

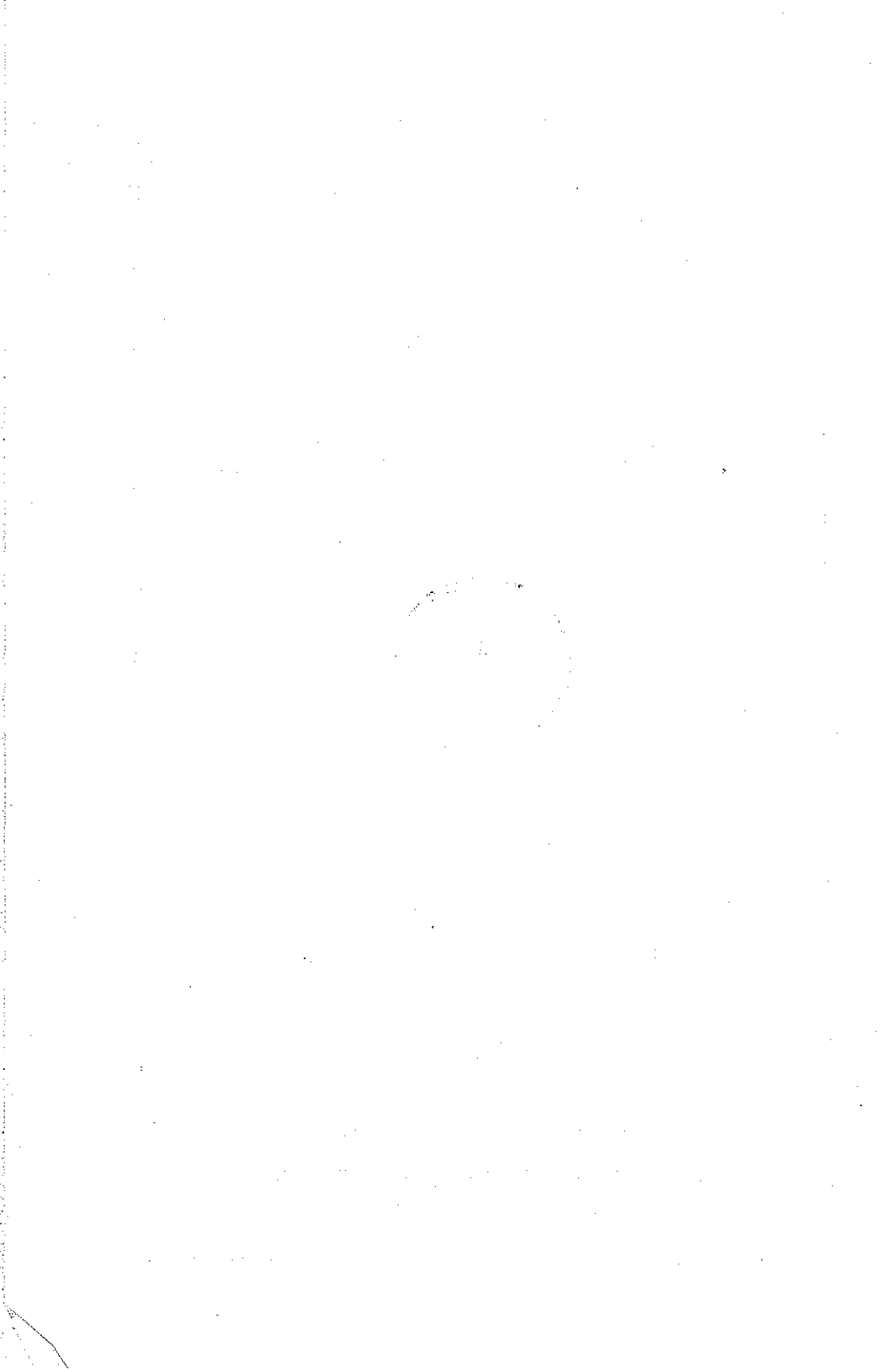
TOWN OF SUDBURY

REPORT
OF THE
FINANCE COMMITTEE



INCLUDING
WARRANT ARTICLES
FOR ANNUAL TOWN MEETING
1958

With Finance Committee's
RECOMMENDATIONS AND BUDGET



REPORT OF THE FINANCE COMMITTEE

The Finance Committee notified the citizens of Sudbury in a newspaper article that the total appropriations of the Town for the year 1958 would be in excess of one million dollars. A review of the budget appropriations approved by this committee for the year 1958 shows \$1,021,161.00, exclusive of statutory charges assessed against the Town directly by the State and County governments.

The committee was gratified to note the cooperation and interest of the citizens at its hearings on these budget requests. This was the first year that three hundred and fifty citizens attended these hearings to be informed of the items contained in the various budget requests.

It is the obligation of each citizen to make the Town of Sudbury a safe and healthy community and to bear his lawful proportion of the costs thereof. The financial well-being of the community however, is dependent on a budget adjusted to necessities. It is on this basis that the Finance Committee has made its recommendations.

In order to notify the citizens of the thinking of this committee and to save as much time as possible at the Town Meeting, we have had the report of the Finance Committee inserted after each general budget category or article. These reports are final unless further information is obtained to change the opinion of the committee between now and the Town Meeting.

The Finance Committee has discussed certain problems which are evident in the operation of the Town of Sudbury —

GENERAL GOVERNMENT

First, the matter of elected officials' salaries should be considered. Undoubtedly the principal motive of candidates for Town office will always be a spirit of public service. Nevertheless, some basis of payment must be determined to partially reimburse these officials on a sound and reasonable basis. To our knowledge no committee has made a detailed study of these salaries — such a study should be made and the basis of the salaries definitely set for the year 1959.

We understand that there are sufficient funds in the appropriation to put the "Haynes House" in good structural repair. These funds should be expended immediately so that this building will not deteriorate.

HIGHWAYS

The Finance Committee recognizes that a salary of \$3,300.00 is insufficient for a full-time Highway Surveyor. However, in prior years this position has been substantially a part-time job. The Finance Committee recommends that immediate steps be taken to form a Public Works Board and that the position of Highway Surveyor be legally eliminated from the organization of the Town. Under this Board it is possible to combine the Highway Department, Tree Department, Cemetery Department, Parks and Recreation and eventually the Water Department. Thereafter, a Superintendent of Public Works would be appointed by the Public Works Board and an annual plan of operations developed and carried out under the budget of this Board.

SCHOOLS

The major expense of the Town of Sudbury is for schools which represents approximately 66% of the total appropriations (exclusive of funds allocated by the State for school purposes and maturing debt on Sudbury school properties). This is a problem which we must face and solve. The budgets of both the Sudbury School system and the Regional School have been reviewed on two occasions and a number of public hearings held so that each citizen could be apprised of the contents of these budgets and plans of the Committees. These budgets are set in accordance with a standard of education which, it must be assumed, is endorsed by the citizens of this Town.

UNCLASSIFIED

In accordance with the By-Laws, the Town Report is printed and "distributed to the citizens of the Town at least five days before the annual meeting in March of each year." It is the opinion of this committee that considerable funds could be saved by changing the By-Laws and having such reports made available at the Town Clerk's office to be picked up by each citizen desiring a copy.

INTEREST AND DEBT REDUCTION

Since the year 1955 the bonded indebtedness of the Town of Sudbury has increased from \$290,800.00 to \$750,550.00. Further encumbrances contemplated in the building of the Fairbanks Road School will bring this total to approximately \$1,150,000.00.

The comparison of the 1957 and 1958 budgets below shows the increasing significance of interest payments as a factor

in the cost of municipal functions, i.e. \$15,383.20 in 1957 and \$34,750.00 in 1958.

The aggregate of interest and principal payments for 1958 is \$106,750.00 and it is anticipated that similar payments for 1959 will be \$142,000.00. It must be recognized however, that these costs are somewhat offset in the case of school building by State Aid.

RECOMMENDATIONS:

To summarize, we recommend the following:

1. Study of salaries of elected officials
2. Establish a Public Works Department
3. Revise method of distributing Town Reports

in addition, we recommend:

- a. At least three times a year all departments and committees be required to meet in a body, discuss Town problems, notify the assembly of the progress being made in each department or committee, and to make specific recommendations on Town problems.
- b. Specific recommendations on the combination of the office of Treasurer-Tax Collector.
- c. Making the purchasing terms of the Town 2% "next pay day" and notifying the suppliers of these terms so that where discounts are offered they are not lost because of the present policy of payment each two weeks.
- d. Because of the increasing complexity of municipal finance and the time required to obtain proper information, the Finance Committee should be increased to seven members.
- e. Public questionnaires should be integrated and cleared through the Board of Selectmen so that information pertinent to all Town Departments may be considered.

BUDGETS

The following is a summary of the budgets considered by this committee and the recommendations thereon:

	1957		1958	
	<i>Appropriations and Transfers</i>	<i>Expended</i>	<i>Requested</i>	<i>Recommended</i>
A. General Government ...	\$51,939.74	\$47,295.38	\$56,115.00	\$54,250.00
B. Protection of Persons and Property	62,176.12	61,283.02	72,355.00	71,222.00
C. Health and Sanitation ..	9,210.00	7,639.69	7,703.00	7,703.00
D. Highways	105,838.67	89,688.57	62,975.00	61,475.00

E. Charities	57,455.49	53,298.82	31,800.00	31,800.00
F. Veterans' Benefits	3,250.00	2,478.62	3,250.00	3,250.00
G. Schools	485,367.12	476,848.99	592,526.00	592,526.00
H. Libraries	8,196.46	8,196.46	9,905.00	9,155.00
I. Parks and Recreation ..	3,000.00	2,195.00	3,000.00	3,000.00
J. Unclassified	26,798.46	22,558.48	31,990.00	30,190.00
K. Interest	13,279.07	15,383.20	34,750.00	34,750.00
Total	\$826,511.13	\$786,866.23	\$906,369.00	\$899,321.00
Maturing Debt			\$72,000.00	\$72,000.00

Comparison of Budgets (%)

	1954	1955	1956	1957	1958
A. General Government	7.3	7.0	6.2	6.8	6.
B. Protection of Persons and Property	9.7	8.4	8.7	8.0	7.8
C. Health and Sanitation	.9	.8	.9	1.2	.9
D. Highway	11.5	11.3	10.0	9.2	6.8
E. Charities	9.5	8.3	6.5	4.0	3.
F. Veterans' Benefits	.9	.8	.4	.5	.5
G. School	53.2	56.6	61.1	64.8	66.2
H. Library	.8	.8	.8	.7	1.1
I. Parks and Recreation	.5	.5	.4	.4	.4
J. Unclassified	4.3	4.1	3.8	3.2	3.4
K. Interest	1.4	1.4	1.2	1.2	3.9
	100.0	100.0	100.0	100.0	100.0

For the information of the citizens we have applied the various factors entering into the determination of the tax rate. On an estimated assessed valuation of \$8,900,000.00 the Finance Committee estimates that the tax rate for the year 1958 will approximate \$88.00.

The Finance Committee appreciates the cooperation and assistance of the citizens, elected officials and department heads.

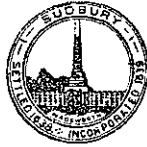
Respectfully submitted,

CARLTON W. ELLMS
 ROBERT NIMS
 BERNARD MCGUIRE
 ARTHUR SMITH, Secretary
 EDWARD MOYNIHAN, Chairman

TOWN WARRANT

COMMONWEALTH OF MASSACHUSETTS

Middlesex, ss.



To either of the Constables of the Town of Sudbury:

Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Sudbury, qualified to vote in Town elections, to meet at the Town Hall in said Town on Monday, March 3, 1958, at ten o'clock in the forenoon; then and there to choose by official ballot in accordance with law, a Moderator, a Highway Surveyor, a Tree Warden, a constable, one member of the Board of Health (to fill vacancy), all for one year; a constable for two years; one member of the Board of Selectmen, one member of the Board of Assessors, a Collector of Taxes, two members of the Board of Public Welfare, a constable, one member of the Goodnow Library Committee, one member of the Board of Health, two members of the School Committee, one member of the Lincoln-Sudbury Regional District School Committee, all for three years; one member of the Planning Board for five years.

The polls will be open at ten o'clock in the forenoon and will be closed at eight o'clock in the evening.

And you are required to notify and warn the inhabitants of said Town qualified to vote in Town affairs to meet at the Center School Auditorium in said Town on Wednesday, March 5, 1958, at half past seven o'clock in the evening, then and there to act on the following articles:

Article 1. To hear the reports of the Town Officers and Committees and act thereon.

Article 2. To see if the Town will grant and appropriate or transfer from available funds the following sums or any other sums of money for any and all necessary Town pur-

poses for the ensuing year, and to fix the salaries of all elected officials for the year 1958 in accordance with the following schedule. Pass any votes or take any action relative thereto.

A. GENERAL GOVERNMENT

	1957		1958	
	<i>Approp.</i>	<i>Charges</i>	<i>Requested</i>	<i>Recom- mended</i>
1. Assessors, Salaries .. Chairman \$900 Clerk \$750 Third Member \$750	\$2,400.00	\$2,400.00	\$2,400.00	\$2,400.00
2. Assessors, Expense....	1,200.00	1,121.70	1,700.00	1,200.00
3. Moderator	100.00	70.00	60.00	60.00
4. Selectmen, Salaries .. Chairman \$500 Clerk \$400 Third Member \$300	900.00	900.00	1,200.00	1,080.00
5. Selectmen, Expense ..	200.00	200.00	200.00	200.00
6. Treasurer, Salary	1,400.00	1,400.00	2,500.00	1,680.00
7. Treasurer, Expense....	400.00	389.55	400.00	250.00
7-A. Treasurer, Tax Title Expense	125.00	95.53	125.00	125.00
8. Town Clerk, Salary ..	1,500.00	1,500.00	2,600.00	2,500.00
9. Town Clerk, Expense	850.00	703.95	850.00	525.00
10. Registrars, Salaries ..	100.00	100.00	100.00	100.00
11. Registrars, Expense ..	1,425.00	1,373.38	1,500.00	1,500.00
11-A. Registrars, Clerk Salary	350.00	350.00	.00	.00
12. Tax Collector, Salary	2,800.00	2,800.00	2,800.00	2,800.00
13. Tax Collector, Expense	1,133.00	1,099.91	1,050.00	1,050.00
14. Clerk Hire	11,100.00	11,096.80	13,500.00	14,100.00
15. Town Accountant, Salary	1,500.00	1,500.00	1,500.00	1,500.00
16. Town Accountant, Ex- pense	150.00	99.00	150.00	150.00
17. Election and Town Meeting Expense	830.66	830.66	1,000.00	1,000.00
18. Board of Appeals	275.00	122.64	275.00	275.00
19. Board of Appeals, Subdivision	25.00	9.78	25.00	25.00
20. Legal Expense	3,000.00	2,999.92	3,000.00	3,500.00
21. Office Supplies (and Postage)	1,350.00	1,275.10	880.00	980.00

	1957		1958	
	Approp.	Charges	Requested	Recom- mended
22. Planning Board Expense	750.00	520.63	500.00	500.00
23. Custodian Town Property	50.00	35.00	50.00	50.00
24. Town Hall Expense....	4,013.83	4,013.83	4,000.00	4,000.00
25. Finance Committee Expense	100.00	20.65	100.00	100.00
26. Office Equipment — Maint.	430.00	335.36	525.00	525.00
26-A. Office Equipment — Purchase	1,926.25	1,889.34	275.00	275.00
27. Town Hall Repairs	2,025.00	1,103.77	1,000.00	1,000.00
27-A. Town Property Repair — Haynes House	2,531.00	35.35	500.00	500.00
28. Telephone	2,000.00	1,907.38	2,000.00	2,000.00
29. Engineer — Salaries ..	5,000.00	4,996.15	8,510.00	7,500.00
30. Engineer — Expense ..			890.00	800.00
	\$51,939.74	\$47,295.38	\$56,115.00	\$54,250.00

The recommendations of the Finance Committee are \$1,865.00 less than the amounts requested in the 1958 budgets. The Finance Committee has recommended exactly the amount requested for elected officials' salaries where there is no variance from the 1957 budget. In other cases where requests are more than the 1957 budget, the committee has recommended approximately 20% increase over 1957. The salaries of clerks have been set in accordance with the recommendation of the Committee on Town Administration.

B. PROTECTION OF PERSONS AND PROPERTY

1. Dog Officer, Salary and Expense	\$500.00	\$500.00	\$750.00	\$600.00
2. Fire Department, Salaries	18,019.50	18,019.50	20,680.00	20,880.00
2-A. Fire Department, Expense	1,100.00	1,098.72	1,100.00	1,100.00
2-B. Fire Dept. New Equipment	3,150.00	3,147.60	3,140.00	3,140.00
3. Police Department, Salaries	24,050.00	23,930.54	27,562.00	26,612.00
3-A. Police Department, Expense	4,605.00	4,173.80	4,665.00	4,465.00
3-B. Police Department, Uniforms	270.00	224.95	360.00	360.00

	1957		1958	
	Approp.	Charges	Requested	Recommended
4. Sealer of Weights & Measures	125.00	125.00	150.00	125.00
5. Hydrant Rental	4,130.00	4,130.00	5,508.00	5,500.00
6. Tree Department	2,000.00	1,986.84	3,000.00	3,000.00
7. Moth Department	500.00	265.59	500.00	500.00
8. Elm Leaf Spray and Dutch Elm	2,000.00	2,000.00	2,800.00	2,800.00
9. Radio	1,330.00	1,327.99	1,330.00	1,330.00
10. Civil Defense	271.62	230.60	660.00	660.00
11. Building Inspector Expense	125.00	121.89	150.00	150.00
	<u>\$62,176.12</u>	<u>\$61,283.02</u>	<u>\$72,355.00</u>	<u>\$71,222.00</u>

The Finance Committee recommends the amount of \$71,222.00, a decrease of \$1,133.00 from the amounts requested. The major variances in the recommendations are represented in the salaries of the dog officer, fire department and police department. The salary of the dog officer is based on a 20% increase over 1957, while salaries of the fire department and police department are based on the recommendations of the Committee on Town Administration. We recommend that the salary of the Tree Warden be \$12.00 per day plus \$2.00 per day transportation.

C. HEALTH AND SANITATION

1. Animal Inspector	\$225.00	\$225.00	\$225.00	\$225.00
2. Board of Health, Expense	2,000.00	580.76	1,300.00	1,300.00
3. Dental Clinic	2,385.00	2,233.93	1,500.00	1,500.00
4. Public Health Nurse, Salary	2,100.00	2,100.00	2,178.00	2,178.00
5. Mosquito Control	2,500.00	2,500.00	2,500.00	2,500.00
	<u>\$9,210.00</u>	<u>\$7,639.69</u>	<u>\$7,703.00</u>	<u>\$7,703.00</u>

The Finance Committee recommends the requested amount of \$7,703.00. We feel that this amount is necessary for the proper administration of this department.

D. HIGHWAYS

1. Bridge Repair	\$500.00	\$497.00	\$200.00	\$200.00
2. Chapter 81	28,804.79	28,804.79	9,125.00	9,125.00

	1957		1958	
	Approp.	Charges	Requested	Recommended
3. Chapter 90 — Construction	17,000.00	7,329.65	4,250.00	4,250.00
4. Chapter 90 — Maintenance	4,500.00	4,498.86	1,500.00	1,500.00
5. General Highway	15,500.00	15,289.41	11,500.00	11,500.00
6. Snow and Ice	20,000.00	14,085.48	12,000.00	12,000.00
7. Street and Traffic Lights	7,000.00	6,642.21	7,100.00	7,100.00
8. Town Dump	6,033.88	6,033.88	7,500.00	6,000.00
9. Road Machinery	6,500.00	6,498.29	6,500.00	6,500.00
10. Highway Surveyor Salary			3,300.00	3,300.00
	\$105,838.67	\$89,688.57	\$62,975.00	\$61,475.00

The Finance Committee recommends the amount of \$61,475.00, a decrease of \$1,500.00 in requested amount. This decrease is represented alone in the Town Dump Account. As far as we can determine, \$6,000.00 should be sufficient to operate the Town Dump in the same manner as in 1957. This is the first year we have segregated the Highway Surveyor's salary. In prior years, this salary was voted in the amount of \$3,300.00 with the thought that it would be charged to various accounts under highways. However, it appears reasonable at this time to make a separate account so that it will facilitate accounting. No change has been made in this salary for the year 1958, and we feel that no change should be made this year until some review of this salary can be made during the year 1958.

E. CHARITIES

1. Aid to Dependent Children	\$2,564.25	\$2,545.91	\$2,500.00	\$2,500.00
2. Welfare Administration	4,678.17	4,510.66	2,300.00	2,300.00
3. General Relief	2,000.00	2,000.00	2,000.00	2,000.00
4. Old Age Assistance....	43,623.30	40,334.80	22,000.00	22,000.00
5. Disability Assistance..	4,589.77	3,907.45	3,000.00	3,000.00
	\$57,455.49	\$53,298.82	\$31,800.00	\$31,800.00

The Finance Committee recommends the requested amount of \$31,800.00. The \$31,800.00 is the amount to be appropriated by the Town under this category. However, there are federal funds which will supplement this appropriation as evidenced in the expenditures for 1957.

1957

1958

*Recom-
mended*

Approp. Charges Requested

F. VETERANS' BENEFITS

1.	Veterans' Services	\$3,000.00	\$2,228.62	\$3,000.00	\$3,000.00
2.	Veterans' Agent and Director — Salary	250.00	250.00	250.00	250.00
		\$3,250.00	\$2,478.62	\$3,250.00	\$3,250.00

We recommend the amount of \$3,250.00 as requested.

G. SCHOOLS

1.	Schools, Salaries and Expense	\$286,296.00	\$279,251.70	\$361,897.00	\$361,897.00
1-A.	School Outlays	1,710.00	454.73	5,762.00	5,762.00
2.	School Renovation			12,903.00	5,278.00*
3.	School Rental	400.00	352.24	800.00	800.00
4.	Out of State Travel	300.00	129.20	300.00	300.00
5.	Regional School	196,661.12	196,661.12	218,489.00	218,489.00
		\$485,367.12	\$476,848.99	\$600,151.00	\$592,526.00

* Cost of Renovation	\$12,903.00
Less Fed. School Aid	7,625.00
Net Cost of Renov.	5,278.00

The amount of \$592,526.00 is recommended by the Finance Committee. The operations of the elementary schools amount to \$374,037.00. The budget of the elementary school has been reviewed by this committee on two occasions. In addition, two hearings have been held on this budget. There is a decrease of approximately \$1,000.00 in the school salaries and expense account from the first budget considered. In addition, the matter of school renovation has been segregated from the general budget of the school after discussion with the school committee. This school renovation is for the Center School which will be used for the 7th and 8th grades during the year 1958. It is anticipated that these renovations will make the school usable for at least 5 years. The Finance Committee toured the school and observed the areas planned for renovation and agree that the \$12,903.00 is a feasible figure for consideration. Federal Funds in the amount of \$7,625.00 have been made available and will reduce the cost to the Town to \$5,278.00. It is our understanding that the intention of the School Committee is to have these renovations done on a bid contract basis with the possibility that the cost thereof may be less. The tentative apportionment of the regional school budget for the Town of Sudbury is \$218,489.00. Actually this figure

1957

1958

Recom-
Approp. Charges Requested mended

reflects a refund to the Town of Sudbury of some \$7,187.00 which was left over from the original appropriation prior to the time that the regional school was built.

H. LIBRARIES

1. Goodnow Library	\$8,196.46	\$8,196.46	\$9,905.00	\$9,155.00
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The original budget request of the Libraries to be raised by taxation was \$9,155.00. The actual operating budget of the library is \$11,555.00. It is anticipated under the request of the Library Committee that the Dog Tax, in the amount of approximately \$1,200.00 will be voted to be used by the Library, and in addition they expect to receive approximately \$1,200.00 from the Library Trust Funds. Subsequent to the submission of the budget, an additional request for \$750.00 was made to install fire protection equipment in the library. The Finance Committee considered these items, and inasmuch as the construction of the children's library was not completed, and at December 31st there was some \$4,000.00 left in this account, it was thought that these additional items might be absorbed out of either the regular budget or from any excess left in the construction budget.

I. PARKS AND RECREATION

1. Parks and Cemeteries	\$1,500.00	\$866.90	\$1,500.00	\$1,500.00
2. Soldiers' Lots and Monuments	200.00	140.80	200.00	200.00
3. Cemeteries	700.00	587.30	700.00	700.00
4. Fourth of July Expense	600.00	600.00	600.00	600.00
	\$3,000.00	\$2,195.00	\$3,000.00	\$3,000.00

The Finance Committee has recommended the requested amount of \$3,000.00. It is apparent from the expenditures of prior years in relation to the budget request that as much economy as possible is used in the maintenance of Parks and Cemeteries.

J. UNCLASSIFIED

1. Incidentals	\$600.00	\$310.98	\$600.00	\$600.00
2. Print Town Report	2,758.46	2,758.46	2,500.00	2,500.00
3. Reserve Fund	6,000.00	3,946.92	6,000.00	6,000.00
4. Town Clock Care	65.00	65.00	65.00	65.00
5. Memorial Day Expense	500.00	427.05	500.00	500.00

	1957		1958	
	Approp.	Charges	Requested	Recom- mended
6. Insurance	14,100.00	13,791.70	19,800.00	18,800.00
7. Bonding Expense	775.00	659.75	725.00	725.00
8. Legion Hall Expense..	1,000.00	589.62	800.00	500.00
9. Industrial Commission	1,000.00	9.00	1,000.00	500.00
	<u>\$26,798.46</u>	<u>\$22,558.48</u>	<u>\$31,990.00</u>	<u>\$30,190.00</u>

The Finance Committee recommends the amount of \$30,190.00, a decrease of \$1,800.00 from the requested amounts.

A schedule of insurance was obtained from the broker. However, there was a contingency of some \$1,000.00 in this schedule and this amount has been eliminated in the recommendation of this committee.

The Legion Hall budget was reduced to the approximate expenditures in 1957.

The budget of the Industrial Commission has been reduced to \$500.00. This reduction has been arbitrary inasmuch as the expenditures in prior years have been minor.

K. INTEREST (DEBT)

1. Interest on Bonds and Notes	\$13,279.07	\$15,383.20	\$34,750.00	\$34,750.00
2. Debt Reduction			72,000.00	72,000.00
	<u>\$13,279.07</u>	<u>\$15,383.20</u>	<u>\$106,741.75</u>	<u>\$106,750.00</u>

The Schedule of Interest and Debt Reduction has been presented by the Town Treasurer and is accepted by the Finance Committee. The Interest Account is inclusive of interest on bonds on the Horse Pond Road School and also anticipated interest on the issuing of bonds on the proposed Fairbank Road School.

Article 3. To see if the Town will vote to grant or appropriate the sum of \$92.90, or any other sum, for the purpose of paying unpaid bills in accordance with the following schedule; pass any vote or take action relative thereto.

Treasurer (1957): The First National Bank of Marlboro	\$82.00
Town Dump (1957): John- son's Esso Station	10.90

\$92.90

Approved by the Finance Committee.

Article 4. To see if the Town will vote to authorize the Treasurer, with the approval of the Selectmen, to borrow money from time to time in anticipation of the revenue of the financial year beginning January 1, 1958, and to issue a note or notes therefor payable within one year, and to renew any note or notes as may be given for a period of less than one year, in accordance with Section 17, Chapter 44, General Laws; pass any vote or take action relative thereto.

Submitted by the Treasurer.

Article 5. To see what disposition will be made of the dog tax money for the year 1958; pass any vote or take action relative thereto.

Submitted by the Selectmen.

Finance Committee Recommends Transfer to Goodnow Library Account.

Article 6. To see if the Town will vote to grant, appropriate or otherwise provide the sum of \$5,000.00, or any other sum, to be used to conduct a revaluation of the Town under the direct jurisdiction of the Board of Assessors; pass any vote or take any action relative thereto.

Submitted by the Committee on Revaluation.

The Finance Committee approves the appropriation of \$5,000.00 under this article. It is our understanding that these funds will be used to obtain more complete Assessors' records on approximately 750 homes. At the present time, the Assessors have complete records on approximately 750 homes which have been built in the past 5 years. It is the intent of the Committee to Study Tax Inequities that these records shall be completed during the year 1958. The subject matter of this article has been reviewed with the Board of Assessors and the Committee, and it is our understanding that the majority of the Assessors are in agreement therewith.

Article 7. To see if the Town will vote to grant, appropriate or otherwise provide the sum of \$25,000.00, or any other sum, to be used to conduct a revaluation of the Town by outside professional reappraisers; pass any vote or take any action relative thereto.

Submitted by the Committee on Revaluation.

In the annual meeting 1957, a similar article was submitted requesting funds in the amount of \$15,000.00. This article was not approved by the Finance Committee, nor

was it voted by the Town Meeting. Instead, it was voted that a committee of three be appointed by the Moderator to study possible tax inequities. The article presented in this warrant has been presented by the committee appointed by the Moderator. However, we understand that this committee does not approve the article and it has been submitted only as a means of discussion and an alternative to the prior article submitted by the committee. The Finance Committee does not approve this article and will move for indefinite postponement.

Article 8. To hear the report of the committee established at the Annual Town Meeting of 1957, to investigate possible tax inequities; to see if the Town will vote to continue the committee for one year; to see if the Town will vote to grant, appropriate or otherwise provide the sum of \$200.00, or any other sum, to be used by the committee in the conduct of its affairs; pass any vote or take any action relative thereto.

Submitted by the Committee on Revaluation.

The Finance Committee recommends the amount of \$200.00 under this article. We feel that a continuation of this committee is beneficial.

Article 9. To see if the Town will grant or appropriate the sum of \$350.00, or any other sum, to purchase chairs for the Town Hall; pass any vote or take any action relative thereto.

Submitted by the Selectmen.

The Finance Committee recommends the appropriation of \$350.00 under this article. The necessity for the purchase of chairs for the Town Hall is evident.

Article 10. To see if the Town will grant or appropriate the sum of \$4,725.00, or any other sum, to "Hot Top" the parking area at the rear of the Town Hall; pass any vote or take action relative thereto.

Submitted by the Selectmen.

The Finance Committee does not approve the amount of \$4,725.00 under this article. We suggest that an amount of \$3,000.00 be appropriated and, under the direction of the Board of Selectmen, the Highway Department construct a road from the terminus of the school road to the entrance of the Town Hall, and that the balance of the parking area be graded and oiled.

Article 11. To see if the Town will grant or appropriate the sum of \$500.00, or any other sum to raze the so-called Old Town Barn; pass any vote or take any action relative thereto.

Submitted by the Finance Committee.

The Finance Committee requests that the amount of \$500.00 be appropriated under this article. The so-called "Old Town Barn" at the present time is a hazard and should be demolished.

Article 12. To see if the Town will vote to grant, appropriate or transfer from available funds the sum of \$2,360.00, or any other sum, for the purpose of extending the fire alarm system along the Boston Post Road from Concord Road to the Wayland town line, a distance of about 1.3 miles, or any other area; said funds to be used to defray the cost of the wire, pole hardware, fire alarm boxes and labor; pass any vote or take any action relative thereto.

Submitted by Albert St. Germain, Fire Chief.

The Finance Committee approves the appropriation of \$2,360.00 under this article. We suggest that the fire alarm system anticipated under this article be extended along Hudson Road as the next school will be constructed at the corner of Fairbank and Hudson Road. At that time the fire alarm system of the school could be connected into this line.

Article 13. To see if the Town will vote to grant appropriate or transfer from available funds the sum of \$1,280.00, or any other sum, for the purpose of purchasing fire alarm boxes to be installed on the Boston Post Road, from Concord Road to Peakham Road. Said boxes to be installed by the Fire Department at no cost to the Town. All wire and pole hardware has been furnished by the Wayside Inn at no cost to the Town; pass any vote or take any action relative thereto.

Submitted by Albert St. Germain, Fire Chief.

The Finance Committee approves the appropriation of \$1,280.00 under this article.

Article 14. To see if the Town will grant or transfer from the Road Machinery Fund the sum of \$4,000.00, or any other sum, to purchase a 2½ yd. truck for the Highway Department; pass any vote or take any action relative thereto.

Submitted by the Public Works Advisory Board.

The Finance Committee approves the purpose of this article and recommends that the amount of \$4,000.00 be transferred from the Road Machinery Fund. We understand that the type of truck anticipated to be purchased will cost in the vicinity of \$3,500.00 or \$4,000.00. However, such a purchase will be subject to bid and the most advantageous bid will be accepted.

Article 15. To see if the Town will grant or otherwise provide the sum of \$550.00, or any other sum, to install a fire detection service and fire alarm at the Highway Garage, off Old Lancaster Road; pass any vote or take any action relative thereto.

Submitted by Public Works Advisory Board.

The Finance Committee approves the purpose of this article. After discussion of the cost of this fire alarm, it appears that the sum of \$750.00 will be necessary. We therefore approve the amount of \$750.00.

Article 16. To see if the Town will vote to purchase land now or formerly of Alice B. Hunt situated on Concord Road and containing 4.20 acres more or less, or any other property for cemetery purposes, and that the sum of \$8,057.50 be appropriated therefor of which sum \$5,000.00 shall be transferred from the appropriation which was made in the vote adopted under Article 21 of the Warrant for the Special Town Meeting of October 25, 1956, and otherwise appropriate and grant the sum of \$3,057.50, the balance thereof; pass any vote or take any action relative thereto.

Submitted by the Selectmen.

The Finance Committee approves the purpose of this article for the purchase of land which is adjacent to the present cemetery. There are other parcels of land which should be considered other than the parcel cited above, and in order to obtain further information, this committee wishes to defer any specific recommendation until the Town Meeting.

Article 17. To see if the Town will vote to authorize the Board of Selectmen to purchase or otherwise acquire land to be used as a public dump and to provide sufficient funds to cover cost of same; or take action relative thereto.

Submitted by the Dump Committee.

The Finance Committee approves the purpose of this article. No money amount has been submitted to this committee either under the article or at its hearings. There remains open in the accounts at the present time the amount

of \$3,300.00 which was appropriated in prior years — for the expense of the committee on a new Town dump (\$2,000.00) and purchase of land for new Town dump (\$1,300.00). We recommend that these two amounts be voted for use by the Board of Selectmen where they find it necessary to obtain options until a specific site is voted by the Town Meeting.

Article 18. To see if the Town will vote to grant, appropriate or otherwise provide a sum of money for the purchase of a snow plow for use with the Civil Defense truck; or take action relative thereto.

Submitted by the Selectmen.

The Finance Committee approves the appropriation of \$400.00 under this article. The snow plow for use with the Civil Defense Truck will be used for clearing the fire department and Town Hall driveways.

Article 19. To see if the Town will authorize the Board of Selectmen to acquire by purchase for parking and other municipal purposes certain parcels of land situated on Old Sudbury Road and Concord Road and belonging to George A. Haynes, Florence Hosmer, Donald Neelon and Charles A. Crumm, Jr., and to appropriate and grant the sum of \$13,000 or any other sum to pay the cost thereof; pass any vote or take any action relative thereto.

Submitted by Special Committee, John Bartlett Chairman.

The Finance Committee agrees that if the total properties represented in the lands bounded by Old Sudbury Road and Concord Road mentioned under this article were being considered, then the purchase would be feasible. There are two properties, however, bounded by Old Sudbury Road and Concord Road which are not contemplated in this purchase. Therefore, we do not approve the appropriation of \$13,000.00 under this article. If it were possible to obtain options from the present owners of the two homes now on this corner piece of property and the correct price for the whole area could be determined, then it would appear more reasonable to consider the purchase of this property.

Article 20. To see if the Town will vote to grant and appropriate or otherwise provide the sum of \$2,000.00 for the purchase of a new police cruiser; take any action or pass any vote relative thereto.

Submitted by the Chief of Police.

The Finance Committee approves the purpose of this article. The present cruiser which is considered for trading has an

accumulated mileage of approximately 60,000 miles. We feel that it is economical at this time to trade this vehicle and purchase a new cruiser. The amount of \$2,000.00 is an approximate figure inasmuch as the purchase of this vehicle is subject to public bid.

Article 21. To see if the Town will vote to appropriate the sum of \$75,000.00 for maturing debt and determine whether the money shall be raised by taxation and/or from the "Sale of Secatore Property Fund" and/or from the Premium Bond Account, and/or from New Highway Garage Account, and/or from Canal Bridge Account. Pass any vote or take any action relative thereto.

Submitted by the Selectmen.

The Finance Committee will study the method of raising these funds and will report thereon at the Town Meeting.

Article 22. To see if the Town will vote to extend its street lighting system by installing a street light on Pole No. 92/10 on Lincoln Lane. Pass any vote or take action relative thereto.

Submitted by William F. Hellmann.

Approved by the Public Works Advisory Board.

Article 23. To see if the Town will vote to extend the street lighting system by installing a 1000 lumen light on a six-foot bracket on pole #61/7 at the intersection of Beechwood Avenue and Lakewood Drive and pole #68/16 at the intersection of Beechwood Avenue and Crystal Lake Drive. Pass any vote or take action relative thereto.

Submitted by Orin Delaney.

Approved by the Public Works Advisory Board.

Article 24. To see if the Town will vote to extend its street lighting system by installing a 1000 lumen light on a six-foot bracket on pole #16/17 on Pokonoket Avenue and on pole #153/14 at the intersection of Pokonoket Avenue and Old Lancaster Road. Pass any vote or take action relative thereto.

Submitted by Edward Hill.

Approved by the Public Works Advisory Board.

Article 25. To see if the Town will vote to extend its street lighting system by installing a 1000 lumen light on a six-foot bracket at the following locations:

Pole #100/35 at the intersection of Horse Pond Road and Jarman Road.

Pole #100/40 at the intersection of Horse Pond Road and Elliott Road.

Pole #100/42 and Pole #100/43 at the intersection of Horse Pond Road and the Horse Pond Road School Driveways.

Pole #100/48 at the intersection of Horse Pond Road and Robbins Road.

Pass any vote or take action relative thereto.

Submitted by the Sudbury School Committee and the Public Works Advisory Board.

Approved by the Public Works Advisory Board.

Article 26. To see if the Town will vote to accept from David A. Bentley, the sum of \$75.00, the income to be used for perpetual care of Lot No. 52A on North Ave. in the Wadsworth Cemetery; any balance of income to be used for general cemetery purposes. Pass any vote or take any action relative thereto.

Submitted by F. Alvin Noyes.

Article 27. To see if the Town will vote to accept from Frank O. and Ann Poole the sum of \$75.00, the income to be used for the perpetual care of Lot No. 140A in the Town Cemetery; any balance of income to be used for general cemetery purposes. Pass any vote or take any action relative thereto.

Submitted by F. Alvin Noyes.

Article 28. To see whether the Town will direct the Parks and Playgrounds Investigating Committee to prepare a proposal for a minimum effective recreational program for utilization of the present parks and playgrounds of the Town and to submit for inclusion in the 1959 budget of the Town a request for minimum funds for the supervision and execution of this program; pass any vote or take any action relative thereto.

Submitted by Walter M. Taylor, Elizabeth B. Harding and Others.

Article 29. To see whether the Town will vote to petition the state legislature to permit the annual election of a Parks

and Recreation Board on the ballot for the election of Town officials of the Town of Sudbury, said Board to exercise supervision over Town parks and playgrounds under the provision of Chapter 45, of the General Laws of Massachusetts, and said Board to be composed of three members with staggered three-year terms. Pass any vote or take action relative thereto.

Submitted by the Sudbury Parent Teachers Association.

Article 30. To see if the Town will vote to accept Chapter 489, an act amending Section 1 of Chapter 180 of the General Laws, authorizing pay-roll deductions on account of contributions to Community Chests or United Funds in the case of certain Town employees. Pass any vote or take any action relative thereto.

Submitted by John F. Murphy.

Article 31. To see if the Town will vote to form a committee to investigate properties on the Post Road which, from their appearances tend to be a discredit to the Town, or which tend to be an eyesore; said committee to recommend positive and firm steps to improve such property; such recommendations to be presented to the next Annual Town Meeting in the form of an article or articles; said committee to consist of four members, one appointed by the Selectmen, one appointed by the Planning Board, and two appointed by the Moderator. Pass any vote or take any action relative thereto.

Submitted by Sandford S. Cole.

Article 32. To see if the Town will authorize the Selectmen to negotiate with Florence Hosmer for the acquisition of the Hosmer property in Sudbury Center and recommend appropriate action to the Town not later than the next annual Town Meeting; or take action relative thereto.

Submitted by the committee To Study The Hosmer Property.

Article 33. To see if the Town will vote to change the term of office of the Tree Warden from one year to three years in accordance with Section 1, Chapter 41, General Laws, said term of three years to be effective beginning in 1959; or take action relative thereto.

Submitted by the Tree Warden.

Article 34. To see if the Town will vote to amend the Zoning By-Laws (Article IX) by enlarging Limited Indus-

trial District No. 1 by including therein that portion of Business District No. 13 which is bounded and described as follows:

Starting at the Westerly boundary of Business District No. 5 where it intersects the Boston Post Road; thence Northerly along the Westerly boundary of District No. 5 to a point 300 feet and measured at right angles with the Boston Post Road; thence Westerly and 300 feet and parallel to the Boston Post Road a distance of 420 feet more or less to the Westerly boundary line of Irene Burke; thence Southerly by the Westerly line of Irene Burke to a point approximately 110 feet more or less measured at right angles to the Boston Post Road, said point being Northerly property line of Stella M. Mulledy; thence Easterly and Southerly by said property lines of Stella M. Mulledy to the Boston Post Road; thence Easterly by the Boston Post Road to the point of beginning. Pass any vote or take any action relative thereto.

Submitted by Leslie C. Hall.

Planning Board to report at the Meeting.

Article 35. To see if the Town will vote to amend Article IX, Section 1E (6) (Zoning By-Laws) by adding at the end thereof a new paragraph as follows:

Within fifteen days after the approval of said site plan a copy thereof bearing the approval of the Planning Board shall be filed in the office of the Town Clerk; and the plan as approved shall be carried into effect and completed by the applicant for such site plan approval or his assigns within one year of the date of approval. Pass any vote or take action relative thereto.

Submitted by the Selectmen.

Planning Board to report at the meeting.

Article 36. To see if the Town will vote to make the following changes in its by-laws: In Article III, Sec. 3, change the words "January 15th" to "January 10th" and the words "February 15th" to "February 1st" so that the first paragraph of Section 3 will read as follows:

"All Town boards and officials, whether appointed or elected, and all committees having had any financial transactions during the preceding financial year, shall make a written report in detail, which report shall be delivered to the Accountant on or before January 10th. The Accountant shall audit these reports and deliver them to the Selectmen not later than February 1st."

In Article III, Sec. 3, in the second paragraph, eliminate after the words "Town Clerk" the words "who shall cause them to be distributed to the citizens of the Town" and substitute the words "such reports may be obtained at the office of the Town Clerk," so that the second paragraph shall read as follows:

"The Selectmen shall cause all such reports, and reports of any other boards or committees to be printed in pamphlet form and placed in the hands of the Town Clerk, such reports may be obtained at the office of the Town Clerk at least five days before the annual meeting in March of each year."

In Article IV, Section 5, first paragraph, change the words "December 21st" to "December 1st" and add after the word "appropriation" the words "on or before January 15th," so that said paragraph shall read:

"Each Town department shall annually submit to the Finance Committee, not later than December 1st, an estimate of its requirements for the ensuing year, and the Selectmen shall report all other requests for appropriations on or before January 15th."

In the third paragraph of Section 5 of this article change the words "February 10th" to "February 1st" so that it shall read as follows:

"The Finance Committee shall, not later than February 1st, submit to the Selectmen their written report with their recommendations."

Pass any vote or take action relative thereto.

Submitted by the Selectmen.

Article 37. To see if the Town will authorize the Board of Selectmen to release and convey all rights, if any, which the Town may now possess and which were reserved in certain lands granted by the Town on March 26, 1677 to "Peter King, Thomas Read, Sen., John Goodnow, John Smith and Joseph Freeman . . . to build a sawmill upon Hop Brook above Mr. Peter Noyes's mill . . ." upon such terms and for such consideration as may seem proper to said board and for the best interests of the Town; provided, that such release may be given and conveyance made without special authority from the Legislature; and, if special Legislative authority be required, that the Board of Selectmen be authorized to petition the Legislature for an enabling act in the manner provided by law. Pass any vote or take action relative thereto.

Submitted by the Selectmen.

Article 38. To hear the report of the Selectmen relative to the laying out of the following named street, to wit: Pokonoket Avenue, extending Northerly from the Southerly side of lots numbered 13 and 14 on a plan to which reference is hereinafter made, a distance of approximately 752 feet, as shown on a plan on file in the office of the Town Clerk, prepared by Frank H. Andrews, C.E., dated January 3, 1955; and to see if the Town will vote to accept such street as and for a Town way under the provisions of G.L. c. 82; and will authorize the Selectmen to take by eminent domain or acquire by purchase, or otherwise acquire, any land necessary for the layout and construction of said street, provide the sum or sums of money necessary to pay the cost of damages thereof, and the cost of construction; direct how said money shall be raised; pass any vote or take any action relative thereon.

Submitted by the Selectmen.

Article 39. To hear the report of the Selectmen relative to the laying out of the following named street, to wit: Wilbert Avenue, from the existing Northerly terminus of Wilbert Avenue, a distance of approximately 1445 feet, as shown on a plan on file in the office of the Town Clerk, prepared by Frank H. Andrews, C.E., dated January 3, 1955; and to see if the Town will vote to accept such street as and for a Town way under the provisions of G.L. c. 82; and will authorize the Selectmen to take by eminent domain or acquire by purchase, or otherwise acquire, any land necessary for the layout and construction of said street, provide the sum or sums of money necessary to pay the cost of damages thereof; and the cost of construction; direct how said money shall be raised; pass any vote or take any action relative thereon.

Submitted by the Selectmen.

Article 40. To hear the report of the Selectmen relative to the laying out of the following named street, to wit: Clark Lane, extending Northerly from the Westerly side of Wilbert Avenue, a distance of approximately 1385 feet, as shown on a plan on file in the office of the Town Clerk, prepared by Frank H. Andrews, C. E., dated January 3, 1955; and to see if the Town will vote to accept such street as and for a Town way under the provisions of G.L. c. 82; and will authorize the Selectmen to take by eminent domain or acquire by purchase, or otherwise acquire, any land necessary for the layout and construction of said street, provide the sum or sums of money necessary to pay the cost of damages thereof, and the cost of construction; direct how

said money shall be raised; pass any vote or take any action relative thereon.

Submitted by the Selectmen.

Article 41. To hear the report of the Selectmen relative to the laying out of the following named street, to wit: Greenwood Road, from the Westerly side of Longfellow Street, a distance of approximately 1150 feet, as shown on a plan on file in the office of the Town Clerk, prepared by John W. Sheridan, dated January 14, 1958; and to see if the Town will vote to accept such street as and for a Town way under the provisions of G. L. c. 82; and will authorize the Selectmen to take by eminent domain or acquire by purchase, or otherwise acquire, any land necessary for the layout and construction of said street, provide the sum or sums of money necessary to pay the cost of damages thereof, and the cost of construction; direct how said money shall be raised, pass any vote or take any action relative thereon.

Submitted by the Selectmen.

Article 42. To hear the report of the Selectmen relative to the laying out of the following named street, to wit: Curry Lane, from the Southerly side of Greenwood Road, a distance of approximately 525 feet to the Northerly side of Elaine Road, as shown on a plan on file in the office of the Town Clerk, prepared by John W. Sheridan, dated January 14, 1958; and to see if the Town will vote to accept such street as and for a Town way under the provisions of G. L. c. 82; and will authorize the Selectmen to take by eminent domain or acquire by purchase, or otherwise acquire, any land necessary for the layout and construction of said street, provide the sum or sums of money necessary to pay the cost of damages thereof, and the cost of construction; direct how said money shall be raised; pass any vote or take any action relative thereon.

Submitted by the Selectmen.

Article 43. To hear the report of the Selectmen relative to the laying out of the following named street, to wit: Longfellow Street, from the Southerly side of Great Road, a distance of approximately 1555 feet, as shown on a plan on file in the office of the Town Clerk, prepared by John W. Sheridan, dated January 14, 1958; and to see if the Town will vote to accept such street as and for a Town way under the provisions of G. L. c. 82; and will authorize the Selectmen to take by eminent domain or acquire by purchase, or otherwise acquire, any land necessary for the layout and

construction of said street, provide the sum or sums of money necessary to pay the cost of damages thereof, and the cost of construction; direct how said money shall be raised; pass any vote or take any action relative thereon.

Submitted by the Selectmen.

Article 44. To hear the report of the Selectmen relative to the laying out of the following named street, to wit: Stockfarm Road, beginning at the Easterly end thereof, a distance of 2364 feet from the Easterly side of Landham Road, a distance of approximately 1267 feet, as shown on a plan on file in the office of the Town Clerk, prepared by George D. White, Town Engineer, dated January 14, 1958; and to see if the Town will vote to accept such street as and for a Town way under the provisions of G. L. c. 82; and will authorize the Selectmen to take by eminent domain or acquire by purchase, or otherwise acquire, any land necessary for the layout and construction of said street, provide the sum or sums of money necessary to pay the cost of damages thereof and the cost of construction; direct how said money shall be raised; pass any vote or take any action relative thereon.

Submitted by the Selectmen.

Article 45. To see if the Town will vote to continue the Municipal Power Study Committee created by Article 19 of the Special Town Meeting of October 28, 1957; pass any vote or take any action relative thereto.

Submitted by The Citizens Committee on Electric Rates.

Article 46. To see if the Town will vote to continue the Committee on Town Administration established by Article 80 of the Adjourned Town Meeting of March 14, 1955; pass any vote or take any action relative thereto.

Submitted by the Committee on Town Administration.

Article 47. To see if the Town will vote to continue the Committee for Preservation of Ancient Documents established under Article 36 of the Adjourned Special Town Meeting of October 26, 1956; pass any vote or take any action relative thereto.

Submitted by the Committee for Preservation of Ancient Documents.

Article 48. To see if the Town will vote to add Article XI to the Town by-laws, such article to be known as the Personnel Administration Plan set forth as follows:

THE PERSONNEL ADMINISTRATION PLAN
TOWN OF SUDBURY, MASSACHUSETTS
Personnel Board, Classification Plan, Salary Plan
and
Incidental Benefits

SECTION 1. SHORT TITLE

This by-law may be referred to as the Personnel Administration Plan.

SECTION 2. PERSONNEL BOARD

There shall be a Personnel Board of five members, appointed by the Selectmen, two for a term ending December 31, 1960, two for a term ending December 31, 1959, and one for a term ending December 31, 1958. Subsequent appointments shall be for three years, except that a vacancy shall be filled for the balance of the term in which it occurs.

Members of the Personnel Board must be registered voters in the Town and shall serve without compensation. No member may be an employee or elected official of the Town.

SECTION 3. CLASSIFICATION PLAN

The positions of all employees in the service of the Town, whether full or part time, seasonal, casual, special, Civil Service, or others, except those positions filled by popular election and those under the control of the School Committee, shall be classified by titles in groups. Each group shall include those positions which involve substantially similar work or which have substantially equal responsibilities. These groups and all other positions not falling within a group shall be set forth in this by-law in Schedule A, entitled "Classification Plan."

The title of any position in the Classification Plan shall be used to designate that position in all payrolls, budget estimates, official reports, memoranda, records, or other matters involving the personnel or fiscal processes of the Town.

SECTION 4. SALARY PLAN

The minimum and maximum salaries, or the single rate salaries, for the groups and positions in the Classification Plan are to be established by vote of the Town in Town Meeting, and are to be set forth in this by-law in Schedule B, entitled "Salary Plan." The salary range, or rate, for a group shall be the salary range, or rate, for all positions in the group.

The minimum salary set for any position in the Salary Plan shall be the starting salary for that position, unless the Personnel Board authorizes a higher starting salary under Section 8, paragraph (6).

Where the Salary Plan provides both a maximum and minimum salary for a position, the employee holding the position shall be entitled to the salary set therefor in Steps 1 through 4 after continuous service in the position for the following periods:

Step 1	Step 2	Step 3	Step 4
Six Months	One Year	Two Years	Three Years

SECTION 5. PAYMENT OF EMPLOYEES

No person may be appointed, employed, or paid as an employee of the Town in any position subject to the Classification Plan.

(1) under any position title or titles other than those in the Classification Plan.

(2) under a position title other than that of the position, or positions, the duties of which the person actually performs.

(3) at a salary, or rate, other than that set in the Salary Plan for the position, or positions, the duties of which the person actually performs; nor

(4) unless the Personnel Board has determined that the employment of such a person is consistent with all provisions of this by-law.

SECTION 6. RECLASSIFICATION OF EMPLOYEES:

No employee may be reclassified to a position in another group, either higher or lower, unless the Personnel Board has determined; that the reclassification will be consistent with all provisions of this by-law.

SECTION 7. INCIDENTAL BENEFITS

(1) *Paid Holidays* Permanent, full time employees are entitled to time off with pay on New Year's Day, Washington's Birthday, Patriot's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving Day, and Christmas, if such holidays fall on a regularly scheduled work day, and unless the convenience of the Town makes work on such days necessary. If required to work on such a holiday, such an employee shall be entitled to equivalent time off with pay at a time approved by his superior.

(2) *Sick Leave* A permanent, full time employee who has been continuously employed by the Town for one year or longer is entitled to five days of sick leave with pay in each twelve month period that begins with the anniversary date of his employment. Such sick leave may not be accumulated from year to year.

Upon the recommendation of such an employee's superior or department head, supported by such medical evidence as it may require, the Personnel Board may grant the employee additional sick leave with pay, not to exceed twenty-five days in any twelve month period that begins with the anniversary date of his employment.

(3) *Vacations* A permanent full time employee who has been employed by the Town for more than six months, but less than one year, is entitled to one week of vacation with pay. Such an employee, if employed by the Town for one year or longer, is entitled to two weeks of vacation with pay each year. Leave granted for temporary military service may not be charged against an employee's vacation without his consent.

(4) *Jury Duty.* An employee called for jury duty on days falling within his usual work period for the Town shall be paid for those days the difference between the compensation he would have received from the Town and his fees, exclusive of travel allowance, for such jury service.

SECTION 8. DUTIES AND AUTHORITY OF THE PERSONNEL BOARD

(1) The Personnel Board shall administer the Personnel Administration Plan. It may establish for this purpose such policies, procedures and regulations consistent with the Plan as it considers desirable, except that no action of the Board may take effect unless approved by a majority of its members.

(2) The Town Accountant and department heads shall keep such records of the employees of the Town as the Board may require. The Board shall keep such records of its own as it considers appropriate. All records of the Town by whomsoever kept pertaining to the Town's employees shall be open to inspection by the Board, or any of its members, at all reasonable times.

(3) The Board shall maintain written descriptions of the positions subject to the Classification Plan, describing their essential characteristics and general duties, and establishing their minimum requirements. These descriptions are not to be interpreted as limiting the scope of any position and employees in the future, as in the past, subject to the provi-

sions of Sections 5 and 6, shall perform any incidental duties assigned by department heads, supervisors, or other administrative authority.

(4) The Board shall review every three years, or more often if it considers it advisable,

a. all positions subject to the Classification Plan to determine whether each group continues to include those positions which involve substantially similar work or which have substantially equal responsibilities, and

b. The Salary Plan to determine whether it sets forth fair and equitable pay levels.

After each such review the Board shall recommend to the Town the action which it considers advisable.

(5) The Board may tentatively add a new position to the Classification Plan, or reclassify an existing position to a different group. Any such action shall cease to be effective after the close of the next following Annual Town Meeting unless adopted by an amendment of the Classification Plan at that meeting.

(6) Notwithstanding provisions of Sections 4 and 5 that might be construed to the contrary, the Board may authorize an entrance rate higher than the minimum rate for a position, and such other variances from the Salary Plan as it considers necessary for the proper functioning of the services of the Town. Such action shall be taken only upon the recommendation of a department head or other administrative authority, supported by evidence of exceptional circumstances satisfactory to the Board.

(7) No action of the Personnel Board under paragraph (6) of this section, or under Sections 5 or 6, or under any other Section or provision of this by-law, may be construed as authorization to spend money for salaries or wages to employees in addition to that which has been lawfully appropriated for that purpose at Town Meeting, or which is otherwise lawfully available.

(8) The Board may on its own motion propose the amendments authorized by Section 11, and amendments of other Town by-laws which may effect the Personnel Administration Plan.

(9) The Board shall summarize its activities annually in a report which shall be published in the Annual Town Report.

SECTION 9. CIVIL SERVICE LAW

Nothing in this by-law shall be construed to conflict with the Civil Service Law of the Commonwealth of Massachusetts.

SECTION 10. SEVERABILITY.

If a part of this by-law is invalid, all valid parts which are severable from the invalid part remain in effect. If a part of this by-law is invalid in one or more of its applications, the part remains in effect in all valid applications that are severable from the invalid applications.

SECTION 11. AMENDMENTS

This by-law may be amended by majority vote, but only at an Annual Town Meeting, unless amendment at an earlier time at a Special Town Meeting is made imperative by the law of the Commonwealth.

The Personnel Board shall be given a copy of any proposed amendment at least thirty days before the Town Meeting at which it is to be considered. The copy shall contain the names and addresses of the proponents.

TOWN OF SUDBURY

Schedule A.

	E	6	12	24	36
Group I					
Police Chief	\$4,800	\$5,000	\$5,200	\$5,400	\$5,650
Fire Chief					
Group II					
Police Sergeant	4,000	4,200	4,400	4,600	4,800
Fire Lieutenant					
Group III					
Patrolman	3,750	3,850	3,950	4,050	4,200
Fireman					
Group IV					
Chief Clerk	3,100	3,200	3,300	3,400	3,500
Nurse					
Group V					
Clerk "A"	2,700	2,800	2,900	3,000	3,100
Librarian					
Group VI					
Clerk, General	2,400	2,500	2,600	2,700	2,800

HOURLY WAGE SCHEDULE

Group VII					
Foreman —					
Mechanic	\$1.60	\$1.67	\$1.74	\$1.82	\$1.90
Superintendent of Cemeteries					
GROUP VIII					
Semi-skilled Laborer	1.50	1.56	1.62	1.68	1.75
Group IX					
Unskilled Laborer	1.25	1.30	1.35	1.40	1.45
Janitor					

PART-TIME EMPLOYEES

Town Accountant		per year	\$1,500.00
Librarian's Assistant		per hour	1.00
Clerk		per hour	1.00
Fire Fighter		per hour	1.60
Call Fireman	per year \$10.00	per hour	1.60
Veterans' Agent and Director (Salary and Expense)		per year	250.00
Policeman		per hour	1.60
Dog Officer (Salary and Expense)		per year	500.00
Animal Inspector		per year	225.00
Unskilled Laborer		per hour	1.25
Sealer of Weights and Measures		per year	125.00
Pass any vote or take action relative thereto.			

Submitted by Committee on Town Administration.

Article 49. To see if the Town will vote to adjust for the year 1958 the salary of each Town employee covered by the Personnel Administration Plan to the level in his classification set forth in schedule B of the plan next above his current salary; or in the event this adjustment is equal to or less than \$100 for salaried employees or \$.05 per hour for hourly rated employees to adjust his salary to the second step in his classification above his current salary; no salary change to be made for any employee whose salary or hourly rate is at or above the maximum for his classification. Pass any vote or take action relative thereto.

Submitted by Committee on Town Administration.

Article 50. To see if the Town will grant, appropriate or transfer from available funds the sum of \$200 or any other

sum for Personnel Board expenses. Pass any vote or take any action relative thereto.

Submitted by Committee on Town Administration.

Article 51. To see if the Town will vote to charge the Personnel Board with the responsibility for investigating fringe benefit provisions for Town employees, a report together with recommendations to be submitted to the next Annual Town Meeting. Pass any vote or take any action relative thereto.

Submitted by Committee on Town Administration.

The Finance Committee will report on Articles 48, 49, and 50 at the Annual Town Meeting. It is our understanding that the report of the Committee on Town Administration will be publicized and hearings held before the Annual Town Meeting.

And you are required to serve this warrant by posting attested, printed copies thereof at the Town House, each public meeting house, railroad station and post office in said Town seven days at least before the time appointed for said election.

Hereof fail not and make due return of this warrant by your doing thereon to the Town Clerk, at or before the time of meeting aforesaid.

Given under our hands this sixth day of February one thousand nine hundred and fifty-eight.

HARVEY N. FAIRBANK,
ARTHUR E. FAY, SR.
LAWRENCE B. TIGHE,
Selectmen of Sudbury.