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Def Defeated
 IP Indefinitely Postponed
 PO Passed Over
 REF Referred for further study
 W Withdrawn

ANNUAL TOWN ELECTION
MARCH 29, 1993

The 1993 Annual Town Election was held at the General John Nixon School. The polls were open from 7 a.m. to 8 p.m. There were 1,623 votes cast including 68 absentee ballots. The number of ballots cast represents sixteen percent of the Town's 9,992 registered voters. Twenty-three voting machines were used. The results were announced by Jean MacKenzie the Town Clerk at 11:35 p.m.

SELECTMEN: FOR THREE YEARS

John C. Drobinski	1,242
Scattering	-
Blanks	381

GOODNOW LIBRARY TRUSTEE: FOR ONE YEAR

Martha A. Clough	1,108
Scattering	-
Blanks	515

MODERATOR: FOR ONE YEAR

Thomas G. Dignan, Jr.	1,269
Scattering	-
Blanks	354

BOARD OF HEALTH: FOR THREE YEARS

Hugh Caspe	1,069
Scattering	-
Blanks	553

BOARD OF ASSESSORS: FOR THREE YEARS

Thomas H. Hillery	1,055
Scattering	-
Blanks	568

BOARD OF HEALTH: FOR ONE YEAR

Michelle Stakutis	1,029
Scattering	-
Blanks	594

CONSTABLE: FOR THREE YEARS

James D. Conboy	642
Richard Fryatt	446
Scattering	-
Blanks	535

SUDBURY HOUSING AUTH.: FOR FIVE YEARS

Virginia Howard	1,114
Scattering	-
Blanks	509

GOODNOW LIBRARY TRUSTEE: FOR THREE YEARS

(Vote for Two)

Richard Goldberg*	796
Howard N. Goldsmith	675
Hans J. Lopater	665
Scattering	-
Blanks	1,110

PARK & REC. COMM.: FOR THREE YEARS

Patricia H. Burkhardt	1,124
Scattering	-
Blanks	499

PARK & REC. COMM.: FOR TWO YEARS

Barbara W. Ryan	1,072
Scattering	-
Blanks	551

*candidate moved out of state after withdrawal deadline and before the election.

ANNUAL TOWN ELECTION

MARCH 29, 1993

PARK & RECREATION COMMISSIONERS: FOR ONE YEAR

Nancy K. Thompson	1,024
Scattering	-
Blanks	599

PLANNING BOARD: FOR THREE YEARS

Ursula Lyons	1,052
Scattering	-
Blanks	571

SUDBURY SCHOOL COMMITTEE: FOR THREE YEARS

(Vote for Two)

Edward S. Campbell	655
Bruce J. Biller	510
Andrew M. Schwarz	905
Kenneth Zito	836
Scattering	-
Blanks	340

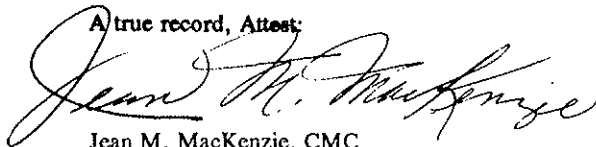
LINCOLN-SUDBURY REGIONAL DISTRICT
SCHOOL COMMITTEE: FOR THREE YEARS

(Vote for Two)

Fred Pryor	1,161
Janet Miller	974
Scattering	1
Blanks	1,110

(Note: Members of Lincoln-Sudbury Regional District School Committee were elected on an at large basis pursuant to the vote of the Special Town Meeting of October 26, 1970, under Article 1, and subsequent passage by the General Court of Chapter 20 of the Acts of 1971. The votes recorded above for this office are those cast in Sudbury only.)

A true record, Attest:



Jean M. MacKenzie, CMC
Town Clerk

SPECIAL TOWN ELECTION

MAY 24, 1993

The Special Town Election was held at the General John Nixon School. The polls were open from 7 AM to 8 PM. Twenty-three voting machines were used. The number of votes cast were 3,760 including 153 Absentee Ballots. The results were announced by the Town Clerk, Jean M. MacKenzie at 9:45 PM. (37% of the town's registered voters cast ballots.)

QUESTION 1

Shall the Town of Sudbury be allowed to assess an additional \$185,042 in real estate and personal property taxes for the purposes of providing funds for the Sudbury Public Schools operating budget and School-related Unclassified Employee Benefits account to provide for staffing, administrative and other costs of the Nixon School for the fiscal year beginning July 1, 1993?

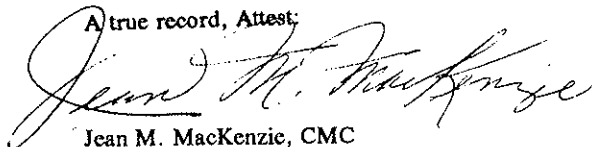
YES	1,594
NO	2,151
BLANKS	15

QUESTION 2

Shall the Town of Sudbury be allowed to assess an additional \$49,000 in real estate and personal property taxes for the purposes of constructing a walkway along Old Lancaster Road from Peakham Road to Hudson Road for the fiscal year beginning July 1, 1993?

YES	1,791
NO	1,937
BLANKS	32

A true record, Attest:



Jean M. MacKenzie, CMC
Town Clerk

TOWN OF SUDBURY
ANNUAL TOWN MEETING
PROCEEDINGS
APRIL 5, 1993

Pursuant to a Warrant issued by the Board of Selectmen, March 15, 1993, the following people, Moderator Thomas G. Dignan, Town Clerk Jean M. MacKenzie, residents Arthur Medici, Jan Silva and Ralph Tyler, were in attendance at the Lincoln-Sudbury Regional District High School auditorium for the first session of the 1993 Annual Town Meeting. This being the first day of the Jewish Holiday, Passover, a motion was offered by Mr. Tyler to adjourn the Town Meeting to Wednesday, April 7, 1993 at 7:30 PM. The motion was seconded by Arthur Medici and was **VOTED**.

The meeting was adjourned at 7:40 PM.

Attendance: 5

ADJOURNED ANNUAL TOWN MEETING

APRIL 7, 1993

Pursuant to a Warrant issued by the Board of Selectmen, March 15, 1993, the inhabitants of the Town of Sudbury, qualified to vote in Town affairs, met in the Lincoln-Sudbury Regional High School auditorium on Wednesday, April 7, 1993, for the second session of the Annual Town Meeting.

The meeting was called to order by the Moderator at 7:43 PM when a quorum was declared present. The Reverend Deborah Pope-Lance of the First Parish Church of Sudbury, gave the invocation which was followed by Meredith Ellavsky, an outstanding student in the senior class at Lincoln-Sudbury Regional High School, leading the hall in the Pledge of Allegiance to the Flag.

Free Cash available for the Town Meeting was certified at \$712,952. The call of the Meeting, the Officer's Return of Service and the Town Clerk's Return of Mailing were found to be all in order.

John Drobinski, Chairman of the Board of Selectmen *moved* to dispense with the reading of the Call of the Meeting and the Officer's Return of Service and to waive the reading of the separate articles of the Warrant. The motion received a second and was VOTED.

Following, Chairman John Drobinski read a Resolution in memory of those citizens who had served the Town and had passed away this year.

RESOLUTION

WHEREAS: THE TOWN OF SUDBURY HAS ENJOYED THE BLESSING OF THOSE IN THE COMMUNITY WHO GAVE OF THEIR TIME AND TALENT TO ENRICH THE QUALITY OF LIFE IN THE TOWN; AND

WHEREAS: CONTRIBUTIONS AND CIVIC DUTY AND PUBLIC SERVICE HAVE BEEN RENDERED BY SEVERAL OF ITS CITIZENS AND EMPLOYEES WHO HAVE PASSED FROM AMONG US;

NOW, THEREFORE, BE IT

RESOLVED: THAT THE TOWN EXTEND ITS HEARTFELT SYMPATHY TO THE FAMILIES OF THESE PERSONS AND TAKE COGNIZANCE OF THEIR SERVICE AND DEDICATION:

MARION O. CLAUSEN - (1921-1992) MOVED TO SUDBURY IN 1959
SUDBURY SCHOOLS CAFETERIA HELPER: 1966-1969, 1973-1980

HELEN FLYNN - (1900-1993)
ART TEACHER, SUDBURY SCHOOLS: 1955-1961

CHESTER HAMILTON - (1922-1993) MOVED TO SUDBURY IN 1960
SCHOOL NEEDS COMMITTEE: 1964-1965
ELECTION OFFICER: 1965-1979
INDUSTRIAL DEVELOPMENT COMMISSION: 1968-1973
FINANCE COMMITTEE: 1978-1980
TREASURER: 1980-1989
TEMPORARY COLLECTOR OF TAXES: 1988-1989
FIRST TOWN TREASURER AND COLLECTOR: 1989-1991

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- DOROTHY A. JENNINGS* - (1921-1993) MOVED TO SUDBURY IN 1961
SECRETARY, SUDBURY SCHOOLS: 1966-1982
- VIRGINIA K. KIRSHNER* - (1921-1992) MOVED TO SUDBURY IN 1957
LINCOLN-SUDBURY REGIONAL SCHOOL COMMITTEE: 1963-1969
LINCOLN-SUDBURY REGIONAL HIGH SCHOOL TEACHER,
HALL DIRECTOR: 1973-1992
LOCAL ARTS COUNCIL: 1980-1986
- EUGENIE C. MADER* - (1908-1992) MOVED TO SUDBURY IN 1963
ELECTION OFFICER: 1975-1992
- EDWARD K. MARTIN* - (1930-1992)
LIGHT EQUIPMENT OPERATOR AT HIGHWAY DEPARTMENT: 1964-1986
- GEORGE E. MILLS* - (1895-1992) MOVED TO SUDBURY IN 1965
VOLUNTEER SCIENCE INSTRUCTOR, SUDBURY SCHOOLS: 1976-1992
- ROBERT J. MYERS* - (1928-1992) MOVED TO SUDBURY IN 1955
ELEMENTARY TEACHER: 1953-1989
PARK AND RECREATION COMMISSION: 1978-1987
- ANGELINA OULTON* - (1911-1993)
SCHOOL MATRON AT CURTIS SCHOOL: 1964-1974
- EDNA M. SMITH* - (1915-1992) MOVED TO SUDBURY IN 1963
ELECTION OFFICER: 1985-1992
- ISABELLE K. STONE* - (1916-1992)
JUNIOR CLERK IN TOWN HALL: 1968-1972
ACTING TAX COLLECTOR: 1972-1973
TAX COLLECTOR: 1973-1988

AND BE IT FURTHER

RESOLVED: THAT THE TOWN OF SUDBURY, IN TOWN MEETING ASSEMBLED, RECORDS FOR POSTERITY IN THE MINUTES OF THIS MEETING ITS RECOGNITION AND APPRECIATION FOR THEIR SPECIAL GIFTS AND SERVICES TO THE TOWN.

The Resolution was presented to the voters and **UNANIMOUSLY VOTED.**

The Moderator at this time noted to the Hall that in the event Article 10 should be reached this evening, it was his intention to postpone consideration of that article until the first order of business on the next night of Town Meeting.

Next, Chairman Drobinski addressed the Hall with the Board of Selectmen's State of the Town Address. "Compared to the last three years, the State of the Town is significantly better. The excellent financial report by the Finance Committee and staff appearing in the Warrant, presents a clear picture of the Town's current fiscal affairs. It shows some restoration of Town services,

APRIL 7, 1993

but not all those previously cut. It shows the Town's cash revenue picture improving for now, but we cannot become complacent. It shows future capital needs are known and are being addressed. The Warrant for this 1993 Annual Town Meeting is the product of hard work of all the Finance Committee staff and the Selectmen staff. We tried to address the concerns expressed by you at last Town Meeting. We believe a superb job has been done in preparing and presenting the Town's financial data to you. Also, this year we have tried to make a serious effort in addressing the needs of persons with disabilities attending Town Meeting. We will keep improving each year. So all this work will not go for naught, please take time if you can over the next few weeks and fill out the questionnaire on the Town Warrant near the end of the book. This will help us again for next year's preparation. We welcome your comments and suggestions.

This past February, strong support, state-wide, has been shown for the formation of the Sudbury coalition comprised of legislators and Town officials to meet once or twice a year so our voice may be heard louder on Capitol Hill. More and more aid is going to the cities and small towns and less to suburban towns. State aid to cities is approximately 38.6% of the total revenue. State aid to small towns is approximately 28% of the total revenue, and state aid to suburbs is only approximately 7% of the total revenue. The Mass. Municipal Association recently said that clearly the restoration of the \$180 million in school aid, the \$37 million in Chapter 90 Funds and the uncapping of the lottery aid is at the top of the AMA's agenda. Yet prevailing in these matters, while significant, would merely retain the status quo. The larger issue for local government is winning true revenue sharing. Passage and enforcement of a compact between localities and the State to share tax collections is essential to finally achieving lasting fiscal stability in city and town halls. This year, we especially draw your attention to Articles 13, 14, and 15. These articles deal with improving the infrastructure of the Town which will be costly, and if we neglect them any longer, it will be even more costly. We also ask you to look in the Warrant at the Initiatives for Change. (See page 13 for these Initiatives) The Finance Committee, took the lead in this, and the Selectmen started the process last year and some progress has already been made. Partial outgrowth of this change effort is a recommendation to Town Meeting that we do a study of Town Government Structure. The Finance Committee has recommended \$10,000 from the Selectmen's Operating Budget. We will seek help from the Sudbury Foundation for additional funding. We have already requested a Scope of Services from Tallisman, Inc., the firm that did the excellent study on the pool. Tallisman's proposed Scope of Services will in part look at the following things: Review all parts of Sudbury's town operations excluding education and seek savings opportunities through privatization, regionalization and better operating practices: similarly, detailed information will be collected from the following departments: Police, Assessors, Treasurer, Collector, Clerk, Building, Health, Library, Auditor and Accountant. In addition, as any of these departments can cooperatively increase school department efficiency, they will also be evaluated and considered.

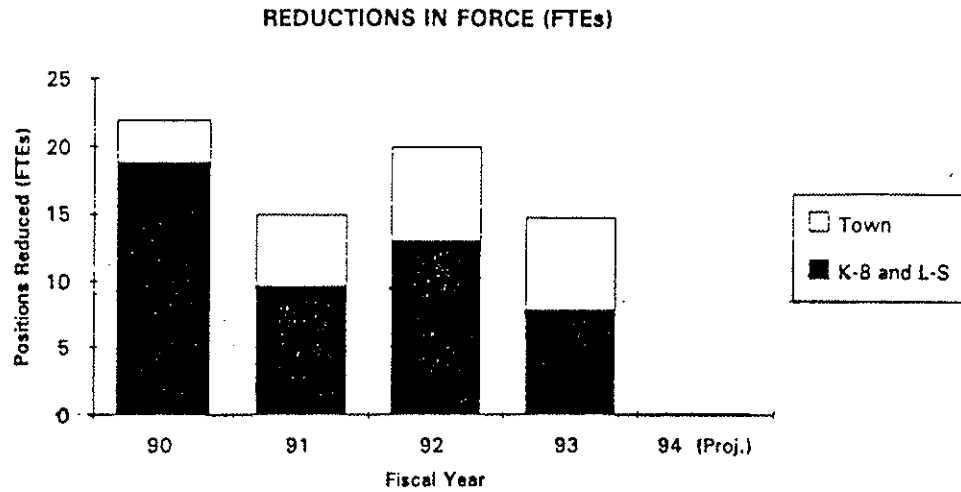
All the efforts over the past year are not to change the form of government in Sudbury but rather to improve it. To make it more efficient for all of us and to provide better service to the public. We hope that you agree that this is being accomplished."

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Jim Haughey, Chairman of the Finance Committee, then presented the 1993 Finance Committee Report, which was substantially the same as that printed in the Warrant.

1993 FINANCE COMMITTEE REPORT

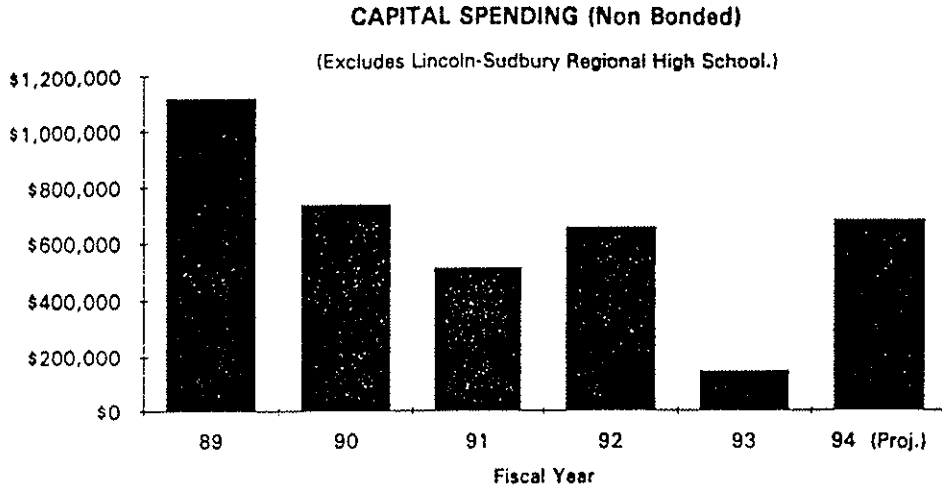
After three difficult financial years, when cuts in Town and school services had to be made, the FY94 Budget includes about \$1 million of restored services and capital spending over and above level staffing. Significant layoffs were required in each of the previous three years but no layoffs are projected for FY94. However, fire, police, highway, general government and school professional support staffs remain below their peak level of several years ago. Most non-salary items in the budget, such as the Goodnow Library book budget and educational materials budgets at the schools, have less purchasing power than several years ago.



The recommended budget does not include any new Town department employees, but several positions are restored or increased to full time from part time status. Seven new classrooms have been added for the schools, including Lincoln-Sudbury Regional High School, as well as several support positions. (Four classroom teachers will be added if the tax override is approved). Still, class sizes next year will be larger than several years ago.

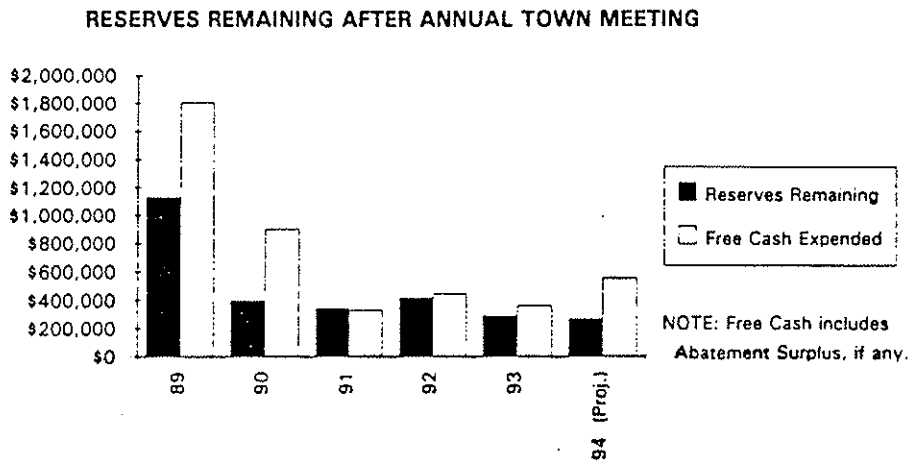
APRIL 7, 1993

Over \$300,000 is included for repairs to Town and K-8 school buildings, considerably more than last year. Lincoln-Sudbury Regional High School also will see some building improvements in the \$2.1 million bond issue passed in November 1992. No new facilities are included in the budget, except for a \$5,000 walkway needed for safety, now that K-8 busing has been reduced. The Finance Committee firmly believes that repair of existing facilities must come before new facilities. The Five Year Financial Planning Committee recommended that capital spending be 5% of the operating budget. The recommendation for FY94 is only about one-third of that amount.



The Finance Committee is not recommending spending any of the Stabilization Fund, which currently has a balance of \$270,000. This balance is very low and should be reserved for emergency capital needs. The failure of a boiler or a roof at one of the two school buildings where the boilers and roofs are past life expectancy, could instantly deplete this fund.

Operating Cash Reserves are adequate, with a Free Cash balance of \$300,000 expected after the recommended FY94 budget and articles are approved. This is the minimum we should keep to prevent expensive short term borrowing, allow for the often late payment of funds due from the state, and prevent a negative cash balance which would considerably restrict our flexibility in the following year.



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Revenue assumptions in the FY94 budget are conservative. An amount of \$425,000 has been included for the property tax on new construction; only about \$75,000 more than the previous year. The estimate of "local receipts", principally auto excise tax receipts, is set at the same level actually received in FY92. General State Aid is assumed to be unchanged next year, but the \$100 per student State School Aid payment received last summer (but not in the FY93 Budget), is included in the FY94 budget and assumed to be paid directly to the schools, so a town appropriation would not be required. Proposals to increase State School Aid are pending in the legislature, but are not included in the budget for next year.

Town and school services can be restored next year because of the following favorable changes in the Budget for the next year versus the current year:

1. Salary expenses were reduced about \$600,000 in FY93, when Town and school employee contracts were renegotiated and extended one year. This savings set a lower salary base cost to which the FY94 raises were applied.
2. Our assessment from Minuteman Regional Vocational Technical High School drops over \$80,000 because of fewer Sudbury students at Minuteman.
3. \$179,383 has been released by the Board of Assessors from the reserve they keep to pay tax abatements. No funds were released last year because of the high level of delinquent taxes, for which no tax liens had been obtained.
4. The property tax receipts from new construction rises to \$425,000 next year, up from the originally budgeted \$250,000 this year. In addition, taxes on new construction actually totaled almost \$350,000 in FY93, adding another \$100,000 to available money in FY94.
5. Employee Health Insurance costs are budgeted at the same amount as FY93, except for a small addition for new school employees.

SOURCES OF ADDITIONAL FUNDING OVER PREVIOUS YEAR

	<u>FY93</u>	<u>FY94</u>	<u>% CHANGE</u>
PROPERTY TAX REVENUE*	\$23,244,710	\$24,336,945	4.70%
STATE AID	\$ 2,093,538	\$2,103,538	0.48%
LOCAL RECEIPTS	\$2,122,577	\$2,166,577	2.07%
FREE CASH	\$361,536	\$376,000	4.36%
TRANSFER FROM PREVIOUS ARTICLES	\$0	\$338,532	N/A

Note: \$275,000 of State Aid was received directly by the schools in FY93 with a similar amount expected in FY94.

* Includes new construction and Prop. 2-1/2 exemptions.

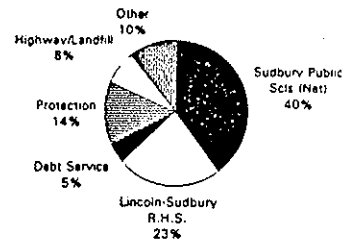
Beyond salary increases for existing staff, the recommended FY94 budget includes an increased focus in five areas: First, about \$650,000 for additional school enrollments, (plus an additional \$185,000 in the tax override). Second, about \$300,000 for Town and K-8 building repairs. Third, about \$75,000 for restoring or increasing part time positions to full time in various Town

APRIL 7, 1993

departments, particularly those impacted by the recent boom in new home construction. Fourth, \$36,000 was added for improving and cutting costs in Town operations. This included \$10,000 for a study of town organization and employee work rules, \$18,000 for a new accounting payroll and budget system for the Town and K-8 schools, and \$8,000 (plus \$8,000 from a previous Town Meeting Article for space planning), is for an architectural study to renovate the Flynn Building to be able to put all Town offices in one location and gain savings from shared staff and resources.

FY94: RECOMMENDED NEW SPENDING

	Approp. <u>FY93</u>	Non Override <u>FY94</u>	Add'l <u>Dollars</u>
Sudbury Public Scs (Net)(Non-Override)	\$ 9,041,366	\$ 9,738,706	\$ 697,340
Lincoln-Sudbury R.H.S.	\$ 6,539,191	\$ 6,942,562	\$ 403,371
Debt Service	\$ 1,073,835	\$ 1,156,017	\$ 82,182
Protection	\$ 3,137,903	\$ 3,380,316	\$ 242,413
Highway/Landfill	\$ 1,576,382	\$ 1,713,614	\$ 137,232
General Government	\$ 788,701	\$ 851,790	\$ 63,089
Finance	\$ 464,584	\$ 526,417	\$ 61,833
Library	\$ 363,529	\$ 402,730	\$ 39,201
Recreation	\$ 462,405	\$ 463,524	\$ 1,119
Health	\$ 186,397	\$ 201,547	\$ 15,150
Minuteman H.S. and Misc.	\$ 848,075	\$ 705,912	(\$142,163)
Employee Benefits	\$ 2,972,267	\$ 2,995,600	\$ 23,333
TOTAL *	\$27,454,635	\$29,078,735	\$1,624,100



*Approximately \$600,000 is due to salary increases for existing staff in FY94.

The Finance Committee asked each department to tell us how much they needed to do the job you expect of them. Many departments did and we did get some good ideas which had not surfaced in the recent, lean years. Each department was asked to relate their expenses to their objectives, so we could assess the value of each item requested. Each department was also asked to provide evidence of their productivity level and productivity improvements. Some made compelling cases for their requests.

Overall, Town and school operations are reasonably efficient. The dispersal of Town offices into numerous small and separate areas, and the often low level of use of computers is adding significantly to cost. Both of these will be addressed by the Finance Committee.

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Estimating revenue for the FY94 budget continues to be a difficult problem for the Finance Committee. State School Aid formulas are being completely revised, but final formulas have not yet been enacted. Accurate estimates for property taxes from new construction and auto excise tax receipts are complicated by lack of information. In FY93, receipts from State aid, property taxes on new construction and local receipts were underestimated by at least \$477,000. Had estimates been more accurate, the override vote last March would not have been necessary. The Finance Committee will work on this problem.

The Town's financial administration is good and has been improving, especially in tax collections and cash investment procedures. Major efforts are underway to upgrade the Town's accounting-payroll-purchasing-budgeting system with new computer hardware and software which we expect will produce savings in the Town and K-8 School budget for FY95.

As you consider the recommended budget for FY94, remember that there are several large expenditure requests that will likely be made in the next few years.

Capital Needs: The Haynes and Curtis schools may need new boilers and partial roof replacements, and both schools may need major renovation for energy efficiency. Park and Recreation facilities have deteriorated in the recent lean years and must be restored or abandoned. The Flynn building needs to be modernized to serve as the principal Town office building and the Town Hall is long overdue for maintenance. The Lincoln-Sudbury Regional High School presented plans for several million dollars of capital improvements at the last Town Meeting. These are in addition to the recent bond issue.

School Enrollment: Both schools are now experiencing enrollment increases at a total rate of five to seven classes per year. This is a marked change from recent years. Both School Committees believe it will continue for several more years. Even with the Nixon School open, more space will be needed soon to maintain class sizes in the K-8 schools.

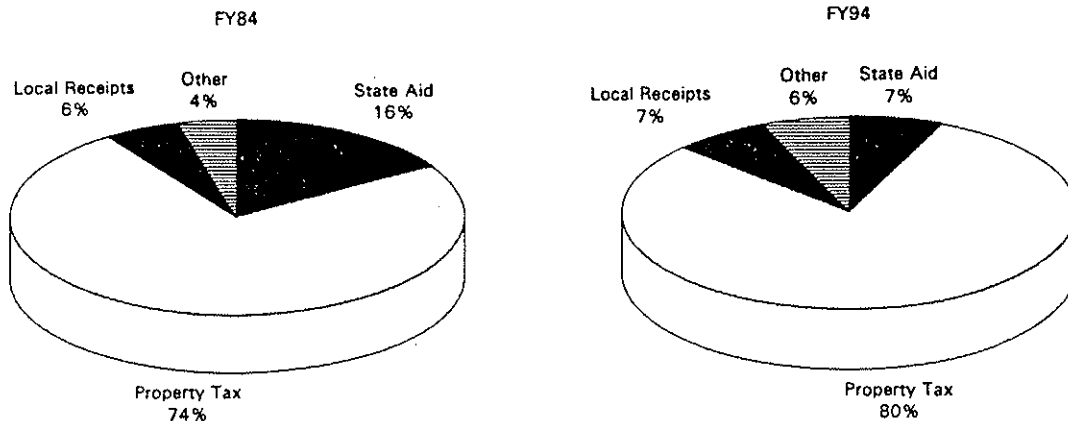
Landfill: We may be required by the State to close our landfill as early as next year, or it may remain open for several more years. When it closes, we will have to spend more than \$1,000,000 to cover the landfill and then build a transfer station.

You should also keep in mind two potential non-expenditure developments that may raise tax rates:

1. Delinquent taxes: Aggressive collection has reduced the amount from a high level of about \$2,000,000, far above neighboring towns of similar size. But a big problem remains. Do we get more aggressive in collections, or risk having the delinquent amount rise again in the next economic downturn? Tax rates rise to maintain spendable money when delinquent taxes are increasing.

2. State Aid: As State revenues increase, Sudbury is getting very little of the additional State aid. Our share declines each year, as more and more goes to cities and urban towns. In FY93, only about 45% of the additional State School Aid was distributed on a per pupil basis. About \$100 million was distributed through formulas that excluded Sudbury. For FY94, \$175 million of additional State School Aid may be added to the State Budget. The Finance Committee does not believe that Sudbury will receive any of it.

The following charts shown the shift in the percentage of revenue sources between FY84 and FY94.



APRIL 7, 1993

The Finance Committee expects that FY95 will again be a year of average increases in Town revenues. If we can manage health costs and salary increases at a reasonable level, we should not have a difficult budget problem for FY95

INITIATIVES FOR CHANGE

Recognizing that significant expense reductions could only be made with major structural changes in town government, the Finance Committee and the Board of Selectmen jointly appointed six groups to recommend changes. Here is a summary of their reports and recommendations. Their new ideas have already prompted some changes and others are expected soon. The Finance Committee will monitor these recommendations and report again next year.

CREATION OF PUBLIC WORKS DEPARTMENT

(John Drobinski, Robert Noyes)

This would be done by merging the Highway, Engineering, and part of the Park and Recreation Departments to reduce cost in design, construction and maintenance of non-building town facilities.

Recommendation: This is not feasible now because two of the three departments have elected officials. Wait until retirements occur.

VOLUNTEERS

(Judy Cope)

This is an ongoing effort to recruit residents to do work for which the Town would otherwise pay. Contacting people in the Town talent pool, and publicity, produced volunteers who worked in the Treasurer's, Tax Collector's, Town Clerk's, and Engineering Departments and the Selectmen's Office. Both schools operate their own volunteer programs.

Recommendation: Continue to recruit volunteers. Interested people should contact the Selectmen's Office. No special skills are needed for many tasks.

PRIVATIZATION

(Roy Sanford, Lincoln Anderson)

Three possibilities for contracting services now done by Town employees were investigated to reduce costs: grounds maintenance, janitorial services, and school lunches.

Recommendation: (1) Grounds maintenance contracting needs to await a high enough volume, possible only with a public works department. (2) Janitorial services may offer cost savings. A joint bid request is being prepared by both schools, the Building Department and the Library. (3) School lunch contracting is still being considered.

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LOCAL REVENUE ENHANCEMENT

(Michael Fitzgerald, David Asheim, Robert Cusack, Joseph Klein, Betsy Nikula, Mary Ellen Normen Dunn)

Three areas of possible cost saving were identified: town fees, town tax collection procedures, and sale of surplus property.

Recommendations:

1. Town fees must be reviewed each year. Currently, they are similar to neighboring towns, some are a bit high. The Finance Committee will review fees each year during the department budget hearings, to be sure fees cover costs where permissible by law. The Building and Fire Departments are reviewing their fee schedules now.
2. Tax collection procedures must be adequate to insure timely collections and catch up on past late payments. Significant progress has been made this year with new hardware/software systems, volunteers, and aggressive pursuit of late payers. The recommended FY94 budget includes funds to make further improvements.
3. Surplus property should be turned to cash quickly. The Selectmen are reviewing a list of tax possession parcels and will auction any land not needed for recreation or water protection. Also, the former Loring School on Woodside Road (but not the playground), will be offered for sale soon, when an engineering study now underway is complete, so buyers will know the state of the building.

JOINT TOWN/SCHOOL SHARING OF ADMINISTRATIVE SERVICES

(Larry Blacker, Terri Ackerman, Mary Ellen Normen Dunn, Ed Campbell, David Wilson, Karen Palmer, Eric Elfman, John Wilson, Pauline Paste)

Twenty possible areas of additional sharing were considered, and four were selected where more cooperation was possible and expected to be cost effective: collective bargaining and personnel classification, payroll, libraries, and collection of user fees.

Shared services already exist in telephone systems, custodians (partial), grounds maintenance, snow plowing, mini vans (kindergarten transportation and senior citizen transportation), contract administration, engineering services, accounting services, energy purchases, and school transportation. A new joint town/school system for budgeting, payroll, personnel and purchasing is now being installed.

Recommendations:

1. Collective bargaining should be coordinated for fairness to employees, management cost savings and less expensive administration of contract terms. A Negotiating Advisory Committee, appointed by the Selectmen, will help coordinate the next bargaining, later this year.
2. Payroll costs can be reduced by putting all town and school employees on the same pay periods. Union objections mean that this recommendation must be deferred to the next round of collective bargaining.
3. Library cooperation already exists, especially for book selection for school reading assignments, but more is necessary on audio/visual resources and access to the Minuteman Library System. No specific plans yet.
4. Collection of user fees by the K-8 schools is being changed to reduce the number of people handling cash and get funds deposited quicker. More procedural changes are pending.

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CENTRALIZED/REGIONALIZED PURCHASING
(David Palmer, Cathy Minehan, Sidney Wittenberg)

Several areas where consolidated contracts may save expenses were identified: uniform, office supply and computer purchases; and copier, emergency generator and boiler maintenance. No results yet. Also, the committee identified other actions needed to cut costs of purchased materials and services.

Recommendations:

1. The town/school accounting and budgeting systems need to be upgraded and expanded to permit identifying common purchases. This task took the committee far too much time. A new accounting system is now being installed and the Finance Committee will restructure the budget if needed.
2. State contracts for many items are available to the Town, and even though they are difficult to use, we should make a better effort. Each department must learn to review state prices before buying.
3. The purchasing process needs to be improved with a purchasing bylaw setting standards for information on invoices and permitting "group" purchasing orders, and open accounts at low cost, local vendors.

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BUDGET SUMMARY

	Expens. FY 92 *	Approp FY 93 *	NON OVERRIDE		OVERRIDE
			Dept Reque FY 94	Fin Com Rec FY 94	Fin Com Rec FY 94
Sudbury Pub. Schls.(Gross)	8,971,348	9,221,858	10,443,937	9,940,295	10,063,337
Sudbury Pub. Schls: Offsets	100,492	180,492	201,589	201,589	201,589
SUDBURY PUB. SCHLS. (Net)	8,870,856	9,041,366	10,242,348	9,738,706	9,861,748
L.S.R.H.S.(Assessment)	6,367,491	6,539,191	7,143,456	6,942,562	6,942,562
M.R.V.T.H.S.(Assessment)	357,370	381,446	300,448	300,448	300,448
TOTAL SCHOOLS	15,595,717	15,962,003	17,686,252	16,981,716	17,104,758
200: Debt Service	475,480	1,073,835	1,156,017	1,156,017	1,156,017
300: Protection	3,114,439	3,137,903	3,422,018	3,380,316	3,380,316
400: Highway/Landfill	1,545,112	1,576,382	1,756,074	1,713,614	1,713,614
500: General Govt.	804,617	788,701	906,144	851,790	851,790
560: Finance	435,673	464,584	531,467	526,417	526,417
600: Library	369,454	363,529	450,404	402,730	402,730
700: Recreation	469,911	462,405	483,524	463,524	463,524
800: Health	185,503	186,397	201,547	201,547	201,547
900: Veterans	13,598	7,363	18,818	17,651	17,651
950: Unclass./Transfer Accts.	2,840,318	3,431,533	3,394,925	3,383,413	3,445,413
TOTAL TOWN(inc. Unclassif.)	10,254,106	11,492,631	12,320,938	12,097,019	12,159,019
TOTAL OPERATING BUDGET	25,849,823	27,454,634	30,007,190	29,078,735	29,263,777
STM Articles	0	0	0	0	0
ATM Articles:	1,437,780	2,454,637	1,146,313	647,713	647,713
Borrowing	1,000,000	2,134,424	0	0	0
TOTAL ARTICLES	437,780	320,213	1,146,313	647,713	647,713
TOTAL APPROPRIATIONS	26,287,603	27,774,847	31,153,503	29,726,448	29,911,490
Cherry Sheet Chgs.& Underest.	347,160	360,050	360,050	360,050	360,050
Cherry Sheet Offsets	217,547	217,587	217,587	217,587	217,587
Recap, Snow&Ice & Oth. chgs	70,727	47,015	98,000	108,000	108,000
Abatements & Exemptions	394,184	350,979	300,000	300,000	300,000
TOTAL CHARGES	1,029,618	975,631	975,637	985,637	985,637
TOTAL TO BE RAISED	27,317,221	28,750,478	32,129,140	30,712,085	30,897,127
Cherry Sh.Receipts & Overest.	2,173,992	2,093,538	2,103,538	2,103,538	2,103,538
State Aid: \$100 Per Pupil, K-8					{GOES DIRECTLY TO S.P.S. \$198,000 in FY94}
State Aid: \$100 Per Pupil, L-S					{GOES DIRECTLY TO L-S \$79,288 in FY94 (Sudbury Share) }
Local Receipts	2,069,951	2,122,577	2,166,577	2,166,577	2,166,577
Enterprise Fund Receipts	671,312	790,688	778,300	778,300	778,300
Free Cash applied	300,527	361,536	361,536	376,000	376,000
Dog Licenses (& St Aid)	2,000	7,750	6,454	6,454	6,454
Wetlands Protection Fund	4,125	4,125	4,125	4,125	4,125
Abatement Surplus	175,000	0	179,383	179,383	179,383
Cemetery Fund	28,000	11,700	14,000	14,000	14,000
Stabilization Fund	180,000	0	0	0	0
Transfer from ATM 1987/14	30,000	0	0	0	0
Transf:ATM 82/14,STM 86/6	7,317	0	0	0	0

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	Expend. FY 92 *	Approp FY 93 *	NON OVERRIDE Dept Reque FY 94	Fin Com Rec FY 94	OVERRIDE Fin Com Rec FY 94
Transfer from STM 89/5			190,000	190,000	190,000
Transfer from ATM 87/14			8,532	8,532	8,532
Transfer from ATM 90/24			140,000	140,000	140,000
Transfer from STM 88/4			0		
Transport. Bond Offset	0	319,713	319,713	319,713	319,713
Ambulance Fund	25,000	50,000	75,000	90,000	90,000
TOTAL RECEIPTS & REVENUE	5,667,224	5,761,627	6,347,158	6,376,622	6,376,622
REQUIRED TAX LEVY	21,649,997	22,988,851	25,781,982	24,335,463	24,520,505
Previous Limit +2.5%	20,695,073	21,710,545	22,610,636	22,610,636	22,610,636
New Construction	170,948	348,612	400,000	425,000	425,000
Prop 2-1/2 Override	315,000	0	0	0	185,042
LEVY LIMIT	21,181,021	22,059,157	23,010,636	23,035,636	23,220,678
Prop 2-1/2 Exemptions	682,036	1,185,553	1,301,309	1,301,309	1,301,309
APPLICABLE LEVY LIMIT	21,863,057	23,244,710	24,311,945	24,336,945	24,521,987
UNDER LEVY LIMIT	213,060	255,859	0	1,482	1,482
OVER LEVY LIMIT		0	1,470,036	0	0

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OVERRIDE BUDGET

If the Override passes, only the following line items will change:

	NON OVERRIDE Fin Com Rec FY 94	OVERRIDE Fin Com Rec FY 94	DIFFERENCE
SUDBURY PUBLIC SCHOOLS			
Salaries	7,991,085	7,991,085	
Expenses	1,740,210	1,740,210	
Equipment	67,000	67,000	
Open Nixon School	0	265,042	
Capital Expenditure	142,000	0	
	-----	-----	
Subtotal Sudbury Pub. Scls	9,940,295	10,063,337	0
Offsets, including METCO	201,589	201,589	
110 Net Sudbury Public Scls	9,738,706	9,861,748	123,042
-800 Health Insurance	1,693,000	1,733,000	40,000
Town Share:	732,964	732,964	0
Scl Share:	960,036	1,000,036	40,000
-813 Retirement Fund	983,000	988,000	5,000
Town Share:	776,668	776,668	0
Scl Share:	206,332	211,332	5,000
-821 Worker's Compensation	190,000	200,000	10,000
Town Share:	128,231	128,231	0
Scl Share:	61,769	71,769	10,000
-822 FICA/Medicare	75,000	82,000	7,000
Town Share:	33,397	33,397	0
Scl Share:	41,603	48,603	7,000
TOTAL OVERRIDE			185,042

APRIL 7, 1993

Craig Blake of Old Lancaster Road, speaking for the Resource Recovery Committee, addressed the concerns of the Town's landfill, which is located off Route 20, on the Sudbury/Wayland line. Each week approximately 600 cubic yards of solid waste is placed in the landfill. This amount is comparable to the size of a four bedroom home filled with trash. The cost to dispose of the solid waste is \$12/cubic yard, which does not include any of the hidden costs, i.e. land costs. There will also be another cost just to close the landfill when it can no longer be used. There is a recycling center at the landfill, which Mr. Blake encouraged residents to use. At this time, Sudbury recycles about 14% of the trash it generates. Recycling is not a cost saving effort - the cost to the Town is about \$5 a cubic yard for everything that is placed in the recycling center. The cost to recycle is less than that to use the landfill, which is about \$12 a cubic yard, and at the same time it extends the life of the landfill and makes for a better environment for everyone to live in. Efforts are being made for greater savings by looking into a regional recycling consortium.

Mr. Blake noted that state law prohibits a great many items from going into a landfill...the latest being glass and metal cans. This latest ban will not go into effect for another 2-1/2 years. Current law also states that the landfill must be closed by January of 1994, the unlined portion of it, which is about 18 of the total 20 areas of the landfill. This regulation also will not be enforced until January of 1994. At the rate Sudbury fills its landfill, it will be all used up by 1995.

Alternatives presented included: 1) Request Wayland to allow Sudbury to use some of their valuable capacity, which they have shown some interest in doing, but there would be an added cost; 2) Go with a "curb-side" pick-up, on a weekly basis, and the trash would be taken to a regional incinerator; or 3) a "Transfer Station" - a large metal trash can, in which all rubbish would be placed, then it would be taken to an incinerator or a regional landfill. The cost of a "Transfer Station" could be in the range of half a million to a million dollars.

Mr. Blake noted that the more we recycle, the longer the Town can pay the \$12/cubic yard for trash, rather than the \$25 to \$30/cubic yard for trash, which it will be when the landfill closes down. He also pointed out that once the landfill is closed, it will be required of the Town to "cap" it so rain water and snow melt won't percolate down to the trash and pollute the ground water. The cost for the "cap" could be in the million dollar range.

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 1992 Town Report or as otherwise presented; or act on anything relative thereto.

Submitted by the Board of Selectmen

David Wallace, former member of the Board of Selectmen, *moved to accept the reports of the town boards, commissions, officers and committees as printed in the 1992 Town Report or as otherwise presented, subject to the correction of errors, if any, where found.* The motion was seconded.

The motion under Article 1 was presented to the voters and was **UNANIMOUSLY VOTED** by a hand vote.

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ARTICLE 2 AMEND BYLAWS, ART. XI. - PERSONNEL CLASSIFICATION AND SALARY PLAN

To see if the Town will vote to amend Article XI of the Town of Sudbury Bylaws, entitled, "The Personnel Administration Plan": by deleting the Classification and Salary Plan, Schedule A & B, in its entirety and substituting therefor the following:

TOWN OF SUDBURY FY 1994

**SCHEDULE A - CLASSIFICATION PLAN
AND SCHEDULE B - SALARY PLAN**

**GRADE 1
GRADE 2**

Clerk I
Switchboard Operator/Receptionist

GRADE 3

Clerk II/Senior Clerk
Library Clerk
Recording Secretary

GRADE 4

Fire Dispatcher (40 hrs/wk)
Library Technician
Secretary I
Van Driver, Senior Citizens Center
Senior Data Processing Clerk
Groundsperson (40 hrs/wk)
Maintenance Custodian(40 hrs./wk)

GRADE 5

Outreach Case Manager
Library Office Coordinator
Grounds Mechanic (40 hrs/wk)
Census and Documentation Coord.
Accounting Administrative Asst.
Part-Time Reference Librarian

GRADE 6

Assistant Tax Collector
Dog Officer
Police Dispatcher
Secretary/Legal Secretary
Secretary II/Office Supervisor
Grounds Foreman (40 hrs./wk)
Board of Health Coordinator

Title Change, Reclassification,
or New Position

GRADE 7

Assistant Assessor
Assistant Town Accountant
Assistant Town Clerk
Assistant Town Treasurer
Assistant Children's Librarian
Head of Circulation, Library
Head of Technical Services, Library

GRADE 8

Conservation Coordinator
Director, Council on Aging
Adult Services/Reference Librarian
Children's Librarian

GRADE 9

Administrative Asst. to Board of Selectmen
Assistant Library Dir. (Not filled FY93/94)

GRADE 10

Community Social Worker

GRADE 11

Budget & Personnel Officer

GRADE 12

GRADE 13

GRADE 14

Highway Surveyor (Elected)

GRADE 15

Fire Chief
Police Chief

GRADE 16

GRADE 17

Executive Secretary - Non Union - Contracted Position

Town Clerk - Non Union - Elected (Grade 10 for advisory purposes only)

The following are union positions:

Supervisor of Town Buildings
Assessor/Appraiser
Library Director
Supt. Parks and Grounds
Town Planner

Director of Public Health
Insptr. of Bldg./Zoning Enforcement Agent
Town Treasurer/Collector
Director of Finance/Town Accountant
Town Engineer

**TOWN OF SUDBURY
FY94 NON-UNION SALARY GRID
7/1/93 - 6/30/94**

GRADE	Minimum			Maximum			
	1	2	3	4	5	6	7
1	8.84	9.18	9.54	9.92	10.31	10.71	11.13
2	9.54	9.92	10.31	10.71	11.13	11.57	12.02
	334.00	347.10	360.72	374.87	389.57	404.86	420.74
	17,435	18,119	18,829	19,568	20,336	21,134	21,963
3	10.31	10.71	11.13	11.57	12.02	12.49	12.98
	360.72	374.87	389.58	404.86	420.74	437.25	454.40
	18,829	19,568	20,336	21,134	21,963	22,824	23,720
4	11.13	11.57	12.02	12.49	12.98	13.49	14.02
	389.58	404.86	420.74	437.25	454.40	472.23	490.75
	20,336	21,134	21,963	22,824	23,720	24,650	25,617
5	12.02	12.49	12.98	13.49	14.02	14.57	15.14
	420.74	437.25	454.40	472.23	490.75	510.00	530.01
	21,963	22,824	23,720	24,650	25,617	26,622	27,667
6	12.98	13.49	14.02	14.57	15.14	15.74	16.35
	454.40	472.23	490.75	510.00	530.01	550.80	572.41
	23,720	24,650	25,617	26,622	27,667	28,752	29,880
7	14.02	14.57	15.14	15.74	16.35	17.00	17.66
	490.76	510.01	530.02	550.81	572.41	594.87	618.21
	25,617	26,622	27,666	28,752	29,880	31,052	32,270
8	15.28	15.88	16.51	17.15	17.83	18.53	19.25
	534.91	555.91	577.70	600.36	623.92	648.41	673.84
	27,922	29,018	30,156	31,339	32,568	33,847	35,175
9	16.66	17.31	17.99	18.70	19.43	20.19	20.99
	583.05	605.94	629.69	654.40	680.07	706.76	734.49
	30,435	31,629	32,870	34,160	35,500	36,893	38,340
10	18.16	18.87	19.61	20.38	21.18	22.01	22.87
	635.52	660.47	686.37	713.29	741.27	770.37	800.59
	33,174	34,476	35,828	37,234	38,695	40,213	41,791

11	19.79 692.72 36,160	20.57 719.91 37,579	21.38 748.14 39,053	22.21 777.49 40,585	23.09 807.99 42,177	23.99 839.71 43,833	24.93 872.65 45,552
12	21.57 755.07 39,415	22.42 784.70 40,961	23.30 815.47 42,568	24.21 847.46 44,238	25.16 880.71 45,973	26.15 915.28 47,778	27.18 951.19 49,652
13	23.51 823.02 42,962	24.44 855.32 44,647	25.40 888.86 46,399	26.39 923.73 48,219	27.43 959.97 50,111	28.50 997.65 52,078	29.62 1036.79 54,121
14	25.63 897.10 46,828	26.64 932.30 48,665	27.68 968.86 50,575	28.77 1006.87 52,559	29.90 1046.37 54,621	31.07 1087.44 56,765	32.29 1130.10 58,991
15	27.94 977.83 51,043	29.03 1016.21 53,045	30.17 1056.06 55,126	31.36 1097.49 57,289	32.59 1140.54 59,536	33.87 1185.31 61,873	35.19 1231.81 64,301
16	30.45 1065.84 55,637	31.65 1107.66 57,819	32.89 1151.10 60,088	34.18 1196.26 62,445	35.52 1243.19 64,895	36.91 1291.99 67,442	38.36 1342.68 70,088
17	33.19 1161.76 60,644	34.50 1207.35 63,023	35.85 1254.70 65,496	37.26 1303.93 68,065	38.72 1355.08 70,735	40.24 1408.27 73,512	41.81 1463.52 76,396

NOTE: Full-time employees are normally scheduled to work 35 hours per week. Full-time employees who are denoted as normally scheduled to work 40 hours per week are paid for a week's work at 40 times the stated hourly rate. The annual rate is based on 52.2 weeks per year.

NON UNION EMPLOYEES
INDIVIDUALLY RATED - FY 94

<u>LIBRARY</u>	<u>MINIMUM</u>	<u>STEP 1</u>	<u>STEP 2</u>
●Library Page (Hourly)	\$ 6.12	\$ 6.39	\$ 6.59

PARK AND RECREATION

- Recreation Director - Annually Rated: \$33,000 - \$42,000 (Formerly Grade 10)

	<u>MINIMUM</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>MAXIMUM</u>
●Camp Supervisor (Seasonal - Part time)	\$2,385	\$2,484	\$2,605	\$2,737	\$2,877
●Teen Center Coordinator (Hourly):	\$ 11.76 - \$ 17.65				
●Temporary Laborer Hourly):	\$ 6.57 - \$ 8.03 (Park and Rec. and Highway Depts.)				

ATKINSON POOL

<u>POSITION</u>	<u>ANNUAL SALARY RANGE</u>	<u>CORRESPONDING GRADE CLASSIFICATION</u>
●Aquatic Director	\$30,435 - \$38,340	Grade 9
●Pool Sec.II/Off. Supervisor	\$23,720 - \$29,880	Grade 6
●Aquatic Coordinator	\$21,963 - \$27,667	Grade 5

<u>POSITION</u>	<u>HOURLY RATED SALARY RANGE</u>
●Lifeguard/Pool Receptionist	\$6.50 - \$ 8.89
●Childcare Helper/Water Safety Ins.	\$7.05 - \$9.60
●Receptionist/WSI Supervisor	\$8.23 - \$10.36

TOWN ADMINISTRATION

	Min.						Max.
	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>STEP 4</u>	<u>STEP 5</u>	<u>STEP 6</u>	<u>STEP 7</u>
●Custodian (Hrly - 40 hrs.)	\$10.37	\$10.76	\$11.19	\$11.63	\$12.07	\$12.54	\$13.06

SINGLE RATED:

●Veterans' Agent and Director	\$3,984/Year
●Animal Inspector	\$1,759/Year
●Census Taker	\$ 6.11/Hour
●Election Warden	\$ 6.11/Hour
●Election Clerk	\$ 6.11/Hour
●Deputy Election Warden	\$ 6.11/Hour
●Deputy Election Clerk	\$ 6.11/Hour
●Election Officer & Teller	\$ 5.80
●Plumbing Inspector	Fees
●Assistant Dog Officer	\$ 9.72/Hour

FIRE DEPARTMENT

	MIN	Step 1	Step 2	Step 3	MAX
Firefighter					
Annual	29,047	29,720	30,409	31,082	31,814
Hourly	13.25	13.56	13.87	14.18	14.51
Firefighter/EMT					
Annual	30,347	31,020	31,709	32,382	33,114
Hourly	13.84	14.15	14.46	14.77	15.10
Lieutenant					
Annual	32,387	33,138	33,906	34,657	35,473
Hourly	14.77	15.11	15.47	15.81	16.18
Lieutenant/EMT					
Annual	33,837	34,587	35,356	36,106	36,922
Hourly	15.43	15.78	16.13	16.47	16.84
Fire Captain					
Annual	36,112	36,949	37,805	38,642	39,552
Hourly	16.47	16.85	17.24	17.63	18.04
Fire Captain/EMT					
Annual	37,728	38,565	39,421	40,258	41,168
Hourly	17.21	17.59	17.98	18.36	18.78

POLICE DEPARTMENT

	Hrs/Week	MIN	Step 1	Step 2	Step 3	MAX
Sergeant	37.33					
Hourly		18.52	18.96	19.39	19.83	20.23
Annual		36,095	36,931	37,795	38,645	39,416
Patrolman	37.33					
Hourly		15.43	15.79	16.17	16.53	16.85
Annual		30,078	30,772	31,497	32,206	32,845

SINGLE RATED:

- Matron \$12.06/Hour
- Crime Prevention Officer 700/year
- Photo/Fingerprint Officer 700/year
- Juvenile Officer 700/year
- Safety Officer 700/year
- Detective 700/year
- Training Officer 700/year
- Parking Clerk 700/year
- Mechanic 700/year
- Fire Arms Instructor 700/year

NOTE: Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 37.33 hours per week. Overtime pay is calculated by multiplying 1.5 times these hourly rates.

SUDBURY SUPERVISORY ASSOCIATION

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Library Director	43,952	45,270	46,629	48,027	49,468	50,952
Director of Health	44,981	46,330	47,720	49,152	50,626	52,145
Town Engineer	54,174	55,799	57,473	59,197	60,973	62,803
Supt Parks/Grds Mgmt*	35,189	36,245	37,332	38,452	39,606	40,794
Asst Highway Surveyor	39,712	40,903	42,130	43,394	44,696	46,037
Highway Oper. Asst.	33,535	34,541	35,577	36,644	37,744	38,876
Building Inspector	43,751	45,064	46,416	47,808	49,243	50,720
Supv. of Town Bldgs.#	33,026	34,017	35,038	36,089	37,171	38,287
Assistant Assessor	43,753	45,065	46,417	47,810	49,244	50,721
Town Planner	46,621	48,019	49,460	50,944	52,472	54,046
Police Lt./Adm. Asst.	48,486	49,941	51,439	52,982	54,572	56,209
Dir. of Fin./Town Acct.	55,390	57,052	58,763	60,526	62,342	64,212
Treasurer/Collector	45,341	46,701	48,102	49,546	51,032	52,563

* This does not include salary paid by Lincoln-Sudbury Regional School District, if any.

This does not include \$10,440 per year as Wiring Inspector.

ENGINEERING DEPARTMENT

	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
E1 Eng Aide I	20,791	21,416	22,060	22,725	23,407	24,110
E2 Eng Aide II	23,909	24,628	25,366	26,130	26,913	27,721
E3 Eng Aide III	27,497	28,324	29,172	30,047	30,947	31,877
E4 Jr Civil Eng	31,622	32,571	33,545	34,553	35,589	36,656
E5 Civil Eng	35,576	36,642	37,746	38,875	40,041	41,242
E6 Sr Civil Eng	37,726	38,858	40,025	41,225	42,463	43,733
E7 Asst Town Eng	44,373	45,703	47,073	48,486	49,941	51,440

Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 40 hours per week. Overtime pay is calculated by multiplying 1.5 times these hourly rates.

HIGHWAY DEPARTMENT

	<u>START</u>	<u>Step 1</u> After 6 mos.	<u>Step 2</u> After 1 yr.	<u>Step 3</u> After 2 yrs.	<u>Step 4</u> After 3 yrs.	<u>Step 5</u> After 4 yrs.	<u>Step 6</u> After 5 yrs.
Landfill Supervisor	30,187	31,094	32,026	32,987	33,976	34,996	36,046
Foreman, Hwy	29,594	30,210	30,871	31,487	32,117	32,757	33,739
Foreman, Tree/Cem	29,594	30,210	30,871	31,487	32,117	32,757	33,739
Master Mechanic	13.98	14.45	14.89	15.28	15.67	16.07	16.55
Asst. Mechanic	13.36	13.82	14.26	14.66	15.04	15.44	15.91
Hvy Equip Oper	12.55	12.91	13.19	13.62	14.06	14.51	14.95
Tree Surgeon	12.55	12.91	13.19	13.62	14.06	14.51	14.95
Truck or Lt Equip Oper	11.79	12.10	12.43	12.67	12.92	13.19	13.58
Tree Climber	11.79	12.10	12.43	12.67	12.92	13.19	13.58
Hvy Laborer	11.11	11.43	11.69	11.99	12.31	12.63	13.01
Lt Laborer	10.14	10.42	10.65	10.93	11.21	11.50	11.84
Landfill Monitor	9.48						

Hourly rates obtained by dividing the annual rates by 52.2 weeks and 40 hours per week. Overtime pay is calculated by multiplying 1.5 times these hourly rates.

or act on anything relative thereto.

Submitted by the Personnel Board

TITLE CHANGES - NO CHANGE IN GRADE OR JOB DESCRIPTIONS:

<u>FORMER TITLE</u>	<u>NEW TITLE</u>
Assistant Assessor	Assessor/Appraiser
Assessors Office Coordinator	Assistant Assessor
Staff Librarian	Assistant Children's Librarian
Staff Librarian	Head of Circulation
Staff Librarian	Head of Technical Services
Senior Librarian	Children's Librarian

RECLASSIFICATIONS:

Library - Head of Circulation from Grade 6 to Grade 7

NEW POSITIONS:

Community Social Worker

POSITIONS ELIMINATED:

Park and Recreation - Program Director

CHANGE IN STATUS:

Treasurer/Collector - From Non Union to Union Position

APRIL 7, 1993

David Mandel, Chairman of the Personnel Board, *moved to amend Article XI of the Town of Sudbury bylaws, entitled, "The Personnel Plan, Schedules A & B, in its entirety, and substituting therefor plan entitled: "Town of Sudbury - FY94 Schedule A - Classification Plan Schedule B - Salary Plan", as set forth in the 1993 Annual Town Meeting Warrant under Article 2. The motion was seconded.*

Finance Committee Report: (J. Ryan) Recommended approval.

Selectmen's Report: (J. Drobinski) Recommended approval.

Mary Jane Hillery, Veterans' Agent, *moved to amend the main motion by changing the salary for the Veterans' Agent and Director from \$3,984/year to \$5,000/year. The motion was seconded.*

Ms. Hillery stated the Veterans' Agent salary was not in compliance with State Law, whereupon Mr. Mandel stated that generally towns with Veterans' Agents do not receive annual salary increases, and nothing in State Law requires payment of \$5,000, therefore the Town is not out of compliance.

The motion to amend was presented to the voters and defeated by a hand vote.

The main motion under Article 2 was presented to the voters and **VOTED** by a hand vote.

ARTICLE 3. AMEND BYLAWS, ART. XI.7.(2) - PERSONNEL ADMINISTRATION PLAN

To see if the Town will vote to amend Article XI of the Town of Sudbury Bylaws, Personnel Administration Plan, by deleting the ninth paragraph of Section 7(2) and substituting therefor the following:

"In the case of an employee who is receiving weekly benefits under the Workers' Compensation Law, M.G.L. Chapter 152, the provisions of said Chapter 152 shall apply with respect to the use of sick leave."; or act on anything relative thereto

Submitted by the Personnel Board

David Mandel, Chairman of the Personnel Board, *moved in the words of the Article. The motion was seconded.*

The Personnel Board recommended the noted changes to the Personnel Bylaw so the Town would be in compliance with the State's current Workers' Compensation Law.

Finance Committee Report: (J. Ryan) Recommended approval.

Board of Selectmen's Report: (J. Drobinski) Recommended approval.

The motion under Article 3 was presented to the voters and **UNANIMOUSLY VOTED** by a hand vote.

APRIL 7, 1993

ARTICLE 4. AMEND BYLAWS, ARTICLE XI.9A - PERSONNEL ADMINISTRATION PLAN

To see if the Town will vote to amend Article XI of the Town of Sudbury Bylaws, Personnel Administration Plan, Section 9A, by:

1) deleting the fifth through seventh sentences of the first paragraph and substituting therefor the following:

"In the event that an employee claims to be out of work and disabled as a result of a work-related injury, the Town may require the employee, from time to time, to submit medical evidence concerning the nature of the injury, the degree of disability and the prognosis for recovery and to submit to medical examinations by physicians or other health care providers selected by the Town, to the extent permitted by M.G. L. Chapter 152.", and

2) deleting the second paragraph and substituting therefor the following:

"Employees may be required to return to work in accordance with the provisions of M.G.L. Chapter 152.";

or act on anything relative thereto.

Submitted by the Personnel Board

David Mandel, Chairman of the Personnel Board, *moved in the words of the Article*. The motion was seconded.

The Personnel Board recommended the noted changes so the Town's Personnel Administration Plan would be in compliance with recent amendments to the State Workers' Compensation Law.

Finance Committee Report: (J. Ryan) Recommended approval.

Board of Selectmen's Report: (J. Drobinski) Recommended approval.

The motion under Article 4 was presented to the voters and **UNANIMOUSLY VOTED** by a hand vote.

APRIL 7, 1993

ARTICLE 5. AMEND BYLAWS, ART. XI.9 - PERSONNEL ADMINISTRATION PLAN

To see if the Town will vote to amend Article XI of the Town of Sudbury Bylaws, the Personnel Administration Plan, Section 9, by deleting the first sentence thereof and substituting the following:

"The Town Board or Commission or department head of each department shall determine, from time to time, in accordance with applicable laws, the job categories for which physical examinations shall be required of successful applications for employment. Applicants who accept a conditional offer of employment for such a position shall, prior to the start of their employment, submit to a physical examination by a town Physician, appointed for such purpose by the Board of Selectmen. Said examination shall be for the purpose of determining whether the person is capable of performing the essential functions for the position offered.";

or act on anything relative thereto.

Submitted by the Personnel Board

David Mandel, Chairman of the Personnel Board, *moved in the words of the Article*. The motion was seconded.

The Personnel Board reported that the proposed amendment was designed to bring the Personnel Bylaw into compliance with the Federal Americans with Disabilities Act of 1990 with respect to physical examinations of new hires.

Finance Committee Report (J. Ryan) Recommended approval.

Board of Selectmen's Report (J. Drobinski) Recommended approval.

The motion under Article 5 was presented to the voters and was **VOTED** by a hand vote.

APRIL 7, 1993

ARTICLE 6. ACCEPT SECTION 48 OF CHAPTER 133 OF THE ACTS OF 1992 - RETIREMENT INCENTIVE

To see if the Town will vote to accept the provisions of Section 48 of Chapter 133 of the Acts of 1992, establishing a retirement incentive program for municipal employees, or the provisions of any amendment thereto or special or General Law, the acceptance of which is determined to be necessary to secure to employees of the Town of Sudbury the benefits set forth in said Section 48; or act on anything relative thereto.

Submitted by the Board of Selectmen

Judy Cope of the Board of Selectmen *moved to Indefinitely Postpone Article 6.* The motion was seconded.

The reason for the motion to postpone was that through study of the proposal, it was believed Early Retirement Incentives would be very costly to the Town.

Finance Committee Report: Recommended approval.

Long Range Planning Committee: (P. Ferrara) Recommended approval.

The motion to Indefinitely Postpone was presented to the voters and **VOTED** by a hand vote.

ARTICLE 7 FY93 BUDGET ADJUSTMENTS

To see if the Town will vote to amend the votes taken under Article 12 of the 1992 Annual Town Meeting, by adding to or deleting from line items thereunder, by transfer between or among accounts or by transfer from available funds; or act on anything relative thereto.

Submitted by the Board of Selectmen

John Drobinski, Chairman of the Board of Selectmen, *moved to Indefinitely Postpone Article 7.* The motion was seconded.

Mr. Drobinski explained the motion by saying there were no budget adjustments to be made.

Finance Committee Report: Recommended approval.

The motion under Article 7 was presented to the voters and **VOTED** by a hand vote.

APRIL 7, 1993

ARTICLE 8 UNPAID BILLS

To see if the Town will vote to raise and appropriate, or appropriate 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

There being no unpaid bills, Selectman, John Drobinski, *moved to Indefinitely Postpone Article 8*. The motion was seconded.

Finance Committee Report: (J. Haughey) Recommended approval.

The motion under Article 8 was presented to the voters and **VOTED** by a hand vote.