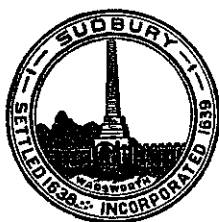


TOWN OF SUDBURY

**REPORT**

OF THE

**FINANCE COMMITTEE**



INCLUDING

**WARRANT ARTICLES**

FOR ANNUAL TOWN MEETING

1963

With Finance Committee's

**RECOMMENDATIONS AND BUDGET**



## FINANCE COMMITTEE REPORT

In this year Sudbury has begun to feel the major impact of its rapid growth during the past decade. As the Finance Committee conducted its reviews of requested budget increases, special articles and future fiscal burdens, it became increasingly clear that this is the time for a *major* correction in the pattern of spiraling costs.

In order to fully grasp the fiscal position the Town was in, exhaustive studies were conducted by the Committee and its sub-committees of the overall economy, current spending and foreseeable future problems.

Our analyses have shown a disturbingly critical picture. Among comparable growth municipalities Sudbury is now in the unique fiscal position of having extremely high costs and an extremely low ability to pay these costs. It is these extremes that generate our concern and have led the Committee to seek major corrections now in the face of large fiscal burdens yet to come. As an aid to the citizens understanding of this picture, we have summarized Sudbury's current economic situation in the following charts.

Because it is important to discuss such problems with *comparable Towns*, we have included comparative data on three different groups of communities. The first group (A) consists of those Towns that experienced the highest growth during the past decade. All of these Towns have grown 100% or more in population between 1950 and 1960 census and range in overall size from 4,000 to 14,000 persons. It is these Towns which have and are experiencing the problems created by rapid growth that are presently felt in Sudbury. The second group (B) consists of Towns which are in the same general geographic area as Sudbury. The third grouping (C) consists of those high income communities whose per capita income (ability to pay) is exceptionally high. The charts show present comparison of the major factors which describe cost burdens and ability to pay within the three groups of communities.

A quick visual comparison of these charts show Sudbury in the awkward position of carrying **THE HIGHEST BURDENS AND HAVING THE LEAST ABILITY TO PAY** among comparable growth communities. This situation demands a reversal of this trend and a return to spending levels in keeping with the Town's financial limitations.

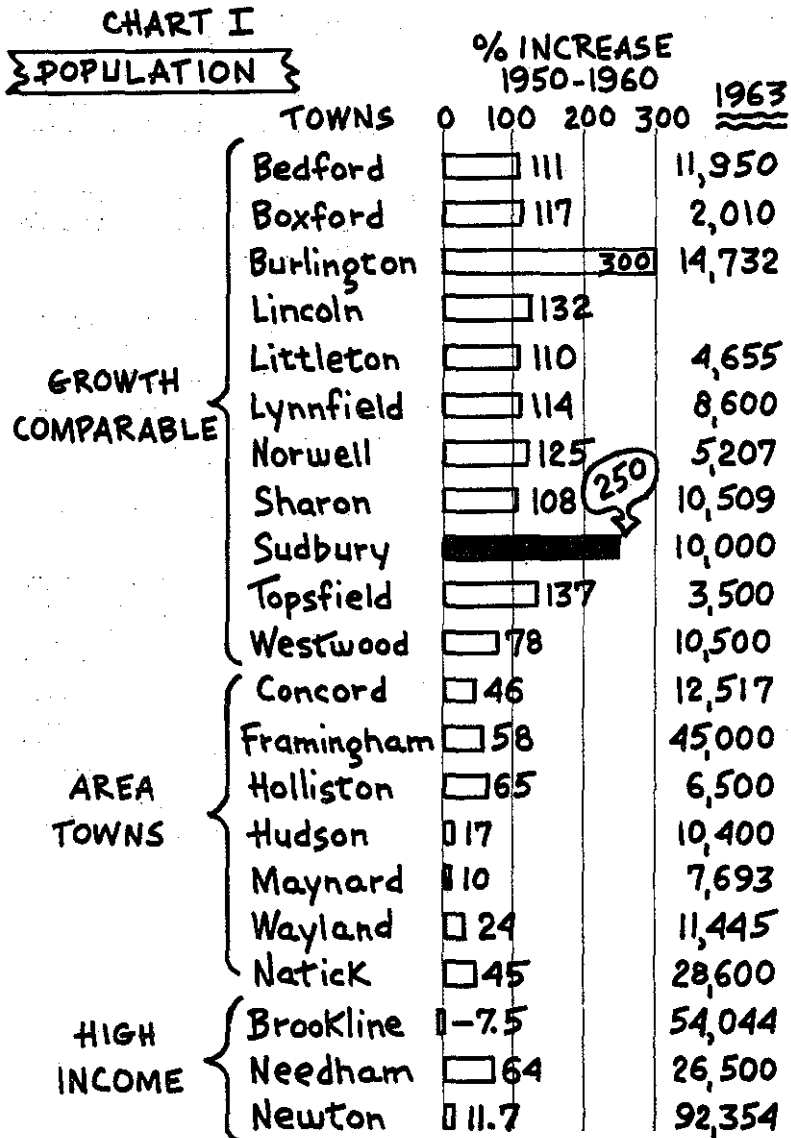


CHART I

Population growth, current valuation

CHART II

## PER CAPITA INCOME

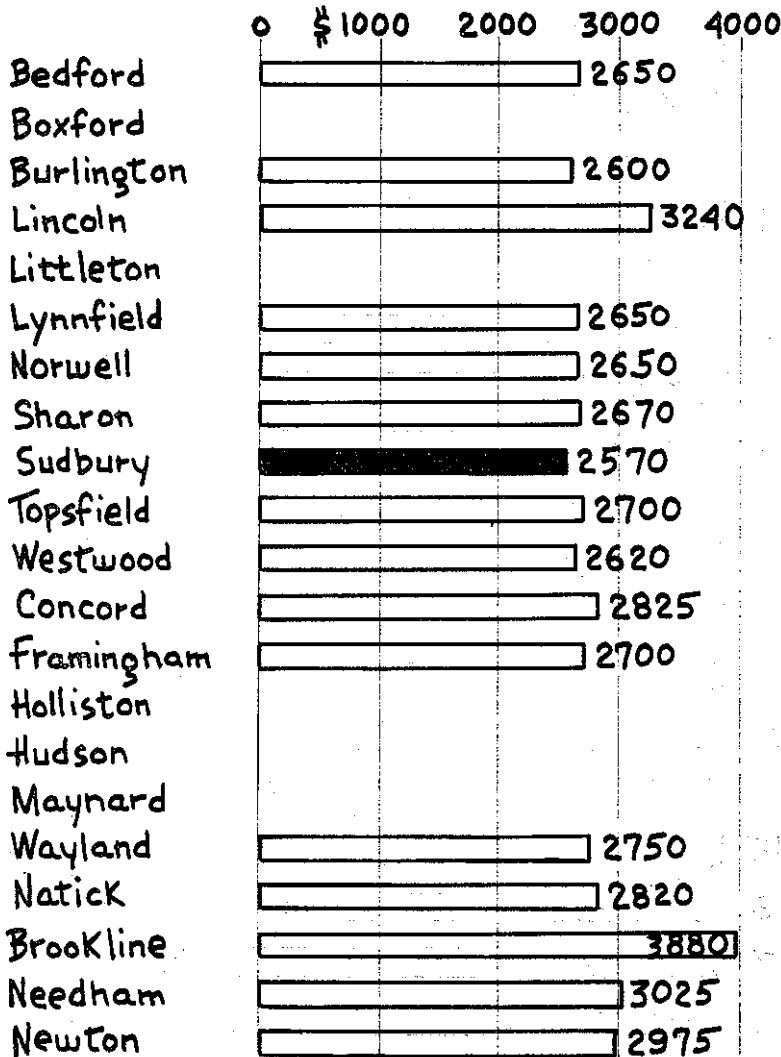


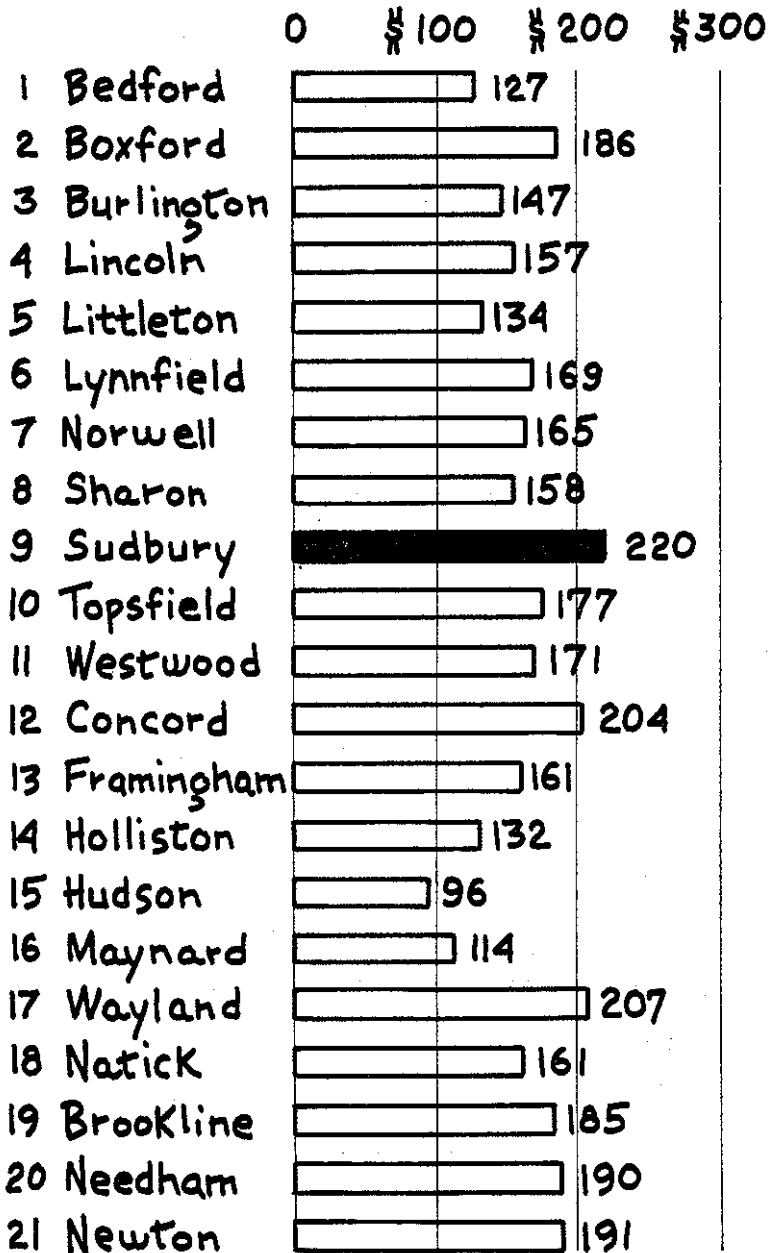
CHART II

Per Capita Income (1960 Census)

\*Sudbury's position in the overall ranking of the 76 Metropolitan Area Cities and Towns is 57th in per capita income.

## CHART III

# { PER CAPITA TAX LEVY - 1961 }



Per Capita Tax Levy (1962)

CHART IV

## NET DEBT PER CAPITA

0    \$100    \$200    \$300    \$400    \$500

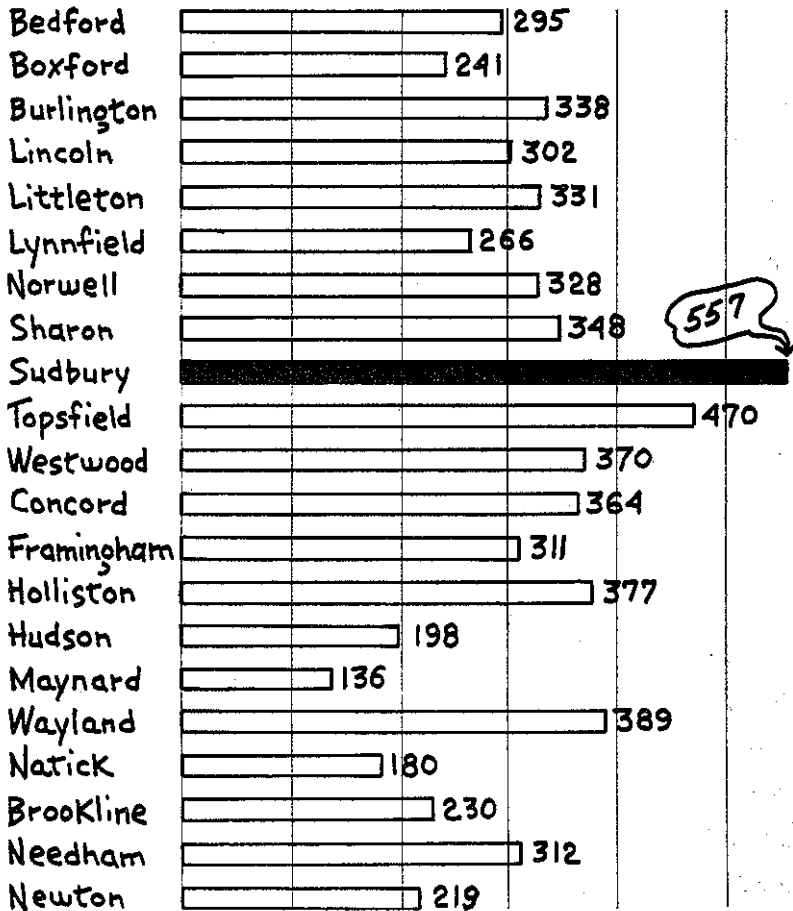
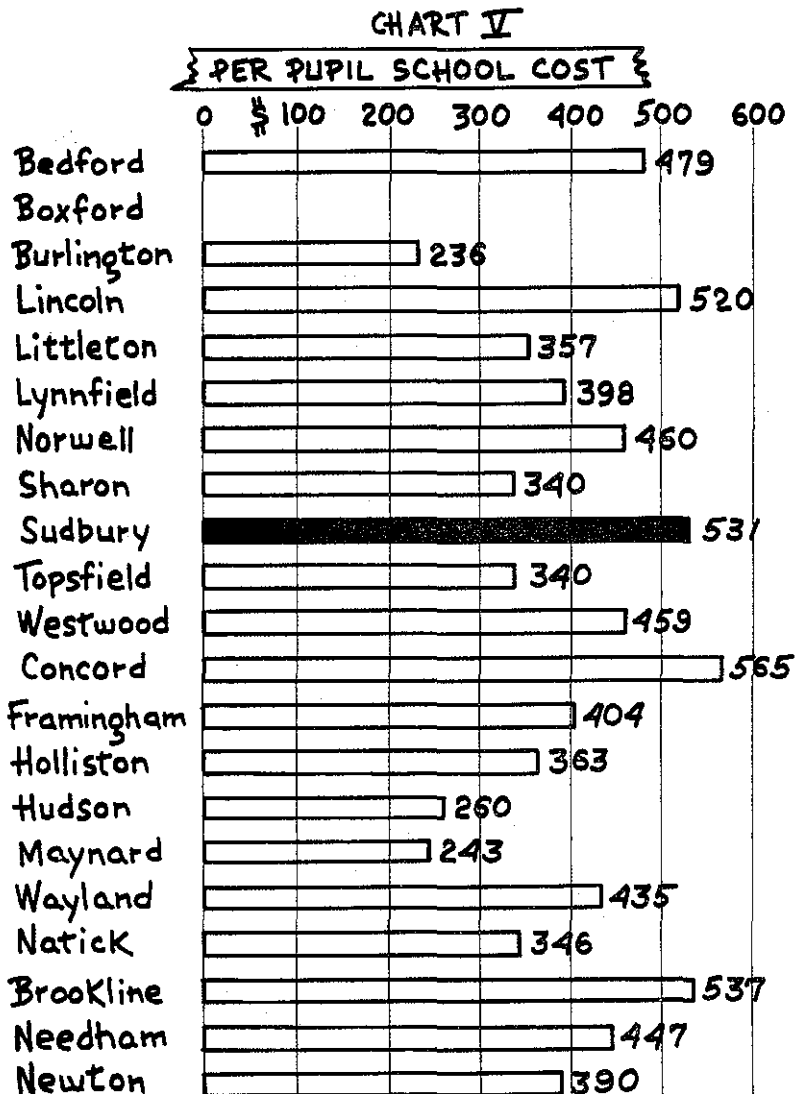


CHART IV

Net Debt per capita (1962)



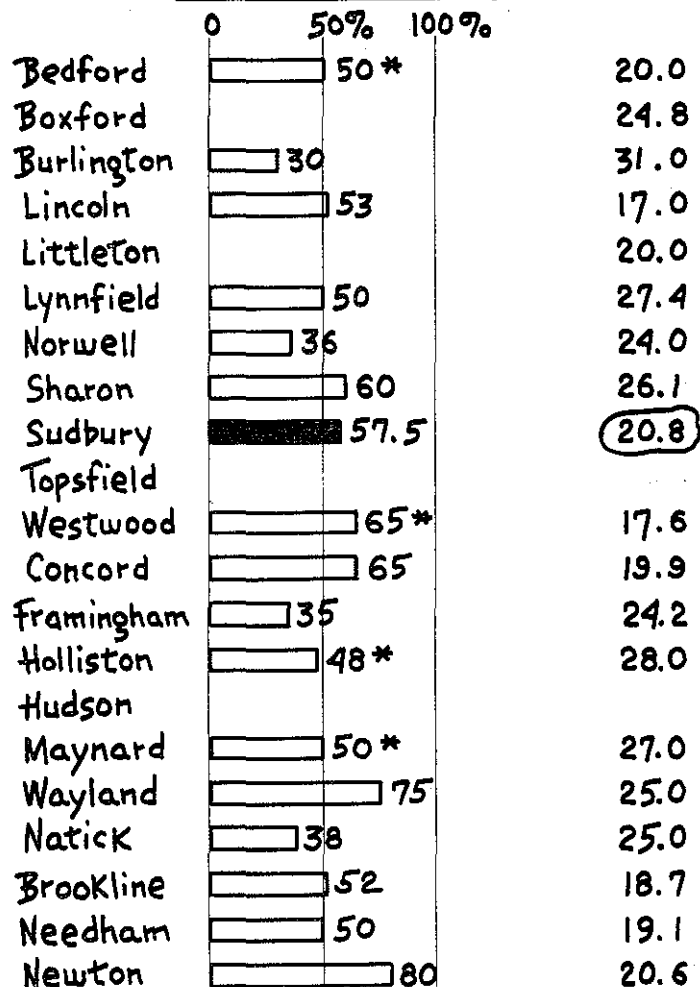
**CHART V**  
Per Pupil School Costs



CHART VII

HIGH SCHOOL  
GRADUATES GOING  
TO COLLEGE

PUPIL-  
TEACHER  
RATIO



\*Refers to graduates going to schools of higher education

CHART VI

% High School Graduates to College, Pupil-Teacher Ratio

In addition to these major economic "facts of life" a number of other very real and equally disturbing factors have come into existence as a by-product of the Town's rapid growth and highly accelerated spending levels.

1. The Industrial Development Commission reports the loss of one "warm" prospect this year on the basis of Sudbury's advancing tax rate. They further cited this as the first time in their experience that taxes per se were a major factor in losing prospective new industry. This is a particularly disturbing development, for new industry is the *only* means of significantly broadening Sudbury's tax base and reducing the burden of the individual property owner.

2. Individual property values have already shown a substantial reduction. This is a serious and very real loss of equity to all property owners. Its effects are felt immediately by those who must, through transfer or change of employment, dispose of their property. The rising costs of owning property in Sudbury also cause a reduction in the size of the market of persons seeking to buy houses.

3. Statements resulting from our talks with the Board of Assessors indicated that increased property valuation will probably not exceed \$700,000.00 this year, providing only a small addition to tax revenues.

4. Free Cash is down from \$182,503.68 to \$80,519.62 this year.

5. Problems now on the horizon include construction and operation of the new Junior High School, Sewage and Water problems, and a probable addition to the Regional High School.

These major factors, plus a number of minor ones, too numerous to elaborate, indicate the severity of the problem we now face. This has led to the Committees rigid budget reviews of this year and will necessitate a continuing program of "belt-tightening" by all Town Departments.

The Finance Committee is fully aware of the desirability of maintaining and increasing the quality of all our Town services and will work in close cooperation with all departments to assure these goals through sound fiscal planning.

Recommendations on future fiscal planning will be found in specific areas throughout this report. Particular emphasis has been placed on the control of school costs (73.0% of our overall budget) to assure the continuance of our high quality standards.

We have appreciated the cooperation we have received from all Town Departments in this analysis. In the next few years

we are confident that those responsible for planning and policy will rise to this new challenge of "belt-tightening" while striving to further raise Sudbury's municipal standards above their already high levels of quality.

The Finance Committee will readily turn its capabilities to the assistance of any and all Boards in helping them face these necessary future challenges.

During the current year, in addition to the other activities of the Finance Committee, attention has been given to the need for a study of salaries paid to Town officials in elected positions. A sub-committee was appointed to make this study. Accordingly a comprehensive program was completed and the results appear in the Finance Committee recommendations made under the appropriate budget headings. This program included an interview with the incumbent office holder for each position studied. A detailed analysis was made covering the functions performed, requirements of the position, and the annual time spent on the job. A rating plan was developed specifically tailored to the unique requirements of Sudbury's elected positions and applied to determine the relative ranking of each position. This rating plan is sufficiently flexible to be applied to new or changed positions as future needs may require. A survey was conducted among twenty (20) Eastern Massachusetts towns to determine salary data for comparable positions in this area. The Towns were selected on the following basis: 1) those recommended by the job incumbents and 2) those towns comparable to Sudbury in terms of size and rate of growth. The survey data, applied to the job ratings, makes possible the final determination of salary recommendations. Throughout this study, it has been our aim to arrive at a sound and equitable method for determining the salaries of elected officials. The Finance Committee believes this aim to have been fulfilled.

Listed below is a summary of the transfers from the Reserve Fund which the Finance Committee approved during 1962.

#### TRANSFERS FROM RESERVE FUND — 1962

|   |             |
|---|-------------|
| Town Hall Office Equipment .....        | \$450.00    |
| Dental Clinic .....                     | 750.00      |
| Town Hall Office Supplies .....         | 2,000.00    |
| Registrars Expense .....                | 646.63      |
| Cemetery Expense .....                  | 450.00      |
| Memorial Day Expense .....              | 118.97      |
| Chapter 90 Construction — 1962 .....    | 1,200.00    |
| Tax Collector, clerical hire .....      | 1,200.00    |
| Improve traffic conditions .....        | 500.00      |
| Veterans' Benefits .....                | 1,971.85    |
| Fire Department — Expenses .....        | 800.00      |
| Sanitary Land Fill .....                | 150.00      |
| Interest on general purpose loans ..... | 509.55      |
| Engineer's Travel Expense .....         | 50.00       |
| Board of Health, Inspections .....      | 1,000.00    |
| Ancient Documents — Expense .....       | 53.13       |
| Plumbing Inspector — Salary .....       | 500.00      |
| Fire Department — Salaries .....        | 3,500.00    |
| Fire Department — New Equipment .....   | 400.00      |
| Janitor — Salary .....                  | 99.97       |
|   | <hr/>       |
|   | \$16,350.10 |

As of January 1, 1963 the amount of available funds or "free cash" was \$80,519.62. This is \$101,984.06 less than this same time last year.

As in prior years, the report of the Finance Committee is inserted after each general budgetary category or article. We specifically wish to emphasize that our comments and reports are made as of the date of this report. We shall continue our consideration of all items between now and the Town Meeting, and shall advise of any change in our position.

Listed below is a summary of the budgets considered and the recommendations made by this Committee. As you review the budgets, remember that each \$22,000.00 spent represents \$1.00 on the tax rate:

|   | Funds<br>Available<br>1962 | Charges<br>1962 | Recom-<br>mended<br>1963 |
|---|----------------------------|-----------------|--------------------------|
| A. General Government .....   | \$137,888.42               | \$118,273.90    | \$125,400.00             |
| B. Protection of Persons and<br>Property .....  | 201,637.00                 | 193,990.55      | 211,100.00               |
| C. Health and Sanitation .....  | 28,225.00                  | 27,142.81       | 30,680.00                |
| D. Highways .....   | 104,430.66                 | 86,684.78       | 95,075.00                |
| E. Public Welfare and Assistance .....  | 34,000.00                  | 33,268.00       | 33,000.00                |
| F. Veteran's Services .....   | 6,271.85                   | 6,246.85        | 6,300.00                 |
| G. Schools .....  | 1,486,205.00               | 1,475,944.37    | 1,577,872.08             |
| H. Libraries .....  | 22,785.00                  | 21,498.63       | 23,600.00                |
| I. Parks and Recreation .....   | 12,925.00                  | 9,848.36        | 12,000.00                |
| J. Cemeteries .....   | 3,750.00                   | 2,702.68        | 2,600.00                 |
| K. Unclassified and Reserve Fund .....  | 66,118.97                  | 59,190.30       | 59,150.00                |
| L. Debt Services .....  | 322,434.00                 | 320,739.55      | 362,404.00               |
| SUB-TOTAL .....   | \$2,426,670.90             | \$2,355,530.98  | \$2,539,281.08           |
| M. Statutory Assessments .....  | 44,691.87                  | 47,504.55       | 51,844.75                |
| SUB-TOTAL .....   | \$2,471,362.77             | \$2,403,035.33  | \$2,591,125.83           |
| Less Transfers from Reserve<br>Fund .....   | 18,000.00                  | 16,350.10       | 0.00                     |
| Net General Budget .....  | \$2,453,362.77             | \$2,386,685.23  | \$2,591,125.83           |
| *Special Articles Recommended .....   |                            |                 | 150,175.00               |
| TOTAL .....   |                            |                 | \$2,741,300.83           |
| Less: Amounts raised  |                            |                 |                          |
| a) by borrowing .....   |                            |                 | 0.00                     |
| b) from available funds .....   |                            |                 | 168,604.57               |
| TOTAL TAX BURDEN THIS<br>YEAR .....   |                            |                 | \$2,572,696.26           |
| Estimated receipts from State Aid,<br>Motor Vehicle Excise Taxes,<br>Poll Taxes, and Other Sources,<br>Less Overlay ..... |                            |                 | 468,000.00               |
| Estimated Balance to be raised by<br>Taxes on real estate and<br>tangible personal property .....                         |                            |                 | \$2,104,696.26           |

\*This amount does not include any articles that the Finance Committee will report on at the Town Meeting.

Based on our recommendations and an estimated assessed valuation of \$22,000,000 (representing an increase of \$700,000), we estimate that the tax rate for the year 1963 will be approximately \$96.00.

A more realistic picture of the operating costs of the various Town functions is gained by regrouping the budgets so that insurance, interest and debt, retirement and recommended special articles are assigned to their appropriate activities. This comparative summary of total operating budgets for 1963 is given below:

|   | <i>Budget</i>         | <i>Percent</i> |
|---|-----------------------|----------------|
| A. General Government .....                 | \$176,700.00          | 6.8            |
| B. Protection of Persons and Property ..... | 274,100.00            | 10.5           |
| C. Health and Sanitation .....              | 33,700.00             | 1.3            |
| D. Highways .....                           | 106,900.00            | 4.1            |
| E. Public Welfare and Assistance .....      | 36,900.00             | 1.4            |
| F. Veteran's Services .....                 | 6,300.00              | 0.2            |
| G. Schools .....                            | 1,894,800.00          | 72.8           |
| H. Libraries .....                          | 24,100.00             | 0.9            |
| I. Parks and Recreation .....               | 20,700.00             | 0.8            |
| J. Cemeteries .....                         | 4,600.00              | 0.2            |
| K. Unclassified .....                       | 25,700.00             | 1.0            |
|   | <u>\$2,604,500.00</u> | <u>100.0</u>   |

The number of Town employees for 1963 stands at 46 full time and approximately 78 part time, plus a full time staff for the Regional and Sudbury schools of 222.

The Finance Committee appreciates the services rendered by those members who resigned this past year. Their efforts have contributed substantially to the continuing program we are now pursuing. Joseph Brown, Arthur Smith, John Shirley and in particular the former chairman, of the Committee, Peter M. Reding, have made significant contributions to the Future fiscal and social environment of Sudbury's citizens.

Respectfully submitted,

DAVID H. BENTLEY  
 DANIEL D. CARTER  
 CARLTON W. ELLMS  
 DANIEL P. JAMESON  
 GEORGE F. MILLER  
 JOHN E. TAFT  
 GEORGE F. MACKENZIE, Chairman

February 1, 1963

## 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 Center School Auditorium in said Town on Monday, March 4, 1963, at seven 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 to fill vacancy, one member of the Planning Board to fill vacancy, all for one year; one member of the Planning Board to fill vacancy, for two years; one member of the Board of Selectmen, one member of the Board of Assessors, one member of the Board of Public Welfare, two members of the Sudbury School Committee, one member of the Lincoln-Sudbury Regional District School Committee, one member of the Goodnow Library Committee, one Constable, one member of the Board of Health, one member of the Planning Board to fill vacancy and one member of the Board of Park and Recreation Commissioners, all for three years; and one member of the Planning Board for five years.

The polls will be open at seven 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 6, 1963 at eight 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.

**Move:** That the reports of the Town officials and committees as reported in the annual Town Report be accepted.

Subject to the approval of the voters present, this meeting will be adjourned to March 7, 1963 at 8:00 P. M. in this same hall. If further adjournments are necessary the dates will be March 13 and March 14.

Article 2. To see if the Town will vote to amend Schedule A, Classification Plan of Article XI of the By-laws of the Town of Sudbury, the Personnel Administration Plan by deleting the position of Assistant Tax Collector from Group VI and by adding this position to those listed in Group V, and by adding to Group V the position of Welfare Board Clerk. Pass any vote or take action relative thereto.

Submitted by the Personnel Board.

**Move: In the words of the article.**

Article 3. 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 purposes for the ensuing year, and to fix the salaries of all elected officials for the year 1963 in accordance with the following schedule; pass any vote or take action relative thereto.

#### A. GENERAL GOVERNMENT

|   | Funds<br>Available<br>1962* | Charges<br>1962 | Recom-<br>mended<br>1963 |
|---|-----------------------------|-----------------|--------------------------|
| <b>Ancient Records, Committee for<br/>Preservation of</b> |                             |                 |                          |
| 1. Expenses .....   | \$103.00                    | \$53.00         | \$100.00                 |
| <b>Assessors' Office</b>                                  |                             |                 |                          |
| 2. Salaries —   |                             |                 |                          |
| Chairman     \$900.00                                     |                             |                 |                          |
| Clerk       800.00  |                             |                 |                          |
| 3rd member 800.00.....                                    | 2,500.00                    | 2,500.00        | 2,500.00                 |
| Clerk Hire .....  | 8,000.00                    | 7,163.48        | 8,500.00†                |
| 3. Travel Allowance .....                                 | 750.00                      | 750.00          | 750.00                   |
| 4. Other Expenses .....                                   | 2,500.00                    | 674.13          | 1,000.00                 |
| 5. Revaluation Fees .....                                 | 1,000.00                    | 1,000.00        | 0.00                     |
| <b>Custodian Town Property</b>                            |                             |                 |                          |
| 7. Expense .....  | 50.00                       | 50.00           | 50.00                    |
| <b>Elections and Registrations</b>                        |                             |                 |                          |
| 8. Salary .....   | 150.00                      | 150.00          | 150.00                   |
| (each member \$50.00)                                     |                             |                 |                          |
| 9. Registrars' Expense .....                              | 2,796.63                    | 2,796.63        | 3,000.00                 |
| 10. Elections and Town Meet-<br>ings .....                | 4,000.00                    | 3,625.60        | 2,000.00                 |



**Engineering Office**

|                           |           |          |            |
|---------------------------|-----------|----------|------------|
| 11. Salaries .....        | 10,300.00 | 9,729.10 | 11,000.00† |
| 12. Travel Expenses ..... | 800.00    | 800.00   | 800.00     |
| 13. Other Expenses .....  | 800.00    | 633.74   | 750.00     |

**Finance Committee**

|                    |          |        |          |
|--------------------|----------|--------|----------|
| 14. Expenses ..... | 1,200.00 | 509.89 | 1,200.00 |
|--------------------|----------|--------|----------|

**Historic Districts,****Study Committee on**

|                    |        |       |       |
|--------------------|--------|-------|-------|
| 15. Expenses ..... | 100.00 | 42.75 | 50.00 |
|--------------------|--------|-------|-------|

**Historic Structures Commission**

|                                |          |          |           |
|--------------------------------|----------|----------|-----------|
| 16. Hosmer House Contract .... | 2,000.00 | 2,000.00 | 2,000.00  |
| 17. Expenses .....             | 9,172.98 | 7,306.30 | 7,000.00‡ |

**Industrial Commission**

|                    |          |        |        |
|--------------------|----------|--------|--------|
| 18. Expenses ..... | 1,000.00 | 441.28 | 500.00 |
|--------------------|----------|--------|--------|

**Law**

|                                |          |          |          |
|--------------------------------|----------|----------|----------|
| 19. Town Counsel .....         | 6,500.00 | 6,094.00 | 6,200.00 |
| 20. Other Legal Expenses ..... | 1,000.00 | 707.92   | 800.00   |

**Moderator**

|                                  |        |       |        |
|----------------------------------|--------|-------|--------|
| 21. Salary (\$10.00 per session) | 100.00 | 50.00 | 100.00 |
|----------------------------------|--------|-------|--------|

**Permanent Building Committee**

|                    |          |        |        |
|--------------------|----------|--------|--------|
| 22. Expenses ..... | 2,500.00 | 298.44 | 500.00 |
|--------------------|----------|--------|--------|

**Personnel Board**

|                    |       |       |        |
|--------------------|-------|-------|--------|
| 23. Expenses ..... | 50.00 | 20.00 | 250.00 |
|--------------------|-------|-------|--------|

**Planning Board**

|                               |          |          |        |
|-------------------------------|----------|----------|--------|
| 24. Salary .....              | 400.00   | 330.00   | 400.00 |
| 25. Expense (legal and other) | 1,700.00 | 1,199.32 | 400.00 |

**Selectmen's Office**

|                                   |          |          |          |
|-----------------------------------|----------|----------|----------|
| 26. Salaries —                    |          |          |          |
| Chairman     \$600.00             |          |          |          |
| Clerk       500.00                |          |          |          |
| 3rd member 500.00.....            | 1,600.00 | 1,600.00 | 1,600.00 |
| 27. Administrative secretary .... | 1,000.00 | 1,000.00 | 0.00     |
| 28. Out-of-State                  |          |          |          |
| Travel Expense .....              | 150.00   | 0.00     | 50.00    |
| 29. Travel Expense .....          | 200.00   | 86.04    | 100.00   |
| 30. Other Expenses .....          | 100.00   | 72.50    | 100.00   |

**Tax Collector's Office**

|                          |          |          |           |
|--------------------------|----------|----------|-----------|
| 31. Salaries —           |          |          |           |
| Collector   \$4,500.00   |          |          |           |
| Assistant   4,000.00     |          |          |           |
| Part-Time   400.00.....  | 9,100.00 | 8,448.00 | 8,900.00† |
| 32. Travel Expense ..... | 400.00   | 391.20   | 450.00    |
| 33. Expenses .....       | 2,000.00 | 1,478.66 | 1,650.00  |

**Town Accountant's Office**

|                    |          |          |          |
|--------------------|----------|----------|----------|
| 34. Salary .....   | 3,600.00 | 3,600.00 | 3,600.00 |
| 35. Expenses ..... | 175.00   | 135.95   | 250.00   |

**Town Administration Committee**

|                    |        |      |        |
|--------------------|--------|------|--------|
| 36. Expenses ..... | 100.00 | 0.00 | 100.00 |
|--------------------|--------|------|--------|

**Town Clerk's Office**

|                    |          |          |          |
|--------------------|----------|----------|----------|
| 37. Salary .....   | 2,800.00 | 2,800.00 | 3,500.00 |
| 38. Expenses ..... | 1,350.00 | 992.03   | 600.00   |

**Town Hall — General**

|                                 |           |           |           |
|---------------------------------|-----------|-----------|-----------|
| 39. Salaries —                  |           |           |           |
| Clerical   \$17,000.00          |           |           |           |
| Custodial   6,000.00.....       | 22,899.97 | 19,942.73 | 23,000.00 |
| 40. Building Expense and Re-    |           |           |           |
| pairs .....                     | 12,000.00 | 11,813.92 | 10,250.00 |
| 41. Extraordinary Repairs ..... | 2,179.47  | 2,096.42  | 0.00      |
| 42. Office Supplies .....       | 3,500.00  | 3,030.29  | 3,300.00  |
| 43. Office Equipment—Main-      |           |           |           |
| tenance .....                   | 1,000.00  | 887.08    | 900.00    |
| 44. Office Equipment—Purchase   | 5,083.00  | 4,370.58  | 1,750.00  |
| 45. Telephone Account .....     | 6,000.00  | 4,768.94  | 5,000.00  |

**Treasurer's Office**

|                             |          |          |          |
|-----------------------------|----------|----------|----------|
| 46. Salary .....            | 2,500.00 | 2,500.00 | 4,000.00 |
| 47. Tax Title Expense ..... | 25.00    | 0.00     | 100.00   |
| 48. Bond and Note Issue Ex- |          |          |          |
| pense .....                 | 500.00   | 38.00    | 250.00   |
| 49. Other Expense .....     | 250.00   | 249.02   | 500.00   |

**Executive Secretary**

|                    |          |          |          |
|--------------------|----------|----------|----------|
| 51. Salary .....   | 7,500.00 | 1,500.00 | 5,200.00 |
| 52. Expenses ..... | 450.00   | 46.68    | 250.00   |

|  |                     |                     |                     |
|--|---------------------|---------------------|---------------------|
|  | <u>\$137,888.42</u> | <u>\$118,273.90</u> | <u>\$125,400.00</u> |
|--|---------------------|---------------------|---------------------|

**A. GENERAL GOVERNMENT**

\*Funds available include regular and special appropriation, transfers and balances brought forward from previous year. Account numbers have not been changed even though omissions of a request would normally change chronological order.

†Step Rate increases account for most of the additional funds required for clerical hire, although reflected also is the addition of one more full time person in the Town Hall office and some part time help for the Tax Collector and custodian and the return of a service man to the Engineering Office.

‡In addition to the \$5,400.00 recommended for 1963, \$1,866.68 has been carried forward from 1962 to cover contracts outstanding for work now being performed on the Hosmer House (Maintenance, plaster, furniture etc.)

**Finance Committee Report**

Salaries in this section of the budget, recommended for 1963 are:

| POSITION                  | Full/Part<br>Time | Annual<br>Rate |
|---------------------------|-------------------|----------------|
| Assessors — Chairman      | Part              | \$900          |
| Clerk                     | Part              | 800            |
| Member                    | Part              | 800            |
| Clerk hire                | 2 Full            | 8,500          |
| Registrars                | 3 Part            | 150            |
| Town Engineer             | Full              | 7,400          |
| Assistant                 | Full              | 4,310          |
| Finance Committee — Clerk | Part              | 400            |
| Town Counsel              | Part              | 6,200          |
| Moderator                 | Part              | 100            |
| Planning Board — Clerk    | Part              | 400            |
| Selectmen — Chairman      | Part              | 600            |
| Clerk                     | Part              | 500            |
| Member                    | Part              | 500            |
| Tax Collector             | Full              | 4,500          |
| Assistant                 | Full              | 4,000          |
| Town Accountant           | Part              | 3,600          |
| Town Clerk                | Part              | 3,500          |
| Town Hall — Clerk hire    | 4 Full            | 17,000         |
| Custodian                 | Full              | 5,600          |
| Assistant Custodian       | Part              | 400            |
| Treasurer                 | Part              | 4,000          |
| Executive Secretary       | Part              | 5,200          |
|                           | 18 Part           | \$28,050       |
|                           | 11 Full           | 51,310         |
|                           | 29 Full/Part Time | \$79,360       |

Based on the Finance Committee study of elected official salaries, the following recommendations are made:

#### Town Clerk

- 1) That Town Clerk's salary be established at \$1,500.00 per year for the future.
- 2) That Article 4 be voted affirmatively, to return all fees to the Town.
- 3) That for the period that the present incumbent holds the current term of Town Clerk, the annual salary be left at \$3,500.00 or \$2,800.00 in the event that Article 4 should not pass. It is an accepted principle of compensation that an incumbent should not suffer a pay cut as a result of job evaluation.

#### Tax Collector

That Tax Collector's salary be increased to \$6,000.00 and that the \$1,500.00 paid by Water District be paid into the Town rather than to the Tax Collector; or to a salary of \$4,500.00 plus the Water District salary of \$1,500.00 to equal the \$6,000.00 per annum.

### Treasurer

- 1) That Treasurer's salary be increased to \$4,000.00 per annum.
- 2) That consideration be given in the future to the combination of the Treasurer position with that of Town Clerk to make one full time position with appropriate salary adjustment at that time.

Salaries of the other Town Personnel are as recommended by the Personnel Board

Specific comments on individual budget items follow:

- A- 5 Revaluation fees request is not considered to be justified since it has been stated that the Revaluation of the Town is substantially complete and because the \$1,300.00 recommended over actual expenditures for clerical hire should allow for enough assistance in completing whatever needs to be done.
- A-10 Voting machines would not affect the election expense account since there will be no November election. Since there will be only a March Town election in 1963, this account was considerably reduced.
- A-17 Much has been accomplished in converting the Loring Parsonage into a useful Town building — it now houses the Town Engineer and shortly the Welfare Department. Sums recommended under account A-17 are for completing work on 3 more offices and for general maintenance and repair of both Loring Parsonage and Hosmer House. Since renovation should be largely completed this year, the Finance Committee believes that sums for this purpose should be substantially reduced next year. We are informed by the Historic Structures Commission that considerable damage was done to Loring Parsonage water pipes due to freezing. This resulted from the structural arrangement of the house, built in an era when the hazards of modern plumbing and a cold winter were not considered. It will require \$2,000 to repair the damage. Steps are being taken to prevent the reoccurrence of this in the future.
- A-22 The Permanent Building Committee has not in the last two years expended funds in large enough amount to justify a \$2,500.00 expense account; \$500.00 should be adequate. Any special requirements can be met by separate Town Meeting articles, as in the past.
- A-27 The Finance Committee recommends the elimination of the Administrative secretary account since the Executive Secretary is available to assume these duties.

- A-44 A substantial amount was requested for replacement and purchase of typewriters and adding machines for the Town Hall Office. The Finance Committee believes that a retirement-replacement plan for purchasing such equipment should be initiated so that spending for these items can be spread over the years and so that a reasonable span of service can be expected from each machine.
- A-50 The Executive Secretary's position was new last year. The Selectmen appointed an Executive Secretary who served in a limited capacity for 5 months. It is expected that much more will be required of the Secretary this year — to the extent that \$300.00 per month (\$3,600.00 per year) will be inadequate. The Finance Committee recommends the salary be increased to \$5,200.00. Note should also be taken of the fact that the Executive Secretary is also Town Accountant, and it would be unrealistic to assume that a person of the proper calibre could be found to serve in this capacity for this amount.

Move: That \$125,400.00 be appropriated for the various accounts listed under Section A, General Government and that items No. A-5, A-27 and A-41 be deleted from the budget.

## B. PROTECTION OF PERSONS AND PROPERTY

|                                | Funds<br>Available<br>1962* | Charges<br>1962 | Recom-<br>mended<br>1963 |
|--------------------------------|-----------------------------|-----------------|--------------------------|
| <b>Board of Appeals</b>        |                             |                 |                          |
| 1. Salary (clerk hire) .....   | \$1,160.00                  | \$947.22        | \$1,000.00               |
| 2. Expenses .....              | 500.00                      | 366.54          | 400.00                   |
| <b>Building Inspector</b>      |                             |                 |                          |
| 3. Salary .....                |                             |                 |                          |
| 4. Expenses .....              | 300.00                      | 298.90          | 300.00                   |
| <b>Civil Defense</b>           |                             |                 |                          |
| 5. Expenses .....              | 800.00                      | 553.90          | 1,000.00                 |
| <b>Conservation Commission</b> |                             |                 |                          |
| 6. Expenses .....              | 300.00                      | 260.69          | 300.00                   |
| <b>Dog Officer</b>             |                             |                 |                          |
| 7. Salary .....                | 750.00                      | 750.00          | 750.00                   |
| 8. Expenses .....              | 500.00                      | 492.51          | 500.00                   |
| <b>Earth Removal Board</b>     |                             |                 |                          |
| 9. Expenses .....              | 100.00                      | 20.36           | 50.00                    |
| <b>Fire Department</b>         |                             |                 |                          |
| 10. Salaries .....             | 70,800.00                   | 70,704.53       | 78,500.00                |
| 11. Operating Expenses .....   | 2,850.00                    | 2,849.46        | 3,000.00                 |

|                                       |                     |                     |                     |
|---------------------------------------|---------------------|---------------------|---------------------|
| 12. Out-of-State Travel .....         | 250.00              | 206.64              | 0.00                |
| 13. Uniform allowance .....           | 180.00              | 173.20              | 0.00                |
| 14. New Equipment .....               | 2,400.00            | 2,399.79            | 2,700.00            |
| 15. Hydrant Rentals .....             | 9,800.00            | 9,800.00            | 10,500.00           |
| 16. Hydrant Rental Supplemental ..... | 10,000.00           | 10,000.00           | 10,000.00           |
| 17. Automobile Replacement ....       | 0.00                | 0.00                | 2,000.00            |
| <b>Fire and Police Alarm System</b>   |                     |                     |                     |
| 18. Radio Maintenance .....           | 1,330.00            | 1,323.83            | 1,300.00            |
| 19. Fire Alarm System Extension ..... | 3,000.00            | 2,997.94            | 2,300.00            |
| <b>Plumbing Inspector</b>             |                     |                     |                     |
| 20. Salary .....                      | 1,200.00            | 1,044.38            | 1,800.00            |
| 20A. Gas Inspector .....              | 0.00                | 0.00                | 100.00              |
| <b>Police Department</b>              |                     |                     |                     |
| 21. Salaries .....                    | 62,200.00           | 60,071.10           | 72,000.00           |
| 22. Operating Expenses .....          | 8,200.00            | 8,115.45            | 8,000.00            |
| 23. Uniform allowance .....           | 900.00              | 709.00              | 800.00              |
| 24. Cruiser replacement .....         | 6,667.00            | 3,711.52            | 1,100.00†           |
| <b>Sealer of Weights and Measures</b> |                     |                     |                     |
| 25. Salary .....                      | 150.00              | 150.00              | 150.00              |
| 25A. Expenses .....                   | 0.00                | 0.00                | 100.00              |
| <b>Tree Department</b>                |                     |                     |                     |
| 26. Specific Projects .....           | 3,000.00            | 2,992.40            | 1,500.00            |
| 27. Tree and Brush Control .....      | 6,500.00            | 6,279.79            | 6,000.00            |
| 28. Tree Planting .....               | 2,000.00            | 1,985.13            | 2,000.00            |
| 29. Insect and Pest Control .....     | 5,800.00            | 5,796.27            | 3,000.00            |
|                                       | <b>\$201,637.00</b> | <b>\$193,990.55</b> | <b>\$211,100.00</b> |

\*Funds available include regular and special appropriations, transfers and balances brought forward from previous year.

†In addition to \$1,100.00 recommended for 1963, \$2,955.48 has been carried forward from 1962, to cover cost of replacements. A study of repair costs shows that it is more economical to replace a cruiser after about seven or eight months use than to wait longer.

### Finance Committee Report

Salaries in this section of the budget, recommended for 1963 are:

| POSITION                  | Full/Part<br>Time | Annual<br>Rate |
|---------------------------|-------------------|----------------|
| Board of Appeals — Clerk  | Part              | \$1,000        |
| Building/Wiring Inspector | Part              | None*          |
| Dog Officer               | Part              | 750            |
| Fire Department — Chief   | Full              | 7,400          |
| Fire Dept.                | 12 Full           | 70,100         |
| Fire Dept.                | 14 Part           | 1,400          |
| Plumbing Inspector        | Part              | 1,800          |
| Gas Inspector             | Part              | 100            |

|                                |                   |           |
|--------------------------------|-------------------|-----------|
| Police Department — Chief      | Full              | 7,400     |
| Police Dept.                   | 11 Full           | 57,450    |
| Police Dept.                   | 16 Part           | 7,150     |
| Sealer of Weights and Measures | Part              | 150       |
| Tree Warden                    | Part              | 3,000**   |
|                                | 37 Part           | \$15,350  |
|                                | 25 Full           | 142,350   |
| TOTAL                          | 62 Full/Part Time | \$157,700 |

\*Included under Fire Chief's Salary

\*\*Total wages paid Tree Warden in 1962; \$3,902.00 at rate of \$16.00 a day

The salaries provided are in accordance with the recommendations of the Personnel Board.

The Finance Committee is not unmindful of the fine services rendered by the various departments under the heading Protection of Persons and Property. However, the Committee feels that spending in these departments must be cut to minimums without undue impairment to the service. This we know can be accomplished if our recommendations are followed.

The salaries provided are in accordance with the recommendations of the Personnel Board.

The Hydrant Rental account is based on a rental figure of \$35.00 for each of 300 hydrants in the Town. Also included in the budget is Hydrant Rental Supplemental in the amount of \$10,000.00 which are funds to meet the fourth annual installment of ten payments to the Water District to cover cost of construction of the water storage tank. We believe that the total recommended figure of \$20,500.00 is equitable and will meet the basic Hydrant rental established in prior years plus extraordinary cost of the water storage facilities.

Move: That the sum of \$211,100.00 be appropriated for the various accounts as listed under Section B, Protection of Persons and Property; and that the salary of the Tree Warden be set at \$16.00 per day; and that the police cruiser replacements under item 24 and the first chief's car replacement under item 17 shall be the subject of public bids; the terms of such bids shall require in each instance the posting of either a performance bond or a certified check in the amount of \$100.00 to guarantee performance; and that the present police cruisers and fire chief's car be traded-in against the purchase price of these items.

### C. HEALTH AND SANITATION

To see if the Town will vote to authorize the Selectmen to enter into a contract of not more than five years for the disposal of brush, stumps and boulders. Pass any vote or take action relative thereto.

Submitted by Selectmen.

**MOVE:** That the Town authorize the Selectmen to enter into a contract with Ernest T. Ferguson for five years for the disposal of brush, stumps and boulders.

To see if the Town will vote to authorize the Selectmen to enter into a contract of not more than five years for the disposal of rubbish and garbage. Pass any vote or take action relative thereto.

Submitted by the Selectmen.

**MOVE:** That the Town authorize the Selectmen to enter into a contract with L. Roy Hawes for five years for the disposal of rubbish and garbage as a modified landfill dump and to install a storm water drain on this property.

|                                | Funds<br>Available<br>1962* | Charges<br>1962   | Recom-<br>mended<br>1963 |
|--------------------------------|-----------------------------|-------------------|--------------------------|
| <b>Animal Inspector</b>        |                             |                   |                          |
| 1. Salary .....                | \$225.00                    | \$225.00          | \$225.00                 |
| <b>Board of Health</b>         |                             |                   |                          |
| 2. District Nursing Assoc. Fee | 3,500.00                    | 3,500.00          | 3,500.00                 |
| 3. Inspector's fee .....       | 3,000.00                    | 2,563.00          | 3,000.00                 |
| 4. Dental Clinic .....         | 1,750.00                    | 1,591.00          | 1,750.00                 |
| 5. Printing regulation}        | 1,200.00                    | 713.81            | 750.00                   |
| 6. Other expenses }            |                             |                   |                          |
| 7. Mosquito Control .....      | 7,000.00                    | 7,000.00          | 8,055.00                 |
| 8. Sanitary Land Fill .....    | 11,150.00                   | 11,150.00         | 13,000.00                |
| 9. Brush and Stump Disposal    | 400.00                      | 400.00            | 400.00                   |
|                                | <hr/> \$28,225.00           | <hr/> \$27,142.81 | <hr/> \$30,680.00        |

\*Funds available include regular and special appropriations, transfers and balances brought forward from previous year.

### Finance Committee Report

Salaries in this section of the budget, recommended for 1963, are:

| POSITION                  | Full/Part<br>Time | Annual<br>Rate   |
|---------------------------|-------------------|------------------|
| Animal Inspector          | Part              | \$225.00         |
| Board of Health Inspector | Part              | 2,000.00         |
|                           | <hr/> 2 Part Time | <hr/> \$2,225.00 |



The budget request for Dental Clinic has been raised for 1963 to reflect the shift to the dentist's office out of the school building for performance of dental care, along with increased activity.

Mosquito Control budget request is made up of the regular assessment of \$7,000.00 for Sudbury's share of the operating costs of the East Middlesex Mosquito Control Commission plus a non-recurring assessment of \$1,055.00 for Sudbury's share of the cost of acquiring a building for a garage, workshop, storage facility and office for the Commission. It is planned that this building will be located on Weston Town Land near their highway garage.

The Sanitary Land Fill will continue at the same location in 1963.

The Finance Committee is recommending the sum of \$400.00, the same as 1962, for Brush and Stump Disposal pending the receipt of more definite data on a new site location and applicable costs thereof.

**MOVE:** That the sum of \$30,680.00 be appropriated for the various accounts as listed under Section C. Health and Sanitation.

#### D. HIGHWAYS

|   | Funds<br>Available<br>1962 | Charges<br>1962 | Recom-<br>mended<br>1963 |
|---|----------------------------|-----------------|--------------------------|
| <b>Highway Administration</b>                           |                            |                 |                          |
| 1. Salaries —   |                            |                 |                          |
| Highway Surveyor .....                                  | \$5,800.00                 | \$5,800.00      | \$6,600.00               |
| Clerical .....  | 1,200.00                   | 720.72          | 750.00                   |
| 2. Expenses .....                                       | 200.00                     | 200.00          | 200.00                   |
| 3. Road Equipment Operating<br>Expenses .....           | 10,500.00                  | 10,181.62       | 11,000.00                |
| 4. Highway Building — Main-<br>tenance .....            | 1,500.00                   | 1,052.73        | 1,000.00                 |
| 5. Bridge Repair .....                                  | 2,000.00                   | 1,972.89        | 2,000.00                 |
| 6. General Highway Main-<br>tenance .....               | 15,400.00                  | 15,379.47       | 15,400.00                |
| 7. Chapter 81 — Maintenance..                           | 9,625.00                   | 9,623.80        | 9,625.00                 |
| 8. Chapter 90 — Maintenance..                           | 2,000.00                   | 1,894.05        | 2,000.00                 |
| 9. Chapter 90 — Construction..                          | 8,000.00                   | 0.00            | 8,000.00†                |
| 10. Street and Traffic Lights ....                      | 10,500.00                  | 10,332.86       | 10,500.00                |
| 11. Street Drainage Improve-<br>ments .....             | 3,000.00                   | 2,870.99        | 3,000.00                 |
| 12. Snow and Ice Removal .....                          | 25,000.00                  | 24,999.22       | 25,000.00                |
| 13. Resurface roads over water<br>main extensions ..... | 9,705.66                   | 1,656.43        | 0.00‡                    |
| Appropriation by Town .....                             | \$104,430.66               | \$86,684.78     | \$95,075.00              |

## State and County Aid

|                                 |                     |                     |                     |
|---------------------------------|---------------------|---------------------|---------------------|
| 14. Chapter 81 .....            | \$21,175.00         | \$21,175.00         | \$21,175.00         |
| 15. Chapter 90 — Maintenance..  | 3,000.00            | 3,000.00            | 3,000.00            |
| 16. Chapter 90 — Construction.. | 24,000.00           | 11,892.10           | 24,000.00           |
|                                 | <u>\$152,605.66</u> | <u>\$122,751.88</u> | <u>\$143,250.00</u> |

†In addition to the \$8,000.00 appropriation recommended for 1963, \$20,107.90 has been carried forward from 1962.

‡Carried forward from 1962 is the amount of \$8,049.23 for additional work that may be required to complete the resurfacing of the roads over water main extensions in North Sudbury.

## Finance Committee Report

Salaries in this section of the budget, recommended for 1963:

| POSITION           | Full/Part<br>Time | Annual<br>Rate |
|--------------------|-------------------|----------------|
| Highway Surveyor   | Full              | \$6,600        |
| Clerk              | Part              | 750            |
| Highway Department | 8 Full            | 40,000         |
|                    | 9 Full Time       | \$46,600       |
|                    | 1 Part Time       | 750            |
|                    | 10 Full/Part Time | \$47,350       |

Based on the Finance Committee study of elected official salaries, the following recommendations are made:

## Highway Surveyor:

- 1) That Highway Surveyor's salary be increased to \$6,600.00 for 1963.
- 2) That consideration be given to combining Supt. of Cemeteries into this position, and that the combined positions be changed in title to Supt. of Streets and Cemeteries at a salary of \$7,400.00 and become an appointed position in Group I of the Personnel Plan.
- 3) That the Tree Warden be changed to an appointed office and report to the new position of Supt. of Streets and Cemeteries.

The salaries provided herein are in accordance with the recommendations of the Personnel Board.

The budget requests for 1963 with the exception of an increase in salary for the Highway Surveyor, are all at their 1962 budget request levels and generally agree with the actual charges for 1962.

MOVE: That the sum of \$95,075.00 be appropriated for the various accounts as listed under Section D Highways.

## E. PUBLIC WELFARE AND ASSISTANCE

|  | Funds<br>Available<br>1962* | Charges<br>1962   | Recom-<br>mended<br>1963 |
|--|-----------------------------|-------------------|--------------------------|
| <b>Welfare Administration</b>                                      |                             |                   |                          |
| 1. Salaries .....  | \$2,225.00                  | \$2,225.00        | \$2,225.00†              |
| 2. Expenses .....  | 275.00                      | 275.00            | 275.00†                  |
| <b>Public Assistance</b>   |                             |                   |                          |
| 3. General Relief .....  | 2,000.00                    | 1,268.00          | 2,000.00                 |
| 4. Old Age Assistance and<br>Medical Care Aid to the<br>Aged ..... | 26,000.00                   | 26,000.00         | 26,000.00†               |
| 5. Disability Assistance .....                                     | 1,000.00                    | 1,000.00          | 1,000.00†                |
| 6. Aid to Dependent Children                                       | 2,500.00                    | 2,500.00          | 1,500.00†                |
|  | <hr/> \$34,000.00           | <hr/> \$33,268.00 | <hr/> \$33,000.00        |

\*Funds available include regular and special appropriations of the Town, these amounts do not include Federal Aid carried forward.

†In addition to the amounts recommended for 1963 an aggregate amount of \$14,241.14 representing Federal funds has been carried forward from 1962.

### Finance Committee Report

Salaries in this section of the budget, recommended for 1963 are:

| POSITION           | Full/Part<br>Time | Annual<br>Rate |
|--------------------|-------------------|----------------|
| Welfare — Director | Part              | \$3,528        |
| Clerk              | Part              | 1,469          |
|                    | 4 Part            | 240            |
| <b>TOTAL</b>       | <hr/> 6 Part Time | <hr/> \$5,237  |

Budget requests for 1963 remain at 1962 levels with the exception of a decrease in the Aid to Dependent Children account.

**MOVE:** That the sum of \$2,500.00 be appropriated for the various accounts as listed under Welfare Administration and that the sum of \$30,500.00 be appropriated for Public Assistance.

**F. VETERANS' SERVICES**

|                             | Funds<br>Available<br>1962* | Charges<br>1962   | Recom-<br>mended<br>1963 |
|-----------------------------|-----------------------------|-------------------|--------------------------|
| <b>Veterans' Agent</b>      |                             |                   |                          |
| 1. Salary .....             | \$250.00                    | \$250.00          | \$250.00                 |
| 2. Expense .....            | 50.00                       | 50.00             | 50.00                    |
| 3. Veterans' Benefits ..... | 5,971.85                    | 5,946.85          | 6,000.00                 |
|                             | <u>\$6,271.85</u>           | <u>\$6,246.85</u> | <u>\$6,300.00</u>        |

\*Funds available include regular and special appropriations and transfers.

**Finance Committee Report**

Salaries in this section of the budget, recommended for 1963, are:

| POSITION        | Full/Part<br>Time | Annual<br>Rate |
|-----------------|-------------------|----------------|
| Veterans' Agent | Part              | \$250          |

The salary provided herein is in accordance with the recommendation of the Personnel Board.

The budget request for Veterans' Benefits for 1963 is higher than 1962 to reflect greater activity.

**MOVE:** That the sum of \$6,300.00 be appropriated for the various accounts listed under Section F. Veterans' Services.

**G. SCHOOLS**

|                                 | Funds<br>Available<br>1962 | Charges<br>1962       | Recom-<br>mended<br>1963 |
|---------------------------------|----------------------------|-----------------------|--------------------------|
| <b>Regional High School</b>     |                            |                       |                          |
| 1. Assessment .....             | \$506,152.00               | \$506,151.26          | \$525,262.08             |
| <b>Sudbury Public Schools</b>   |                            |                       |                          |
| 2. Salaries and Expenses .....  | 984,253.00                 | 972,655.21            | 1,074,310.00             |
| 3. School Outlay .....          | 10,721.00                  | 10,721.00             | 6,423.00                 |
| 4. Evening use .....            | 5,500.00                   | 5,484.08              | 6,000.00                 |
| 5. Out-of-state travel .....    | 300.00                     | 56.08                 | 300.00                   |
| 6. Group Insurance* .....       | 10,000.00                  |                       |                          |
| <b>School Total Costs</b> ..... | <b>\$1,516,926.00</b>      | <b>\$1,495,067.58</b> | <b>\$1,612,295.08</b>    |
| 7. Less Federal Aid .....       | 30,721.00                  | 19,123.21             | 34,423.00                |
| <b>Town Appropriation</b> ..... | <b>\$1,486,205.00</b>      | <b>\$1,475,944.37</b> | <b>\$1,577,872.08</b>    |

\*Blue Cross - Blue Shield Group Insurance covering school personnel has been taken from budget Section G and grouped with all similar accounts from other departments in Budget Section K6.

## Finance Committee Report

Salaries of full time personnel in this section of the budget recommended for 1963, are:

| Position                           | Full Time | Annual Rate |
|------------------------------------|-----------|-------------|
| Superintendent's Office .....      | 5         | \$36,000    |
| Regional High School — Staff ..... | 59        | 426,000     |
| Custodians and Maintenance .....   | 9         | 38,000      |
| Office .....                       | 3         | 11,000      |
| Sudbury Schools — Staff .....      | 125       | 761,000     |
| Office .....                       | 7         | 22,000      |
| Custodians and Maintenance .....   | 14        | 61,000      |
| Total .....                        | 222       | \$1,355,000 |

Shown below in Exhibit I, is the proposed 1963 budget of the Sudbury Public Schools, (elementary and junior high). In Exhibit II is shown the 1963 budget of the Lincoln-Sudbury Regional School District from which the Sudbury assessment has been determined by formula in accordance with Lincoln-Sudbury agreement.

## EXHIBIT I                      G. SCHOOLS                      THE 1963 BUDGET

|   | Funds Available<br>1962 | Charges<br>1962 | Recom-<br>mended<br>1963 |
|---|-------------------------|-----------------|--------------------------|
| <b>Sudbury Public Schools</b>                           |                         |                 |                          |
| <b>General Control</b>                                  |                         |                 |                          |
| 1. Salaries and travel .....                            | \$16,612.00             | \$16,537.00     | \$16,515.00              |
| 2. Other expense .....                                  | 1,265.00                | 1,442.00        | 1,600.00                 |
|   | <hr/>                   | <hr/>           | <hr/>                    |
|   | \$17,877.00             | \$17,979.00     | \$18,115.00              |
| <b>Expense of Instruction</b>                           |                         |                 |                          |
| 3. Teachers' Salaries .....                             | \$681,734.00            | \$674,203.00    | \$771,945.00             |
| 4. Expense of principals and elementary supervisor .... | 21,696.00               | 21,327.00       | 23,946.00                |
| 5. Textbooks .....                                      | 26,940.00               | 26,940.00       | 20,500.00                |
| 6. Supplies .....                                       | 24,074.00               | 24,074.00       | 25,000.00                |
|   | <hr/>                   | <hr/>           | <hr/>                    |
|   | \$754,444.00            | \$747,544.00    | \$841,391.00             |
| <b>Expense of Operating School Plant</b>                |                         |                 |                          |
| 7. Custodians' Salaries .....                           | \$39,400.00             | \$35,991.00     | \$44,600.00              |
| 8. Fuel .....   | 17,537.00               | 15,382.00       | 19,547.00                |
| 9. Miscellaneous of operation..                         | 26,180.00               | 26,728.00       | 32,110.00                |
|   | <hr/>                   | <hr/>           | <hr/>                    |
|   | \$83,117.00             | \$78,101.00     | \$96,257.00              |
| <b>Maintenance and Repairs</b>                          |                         |                 |                          |
| 10. Maintenance and Repairs ....                        | \$27,513.00             | \$28,590.00     | \$31,500.00              |
|   | <hr/>                   | <hr/>           | <hr/>                    |

**Auxiliary Agencies**

|   |                     |                     |                       |
|---|---------------------|---------------------|-----------------------|
| 11. Transportation .....                      | \$76,659.00         | \$80,970.00         | \$89,735.00           |
| 12. Libraries .....                           | 8,752.00            | 8,752.00            | 7,000.00              |
| 13. Health .....                              | 9,238.00            | 9,238.00            | 9,184.00              |
| 14. Physical education .....                  | 3,210.00            | 3,210.00            | 4,370.00              |
| 15. Miscellaneous .....                       | 1,583.00            | 1,764.00            | 650.00                |
| 16. Cafeteria .....                           | 1,860.00            | 1,582.00            | —                     |
|   | <u>\$101,302.00</u> | <u>\$105,516.00</u> | <u>\$110,939.00</u>   |
| Total Operating Expense .....                 | \$984,253.00        | \$977,730.00        | \$1,098,202.00        |
| Less: Federal Aid applied to budget .....     | —20,000.00          | —13,477.00          | —28,000.00            |
| Net Operating Expense .....                   | <u>\$964,253.00</u> | <u>\$964,253.00</u> | <u>\$1,070,202.00</u> |
| Outlay — Equipment .....                      | \$10,721.00         | \$10,721.00         | \$6,423.00            |
| Less: Federal Aid applied to outlay .....     | —10,721.00          | —10,721.00          | —6,423.00             |
| Net Outlay — Equipment .....                  | <u>Nil</u>          | <u>Nil</u>          | <u>Nil</u>            |
| Evening use of School Buildings               | \$5,500.00          | \$5,500.00          | \$6,000.00            |
| Out-of-State Travel .....                     | 300.00              | 300.00              | 300.00                |
| Insurance Benefits for School Employees ..... |                     |                     | \$10,650.00           |

**FEDERAL AID ACCOUNT****Public Law 874**

|  |                  |                    |
|--|------------------|--------------------|
| Balance on hand, January 1, 1962 .....                 |                  | \$27,029.25        |
| Receipts:  |                  |                    |
| 1961-1962 school year .....                            |                  | 25,446.00          |
| Interest on savings account (\$20,000.00)              |                  | 741.73             |
|  |                  | <u>\$53,216.98</u> |
| Disbursements (expended and committed):                |                  |                    |
| Outlay — Equipment, 1962 budget .....                  | \$10,721.00      |                    |
| Equipment items purchased under PL864                  | 1,168.82         |                    |
| PTA Library .....                                      | 43.48            |                    |
| Printed forms .....                                    | 45.00            |                    |
| Cafeteria manager's salary .....                       | 2,250.00         |                    |
| Bus stop signs .....                                   | 228.44           |                    |
| 1962 Operating Budget —                                |                  |                    |
| estimated amount needed .....                          | <u>13,477.00</u> | <u>27,933.74</u>   |
| Estimated balance, December 31, 1962 .....             |                  | \$25,283.24        |
| Estimated receipts for the 1962-1963 school year ..... |                  | 22,000.00          |

## FEDERAL AID ACCOUNT

## Public Law 864

|   |          |            |
|---|----------|------------|
| Balance on hand, January 1, 1962 .....                    |          | \$876.58   |
| Receipts:   |          |            |
| Guidance .....  | \$206.40 |            |
| Math - Science - Languages (1961 applica-<br>tions) ..... | 1,065.58 |            |
| Math - Science - Languages (1962 applica-<br>tions) ..... | 1,636.78 | 2,908.76   |
| Balance December 31, 1962 .....                           |          | \$3,785.34 |

Note: These accounts are to be expended as follows:

1. To purchase all equipment items in the 1963 budget ..... \$6,423.00
2. To be applied to the General Operating Budget for 1963 thereby reducing the amount to be raised by local tax ..... 28,000.00
3. The receipts for the 1962-1963 school year will be retained by the School Committee as a contingency.

## LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT

## EXHIBIT II

## The 1963 Budget

|   | Funds<br>Available<br>1962 | Charges<br>1962     | Recom-<br>mended<br>1963 |
|---|----------------------------|---------------------|--------------------------|
| <b>General Control</b>                    |                            |                     |                          |
| 1. Salaries .....                         | \$21,492.00                | \$21,340.00         | \$22,962.00              |
| 2. Other expense .....                    | 1,185.00                   | 1,048.00            | 1,240.00                 |
|   | <u>\$22,677.00</u>         | <u>\$22,388.00</u>  | <u>\$24,202.00</u>       |
| <b>Expense of Instruction</b>             |                            |                     |                          |
| 3. Teachers' salaries .....               | \$396,917.00               | \$384,865.00        | \$436,879.00             |
| 4. Expense of school office .....         | 14,235.00                  | 13,735.00           | 15,278.00                |
| 5. Textbooks .....                        | 9,458.00                   | 9,458.00            | 10,938.00                |
| 6. Supplies .....                         | 12,281.00                  | 13,281.00           | 14,136.00                |
|   | <u>\$432,891.00</u>        | <u>\$421,339.00</u> | <u>\$477,231.00</u>      |
| <b>Expense of Operating School Plants</b> |                            |                     |                          |
| 7. Custodians' salaries .....             | \$30,100.00                | \$29,665.00         | \$31,450.00              |
| 8. Fuel .....                             | 10,115.00                  | 8,215.00            | 8,215.00                 |
| 9. Miscellaneous of operation .....       | 21,680.00                  | 22,100.00           | 23,200.00                |
|   | <u>\$61,895.00</u>         | <u>\$59,980.00</u>  | <u>\$62,865.00</u>       |
| <b>Maintenance and Repairs</b>            |                            |                     |                          |
| 10. Maintenance and repairs ....          | <u>\$23,673.00</u>         | <u>\$19,473.00</u>  | <u>\$20,558.00</u>       |

**Auxiliary Agencies**

|                              |             |             |             |
|------------------------------|-------------|-------------|-------------|
| 11. Transportation .....     | \$68,862.00 | \$67,769.00 | \$72,031.00 |
| 12. Libraries .....          | 4,514.00    | 4,514.00    | 5,250.00    |
| 13. Health .....             | 3,392.00    | 3,392.00    | 3,873.00    |
| 14. Physical Education ..... | 5,313.00    | 5,313.00    | 7,000.00    |
| 15. Miscellaneous .....      | 11,546.00   | 9,137.00    | 11,407.00   |
| 16. Cafeteria .....          | 3,150.00    | 3,150.00    | 3,500.00    |

|  |                    |                    |                     |
|--|--------------------|--------------------|---------------------|
|  | <u>\$96,277.00</u> | <u>\$93,275.00</u> | <u>\$103,061.00</u> |
|--|--------------------|--------------------|---------------------|

**Other Expenses**

|  |            |            |            |
|--|------------|------------|------------|
| 17. Out-of-state travel .....            | \$2,000.00 | \$2,000.00 | \$2,000.00 |
| 18. Evening use of school building ..... | 500.00     | 700.00     | 700.00     |
| 19. Vocational tuition .....             | 6,485.00   | 4,615.00   | 4,380.00   |

|  |                   |                   |                   |
|--|-------------------|-------------------|-------------------|
|  | <u>\$8,985.00</u> | <u>\$7,315.00</u> | <u>\$7,080.00</u> |
|--|-------------------|-------------------|-------------------|

|                                |              |              |              |
|--------------------------------|--------------|--------------|--------------|
| 20. Total Operating Expense .. | \$646,398.00 | \$623,770.00 | \$694,997.00 |
|--------------------------------|--------------|--------------|--------------|

|                        |            |            |            |
|------------------------|------------|------------|------------|
| 21. Debt service ..... | 183,750.00 | 183,750.00 | 185,506.00 |
|------------------------|------------|------------|------------|

**Operating Expense**

| Apportionment   | Lincoln             | Sudbury             | Total               |
|---|---------------------|---------------------|---------------------|
| 22. Apportionment 1963 .....  | \$202,452.63        | \$492,544.37        | \$694,997.00        |
| 23. Reapportionment 1961 and adjustment of Surplus of Receipts 1961 ..... | (12,998.14)         | ( 7,438.22)         | ( 5,559.92)         |
| 24. Estimated Surplus of Receipts 1962 .....                              | (29,113.05)         | (64,467.95)         | (93,581.00)         |
|   | <u>\$160,341.44</u> | <u>\$435,514.64</u> | <u>\$595,856.08</u> |

**Apportionment of Outlay**

Outlay expense budget for 1963 is to be paid from the Federal Aid account.

**Debt Service and****State Construction Aid Apportionment**

|  | Lincoln            | Sudbury            | Total               |
|--|--------------------|--------------------|---------------------|
| 25. Apportionment .....                | \$54,037.90        | \$131,468.10       | \$185,506.00        |
| 26. Normal Town construction aid ..... | (10,134.80)        | (14,108.29)        | (24,243.09)         |
| 27. Extra aid to the region .....      | ( 2,225.05)        | ( 5,413.28)        | ( 7,638.33)         |
| 28. Normal Town construction aid ..... | ( 6,377.65)        | (15,676.88)        | (22,054.53)         |
| 29. Extra aid to the region .....      | ( 2,680.85)        | ( 6,522.21)        | ( 9,203.06)         |
|  | <u>\$32,619.55</u> | <u>\$89,747.44</u> | <u>\$122,366.99</u> |

**Summary**

|                                       |                     |                     |                     |
|---------------------------------------|---------------------|---------------------|---------------------|
| Operating expense apportionment ..... | \$160,341.44        | \$435,514.64        | \$595,856.08        |
| Debt service apportionment .....      | 32,619.55           | 89,747.44           | 122,366.99          |
|                                       | <u>\$192,960.99</u> | <u>\$525,262.08</u> | <u>\$718,223.07</u> |

**Finance Committee Report:**

Since 1955, the Sudbury School System has been engaged in a necessarily ambitious program to upgrade its educational



standards. In addition to a Regional High School, five new elementary schools housing 76 new classrooms have been built and staffed. Construction of a new Junior High School is scheduled to begin this year so as to be ready for occupancy in September, 1964. During this same period, Sudbury's rate of population growth was second highest in the Commonwealth. Our educational program has experienced a corresponding growth to the point where our reputation enjoys a healthy respect in the Commonwealth. We are justifiably proud of this accomplishment and the leadership that made it possible.

This progress, as would be expected, has been expensive. Since the expense of operating our schools represents the largest part of the tax dollar, the Finance Committee is alarmed at the fact that continued expansion of our school program, without a corresponding expansion of the tax base will culminate in financial chaos. We do not recommend economic restriction to the point of regression from our current educational standards. Rather, we favor maintaining and providing a base to continue the qualitative improvement of our current standards within the financial limits we can afford. Our school leadership rose to the challenge of upgrading our educational standards. We feel that they can rise to the new one.

The Finance Committee has held meetings with the Regional and Sudbury School Committees to become acquainted with fiscal problems and requirements of the school programs. Among these meetings were those where the 1963 budgets were discussed. The Finance Committee requested each of the School Committees to review their budgets in consideration of Sudbury's financial condition to determine if additional operating economies could be realized.

As a result, the Regional High School Committee reconsidered its budget and removed a total of \$18,750.00, a reduction of 2.5%. This resubmitted budget represents an increase to the Town of Sudbury of 3.8% over the 1962 assessment and compares with an increase of 15.6% in the number of pupils Sudbury is sending to the high school. The 1963 pupil-teacher ratio is estimated at 16.1 as compared with 15.6 for 1962.

With respect to the Sudbury elementary and junior high school system, you will note that the budget submitted is \$1,098,202. This represents a reduction of 4.4% from the original submission. However, it is still an increase of 11.6% over the 1962 budget compared with an 11.0% enrollment increase. Pupil-teacher ratios for 1963 are 14.5 in the Junior High School compared with 11.5 for 1962, and 21.2 in the elementary schools compared with 19.3 for 1962.

It is the opinion of the Finance Committee that \$1,098,202, is still in excess of the requirements of Chapter 71 of the General Laws.

The Finance Committee recommends that Item G2 be voted in the amount of \$1,074,310.00 for the operating expenses of the Sudbury Public Schools. This amount is consistent with the desire that our current educational progress be maintained.

**Move:** That the sum of \$1,577,872.08 be appropriated for the various accounts as listed under Section G. Schools.

## H. LIBRARIES

To see what disposition will be made of the Middlesex County Dog License Refund in the amount of \$1,901.51; pass any vote or take action relative thereto.

Submitted by the Treasurer.

**Finance Committee Report.** The Finance Committee recommends that these funds be used by the Goodnow Library.

**Move:** That \$1,901.51 of the Middlesex County Dog License Refund be appropriated for the purposes of the Goodnow Public Library.

|  | Funds<br>Available<br>1962* | Charges<br>1962 | Recom-<br>mended<br>1963 |
|--|-----------------------------|-----------------|--------------------------|
| <b>Goodnow Library</b>                         |                             |                 |                          |
| 1. Salaries .....                              | \$10,950.00                 | \$12,807.15     | \$14,000.00              |
| 2. Books .....                                 | 11,000.00                   | 9,129.15        | 9,000.00                 |
| 3. Other operating expense ....                | 3,335.00                    | 3,597.32        | 3,600.00                 |
| Total Library Cost .....                       | \$25,285.00                 | \$25,533.62     | \$26,600.00              |
| Less: Estimated receipts<br>from other sources |                             |                 |                          |
| 4. Dog Tax .....                               | \$1,500.00                  | \$1,915.52      | \$1,901.51               |
| 5. Trust Funds .....                           | 1,000.00                    | 2,119.47        | 1,098.49                 |
| Appropriation by Town .....                    | \$22,785.00                 | \$21,498.63     | \$23,600.00              |

\*Funds available include regular and special appropriations, transfers and balances brought forward from previous year.

### Finance Committee Report:

Salaries in this section of the budget, recommended for 1963, are:

| POSITION                    | Full/Part<br>Time | Annual<br>Rate |
|-----------------------------|-------------------|----------------|
| Librarian                   | Full              | \$4,850        |
| Library Staff and Custodian | 6 Part            | 9,150          |
|                             | 7 Full/Part Time  | \$14,000       |

The principal increase in the budget is to provide for additional part time assistance directly attributable to greater use and expanded hours of operation of the Goodnow Library.

Move: That the sum of \$23,600.00 be appropriated for the various accounts as listed under Section H. Libraries.

## I. PARKS AND RECREATION

|                         | Funds<br>Available<br>1962* | Charges<br>1962   | Recom-<br>mended<br>1963 |
|-------------------------|-----------------------------|-------------------|--------------------------|
| Celebrations            |                             |                   |                          |
| 1. Fourth of July ..... | \$3,000.00                  | \$2,866.31        | \$3,000.00               |
| Parks and Playgrounds.  |                             |                   |                          |
| 2. Salaries .....       | 5,200.00                    | 2,947.85          | 5,000.00                 |
| 3. Expenses .....       | 4,725.00                    | 4,034.20          | 4,000.00                 |
|                         | <u>\$12,925.00</u>          | <u>\$9,848.36</u> | <u>\$12,000.00</u>       |

\*Funds available include regular and special appropriations, transfers and balances brought forward from previous years.  
Finance Committee Report:

Salaries in this section of the budget, recommended for 1963, are:

| POSITION                | Full/Part<br>Time | Annual<br>Rate |
|-------------------------|-------------------|----------------|
| Lifeguards              | 2 Part            | \$900          |
| Instructors — Red Cross | —                 | 500            |
| Playground Supervisors  | 4 Part            | 3,600          |
|                         | 6 Part Time       | \$5,000        |

The wages provided for are consistent with the rates recommended by the Personnel Board. The amounts recommended represent no change in the Fourth of July program, a continuation of present wage scales and a modest decrease in expenses. Funds are provided for the Barton Pool, tennis courts, basketball courts, support of the Red Cross swimming program at Walden Pond, and an expanded Summer Recreation Program at two elementary schools.

Move: That the sum of \$12,000.00 be appropriated for the various accounts as listed under Section I, Parks and Recreation.

**J. CEMETERIES**

|   | Funds<br>Available<br>1962* | Charges<br>1962   | Recom-<br>mended<br>1963 |
|---|-----------------------------|-------------------|--------------------------|
| 1. Salaries .....                                     | \$800.00                    | \$800.00          | \$800.00                 |
| 2. Operating Expenses .....                           | 1,250.00                    | 1,068.00          | 800.00                   |
| 3. Cemeteries and Memorial<br>Parks Maintenance ..... | 1,700.00                    | 834.68            | 1,000.00                 |
|   | <u>\$3,750.00</u>           | <u>\$2,702.68</u> | <u>\$2,600.00</u>        |

\*Funds available include regular and special appropriations, transfers and balances brought forward from previous year.

**Finance Committee Report:**

Salaries in this section of the budget, recommended for 1963, are:

| POSITION                | Full/Part<br>Time  | Annual<br>Rate |
|-------------------------|--------------------|----------------|
| Cemetery Superintendent | Part               | \$800          |
| Maintenance             | Part               | 900            |
|                         | <u>2 Part Time</u> | <u>\$1,700</u> |

Recognizing that a special purchase of a lowering device was made under account J2 in 1962, the budgets for accounts J2 and J3 have been reduced to reflect actual experiences of recent years.

Move: That the sum of \$2,600.00 be appropriated for the various accounts as listed under Section J, Cemeteries.

**K. UNCLASSIFIED AND RESERVE FUND**

|                                 | Funds<br>Available<br>1962* | Charges<br>1962    | Recom-<br>mended<br>1963 |
|---------------------------------|-----------------------------|--------------------|--------------------------|
| Unclassified                    |                             |                    |                          |
| 1. Fidelity Bond Expense .....  | \$700.00                    | \$623.25           | \$950.00                 |
| 2. Incidentals .....            | 400.00                      | 342.10             | 500.00                   |
| 3. Insurance .....              | 28,000.00                   | 24,910.11          | 16,000.00                |
| 4. Memorial Day Expense .....   | 618.97                      | 618.97             | 700.00                   |
| 5. Town Report Printing .....   | 5,000.00                    | 4,815.95           | 4,500.00                 |
| 6. Blue Cross/Blue Shield ..... | 13,400.00                   | 11,529.82          | 16,500.00                |
| 7. Reserve Fund .....           | 18,000.00                   | 16,350.10          | 20,000.00                |
|                                 | <u>\$66,118.97</u>          | <u>\$59,190.30</u> | <u>\$59,150.00</u>       |

\*Funds available include regular and special appropriations, transfers, and balances brought forward from previous year.

### Finance Committee Report:

The Insurance budget K3 has been reduced as a result of the rewriting of the coverage on the Town buildings under a Public and Institutional Property form. This has resulted in substantial savings to the Town of approximately \$14,000.00, recognizing the additional coverage required for the Haynes Road School and the North Fire Station.

The Blue Cross/Blue Shield Group Insurance program for all the Town employees has been grouped under this account. Approximately \$10,800.00 is for school employees and \$5,700.00 for all other Town employees.

The Reserve Fund is used to supplement other budget accounts when unforeseen or emergency expenses tend to exhaust these accounts. Transfers from this account are made on vote of the Finance Committee, after requests are made and justified to the Committee.

The Finance Committee has recommended substantial reductions in many of the budget requests that were received this year and prudent management is called for in all Town Departments. Reserve Fund transfers will only be approved for necessities.

Move: That the sum of \$39,150.00 be appropriated for the various accounts (K 1-6) as listed under Unclassified; and that the sum of \$20,000.00 be appropriated for the Reserve Fund (K7), said amount of \$20,000.00 to be transferred from Overlay Reserve.

### L. DEBT SERVICES

|                                 | Funds<br>Available<br>1962* | Charges<br>1962     | Recom-<br>mended<br>1963 |
|---------------------------------|-----------------------------|---------------------|--------------------------|
| 1. Interest, Temporary Loans    | \$6,300.00                  | \$4,653.55          | \$5,000.00               |
| 2. Interest, Bonds (School) ..  | 91,850.00                   | 91,802.00           | 108,609.00               |
| 3. Interest, Bonds (Other) .... | 9,284.00                    | 9,284.00            | 8,795.00                 |
| 4. Debt Reduction (School) ..   | 172,000.00                  | 172,000.00          | 182,000.00               |
| 5. Debt Reduction (Other) ....  | 43,000.00                   | 43,000.00           | 58,000.00                |
|                                 | <u>\$322,434.00</u>         | <u>\$320,739.55</u> | <u>\$362,404.00</u>      |

\*Funds available include regular and special appropriations, transfers, and balances, brought forward from previous year.

### Finance Committee Report:

These recommendations are in accordance with the schedule of interest and bond retirement requirements. The amounts

required represent an all time high in fixed charges for Town debt and are equal to \$16.50 on the tax rate.

**Move:** That the sum of \$362,404.00 be appropriated for the various accounts as listed under Section L, Debt Services.

### M. STATUTORY ASSESSMENTS

|                                   | Funds<br>Available<br>1962 | Charges<br>1962   | Estimated<br>1963 |
|-----------------------------------|----------------------------|-------------------|-------------------|
| State Parks and Recreations ..... | \$3,520.48                 | \$3,211.03        | \$3,300.00        |
| Assessment for County Tax .....   | 18,181.49                  | 18,061.84         | 18,600.00         |
| Middlesex County Retirement ....  | 16,786.97                  | 16,786.97         | 20,444.75         |
| Middlesex County T. B. Hospital   | 3,257.12                   | 6,498.90          | 6,500.00          |
| State Audit .....                 | 2,945.81                   | 2,945.81          | 3,000.00          |
|                                   | <hr/> \$44,691.87          | <hr/> \$47,504.55 | <hr/> \$51,844.75 |

#### Finance Committee Report:

These items are included in the budget by the Assessors in determining the tax rate and are not subject to control by the Town Meeting.

**Move:** That all salaries and wage rates provided under this article be retroactive to January 1, 1963, and

That all travel expenses provided under this article be paid at the rate of eight cents per mile for which proper vouchers shall be submitted thereof.

#### Finance Committee Report:

**Move:** That the following unexpended appropriation accounts from Special Articles be closed and the funds thereof be applied to the aggregate of the budgets appropriated under this Article:

| Description                                  | Amount           |
|--|------------------|
| Plans for New Fire Department Building ..... | \$631.30         |
| Traffic Improvement .....                    | 418.69           |
| Plans for Library Addition .....             | 2,470.00         |
| Repairs to Center School .....               | 5,909.58         |
|  | <hr/> \$9,429.57 |

#### Finance Committee Report:

**Move:** That all unexpended appropriation accounts, specific or otherwise as listed in the 1962 budget, except as

hereinafter listed, be closed and the funds thereof be transferred to Surplus Revenue.

| Item | Description  | Amount            |
|------|--|-------------------|
| A17  | Historic Structures Commission Expenses .....                          | \$1,866.68        |
| B24  | Police Department Cruiser Replacement .....                            | 2,955.48          |
| D 9  | Highway Department Chapter 90 — Construction .....                     | 20,107.90         |
| D13  | Highway Department Resurface roads over water<br>main extensions ..... | 8,049.23          |
|      |  | <hr/> \$32,979.29 |

Article 4. To see if the Town will vote to add the following section to Article III, Town Affairs, of the By-laws of the Town of Sudbury:

Section 7. All Town officers shall pay into the Town Treasury all fees received by them in their official capacities. Pass any vote or take action relative thereto.

Submitted by the Finance Committee.

**Finance Committee Report:** It has become common practice in Massachusetts towns that have full-time paid staffs, for Town Officials to turn over all fees received to the Town. In actuality, the function for which the fee is paid is often done by a paid staff member rather than the official himself and appropriate salaried compensation is provided to the official.

**Move:** In the words of the article.

Article 5. To see if the Town will vote to accept the provisions of General Laws Chapter 139, Sections 1, 2, 3. Pass any vote or take any action relative thereto. (Please refer to the full report of this Committee in the Town Report.)

Submitted by Vacant Substandard Dwelling Study Committee.

**Move:** In the words of the article.

Article 6. 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, 1964, 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.

**Finance Committee Report.** This is a routine article to all Treasurers to borrow money to meet obligations of the Town.

**Move:** In the words of the article.

Article 7. To see if the Town will vote to grant or appropriate the sum of \$333.42 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.

|                          |          |
|--------------------------|----------|
| P.H. and L. W. Burt      |          |
| Legal Expense .....      | \$222.00 |
| A. J. Colpitts Co.       |          |
| Town Hall Expense .....  | 84.50    |
| A. St. Germain           |          |
| Building Inspector ..... | 26.92    |
|                          | <hr/>    |
|                          | \$333.42 |

Submitted by Selectmen.

**Finance Committee Report:** This is a routine article for a clean-up of normally incurred bills.

**Move:** That the amount of \$333.42 be appropriated for the purpose of paying unpaid bills as listed in this article.

Article 8. To see if the Town will vote to transfer the sum of \$87,500.00 from the Stabilization Fund as appropriated under Article 7 of the Town Meeting of March 7, 1962 and Article 3 of the Town Meeting of December 4, 1962 for the purposes stipulated, the new Junior High School Building Program. Pass any vote or take action relative thereto.

Submitted by the Finance Committee.

**Finance Committee Report:** This is the final step in providing capital funds for the new Junior High School building program which will result in an approximate saving of \$60,000.00 interest charges.

**Move:** In the words of the article.

Article 9. To see if the Town will accept the following amounts from the below named people for the perpetual care of their lots — Robert S. and Helen E. Stevens, \$75.00 for Lot No. 63A Town Cemetery; Joseph B. and Ruth Way, \$75.00 for Lot No. 52B Wadsworth Cemetery; Joseph Sabanski, \$150.00 for Lot No. 3 New 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, Superintendent.

**Finance Committee Report:** This is a routine obligation of the Town.

**Move:** In the words of the article.

Article 10. To see if the Town will vote to transfer the sum of \$48,175.00 for the items listed below from Surplus Revenue to meet the state and county share of the costs of the Highway Department, the reimbursements from the state and county to be restored upon their receipt to Surplus Revenue.

|                              | State    | County  |
|------------------------------|----------|---------|
| Chapter 90                   |          |         |
| New Construction .....       | \$16,000 | \$8,000 |
| Chapter 90 Maintenance ..... | 1,500    | 1,500   |
| Chapter 81 .....             | 21,175   |         |

Pass any vote or take action relative thereto.

Submitted by the Finance Committee.

**Finance Committee Report:** The purpose of this article is to appropriate funds to be reimbursed under the cited aid accounts.

**Move:** In the words of the article.

Article 11. To see if the Town will vote to transfer \$3,500.00, or any other sum, from the Road Machinery Fund to purchase a portable air compressor and accessories for the Highway and Cemetery Departments. Pass any vote or take any action relative thereto.

Submitted by the Public Works Advisory Board and the Highway Surveyor.

**Finance Committee Report:** Analysis of past rental costs and evidence of increasing use make purchase of this compressor a sound economic decision at this time.

**Move:** That the sum of \$3,500.00 be transferred from the Road Machinery Fund for the purchase of a portable air compressor and accessories. The purchase shall be in accordance with the specifications of the Highway Surveyor and shall be subject to public bid; the terms of the bid shall provide for the posting of a performance bond or a certified check in the amount of \$200.00 to guarantee performance.

Article 12. To see if the Town will vote to amend Section 8 of Article XI of the Town By-laws by the addition of the following sentence: In any instance where the nature of duties in a position classification may be temporary or subject to material change, the Board may establish a temporary classification for a period of time not to exceed one year plus any intervening months until the next Annual Town Meeting. Pass any vote or take action relative thereto.

Submitted by the Personnel Board.

**Move: In the words of the article.**

Article 13. To see if the Town will vote to adopt the following By-law:

#### ARTICLE XIV

##### PERPETUAL CARE OF BURIAL PLACES AND LOTS

Section 1. The Town Treasurer is hereby authorized to receive on behalf of the Town and hold and apply funds or money which may be deposited with him for the perpetual care, preservation, improvement or embellishment of any public or private burial place within the Town, or burial lots situated in such burial places; and he shall keep a record of all funds or money which may be so deposited with him.

Section 2. The Board of Selectmen shall determine the appropriate principal sum to be deposited for the perpetual care of burial lots and graves in cemeteries in the Town and they shall prepare and issue to the Treasurer a schedule of such amounts. Pass any vote or take any action relative thereto.

Submitted by the Comm. on Town Administration.

**Move: In the words of the article.**

Article 14. To see if the Town will vote to amend Article I of the By-laws by striking out Section 2 and inserting in place thereof a new section as follows:

Section 2. Notice of every town meeting shall be given by posting printed attested copies of the warrant therefor at the Town House, at each public meeting house, post office and railroad station in the Town, at least seven days before the time appointed for such meeting. In case of a special town meeting the Town Clerk shall give or cause to be given by delivering at each dwelling or mailing to each householder in

the Town a notice of such meeting at least seven days before the time appointed therefor. Failure to give such notice shall not invalidate any special town meeting. Pass any vote or take action relative thereto.

Submitted by the Selectmen.

**Move: In the words of the article.**

Article 15. To see if the Town will vote to continue the following committees for one year:

a. Ancient Documents Committee created under Article 36 of the Adjourned Special Town Meeting of October 26, 1956,

b. River Encroachment Committee created under Article 20 of the Annual Town Meeting of 1962,

c. Historic Structures Commission established under Article 25 of the Annual Town Meeting of 1960,

d. School Needs Committee created under Article 41 of the Annual Town Meeting of 1962.

Pass any vote or take action relative thereto.

Submitted by the Selectmen.

**Move: In the words of the article.**

Article 16. To see if the Town will vote to establish a Talent Search Committee as a committee, to consist of 5 persons, to be appointed by the Selectmen, one member to be appointed to a term of one year, two members to a term of two years and two members to a term of three years, reappointments to be for a period of three years, for the purpose of continually compiling and discriminating data on talent potentials among the citizens of Sudbury available to various Town Boards and Committees.

Pass any vote or take any action relative thereto.

Submitted by the Finance Committee.

**Finance Committee Report:** The Finance Committee feel that expansion and further emphasis of the existing Talent Search sub-committee activities can be best served by giving it full committee standing and increased staff. The fruits of such a committee will prove increasingly useful to all Town Boards and Committees as the problems of municipal government increase.

**Move: In the words of the article.**

Article 17. To see if the Town will vote to establish a Power & Light Committee to be appointed by the Moderator, and consisting of five members, one for a term of three years, two for terms of two years, two for terms of one year, all appointments thereafter to be for three years each to continue to study the matter of the proposed Boston Edison Company high tension transmission lines; to investigate requests by the Company for location of new poles, relocation or replacement of existing poles; to study the feasibility of proposals for extension, modification or underground installation of distribution lines within and through the Town; and with respect to these matters to advise the Selectmen, Planning Board and other Town boards and committees that may be concerned with or affected by the means employed or proposed for the transmission or distribution of electrical energy within or through the Town.

Pass any vote or take any action relative thereto.

Submitted by Committee to Study Boston Edison Company High Tension Line.

**Move: In the words of the article.**

Article 18. To see if the Town will approve the appointment of a continuing Mosquito Control Committee to work cooperatively with the Eastern Middlesex Mosquito Control Project, said Committee to consist of delegated representatives from the following groups: Board of Selectmen, Conservation Commission, Rod and Gun Club, Highway Surveyor, Board of Health, and two citizens-at-large appointed by the Moderator.

Pass any vote or take action relative thereto.

Submitted by the Board of Health.

**Move: In the words of the article.**

Article 19. To see if the Town will vote to accept the provisions of Section 9A of Chapter 53 of the General Laws which regulates the issuance of nomination papers in town primaries and elections and provides a limit to the number of such papers obtainable.

Pass any vote or take any action thereon.

Submitted by the Selectmen.

**Move: In the words of the article.**

Article 20. To see if the Town will vote to grant or appropriate the sum of \$2,000.00, or any other sum, to purchase land for an addition to Wadsworth Cemetery.

Pass any vote or take action relative thereto.

Submitted by Selectmen.

**Finance Committee Report:** The Finance Committee feels this proposed purchase of land at a price of \$1,000.00 per acre is at this time a sound economic action. Although well in advance of actual need, this land abutting the present cemetery will increase considerably in value in the future, making a future purchase more costly.

**Move:** That the sum of \$2,000.00 be appropriated for the purpose of this article.

Article 21. To see if the Town will vote to grant, appropriate or otherwise provide the sum of \$10,000.00, or any other sum, for the purpose of paving and the construction of additional storage space at the Highway Garage.

Pass any vote or take action relative thereto.

Submitted by Selectmen and Highway Surveyor.

**Finance Committee Report:** The Finance Committee has investigated the basis of this request several times in meeting with the Highway Surveyor, Selectmen and the Executive Secretary and find no rational solution to the water pollution problem caused by salt stored at the Highway Garage indicated through the costly construction of hot-top under the salt and a roof over it. Our suggestion has been to remove all the salt to the Vassalotti area and take such action as necessary to inform the townspeople of its new location. There appears to be no problem of access, for road salting purposes, to this salt at the suggested location, due to the availability of costly new equipment recently acquired primarily for such purpose at the last Special Town Meeting.

**Move:** Indefinite postponement.

Article 22. To see if the Town will grant or appropriate to the Conservation Fund for the development of the natural resources of the Town the maximum amount on which 50% reimbursement from the Commonwealth can be claimed, namely one-twentieth of one percent of the assessed valuation of the Town, this fraction being \$9,865.00, as provided in Section 8C, Chapter 40 of the General Laws, as amended.

Pass any vote or take action relative thereto.

Submitted by the Conservation Commission.

**Finance Committee Report:** Although the objectives of the developing Conservation Program are highly consistent with sound Town Planning and funds are 50% reimbursable (on

expenditure) we recommend a reduction in the amount requested due to the overall budget problems facing Sudbury this year.

**Move:** That the sum of \$7,500.00 be appropriated for the purpose of this article.

Article 23. To see if the Town will vote to grant, appropriate, or otherwise provide the sum of \$5,000.00, or any other sum, for the purpose of constructing walks and planted areas or otherwise to provide for improved safety of children around the classroom section at the Fairbank School.

Pass any vote or take any action relative thereto.

Submitted by Sudbury School Committee.

**Finance Committee Report:** At the time of this report the School Committee did not have firm estimates on costs of reversing the windows, which presumably will be considerably less costly than the \$5,000.00 planned for the construction of walks. Finance Committee concurs that the present safety hazard needs to be overcome, and will make specific recommendation and motion at the Town Meeting.

Article 24. To see if the Town will authorize the Board of Selectmen to acquire by purchase, eminent domain, or easement, any or all of the following described parcels of land for the purpose of providing public walkways to the nearby elementary schools:

1. A strip of land thirty feet more or less in width and extending northerly approximately one thousand feet from the end of Dawson Drive to the end of Wagon-wheel Road, thence to Woodside Road opposite the Loring School.
2. A strip of land thirty feet more or less in width and extending easterly approximately one thousand feet from Willis Lake Drive to Butler Lane.
3. A strip of land thirty feet more or less in width and extending westerly and southerly approximately one thousand feet from Puffer Lane to Haynes Road opposite the Haynes School,

grant, appropriate, or otherwise provide the sum of \$5,000.00, or any other sum for the purpose of this article.

Pass any vote or take any action relative thereto.

Submitted by the School Committee, Planning Board, and School Needs Committee.

**Finance Committee Report:** Although highly in favor of school walkways, in the absence of a realistic basis for any costs involved, and clear cut decision on administrative responsibility, the Finance Committee recommends that no money be appropriated at this time.

**Move:** Indefinite postponement.

Article 25. To see if the Town will vote the sum of \$2,000.00, or any other sum to improve the traffic conditions at Boston Post Road and Union Avenue.

Pass any vote or take action relative thereto.

Submitted by Selectmen and Police Chief.

**Finance Committee Report:** Although the Committee is keenly aware of the need for corrective traffic activities, we do not feel an appropriation should be made at this time until specific plans and relatively firm cost estimates are made available. Funds can be made available at a future Special Meeting.

**Move:** Indefinite postponement.

Article 26. To see if the Town will vote the sum of \$2,000.00, or any other sum, to improve the traffic conditions at the intersection of Concord Road and Union Ave.

Pass any vote or take action relative thereto.

Submitted by Selectmen and Police Chief.

**Finance Committee Report:** See report under Article 25.

**Move:** Indefinite postponement.

Article 27. To see if the Town will vote the sum of \$1,500.00, or any other sum, to rent voting machines for one year.

Pass any vote or take action relative thereto.

Submitted by the Selectmen.

**Finance Committee Report:** In view of a potential saving in repetitive teller costs at future elections (\$400.00/election) the rental of voting machines is considered to be economically sound at this time.

**Move:** That the sum of \$1,500.00 be appropriated for the purpose of this article.

Article 28. To see if the Town will vote to grant, appropriate, or transfer from available funds the sum of \$4,000.00 or any other sum, for the Special Account for Engineering Consultants and Counsel in the Boston Edison Case.

Pass any vote or take any action thereon.

Submitted by Selectmen.

**Finance Committee Report to be made at meeting.**

Article 29. To see if the Town will vote to add a new section to Article V of the By-laws of the Town of Sudbury as follows: That all dogs in the Town are to be restrained or kept on leash.

Submitted by Norma D. Eliason, Frances Bareiss, Paul W. Rhoades and others.

**Motion to be made at meeting.**

Article 30. To see if the Town will vote to direct the Board of Selectmen to petition the General Court for legislation authorizing the Town to establish a Highway Commission which shall have and exercise the powers and duties of the Road Commissioner, Surveyor of Highways, Highway or Street Department, Public Works Advisory Commission, Cemetery Commission and layout, relocation and widening of Town ways and to have charge of street lighting and the public dumps.

Pass any vote or take action thereon.

Submitted by the Committee on Town Administration, Subcommittee on Public Works.

**Finance Committee Report:** The Finance Committee heartily endorses this article and feels that considerable benefit to the Town will result in the areas of economy, program timing and much needed long range planning.

**Move:** That the Selectmen petition the General Court for passage of the following act:

An Act authorizing the Town of Sudbury to establish a Highway Commission exercising the powers of certain other Boards, Departments and Town Officers.

Section 1. There shall be established in The Town of Sudbury a Highway Commission, hereinafter called the Commission, to consist of five members. The initial members thereof shall be elected, one to serve one year, two to serve for two years and two to serve for three years from the date



of the annual election at which they are elected, and thereafter when the term of any member expires, his successor shall be elected to serve for three years. In all cases the members shall serve until their successors are elected and qualified. The members of the commission shall after each annual election choose one of their members to act as chairman for the ensuing year. If a vacancy occurs therein, the remaining members, if they constitute a quorum, shall fill such vacancy, and the member so chosen shall serve until the next annual town election when a new member shall be elected to fill the unexpired term. No person shall serve on the commission who holds another elective or appointive town office in the town.

Section 2. Upon the election and qualification of the members of the commission, the commission shall have all the powers and duties now, or from time to time, vested by general or special law in the following departments and officers in said town, to wit: — road commissioners, surveyors of highways, highway and street department, cemetery commission and the public works advisory board in said town and such department, commission, committee, and officers shall thereupon be abolished. Said commission shall have and exercise in said Town of Sudbury all the powers and duties of boards of selectmen and road commissioners in towns over highway and town ways under the provisions of chapter eighty-two of the General Laws and it shall have full jurisdiction over street lighting and public dumps within said town. No contracts or liabilities then in force shall be affected by such abolition or assumption of jurisdiction over street lighting and public dumps, but the highway commission shall in all respects be the lawful successor of the department, commission and officers as abolished, the board or department having charge of street lighting and public dumps.

Section 3. The commission shall appoint a superintendent of highways who shall exercise and perform, under the supervision and direction of the commission, such of the powers, rights and duties transferred to it under section two as it may from time to time designate. He shall be responsible for the efficient exercise and performance of such powers, rights and duties and shall hold office for the term of three years. He shall be specially fitted by education, training and experience to perform the duties of said office, and he may or may not be a resident of the town. During his tenure he shall hold no elective or other appointive office in the town, nor shall he be engaged in any other business or occupation. He shall, subject to the approval of the commission, appoint such assistants and employees as may from time to time be required. He shall keep full and complete records of the doings of his office and render to the commission as

often as it may require a full report of all operations under his control during the period reported upon. He shall keep the commission fully advised as to the needs of the town within the scope of his duties and shall furnish the commission on or before December 1 in each year, a carefully prepared and detailed estimate in writing of the appropriations required during the succeeding year for the proper exercise and performance of all said powers and duties.

Section 4. The said Town of Sudbury may transfer to the said highway commission the powers and duties of any other officer, board or commission within the town having charge of public works, including the care of public shade trees and public parks by a two-thirds vote at any annual town meeting or special town meeting called for that purpose. The powers and duties so transferred to the highway commission shall not vest in it until the close of the next annual town meeting, and thereupon the office, board or commission so transferred shall be abolished.

Section 5. The town may rescind all action taken by it in pursuance of this act if the town so votes by a majority vote of the legal voters present and voting thereon by ballot at any meeting held after five years following the annual election at which this act becomes fully effective and at least ninety days before the annual town election next to be held after such meeting, and thereupon said town shall, at the next annual meeting, nominate and elect such officers as are necessary to carry out the duties transferred to the commission under section two.

Section 6. This act shall take effect upon its acceptance by the town of Sudbury at any annual town meeting or at any special town meeting called for that purpose and held at least ninety days before the next succeeding annual town meeting.

Article 31. To see if the Town will vote to accept an act passed by the General Court in the year nineteen hundred and sixty-three entitled, "An Act Establishing an Historic Districts Commission for the Town of Sudbury and Defining its Powers and Duties, Establishing Historic Districts in the Town of Sudbury, and Providing for Historic Zoning Districts," take any action or pass any vote thereon.

Submitted by Historic Districts Study Committee.

**Move:** In the words of the article.

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 14th day of February, one thousand nine hundred and sixty-three.

LAWRENCE B. TIGHE  
EDWARD F. MOYNIHAN  
EDWARD E. KREITSEK  
*Selectmen of Sudbury*

## TO THE VOTERS OF SUDBURY

At the Annual Meeting in March we shall continue to utilize the consent calendar.

The purpose of the consent calendar is to allow the Town to dispose of routine and non-controversial articles in an expeditious manner.

At the time of this writing it would appear that there is no contraversion with respect to the following articles:

2 - 5 - 6 - 7 - 8 - 9 - 10 - 11 - 12 - 13 - 14 - 15 - 16 - 17 - 18

At the time of the Annual Town Meeting the articles in the warrant which have been placed on the consent calendar will be called by number. If any person objects to the article (all motions to appear in this report) being placed upon the consent calendar and desires a discussion, question or debate to be had on the particular article he should RISE and say "HOLD" or some similar language to the Moderator. If there is no call to have any particular article to be held for discussion, question or debate they shall remain on the consent calendar and will be disposed of in conjunction with other consent calendar items by one unanimous vote.

If there are questions as to this procedure I would appreciate you calling me at 443-6390 or speaking to me prior to the meeting.

Respectfully submitted,

JOHN C. POWERS  
Moderator







EDUCATIONAL MATERIAL

U. S. POSTAGE

**PAID**

Permit No. 4  
Sudbury, Mass.