$ 82,037	2.49%	\$ 3,690,594	\$ 316,124	9.37%
Teachers	\$ 20,637,192	\$ 822,081	4.15%	\$ 21,142,535	\$ 505,343	2.45%
Other Teaching Services	\$ 4,899,840	\$ (195,226)	-3.83%	\$ 4,822,152	\$ (77,688)	-1.59%
Professional Development	\$ 345,135	\$ 5,683	1.67%	\$ 350,006	\$ 4,871	1.41%
Instructional Materials/Equip/Tech	\$ 681,547	\$ 6,112	0.90%	\$ 746,999	\$ 65,453	9.60%
Guidance, Counseling, Testing	\$ 1,553,628	\$ (65,610)	-4.05%	\$ 1,594,037	\$ 40,409	2.60%
Pupil Services	\$ 3,156,396	\$ 197,508	6.68%	\$ 3,154,894	\$ (1,502)	-0.05%
Operations and Maintenance	\$ 2,422,983	\$ 41,542	1.74%	\$ 2,585,139	\$ 162,156	6.69%
Fixed Charges	\$ 183,869	\$ 1,929	1.06%	\$ 185,845	\$ 1,976	1.07%
<u>Out-of-District Expenditures</u>	\$ 1,208,757	\$ 148,048	13.96%	\$ 1,190,058	\$ (18,699)	-1.55%
TOTAL GF FORECAST \$:	\$ 39,608,834	\$ 1,073,180	2.78%	\$ 40,630,742	\$ 1,021,908	2.58%

Town Manager FY22 Budget Target (12/4/20)

\$40,630,742 \$1,021,908 2.58%

+ / - diff \$: \$ -



SUDBURY PUBLIC SCHOOLS

FY2022 BUDGET PLAN BY DOE OBJECT CODES

Version: 12/4/20

OBJ# MUNIS Account Summary Name:	FY2021	FY2022	vs. FY2021	
	Budget \$	Budget \$	+ / - \$	+ / - %
502 ART	\$ 426,557	\$ 434,101	\$ 7,544	1.77%
505 AUDIO VISUAL	\$ 56,250	\$ 52,550	\$ (3,700)	-6.58%
513 COMPUTER INSTRUCTION	\$ 327,227	\$ 420,926	\$ 93,699	28.63%
514 CURRICULUM DEVELOPMENT	\$ 831,388	\$ 1,078,759	\$ 247,371	29.75%
516 ELEMENTARY EDUCATION	\$ 8,045,245	\$ 8,012,779	\$ (32,466)	-0.40%
520 EARLY CHILDHOOD EDUCATION	\$ 1,895	\$ 1,895	\$ -	0.00%
521 ENGLISH	\$ 609,105	\$ 589,647	\$ (19,458)	-3.19%
522 ENGLISH AS SECOND LANGUAGE	\$ 307,620	\$ 336,742	\$ 29,122	9.47%
524 FOREIGN LANGUAGE	\$ 780,093	\$ 808,467	\$ 28,374	3.64%
530 GUIDANCE	\$ 851,596	\$ 878,487	\$ 26,891	3.16%
531 HEALTH EDUCATION	\$ 102,055	\$ 107,363	\$ 5,308	5.20%
536 INSTRUCTION	\$ 128,877	\$ 108,588	\$ (20,289)	-15.74%
540 TECH ED (Technology/Engineering/Robotics)	\$ 212,893	\$ 225,729	\$ 12,836	6.03%
541 KINDERGARTEN	\$ 1,548,451	\$ 1,525,962	\$ (22,489)	-1.45%
544 LIBRARY	\$ 476,274	\$ 417,460	\$ (58,814)	-12.35%
555 MATHEMATICS	\$ 1,039,687	\$ 1,043,806	\$ 4,119	0.40%
560 MEDIA - COMPUTER SERVICES	\$ 352,595	\$ 292,373	\$ (60,222)	-17.08%
561 MIDDLE SCHOOL PROGRAMS	\$ 22,900	\$ 19,650	\$ (3,250)	-14.19%
563 MUSIC	\$ 682,620	\$ 706,297	\$ 23,677	3.47%
570 PHYSICAL EDUCATION	\$ 573,686	\$ 594,162	\$ 20,476	3.57%
572 PRE-SCHOOL EDUCATION	\$ 403,227	\$ 419,132	\$ 15,905	3.94%
573 PROFESSIONAL DEVELOPMENT	\$ 256,896	\$ 316,673	\$ 59,777	23.27%
575 READING	\$ 753,374	\$ 789,626	\$ 36,252	4.81%
582 SCIENCE	\$ 708,656	\$ 779,846	\$ 71,190	10.05%
583 SOCIAL STUDIES	\$ 724,263	\$ 836,433	\$ 112,170	15.49%
584 SPECIAL EDUCATION	\$ 7,212,137	\$ 7,387,968	\$ 175,831	2.44%
591 SPEECH	\$ 845,813	\$ 957,076	\$ 111,263	13.15%
592 STUDENT ACTIVITIES	\$ -	\$ -	\$ -	0.00%
594 SUBSTITUTES	\$ 381,772	\$ 402,926	\$ 21,154	5.54%
532 HEALTH SERVICES	\$ 473,031	\$ 495,968	\$ 22,938	4.85%
534 HOME STUDY	\$ 150,000	\$ 86,125	\$ (63,875)	-42.58%
564 OCCUPATIONAL THERAPY	\$ 320,449	\$ 348,666	\$ 28,217	8.81%
571 PHYSICAL THERAPY	\$ 171,788	\$ 173,505	\$ 1,717	1.00%
574 PSYCHOLOGICAL SERVICES	\$ 677,032	\$ 697,990	\$ 20,958	3.10%
585 EQUIPMENT (LEASE & REPLACEMENT)	\$ 138,307	\$ 141,640	\$ 3,333	2.41%
590 SPED CONSULTANTS	\$ 113,000	\$ 64,600	\$ (48,400)	-42.83%
596 TUITION (SPED OOD)	\$ 1,208,757	\$ 1,190,058	\$ (18,699)	-1.55%
605 VISION CONSULTANT	\$ 15,000	\$ 15,000	\$ -	0.00%
602 TRANSPORTATION (REGULAR)	\$ 833,144	\$ 865,250	\$ 32,106	3.85%
603 TRANSPORTATION (SPED)	\$ 862,809	\$ 703,400	\$ (159,409)	-18.48%
610 CURRICULUM/LIBRARY/MEDIA	\$ 300,167	\$ 386,103	\$ 85,936	28.63%
515 CUSTODIAL SERVICES	\$ 885,912	\$ 1,011,711	\$ 125,799	14.20%
546 MAINTENANCE	\$ 724,055	\$ 740,818	\$ 16,763	2.32%
581 SAFETY PROGRAMS	\$ 51,888	\$ 51,888	\$ -	0.00%
501 ADMINISTRATION	\$ 3,016,437	\$ 3,087,362	\$ 70,925	2.35%
543 LEGAL SERVICES	\$ 71,961	\$ 73,695	\$ 1,734	2.41%
615 WATER	\$ 11,815	\$ 12,100	\$ 285	2.41%
616 ELECTRICITY	\$ 501,067	\$ 513,143	\$ 12,076	2.41%
617 HEATING OIL/GAS	\$ 251,393	\$ 257,452	\$ 6,059	2.41%
619 TELEPHONE	\$ 48,740	\$ 49,915	\$ 1,175	2.41%
621 STIPENDS	\$ 68,930	\$ 68,930	\$ -	0.00%
622 403(b) MATCH	\$ 50,000	\$ 50,000	\$ -	0.00%
	\$ 39,608,834	\$ 40,630,742	\$ 1,021,908	2.58%

Attachment7.m: FY22 Proposed Town Manager Budget UPDATED 3-5-2021 version 2 (4446 : Town Meeting action)

FY22 New Positions

3.0 Custodians	Build capacity in custodial staff to ensure safe and clean buildings. (\$132,858)
Tiered General Ed Services per District Assessment/Review	Targeted services to meet the needs of students who require more intervention (\$227,090)
0.2 Number Theory Teacher	Projected increase in student enrollment (\$14,400)
1.0 School Support Specialist	Provide academic supports to students and their families (\$72,849)
1.0 ABA Tutor	Projected increase in student service delivery (Loring) (\$33,739)
0.2 Speech/Language Pathologist	Projected increase in student service delivery (ECMS) (\$14,400)
0.2 Grade 8 Math Teacher	Align class size in algebra sections to guidelines (\$14,400)

These additional positions will support the needs of students in the middle and elementary schools for FY22.

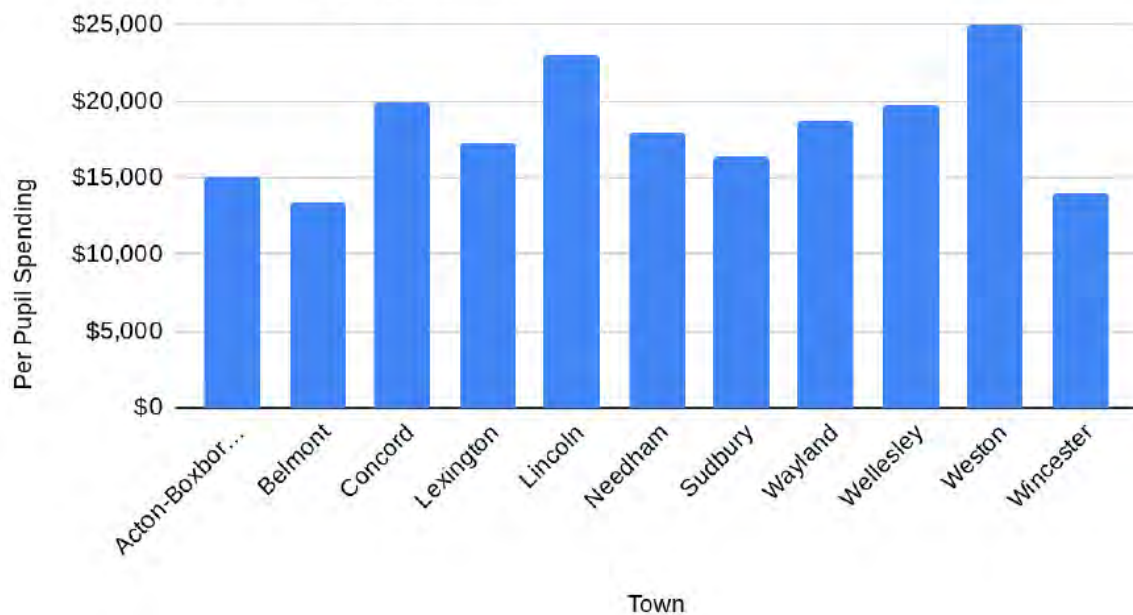


Pupil Expenditure

2020 Per Pupil Expenditure by Comparables

Sudbury's FY20 per-pupil cost was \$16,384, which is the fourth lowest as compared to peer districts as identified by Sudbury Public Schools School Committee.

Per Pupil Spending by Town



Source: DESE (Department of Elementary and Secondary Education) RADAR (Resource Allocation and District Allocation Reports)

2020 FTE by 100 Students

The graphs below focus on staffing levels in the Sudbury Public Schools. Sudbury is the second lowest in administrative/leadership spending. There is one district equivalent to Sudbury with regards to FTE designated to clerical/technology support with the rest all being higher.

Organization	Teachers	Paraprofessionals	Leadership	Student Support	Clerical	Tech
Acton-Boxborough	384	226	54	35	46	14
Belmont	285	100	28	22	27	10
Concord	174	94	24	13	16	6
Lexington	616	191	70	60	114	18
Lincoln	120	52	13	7	17	4
Needham	423	167	59	38	69	9
State	75098	25317	8998	5713	8257	1390
Sudbury	196	52	21	19	19	3
Wayland	221	121	32	17	30	7
Wellesley	393	219	49	35	45	17
Weston	180	66	25	21	42	12
Winchester	356	99	36	26	28	4

Source: DESE (Department of Elementary and Secondary Education) RADAR (Resource Allocation and District Allocation Reports)



2020 FTE by 100 Students (Continued)

Organization	Teachers	Paraprofessionals	Leadership	Student Support	Clerical	Tech
Acton-Boxborough	7.1	4.2	1.0	0.7	0.8	0.3
Belmont	6.1	2.1	0.6	0.5	0.6	0.2
Concord	8.4	4.6	1.2	0.6	0.8	0.3
Lexington	8.6	2.7	1.0	0.8	1.6	0.3
Lincoln	10.8	4.6	1.2	0.6	1.5	0.4
Needham	7.4	2.9	1.0	0.7	1.2	0.2
State	7.9	2.7	0.9	0.6	0.9	0.1
Sudbury	7.3	1.9	0.8	0.7	0.7	0.1
Wayland	8.2	4.5	1.2	0.6	1.1	0.3
Wellesley	8.1	4.5	1.0	0.7	0.9	0.3
Weston	8.8	3.2	1.2	1.1	2.0	0.6
Winchester	7.6	2.1	0.8	0.5	0.6	0.1

Source: DESE (Department of Elementary and Secondary Education) RADAR (Resource Allocation and District Allocation Reports)



LS REGIONAL HIGH SCHOOL BUDGET DETAIL

Lincoln Sudbury Regional School District					
FY19 - FY22 Revenue Summary					
Category	FY 19 Actual	FY 20 Actual	FY 21 <i>Revised per Gov Proposal</i>	FY 22 Projected 12/8/20	FY 22 Projected 1/27/21
State Revenues *					
Chapter 70 Aid	\$3,051,794	\$3,127,363	\$3,145,998	\$3,145,998	\$3,264,670
Reg Trans Reimb	\$543,965	\$556,217	\$332,472	\$332,472	\$328,098
(Transfer to Transp. Revolving)	-\$234,753	-\$221,540	-\$10,135	-\$16,745	-
	\$3,361,006	\$3,462,040	\$3,468,335	\$3,461,725	\$3,592,768
Other Revenues					
Medicaid	\$41,225	\$35,000	\$35,000	\$35,000	\$35,000
E-rate	\$1,530	\$2,500	\$2,500	\$0	\$0
Transcripts	\$10,529	\$7,500	\$7,500	\$5,000	\$5,000
Other Misc	\$114,714	\$10,000	\$10,000	\$10,000	\$10,000
E & D (or other sources)	\$250,000	\$0	\$0	\$0	\$0
Interest Income	\$56,512	\$10,000	\$10,000	\$15,000	\$15,000
	\$474,510	\$65,000	\$65,000	\$65,000	\$65,000
State and Other Revenue Total	\$3,835,516	\$3,527,040	\$3,533,335	\$3,526,725	\$3,657,768
Assessments - Operating/Debt/OPEB					
Lincoln *	\$3,684,359	\$3,550,493	\$3,676,335	\$3,807,575	\$3,876,655
Sudbury	\$24,762,715	\$25,808,881	\$26,712,280	\$27,530,492	\$27,330,369
	\$28,447,074	\$29,359,374	\$30,388,615	\$31,338,067	\$31,207,024
Total Revenue	\$32,282,590	\$32,886,414	\$33,921,950	\$34,864,792	\$34,864,792

LINCOLN SUDBBURY REGIONAL HIGH SCHOOL FY2022 EXPENDITURE PROJECTION – 1/19/2021

1. SALARIES							
Account	FY20 Actual Exp	FY21 Final Budget	FY21 Yr-to-Date as of 10/29/20	FY22 Proposed Budget	Variance FY22 Budget from FY21	FY22 Change %	
ADMINISTRATOR SALARIES	\$ 1,349,482	\$ 1,404,981	\$ 1,564,807	\$ 1,601,652	\$ 196,671		
CLERICAL SALARIES	\$ 900,767	\$ 978,464	\$ 944,958	\$ 1,034,072	\$ 55,608		
TEACHER SALARIES	\$ 15,515,145	\$ 15,979,824	\$ 15,915,465	\$ 16,449,887	\$ 470,063		
OTHER SALARIES AND STIPENDS	\$ 760,093	\$ 828,558	\$ 666,361	\$ 834,209	\$ 5,651		
SUBSTITUTE WAGES	\$ 151,975	\$ 86,000	\$ 5,334	\$ 86,000	\$ -		
MAINTENANCE WAGES	\$ 675,514	\$ 725,438	\$ 679,598	\$ 714,783	\$ (10,655)		
PARAPROFESSIONAL WAGES	\$ 732,037	\$ 759,174	\$ 657,987	\$ 670,201	\$ (88,973)		
BUS MONITORS	\$ 78,011	\$ 112,000	\$ -	\$ -	\$ (112,000)		
SUBTOTAL SALARIES	\$ 20,163,022	\$ 20,874,439	\$ 20,434,511	\$ 21,390,804	\$ 516,365	2.47%	
2. BUSING & FOOD SERVICE	\$ 1,204,609	\$ 1,307,460	\$ 1,028,310	\$ 1,345,229	\$ 37,769	2.89%	
3. CONTRACTUAL SERVICES	\$ 576,006	\$ 700,787	\$ 359,595	\$ 820,124	\$ 119,337	17.03%	
4. EQUIPMENT	\$ 188,442	\$ 199,102	\$ 112,062	\$ 228,467	\$ 29,365	14.75%	
5. EMPLOYEE INSURANCES	\$ 3,415,571	\$ 3,615,429	\$ 1,140,017	\$ 3,405,843	\$ (209,586)	-5.80%	
6. NON-EMPLOYEE INSURANCES	\$ 112,353	\$ 130,000	\$ 126,439	\$ 133,500	\$ 3,500	2.69%	
7. PENSION ASSESSMENT	\$ 704,071	\$ 755,859	\$ 755,859	\$ 793,652	\$ 37,793	5.00%	
8. OPEB CONTRIBUTION	\$ 383,109	\$ 383,109	\$ 383,109	\$ 250,000	\$ (133,109)	-34.74%	
9. OUT OF DISTRICT TUITION	\$ 3,610,331	\$ 3,634,034	\$ 5,443,498	\$ 4,141,954	\$ 507,920	13.98%	
10. TEXTBOOKS	\$ 68,070	\$ 87,561	\$ 8,349	\$ 82,666	\$ (4,895)	-5.59%	
11. INSTRUCT/ADMIN SUPPLIES AND MATERIALS	\$ 309,257	\$ 304,051	\$ 129,004	\$ 354,839	\$ 50,788	16.70%	
12. B & G CONTRACT SVCS, SUPPLIES, EQUIP.	\$ 521,682	\$ 520,481	\$ 415,863	\$ 554,525	\$ 34,044	6.54%	
13. UTILITIES	\$ 466,928	\$ 541,165	\$ 277,559	\$ 526,000	\$ (15,165)	-2.80%	
14. MISCELLANEOUS (Conf., Member., Trav., etc.)	\$ 260,597	\$ 258,913	\$ 58,745	\$ 254,764	\$ (4,149)	-1.60%	
15. DEBT SERVICE	\$ 628,700	\$ 602,950	\$ 565,375	\$ 582,425	\$ (20,525)	-3.40%	
Total General Fund	\$ 32,612,749	\$ 33,915,340	\$ 31,238,295	\$ 34,864,792	\$ 949,452	2.80%	
PROJECTED REVENUE AS OF: 1/19/2021				\$ 34,864,792		2.80%	

Attachment7.m: FY22 Proposed Town Manager Budget UPDATED 3-5-2021 version 2 (4446 : Town Meeting action)

CURRENT MEDIAN CLASS SIZE

Department (FTE red)	Median Class Size (FY20) FY21
Computer Science	(23) 26
English (.5)	(22) 23
FATA (.5)	(19) 21
History (.5 ACE)	(23) 22
Math (.25)	(21) 21
Science	(23) 23
Wellness (.5)	(20) 21
World Language (.5)	(19) 20

LONG-TERM DEBT

LONG-TERM DEBT SCHEDULES

Town Outstanding Debt by Type

Issue Types	Schools	Municipal	Pre-CPA	Total	Annual Debt Service	Principal Balance
FY20 Principal Balance	2,505,000	6,123,234	1,275,000			9,903,234
FY21 Principal	2,060,000	509,621	85,000	2,654,621		
FY21 Interest	89,413	217,517	46,963	353,892	3,008,513	7,248,613
FY22 Principal	240,000	413,908	85,000	738,908		
FY22 Interest	13,244	194,380	42,713	250,336	989,244	6,509,706
FY23 Principal	85,000	418,503	85,000	588,503		
FY23 Interest	8,050	175,134	38,463	221,647	810,150	5,921,202
FY24 Principal	80,000	423,116	85,000	588,116		
FY24 Interest	4,600	155,772	34,213	194,584	782,700	5,333,086
FY25 Principal	40,000	427,845	85,000	552,845		
FY25 Interest	2,000	136,292	29,963	168,255	721,100	4,780,241
FY26 Principal	-	432,895	85,000	517,895		
FY26 Interest	-	116,693	25,713	142,405	660,300	4,262,346
FY27 Principal	-	438,273	85,000	523,273		
FY27 Interest	-	104,065	23,163	127,227	650,500	3,739,073
FY28 Principal	-	443,787	85,000	528,787		
FY28 Interest	-	91,300	20,613	111,913	640,700	3,210,286
FY29 Principal	-	454,642	85,000	539,642		
FY29 Interest	-	78,396	18,063	96,458	636,100	2,670,645
FY30 Principal	-	460,645	85,000	545,645		
FY30 Interest	-	65,193	15,513	80,705	626,350	2,125,000
FY31 Principal	-	360,000	85,000	445,000		
FY31 Interest	-	51,838	12,963	64,800	509,800	1,680,000
FY32 Principal	-	335,000	85,000	420,000		
FY32 Interest	-	41,038	10,413	51,450	471,450	1,260,000
FY33 Principal	-	335,000	85,000	420,000		
FY33 Interest	-	30,988	7,863	38,850	458,850	840,000
FY34 Principal	-	335,000	85,000	420,000		
FY34 Interest	-	20,938	5,313	26,250	446,250	420,000
FY35 Principal	-	335,000	85,000	420,000		
FY35 Interest	-	10,469	2,656	13,125	433,125	-
Remaining Debt Service	4,824,381	8,360,131	1,751,044	14,935,556	14,935,556	

LS Regional High School Outstanding Debt

	Total	Annual Debt Service	Principal Remaining
FY20 Principal Balance			3,025,000
FY21 Principal	520,000		
FY21 Interest	82,950	602,950	2,505,000
FY22 Principal	515,000		
FY22 Interest	67,425	582,425	1,990,000
FY23 Principal	510,000		
FY23 Interest	52,050	562,050	1,480,000
FY24 Principal	500,000		
FY24 Interest	36,900	536,900	980,000
FY25 Principal	495,000		
FY25 Interest	21,975	516,975	485,000
FY26 Principal	485,000		
FY26 Interest	7,275	492,275	-
Remaining Debt Service	3,922,275	3,922,275	

Community Preservation Outstanding Debt by Project

Issues	Nobscot I & II	Cutting/ Dickson	Libby	Pantry Brook	Johnson Farm	Total	Annual Debt Service	Principal Balance
FY19 Principal Balance	3,255,000	900,000	605,000	2,290,000	750,000			7,800,000
FY21 Principal	340,000	235,000	125,000	130,000	50,000	880,000		
FY21 Interest	100,075	15,700	10,863	77,148	27,625	231,410	1,111,410	6,920,000
FY22 Principal	345,000	230,000	125,000	135,000	50,000	885,000		
FY22 Interest	88,575	12,175	8,988	73,173	25,125	208,035	1,093,035	6,035,000
FY23 Principal	340,000	220,000	120,000	140,000	50,000	870,000		
FY23 Interest	78,175	8,150	6,800	69,048	22,625	184,798	1,054,798	5,165,000
FY24 Principal	340,000	215,000	120,000	145,000	50,000	870,000		
FY24 Interest	67,625	4,300	4,700	64,773	20,125	161,523	1,031,523	4,295,000
FY25 Principal	340,000	-	115,000	150,000	50,000	655,000		
FY25 Interest	54,525	-	2,300	60,348	17,625	134,798	789,798	3,640,000
FY26 Principal	345,000	-	-	155,000	50,000	550,000		
FY26 Interest	41,200	-	-	55,773	15,125	112,098	662,098	3,090,000
FY27 Principal	340,000	-	-	155,000	50,000	545,000		
FY27 Interest	30,150	-	-	50,929	13,625	94,704	639,704	2,545,000
FY28 Principal	335,000	-	-	165,000	50,000	550,000		
FY28 Interest	21,525	-	-	45,729	12,125	79,379	629,379	1,995,000
FY29 Principal	330,000	-	-	170,000	50,000	550,000		
FY29 Interest	12,588	-	-	40,030	10,625	63,243	613,243	1,445,000
FY30 Principal	100,000	-	-	175,000	50,000	325,000		
FY30 Interest	6,000	-	-	33,906	9,125	49,031	374,031	1,120,000
FY31 Principal	100,000	-	-	180,000	50,000	330,000		
FY31 Interest	2,000	-	-	27,200	7,625	36,825	366,825	790,000
FY32 Principal	-	-	-	190,000	50,000	240,000		
FY32 Interest	-	-	-	19,800	6,125	25,925	265,925	550,000
FY33 Principal	-	-	-	195,000	50,000	245,000		
FY33 Interest	-	-	-	12,100	4,625	16,725	261,725	305,000
FY34 Principal	-	-	-	205,000	50,000	255,000		
FY34 Interest	-	-	-	4,100	3,125	7,225	262,225	50,000
FY35 Principal	-	-	-	-	50,000	50,000		
FY35 Interest	-	-	-	-	1,563	1,563	51,563	-
Remaining Debt Service	4,207,588	1,200,825	782,113	3,130,026	1,026,938	10,347,489	10,347,489	

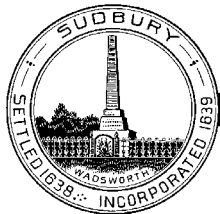
LEGAL DEBT LIMIT

The Legal Debt Limit is 5% of the Town's taxable property as last equalized by the Massachusetts Department of Revenue. The Town can authorize debt up to the legal debt limit without approval from the State.

The Legal Debt Limit for FY19 is as follows:

Fiscal year 2020 equalized valuation.....	\$ <u>5,131,906,400</u>
Normal debt limit (5% of equalized valuation).....	<u>256,595,320</u>
Debt applicable to limit:	
Total net debt applicable to limit.....	<u>35,871,000</u>
Legal debt margin.....	\$ <u>220,724,320</u>

CAPITAL PLANNING



Henry Hayes
Town Manager

TOWN OF SUDBURY

Office of the Town Manager

www.sudbury.ma.us

278 Old Sudbury Road
Sudbury, MA 01776-1843
978-639-3381

Fax: 978-443-0756
Email: townmanager@sudbury.ma.us

February 10, 2021

Dear Honorable Select Board and Members of the Finance Committee,

It is my pleasure to submit to you the FY22 Town Manager's Capital Plan for the Town Municipal Government, Sudbury Public Schools (SPS), and Lincoln Sudbury Regional High School (LSRHS) of the Town of Sudbury.

The development of the annual Capital Budget begins with requests from the Town Manager through the Combined Facilities Director, to all departments to prepare and submit capital requests in order to determine and submit an overall budget request that is coordinated among departments and represents the highest priority needs of the Town for the next year, based on available funds. From there, a collaborative process, with representation from each cost center is engaged to determine critical needs and prioritization of those needs for the coming fiscal year.

We all recognize the significant capital needs of the Town and the challenges that come with maintaining services while addressing capital needs. Balancing these needs while being respectful of the tax impact is at the forefront of our minds.

The requested Capital Budget is \$2,779,680. This includes the Town Manager's Capital Operating Budget of \$1,102,180. Favorable action on this plan at Town Meeting will allow the town to make necessary repairs and purchase or replace essential equipment. This plan is imperative to systematically anticipate and deliver service the town in the best possible manner.

The following chart shows the detail of the proposed FY22 Capital Plan:

Project Name	Department	Cost	Suggested Funding
Various Building Improvements	Facilities	\$ 75,000	Free Cash/Tax Levy*
Radio Receivers	Police	\$ 30,000	Free Cash/Tax Levy*
Pick Up Truck with Plow - Unit 2	DPW	\$ 70,000	Free Cash/Tax Levy*
Pickup Truck (Fire Dept.) Engine 8	Fire	\$ 55,000	Free Cash/Tax Levy*
Loring School Playground Access Walkway	SPS	\$ 78,000	Free Cash/Tax Levy*
Dump Truck With Plow - Unit 29	DPW	\$ 95,000	Free Cash/Tax Levy*
Fire Department Service Truck	Fire	\$ 55,000	Free Cash/Tax Levy*
Half Ton Pickup Truck	Facilities	\$ 28,309	Free Cash/Tax Levy*
Van	Facilities	\$ 40,144	Free Cash/Tax Levy*
Fire Alarm Monitoring System (Vision 21)	Fire	\$ 91,000	Free Cash/Tax Levy*
Tennis Court Repair and Resurfacing	LSRHS	\$ 39,410	Free Cash/Tax Levy*
Curtis Boiler #3 Replacement	SPS/Facilities	\$ 80,000	Free Cash/Tax Levy*
Car 3 (Fire Dept.)	Fire	\$ 55,000	Free Cash/Tax Levy*
Paging, Clocks, and Bell Systems	SPS	\$ 25,000	Free Cash/Tax Levy*
Aerila Fork Lift (currently 2004)	LSRHS	\$ 35,907	Free Cash/Tax Levy*
Loring Hot Water Heating Main Circulating Pump Replacement	SPS/Facilities	\$ 25,000	Free Cash/Tax Levy*
2012 Chevrolet Express Van-15 Passenger	LSRHS	\$ 39,410	Free Cash/Tax Levy*
Kitchen Equipment Replacement.	SPS	\$ 45,000	Free Cash/Tax Levy*
Document Scanning	Info Systems	\$ 50,000	Free Cash/Tax Levy*
Demolition of 3 Sheds at Broadacres Farm	Facilities	\$ 40,000	Free Cash/Tax Levy*
Town-wide Walkway Design/Construction Improvements	DPW	\$ 50,000	Free Cash/Tax Levy*

Town Manager's Capital Operating Budget \$ 1,102,180

Replace Stadium Field Turf (Town Partnership)	LSRHS	\$ 337,500	Free Cash
Noyes Fire Alarm System Replacement	SPS/Facilities	\$ 220,000	Free Cash
6-Wheel 26,000+ GVW Combo Body Dump Truck w/Plow and Spreaders	DPW	\$ 285,000	Free Cash
Multi-purpose Sidewalk Tractor unit # 53	DPW	\$ 205,000	Free Cash
2004 Volvo L90E Loader unit 48	DPW	\$ 230,000	Free Cash
Marlboro Road Culvert Replacement (Construction)	DPW	\$ 400,000	Free Cash

Capital Additions in Excess of \$100,000 \$ 1,677,500

Total FY22 Capital Plan \$ 2,779,680

* \$900,000 of Free Cash is proposed to fund a portion of the Town Manager's Capital Operating Budget. The balance of \$202,180 will be raised in the Tax Levy.

I greatly appreciate the Department Heads, School Superintendents, and the Capital Improvement Advisory Committee for their participation, cooperation and dedication to this process. Collectively, they are the most knowledgeable about our needs each year and their expertise is recognized and appreciated. I render specific recognition to our Combined Facility Director, Bill Barletta, for his coordination and oversight of the capital process and the Town of Sudbury. Ultimately, these submissions are aligned with the current and future needs of the Town, Master Plan and goals of the Select Board, in one way or another. The project request forms for the Town Manager's Capital Operating Budget are attached. We look forward to discussing these requests with you.

Respectfully submitted,

Henry Hayes
Town Manager



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:

Facilities – Town and SPS

Item/Project Name:

Various Building Improvements

Year of Initial Request: 2020	Estimated Total Project Cost: \$75,000	Estimated Future Savings:
Estimated Incremental Costs: NA	Recurring or Nonrecurring: Recurring	
Justification Code: B - Asset Maintenance	Priority: 1	Anticipated Staffing Changes: None
Project Description: These improvements are a continuation of a long-term plan to include a standard amount of funding for building improvements in the Capital Budget each year. As in prior years the intent is to include school buildings as well. The Various Buildings Improvements requests does not list any specific project, thus allowing flexibility to address capital projects that are not anticipated for the coming fiscal year and have no funding source. The intent is to include engineering and studies that may be required to execute projects.		
Justification and Need: Building improvements are to be made based upon greatest need and to include items listed in previous capital request s or similar items.		
Benefit: Allows for immediate attention to unanticipated facilities capital repair, asset preservation issues and cost savings measures.		
Alternatives Considered and Reasons for Nonselection:		Typical Replacement Lifecycle:
Consequences of Not Implementing or Delaying Implementation: Increased deferred maintenance, system failures and operational inefficiencies.		
Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.): The various improvements projects may include, but are not limited to, engineering and architectural services, capital projects, required studies and cost estimation, building envelope, building mechanical systems and energy management systems.		



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
Sudbury Police Department
Item/Project Name:
Radio Receivers

Year of Initial Request: FY22	Estimated Total Project Cost: \$30,000	Estimated Future Savings:
Estimated Incremental Costs: NA	Recurring or Nonrecurring: NR	
Justification Code: A - Essential	Priority: 1	Anticipated Staffing Changes: N/A
Project Description: Replacement of legacy radio receiver equipment at the Landfill and Lincoln-Sudbury Regional High School.		
Justification and Need: Sudbury Police Department radio infrastructure is critical to operations. There remain 2 legacy receiver sites at Lincoln-Sudbury Regional High School as well as the DPW Landfill which covers the southeast corner of the town.		
Benefit: Provides a sustainable radio network for both the High School as well as the southeast quadrant of town.		
Alternatives Considered and Reasons for Nonselection:		Typical Replacement Lifecycle:
Consequences of Not Implementing or Delaying Implementation: Increased deferred maintenance, system failures and operational inefficiencies.		
Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.): <i>Quote provided of \$28,770.00 effective through December 27, 2020. Expanded to \$30,000 for future increases.</i>		



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
DPW
Item/Project Name:
Pick-up Truck with Plow Unit 2

Year of Initial Request: FY22	Estimated Total Project Cost: \$70,000	Estimated Future Savings: N/A
Estimated Incremental Costs: NA	Recurring or Nonrecurring: Recurring	
Justification Code: B - Asset Maintenance	Priority: 1	Anticipated Staffing Changes: N/A
Project Description: Purchase a new Pick-up truck with plow to replace an older model truck.		
Justification and Need: The proposal is to replace a 2015 Chevy Silverado 2500 with a new pick-up truck and plow. This pick-up truck is assigned to a supervisor. It is a goal of the Public Works to focus on standardizing vehicles and specifying vehicles to better suit our multi-disciplinary needs. Pick-up trucks are one of the most used equipment in the fleet. The Public Works employees use these vehicles to perform their everyday tasks including moving materials and equipment that is carried and towed by these vehicles. These trucks are also paired with larger equipment to perform snow removal.		
Benefit: Systematic replacement helps eliminate job down-time, ensures reliability and provides safe, functional equipment.		
Alternatives Considered and Reasons for Nonselection: An alternative is using the existing equipment and hope that equipment doesn't fail during critical operation, however, this is not a prudent plan and will jeopardize the ability of the DPW team to do their jobs safely and effectively.		Typical Replacement Lifecycle: 10 Years
Consequences of Not Implementing or Delaying Implementation: The replacement cycle of these types of DPW vehicles and equipment is approximately 10 years. The Department of Public works depends on the regular replacement of vehicles and equipment. Without these vehicles and equipment, employees will not be able to do their jobs safely and effectively, causing delays in snow removal operations and construction projects.		
Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):		

Picture(s) of existing vehicle:



Picture(s) of proposed new similar vehicle:





**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
Fire Department

Item/Project Name:
Engine 8 Replacement

Year of Initial Request: FY22	Estimated Total Project Cost: \$55,000	Estimated Future Savings: N/A
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: NR	
Justification Code: A - Essential	Priority: 1-B	Anticipated Staffing Changes: None
Project Description: This project is for the replacement of Engine 8, Brush Fire Unit		
Justification and Need: The current Engine 8 is a 2003 Ford F-350 Pickup truck purchase used on a federal grant, replacement of this vehicle is due to age and a lack of dependability for brush fire response. Once replaced, the vehicle will be over eighteen years old.		
Benefit: The Department will have a dependable vehicle for brush fire response, lower fuel and maintenance costs.		
Alternatives Considered and Reasons for Nonselection:		Typical Replacement Lifecycle: 10 Years
Consequences of Not Implementing or Delaying Implementation: Not replacing Engine 8 would place the Department in the position of not having adequate brush fire response capabilities.		
Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):		



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
SPS/Facilities
Item/Project Name:
Loring School Playground Access Walkway

Year of Initial Request: 2020	Estimated Total Project Cost: \$78,000	Estimated Future Savings: N/A
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: NR	
Justification Code: A - Essential	Priority: 3	Anticipated Staffing Changes: None
Project Description: Construct a walkway from the Loring School cafeteria to the new ADA compliant playground to be constructed in summer 2021. This would enable all students, including those with mobility impairments, to access the new playground together using one walkway. Students with mobility impairments will be able to use the same pathway to and from the playground as all others.		
Justification and Need:		
Benefit: All students will be able to use the same pathway to the new compliant playground. There will be no need for a ramp system or separate route for those with mobility impairment.		
Alternatives Considered and Reasons for Nonselection:		Typical Replacement Lifecycle:
Consequences of Not Implementing or Delaying Implementation:		
Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):		



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
DPW
Item/Project Name:
Dump Truck with Plow Unit 29

Year of Initial Request: FY22	Estimated Total Project Cost: \$95,000	Estimated Future Savings: N/A
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: Recurring	
Justification Code: B - Asset Maintenance	Priority: 2	Anticipated Staffing Changes: None
Project Description: Purchase a new dump truck with plow to replace an older model truck.		
Justification and Need: The proposal is to replace a 2014 Chevy Silverado 3500 dump truck with a new similar dump truck (stake-body) with plow. A new dump truck will provide multiple uses throughout all the divisions within the DPW as well as improve efficiencies. It is a goal of the Public Works to focus on standardizing vehicles and specifying vehicles to better suit our multi-disciplinary needs. Dump trucks are one of the most used equipment in the fleet. The Public Works employees use these vehicles to perform their everyday tasks including moving materials and equipment that is carried and towed by these vehicles. These trucks are also paired with larger equipment to perform snow removal.		
Benefit: Systematic replacement helps eliminate job down-time, ensures reliability and provides safe, functional equipment.		
Alternatives Considered and Reasons for Nonselection: An alternative is using the existing equipment and hope that equipment doesn't fail during critical operation, however, this is not a prudent plan and will jeopardize the ability of the DPW team to do their jobs safely and effectively.		Typical Replacement Lifecycle: 10 Years
Consequences of Not Implementing or Delaying Implementation: The replacement cycle of these types of DPW vehicles and equipment is approximately 10 years. The Department of Public works depends on the regular replacement of vehicles and equipment. Without these vehicles and equipment, employees will not be able to do their jobs safely and effectively, causing delays in snow removal operations and construction projects.		
Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):		

Picture(s) of existing vehicle:



Picture(s) of proposed new similar vehicle:





**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
Fire Department
Item/Project Name:
M-1 Replacement Vehicle

Year of Initial Request: FY22	Estimated Total Project Cost: \$55,000	Estimated Future Savings: N/A
Estimated Incremental Costs: NA	Recurring or Nonrecurring: Recurring	
Justification Code: A - Essential	Priority: 2	Anticipated Staffing Changes: None
Project Description: This project is for the replacement of the Fire Departments Service truck, a 2006 Chevrolet 2500 HD 3/4.		
Justification and Need: The current service vehicle (M-1) has been taken out of service due to substantial rust on the frame, suspension, body, fuel lines and brake system. This vehicle is used as spare command vehicle for the Shift Commander, to transport fire equipment to and from fire scenes, and used to pull the Departments four emergency response trailers.		
Benefit: The Department will have a dependable vehicle for emergency response, lower fuel and maintenance costs.		
Alternatives Considered and Reasons for Nonselection:		Typical Replacement Lifecycle: 10 Years
Consequences of Not Implementing or Delaying Implementation: Not replacing M-1 would place the Department in the position of not having an adequate vehicle to address the Towns emergency response capabilities.		
Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.): On request.		



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
Facilities
Item/Project Name:
Replace Half Ton Pickup Truck

Year of Initial Request: FY21	Estimated Total Project Cost: \$28,309	Estimated Future Savings: N/A
Estimated Incremental Costs: 5%	Recurring or Nonrecurring: Nonrecurring	
Justification Code: B - Asset Maintenance	Priority: 5	Anticipated Staffing Changes: None
Project Description: Replace 2011 Chevrolet half ton pickup truck used by Facilities Dept. maintenance staff with F150 4X4 SS S/Cab XL half ton 4-wheel drive pickup truck.		
Justification and Need: The pickup is the only truck in the Facilities Department. The current truck will be 10 years old and parts are beginning to rust and reach the end of their life. The interior is worn. This truck is used by staff for transporting all types of materials, tools and associated equipment. It is the only means to move large items. The truck is also used to transport staff during and after snow storms to perform required snow removal.		
Benefit: Continued ability to perform basic the mission and tasks required of the Facilities Dept. reliably. Expanded capacity to perform required maintenance functions.		
Alternatives Considered and Reasons for Nonselection: Continued use of an aged vehicles and limited capability.		Typical Replacement Lifecycle: 8-10 Years
Consequences of Not Implementing or Delaying Implementation: Increased repair and maintenance costs. Decreased vehicle reliability and usefulness.		
Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):		

Attachment7.m: FY22 Proposed Town Manager Budget UPDATED 3-5-2021 version 2 (4446 : Town Meeting action)



Ford F-150 XL Pickup Truck



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

		Department/Committee: Facilities Item/Project Name: Replace Ford Explorer
Year of Initial Request: FY21	Estimated Total Project Cost: \$40,000	Estimated Future Savings: N/A
Estimated Incremental Costs: 5%	Recurring or Nonrecurring: Recurring	
Justification Code: B - Asset Maintenance	Priority: 5	Anticipated Staffing Changes: None
Project Description: Replace 2016 Ford Explorer (former police cruiser) used by Facilities Dept. maintenance staff with cargo van.		
Justification and Need: The Explorer is a former police cruiser has 75,000 miles and has required extensive costly repairs since being placed into service by Facilities. The vehicle has very limited capacity for most maintenance functions. Carrying tools and materials, etc.		
Benefit: Continued ability to perform the mission and basic tasks required of the Facilities Dept. reliably. Expanded capacity to perform required maintenance functions.		
Alternatives Considered and Reasons for Nonselection: Continued use of an aged vehicles and limited capability.		Typical Replacement Lifecycle: 8-10 Years
Consequences of Not Implementing or Delaying Implementation: Increased repair and maintenance costs. Decreased vehicle reliability and usefulness.		
Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):		

Facilities Ford Explorer cargo area



Facilities Ford Explorer back seat



Facilities Ford Explorer front





Ford Transit Connect Cargo Van



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
Fire Department

Item/Project Name:
Fire Alarm Monitoring
System Vision 21
Replacement

Year of Initial Request: FY22	Estimated Total Project Cost: \$91,000	Estimated Future Savings: N/A
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: NR	
Justification Code: A - Essential	Priority: 3	Anticipated Staffing Changes: None
Project Description: This project is for the replacement of the Fire Departments Radio Box Fire Alarm Monitoring equipment located in the Police Station Dispatch Center.		
Justification and Need: The current Fire Alarm Radio Box monitoring equipment located in the Police Dispatch Center has reach end of life and replacement parts are staring to become an issue. This system monitors all the fire alarm systems for the Towns buildings to include the schools, Town Hall, DPW, Senior Center/Recreation etc. This system also monitors private buildings to included skilled nursing facilities, large apartment complexes and condominiums, private schools, etc.		
Benefit: The new upgraded monitoring system will work on computer servers/software and will not have rely on analog/mechanical components that could fail and would need to have outdated replacement parts located. The current Radio Box Monitoring system is being phased out by the manufacture and finding replacement parts is questionable.		
Alternatives Considered and Reasons for Nonselection:		Typical Replacement Lifecycle: 10 Years
Consequences of Not Implementing or Delaying Implementation: Not replacing this equipment in a timely fashion could lead to a breakdown of the system and Radio Box Fire Alarms would not be received by the Dispatch Center.		
Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.): On request.		



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
LSRHS
Item/Project Name:
Tennis Court Repair and Resurfacing (6 courts)

Year of Initial Request: 2021	Estimated Total Project Cost: \$45,000	Estimated Future Savings: N/A
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: Additional maintenance costs	
Justification Code: B - Asset Maintenance	Priority: 3 - High	Anticipated Staffing Changes: None
Project Description: Repair and Resurface 6 Tennis Courts		
Justification and Need: The tennis court condition is deteriorating with the size and depth of cracks increasing each year as they are beyond useful life.		
Benefit: The tennis courts are used seasonally by athletes and community members alike.		
Alternatives Considered and Reasons for Nonselection: N/A		Typical Replacement Lifecycle: 10 Years
Consequences of Not Implementing or Delaying Implementation: Aging surface is prone to weather damage, increased wear and tear requiring additional repairs and safety concerns for students and community members.		
Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.): N/A		



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee: SPS/Facilities
Item/Project Name: Curtis Boiler #3 Replacement

Year of Initial Request: 2020	Estimated Total Project Cost: \$80,000	Estimated Future Savings:
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: Recurring	
Justification Code: A - Essential	Priority: 2	Anticipated Staffing Changes: None
Project Description: Replace boiler #3 at the Curtis Middle School with a new 4 million BTU conventional draft hot water boiler.		
Justification and Need: The existing 20+ year old Burnham sectional #3 boiler has numerous cracked sections and cannot be cost effectively repaired.		
Benefit: Replacement of the #3 boiler will allow the system to maintain even heat throughout the school during the deepest part of the heating season without experiencing cold areas of the building.		
Alternatives Considered and Reasons for Nonselection: Rebuilding the # 3 boiler with new sections will cost more than a replacement and those repairs will not yield long term life.		Typical Replacement Lifecycle: 20 Years
Consequences of Not Implementing or Delaying Implementation: he Curtis Middle School boiler system was designed to heat the building evenly with three boilers, two will leave some areas cooler and not provide for backup		

Attachment7.m: FY22 Proposed Town Manager Budget UPDATED 3-5-2021 version 2 (4446 : Town Meeting action)

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

Existing Curtis Boiler #3





**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
Fire Department
Item/Project Name:
Car 3 Replacement

Year of Initial Request: FY22	Estimated Total Project Cost: \$55,000	Estimated Future Savings: N/A
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: NR	
Justification Code: A - Essential	Priority: 4	Anticipated Staffing Changes: None
Project Description: Replacement of Car 3, this vehicle service as the primary Incident Command Vehicle / Shift Commanders Vehicle, use for emergency response, fire inspections and service calls.		
Justification and Need: This replacement vehicle is used by the Fire Department Shift Commander as a primary emergency response vehicle, this vehicle is also utilized as the primary fire inspection vehicle. The dependability of the vehicle is critical to providing public safety to the Town of Sudbury.		
Benefit: Would provide a reliable emergency response vehicle for the Fire Department Shift Commander.		
Alternatives Considered and Reasons for Nonselection:		Typical Replacement Lifecycle: 5 Year Life Cycle
Consequences of Not Implementing or Delaying Implementation: Non-replacement could possibly delay emergency responses for the Shift Commander.		
Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.): Available on request.		

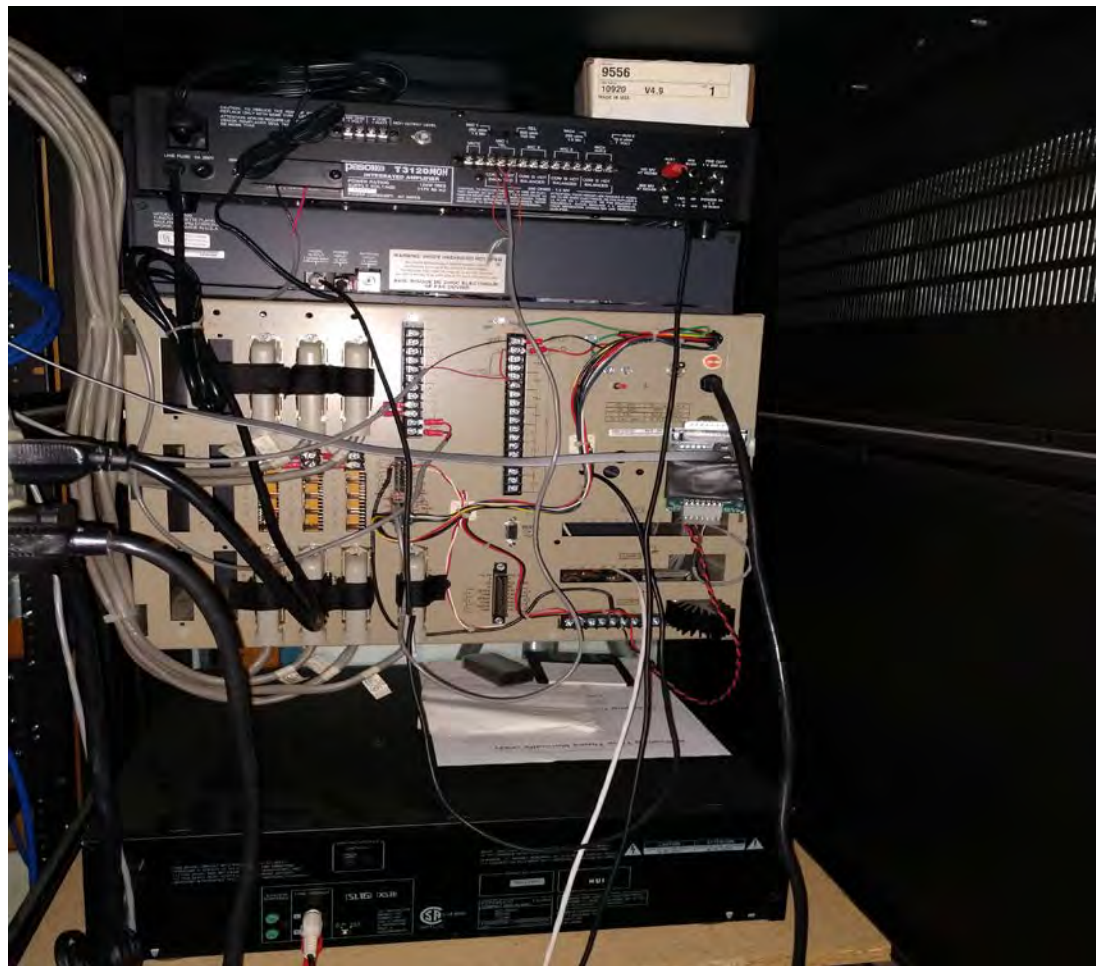


**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
SPS/Facilities
Item/Project Name:
Paging, Clocks, and Bell Systems

Year of Initial Request: FY18	Estimated Total Project Cost: \$25,000	Estimated Future Savings:
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: NR	
Justification Code: A - Essential	Priority: 4	Anticipated Staffing Changes: None
Project Description: This is a continuation of the FY21 capital project to replace aging schools PA/Clock/Bell systems. New phone systems have been installed in all 5 schools, however PA System/clocks/bells remain in need of repair or replacement.		
Justification and Need: Systems are outdated, obsolete and parts are increasingly unavailable.		
Benefit: Effective communications with staff and students during emergencies and day to day operations.		
Alternatives Considered and Reasons for Nonselection: No alternate system.		Typical Replacement Lifecycle: 10-15 Years
Consequences of Not Implementing or Delaying Implementation: Greater cost for repairs to equipment, no new parts are available. Potential system failure.		

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):
Existing Schools Paging, Clocks and Bells equipment



Attachment7.m: FY22 Proposed Town Manager Budget UPDATED 3-5-2021 version 2 (4446 : Town Meeting action)



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
LSRHS
Item/Project Name:
Aerial Lift (33ft)

Year of Initial Request: 2021	Estimated Total Project Cost: \$41,000	Estimated Future Savings: N/A
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: Avoid maintenance cost on existing	
Justification Code: B - Asset Maintenance	Priority: 4 - High	Anticipated Staffing Changes: None
Project Description: Replace existing aerial lift		
Justification and Need: This is a standard piece of equipment needed to maintain the facility. Operating costs would rise if we had to rent this equipment.		
Benefit: The Aerial lift is used regularly for maintenance and repair of spaces not safely reachable by ladder.		
Alternatives Considered and Reasons for Nonselection: Rental option of this equipment annually would be more expensive overall		Typical Replacement Lifecycle: 10+ years and current unit has been in service for 16yrs
Consequences of Not Implementing or Delaying Implementation: We would incur additional Maintenance costs on the existing lift and possible rental costs for functioning unit		
Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):		



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
SPS/Facilities
Item/Project Name:
Loring Hot Water Heating Main Circulating Pump Replacement

Year of Initial Request: 2020	Estimated Total Project Cost: \$25,000	Estimated Future Savings:
Estimated Incremental Costs: NA	Recurring or Nonrecurring: NR	
Justification Code: A - Essential	Priority: 5	Anticipated Staffing Changes: None
Project Description: To replace the Loring School main hot water heating circulating pump assembly with a new circulator pump unit including all associated piping, fittings, valves, gauges, fluids, flex joints and variable frequency drive parts.		
Justification and Need: The existing pump was previously refurbished and is now no longer able to be repaired.		
Benefit: Heating system reliability and ability to maintain even heat throughout the building.		
Alternatives Considered and Reasons for Nonselection: The unit was refurbished once and that is now no longer an option.		Typical Replacement Lifecycle: 15 Years
Consequences of Not Implementing or Delaying Implementation: Uneven heating throughout the building. Potential system failure.		

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):
Existing Loring Circulating Pump



Attachment7.m: FY22 Proposed Town Manager Budget UPDATED 3-5-2021 version 2 (4446 : Town Meeting action)



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

		Department/Committee: LSRHS
		Item/Project Name: Van - 15 passenger
Year of Initial Request: 2022	Estimated Total Project Cost: \$45,000	Estimated Future Savings: N/A
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: N/A	
Justification Code: B - Asset Maintenance	Priority: 3 - High	Anticipated Staffing Changes: N/A
Project Description: Replace existing Athletic van		
Justification and Need: To maintain safe operations for Student Activities and Athletic Travel		
Benefit: The van is used regularly for transportation of teams to away venues. Depending on distance and time, daily bus rental rates range from \$450 to \$650 per day. At an average cost of \$500 per day 90 uses represents break even pay back.		
Alternatives Considered and Reasons for Nonselection: We are hopeful that we can work with the Athletic Boosters to raise the money to fund this Van replacement, however, with limited fundraising events that may not be a reality in this pandemic climate.		Typical Replacement Lifecycle: 10 Years
Consequences of Not Implementing or Delaying Implementation: Aging vehicles invite additional repairs and safety concerns for student travel.		
Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.): 		



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
SPS/Facilities

Item/Project Name:
Kitchen Walk-in
Refrigeration Replacement

Year of Initial Request: 2016	Estimated Total Project Cost: \$45,000	Estimated Future Savings:
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: NR	
Justification Code: B - Asset Maintenance	Priority: 6	Anticipated Staffing Changes: N/A
Project Description: Replacing aging 20+ year old Kitchen walk-in refrigeration equipment at Haynes and Nixon Schools.		
Justification and Need: Replace aged, unreliable and less efficient equipment.		
Benefit: Increased reliability and energy efficiency of critical elements of food service equipment.		
Alternatives Considered and Reasons for Nonselection: Continued increasingly costly and less effective repairs to try and maintain equipment in service.		Typical Replacement Lifecycle: 15 Years
Consequences of Not Implementing or Delaying Implementation: Aging equipment and increased costs to keep in service deplete operating budgets affecting maintenance operations.		

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):



Attachment7.m: FY22 Proposed Town Manager Budget UPDATED 3-5-2021 version 2 (4446 : Town Meeting action)



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee: Information Systems
Item/Project Name: Scan/Archive Paper Documents

Year of Initial Request: 2021	Estimated Total Project Cost: \$50,000	Estimated Future Savings: Reduce storage needs through the digitizing of paper documents
Estimated Incremental Costs: Staff time in gathering and preparing the documents.	Recurring or Nonrecurring: Recurring (5 years)	
Justification Code: D	Priority: 2	Anticipated Staffing Changes: None
<p>Project Description:</p> <p>We would like to scan paper documents and add the digitized document files to our archiving software database (Application Xtender). This is the second year of this project and we are continuing with the first phase, which is to digitize any document that is larger than 11" x 17". The majority of these documents will be plans that have been submitted to various departments. The average size of these plans are 36" x 48" which are stored in boxes and file cabinets. The scanning vendor will index the plans by Address, Year/Month of Plan, Permit Number, and Plan Type. The documents will be scanned in a 300 dpi resolution and added to our archiving database. The electronic documents will be stored according to the methods recommended by the Commonwealth of Massachusetts Archives Division. This will allow us to destroy the paper documents after the scanning is completed.</p>		
<p>Justification and Need:</p> <p>Documents that are larger than 11" x 17" cannot be copied or scanned with a standard copier. The documents must be brought over to the Department of Public Works and copied/scanned with their large format scanner/printer. This is a very time-consuming process. The documents are stored in boxes and file cabinets that take up much needed office space. In order to access the paper documents, office staff must locate the document, retrieve it and return it after use. If we can digitize large format paper documents and add them to a searchable archiving database, the time needed to retrieve these documents is reduced significantly. The electronic plans can be easily shared with any resident who requests the document. The documents that exist in a department's file cabinet can be accessed by many through the archiving database.</p>		

Benefit:

Documents can be retrieved through the archiving software and will be easily found through keyword searches. The space required to store these paper documents will be freed up for other uses. Time used by staff retrieving these documents will be greatly reduced. Large format documents can be given to public electronically thus, eliminating the need for residents to look at the plans in the Town offices.

Alternatives Considered and Reasons for Nonselection: None**Typical Replacement**

Lifecycle: The scanned documents do not have a replacement lifecycle.

Consequences of Not Implementing or Delaying Implementation:

Paper documents take up precious space in our Town Buildings. This problem will continue to grow without the digitization of our paper records.

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

Quotation for scanning of large format documents from DataBank. Massachusetts State Archive Division's frequently asked questions about digital records.



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
Facilities
Item/Project Name:
Demolition of 3 Sheds at Broadacres Farm

Year of Initial Request: FY2022	Estimated Total Project Cost: \$40,000	Estimated Future Savings: N/A
Estimated Incremental Costs:	Recurring or Nonrecurring: NR	
Justification Code:	Priority:	Anticipated Staffing Changes: N/A
Project Description: Demolish and remove 2 animal shelter buildings and one small shed on the Broadacres Farm site and restore the area to the surrounding grade.		
Justification and Need: The buildings in question were identified as hazardous and recommended for demolition by the Building Dept. and Facilities Dept. when the property was purchased. They have major structural damage and have deteriorated since the Town purchased the property.		
Benefit: The areas across Morse Road from the main house could be used for expanded parking for the open space trail's areas.		
Alternatives Considered and Reasons for Nonselection: Continue to try and maintain the buildings in a safe manner.		Typical Replacement Lifecycle:
Consequences of Not Implementing or Delaying Implementation: Increased deferred maintenance, system failures and operational inefficiencies.		
Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):		

Attachment 7.m: FY22 Proposed Town Manager Budget UPDATED 3-5-2021 version 2 (4446 : Town Meeting action)



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
DPW
Item/Project Name:
Town-wide Walkway Design/Construction Improvements

Year of Initial Request: FY17	Estimated Total Project Cost: \$50,000	Estimated Future Savings: N/A
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: Recurring	
Justification Code: A - Essential	Priority: 10	Anticipated Staffing Changes: None

Project Description:

This request is for \$50,000 for engineering, design and/or construction of walkways/ADA ramps town wide.

The Comprehensive Walkway Program seeks to provide a network of walkways throughout Sudbury. This walkway network will:

- a. Provide safe, accessible paved surfaces for pedestrians and other users which are separated from the roadway pavement used by motorized vehicles; and
- b. Link Sudbury conservation land, parks and other public areas of surrounding towns. Some of these towns have walkways terminating at the Sudbury line (e.g., Framingham's at Old Framingham Road); and
- c. Provide access to public areas such as schools, recreation centers, shopping centers, houses of worship, etc.

Prior to adoption of the Community Preservation Act in Sudbury in 2002, walkway construction was funded in the annual budget. Since 2002, walkway construction has been funded almost exclusively with CPA funds, and walkways have been constructed on Nobscot Road, Willis Road, Raymond Road, Peakham Road, Concord Road, Dakin Road, North Road and Old Framingham Road, for a total of approximately \$950,000 appropriated.

The Public Works Department is currently working with a consultant to help us identify and prioritize walkway projects throughout Town. Additionally, this firm is helping us incorporate the State's Complete Streets Program to Sudbury's unique roadway and walkway network so we can take advantage of State funds that are available to us.

Projects that are currently under review in the DPW are: Old Framingham Road, Peakham Road, Dutton Road and Goodman's Hill Road.

<p>Justification and Need:</p> <ul style="list-style-type: none"> a. Risk to public safety: Most pedestrian-vehicular accidents in Town can be attributed to the lack of separate thoroughfares for vehicles and pedestrians. As town population increases, the volume of traffic on roads increases; which in turn increases the potential for pedestrian/vehicle collisions. b. Equitable provision of services: Some of the oldest streets in town have walkways along them, and others do not. These old streets are typically narrow and curvy, and do not allow safe pedestrian usage. Funds should be earmarked to expand the walkway network along the older streets in town. c. Funding Sources outside taxation: The walkway program currently funded in Sudbury utilizes public funds from Town Meeting appropriation and private contributions from developers and private citizens. These private contributions have been made willingly over the past several years due to the progress made in constructing walkways. Disruption of the program will diminish outside private contributions. d. Provide additional, vitally needed modes of recreation and transportation, i.e., walking, jogging and bicycling. e. Provide safe routes to and from schools and bus stops for students. 	
<p>Benefit:</p> <p>The benefits of the entire walkway program are enumerated in the Report of the Sudbury Walkway Committee, February 2000, and in the Project Description and Justification and Need sections of this document (available on the Town's website at www.sudbury.ma.us under Committees/Planning Board).</p>	
<p>Alternatives Considered and Reasons for Nonselection:</p> <p>It had been previously requested, and defeated, at the 2000 Annual Town Meeting to approve a Proposition 2 ½ override for the construction of the comprehensive list of walkways. Town Meeting has favored annual appropriations for walkway construction within the levy limit. It is believed that under the direction of the DPW Director, the funds will be used and managed more efficiently this way, with the overall effect of costing the taxpayers less. The requested funds will be expended in the Dept. of Public Works budget, utilizing as much town staff time as possible given work schedules and expertise. The alternative is to contract out the entire job at significantly higher costs. As planned, dividing tasks between town departments and private contractors produces the lowest construction costs.</p> <p>A second alternative is to apply for Community Preservation funds for the construction of walkways.</p>	<p>Typical Replacement Lifecycle:</p>
<p>Consequences of Not Implementing or Delaying Implementation:</p> <p>Walkway construction is crucial for the safety of the Town's residents. Some school children and town residents cannot walk safely along Town roads due to their narrow width, winding curves and lack of suitable shoulders.</p>	

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

Many opportunities to expand the Town walkway system at minimum cost to the Town are in place. The Town regularly accepts gifts from developers, through subdivision and site plan approval, to be placed in a general walkway engineering and construction fund, expended under the direction of the DPW Director. All developers are asked to consider the off-site impacts of development, as well as the marketability of providing amenities in developments. The Planning Board continues to expand the walkway system through the subdivision approval process, and the Board of Selectmen continues to request commercial development proposals to provide walkways along crucial segments of Route 20 and its adjacent streets.

An annual amount of approximately \$20,000 is included in the Department of Public Works budget for maintenance of existing walkways. It is requested that this line item be funded in the Public Works Department budget every year to adequately maintain these important Town resources. A separate capital funding request has also been made for walkway maintenance.



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee: LSRHS and Sudbury Parks & Rec
Item/Project Name: Replacement of the Stadium/Community Artificial Turf Field

Year of Initial Request: 2019	Estimated Total Project Cost: \$675,000	Estimated Future Savings: Major maintenance expense
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: N/A	
Justification Code: B - Asset Maintenance	Priority: 1 - Highest	Anticipated Staffing Changes: N/A
Project Description: Replacement of the artificial turf field known as the 'Stadium Field and Community Turf Field'.		
Justification and Need: The original turf field was completed in 2004. The field is not only used by Lincoln Sudbury Regional High School Football, Soccer, Lacrosse and Rugby teams, but also the Sudbury Parks and Recreation Department for various sports. The length of the fiber has declined due to wear & tear and ultraviolet light exposure. The risk of injury greatly increases as the rubber pellets in the fibers grab onto cleats while the athlete is in motion resulting in ankle and knee injuries. Additionally, since the installation of the original field, it is recommended that fields that host high impact sports have a shock pad installed under the turf to minimize potential concussion injuries		
Benefit: Replacing the artificial turf field will provide a safe playing field for Community sports teams and Lincoln-Sudbury Regional School District athletes.		
Alternatives Considered and Reasons for Nonselection: There is no alternative but to replace the artificial turf field. The wear and tear is evident in all areas of the field, major maintenance and patchwork repairs have extended its useful life but further use will continue to deteriorate the field condition		Typical Replacement Lifecycle: 10 years and the current field is now going into year 14
Consequences of Not Implementing or Delaying Implementation: The turf field conditions will not improve; they can only get worse with continued utilization of the field. Deteriorating conditions of the artificial turf field will result in increased injuries to our athletes and community members. It has been estimated that the field has over 1000 scheduled hours of play time per year.		

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

The project cost includes removal of existing turf and infill, regrading of base, supply and install new artificial surface, inlaid markings, center logo, initial g-max testing and an eight (8) year warranty. Pricing is from the Sourcewell Cooperative Purchasing System Contract. Estimated cost of the project also includes engineering costs and a 10% contingency fee. The estimate was prepared on October 5, 2020.



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
SPS/Facilities
Item/Project Name:
Noyes School Fire Alarm System Replacement

Year of Initial Request: 2019	Estimated Total Project Cost: \$220,000	Estimated Future Savings:
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: NR	
Justification Code: A - Essential	Priority: 1	Anticipated Staffing Changes: N/A
Project Description: To replace the entire existing Simplex fire alarm system. To include a new nonproprietary notifier addressable master control panel, annunciator panel, smoke detectors, duct smoke detectors, beam detectors, magnetic door hold open devices and all associated piping and wiring.		
Justification and Need: The 25+ year old Simplex fire alarm system has become problematic to maintain in working order, and is subject to an increasing number of system malfunctions and repairs. Parts for repair are increasingly difficult and expensive to obtain. The new addressable system will transmit information via a radio box to the Fire Department with the location and nature of any alarm. Responding crews will have prearrival information and be directed to the exact source and area of any alarm.		
Benefit: Life safety system reliability. Fire Department alarm prearrival information.		
Alternatives Considered and Reasons for Nonselection: Attempt to maintain the system and obtain failing components. Fund system repairs with operational maintenance budgets.		Typical Replacement Lifecycle: 20 Years
Consequences of Not Implementing or Delaying Implementation: Increasing maintenance and replacement costs depleting operational budgets. Eventual lack of replacement parts. Risk of system failure.		
Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):		

Existing smoke detectors



Example of new smoke detector





**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
DPW
Item/Project Name:
6-Wheel Combo-Body with Plow and Wing Unit 6

Year of Initial Request: FY22	Estimated Total Project Cost: \$285,000	Estimated Future Savings: N/A
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: Recurring	
Justification Code: B - Asset Maintenance	Priority: 3	Anticipated Staffing Changes: N/A
Project Description: Purchase a new 6-wheel dump truck with combination style (integrated spreader) body (>26,000 GVW) with plow and wing to replace an older model truck.		
Justification and Need: This request will replace a 2006 Mack 10-wheel truck which has a fixed-mount dedicated spreader, plow and wing with a new truck up-fitted with a combination body, plow and wing. This truck is at its useful life-expectancy of about 15 years. Due to the caustic nature of the salt used in snow removal operations, the chassis and bodies of these vehicles disintegrate much sooner than the total number of hours or miles would typically indicate, in spite of being washed after every treatment event. Being a dedicated spreader, this vehicle is only used during winter months. It is a goal of the Public Works to focus on standardizing vehicles and specifying vehicles to better suit our multi-disciplinary needs. This proposal is to replace the existing dedicated spreader with a combination body (dump truck and spreader) to be used throughout all seasons. The Public Works employees use these vehicles to move materials and equipment while performing construction activities as well as plow snow and treat the roadways during winter operations.		
Benefit: Systematic replacement helps eliminate job down-time, ensures reliability and provides safe, functional equipment.		
Alternatives Considered and Reasons for Nonselection: An alternative is using the existing equipment and hope that equipment doesn't fail during critical operation, however, this is not a prudent plan and will jeopardize the ability of the DPW team to do their jobs safely and effectively.		Typical Replacement Lifecycle: 15 Years

Consequences of Not Implementing or Delaying Implementation:

The replacement cycle of these types of DPW vehicles and equipment is approximately 15 years. The Department of Public works depends on the regular replacement of vehicles and equipment. Without these vehicles and equipment, employees will not be able to do their jobs safely and effectively, causing delays in snow removal operations and construction projects.

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):**Picture(s) of existing vehicle:**

Picture(s) of proposed new similar vehicle:



Spinner:

The rear spinner assembly (shown) adjusts up/down, side-to-side, and fore/aft for precise spread pattern control.



Body:

95.5" (243cm) wide body provides maximum capacity. Body side sheets and floor feature one-piece construction.



**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee: DPW	
Item/Project Name: Multi-Purpose (Sidewalk) Tractor - Unit 53	
Year of Initial Request: FY22	Estimated Total Project Cost: \$205,000
Estimated Future Savings: N/A	
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: Recurring
Justification Code: B - Asset Maintenance	Priority: 1
Anticipated Staffing Changes: None	
Project Description: Purchase a new Multi-Purpose Tractor (Sidewalk Machine) with attachments to replace and existing older model.	
Justification and Need: This request is to replace an existing 2009 multi-purpose tractor and associated attachments with a new similar model with similar attachments. This equipment, with its various attachments, clears walkways during snow removal operations using its plow or snow blower attachments, sweeps debris from walkways and roadway construction sites, and supplements the roadside mowing with its boom flail mower attachment. The existing unit has experienced increased down time due to breakdowns. The multi-purpose tractor is exposed to many different environments including damaging branches, stone walls, hidden castings and corrosive materials (salt) which cause disintegration of the Public Works equipment. As the equipment ages, it requires additional mechanical and body work to keep it operational. These multi-purpose machines are expected to last approximately 7-10 years.	
Benefit: Systematic replacement helps eliminate job down-time, ensures reliability and provides safe, functional equipment. A multi-purpose tractor is used all season. This unit clears walkways during snow removal operations using its plow or snow blower attachments. It also utilizes the broom attachment to clear debris from walkways and roadway construction sites. The flail mower aids in roadside mowing throughout Town.	
Alternatives Considered and Reasons for Nonselection: An alternative is using the existing equipment and hope that equipment doesn't fail during critical operation, however, this is not a prudent plan and will jeopardize the ability of the DPW team to do their jobs safely and effectively. Delays in clearing walkways during snow events will be experienced as equipment breakdowns continue to increase in frequency.	Typical Replacement Lifecycle: 7-10 Years

Consequences of Not Implementing or Delaying Implementation:

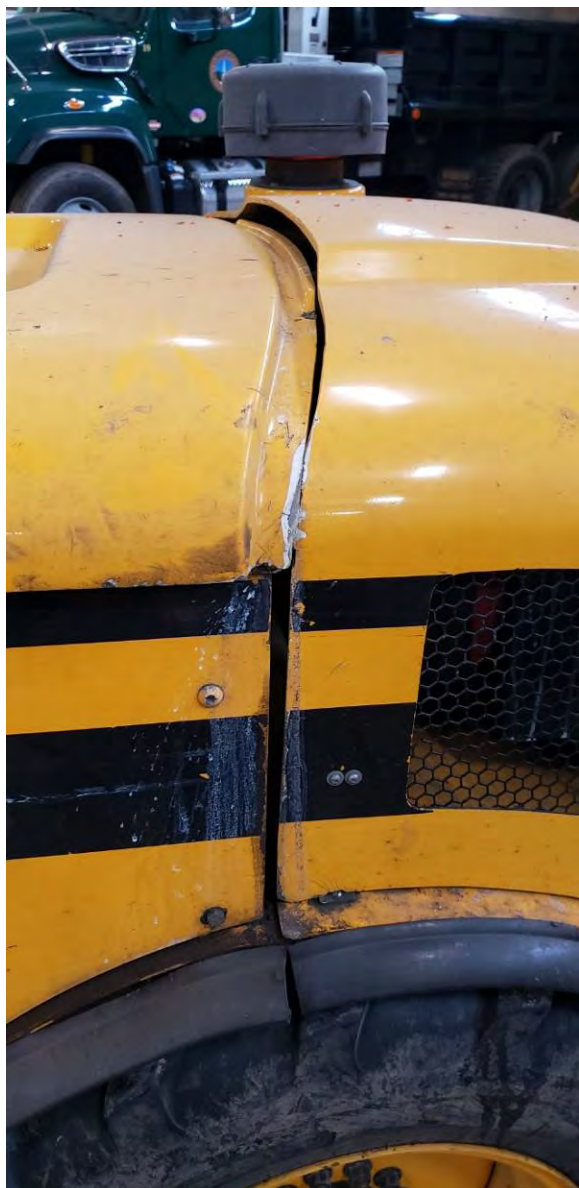
Significant delays in important town operations such as sweeping, plowing and other roadwork. The replacement cycle of these types of DPW vehicles and equipment is approximately 7-10 years. The Department of Public works depends on the regular replacement of vehicles and equipment. Without these vehicles and equipment, employees will not be able to do their jobs safely and effectively, causing delays in snow removal operations and construction projects.

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

Includes the boom flail mower, snow blower, V-Plow and broom attachments.

Picture(s) of existing equipment:





Picture(s) of proposed new similar equipment:





**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee: DPW	
Item/Project Name: Front End Loader with Snow Plow (Unit 48)	
Year of Initial Request: FY22	Estimated Total Project Cost: \$230,000
Estimated Future Savings: N/A	
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: R
Justification Code: B - Asset Maintenance	Priority: 5
Anticipated Staffing Changes: N/A	
Project Description: Purchase a new Front-End Loader with plow to replace and existing older model (Unit 48) with a plow.	
Justification and Need: This request is to replace an existing 2004 Front-End Loader with a new similar model with plow. The Department currently uses four (4) Front End Loaders, however the oldest one is over 16 years old and is unreliable as a front-line machine. This article requests funds to purchase a new loader, which will be safe, reliable, efficient, and capable of meeting the needs of the department. This equipment ensures the plowing operations remain efficient, and ultimately provide the staff with the proper equipment to clear the roads and parking lots during the snow and ice season.	
Benefit: Systematic replacement helps eliminate job down-time, ensures reliability and provides safe, functional equipment.	
Alternatives Considered and Reasons for Nonselection: The replacement cycle of these types of DPW vehicles and equipment is approximately 12 years. The Department of Public works depends on the regular replacement of vehicles and equipment. Without these vehicles and equipment, employees will not be able to do their jobs safely and effectively, causing significant delays in snow removal operations and construction projects.	Typical Replacement Lifecycle: 12 Years
Consequences of Not Implementing or Delaying Implementation: Increasing maintenance and replacement costs depleting operational budgets. Eventual lack of replacement parts. Risk of system failure.	

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):
 The Loader comes with a 3.5 yard bucket for loading material as well as a 11' plow for snow operations.

Picture(s) of existing equipment:





Picture(s) of similar new equipment:





**Town of Sudbury
Capital Improvement Budget Request
Form
FY2022**

Department/Committee:
DPW

Item/Project Name:
Culvert Replacement
Construction -
Marlboro Rd (Crossing #6)

Year of Initial Request: FY22	Estimated Total Project Cost: \$400,000	Estimated Future Savings: N/A
Estimated Incremental Costs: N/A	Recurring or Nonrecurring: Recurring	
Justification Code: A - Essential	Priority: 6	Anticipated Staffing Changes: N/A
<p>Project Description: This request is to fund the construction of a replacement culvert under Marlboro Road which recently sustained erosion causing collapse of the edge of the roadway shoulder. This request is to fund the construction of the culvert, headwalls, retaining walls, guardrail and associated work along Marlboro Road. This structure is located along a critical roadway for motorists traveling through Sudbury.</p>		
<p>Justification and Need: Recent heavy rainfall events in the spring of 2019 caused portions of the shoulder along Marlboro Road to erode (see pictures below). The shoulder was temporarily stabilized by the DPW with the installation of gabions. Survey, design and permitting is being completed for the replacement of this culvert. The intention here is to apply for MVP action grant funds (75% with 25% Town match) to pay for the majority of the construction costs for this project but timing of these grants is the issue. Culverts are an integral part of the drain network in Sudbury. They provide the conveyance mechanism for stormwater to pass under the roadway so that it does not flood or wash away the roadway above it. Properly sized culverts mitigate upstream impoundment, minimize the potential for erosion, provide the proper discharge location for stormwater and should allow stream inhabitants (all species including invertebrates, fish, amphibians, reptiles, and mammals) safe passage.</p>		
<p>Benefit: Maintaining critical Town assets to ensure the integrity of the roadway system while protecting the surrounding natural habitat and personal property.</p>		
Alternatives Considered and Reasons for Nonselection: None.		Typical Replacement Lifecycle: N/A

Consequences of Not Implementing or Delaying Implementation:

Risk potential culvert failure, sinkholes, flooding causing loss of critical infrastructure and damages to personal property as well as road closures/detours.

Other Pertinent Background Information (e.g., Quotes, Studies, Evaluations, Reports, Pictures, etc.):

This request is for the construction of a culvert headwall, guardrail and associated work along Old Sudbury Road. At this time, estimated project cost is based on engineer's opinion of probable construction cost. The project is planned to be publically bid prior to ATM for **actual** costs.

Picture(s) of erosion above/around culvert along Marlboro Road:











EMPLOYEE HEAD COUNT

<u>Full-Time Equivalents</u>	<u>Fiscal Year</u>		
	<u>2020</u>	<u>2021</u>	<u>2022</u>
General Government.....	31	30	30
Public Safety.....	88	88	88
Sudbury Public Schools.....	413	383	428
Public Works.....	34	34	34
Human Services.....	10	11	11
Culture and recreation.....	<u>18</u>	<u>18</u>	<u>18</u>
Total	<u>594</u>	<u>564</u>	<u>609</u>

FY20 EMPLOYEE COMPENSATION GREATER THAN \$100,000

Position	Total	Salary ¹	Other ²	Overtime
Asst. Town Manager	188,729	153,552	35,177	-
Fire Capt/Emt	185,295	87,621	40,532	57,142
Police Chief	179,747	134,351	45,396	-
Police Lieutenant	175,058	114,562	50,565	9,931
Fire Capt/Emt	157,745	87,621	28,742	41,382
Director of DPW	153,752	153,552	-	200
Finance Director	153,552	153,552	-	-
Fire Chief	152,612	130,940	21,672	-
Police Lieutenant	151,851	107,286	32,249	12,316
Police Sergeant	138,025	78,563	34,720	24,742
Combined Facilities Director	131,271	131,094	177	-
Fire Lieutenant-Paramedic/Emt	128,125	75,446	18,473	34,206
Fire Capt/Emt	127,951	87,621	15,028	25,302
Assistant Fire Chief	127,189	102,813	24,376	-
Police Sergeant	126,917	78,563	25,539	22,815
Fire Lieutenant/Emt	125,929	76,691	20,217	29,021
Police Sergeant	124,182	78,563	27,720	17,899
Firefighter/Emt	124,153	67,126	14,447	42,580
Fire Lieutenant-Paramedic/Emt	124,012	76,691	16,306	31,015
Police Sergeant	119,768	78,563	27,129	14,076
Town Accountant	119,598	116,598	3,000	-
Deputy Director Public Works	117,998	117,998	-	-
Library Director	114,962	114,562	400	-
Director of Health	114,932	105,100	9,832	-
Firefighter/Emt	113,975	67,126	18,017	28,832
Technology Administrator	113,848	110,268	3,580	-
Firefighter/Emt-Paramedic	113,246	72,022	10,964	30,260
Fire Lieutenant-Paramedic/Emt	112,796	73,694	19,261	19,841
Fire Capt/Emt	112,387	79,958	13,445	18,984
Director of Planning	111,945	111,945	-	-
Firefighter/Emt-Paramedic	110,778	72,022	19,199	19,557
Firefighter/Emt	110,361	67,126	16,291	26,944
Asst Town Engineer	106,176	102,826	3,350	-
Patrolman	105,966	59,183	25,346	21,437
Patrolman	105,092	64,928	22,692	17,472
Patrolman	104,515	64,928	29,922	9,665
Firefighter/Emt	104,153	67,126	4,598	32,429
Patrolman	103,471	64,928	24,756	13,787
Firefighter/Emt-Paramedic	101,888	72,022	16,855	13,011
Patrolman	101,433	64,430	26,849	10,154
Director of Assessing	100,082	96,426	3,656	-
Public Health Nurse	100,006	85,433	6,681	7,892

¹ Salaries are base pay.

² Other Compensation paid to employees may include annuities, deferred compensation match, career incentive, stipends, longevity, regular or retirement sick buy-back, or any other compensation paid by the Town, other than base salary or overtime.

COLLECTIVE BARGAINING

Bargaining Unit and Contract Financial Terms:

LS Regional High School

The three agreement for the period covering schools year 2019, 2020, and 2021 provides for COLA increases in half-year increments of 0.5%, 1.5%, 0%, 3%, 0.5% and 2%, representing an aggregate COLA increase over three years totaling 6.5%, or approximately 2.17% per year on average. The next three-year contract covering fiscal years 2022, 2023, and 2024 remains unsettled as of the printing of this document.

Sudbury Public Schools, K-8

Teachers

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1 1/2%; 7/1/19: 2 1/4%; 7/1/20: 2 1/2%. The next three-year contract covering fiscal years 2022, 2023, and 2024 remains unsettled as of the printing of this document.

Support Staff

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1 1/2%; 7/1/19: 2 1/2%; 7/1/20: 2 1/4%. The next three-year contract covering fiscal years 2022, 2023, and 2024 remains unsettled as of the printing of this document.

Nurses

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1 1/2%; 7/1/19: 2 1/2%; 7/1/20: 2 1/4%. The next three-year contract covering fiscal years 2022, 2023, and 2024 remains unsettled as of the printing of this document.

Custodians

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1 1/2%; 7/1/19: 2 1/2%; 7/1/20: 2 1/4%

Town

Fire

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1%; 7/1/19: 2%; 7/1/20: 1 1/2%; and 6/30/21 at midnight 1% not to impact FY21 budget. The next three-year contract covering fiscal years 2022, 2023, and 2024 remains unsettled as of the printing of this document.

Police – Patrol Officers

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1%; 7/1/19: 2%; 7/1/20: 1 1/2%; and 6/30/21 at midnight 1% not to impact FY21 budget. The next three-year contract covering fiscal years 2022, 2023, and 2024 remains unsettled as of the printing of this document.

Police - Sergeants

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1%; 7/1/19: 2%; 7/1/20: 1 1/2%; and 6/30/21 at midnight 1% not to impact FY21 budget. The next three-year contract covering fiscal years 2022, 2023, and 2024 remains unsettled as of the printing of this document.

Public Works

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1%; 7/1/19: 2%; 7/1/20: 1 1/2%; and 6/30/21 at midnight 1% not to impact FY21 budget. The next three-year contract covering fiscal years 2022, 2023, and 2024 remains unsettled as of the printing of this document.

Engineering

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1%; 7/1/19: 2%; 7/1/20: 1 1/2%; and 6/30/21 at midnight 1% not to impact FY21 budget. The next three-year contract covering fiscal years 2022, 2023, and 2024 remains unsettled as of the printing of this document.

Supervisory

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1%; 7/1/19: 2%; 7/1/20: 1 1/2%; and 6/30/21 at midnight 1% not to impact FY21 budget. The next three-year contract covering fiscal years 2022, 2023, and 2024 remains unsettled as of the printing of this document.

Civilian Dispatchers

Three-year contract covering fiscal years 2019, 2020 and 2021. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/18: 1%; 7/1/19: 2%; 7/1/20: 1 1/2%; and 6/30/21 at midnight 1% not to impact FY21 budget. The next three-year contract covering fiscal years 2022, 2023, and 2024 remains unsettled as of the printing of this document.

BUDGET TERMS AND DEFINITIONS

Abatement: A reduction provided by the Assessors in the assessed tax because of bona fide specific conditions or situations not considered when the tax was levied.

Abatement Surplus: Accumulation of the surplus amounts of Abatements and Exemptions set aside by the Assessors each year to cover abatements of (and exemptions from) real estate and personal property tax assessments. The accumulated amount for previous years no longer committed for abatements may be used by vote of the Town Meeting.

Allowance for Abatements and Exemptions: An amount set by the Assessors to create a fund to cover abatements of (and exemptions from) real and personal tax assessments for the current year, and raised on the tax levy.

Appropriation: An authorization by town meeting to make obligations and payments from the treasury for a specific purpose

Balanced Budget: A plan of financial operation in which the estimate of proposed expenditures for a given period is less than or equal to the proposed means of financing these expenditures (from various sources of funds or revenues).

Benefits and Insurance: This account in the shared expenses section of the budget is comprised primarily of benefits such as health insurance and retirement for both school and general government employees.

Bond: A written promise to pay a specified sum of money, called the face value or principal amount, at a specified date or dates in the future, called the maturity date(s), together with periodic interest at a specified rate. The difference between a note and a bond is that the latter runs for a longer period of time and requires greater legal formality.

Bond Anticipation Note: Short-term interest-bearing notes issued by a government in anticipation of bonds to be issued at a later date. The notes are retired from proceeds from the bond issue to which they are related. Also referred to as a BAN.

Budget: A plan of financial operation embodying an estimate of proposed expenditures for a given period (usually a 12-month period referred to as the Fiscal Year, or FY) and the proposed means of financing them.

Capital Exclusion: A temporary increase in the tax levy to fund a capital project or make a capital acquisition.

Cherry Sheet: An annual statement received from the Department of Revenue detailing estimated receipts for the next fiscal year from the various state aid accounts as well as estimated state and county government charges payable to the state. The name "Cherry Sheet" derives from the color of the paper used.

Circuit Breaker Program: School districts are eligible for reimbursements for students with disabilities whose programs cost greater than four times the statewide foundation budget. "Circuit Breaker" means the reimbursement program for certain costs of special education as specified in M.G.L. c. 71B, § 5.

Debt Exclusion: An override to Proposition 2 ½ for the purpose of raising funds for debt service costs; remains for the life of the debt only.

Enterprise Fund: A separate fund, set up to provide a specific Town service, whereby all direct and indirect/overhead costs of providing the service are funded in total from user charges. An appropriation for an enterprise fund is funded in total from enterprise fund revenue unless otherwise noted. Enterprise fund revenue used to fund services provided by other Town departments will be shown in the warrant after the appropriation total for the department. An enterprise fund is required to fully disclose all costs and all revenue sources needed to provide a service.

Exemption: A reduction provided for a variety of purposes, which include, but are not limited to: buildings/property used for religious, government, charity, or pollution control. In addition, exemptions may also be provided to the elderly, handicapped, and veterans under certain conditions.

Free Cash: Free cash is the available, undesignated fund balance of the general fund and is generated when actual revenue collections are in excess of estimates, when expenditures are less than appropriated, or both. A free cash balance is certified as of July 1 each year by the Department of Revenue and once certified, any or all of the certified amount may be used to defray Town expenses by a vote of the Town Meeting.

Fund: A grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives

Fund Balance: Fund balance is the difference between assets and liabilities in a governmental fund.

Fund Equity: Fund equity is the difference between assets and liabilities in an enterprise fund.

Funding Sources for Expenditures: Authorizations for the Town to expend monies are made in the form of a motion at Town Meeting. The wording of the motions will specify the funding source; that is, the place from where money is going to come or will be raised. When a motion reads, "to appropriate a sum of money" without a source being identified, that amount will be included in the tax calculation, whereby the total of all sums to be appropriated will be reduced by an estimate of local and state revenue. The balance needed will be provided by property taxes. When items in the warrant are offset or raised from available funds, those items will also appear as offsets in the determination of the tax rate.

GAAP: Generally accepted accounting principles.

GASB: The Government Accounting Standards Board (GASB) is the authoritative standard setting body that provides guidance on how to prepare financial statements in conformity with GAAP.

General Fund: The primary operating fund. It is used to account for all financial resources, except those that are required to be accounted for in another fund

Levy Limit: The maximum amount a community can levy in any given year.

Local Receipts: This is the third largest source of revenue for the Town after property taxes and Cherry Sheet receipts. While it is comprised of a number of different items, the largest source is the auto excise tax.

Master Plan: “A statement through text, maps, illustrations or other forms of communication, that is designed to provide a basis for decision making regarding the long-term physical development of the municipality...” according to Massachusetts General Law Chapter 41 Section 81D.

New Growth: Proposition 2 ½ allows a community to increase its levy limit annually by an amount based upon the valuation of certain new construction and other growth in the tax base that is not the result of property revaluation. New growth becomes part of the levy limit and thus increases at the rate of 2.5% each year as the levy limit increases.

Override: An override is passed by a majority vote at Town Meeting and at the ballot. There are three types of overrides: An Operating Override, which permanently increases the levy limit; a Debt Exclusion, which increases the levy limit only for the life of the debt; and a Capital Project Override, which increases the levy only for the year in which the project is undertaken.

OPEB: Post-employment benefits that an employee will begin to receive at the start of retirement. This does not include pension benefits paid to the retired employee. Other post-employment benefits that a retiree can be compensated for are life insurance premiums, healthcare premiums and deferred-compensation arrangements.

Policy: A course or principle of action adopted or proposed by a government.

Proposition 2½: A Massachusetts General Law enacted in 1980 to limit property taxes.

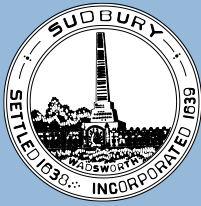
Reserve Fund: An amount appropriated by the Annual Town Meeting for emergency or unforeseen purposes. The Finance Committee, by state law, is the sole custodian of the Reserve Fund and approves transfers from the Fund into the operating budgets throughout the year if: (1) the need for funds is of an emergency and/or unforeseen nature, and (2) if, in the judgment of the Finance Committee, the Town Meeting would approve such an expenditure if such a meeting was held. The Reserve Fund is, therefore, a mechanism for avoiding the necessity of frequent Special Town Meetings.

Revolving Fund: Funds that may be used without appropriation and that are established for special uses. Recreation fees, for example, may be paid into a revolving fund. Revolving funds are established by state law or Town bylaw.

Stabilization Fund: Under Massachusetts General Law Chapter 40 §5B, a community may establish one or more stabilization funds for different purposes by a two-thirds vote of Town Meeting. It may amend the purposes of those funds at a later time in the same manner. Appropriations into and from the funds require a two-thirds vote of Town Meeting.

Tax Levy: The tax levy is the revenue a community can raise through real and personal property taxes. In Massachusetts, municipal revenues to support local spending for schools, public safety, general government and other public services are raised through the tax levy, state aid, local receipts and other sources. The tax levy is the largest source of revenue for most cities and towns.

Town-wide Operating Expenses: This account in the general government section of the budget is comprised primarily of operating expenses such as postage, telephone and property liability insurance, that support town-wide operations and are not assigned to any one department or cost center.

**SUDBURY SELECT BOARD**

Tuesday, March 9, 2021

MISCELLANEOUS (UNTIMED)**8: Discussion and review of Appointment Policy and Code of Conduct****REQUESTOR SECTION**

Date of request:

Requestor: Chair Dretler

Formal Title: Discussion, review, and vote on Appointment Policy and Code of Conduct.

Recommendations/Suggested Motion/Vote: Discussion, review and vote on Appointment Policy and Code of Conduct.

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

03/09/2021 6:00 PM

Section	Policy	Page	Date Policy Implemented	Reviewed by Policy and Procedure Subcommittee	Reviewed by Select Board	Approved Date
Section 1. Procedural	Code of Conduct of the Board of Selectmen		<i>First adopted by the Board of Selectmen May 10, 2000</i>	2018		
Section 1. Procedural	Code of Conduct for Town of Sudbury Committees Whose Members are appointed by the Sudbury Board of Selectmen or the Sudbury Town Manager		Adopted by the Board of Selectmen July 11, 2006; revised September 8, 2009.	2018		
Section 1. Procedural	Meeting Policy		(Amended 05/10/76, 04/23/84, 10/29/84, 11/08/84, 07/08/96)	2018		
Section 1. Procedural	Town Counsel Policy		(Approved 9/8/2015)			
Section 1. Procedural	Policy on Remote Participation		(Approved 12/15/2015)			
Section 1. Procedural	Appointment Policy		(Approved 12/15/2015)	2018		
Section 1. Procedural	Selectmen's Liaison and Work Assignments		(Amended 5/10/76, 8/23/99)			
Section 1. Procedural	Citizen Comment Procedure			2018		
Section 1. Procedural	Sudbury Board of Selectmen's Office Hours					
Section 1. Procedural	Evaluation Process for the Town Manager		<u>Originally approved 4/5/16; revised 5/1/18</u>			
Section 2. Board of Selectmen Financial Management Policies	Operating Budget Policy			2021		
Section 2. Board of Selectmen Financial Management Policies	Revenue Policy			2018/2021		
Section 2. Board of Selectmen Financial Management Policies	Expenditure Policy			2021		
Section 2. Board of Selectmen Financial Management Policies	Reserves and Risk Management Policy			2018/2021		
Section 2. Board of Selectmen Financial Management Policies	Capital Budgeting and Planning Policy			2018/2021		
Section 2. Board of Selectmen Financial Management Policies	Debt Management Policy			2018/2021		
Section 2. Board of Selectmen Financial Management Policies	Protection of Credit Rating Policy			2018/2021		
Section 2. Board of Selectmen Financial Management Policies	Free Cash Policy			2021		
Section 3 Regulatory	Parade Policy		(approved 5/31/11, <u>reviewed 6/13/18</u>)			
Section 3 Regulatory	Alcohol Rules and Regulations		Last updated 2013	2018		
Section 3 Regulatory	Sale of Kegs		(Approved 9/10/1990, Updated 7/1/1998)			
Section 3 Regulatory	Regulations for Temporary Business or Industrial Trailers		(Adopted 7/23/1983)	2018		Planning Board TM Article 2021?
Section 3 Regulatory	Licensing of Outdoor Amusements Policy		(Adopted as amended 4/29/71, 5/10/76)			
Section 3 Regulatory	Flag Code		(Adopted 7/23/79, 8/23/99)			
Section 3 Regulatory	Traffic Control Signs Policy		(Adopted 9/30/65, amended 5/10/76, 8/23/99)			
Section 3 Regulatory	Policy for Use of Facilities		(Amended 9/20/76, 10/14/80, 7/10/89, 3/11/91, 8/23/99)			
Section 4 Operational	Transfer Station		Rev. 3/16/06; effective 4/1/06			
Section 5. General	Citations and Proclamations					
Section 5. General	Memorial Bench Program		(September 8, 2009)			
Section 5. General	Purchase Contracts					\$25K - The Town Manager shall provide a list of such awards to the Board of Selectmen on an annual basis in January.
Section 5. General			(Adopted 8/9/99, 6/10/02, 8/16/16)			
Section 5. General	Community Event Signs on Town Property					
Section 5. General	Safe Community Policy		<u>Adopted May 7, 2018</u>			
Section 5. General	Minutes Policy		<u>(Amended 5/10/76, 8/23/99) Adopted April 5, 2010</u>			
Section 5. General	Ballot Question Policy		<u>Adopted February 7, 2017</u>			
Section 5. General	Town of Sudbury Donation Policy		<u>Rev. 6/2014</u>			
https://sudbury.ma.us/selectboardsoffice/wp-content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?version=00d9583da80907f3008c136f27597126	Agenda Procedure		(Amended 05/10/76, 07/08/96)			
https://sudbury.ma.us/selectboardsoffice/wp-content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?version=00d9583da80907f3008c136f27597126	Treasury Warrants and Tax Anticipation Notes		(Amended 5/10/76, 8/23/99)			
https://sudbury.ma.us/selectboardsoffice/wp-content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?version=00d9583da80907f3008c136f27597126	Hearing Policy		(Amended 5/10/76, 8/23/99)			
https://sudbury.ma.us/selectboardsoffice/wp-content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?version=00d9583da80907f3008c136f27597127	Performance Review Policy (Town Manager and Town Counsel)		(Amended 5/10/76, 2/20/79, 11/9/81, 5/20/91, 8/23/99)			

https://sudbury.ma.us/selectboardsoffice/wp-content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?version=00d9583da80907f3008c136f27597128	Deed and Easement Procedure	(Adopted 12/20/76, 8/23/99)	This is procedure not policy
https://sudbury.ma.us/selectboardsoffice/wp-content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?version=00d9583da80907f3008c136f27597129	Collective Bargaining	(Amended 5/10/76, 8/23/99)	This is procedure not policy
https://sudbury.ma.us/selectboardsoffice/wp-content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?version=00d9583da80907f3008c136f27597130	Advertising and Directional Signs Policy	(Church Directional Signs - Adopted July 17, 1969) (Signs on Town Property - Adopted January 21, 1971)	Bylaw?
https://sudbury.ma.us/selectboardsoffice/wp-content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?version=00d9583da80907f3008c136f27597131	Regulations Governing Electric Companies	(Adopted pursuant to the provisions of General Laws Chapter 164, Section 75.) Adopted 7/31/69, Amended 8/23/99	MGL?
https://sudbury.ma.us/selectboardsoffice/wp-content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?version=00d9583da80907f3008c136f27597132	Affirmative Action Policy	(Adopted 7/10/78, amended 8/23/99)	Town Manager?
https://sudbury.ma.us/selectboardsoffice/wp-content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?version=00d9583da80907f3008c136f27597133	Acceptance of Gifts	(Adopted 2/20/79)	MGL?
https://sudbury.ma.us/selectboardsoffice/wp-content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?version=00d9583da80907f3008c136f27597134	BYOB (Bring Your Own Beer, Etc.) POLICY	(Adopted 8/23/99)	Relevance?
https://sudbury.ma.us/selectboardsoffice/wp-content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?version=00d9583da80907f3008c136f27597135	Use of Town Vehicles	(Adopted 11/25/91, Amended 2/3/92, 8/23/99)	Town Manager?
https://sudbury.ma.us/selectboardsoffice/wp-content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?version=00d9583da80907f3008c136f27597136	Life-threatening Illnesses	(Adopted 3/16/92, Amended 8/23/99)	Town Manager?
https://sudbury.ma.us/selectboardsoffice/wp-content/uploads/sites/342/2014/08/PoliciesProc.1999_for_website.pdf?version=00d9583da80907f3008c136f27597137	Recycled Product Procurement Policy	(Adopted 6/10/96)	Town Manager?
	Fee Schedules	Fee schedules are not policy	

To be considered

Section 5. General

SAMPLE SOCIAL MEDIA POLICY

DRAFT

Section 5. General

LANGUAGE POLICY

https://malegislature.gov/Bills/191/H4388_12/29/2020

STM 2020 Article 2

Sudbury Committees

Select Board

February 9, 2021

1

Select Board is the appointing authority for many Boards and Committees

- [Agricultural Commission](#)
- [Board of Appeals](#)
- [Board of Registrars](#)
- [Bruce Freeman Rail Trail Advisory Task Force](#)
- [Budget Strategies Task Force](#)
- [Cable Advisor ?](#)
- [Capital Improvement Advisory Committee](#)
- [Community Preservation Committee](#)
- [Council on Aging](#)
- [Cultural Council](#)
- [Diversity, Equity and Inclusion Commission](#)
- [Earth Removal Board](#)
- [Energy and Sustainability Committee](#)
- [Historic Districts Commission](#)

- [Historical Commission](#)
- [Land Acquisition Review Committee](#)
- [Local Emergency Planning Committee](#)
 - [Community Emergency Response Team](#)
 - [VIP Subcommittee](#)
- [Master Plan Steering Committee](#)
- [Memorial Day Committee](#)
- [Permanent Building Committee](#)
- [Ponds and Waterways Committee](#)
- [Route 20 Sewer Steering Committee](#)
- [September 11 Memorial Garden Oversight Committee](#)
- [Sudbury Housing Trust](#)
- [Traffic Safety Coordinating Committee](#)
- [Transportation Committee](#)
- [Veterans' Advisory Committee](#) – no members

2

Committees appointed by Elected Officials other than the Select Board

- [Finance Committee](#) (Moderator)
- [Medical Reserve Corps Executive Committee](#) (Board of Health)

3

Elected Officials

- [Board of Assessors](#)
- [Board of Health](#)
- [Goodnow Library Trustees](#)
- [Lincoln-Sudbury Regional High School Committee](#)
- [Park and Recreation Commission](#)
- [Planning Board](#)
- [Select Board](#)
- [Sudbury Housing Authority](#)
- [Sudbury School Committee](#)
- [Town Moderator](#)

4

APPOINTMENT POLICY and CODE OF CONDUCT

Select Board

5

DRAFT

Existing Policies

6

Appointment Policy

(Amended 5/10/76, 8/23/99)

1. Expiration date for appointments is April 30th, or until his successor is appointed and qualified, with the exception of the following:
 - a. Historic Districts Commission, which, under G.L.Ch.40C, expire January 1st.
 - b. Election Officers are appointed annually between July 15th and August 15th, in accordance with G.L.Ch. 54, s.12.
 - c. Sudbury Cultural Council appointments may expire at varying times, depending upon date of appointment.
2. The Town Manager shall:
 - a. Present, at the first regular meeting following Town Election, a list of appointments to be made by the Board.
 - b. Notify incumbents and request their statement of availability regarding reappointment.
 - c. Notify the chairman of the appropriate board or committee requesting recommendation for reappointment or filling vacancies.
 - d. Actively seek volunteers for boards and committees and maintain a "Talent File" of same.
 - e. Provide Chairmen of boards and committees with names of candidates from the Talent File and request recommendations from pertinent boards or committees to fill vacancies.
3. Schedule interviews for potential new appointees.
 - a. Copies of applications shall be provided to the Selectmen and chairman of respective board or committee prior to interview.
 - b. Invite chairman to join Selectmen in conducting the interview relating to his board.
4. Annual appointments shall be completed as soon as possible.

7

Code of Conduct for Town of Sudbury Committees Whose Members are appointed by the Sudbury Board of Selectmen or the Sudbury Town Manager

A member of any Committee who has accepted appointment by the Board of Selectmen or the Town Manager to a Committee position is expected to comply with the following code of conduct. Failure to adhere to this code will be considered by the Board and Town Manager when making re-appointment decisions.

1. Realize that your function is to follow the mission statement of the Committee.
2. Accept the role of a Committee member is a means of unselfish service, not to benefit personally or politically from his or her Committee activities.
3. Abide by the ethics guidelines established by the State.
4. Conflicts of interest: Refrain from participating as either a member of the Committee or as a member of the public in Committee matters in which you have a personal interest.
5. Abide by all policies established by the Board of Selectmen, PARTICULARLY the email communications policy.
6. Realize that you are one of a team and should abide by all decisions of the Committee once they are made.
7. Be well informed concerning the duties and responsibilities of the Committee.
8. Remember that you represent the entire community at all times.

Adopted by the Board of Selectmen July 11, 2006; revised September 8, 2009. Please note: This code of conduct was originally developed based on similar codes used by other elected boards and Committees in other communities.

8

Code of Conduct for Town of Sudbury Committees Whose Members are appointed by the Sudbury Board of Selectmen or the Sudbury Town Manager

- Request assistance from Town staff only through the staff person assigned to the Committee.
- Not make statements or promises of how you will vote on matters that will come before the Committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting of the Committee.
- ★ • Make decisions only after all facts on a question have been presented and discussed.
- Refrain from communicating the position of the Committee to reporters or state officials unless the full Committee has previously agreed on both the position and the language of the statement conveying the statement.
- Treat with respect and courtesy all members of the Committee despite differences of opinion.
- Treat with respect and courtesy any member of the public, including anyone they have brought to represent them, who comes before the Committee for any reason, but particularly in matters related to regulatory issues.
- Never publicly criticize an employee of the Town. Concerns about staff performance should only be made to the Town Manager through private conversation.
- Insure that any materials or information provided to a Committee member from Town staff should be made available to all Committee members.
- If circumstances change so that meeting attendance on a regular basis becomes difficult, the Committee member will offer his or her resignation to the Board, so that someone who can regularly attend meetings can be selected by the Board.

Adopted by the Board of Selectmen July 11, 2006; revised September 8, 2009. Please note: This code of conduct was originally developed based on similar codes used by other elected boards and Committees in other communities.

9

Policies edited by Subcommittee

2018

10

DRAFT – 2018 POLICY SUBCOMMITTEE

Appointment Policy

(Amended 5/10/76, 8/23/99)

For positions appointed by the Selectmen and the Town Manager

1. Expiration date for appointments is ~~May 31~~^{April 30}~~st~~th, or until his successor is appointed and qualified, with the exception of the following:
 - a. Historic Districts Commission, which, under G.L.Ch.40C, expire January 1st.
 - b. Election Officers are appointed annually between July 15th and August 15th, in accordance with G.L.Ch. 54, s.12.
 - c. Sudbury Cultural Council appointments may expire at varying times, depending upon date of appointment.
2. The Town Manager shall:
 - a. Present, at the first regular meeting following Town Election, a list of appointments to be made by the Board.
 - b. Notify incumbents and request their statement of availability regarding reappointment.
 - c. Notify the chairman of the appropriate board or committee requesting recommendation for reappointment or filling vacancies.
 - d. Actively seek volunteers for boards and committees and maintain a "Talent File" of same.
 - e. Provide Chairmen of boards and committees with names of candidates from the Talent File and request recommendations from pertinent boards or committees to fill vacancies.
3. ~~ISchedule~~ interviews for potential new appointees.
 - a. Copies of applications shall be provided to the Selectmen and chairman of respective board or committee prior to interview.
 - b. Invite chairman to join Selectmen in conducting the interview relating to his board.
4. Annual appointments shall be completed as soon as possible.
5. Updated lists of members will be provided to the office.
6. Retiring members will receive letters of thanks from the Town for their service.

11

DRAFT – 2018 POLICY SUBCOMMITTEE

Code of Conduct for Town of Sudbury Committees Whose Members are appointed by the Sudbury Board of Selectmen or the Sudbury Town Manager

A member of any Committee who has accepted appointment by the Board of Selectmen or the Town Manager to a Committee position is expected to comply with the following code of conduct. Failure to adhere to this code will be considered by the Board and Town Manager when making re-appointment decisions.

1. Realize that your function is to follow the mission statement of the Committee.
2. Accept the role of a Committee member is a means of unselfish service, not to benefit personally or politically from his or her Committee activities.
3. Abide by the ethics guidelines established by the State.
4. Conflicts of interest: Refrain from participating as either a member of the Committee or as a member of the public in Committee matters in which you have a personal interest.
5. Abide by all policies established by the Board of Selectmen, PARTICULARLY the email communications policy.
6. Realize that you are one of a team and should abide by all decisions of the Committee once they are made.
7. Be well informed concerning the duties and responsibilities of the Committee.
8. Remember that you represent the entire community at all times.

Adopted by the Board of Selectmen July 11, 2006; revised September 8, 2009. Please note: This code of conduct was originally developed based on similar codes used by other elected boards and Committees in other communities.

12

DRAFT – 2018 POLICY SUBCOMMITTEE

Code of Conduct for Town of Sudbury Committees Whose Members are appointed by the Sudbury Board of Selectmen or the Sudbury Town Manager

9. Request assistance from Town staff only through the staff person assigned to the Committee.
10. Not make statements or promises of how you will vote on matters that will come before the Committee until you have had an opportunity to hear the pros and cons of the issue during a public meeting of the Committee.
11. Refrain from communicating the position of the Committee to reporters or state officials unless the full Committee has previously agreed on both the position and the language of the statement conveying the statement.
12. Treat with respect and courtesy all members of the Committee despite differences of opinion.
13. Treat with respect and courtesy any member of the public, including anyone they have brought to represent them, who comes before the Committee for any reason, but particularly in matters related to regulatory issues.
14. Refrain from criticizing ~~Never publicly criticize~~ an employee of the Town. Concerns about staff performance should only be made to the Town Manager through private conversation.
15. Insure that any materials or information provided to a Committee member from Town staff should be made available to all Committee members.
16. If circumstances change so that meeting attendance on a regular basis becomes difficult, the Committee member will offer his or her resignation to the Board, so that someone who can regularly attend meetings can be selected by the Board.

Adopted by the Board of Selectmen July 11, 2006; revised September 8, 2009. Please note: This code of conduct was originally developed based on similar codes used by other elected boards and Committees in other communities.

13

Suggested edits (green)

Janie Dretler, Select Board

14

DRAFT – 2018 POLICY SUBCOMMITTEE

Code of Conduct for Town of Sudbury Committees Whose Members are appointed by the Sudbury Board of Selectmen or the Sudbury Town Manager

A member of any Committee who has accepted appointment by the Board of Selectmen or the Town Manager to a Committee position is expected to comply with the following code of conduct. Failure to adhere to this code will be considered by the Board and Town Manager when making re-appointment decisions.

1. A member of a board or committee in relation to their community should:
 - a. Realize that **their** function is to follow the mission statement of the Committee.
 - b. Accept the role of a Committee member is a means of unselfish service, not to benefit personally or politically from **their** Committee activities.
 - c. Abide by the ethics guidelines established by the State.
 - d. Conflicts of interest: Refrain from participating as either a member of the Committee or as a member of the public in Committee matters in which **they** have a personal interest.
 - e. Abide by all policies established by the Board of Selectmen, PARTICULARLY the email communications policy.
 - f. Realize that **they** are one of a team and should abide by all decisions of the Committee once they are made.
 - g. Be well informed concerning the duties and responsibilities of the Committee.
 - h. Remember that **they** represent the entire community at all times.

Adopted by the Board of Selectmen July 11, 2006; revised September 8, 2009. Please note: This code of conduct was originally developed based on similar codes used by other elected boards and Committees in other communities.

15

DRAFT – 2018 POLICY SUBCOMMITTEE

Code of Conduct for Town of Sudbury Committees Whose Members are appointed by the Sudbury Board of Selectmen or the Sudbury Town Manager

2. A member of a board or committee in their relations with staff of the Town should:
 - a. Request assistance from Town staff only through the staff person assigned to the Committee.
 - b. Refrain from publicly criticizing ~~Never publicly criticize~~ an employee of the Town. Concerns about staff performance should only be made to the Town Manager through private conversation.
 - c. Recognize and support the administrative chain of command and refuse to act on complaints as an individual outside the administration.
 - d. Ensure that any materials or information provided to a Committee member from Town staff should be made available to all Committee members.
3. A member of a board or committee in **their** relations with fellow board/committee members should:
 - a. Not make statements or promises of how **they** will vote on matters that will come before the Committee until **they** have had an opportunity to hear the pros and cons of the issue during a public meeting of the Committee.
 - b. Make decisions only after all facts on a question have been presented and discussed.
 - c. Refrain from communicating the position of the Committee to reporters or state officials unless the full Committee has previously agreed on both the position and the language of the statement conveying the statement.
 - d. Uphold the intent of Executive Session and respect the privileged communication that exists in Executive Session.
 - e. Treat with respect and courtesy all members of the Committee, **attendees and staff** despite differences of opinion.
 - f. Treat with respect and courtesy any member of the public, including anyone they have brought to represent them, who comes before the Committee for any reason, but particularly in matters related to regulatory issues.
4. If circumstances change so that meeting attendance on a regular basis becomes difficult, the Committee member will offer his or her resignation to the Board, so that someone who can regularly attend meetings can be selected by the Board.

Adopted by the Board of Selectmen July 11, 2006; revised September 8, 2009. Please note: This code of conduct was originally developed based on similar codes used by other elected boards and Committees in other communities.

16

Appointment Policy (Edited version with track changes displayed)

(Amended 5/10/76, 8/23/99, XX/XX/21)

For positions appointed by the Select ~~Boardmen~~ and the Town Manager

1. ~~The e~~Expiration date for appointments is May 31st, or until ~~his~~their successors ~~are~~s appointed and -qualified, with the exception of the following:
 - a. Historic Districts Commission, which, under G.L.Ch.40C, expire January 1st.
 - b. Election Officers are appointed annually between July 15th and August 15th, in accordance with G.L.Ch. 54, s.12.
 - c. Sudbury Cultural Council appointments may expire at varying times, depending upon date of appointment.
 - ~~e.d.~~ Rare instances in which the urgency or issue at hand calls for an exception or a conflict with applicable Massachusetts General Law or federal law occurs.
2. The Town Manager shall:
 - a. Present, at the first regular meeting following Town Election, a list of appointments to be made or approved by the Board.
 - b. Notify incumbents and request their statement of availability regarding interest in reappointment.
 - ~~b.c.~~ Notify the public, well in advance of the expiration of an appointed position's term, of the opportunity to apply for the positions.
 - ~~c. Notify the chairman of the appropriate board or committee requesting recommendation for reappointment or filling vacancies.~~
 - d. Actively seek volunteers for boards and committees and maintain a "Talent File" of same.
 - e. Provide Chairpersons~~men~~ of boards and committees with names of candidates from the Talent File and request recommendations from -pertinent boards or committees to fill vacancies.
 - f. Request recommendations from the chairpersons of the appropriate boards or committees for reappointments or filling of vacancies.
3. Interviews for potential new appointees.
 - a. Copies of applications shall be provided to the Select ~~Boardmen~~ and chair~~persons~~man of respective board or committee prior to interview.
 - ~~b. Invite chairman to join Selectmen in conducting the interview relating to his board.~~
 - b. The Select Board should seek recommendations from the respective board or committee prior to interview.
 - c. The Select Board shall interview in open meeting the candidates for boards and committees.
 - d. Members of the applicable board or committee, the public, and any others that the Select Board wishes to include may attend the interviews and ask questions, as permitted by the Chair.
4. Annual appointments shall be completed as soon as possible.
5. Updated lists of members will be provided to the Town Manager's office.
6. Retiring members will receive letters of thanks from the Town for their service.

To Consider under #3:

- Appointments should be based on merit and qualifications.
- Whenever possible, the Board will seek to appoint members from varied backgrounds and fields of expertise to reflect the diversity of the community.
- In the case of appointments, no second to the nomination or motion will be required prior to Board action.

Appointment Policy (Edited version without track changes displayed)

(Amended 5/10/76, 8/23/99, XX/XX/21)

For positions appointed by the Select Board and the Town Manager

1. The expiration date for appointments is May 31st, or until their successors are appointed and qualified, with the exception of the following:
 - a. Historic Districts Commission, which, under G.L.Ch.40C, expire January 1st.
 - b. Election Officers are appointed annually between July 15th and August 15th, in accordance with G.L.Ch. 54, s.12.
 - c. Sudbury Cultural Council appointments may expire at varying times, depending upon date of appointment.
 - d. Rare instances in which the urgency or issue at hand calls for an exception or a conflict with applicable Massachusetts General Law or federal law occurs.
2. The Town Manager shall:
 - a. Present, at the first regular meeting following Town Election, a list of appointments to be made or approved by the Board.
 - b. Notify incumbents and request their statement of interest in reappointment.
 - c. Notify the public, well in advance of the expiration of an appointed position's term, of the opportunity to apply for the positions.
 - d. Actively seek volunteers for boards and committees and maintain a "Talent File" of same.
 - e. Provide Chairpersons of boards and committees with names of candidates from the Talent File and request recommendations from pertinent boards or committees to fill vacancies.
 - f. Request recommendations from the chairpersons of the appropriate boards or committees for reappointments or filling of vacancies.
3. Interviews for potential new appointees.
 - a. Copies of applications shall be provided to the Select Board and chairpersons of respective board or committee prior to interview.
 - b. The Select Board should seek recommendations from the respective board or committee prior to interview.
 - c. The Select Board shall interview in open meeting the candidates for boards and committees.
 - d. Members of the applicable board or committee, the public, and any others that the Select Board wishes to include may attend the interviews and ask questions, as permitted by the Chair.
4. Annual appointments shall be completed as soon as possible.
5. Updated lists of members will be provided to the Town Manager's office.
6. Retiring members will receive letters of thanks from the Town for their service.

To Consider under #3:

- Appointments should be based on merit and qualifications.
- Whenever possible, the Board will seek to appoint members from varied backgrounds and fields of expertise to reflect the diversity of the community.
- In the case of appointments, no second to the nomination or motion will be required prior to Board action.

TOWN OF SUDBURY**SELECTMEN'S POLICIES AND PROCEDURES**

- A. MEETING POLICY
- B. AGENDA PROCEDURES
- C. TREASURY WARRANTS AND TAX ANTICIPATION NOTES
- D. APPOINTMENT POLICY
- E. HEARING POLICY
- F. MINUTES POLICY
- G. PERFORMANCE REVIEW POLICY
- H. SELECTMEN'S LIAISON AND WORK ASSIGNMENTS
- I. SITE PLAN SPECIAL PERMIT RULES AND REGULATIONS (see *Zoning Bylaws Sect. 6300*)
- J. DEED AND EASEMENT PROCEDURE
- K. COLLECTIVE BARGAINING
- L. LICENSING OF OUTDOOR AMUSEMENTS POLICY
- M. FLAG CODE
- N. TRAFFIC CONTROL SIGNS POLICY
- O. POLICY FOR USE OF TOWN HALL FACILITIES
- P. ENTERTAINMENT LICENSE – WEEKDAY ONLY
- Q. ADVERTISING AND DIRECTIONAL SIGNS POLICY
- R. REGULATIONS GOVERNING ELECTRIC COMPANIES
- S. AFFIRMATIVE ACTION POLICY
- T. ACCEPTANCE OF GIFTS
- U. BYOB POLICY
- V. USE OF TOWN VEHICLES
- W. LIFE-THREATENING ILLNESSES
- X. RECYCLED PRODUCT PROCUREMENT POLICY
- Y. PURCHASE CONTRACTS

Fee Schedule:

Licenses & Permits
Applications

A. MEETING POLICY

(Amended 05/10/76, 04/23/84, 10/29/84, 11/08/84, 07/08/96)

1. An organizational meeting shall be held at the first meeting following Town Meeting.
 - a. Elect Chairman.
The Chairman will approve the agenda for and conduct the Selectmen's meeting; coordinate the affairs of the Board with due concern that all members' views are heard and considered; and act as liaison to the Town Manager and the major departments under the Board of Selectmen.
 - b. Elect Vice-Chairman.
The Vice-Chairman will assume the duties of the Chairman in his absence.
 - c. Elect Clerk (Town Manager unless voted otherwise).
The Clerk will be responsible for (1) preparation for Selectmen's meetings and keeping complete and accurate minutes of Selectmen's meetings and ; and (2) is authorized to provide attested copies of Selectmen's votes and minutes as necessary.
2. Meetings shall start promptly at 7:30 p.m. on Mondays. Formal business session shall adjourn no later than 12:00 midnight. Unfinished business will be postponed until the next meeting. Meetings will be held twice a month, unless the need for a special meeting arises.
3. In general, business will be scheduled as follows:
 - a. Opening statement by Chairman (7:30 p.m.)
 - b. Citizen petitions (15 minutes)
 - c. Miscellaneous: such as minutes, gifts, grants, consent calendar, licenses, utility petitions (7:45 p.m.)
 - d. Public hearings (8:00 – 9:00 p.m.)
 - e. Items for Selectmen's consideration (policy issues)
 - f. Town Manager's report
 - g. Reports from Board members and other business
4. The second meeting each month shall provide for the Town Forum from 8:00 – 9:00 p.m.
5. The Selectmen shall, if possible, conduct at least one meeting with boards and committees to discuss their activities and issues.
6. If practicable, executive sessions, other than a few minutes in duration, shall be scheduled for after 9:00 p.m.
7. Actions and decisions shall be by motion, second and vote. If the vote is not unanimous, the minutes shall reflect the vote of each Selectmen.
8. For the meeting, the Town Manager shall:
 - a. Provide Selectmen with pertinent explanatory or review material in brief form with agenda, sent prior to meeting.

- 2 -

Selectmen's Policies and Procedures

NOTE: This document is currently being updated to incorporate updated votes of the Board of Selectmen regarding procedures

- b. Have on hand, all back-up data and files appropriate to a scheduled item of discussion. In addition, he shall provide any data, analyses and recommendations as appropriate.
- c. Draft motions in advance of meeting.
- d. Indicate on correspondence suggested action to be taken.
- e. Report highlights from meeting minutes of other boards and committees.

B. AGENDA PROCEDURE

(Amended 05/10/76, 07/08/96)

The Town Manager shall prepare agenda for meetings and:

1. Schedule a realistic time period for each appointment, interview, conference or other scheduled items of business.
2. Confirm all appointments including time allotted.
3. Obtain Chairman approval of the agenda and time allocation prior to publication by the Town Manager on the Friday before the meeting.
4. Distribute copies of the agenda to the Selectmen on Friday with the draft copy of minutes of the previous meeting.
5. Post copies of the agenda, Friday, on Town Hall bulletin board, have copies of the agenda, with back-up material, available to the press representatives and have agenda copies available to the public at all meetings.
6. In order to expedite the business of the Board of Selectmen at their regular meetings, and in order that all subject matter scheduled for discussion by the Selectmen may be given proper attention and due consideration, the following procedure has been adopted for submission of items to appear on the regular meeting agenda of the Board of Selectmen.
 - a. Except in emergencies, any item requested to appear on the agenda must be in the office of the Town Manager by 12:00 noon, the Thursday preceding a regular meeting.
 - b. All back-up data, pertinent information or an outline for discussion must accompany all subject matters or items to appear on the agenda.

C. TREASURY WARRANTS AND TAX ANTICIPATION NOTES

(Amended 5/10/76, 8/23/99)

1. The Town Manager shall sign all payroll and bills payable warrants, in accordance with Chapter 131 of the Acts of 1994.
2. The Selectmen shall sign Tax Anticipation Notes and Bonds, and the Town Manager may be requested to make comments on such borrowings.

D. APPOINTMENT POLICY

(Amended 5/10/76, 8/23/99)

1. Expiration date for appointments is April 30th, or until his successor is appointed and qualified, with the exception of the following:
 - a. Historic Districts Commission, which, under G.L.Ch.40C, expire January 1st.
 - b. Election Officers are appointed annually between July 15th and August 15th, in accordance with G.L.Ch. 54, s.12.
 - c. Sudbury Cultural Council appointments may expire at varying times, depending upon date of appointment.
2. The Town Manager shall:
 - a. Present, at the first regular meeting following Town Election, a list of appointments to be made by the Board.
 - b. Notify incumbents and request their statement of availability regarding reappointment.
 - c. Notify the chairman of the appropriate board or committee requesting recommendation for reappointment or filling vacancies.
 - d. Actively seek volunteers for boards and committees and maintain a "Talent File" of same.
 - e. Provide Chairmen of boards and committees with names of candidates from the Talent File and request recommendations from pertinent boards or committees to fill vacancies.
3. Schedule interviews for potential new appointees.
 - a. Copies of applications shall be provided to the Selectmen and chairman of respective board or committee prior to interview.
 - b. Invite chairman to join Selectmen in conducting the interview relating to his board.
4. Annual appointments shall be completed as soon as possible.

E. HEARING POLICY

(Amended 5/10/76, 8/23/99)

Hearings before the Board of Selectmen shall be conducted in accordance with the following procedural outline. The Chairman of the Board of Selectmen, or in his absence a member of the Board, shall preside, and a record of the hearing shall be kept by or under the supervision of the Clerk of the Board of Selectmen.

All hearings shall be conducted as follows:

1. The presiding officer will open the hearing by reading the Notice of Hearing, by stating the type of service and posting made of the notice, by filing the notice and return of service (certified mail receipts, etc.) with the Clerk and by announcing (when applicable) that the proceeding is being recorded.
2. The presiding officer will announce that these rules will govern the conduct of the hearing.
3. The Board of Selectmen will receive written motions from any party and will rule upon all motions that require immediate action.
4. The presiding officer will request that all witnesses stand and will then swear in all witnesses.
5. The moving party will present his case. (If witnesses are used they shall be subject to examination by the Selectmen and cross-examination by the opponents or defending party.)
6. The enforcement official shall present his case or position. (If witnesses are used they shall be subject to examination by the Selectmen and cross-examination by the opponents or defending party.)
7. The defending party or opponents will present their case. (If witnesses are used they shall be subject to examination by the Selectmen and cross-examination by the moving party.)
8. The defending party shall have the right to make a closing statement.
9. The moving party shall have the right to make a closing statement.
10. The enforcement official shall have the right to make a closing statement.
11. The Board of Selectmen will receive written motions and memorandums from any party wishing to file such documents.
12. The Board of Selectmen shall either render a decision or continue the hearing until a time certain and then render a decision, which shall be included as a part of the official minutes for their meeting.
13. A copy of this procedure shall be made available to all parties to a hearing prior to or included with notice of hearing.
14. Checklist for compliance with the Open Meeting Law and holding executive sessions:
 - a. Notice of meetings must be posted forty-eight hours in advance in the office of the Town Clerk, unless the meeting qualifies as an "emergency" meeting.

- b. An open session must be convened.
- c. A majority of the Board must vote by roll call to go into executive session.
- d. The presiding officer must state one of eight designated subject matters which the executive session will be convened to discuss or consider:
 - 1) The reputation, character, physical condition or mental health rather than the professional competence of a particular individual.
 - 2) The discipline or dismissal of, or the hearing of complaints or charges brought against a public officer, employee, staff member or individual.
 - 3) Strategy with respect to collective bargaining or litigation, if an open meeting may have a detrimental effect on the government's bargaining or litigating position; strategy in preparation for negotiations with non-union personnel; or conduct of collective bargaining sessions or contract negotiations with non-union personnel.
 - 4) Deployment of security personnel or devices.
 - 5) Charges of criminal misconduct or the filing of criminal complaints.
 - 6) The purchase, exchange, lease, or value of real property where open discussion may have a detrimental effect on the negotiating position of the governmental body.
 - 7) Matters required by statute or other law to be kept private.
 - 8) An initial screening and interview of applicants for employment by a preliminary screening committee or a subcommittee appointed by a governmental body if an open meeting will have a detrimental effect in obtaining qualified applicants.
- e. The presiding officer must state whether the public meeting will reconvene after the executive session.
- f. The vote to go into executive session and purpose stated must be recorded in the minutes of the meeting.
- g. Votes taken in executive session must be recorded as roll call votes.
- h. When the reputation or discipline of an individual is discussed, the person must be notified in writing at least 48 hours in advance of the meeting. The individual has a right to be present, to have counsel or representative present to advise but not participate, to speak on his/her own behalf, and to request the meeting be held in open rather than closed session.

F. MINUTES POLICY

(Amended 5/10/76, 8/23/99)

The Town Manager, as Clerk of the Board, is responsible for distributing, recording, and keeping meeting minutes.

1. Minutes shall be approved by the Board at a Selectmen's meeting. The Town Manager shall provide a draft copy to each Selectman no later than the Friday evening before the Board's meeting, so that each Selectman may call him with any corrections or propose corrections at the meeting.
2. As necessary, the Town Manager shall provide petitioners, members of the press, and department heads with a copy of the minutes, or sections of the minutes, after draft has been corrected. Approved minutes shall be filed with the Town Clerk. Additionally, approved minutes shall be placed on the Town computer network for internal and public access for a reasonable period of time.
3. Minutes (except executive session) are a public record.
4. The Town Manager shall sign a final copy of each set of minutes, which shall be combined into a book of numbered pages for each calendar year. The completed book shall have a Table of Contents.
5. The Town Manager will maintain an index of Selectmen's action by subject and cross-referenced.

G. PERFORMANCE REVIEW POLICY (Amended 5/10/76, 2/20/79, 11/9/81, 5/20/91, 8/23/99)

The Selectmen will complete an annual performance review of the Town Manager and Town Counsel. The review shall consist of the following steps:

1. Department Heads shall submit a report outlining their activities and significant accomplishments of the past year, listing major objectives for next fiscal year.
2. The Board will meet with each Department Head to discuss his/her report and agree to a set of objectives for the ensuing year.
3. The Board shall set a salary for each position based on their review and report.

H. SELECTMEN'S LIAISON AND WORK ASSIGNMENTS (Amended 5/10/76, 8/23/99)

As the executive board responsible for the overall leadership and coordination of town affairs, and in order to promote close cooperation among town groups, the Selectmen shall maintain close liaison with selected boards and committees, as well as the departments for which they are directly responsible.

This liaison function usually shall be performed by individual Selectmen as assigned.

The liaison and work assignments shall be made each year after board organization, as proposed by the Chairman and approved by the Board. The Chairman's assignments shall include Town Manager and Town Counsel.

The intent and scope of the liaison functions shall depend on the type of individual, board or committee assigned, as follows:

1. Official Appointed by Selectmen:

Advice and counsel; contact point for interpretation and explanation of board decisions; coordination of activities with Board and other town groups, as required; familiarity with objectives and activities; recommendations to Selectmen for changes.

2. Board or Committee Appointed by Selectmen:

Assistance to committee and coordination of activities, as requested; familiarity with objectives and activities; recommendations to Selectmen for changes.

3. Other Elected or Appointed Board, Committee or Official:

Coordination of activities, as required; familiarity with objectives and activities.

The Selectmen assigned to a liaison function shall keep the Board of Selectmen advised of significant developments and activities and specific Selectmen decisions or advice required or sought.

J. DEED AND EASEMENT PROCEDURE

(Adopted 12/20/76, 8/23/99)

Many times a Town board or committee has reason to acquire, by gift or purchase, certain interest in land. These interests may include subdivisions, street widenings, walkway or drainage easements, conservation and recreation land, etc. In order to maintain a complete status file and permanent record, the following procedure is to be adhered to. This procedure shall not apply to interests in cemetery lots.

1. The deed transferring title to the Town, executed by the grantor, shall be forwarded to the Town Manager.
2. When necessary, the Town Engineer shall prepare the proper linen.
3. The Town Manager shall maintain:
 - a. "To Be Recorded" file.
 - b. "To Be Accepted by Town Meeting" file.
 - c. "To be Accepted by Selectmen" file. (Town Bylaws Article XII, s.3.)
4. Town Counsel will prepare proper articles for acceptance by Town Meeting or motions for acceptance by Selectmen. Said articles or motions shall be forwarded to the Town Manager.
5. Town Counsel is responsible for checking title, description (when necessary, prepare description), obtaining linen plan, and recording deed and linen plan with Registry of Deeds.
6. The deed, after having been accepted by the Town or the Selectmen and recorded in the Registry of Deeds, will be returned to the Town Manager, who shall make a proper reference record and file the original copy with the Town Clerk, and copies to appropriate boards. The Registry of Deeds return shall be addressed to the Town Manager. The Town Manager shall make and retain a file copy of the instrument prior to its submission to the Registry of Deeds.
7. Town Clerk shall maintain a file containing all original deeds transferring land or interests in land to the Town of Sudbury.
8. Town Counsel shall maintain a status sheet indicating:
 - a. date of receipt of deed, identifying grantor and land.
 - b. date of request for Engineering Department drawing.
 - c. date of transmittal of article or motion to Town Manager.
 - d. date of completion of title search.
 - e. date of recording and such other information as may be necessary to show status of Town Counsel's work with respect to each deed or easement.
 - f. Registry Book and Page number.

- 9 -

Selectmen's Policies and Procedures

NOTE: This document is currently being updated to incorporate updated votes of the Board of Selectmen regarding procedures

J. Deed and Easement Procedure (CONTINUED)

9. The Town Manager shall maintain an index sheet. This index shall include:

- a. date of first receipt.
- b. board or committee received from.
- c. date transmitted to Town Counsel.
- d. article number and date of acceptance by Town Meeting, or date of acceptance by Selectmen.
- e. grantor's name.
- f. location of land
- g. date recorded with Registry of Deeds.
- h. Registry Book and Page number.
- i. date filed with Town Clerk.

Said index shall be in such a form as to clearly show the status, at all times, of the Town's interest in land.

K. COLLECTIVE BARGAINING

(Amended 5/10/76, 8/23/99)

Labor relations and collective bargaining with public employees of the Town are governed by General Laws Chapter 150E, and Chapter 131 of the Act of 1994. It is the Town Manager's responsibility to negotiate all contracts with Town employees, except employees of the School Department. Such contracts are subject to approval of the Board of Selectmen. The Town Manager may, subject to the approval of the Selectmen, employ special counsel to assist in the performance of these duties.

L. LICENSING OF OUTDOOR AMUSEMENTS POLICY (Adopted as amended 4/29/71, 5/10/76)

In accordance with Chapter 140, Section 181 of the General Laws, it is required that any outdoor theatrical exhibition, public show, public amusement or exhibition, to be held in the Town of Sudbury obtain a license from the Board of Selectmen for such show or amusement, and that such show or amusement cannot be held in a residential area. Application for a license must be filed with the Board of Selectmen at least thirty days before the event and must indicate the name of the owner and the name and address of the firm involved, the sponsor, if any, the nature and extent of the show or amusement, the days and hours, amount of admission charge, and the exact location within the Town where the show or amusement is to be held.

It is the policy of the Board of Selectmen that, after May 1, 1971, no permit under the jurisdiction of the Selectmen shall be issued for the operation of a carnival or circus in the Town of Sudbury.

If food service is planned, notice shall be sent to the Board of Health allowing no less than two (2) weeks, prior to opening to the public, for inspection and issuance of a food service permit required by that Board.

CURRENTLY BEING UPDATED

Attachment8.d: PoliciesProc.1999_for_website (4447 : Discussion and review of Appointment Policy and Code of Conduct)

M. FLAG CODE

(Adopted 7/23/79, 8/23/99)

All orders for the raising or lowering of the flag shall issue from the Board of Selectmen.

The flag may be lowered to half mast on notification of the death of any past or present Town official as a mark of respect to the memory of such official. The flag shall remain at half mast until after the funeral services.

In time of war, the flag shall be flown from the time of opening to the time of closing of public buildings, in accordance with such orders that are issued by the proper authority.

In time of peace, the flag shall be flown from the time of opening to the time of closing of public buildings, but not before sunrise or after sunset unless ordered by the proper authority and properly illuminated.

Unless so ordered, the flag shall not be flown in inclement weather.

On Memorial Day, the flag shall be flown at half mast at the Town Hall, and at such other public buildings that are open, from sunrise to noon (12:00 p.m.) and at full mast until sunset.

Upon notification from the Selectmen's office, the flags on all public buildings are to be flown at half mast from the time of arrival, in Sudbury, of the body of a deceased veteran brought back from overseas, until after the funeral services.

The flag shall be flown at half mast on such occasions of local, state or national significance as may from time to time be determined by the Board of Selectmen or the Town Manager upon receipt of a specific request and/or recommendation from a Board, Committee, Commission, the Veterans Graves Officer, or from a duly authorized representative(s).

Flag laws and regulations shall be adhered to wherever appropriate, as adopted by the United States Congress.

N. TRAFFIC CONTROL SIGNS POLICY(Adopted 9/30/65, amended 5/10/76,
8/23/99)

1. The Chief of Police is responsible for all matters relating to traffic control signs.
2. All requests for such signs will be submitted to the Chief of Police.
3. The Police Chief shall obtain approval from the Board of Selectmen as required when signs involve amendment to the Town of Sudbury Traffic Rules and Orders.
4. The Board of Selectmen shall solicit approval from the Massachusetts Highway Department for such signage and traffic regulations, as required by that agency.
5. The Town Clerk shall maintain the official record of the Town of Sudbury Traffic Rules and Orders. Amendments thereto shall be advertised in a newspaper with local circulation prior to their enforcement.
6. The Chief of Police will request such signs from the Department of Public Works.
7. The Department of Public Works shall erect and maintain such signs that the Chief of Police may request.

O. POLICY FOR USE OF FACILITIES(Amended 9/20/76, 10/14/80, 7/10/89,
3/11/91, 8/23/99)1. Town Halla. General Meetings or Events

- (1) Facilities may be used without rental fee, provided there is no charge to the public either by admission fee or sales, by:
 - (a) Town, State or Federal departments.
 - (b) Non-profit organizations whose functions are charitable, civic, or patriotic.
 - (c) Community service groups, such as Scouts, youth recreational groups, etc.
- (2) Facilities may be used with rental fee by:
 - (a) Any organization charging admission or conducting sales.
- (3) Rental fee Schedule – per date (each day):

Lower Town Hall	\$40
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- (4) No use will be allowed if for private or personal financial gain.
- (5) Reservations for all uses are subject to change on twenty-four (24) hour notice if a required official Town function conflicts, or upon orders of the Board of Selectmen.
- (6) All reservations, including requirements for use of chairs, etc., will be made by the Town Manager. The group reserving the Hall will inform the Town Manager, at least twenty-four (24) hours in advance of all requirements for chairs, restrooms, or similar facilities. Custodial fees will be charged as necessary [see (7) below].
- (7) Custodial charges will be made if it is determined by the Town Manager that an event requires custodial services and/or supervision. Such fees shall be determined by the Town Manager.
- (8) During cold weather, users may be subject to a heating fee, to be determined by the Town Manager.
- (9) The person signing Rental Application and Agreement is responsible for:
 - (a) Restoring order and cleanliness of hall, including placement of all debris or waste materials in appropriate receptacles

Remove all decorations, put away chairs and tables user has put out, sweep area used, clean up any soda spills, etc., check bathrooms for cleanliness
 - (b) Putting lights out when leaving

- 14 -

Selectmen's Policies and Procedures

NOTE: This document is currently being updated to incorporate updated votes of the Board of Selectmen regarding procedures

- (c) Locking door when leaving
- (d) Closing all windows when leaving
- (e) Turning heat down to 55 degrees when leaving (if not on automatic setback)
- (f) Lowering fire curtain on stage (if upper floor is utilized)
- (g) Returning key the following day

Note: Any clean-up not done by user will be charged to user, as verified by the Supervisor of Town Buildings.

(10) In case of an emergency, user is to notify the Fire Captain on duty at Central Fire Headquarters located on Hudson Road.

(11) Refreshments may be served in the Lower Town Hall, but not in the Upper Town Hall.

b. Stage Productions (Upper Town Hall)

- (1) Regular productions with audience charge:

Rehearsals, tryouts	\$10.00 per date
Production dates	\$50.00 per date
(No charge for matinee if there is an evening performance.)	
Lower Town Hall	\$25
Police Paid Detail	Per collective bargaining agreement or contract.
- (2) Workshop productions with token audience:

Rehearsals	\$10.00 per date
Production dates	\$25.00 per date
Lower Town Hall	\$10.00 per date
Police Paid Detail	Per collective bargaining agreement or contract.
- (3) Workshop productions with no audience charge and limited public \$20.00 per date
- (4) Dressing rooms shall be available for use for rehearsals and productions, and shall be cleaned by the user to the satisfaction of the Supervisor of Town Buildings following each rehearsal or production.
- (5) All restrooms, dressing rooms and other facilities associated with the stage shall be available for use for dress rehearsals and productions, but must be cleaned after each use by the user to the satisfaction of the Supervisor of Town Buildings.
- (6) All construction or other materials associated with stage productions shall be stored, at the conclusion of any work session, rehearsal or production, in such manner that the facility shall be available for other uses, except that sets and similar equipment installed for purposes of a production may be retained in place on stage throughout the course of the performance. Any construction work that can be done outside the premises should be. Construction and materials to be used must be approved by the Supervisor of Town Buildings.

(7) Any group utilizing the Town Hall for stage productions shall assign an individual, for each work session, rehearsal or production, who shall be responsible for compliance with procedure O.a.(9) above; the name of said responsible individual shall be given to the Town Manager's Office and the Building Department.

(8) Any group utilizing the Town Hall for stage productions shall notify the Town Manager at least twenty-four (24) hours in advance, of any changes in work session, rehearsal or production dates.

P. ENTERTAINMENT LICENSE - WEEKDAYS ONLY (Chapter 140 S. 183A)

Rules and Regulations

1. Application for Entertainment License must be submitted on forms provided by the Board of Selectmen and signed by the licensee, or his duly authorized agent.
2. Application for a license hereunder must be accompanied by a site plan or floor plan indicating the location of all exits, emergency lights, fire extinguishers, exterior windows, rest room facilities, bars, band stands, areas designated for entertainment, amplifying equipment, dancing areas for patrons and shall indicate capacity.
3. Entertainment is to be conducted in such a manner as no noise may be audible from abutting property, and no amplifiers shall be placed so as to direct sound directly toward outside walls.
4. Entertainment or dancing is restricted to areas provided therefor and approved by the licensing authority.
5. This license is subject to inspection at all times by Police Department personnel or any other agent authorized by the licensing authority.
6. The type and hours of entertainment authorized by this license are subject to change at any time by the licensing authority.
7. All areas where entertainment is authorized shall be well lighted.
8. Performers shall not circulate or mix with patrons.
9. No "strip tease" or lewd impersonation of the opposite sex is permitted.
10. Any floor show must first be approved by the licensing authority and such request submitted 21 days prior to date of said floor show. Each such request shall be in writing and describe the show and include sex of performer(s).

Q. ADVERTISING AND DIRECTIONAL SIGNS POLICY

1. Church Directional Signs

Requests for placement of church directional signs within the Town of Sudbury will not be granted. All signs now erected along public ways shall be renewed. In accordance with Article V of the Sudbury Bylaws.

(Adopted July 17, 1969)

2. Signs on Town Property

The placement of signs of an advertising nature on or over the Town Common in Sudbury Centre and all other Town property, including Town ways, is prohibited.

(Adopted January 21, 1971)

CURRENTLY BEING UPDATED

Attachment8.d: PoliciesProc.1999_for_website (4447 : Discussion and review of Appointment Policy and Code of Conduct)

R. REGULATIONS GOVERNING ELECTRIC COMPANIES

(Adopted pursuant to the provisions of General Laws Chapter 164, Section 75.)

Adopted 7/31/69, Amended 8/23/99

1. Any electric company, as defined in General Laws Chapter 164, Section 1, prior to constructing or installing within the Town any pole, tower or other structure to which it will attach wires or cables for the transmission of electricity or the foundations or footings for the same, including any excavation of earth, shall first obtain construction approval therefor in accordance with these regulations.
2. Plans for Electrical Service:
 - a. Electrical site plans for aboveground and underground service must be approved by the Wiring Inspector before construction starts.
 - b. No power shall be put into these lines until a final engineering plan of these wires is supplied to the Wiring Inspector.
3. Primary and secondary underground electricity shall run on the same side of the road with no exceptions.
4. Boston Edison shall install all primaries and secondaries in the public way. The conditions of the trenches shall be approved by the Wiring Inspector. If Edison has doubt, it may inform the Inspector and request re-inspection.
5. Secondary connections between aboveground and underground service areas shall be installed underground. Placement of additional pole(s) to reach subdivision or service area, whether for street crossing or otherwise, shall not be allowed unless otherwise approved by the Selectmen.
6. Road Crossings:
 - a. All underground road crossings shall be in conduit and shall be perpendicular to any water and gas pipes.
 - b. During the months of November through March, open trench installation of conduit is prohibited, and a jacking or boring method used instead.
7. Transformers shall be made of steel (not plastic).
8. Boston Edison shall be responsible for coordinating the transfer of wires from old to new poles and shall remove any redundant "double" poles within six months of the installation of a new replacement pole.
9. The Board of Selectmen shall conduct public hearings for installations in the public way as required by Massachusetts General Laws.

Regulations Governing Electric Companies (cont.)

10. In considering the application, the Board of Selectmen shall determine that the location and construction or installation of the proposed structure and all component parts thereof as proposed by the applicant do not adversely affect the health, safety, convenience or property of the inhabitants of the Town, and, if it shall determine that such structure would so adversely affect the inhabitants of the Town, it shall specify the aspects of the proposed construction that it has determined would cause such adverse effect and the changes it would require the applicant to make in order to obtain construction approval.
11. The Board of Selectmen shall approve or disapprove the application in writing and shall file same with the Sudbury Town Clerk, who shall record and forward it to the applicant in return for a fee for costs.
12. The Wiring Inspector is hereby designated as the agent of the Board of Selectmen for the purpose of enforcing these regulations, and any decision of the Board of Selectmen hereunder.

S. AFFIRMATIVE ACTION POLICY

(Adopted 7/10/78, amended 8/23/99)

The Sudbury Board of Selectmen affirms the objectives of equal employment opportunity. The Sudbury Board of Selectmen acknowledges that it is illegal to discriminate against any person on the basis of race, color, religious creed, national origin or ancestry, sex, age, handicap or political beliefs or affiliation.

Equal opportunity is recognized as meaning equal access to training, employment and promotional opportunities. It is also recognized as meaning equal pay, benefits and treatment throughout all aspects of the employment and training process.

Although legislation has long made it illegal to discriminate, it is acknowledged that there are certain segments of the population that experience arbitrary, often unintentionally constructed, barriers to employment opportunities.

Affirmative Action is the procedural implementation of equal opportunity legislation. The Sudbury Board of Selectmen stands committed to Affirmative Action to counteract the effects of arbitrary barriers experienced by minorities, women and handicapped individuals in their attempts to find suitable employment.

It is the policy of the Sudbury Board of Selectmen to assure equal access to and equitable treatment in all aspects of job training programs, employment referrals and counseling services in accord with Affirmative Action guidelines. All Town hiring agents and all contractors with the Town of Sudbury are also bound by the equal employment and Affirmative Action guidelines as spelled out in the Sudbury Town Bylaws, Article VII (A).

Responsibility for overseeing the Affirmative Action Program rests with the Town Manager and Affirmative Action Officer. Implementation of any Affirmative Action Program is an integral part of the job responsibilities of all staff of the Town.

T. ACCEPTANCE OF GIFTS (Adopted 2/20/79)

No Town official under the control of the Board of Selectmen may accept personal gifts of any kind from any person, group, business concern, or corporation. If a gift is received every effort will be made to identify the sender and return the same. Any receipt of gifts given must be reported to the Board of Selectmen and a record maintained.

U. BYOB (BRING YOUR OWN BEER, ETC.) POLICY (Adopted 8/23/99)

No permission shall be granted to restaurants to allow patrons to bring their own beer, wine, or other alcoholic beverages for their own private consumption onto the premises while restaurant licenses to sell alcoholic beverages are available in the Town of Sudbury. When all such licenses available for issuance under the General Laws have been issued, the Board of Selectmen will reconsider the matter.

V. USE OF TOWN VEHICLES (Adopted 11/25/91, Amended 2/3/92, 8/23/99)

1. Administration of Policy

- a. This policy was approved on November 25, 1991, by the Board of Selectmen, to become effective immediately, November 26, 1991. Authorization for individual use or assignment of a Town vehicle shall take place annually, prior to the start of the new fiscal year, when contracts are renewed, or when a position becomes vacant.
- b. No employee shall qualify for use of a vehicle outside of normal working hours unless authorized by the Board of Selectmen. The Town Manager may make recommendation to the Board. The distance an employee lives from his or her place of work will be a consideration.
- c. An employee not eligible for a vehicle may, subject to the approval of the Department Head, use a vehicle to attend a conference. Use of a vehicle to attend a conference exceeding three (3) days shall require approval of the Town Manager.

2. General Policy

- a. Employees, who are authorized to take a vehicle home, shall be governed by the following general policy and philosophy. Town vehicles are not personal vehicles and are not for personal use. The vehicles are owned by the Town, and should be viewed as belonging to the citizens of Sudbury. Employees should use the vehicles in a manner consistent with the best interests of the citizens.
- b. Personal use shall be defined according to the Internal Revenue Service Code, as interpreted by appropriate Counsel. The following is a guideline: Personal use is any use of the vehicle for purposes other than:
 - (1) Use on Town Business
 - (2) "De minimis" purposes, which would be for commuting to and from work, including errands performed along the regular commuting route.

3. Specific Guidelines

- a. Vehicle use is limited to travel to and from the residence and place of work. Consideration should be taken to use the most direct route and vehicles may not be used for personal business.
- b. The vehicle shall only be used during the time frame of travel to and from residence, and/or for official work related functions.
- c. All vehicles, except police detective cars, shall be identified with the Town Seal and Municipal license plates.
- d. No personal property that would interfere with the proper performance of the employee's official duties shall be carried in Town vehicles; only those items which are properly listed and on file with the Town Accountant shall be covered under the Town's insurance policy and only to the limits of such coverage.
- e. The vehicle operator shall drive in a safe, courteous, and legal manner. The operator is responsible for any citations received and shall be held accountable for any damage to the vehicle due to negligence or illegal action on the part of the operator.
- f. No alcoholic beverages, or controlled substances shall ever be transported in a Town vehicle. Police vehicles carrying evidence are the only exception.
- g. Town employees, committee and board members, and individuals directly associated with a Town work activity may be passengers in a vehicle.
- h. Unnecessary travel with family members is prohibited.
- i. Incidental in-town travel, such as lunch, is allowed for employees assigned a vehicle.
- j. During personal vacation periods, the vehicle shall be parked at a central Town facility, and will be available for use by employees on an as-needed basis. The vehicle shall not be used during this period as a take home vehicle. Acting Department Heads shall not be entitled to use of a vehicle without authorization from the Town Manager.
- k. Personal use of a vehicle shall be reported to the Town Accountant, and the employee shall reimburse the Town at the current rate the Town reimburses employees for business use of their own personal vehicles.
- l. Only Town employees properly licensed by the Commonwealth of Massachusetts shall be permitted to drive Town vehicles.

4. Certification

- a. Employees who are authorized to use Town vehicles after normal business hours shall certify in writing that they have received, read, and understood this policy, and will abide by it. Employees who violate this policy shall be subject to appropriate disciplinary action including loss of after hours vehicle use privileges.

I hereby certify that I have read and understand the Town of Sudbury's Policy regarding the use of Town vehicles, and that I will abide by these Policies.

Employee: _____

Date: _____

W. LIFE-THREATENING ILLNESSES

(Adopted 3/16/92, Amended 8/23/99)

1. Policy

The Town of Sudbury recognizes that employees with life-threatening conditions, such as some forms of cancer, heart disease, and AIDS, may wish to continue with their daily work routine. Accordingly, employees diagnosed with a life-threatening illness may continue to work as long as they are able to meet acceptable performance standards and do not endanger the health of themselves or others. Where possible, the Town will provide reasonable accommodation to enable such individuals to continue their employment.

2. Need-to-know Chain

Employee -----> Town Manager -----> Employee's Supervisor
-----> Employee's Physician

3. Guidelines

- a. The Chairman of the Board of Selectmen with the Town Manager is responsible for the general administration and implementation of this policy.
- b. Department heads/supervisors are responsible for ensuring that such matters are handled with discretion and confidentiality.
- c. The Town Social Worker is responsible for providing advocacy, short-term counseling and referral to the employee should it be requested.

X. RECYCLED PRODUCT PROCUREMENT POLICY

(Adopted 6/10/96)

1. The Town of Sudbury, in furtherance of its commitment to recycling, hereby declares that it will purchase items which are environmentally preferable and made of recycled materials whenever such products meet its quality requirements and are available at reasonable prices and terms.
2. All Sudbury departments shall purchase/use recycled products and recyclable products whenever practicable.
3. The Town shall require its contractors and consultants to use and specify recycled products and recyclable products in fulfilling contractual obligations whenever practicable.
4. To the maximum extent practicable, the following standards shall be adhered to:
 - a) For all purchases of printing or writing paper for in-house use or custom printed materials by professional printers, including copier paper, offset paper, forms, stationery, envelopes and file folders, the minimum content standard shall be no less than 20 percent post-consumer materials. This minimum content standard shall be increased to 30 percent beginning December 31, 1998. As an alternative to meeting these standards, the minimum content standard shall be no less than 50 percent recovered materials.
 - b) Any deviation from the standards under part "a)" above must be approved by the Town Manager. The decision not to procure or use recycled content printing and writing paper meeting these standards shall be based solely on a determination that a satisfactory level of competition does not exist, that items are not available within a reasonable time period, or that items fail to meet reasonable performance standards or are only available at an unreasonable price.
 - c) Town departments shall ensure that all contracts for printing require the inclusion of an imprint identifying the recycled content of the paper whenever practicable. (Recycling symbol)
 - d) For all other items, departments shall consult the Commonwealth of Massachusetts Recycled Products Guide and State contract listings for recycled products published by the Mass. Dept. of Procurement and General Services. Additionally, departments shall adhere to EPA Recommended Affirmative Procurement Guidelines whenever practicable.
5. Each department shall implement paper reduction techniques, through the use of duplexing, sharing and circulating materials, and reuse of discarded paper for draft work, scrap paper and internal messages.
6. Each department shall report purchases of recycled products to the Town Manager on July 15 for the previous fiscal year.

RECYCLED PRODUCT PROCUREMENT POLICY continued

7. Glossary.

Environmentally Preferable means products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service.

Pre-consumer Material means any material generated during any step in the production of an end product, but does not include any waste material or by-product that can be or has been normally reused within the same plant of the same parent company.

Post-consumer Material means a material or finished product that has served its intended use and has been discarded for disposal or recovery, having completed its life as a consumer item. Post-consumer material is a part of the broader category of "recovered material".

Recovered Material means materials or by-products that have been recovered or diverted from solid waste. Such term does not include those materials and by-products generated from, and commonly reused within an original manufacturing process, e.g., mill broke and home scrap (in paper wastes).

Recovered Paper Material means paper waste generated after the completion of a paper making process, such as post-consumer material, envelope cuttings, bindery trimmings, printing waste, cutting and other converting waste, butt rolls and mill wrappers, obsolete inventories, and rejected unused stock. Recovered paper material shall not, however, include fibrous waste generated during the manufacturing process, such as fibers recovered from waste water or trimmings of paper machine rolls (millbroke), or fibrous by-products of harvesting extractive or woodcutting processes, or forest residues such as bark.

Recyclability means the ability of a product or material to be recovered from, or otherwise diverted from the solid waste stream for the purpose of recycling.

8. This policy is adopted pursuant to President Clinton's 1993 Executive Order, U. S. Environmental Protection Agency guidelines, and Commonwealth of Massachusetts "Buy Recycled" effort under Executive Order #350.

Y. PURCHASE CONTRACTS (Adopted 8/9/99, 6/10/02, 8/16/16)

The Town Manager is authorized to enter into purchasing contracts under \$25,000, without the approval of the Board of Selectmen on purchases defined in Section 10(d) of the Town Charter.

The Town Manager is authorized to approve, without specific vote of the Board, those contracts \$25,000 and over which are renewals of contracts, with current vendors, previously approved by the Board.

The Town Manager shall provide a list of such awards to the Board of Selectmen on an annual basis in January.

CURRENTLY BEING UPDATED

Attachment8.d: PoliciesProc.1999_for_website (4447 : Discussion and review of Appointment Policy and Code of Conduct)

SELECTMEN'S POLICIES AND PROCEDURES
FEE SCHEDULE

The Board of Selectmen is responsible for setting the fees for the issuance of certain permits, licenses and certificates. In doing so, the Board has the following objective: to set the amount of the fee so as to recover a reasonable approximation of the costs to the Town in processing the requested item. Further, the Selectmen require that staff annually review these fees and make recommendations to the Board before December 31 of each year if they believe an increase or decrease is warranted.

NOTE: The Town accepted Mass. General Laws Chapter 40, Section 22F in 1992, which allows statutory fee limits to be exceeded for the following permits with the exception of Alcoholic Beverages licenses, and state regulation of Alcoholic Beverages license fees have since been removed.

<u>LICENSES</u>	<u>FEE ALLOWED BY STATUTE</u>	<u>FEE CHARGED BY TOWN</u>	<u>COMMENTS</u>
<u>Alcoholic Beverages:*</u>			
Package Goods Store AA	Locally fixed	\$2,250	
Package Goods Store WM	Locally fixed	1,500	
Restaurant/Innholder AA	Locally fixed	3,500	
Restaurant/Innholder WM	Locally fixed	1,500	
Liqueurs	Locally fixed	300	
Club AA	Locally fixed	500	Veterans Post
Club WM	Locally fixed	200	
One-day AA	Locally fixed	35	
One-day WM	Locally fixed	25/day	
Auctioneer, resident mos.		\$50/annual	Must be resident for 6 preceding appl., set by Permit Agent
Auctioneer, non-resident		\$25/day	Fee set by Permit Agent
Automatic Amusement Devices*	\$20/machine, unless set by Town Meeting	\$20/machine Prorated	
Billiards*	\$2/minimum no maximum	\$25 + \$25 per table	Fee set by Selectmen collected by Clerk
Bowling*	\$2/minimum	\$25 + \$25 per alley	Fee set by Selectmen collected by Clerk
Common Victualler*	\$25/maximum, unless set by Town Meeting	\$50	
Entertainment - Wkday.	\$100/maximum	\$50	For live music, dancing, radio, TV, etc.
Entertainment - Sunday	\$400/maximum \$20/single event	\$250 \$20/single	For live music, dancing, radio, TV, etc. #

- 26 -

Selectmen's Policies and Procedures

**NOTE: This document is currently being updated to incorporate updated votes of the
Board of Selectmen regarding procedures**

Note: a Sunday Entertainment license for radio or TV is not necessary for an innholder, tavern or common victualler licensee having an alcoholic pouring license.

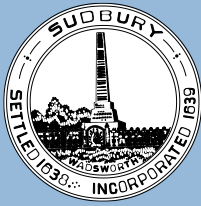
(STATE annual Sunday Entertainment fee

\$ 85/100 - payable to Dept. of Public Safety)

<u>LICENSES</u>	<u>FEE ALLOWED BY STATUTE</u>	<u>FEE CHARGED BY TOWN</u>	<u>COMMENTS</u>
Hawkers & Peddlers	(G.L.c.101,s.17 & 22 max. \$52)	\$50	
Inflammable Storage*	(G.L.c.148, s.13 & Bylaw V.s.25)	\$100	
<u>Motor Vehicle:</u> *			
Class I	\$100/maximum	\$50	Mfg. Agent/used cars
Class II	\$100/maximum	\$50	Dealer/used cars
Class III	\$100/maximum	\$50	Dealer/junk cars
Outdoor Amusement - Wkdy.	\$100/maximum	\$50	
Outdoor Amusement - Sun.	\$400/maximum \$20/single event	\$250 20/single	
Taxi Drivers Department		\$20/operator	issued by Police
Taxi/Limo Operation*	(G.L.c.40,s.22)	\$50	
Transient Vendor	Tax Goods or fix fee	\$50	

* See below for application fees

<u>APPLICATIONS</u>	<u>FEE CHARGED BY TOWN</u>	<u>COMMENTS</u>
Alcoholic Beverages Licenses	\$150/new applications, transfers, changes in premises. \$ 75/revision (mgr. chg., etc.) \$ 25/renewal	For processing notice to abutters, advertising, mailing costs, etc.
Auto. Amuse. Devices	\$20	
Billiards	\$25	
Bowling	\$25	
Common Victualler	\$50	
Inflammable Storage	\$50	
Innkeeper	\$50	
Motor Vehicle	\$25	
Site Plans: Original	\$ 25/1000 s.f. of Gross Floor Area [<u>\$500 Minimum Fee</u>]	
Minor	\$ 300	
Modification	\$ 250 (with public hearing) OR \$100 (without public hearing)	
Extension	\$ 50	
Taxi Business	\$ 25	



SUDBURY SELECT BOARD

Tuesday, March 9, 2021

MISCELLANEOUS (UNTIMED)**9: Meadow Walk Liquor License Re-file Bill H. 5196**REQUESTOR SECTION

Date of request:

Requested by: Leila S. Frank

Formal Title: Discussion and vote whether to accept H5196, which reflects changes to H5118 by Joint Committee on Consumer Protection and Professional Licensure. The outcome of the vote will be relayed to accompany H5196, An Act authorizing the town of Sudbury to grant an additional license for the sale of alcoholic beverages to be drunk on the premises. (See attached and Bill H5196)

Recommendations/Suggested Motion/Vote: Discussion and vote whether to accept H5196, which reflects changes to H5118 by Joint Committee on Consumer Protection and Professional Licensure. The outcome of the vote will be relayed to accompany H5196, An Act authorizing the town of Sudbury to grant an additional license for the sale of alcoholic beverages to be drunk on the premises.

Background Information:
See attached

Financial impact expected:

Approximate agenda time requested: 20 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

03/09/2021 6:00 PM

Bill H.5118^{191st (Current)}

An Act authorizing the town of Sudbury to grant an additional license for the sale of alcoholic beverages to be drunk on the premises

By Mr. Gentile of Sudbury, a petition (accompanied by bill, House, No. 5118) of Carmine Lawrence Gentile, James B. Eldridge and Michael J. Barrett (by vote of the town) that the town of Sudbury be authorized to grant an additional license for the sale of all alcoholic beverages to be drunk on the premises in said town. Consumer Protection and Professional Licensure. [Local Approval Received.]

From: Gentile, Carmine - Rep. (HOU) <Carmine.Gentile@mahouse.gov>

Sent: Monday, November 23, 2020 6:04 PM

To: Hayes, Henry <HayesH@sudbury.ma.us>

Subject: H5118 An Act authorizing the town of Sudbury to grant an additional license for the sale of alcoholic beverages to be drunk on the premises

Dear Henry,

Following up on our discussion earlier today regarding H5118, please send zoning maps showing the Meadow Walk area/overlay district to:

Tackey Chan, House Chairman

Joint Committee on Consumer Protection and Professional Licensure

State House, Room 42

Boston, MA 02133

and a second copy to

Paul R. Feeney, Senate Chairman

Joint Committee on Consumer Protection and Professional Licensure

State House, Room 215

Boston, MA 02133

To advance the bill I will need to know whether the Town elects to have a license to issue for a specific business or a license to issue in the specific area/overlay district of the Meadow Walk (cannot have both). We can ask for a period of one year, two years, or three years in which to grant the license. If it is not granted to a licensee within the period provided it will lapse. Given the difficult economic conditions the Town may want to ask for a two- or three-year period rather than one year to grant the license after it becomes available.

Please advise after you have had the opportunity to discuss with the Select Board and I will work to have a bill enacted and signed by Governor Baker in December.

Thank you for your courtesy and attention to this matter.

Best wishes for a great Thanksgiving,

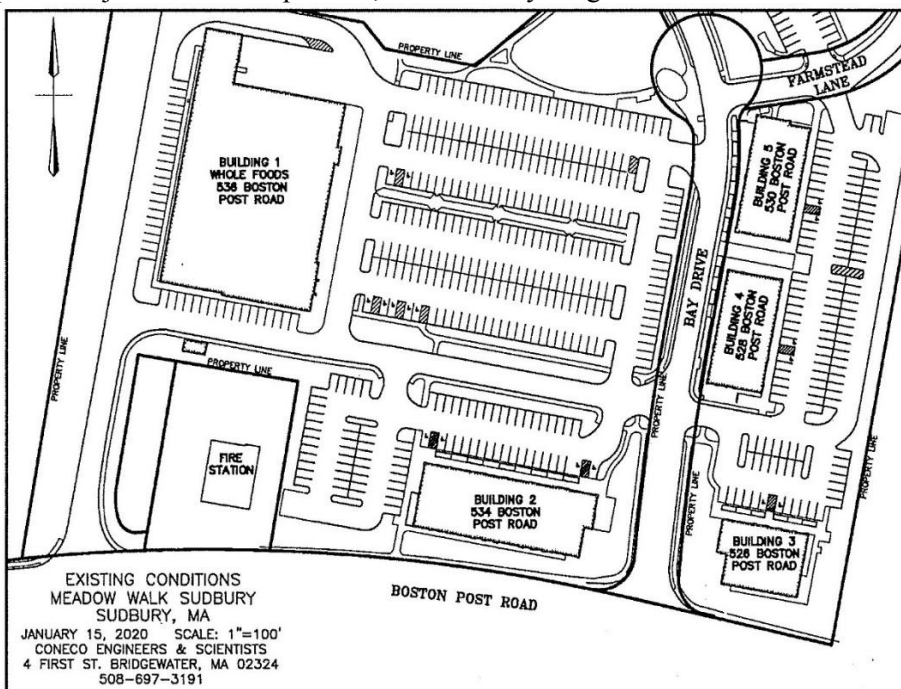
Carmine

Carmine Gentile
State Representative
13th Middlesex District
(Sudbury, Wayland, Marlborough, Framingham)
State House, Rm 167
Boston, MA 02133
O: 617-722-2810

**ARTICLE 34. AUTHORIZE BOARD OF SELECTMEN TO PETITION FOR AN
ADDITIONAL ALCOHOL POURING LICENSE FOR
MEADOW WALK DEVELOPMENT**

(Consent Calendar)

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to adopt legislation allowing for the Town to grant one additional license for the sale of all alcoholic beverages to be drunk on the premises to the holder of a common victualler license for a sit-down restaurant located only in one of the currently existing Buildings (2,3,4 or 5) within the development known as Meadow Walk, 526-534 Boston Post Road as shown on the following plan provided, however, that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court; and, provided further that the Board of Selectmen is hereby authorized to approve amendments which shall be within the scope of the general public objectives of this petition; or act on anything relative thereto.

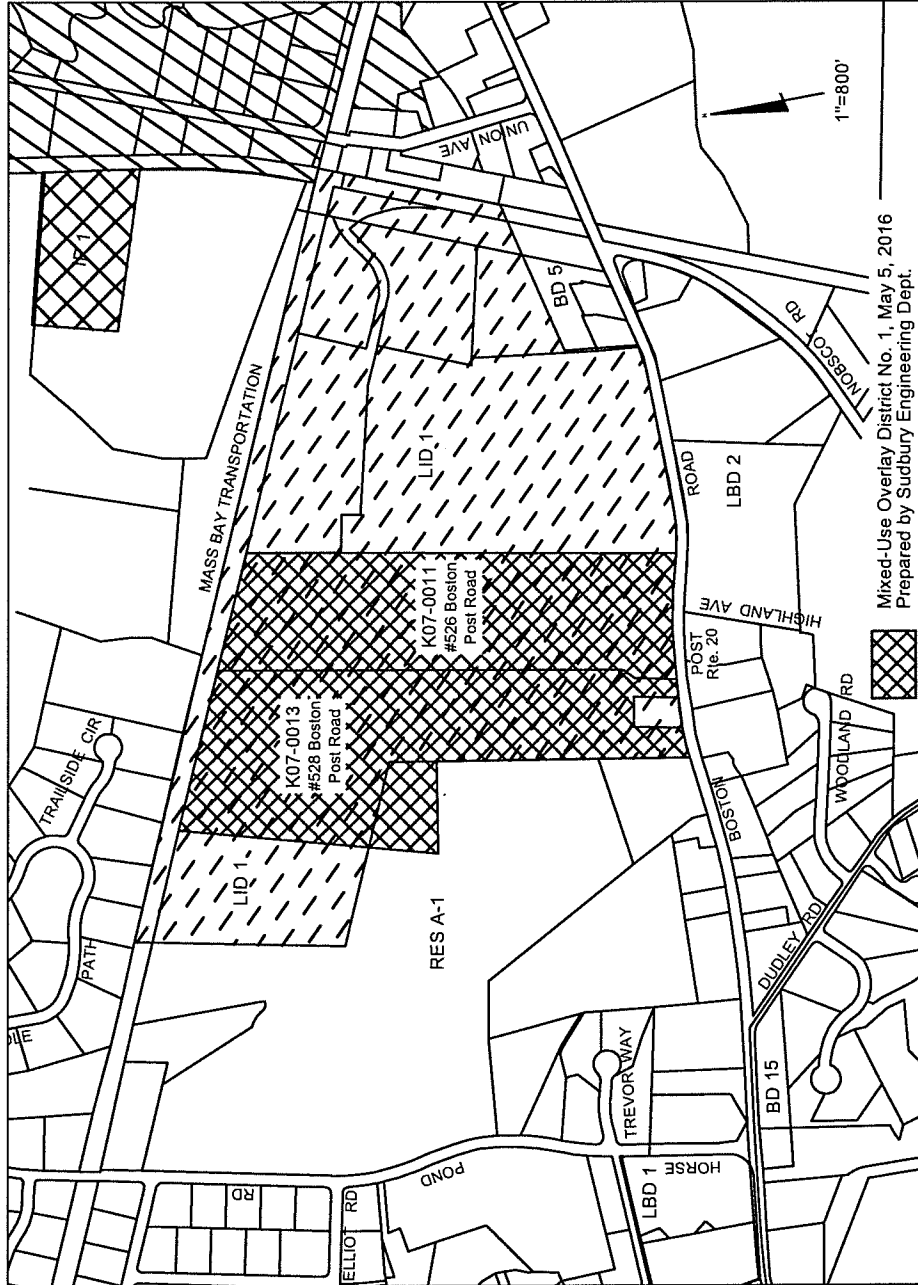


Submitted by the Board of Selectmen.

(Majority vote required)

BOARD OF SELECTMEN REPORT: At its meeting of January 7, 2020, in conjunction with the discussion with representatives of National Development on behalf of owner BPR Sudbury LLC, the Selectmen voted to sponsor a 2nd Annual Town Meeting article to adopt legislation allowing the Town to grant one additional alcoholic beverages service license for a restaurant to be located at the Meadow Walk location off the Boston Post Rd. As the Town's quota of alcoholic licensed restaurants has been filled, it is necessary to petition the General Court for the addition.

BOARD OF SELECTMEN POSITION: The Board of Selectmen supports this article.



From: Gentile, Carmine - Rep. (HOU)
Sent: Sunday, February 28, 2021 6:30 PM
To: Hayes, Henry
Subject: Earmarks and liquor license

Henry Hayes, Jr.

Sudbury Town Manager

Dear Henry,

I had previously mentioned to you, we were unable to have the House and Senate pass a bill to allow Sudbury to issue an additional liquor license as the Joint Committee on Consumer Protection and Professional Licensure made substantive changes to House No. 5118, An Act authorizing the town of Sudbury to grant an additional license for the sale of alcoholic beverages to be drunk on the premises, issuing a committee bill, H5196, before the end of the session without an opportunity to have the Select Board choose whether to proceed with the modification and have the bill passed and enacted or decline to proceed. Now that House and Senate members have received committee assignments Home Rule Petitions can be processed again in the new session.

Attached is a copy of H5196 for the Select Board to consider. Please inform me if, as, and when they vote to accept it and I will re-file it after receiving a digital copy of the Town Clerk's letter (original ought be mailed to Steven T. James, Clerk of the House of Representatives) and proceed to have it enacted.

The letter from the Town Clerk should:

1. Clearly state that the board voted to approve the language contained in H5196 An Act authorizing the town of Sudbury to grant an additional license for the sale of alcoholic beverages to be drunk on the premises.
2. Be dated, signed, and attested by the town clerk
3. Contain the town's raised seal.

If you have any questions on these or other subject matters, please do not hesitate to contact me.

Best regards,

Carmine

Carmine Gentile
State Representative
13th Middlesex District
(Sudbury, Wayland, Marlborough, Framingham)
State House, Rm 167
Boston, MA 02133

Attachment9.e: 02.28.21 Carmine Gentile Email (4448 : Meadow Walk Liquor License Re-file Bill H. 5196)

HOUSE No. 5196

The Commonwealth of Massachusetts

HOUSE OF REPRESENTATIVES, December 16, 2020.

The committee on Consumer Protection and Professional Licensure to whom was referred the petition (accompanied by bill, House, No. 5118) of Carmine Lawrence Gentile, James B. Eldridge and Michael J. Barrett (by vote of the town) that the town of Sudbury be authorized to grant an additional license for the sale of all alcoholic beverages to be drunk on the premises in said town, reports recommending that the accompanying bill (House, No. 5196) ought to pass.

For the committee,

TACKEY CHAN.

FILED ON: 12/11/2020

HOUSE No. 5196**The Commonwealth of Massachusetts**

In the One Hundred and Ninety-First General Court
(2019-2020)

An Act authorizing the town of Sudbury to grant an additional license for the sale of alcoholic beverages to be drunk on the premises.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

1 SECTION 1. (a) Notwithstanding section 17 of chapter 138 of the General Laws, the
 2 licensing authority of the town of Sudbury may grant an additional license for the sale of all
 3 alcoholic beverages to be drunk on the premises pursuant to section 12 of said chapter 138 to an
 4 establishment located in Building 2,3,4 or 5 within the development known as Meadow Walk,
 5 526-534 Boston Post Road, Sudbury. The license shall be subject to all of said chapter 138
 6 except said section 17.

7 (b) A license granted under this act shall only be exercised in the dining room of a
 8 common victualler and such other public rooms or areas as may be deemed reasonable and
 9 appropriate by the licensing authority as certified in writing.

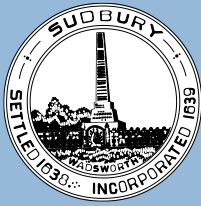
10 (c) The licensing authority shall not approve the transfer of the license granted under this
 11 act to a location outside of Building 2, 3, 4, or 5 of the Meadow Walk development, but it may
 12 grant such license to a new applicant within said development as so limited in subsection (a) if
 13 the applicant files with the licensing authority a letter from the department of revenue and a letter

from the department of unemployment assistance indicating that the license is in good standing with those departments and that all applicable taxes, fees and contributions have been paid.

(d) If a licensee terminates or fails to renew a license granted under this act, or any such license is cancelled, revoked or no longer in use, the license shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority, and the licensing authority may then grant the license to a new applicant in the Meadow Walk development under the same conditions as specified in this act.

(e) All licenses granted under this act shall be issued within 3 years after the effective date of this act; provided, however, that a license originally granted within that time period may be granted to a new applicant under subsections (c) or (d) thereafter.

SECTION 2. This act shall take effect upon its passage.



SUDBURY SELECT BOARD

Tuesday, March 9, 2021

MISCELLANEOUS (UNTIMED)**10: Upcoming Agenda Items**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Upcoming Agenda Items

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

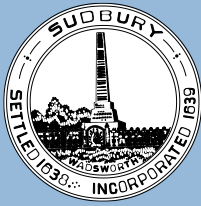
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POTENTIAL UPCOMING AGENDA ITEMS/MEETINGS

MEETING	DESCRIPTION
Tues, March 16	Joint meeting with FinCom to present Town Meeting warrant article recommendations
	Interview additional DEI candidate
	Financial Policies update
Tues, March 23	Additional meeting
	Continuation of ADA self-assessment discussion with IHDC <i>(date TBD)</i>
	Meeting with Transportation committee <i>(date TBD)</i>
	CPC Town Meeting articles discussion <i>(date TBD)</i>
	Housing Choice discussion <i>(date TBD)</i>
Mon, March 29	Annual Town Election
Tues, March 30	Additional meeting
Tues, April 6	Continuation of Eversource utility hearing from 12/15/20
	Sign ATM warrant and send to printer for posting no later than 5/14/21
May 22-23; rain date of June 12-13	Annual Town Meeting at LSRHS field; start time 12:30 PM Sat, 5/22
Date to be Determined	ATM 2021 article - Melone Stabilization Fund
	Budget Strategies Task Force
	By-law items to examine - Special Events & Demonstration Permits; Common Victualler License Holders (Related to Farm Act exemptions, citizen request); Nuisance / Blight Bylaw; Removal Authority of members from appointments
	Citizen Leadership Forum
	Fairbank Community Center update (ongoing)
	Financial policy review (ongoing)
	Health/COVID-19 update (as of 3/18/20)
	Invite Commission on Disability Chair to discuss Minuteman High School
	Local receipts – fee schedule review
	Projects to track using form (KPIs)
	Quarterly review of approved Executive Session Minutes for possible release (February, May, August and November). Consider separate meeting solely for this purpose.
	Quarterly update on Bruce Freeman Rail Trail (BFRT) (March, June, September, December)
	Quarterly update on CSX (January, April, July, October)
	Route 20 empty corner lot – former gas station
	Sewataro Financial Statement review
	Sewataro Future planning
	Sidewalks discussion
	Town meeting recap – year in review
	Town-wide traffic assessment and improve traffic flow
	Update from SB Policy Subcommittee
	Update on crosswalks (Chief Nix/Dan Nason)

Attachment 10.a: POTENTIAL UPCOMING AGENDA ITEMS_3_9_21 (4443 : Upcoming Agenda Items)

	Update on traffic policy (Chief Nix)
	Work Session with Town Counsel: Select Board/Town Manager Code of Conduct and other procedural training
Standing Items for All Meetings	Select Board requests for future agenda items at end of meeting
	Citizens Comments, continued (if necessary)



SUDBURY SELECT BOARD

Tuesday, March 9, 2021

MISCELLANEOUS (UNTIMED)**11: Citizen's Comments (cont)**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Citizen's Comments (cont)

Recommendations/Suggested Motion/Vote:

Background Information:

Financial impact expected:

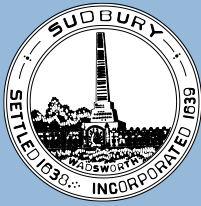
Approximate agenda time requested:

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

03/09/2021 6:00 PM



SUDBURY SELECT BOARD

Tuesday, March 9, 2021

MISCELLANEOUS (UNTIMED)**12: Minutes review**REQUESTOR SECTION

Date of request:

Requested by: Patty Golden

Formal Title: Review open session minutes of 2/23/21 and possibly vote to approve minutes.

Recommendations/Suggested Motion/Vote: Review open session minutes of 2/23/21 and possibly vote to approve minutes.

Background Information:
attached draft

Financial impact expected:

Approximate agenda time requested: 30 minutes

Representative(s) expected to attend meeting:

Review:

Patty Golden	Pending
Henry L Hayes	Pending
Jonathan Silverstein	Pending
Daniel E Carty	Pending
Janie Dretler	Pending
Select Board	Pending

03/09/2021 6:00 PM

SUDBURY SELECT BOARD

TUESDAY FEBRUARY 23, 2021

(Meeting can be viewed at www.sudburytv.org)

Present: Chair Janie Dretler, Vice-Chair Jennifer Roberts, Select Board Member Daniel E. Carty, Select Board Member William Schineller, Select Board Member Charles Russo, Town Manager Henry L. Hayes, Jr., Assistant Town Manager/HR Director Maryanne Bilodeau

The statutory requirements as to notice having been complied with, the meeting was convened at 7:00 p.m. via Zoom telecommunication mode.

Chair Dretler announced the recording of the meeting and other procedural aspects included in the meeting. She acknowledged that the Board had just adjourned in Executive Session.

Call to Order/Roll Call

Select Board Roll Call: Carty-present, Schineller-present, Russo-present, Dretler-present.

Chair Dretler stated Vice-Chair Roberts would be joining the meeting shortly.

Opening remarks by Chair

- Yesterday, in accordance with Presidential Proclamation and per order of Governor Baker, all national and state building/properties will display the US and State flag at half-staff in memory of 500,000+ Americans who lost their lives to COVID-19; Proclamation in place until sunset February 26, 2021
- Select Board observed a memorial Moment of Silence at approximately 7:05 p.m.
- GO Sudbury! Taxi service suspended after March 1, 2021; grant opportunities expected shortly
- Final Master Plan document now available; Planning Board will be reviewing the Master Plan document at their meeting on February 24, 2021 and will be accepting written comments until March 3, 2021
- Mass Health providing free transportation for those receiving the COVID vaccine
- Sudbury Finance Committee (FinCom), Permanent Building Committee (PBC) and Design Review Board (DRB) seeking members
- Closing documents for Cold Brook Crossing and Town Center, with additional information to follow

Reports from Town Manager

- Quarterly Town Newsletter including Town Manager Newsletter and Select Board Newsletter for improved efficiency
- Finalization of negotiations and legal department reviewing documentation related to the Fairbank Community Center Owners Project Manager assignment
- ADA Self-Assessment consultant, the Institute for Human Centered Design (IHCD) to possibly present a purpose/overview and recommendation presentation to the Select Board on March 2; public comment review with IHCD on March 16
- Communities of Sudbury, Acton, Bedford, Carlisle, Concord, Lincoln, Wayland and Westford are committed to forming a regional collaboration of COVID vaccine distribution sites in the area

underserved by vaccination clinics in Middlesex County (as identified by the MA Department of Public Health)

At approximately 7:10 p.m., Chair Dretler recognized the arrival of Vice-Chair Roberts with roll call: Roberts-present.

Reports from Select Board

Select Board member Schineller:

- Grant opportunities associated with ADA Self-Assessment
- Reviewed the comprehensive Master Plan action plan/matrix implementation process
- Diversity, Equity and Inclusion Commission selection process continues
- Black History month and associated events
- Ongoing Eversource litigation; MEPA Appeal and arguments to be presented to SJC in early March

Select Board member Carty:

- Select Board members Dretler and Carty have been members of the MPSC (Master Planning Steering Committee) for two+ years; much accomplished by the Committee
- Sudbury Public School (SPS) Committee met last night; pool testing underway with dashboard monitoring; formal vote to terminate the relationship with ENCO and Lincoln-Sudbury Regional High School (LSRHS) will likely vote to terminate the relationship with ENCO as well.
- Sudbury Schools currently in negotiations
- Superintendent Crozier planning a working group regarding increased in-person learning
- Pause for the Go Sudbury! Taxi Program; Metropolitan Area Planning Council (MAPC) sent notice of \$100,000 grant funding to be issued and divided with several towns, including Sudbury
- Thanked the Council on Aging (COA) for contributing another \$5,000 from Meadow Walk - COA mitigation funds
- Acceptance of transportation funds will be on a future Select Board agenda as well as present an update regarding the transportation program in general
- Congratulations to Firefighter Mike Hamill, who will complete his last shift tonight; he has been a firefighter for some 37 years in Stow, Maynard and Sudbury

Select Board member Russo:

- School vacation week
- Historical Commission meeting and FinCom meeting last night
- Attended Regional Metropolitan Planning Organization (MPO) meeting; funding for BFRT was discussed
- BFRT Advisory Task Force meeting for the first time tonight

Vice-Chair Roberts:

- Policies & Procedures Subcommittee (Board members Schineller and Roberts) met last week, with brief update to be provided later in the meeting
- Attended the Board of Health meeting earlier; overall COVID incidence trending down, with exception at LSRHS over the past several weeks

- Families traveled during February school break, despite recommendations – guidelines for reentry by Sudbury students is being followed
- SPS COVID Pool testing has begun with sign-ups increasing
- Board of Health was expecting at least 100 vaccines per week to distribute to the community; at this time, the State has determined that local towns will not be receiving the vaccines
- Board of Health Director Bill Murphy to meet with COA Director Deb Galloway to assist seniors with the vaccine process
- Studies being initiated regarding long-term effects of COVID
- FinCom budget meeting last night with many questions answered, thanks to Finance Director Dennis Keohane and Town Manager Henry Hayes
- Sustainable Sudbury article printed in the February 3, 2021 Town Crier edition, “Sustainable Power to the People”

Citizen's comments on items not on agenda

There were no citizen's comments

Zoning Board of Appeals candidate interview – Jennifer Pincus

Present: Jennifer Pincus

Ms. Pincus explained her architecture background and her Town appointments.

Chair Dretler confirmed that ZBA voted unanimously to appoint Ms. Pincus.

Chair Dretler read: vote whether to appoint Jennifer Pincus, 25 Blueberry Hill Lane, as a full member to the ZBA for a term expiring 5/31/26. Vice-Chair Roberts moved in the words of the Chair. Board Member Carty seconded the motion.

It was on motion 5-0; Carty-aye, Roberts-aye, Russo-aye, Schineller-aye, Dretler-aye

VOTED: To appoint Jennifer Pincus, 25 Blueberry Hill Lane, as a full member to the ZBA for a term expiring 5/31/26.

Zoning Board of Appeals candidate interview – Jeffrey Rose

Present: Jeffrey Rose

Mr. Rose detailed his background in Engineering and construction.

Chair Dretler noted that ZBA voted unanimously to appoint Mr. Rose.

Chair Dretler read: vote whether to appoint Jeffrey Rose, 394 Concord Road, as an Associate Member of the ZBA for a term expiring 5/31/22. Board Member Carty moved in the words of the Chair. Board Member Russo seconded the motion.

It was on motion 5-0; Carty-aye, Roberts-aye, Russo-aye, Schineller-aye, Dretler-aye

VOTED: To appoint Jeffrey Rose, 394 Concord Road, as an Associate Member of the ZBA for a term expiring 5/31/22.

Review draft Winter 2021 Select Board Newsletter and approve for distribution

Board Member Schineller stated that he drafted a Newsletter topic on the Sudbury restaurant gift card program for those challenged by the COVID pandemic.

Chair Dretler read: Review draft Winter 2021 Select Board Newsletter and approve for distribution. Chair Carty moved in the words of the Chair. Board Member Schineller seconded the motion.

It was on motion 5-0; Roberts-aye, Schineller-aye, Russo-aye, Carty-aye, Dretler-aye

VOTED: To approve draft Winter 2021 Select Board Newsletter for distribution.

Update from Policies and Procedures subcommittee

Vice-Chair Roberts noted that the subcommittee, she and Board member Schineller, met last Wednesday and reviewed the present document and began a review of the DLS report.

Board member Schineller acknowledged that the subcommittee would provide proposed language changes and amendment to policies at the next Board meeting.

Resident Manish Sharma, 77 Colonial Road, asked if the proposed changes would be public. Vice-Chair Roberts responded that the public could view the document on the Town website, which will include updates.

Review open session minutes of 1/26/21 and possibly vote to approve minutes

Chair Dretler read: to approve the 1/26/21 open session minutes, as edited. Board Member Carty moved in the words of the Chair. Board Member Schineller seconded the motion.

It was on motion 5-0; Roberts-aye, Russo-aye, Schineller-aye, Carty-aye, Dretler-aye

VOTED: To approve the 1/26/21 open session minutes, as edited.

Open Joint meeting with FinCom and Capital Improvement Advisory Committee (CIAC). Town Manger to present Town's capital budget and Town Manager's capital budget. Also, article sponsors from Town staff, SPS, LSRHS to present Town Meeting articles

Present: Finance Director Dennis Keohane, Facilities Director William Barletta

ATM Article Presenters: LSRHS Superintendent Bella Wong, SPS Superintendent Brad Crozier, DPW Director Dan Nason, Fire Chief John Whalen, LSRHS Director of Finance and Operations, Kirsteen Patterson

CIAC (Capital Improvement Advisory Committee) Members: Jamie Gossels, William Kunkle, Matthew Dallas, Lisa Gutch, Michael Cooper, Susan Asbedian-Ciaffi, Sue Abrams, Thomas Travers

FinCom (Finance Committee) Members: Saji Johnson, Michael Joachim, Howard Feng, Sonny Parente, Ron Brumback, Jean Nam, Scott Smigler, Eric Poch, Susan Berry

Mr. Poch motioned to open the joint meeting with the Select Board, CIAC and FinCom. Mr. Smigler seconded the motion.

Mr. Poch asked for Member roll call: Smigler-present, Berry-present, Brumback-present, Joachim-present, Parente-present, Feng-present, Johnson-present, Nam-present, Poch-present

Ms. Asbedian-Ciaffi motioned to open the joint meeting with the Select Board, FinCom and CIAC. Ms. Gossels seconded the motion.

It was on motion 8-0; Gossels-aye, Asbedian-Ciaffi-aye, Kunkle-aye, Dallas-aye, Gutch-aye, Cooper-aye, Abrams-aye, Travers-aye

VOTED: To open the joint meeting with the Select Board, FinCom and CIAC.

Ms. Asbedian-Ciaffi asked for Member roll call: Gossels-present, Asbedian-Ciaffi-present, Kunkle-present, Dallas-present, Gutch-present, Cooper-present, Abrams-present, Travers-present

Public Works FY2022 Capital Requests

Mr. Nason provided project updates regarding Articles approved at previous Town Meetings:

- Underground Fuel Storage and Management System Replacement - has gone smoothly and now awaiting small items to be completed by the contractor
- Dutton Road Bridge - Bids came in less than estimated and project to begin shortly
- Dump Truck with plow – Unit 36 – Delivered and in service
- Concord Road Culvert Design – Completed on schedule and within budget
- Comprehensive Wastewater Management Plan – Project pending and progressing
- Featherland Park Multisport Court Reconstruction (CPA) - Completed on schedule and on budget
- Dutton Road Bridge Project – Easements have been recorded and filed
- Roadway Drainage Improvements – Going through permitting process
- Old Sudbury Road Culvert Design – Going through permitting process and public vetting
- Dump Truck with Plow/Unit 37 – Delivery delayed
- 6-Wheel Combo Body Dump Truck w/plow & Spreader – Delivery delayed
- Wayside Inn Road Bridge Reconstruction (CPA) - Filing of Certificate of Appropriateness is pending

Mr. Nason provided detail regarding DPW internal analysis and proposed implementations.

Ms. Nam thanked Mr. Nason and his Department for the in-depth review of DPW projects.

Mr. Nason presented DPW ATM 2021 Articles:

Article 10 – Chapter 90 Highway Funding

Mr. Nason explained the procedural nature of the Article, which allows the Town to accept highway funding from the State.

Article 17 Marlboro Road repair after erosion

Mr. Nason explained that severe rains in the last months caused erosion of the roadway. He added DPW stabilized the gabions and presented a replacement plan with a requested amount of \$400,000 to repair the road. Mr. Nason stated that DPW is working with abutter regarding a new retaining wall.

Article 18 – Front-End Loader with Plow

Mr. Nason affirmed that the front-end loader has been used in every snowstorm and is very rusted. Funding amount is \$230,000.

Article 19 – Multi-purpose Tractor

Mr. Nason explained that the tractor is primarily used for winter sidewalk treatment; it sweeps/treats sidewalks, and cuts grass in season. The tractor is twelve years old and replacement parts are very difficult to acquire. Funding amount is \$205,000.

Article 20 – 6-Wheel combo Body with Plow

Mr. Nason noted that the 2006 machine and is used all through the year.

Board member Schineller asked about truck resale value. Mr. Nason indicated that there is not a huge demand for such well-used vehicles, with mechanical/electrical items removed.

Mr. Russo thanked Dan for the update report and hoped other departments would follow. He asked if multi-purpose trucks are cost effective. Mr. Nason responded that continuous season use is more efficient.

Before the FinCom and CIAC provided related comment, Chair Dretler motioned that the Select Board vote to enter into open joint meeting with FinCom and CIAC. Vice-Chair Roberts seconded the motion.

It was on motion 5-0; Carty-aye, Schineller-aye, Russo-aye, Roberts-aye, Dretler-aye

VOTED: To enter into joint open meeting FinCom with FinCom and CIAC.

Mr. Brumback asked about extending vehicle life and repair costs. Mr. Nason indicated his desire to adopt a software repair program.

Mr. Smigler asked about culvert replacement costs. Mr. Nason indicated that the culvert project would likely not be qualified for a grant and stated that pricing at this time might benefit the Town.

Ms. Asbedian-Ciaffi maintained that CIAC voted unanimously in support of proposed Articles 17, 18, 19 and 20, with the recommendation that the front-end loader be kept out of the elements and in storage when not in use.

Vice-Chair Roberts asked if culvert repair projects were on the increase. Mr. Nason responded that most of the culverts were assessed recently; and most were in that state of different levels of repair. He stated the Town maintains 160 culverts and suggested that they be reviewed on a yearly basis.

Sudbury Fire Station #2

Fire Chief John Whalen presented ATM 2021 Article 16 – Construction of Housing/Living Addition – Fire Station #2

Chief Whalen presented slides of the Station 2 including phasing plans; with phase 1 estimate of \$4,300,000; Phase 2 estimate of \$6,835,000 and a total cost of \$11,135,000

Board member Schineller asked about square footage cost. Chief Whalen responded \$1,200 per square foot, with consideration of installation of new utilities.

Vice-Chair Roberts inquired about timeline for Phase 1. Chief Whalen suggesting that project bidding take place third quarter of 2021, with construction to commence in a year.

Chair Dretler acknowledged the two-phase approach would result in a cost of \$11,135,000 and asked what the difference was between this plan and the plan proposed in 2018. Chief Whalen responded that the complete project included demolition of the existing building, as well as construction of the new structure, since that time projected cost has escalated considerably.

Mr. Brumbach asked about cost if the two phases were combined into one project. Chief Whalen replied \$9.5 million. Mr. Travers confirmed that cost estimate as provided by the architect. Ms. Berry asked what the square footage cost if the two phases were combined. Mr. Travers provided the calculation and suggested the architect update that cost.

Mr. Poch asked about the timeframe if the project combined the phasing. Chief Whalen responded eighteen months.

Ms. Nam asked that a copy of the engineer's report be provided. Chief Whalen agreed to present that latest engineering report.

Mr. Howard asked where the Fire Department vehicles would be housed if phasing were combined. Chief Whalen responded the vehicles would be housed to another fire station, with the ambulance at the center station.

Mr. Parente asked if COVID had anything to do with cost increases. Chief Whalen thought not.

Chair Dretler confirmed the Select Board supported a phased approach.

Ms. Nam commented that proposed project was too big and could be decreased in size.

Board member Carty stated that the unphased approach was previously defeated at Town Meeting, which is why the phased approach was being supported.

Mr. Kunkle suggested peer review regarding the cost estimates, rather than relying solely on the architect's estimates.

Chair Dretler stated she needed to review the engineering reports, examine the square footage costs, and understand what the funding sources might be.

Chief Whalen stated he would confer with Mr. Barletta in order to obtain additional information.

Ms. Asbedian-Ciaffi commented that both fire stations are the same age and might both need renovation. Chief Whalen responded there were more mechanical failures associated with Station 3. She asked where firefighters would be housed during construction of Station 2. Chair Whalen replied they would be relocated to the station on the other side of Town.

LSRHS Stadium Field Replacement

Ms. Bella Wong referred to the "LS Stadium Field History" document and detailed aspects of the related Inter-Municipal Terms. She maintained that the field was a safety concern at this time.

Article 25 – LSRHS Stadium Field – Submitted by LSRHS

Ms. Wong noted the requested amount for field reconstruction was \$337,500. Ms. Wong presented highlights of the "LS Stadium Field History," regarding the field replacement in consideration of the Inter-Municipal Agreement Terms, Park and Recreation user ratio.

Chair Dretler commented that CPA funds were previously used to reconstruct LS fields.

Board Member Carty opined if the Inter-municipal Agreement actually applied to field reconstruction and suggested that Town Counsel examine this aspect.

Vice-Chair Roberts requested proposed funding for the project, and questioned the structure of the Inter-Municipal Agreement. She emphasized that student safety should not be compromised.

Board member Russo echoed the comments of other members. He indicated his wish to review the related financial records regarding user fees collected.

Board member Schineller agreed that replacement of the field was necessary; adding that COVID forced the delay of such replacement.

Ms. Wong addressed field maintenance fees.

Ms. Nam commented that CPC funds could be used for the project, in part. Chair Dretler asked that Ms. Nam share the names of those communities that have used such CPC funding.

Mr. Joachim inquired about possible Park & Recreation funding. Town Manager Hayes confirmed he would consult with the Park & Recreation department regarding this matter.

Ms. Asbedian-Ciaffi recommended Park & Recreation create a 5-Year Capital Replacement Plan. She noted that CIAC voted to approve the Stadium field, 6-1 (one abstention).

Mr. Sharma asked about solar panels on the LSRHS building in connection with funding. Ms. Wong responded that a \$70,000 savings from such solar is allocated to utility costs at LSRHS.

Article 23 – Sudbury Public Schools COVID-19 Academic Program

Superintendent Brad Crozier provided detail regarding the five-week summer program for elementary students due to schooling time lost due to COVID. Mr. Crozier confirmed the requested cost at \$309,540. He explained the student selection process and noted that Park & Recreation would provide a social segment, in addition to transportation and lunch for students who require it. Mr. Crozier stated that the COVID-19 Academic Program would run in concert with the Special Education summer program.

Vice-Chair Roberts asked if federal funding could contribute to the program. Mr. Crozier stated if financial need was present, the SMILE Program might cover some enrollment fees.

Board member Russo asked if the Special Education program was ongoing and wondered about if the new program might be considered similarly. Mr. Crozier commented that possible pilot funding might be considered at a later date.

Board Member Schineller commented that the enrollment could be regarded as mandatory. Mr. Crozier recognized that eligibility for the program would be determined in part, by spring benchmarking data.

Article 24 – Sudbury Public Schools Noyes School Fire Alarm Replacement

Bill Barletta noted that all existing equipment would be removed in its entirety, with installation beginning in the summer of 2021. Mr. Barletta noted that \$220,000 was being requested.

Board member Russo asked about source of funding. Town Manager Hayes responded funding would likely come from free cash, pending availability of such funds.

Mr. Sharma inquired about brand of fire alarm system. Mr. Barletta responded that the brand was non-proprietary.

Town Manager to Present Budget to Select Board - Article 3

Town Manager Hayes presented the 2020 Town Budget in the amount of \$1,107,293,927.

Town Manager Hayes highlighted several budget changes:

- Conservation
- Planning and Community Development
- Engineering
- Senior Center
- Employee Benefits (3.90% increase)
- OPEB (\$14,751 increase from FY21)
- Debt – Decrease of \$1,043,207 due to debt retirement

Vice-Chair Roberts asked about use of free cash. Town Manager Hayes noted consideration of one-time capital items. Mr. Keohane acknowledged funding via free cash in light of the continued pandemic.

Vote to close joint meeting with FinCom and CIAC, and resume Select Board meeting

Mr. Smigler motioned to adjourn the joint meeting with FinCom. Ms. Berry seconded the motion.

It was on motion 9-0; Johnson-aye, Joachim aye, Feng-aye, Parente-aye, Brumback-aye, Nam-aye, Smigler-aye, Poch-aye, Berry-aye

VOTED: To adjourn the joint meeting with FinCom.

Ms. Asbedian-Ciaffi motioned to adjourn the joint meeting with CIAC. Ms. Gossels seconded the motion.

It was on motion 8-0; Gossels-aye, Asbedian-Ciaffi-aye, Kunkle-aye, Dallas-aye, Gutch-aye, Cooper-aye, Abrams-aye, Travers-aye

VOTED: To adjourn the joint meeting with CIAC.

Chair Dretler motion to adjourn the joint meeting with FinCom and CIAC, and resume the Select Board Meeting. Vice-Chair Roberts moved in the words of the Chair. Board member Carty seconded the motion.

It was on motion 5-0; Carty-aye, Schineller-aye, Russo-aye, Roberts-aye, Dretler-aye

VOTED: To adjourn the joint meeting with FinCom and CIAC, and resume the Select Board Meeting.

Review and vote whether to approve the Town Manager/Select Board submission to the 2020 Annual Town Report

Board Members agreed Chair Dretler and Vice-Chair Roberts would edit the submission and present to the Board at the next meeting.

Town Manager to Present FY22 Town Manager's Capital Operating Budget – Article 4

Town Manager Hayes acknowledged the requested amount of \$1,102,537 and provided itemization of projects included in Article 4:

- General Government Budget Changes as previously mentioned
- Various Building Improvements
- Radio Receivers
- Pickup Truck with Plow – Unit 2

- Pickup Truck (Fire Dept.) Engine 8
- Loring School Playground Access Walkway
- Dump Truck with Plow – Unit 29
- Fire Department Service Truck
- Half Ton Pickup Truck
- Van
- Fire Alarm Monitoring System
- Tennis Court Repair and Resurfacing
- Curtis Boiler #3 Replacement
- Car 3 (Fire Dept.)
- Paging, Clocks, and Bell Systems\
- Aerial Fork Lift
- Loring Hot Water Heating Main Circulating Pump Replacement
- 2012 Chevrolet Express Van-15 Passenger
- Kitchen Equipment Replacement
- Document Scanning
- Demolition of 3 Sheds at Broadacres Farm
- Town-wide Walkway Design/Construction Improvements

Review 2021 Annual Town Meeting warrant schedule

Town Manager Hayes present the Town Meeting warrant schedule.

Board Member Carty asked if article pre-recording would be included for the ATM. Town Manager Hayes responded in the affirmative.

Discussion/preparation for joint meeting with Lincoln BOS on March 8

Board Members agreed to postpone the discussion to the next Board meeting.

Citizen's Comments (cont.)

There were no citizen's comments.

Upcoming Agenda Items:

- BFRT Update
- Review edits to 2020 Annual Town Report submission
- Discussion regarding joint meeting with Lincoln BOS
- GO Sudbury! Taxi
- Transportation Update (mid-March)
- Joint Meeting with COD
- Scheduling of additional Select Board meetings in March
- Town Manager's Evaluation

Consent Calendar

Subject to approval of Town Counsel, vote to approve award of Sales Agreement (contract) and Software License Agreement by the Town Manager to Idemia Identity & Security USA, LLC for the purchase of

equipment and services related to transmittal of fingerprint information pursuant to an inter-agency agreement between the Massachusetts State Police and the Sudbury Police Department, and to approve said Inter-Agency Agreement between the Town of Sudbury and the Massachusetts State Police

Chair Dretler read in the words of the motion. Board Member Russo moved in the words of the Chair. Board Member Schineller seconded the motion.

It was on motion 5-0; Schineller-aye, Carty-aye, Roberts-aye, Russo-aye, Dretler-aye

VOTED: Subject to approval of Town Counsel, vote to approve award of Sales Agreement (contract) and Software License Agreement by the Town Manager to Idemia Identity & Security USA, LLC for the purchase of equipment and services related to transmittal of fingerprint information pursuant to an inter-agency agreement between the Massachusetts State Police and the Sudbury Police Department, and to approve said Inter-Agency Agreement between the Town of Sudbury and the Massachusetts State Police.

Vote to sign the Annual Town Election Warrant for March 29, 2021

Chair Dretler read in the words of the motion. Board Member Russo moved in the words of the Chair. Board member Schineller seconded the motion.

It was on motion 5-0; Schineller-aye, Carty-aye, Roberts-aye, Russo-aye, Dretler-aye

VOTED: To sign the Annual Town Election Warrant for March 29, 2021, which must be posted and delivered to residents by March 22, 2021.

Vote to approve award of contract by the Town Manager to George R. Cairns and Sons, Inc., in the amount of \$761,145 based on unit pricing for the construction of the Dutton Road Bridge replacement; and further, to approve execution of all documents related thereto

Chair Dretler read in the words of the motion. Board Member Russo moved in the words of the Chair. Board member Schineller seconded the motion.

It was on motion 5-0; Schineller-aye, Carty-aye, Roberts-aye, Russo-aye, Dretler-aye

VOTED: To approve award of contract by the Town Manager to George R. Cairns and Sons, Inc., in the amount of \$761,145 based on unit pricing for the construction of the Dutton Road Bridge replacement; and further, to approve execution of all documents related thereto.

Vote to adjourn meeting

Board member Carty motioned to adjourn the meeting. Vice-Chair Roberts seconded the motion.

It was on motion 5-0; Carty-aye, Roberts-aye, Schineller-aye, Russo-aye, Dretler-aye

VOTED: To adjourn the meeting

There being no further business, the meeting adjourned at 12:30 a.m., Wednesday, February 23, 2021.