



# **2010 Annual Town Report**

**Sudbury, Massachusetts**

## Sudbury Town Offices/Departments

<b><u>Department</u></b>	<b><u>Location</u></b>	<b><u>Phone Number</u></b>
Accounting Office	Flynn Building	978-639-3309
Assessor's Office	Flynn Building	978-639-3393
Board of Appeals	Flynn Building	978-639-3387
Building Department	DPW Building	978-443-2209 x1361
Conservation	DPW Building	978-443-2209 x1370
Council on Aging	Fairbank Community Center	978-443-3055
Design Review Board	Flynn Building	978-639-3387
Dog Officer	----	978-639-3361
Engineering/DPW Director	DPW Building	978-443-2209 x1389
Finance Director	Flynn Building	978-639-3377
Fire Headquarters	77 Hudson Road	978-443-2239 (bus.)
Goodnow Library	21 Concord Road	978-443-1035
Health Department	DPW Building	978-443-2209 x1379
Highway/DPW	275 Old Lancaster Road	978-443-2209 x1221
Historic Districts Commission	Flynn Building	978-639-3399
Human Resources/Personnel	Flynn Building	978-639-3348
Lincoln-Sudbury Regional H.S.	390 Lincoln Road	978-443-9961
Park and Recreation	Fairbank Community Center	978-639-3242
Atkinson Pool	Fairbank Community Center	978-639-3232
Planning & Community Development	Flynn Building	978-639-3387
Police Department	415 Boston Post Road	978-443-1042 (bus.)
Selectmen's Office	Flynn Building	978-639-3381
Social Worker	Flynn Building	978-639-3358
Sudbury Housing Authority	55 Hudson Road	978-443-5112
Sudbury School Department	Fairbank Community Center	978-639-3211
Sudbury Water District	199 Raymond Road, P.O. Box 111	978-443-6602
Tax Collector/Treasurer	Flynn Building	978-639-3376
Technology Administrator	Flynn Building	978-639-3307
Town Clerk	Town Hall	978-639-3351
Town Counsel	Flynn Building	978-639-3384
Town Manager	Flynn Building	978-639-3381
Asst. Town Manager	Flynn Building	978-639-3386
Treasurer/Collector	Flynn Building	978-639-3377
Veterans Agent	Town Hall	978-639-3357
Youth Coordinator	Fairbank Community Center	978-639-3227

### **Addresses**

DPW Building	275 Old Lancaster Road
Fairbank Community Center	40 Fairbank Road
Flynn Building	278 Old Sudbury Road
Town Hall	322 Concord Road

# **371<sup>st</sup> Annual Report of the Official Boards**



**Sudbury, Massachusetts  
Year Ending December 31, 2010**

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# Sudbury at a Glance

SETTLED:	1638 - Incorporated 1639; 371 years old in 2010		
POPULATION:	18,015 Voters: 11,893		
AREA:	24.7 Square Miles		
FY2010 BUDGET:	Operating Budget:	\$71,219,682	
	Debt Service:	6,417,501	
	Other items to be raised:	<u>744,548</u>	
	Total General Fund Budget:	\$78,381,731	
TAX RATE:	FY2011: \$17.03 Residential; \$22.27 Commercial/Industrial/Personal Property FY2010: \$16.08 Residential; \$20.13 Commercial/Industrial/Personal Property FY2009: \$15.29 Residential; \$19.30 Commercial/Industrial/Personal Property		
GOVERNMENT:	Selectmen/Town Manager with open Town Meeting		
PUBLIC LIBRARY:	Goodnow Library, member of Minuteman Library Network		
SCHOOLS:	Four elementary schools, one middle school, Lincoln-Sudbury Regional High School and Minuteman Regional Vocational Technical High School		
PUBLIC SAFETY:	Full-time Fire Department with three stations, also provides emergency ambulance service to hospitals; Full-time Police Department		
RECREATION:	Programs offered year round; informational brochures mailed to all Sudbury residents four times a year. Recreation buildings include the Atkinson Town Pool, the Fairbank Community Center, which houses the Teen Center, Park and Recreation Office and the Fairbank Senior Center. Major recreation areas include Davis Field, Featherland Park, Feeley Field, Cutting Field, and Haskell Recreation Area. Facilities include a toddler playground, tennis courts, basketball courts, golf putting green, sand volleyball court, outdoor ice skating area, and fields for: baseball, field hockey, lacrosse, softball, and soccer.		
HOSPITALS WITHIN 10 MILES:	Emerson Hospital, Concord MetroWest Medical Center/Framingham Union Hospital, Framingham UMASS Memorial Marlborough Hospital, Marlborough.		
HEALTH/HOSPICE CARE SERVICES:	Parmenter Health Services, Inc.		
HOUSES OF WORSHIP:	Baptist, Catholic (2), Congregational, Episcopal, Jewish (2), Lutheran, Methodist, Presbyterian, and Unitarian.		
UTILITIES:	Electrical service:	NSTAR	
	Natural Gas service:	Keyspan	
	Water:	Sudbury Water District	
	Telephone/cable service:	Verizon, Comcast	

# Federal, State and County Officials

<b>Title/Position</b>	<b>Name</b>	<b>Phone</b>
President	Barack H. Obama	202-456-1414
Vice-President	Joseph R. Biden, Jr.	202-456-2326
Senators	Scott P. Brown	202-224-4543
	John F. Kerry	617-565-8519
Representative 5 <sup>th</sup> Congressional District	Nicola S. Tsongas	978-459-0101
Governor	Deval Patrick	617-725-4000
Lt. Governor	Timothy Murray	617-725-4005
Secretary of State	William F. Galvin	617-727-7030 1-800-392-6090
Registrar of Deeds Middlesex Southern District	Eugene C. Brune	617-679-6310
Treasurer and Receiver General County Treasurer/Chairman, Retirement Board	Steven Grossman	617-367-6900
Middlesex Retirement Board Chairman	Thomas F. Gibson	978-439-3006
Attorney General	Martha Coakley	617-727-2200
Auditor	Suzanne M. Bump	617-727-6200
Clerk Magistrate Middlesex Superior Court	Michael A. Sullivan	781-939-2700
Councillor 3 <sup>rd</sup> District	Marilyn Petitto Devaney	617-725-4015, x3
District Attorney Northern District	Gerard T. Leone, Jr.	781-897-8300
Registry of Probate/Insolvency	Tara E. DeCristofaro	617-768-5800
Senators in General Court: 3 <sup>rd</sup> Middlesex District Middlesex & Worcester	Susan C. Fargo (Precincts 1, 4) James B. Eldridge (Precincts 2,3, 5)	617-722-1572 617-722-1120
Representative in General Court: 13 <sup>th</sup> Middlesex District	Thomas P. Conroy	617-722-2000
Middlesex County Sheriff	John Granara	617-494-4400

# Elected Town Officials

(Effective after the Annual Election - March 29, 2010)

	<b><u>Term Expires</u></b>		<b><u>Term Expires</u></b>
<b>Assessors, Board of</b>		<b>Planning Board</b>	
Joshua M. Fox	2012	Joseph J. Sziabowski	2013
Trevor A. Haydon	2013	Michael C. Fee	2013
Liam J. Vesely	2011	Michael J. Hunter	2011
		Christopher Morely	2012
		Eric D. Poch	2012
<b>Goodnow Library Trustees</b>		<b>Selectmen, Board of</b>	
Jill W. Browne	2012	John C. Drobinski	2011
Phyllis Cullinane	2013	Robert C. Haarde	2013
Lily A. Gordon	2012	Lawrence W. O'Brien	2012
Carol Hull	2013		
Robert W. Iuliano	2011	<b>Sudbury Housing Authority</b>	
Barbara F. Pryor	2011	Sherrill P. Cline	2014
		Judith Deutsch (State apptee.)	2014
<b>Health, Board of</b>		Kaffee Kang	2011
Linda Marie Huet-Clayton	2012	Lydia Pastuszek	2013
Carol J. Bradford	2013	Steven J. Swanger	2012
Brian J. McNamara	2011		
		<b>Sudbury School Committee</b>	
<b>Lincoln-Sudbury Regional School District Committee</b>		Jeffrey S. Beeler	2012
Mark T. Collins	2012	Susan N. Iuliano	2012
Radha Raman Gargeya	2013	Michele MacDonald	2011
Nancy F. Marshall (Lincoln)	2012	Richard J. Robison	2011
Patricia M. Mostue (Lincoln)	2011	Lisa Ann Gutch	2013
Kevin J. Matthews	2013		
Berne B. Webb	2011	<b>Water District Commission</b>	
		William J. Cossart	2011
<b>Moderator</b>		Lee H. Goodstone	2012
Myron J. Fox	2012	Robert H. Sheldon	2013
		<b>Water District Officers</b>	
<b>Park and Recreation Commission</b>		Craig E. Blake	2011
Paul Griffin	2013	Robert K. Coe	2011
Georgette P. Heerwagen	2011	R. Edward Thompson	2011
James J. Marotta	2013		

# Administration

## Board of Selectmen and Town Manager

The Board of Selectmen in conjunction with the Town Manager hereby submits the reports of the elected and appointed Town officials, boards, and Committees for the year 2010, giving a summary of their activities and financial transactions in accordance with Article III, Section 2 of the Town Bylaws. Our report follows.

Robert C. Haarde was elected to the Board, defeating William Keller in a close contest. Mr. Keller is a dedicated volunteer who served the Town for over 15 years, including two three-year terms as a Selectman, two three-terms with the Planning Board, and one three-term on the Board of Assessors. The Board reorganized and John C. Drobinski was elected Chairman of the Board, Lawrence W. O'Brien was elected as Vice-Chairman. Maureen G. Valente continues as Town Manager, entering into her eleventh year in this position.

The Board adopted goals for FY10 related to their 10 overarching values, and asked that the Town staff begin or continue actions leading toward accomplishment of those goals. Our report is organized around these goals and values, so that readers have a framework for seeing that there is an overall plan to protect and enhance that which we value most about our Town. There are so many activities, programs and efforts put forth during the year we can't mention them all, but here are some highlights.

### Ensure the Safety and Well-being of the Community

The Selectmen voted 10 goals in this value area:

- *Develop alternative Advanced Life Support (ALS) structure before Oct 2010 (near term goal).* Town staff worked as part of a multi-town executive committee to develop an interim regional Advanced Life Support (ALS) program to replace the services no longer provided free by Emerson Hospital to 13 neighboring communities. By October 2010, Sudbury was using the interim service provided by Pro EMS of Cambridge, operating under a contract with Emerson Hospital. For the future, Selectmen have voted to endorse the concept of Town fire fighters/paramedics providing this service, and a number of activities are ongoing, including hiring paramedics and sending them to the Fire Academy as vacancies occur,

applying for needed licenses from the state, and negotiating with the firefighters union, that will bring us closer to the goal of a fire department based ALS service, hopefully by October 2011.

- *Complete Town Center design project (continuing goal).* Another major project, redesigning and improving the safety of the Town Center intersection, is reaching near final stage, after a process that included significant resident input and evaluation of alternative designs. After reviewing several new alternatives with a traffic consultant and the Town Center Improvement Advisory Committee, the preference for a minimalist approach to improvement of the intersection was advanced, and a 50% design plan will be completed. The Board of Selectmen decided not to seek funding for construction (estimated at \$1.7 million for the entire project) from the 2011 Annual Town Meeting, but development of this plan will make the project shovel-ready for construction in a future year whenever construction funds are obtained.
- *Design traffic signal for the Landham Road/Boston Post Road intersection (continuing goal).* This intersection is under the ownership and control of the State, and the Massachusetts Highways Department has not been supportive to date of the concept of adding a traffic signal at this intersection. In the hope that this position may change at some point in the future, Town Engineer/DPW Director Bill Place is working with consultants to develop an engineered design for signalization at this intersection, which can be ready if MHD decides to provide funding and approval for construction in the future. Funding for this project came entirely from development mitigation payments.
- *Continue construction of walkways (continuing goal).* Public Works Department created 6,400 feet of walkway in the past 24 months, as follows: 3,700 feet on Nobscot Road, and 2,700 feet on North Road (Route 117). The DPW also rebuilt 6,400 feet of walkway on Hudson Road from Fairbank Road to Crystal Lake Drive. Funding for these walkways came from

a combination of CPA funds, DPW budget and developer funds.

- *Continue Local Emergency and Regional Emergency Planning Committee work (continuing goal).* Fire Chief Ken MacLean was the leading force on reactivating Sudbury's emergency planning efforts, and several table top exercises were planned and staged involving police, fire, public health, Town management, school management and public works staff from several surrounding towns. With Chief MacLean's retirement, this work will be continued by Fire Chief William Miles.
- *Develop alternative long term plan to replace Police Station (long term goal); Monitor physical condition of the Police Station (continuing goal) and Develop plan to create/build an Emergency Operations Center (EOC) in Sudbury (near term goal).* The effort to replace the Sudbury Police Station with a new facility as recommended by the Blue Ribbon Police Station Committee (BRPSC) has been on hold since 2008 while Police Chief Rick Glavin leads a multi-town effort to study the feasibility of creating a regional, combined public safety dispatch center, with funding from a State grant from the State. The BRPSC's recommended constructing a new, smaller building on the proposed Hudson Road site. Plans still call for an Emergency Operations Center to be part of the new Police Station.
- *Ask State legislators to put the bridge at Hop Brook/Boston Post Road on a priority list of repair (continuing goal).* Selectmen and Town staff have discussed this bridge with our representative, Rep. Tom Conroy, and he has brought it to the attention of Massachusetts Highway staff. The State owns and maintains Boston Post Road so this bridge is their responsibility. However, to date the State has not begun any repairs on the bridge.
- *Other related activities.* The Town, SPS, L-S, and the Sudbury Water District, jointly procured and installed a new rapid emergency notification system, *ConnectCTY*, which has the capability to phone up to 20,000 phone numbers in less than an hour with emergency information. Fire Chief Kenneth MacLean announced his plans to retire at the end of 2010, and Captain William Miles, a 29-year veteran of the Sudbury Fire Department, was promoted to Chief, effective February 1, 2011.

## **Protect and Enhance the Financial Health of the Town**

The goals of the Selectmen in this area included:

- *Work with Finance Committee to establish an override stabilization fund (near term goal).* While this concept had been discussed by the Finance Committee, it was not voted as one of their top goals, and no work has been undertaken in this area.
- *Develop Town/SPS Shared Facilities Department proposal (near term goal).* This was done, and Town Meeting in April 2010 accepted the State statute which allows for this shared department to be established. The Town and SPS are now working on how to best fund this new department/capacity.
- *Develop plan for building up reserves and free cash (near term goal).* The Finance Committee has taken the lead in establishing a practice of not using any free cash or reserves to balance operating budgets since FY2009 and since that time the free cash balance has begun to increase from year to year.
- *Host a Financial Summit to develop a 3–5 year financial plan (near term goal).* The Board jointly hosted with the Finance Committee a two part Financial Summit in September 2010, inviting the Sudbury Public School Committee and the Lincoln-Sudbury Regional School Committee, to join them in discussing each cost center's current and projected financial situation and how that impacts services, as well as reviewing past and planned efforts to generate revenue and restrain costs. At the conclusion of these meetings, the Chairman of the Board of Selectmen suggested that a smaller working group of two members from each of the these four standing committees continue to work to review all the suggestions and options for bringing Sudbury closer to financial sustainability, but there were hesitations about this effort from the Finance Committee and the Lincoln-Sudbury Regional High School Committee, and a follow-up committee has not been formed yet.
- *Develop and implement expanded payment in lieu of taxes (PILOT) program (near term goal).* Finance Director Andrea Terkelsen and Director of Planning and Community Development Jody Kablack collaborated to present the Board with a draft program in October 2010, which was well received. The final report was

completed in February 2011. Staff suggested that the Selectmen address recommendations and next steps contained in the report, but this agenda item has not been scheduled for a Selectmen's meeting at this time.

- *Evaluate opportunities to implement Town operated alarm monitoring program (near term goal).* This initiative was brought forth by now retired Fire Chief Ken MacLean, but he did not have time to work on it before his retirement. There are many questions regarding the potential revenue as well as the potential costs of the proposals. The status of whether this initiative will continue to be developed is unclear at this point.
- *Address results of the Other Post Retirement Benefit (OPEB) liability report (long term goal).* The updated actuarial report on the Town's unfunded liability for these benefits was presented to the Board of Selectmen on December 2010. The Finance Committee has voted to study the OPEB unfunded liability as one of their FY11 goals. At this time neither the Finance Committee nor the Selectmen have developed an overall strategy for funding this liability, but Town staff will begin breaking out the annual amounts for the cost of providing health insurance for retirees, and asking Town Meeting to vote these amounts into a specialized trust established for payment of the current retiree health insurance costs.
- *Protect the financial health of community; maintain AAA credit rating (longer term goal).* Standard & Poor's reaffirmed the Town's AAA credit rating in connection with the issuance of the second bond for acquisition of the development rights for land owned by the Boy Scouts on Nobscot Mountain. Standard & Poor's noted four factors underlying Sudbury's strong credit rating: experienced financial management, low debt burden, strong property tax base growth, and high wealth and income factors.
- *Other related activities.* Once again, the Town's *Annual Budget and Financing Plan* won the prestigious Distinguished Budget Presentation Award, the highest award in governmental budgeting, from the Government Finance Officers Association of the United States and Canada. The outside auditors for the Town stated their opinion that the Town's financial management practices and records are as they should be, and all requirements of the

Governmental Accounting Standard Board for municipalities of our size are being met.

**Protect and Enhance the Educational Excellence offered by the Town, without jeopardizing the financial health of the Town.**

The Selectmen voted three goals in this value area:

- *Continue and expand the CORE process to include L-SRHS (near term goal).* During FY10 and continuing into FY11, the L-S School Committee and Superintendent joined with three other school systems – Sudbury Public Schools, Lincoln Public Schools, and Wayland Public Schools – to begin and explore potential benefits from collaborations across these school systems, in a team approach that became known as the G-4. This effort essentially superseded the C.O.R.E. program, developed jointly by the Town Manager and SPS Superintendent to analyze and make operational improvements to various administrative functions, and had previously resulted in moving SPS's payroll function to the Town's accounting office. C.O.R.E. represents four strategies for finding efficiencies in providing services: collaboration; outsourcing; regionalization; evaluation.
- *Determine if there are savings or other benefits from a shared superintendent of schools between L-S and SPS School Systems (continuing goal).* In October, 2010 SPS Superintendent John Brackett announced his intention to leave his position with the Sudbury Public Schools in June 2011. With that news, the SPS Committee advised the Board that they would be pleased to work with the Selectmen on further discussion of a shared Superintendent of schools if it was in the context of a shared governing capacity for the two school systems. Seeing this as an opportunity to work collaboratively with the Town of Lincoln to explore changing the regional agreement governing L-S, Chairman John Drobinski asked Selectman Bob Haarde to work with a Lincoln Selectman to determine if there was interest or opportunity in changing the agreement to provide for a new shared governing structure and a shared superintendent. Those discussions continue at this time.
- *Maintain AAA credit rating.* Previously covered in this report.

- *Other Activities.* Collective bargaining with the DPW, engineering, and dispatchers unions concluded so that all Town and SPS employees have moved to rate saver health insurance plans, with higher and new co-pays. Contribution rates for the plans shifted from employer to employee by another 2.5% in FY11, following a 5% shift in FY10, and another 2.5% will occur in FY12. All new Town and SPS employees hired on or after July 1, 2009 are paying a further 10% contribution rate obligation over the rates existing employees pay.

### **Protect and Enhance the Environmental Quality of the Town**

The Selectmen set five goals in this value area.

- *Activate the new Energy & Sustainability Green Ribbon Committee (near term goal).* The Energy and Sustainability Green Ribbon Committee, established by the Selectmen in 2009, provide a mechanism to assist the Town in developing programs and projects to foster energy conservation, energy efficiency, renewable energy generation and sustainability planning. As part of their work, the Town became one of the first 35 communities in the State to be certified as a "Green Community" and earned \$135,000 in grant funding for energy projects as a result of this designation. Through the work of the Committee, over \$300,000 in other grants have been awarded to the Town, to help improve energy conservation for the Town. The Selectmen set a goal of reducing energy costs in Town buildings by 10% over 5 years, and these efforts are a significant start toward achieving that goal.
- *Finalize Wayland-Sudbury Septage plant closure issues (continuing goal).* There are two remaining issues: first is the sale of the equipment at the plant. An appraisal of the equipment was completed at the same time as the value of the facility was valued, and the appraiser estimated that the orderly liquidation value of the equipment is \$157,480. An auctioneer has been engaged to sell off the equipment, and Sudbury will receive 50% of any funds from the sale, net of the fee to the auctioneer. Any funds that are received will be put into Sudbury's general fund. The second issue is the future of the building itself. The appraiser has assigned a fair market value of \$260,000 to the building. The Wayland Board of Selectmen has offered to purchase Sudbury's interest in the building, and has requested funds from the Wayland Town Meeting for this purpose. If Wayland

does not purchase Sudbury's interest, the building will continue to be jointly owned and shuttered until 2017, when the intermunicipal agreement between the two towns expires. Wayland will continue to manage all remaining funds from the joint enterprise, pay the legacy costs to retired employees, and monitor the facility.

- *Develop new capacity to evaluate and act on land purchases/protection opportunities (near term).* The Board created the Land Acquisition Review Committee and appointed five residents to serve on the Committee. The mission of the Committee is to study parcels of land that are or might be offered to the Town for purchase or protection, and the Committee met to evaluate the Fairbank Farm land, which was offered to the Town. The Committee has familiarized itself with the Town's priority list of parcels on the Open Space and Recreation Plan.
- *Continue negotiations with CSX on the trail corridor (continuing goal).* Town Counsel Paul Kenny continues to push CSX to complete the negotiations for Sudbury to purchase the rail trail corridor after the decision by CSX not to honor their previous price offer. To date, there is no price proposal on the table. If CSX ever agrees to a sale, the Board of Selectmen may need to ask Town Meeting to appropriate additional funds for the purchase, which may or may not come from Community Preservation Act funds. As there is some question if CPA dollars can be used to purchase an interest in land where the land has the potential to be reactivated as a rail line, the funding may need to come from non-CPA dollars if the Town is interested in obtaining this rail corridor.

### **Protect and Enhance the Professionalism of the Town's staff, Boards and Committees**

The Selectmen voted five goals in this value area.

- *Try to restore staffing positions in Police and Fire Departments by seeking grants (near term goal).* Both the Fire Chief and Police Chief have been active applying for grants for funds to restore or add to staffing in their departments. The Fire Chief was successful in obtaining a Fire Services Staffing Grant that is covering the salary costs of one fire fighter for a year. Most of the federal grant dollars available have been awarded to cities such as Fall River or Brockton, which have incurred greater loss of staffing in public safety than Sudbury has.

- *Continue rolling out full GIS system, without a dedicated staff person (near term goal).* Town Meeting approved funding for a part time GIS staff position in FY08 but the position was never filled due to budget reductions. The GIS software is a powerful tool that is needed by the Town's land use departments for graphically showing the location of key aspects of the Town's infrastructure. A grant from the Sudbury Foundation to the Town was requested and approved to assist the DPW in integrating their work orders and infrastructure improvement work into the GIS data base, which has allowed some work to continue. A vacancy in the Engineering department is being evaluated for the possibility of reworking the job description to begin serving as the GIS staff person for the future.
- *Finish Town records disaster recovery plan (continuing goal).* The IT department developed a "Plan for Risk Mitigation and Disaster Recovery."
- *Finish Continuity of Operations (COOP)/Continuity of Government (COG) disaster planning (continuing goal).* Assistant Fire Chief Michael Carroll and Executive Assistant Mary McCormack have been developing this plan, and were approximately halfway through it, when Chief Carroll retired. Assistant Chief John Whalen, who succeeded Chief Carroll, will work with Mary to bring this project to completion by June 30, 2011.
- *Develop plan for retaining experienced staff/succession planning (longer term goal).* The Selectmen made this goal with knowledge that a significant number of key department heads were planning retirements in 2010 and 2011, and wanted to be sure that there would be as little interruption in services as possible. Thus far, the Town has promoted from within to fill the vacancies created by the retirement of the Police Chief, Fire Chief, and Council on Aging Director. We have hired from outside Sudbury for a new Assistant Town Manager/HR Director, Assistant Fire Chief and Library Director. Assistant Town Manager/HR Director Wayne Walker retired, and Maryanne Bilodeau, the former Assistant Town Manager in Westborough, was hired to succeed him. In March 2011 long-time Goodnow Library Director Bill Talentino will retire, and Esme Green from the Cambridge Library system will take over as Sudbury Library Director.
- *Other Activities.* The Town continues to reduce staffing positions that require tax levy support as we look at the best ways to continue to provide services desired by the residents of Sudbury, so that now we have 10.33 fewer full-time equivalent (FTE) employees on the tax levy employees as we did 10 years ago. Sudbury became the host Town in a new six town regional housing services office, and Sudbury Community Housing Specialist Beth Rust will be coordinating the administrative work involved with maintaining the affordable housing inventory for the Towns of Bedford, Concord, Lexington, Lincoln, and Weston, as well as Sudbury.

### **Enhance Relationships and Communications**

The Selectmen voted seven goals in this value area.

- *Work with Lincoln to change the date of Sudbury Annual Town Meeting (near term goal).* Lincoln officials were not receptive to changing the dates of their Annual Town Meeting or Annual Town election in time for the 2010 Sudbury Annual Meeting, so Sudbury residents voted to approve an article changing the Sudbury Annual Town Meeting from the first Monday in April to the first Monday in May. Sudbury's Annual Town election remains the last Monday in March until further discussions occur with Lincoln regarding amending the regional L-S agreement for election of L-S school Committee members, or Sudbury plans for two elections each spring.
- *Work with Wayland to evaluate feasibility of a shared transfer station (near term goal).* The two towns are currently in the midst of a pilot project for using each other's transfer station on weekdays as well as evaluating a formal merger of all operations beginning July 1, 2011. Staff will be presenting options to both Boards of Selectmen and both Town Meetings in spring 2011.
- *Work with Wayland on other shared services options (near term goal).* A joint meeting of the Boards of Selectmen for the two towns was held on December 2, 2010 and discussions occurred on the following potential areas of collaboration: planning for the replacement of the Sherman's Bridge, consolidation of the Town's two Transfer Stations, and use of GIS software and potential for sharing of staff in this area. Discussions on how to implement these ideas are continuing at the staff level.

- *Work with SudburyTV and school and Town committees to have more meetings available on the Town's cable access channels (near term goal).* The new Sudbury Access Corporation, which took over running the Town's cable access programming, began covering more public meetings than ever before and makes their programming available through the internet, as those interested can watch taped meetings by accessing Sudburytv.org.
- *Complete web based on-line permitting software application (continuing goal).* Currently, the permitting program is being used exclusively by the Building Inspector's Department. They are issuing Building, Plumbing, Electrical and Gas permits with the system. The software is linked with the Assessor's Assessing software, Patriot Properties. The GIS component of the software is fully functional. The GIS mapping tab displays the Parcels, Buildings, Streets, Wetlands, Watersheds, Water Bodies, Flood Zones and Aerial photo layers. The permitting software alerts the user with restriction flags, if the property is close to wetlands, in an historic district, on a scenic road, in a flood zone, zoning issues or if the building was built before 1941. The GIS tools are used to measure, add text fields and draw on the mapping layer along with the standard GIS tool set. This helps if the user wants to make some suggestions or notations about the development occurring on the property. The program has an online component which was not part of the initial purchase. The Web browser-based online Permit Application and Plan Review module costs about \$5,000 and will be examined to determine if it should be added after the rest of the departments are brought into use of the software.
- *Continue Selectmen's cable program **Town Hall Matters** as a forum for policy level discussions (continuing goal).* There have not been any new programs taped over the past 10 months, as Selectmen have not asked staff to schedule any and the Board did not include this as a goal for FY11.
- *Write guest columns for Town Crier on different departments/activities (continuing goal).* There have not been any new columns written by Selectmen over the past 10 months, and Selectmen did not include this as a goal for FY11.

- *Other Related Activities.* The Town's website was awarded the prestigious *e-Government Award* from Common Cause Massachusetts for the fourth consecutive year.

### **Emphasize Long-Term, Strategic Planning**

The Selectmen voted eleven goals in this value area.

- *Evaluate most feasible Town disposal sites for wastewater treatment (near term goal).* The effort to find a suitable disposal site for wastewater treatment met success this year, with the positive results indicating that the playing field at the Curtis Middle School has the capacity to serve as the leaching fields for a downtown centered sewer system. Next steps in the process are engineering design work and permitting, which will cost an estimated \$1 million dollars. The Selectmen are evaluating financing options to enable that work to begin.
- *Begin evaluating future of the gravel pit property (near term goal).* The Melone feasibility study was completed in Feb. 2011. Through the public participation segment of this study, no clear community consensus was reached on the best use of the property. Several non-CPA uses have been discussed; however, further exploration of those uses was not completed due to the limited nature of the study focusing only on CPA uses. The Board of Selectmen has asked the Planning staff to complete a highest and best use analysis; however, staff expertise on this subject is limited and will require funding for a consultant to complete a thorough financial cost/benefit analysis of alternative uses.
- *Complete study of wireless technology and amend Bylaw (near term goal).* The 2010 Annual Town Meeting article originally proposed by the Planning Board was Indefinitely Postponed due to significant abutter opposition. The Board of Selectmen has revised the article to remove specific parcels of land for expansion of the overlay district, and has instead focused on Town-owned parcels of land. An article has been submitted for the 2011 Annual Town Meeting.
- *Complete Town Center design project (continuing goal).* The status of this goal was covered previously in this report.

- *Complete traffic corridor study for Boston Post Road (continuing goal).* The Town has been working with our traffic consultant, VHB, on the completion of the Route 20 corridor study, which will include updated traffic volume data, build-out traffic projections, and a review of the major intersections along the corridor. Preliminary recommendations for improvements to these intersections will be included. The study is expected to be completed in early 2011.
- *Track State plans for State Crime Lab Facility on Horse Pond Road (longer term goal).* Chief Richard Glavin stays in touch with the State Police, and they confirm they have no plans to move out of this facility at this time. Should that change, the Selectmen have previously indicated an interest in discussing reacquiring this parcel, a former Sudbury elementary school, from the State Police.
- *Track State plans for rail trail on MBTA (Mass Central) owned rail line (longer term goal).* The lease by the MBTA to the State Department of Conservation and Recreation (DCR) has been finalized and provides for the construction of a rail trail on land running from the east side of Waltham to the center of the Town of Berlin. The Metropolitan Area Planning Council (MAPC) began a study of the possibility for a shared transit corridor for bus rapid transit to run alongside the rail trail on this abandoned rail track. As part of that study, MAPC staff met with Town staff and Committee members to determine our concerns and possible level of support for the proposed MCC corridor. Town staff and Committee members reviewed many of the difficulties such a concept would involve in Sudbury, given the number of road crossings and environmental issues, particularly regarding abutting wetland areas. A final report on this study has not been issued by MAPC yet.
- *Long terms plans for older Town Buildings: Town Hall, Flynn Building, Fairbank Community Center; Loring Parsonage, and Carding Mill House (longer term goal).* Town staff hoped to combine funding from a State grant and CPA to conduct a feasibility study for the future use of the Town Hall. The grant application to the State was not funded and the application to the CPA was withdrawn for FY12. Town staff have been working on addressing piecemeal facility issues with these buildings as they arise, dealing with roofs and HVAC systems and bathrooms, etc. but no long range planning effort has been formally

launched. Town staff is still hoping a combined facilities department can be created with the Sudbury Public Schools, and a facilities director can start leading the planning for best use and investment in our Town and school buildings.

- *After Shared Facilities Department is created, develop a 5-year plan for maintenance of town and school buildings (longer term goal).* The efforts to create a Shared Facilities Department with SPS are still in progress.
- *Hop Brook remediation (longer term goal).* The City of Marlborough is working under an EPA/DEP permit that requires significant improvements to the Easterly Wastewater Treatment Facility. Sudbury continues to monitor this work.

### **Protect and Enhance the Unique Sense of Place Offered by the Town**

The Selectmen voted two goals in this value area:

- *Complete Town Center design project.* See earlier report.
- *Develop options for a Sudbury Historical Museum (longer term goal).* Town staff and Committee members have suggested several Town owned buildings – particularly the Loring Parsonage and the Carding Mill House – for a Museum, but given other priorities, no further steps have been taken by the Board or staff at this time.

### **Protect and Enhance a Climate of Acceptance and Tolerance within the Community of Sudbury**

The Selectmen voted three goals in this value area:

- *Expand Regional Transit Authority (MWRTA) routes with Sudbury (continuing goal).* A pilot program of new MWRTA transportation service was offered last spring. Sudbury seniors were offered a van ride to the Price Chopper in Marlboro or to Market Basket in Westford once per week. The Price Chopper run had minimal participation and was cancelled quickly. The Market Basket had a few participants but interest waned over time, and it was cancelled. Another offering was a trip once a month to Solomon Pond Mall, but that did not have much participation either.
- *Improve handicapped accessibility of all Town Buildings (longer term goal) and after a shared facilities department is created, develop plans for undertaking ADA compliance study (longer*

*term goal*). The ramp to the Town Clerk's office was replaced using funding from the FY10 capital budget, but otherwise the older Town buildings are minimally accessible. If the ADA compliance study is funded in the near future, this will help identify the most efficient and effective way to improve accessibility.

- *Other Related Activities.* The Town has moved forward in recent years with three major efforts that make Sudbury a leader in providing accessible recreational opportunities for Sudbury residents of all ages. First, the new Boundless Playground at Haskell Field, the first handicapped accessible playground in the Metrowest area, was opened October 2009. This wonderful new asset was built through a combination of a grant, fundraising by residents, and in-kind contributions from many Town employees, and it is overseen by the Recreation Department. The senior walking trail, also at Haskell Field, is a new fitness and walking loop intended as an exercise area for seniors and other adults with limited physical abilities. It was built using funds donated by a resident combined with in-kind work from the Town's Department of Public Works. It was dedicated September 2010. Finally, the Town created a new fees-supported position within the Recreation Department to begin developing recreational programming for individuals in the greater Metrowest area with disabilities. Anna Wood was hired as the Town's first Therapeutic Recreation Specialist and has initiated a number of inclusive programs, such as power wheelchair soccer, as part of Sudbury's recreation offerings.

### **Encourage Diversity of Housing Opportunities within the Community of Sudbury**

The Selectmen voted two goals in this value area:

- *Support development of projects by the Sudbury Housing Trust and the Sudbury Housing Authority (near term goal).* Both the Sudbury Housing Trust development of three units on Maynard Road, and the Sudbury Housing Authority unit reconstruction project on five separate lots in Town, received their approvals from the Zoning Board of Appeals in 2010. Additionally, the SHA project received State funding in the amount of \$1 million. Both projects are working towards finalizing their construction specifications and choosing builders to complete the projects.

- *Continue production of units of affordable housing in Sudbury (continuing goal).*

The Sudbury Housing Trust has continued the creation of affordable units via the Home Preservation Program, which facilitates the purchase and sale of existing homes in Sudbury to income eligible first-time homebuyers, and results in the placement of a permanent deed restriction on the property. This program yields one to two homes per year. The Planning and Community Development Department, working with the Zoning Board of Appeals, will be hard at work in 2011 reviewing three new Comprehensive Permit applications which have the potential of increasing the Town's affordable housing stock by 192 units. Two of the three applications were supported by the Selectmen during review under the Site Eligibility phase of the projects. One application for a large rental development is not supported by the Selectmen.

We close this report by extending again our deepest sympathies to the family of 1Lt. Scott Milley, who died in Afghanistan on November 30, 2010. We thank all the Sudbury residents who turned out in huge numbers to honor Scott and his family as Scott, a 2005 graduate of Lincoln-Sudbury Regional High School, was laid to rest at New Town Cemetery in Sudbury on December 11, 2010. Since Scott's tragic death, Sudbury residents have joined with Town staff and officials to formally welcome home all Sudbury servicemen and women as they return from the theaters of combat. 1Lt. Billy Houpt, Lt. Colonel Chris Hamilton and Captain Brian Mahoney have returned safely stateside during February 2011. The Selectmen have issued proclamations naming a special day in honor of each soldier on behalf of a grateful and proud community.

Respectfully submitted,  
 BOARD OF SELECTMEN  
*John C. Drobinski, Chairman*  
*Lawrence W. O'Brien, Vice-Chairman*  
*Robert C. Haarde*  
 TOWN MANAGER  
*Maureen G. Valente*

**Board of Selectmen Receipts  
July 1, 2009 to June 30, 2010**

Common Victualler Licenses	1,250
Copying/Fax charges	81
Lease of Cell Tower Sites	98,427
License Application Fees	1,000
Liquor Licenses	53,325
Limousine/Taxi License	100
Motor Vehicle Licenses (Classes I, II, III)	250
Public Entertainment Licenses, Lord's Day	50
Rental of Town Buildings	12,700
Sale of Obsolete Equipment	311
Weekly Entertainment Licenses	1,190
Water District Natural Resources – Willis Hill Cell Tower	<u>22,572</u>
	191,256

*Did you know...*

*The first telephone line through Sudbury was a line from Boston to New York which used telegraph poles along the B&M railroad track. Between 1903 and 1906 the first telephone exchange was set up in a private home on Maple Avenue, and Mrs. Maud Miles became Sudbury's first telephone operator.*



## Grants and Gifts

### GRANTS

\$ 15,000	to the Council on Aging from The Sudbury Foundation for a Senior Volunteer Coordinator at the Fairbank Senior Center
37,000	to the Department of Public Works from The Sudbury Foundation for an automated data tracking system for DPW activities that tie into the Town's GIS system
70,932	to the Town of Sudbury from the Massachusetts Division of Energy Resources pursuant to an award for a Solar PV and Solar Thermal Project
2,000	to the Park and Recreation Department from The Sudbury Foundation for equipment to start a Power Soccer program for wheelchair residents
2,070	to the Sudbury Senior Center from Bay Path Elder Services to conduct a one-year outreach project for residents age 85 and older
136,238	to the Town of Sudbury from the Green Communities Division of the Massachusetts Department of Energy Resources to fund energy efficiency measures in five schools, the Fairbank Community Center, LSRHS, and the incremental cost of a fuel-efficient vehicle
141,864	to the Town of Sudbury from the Energy Efficiency and Conservation Block Grant Program for Solar PV and Solar Thermal projects at the Fairbank Community Center
Equipment	worth \$15,591.47 to the Town of Sudbury from the Northeast Homeland Security Regional Advisory Council (NERAC) Emergency Response Equipment grant program, to be used by the Community Emergency Response Team (CERT) as shelter equipment
150,000	to the Town of Sudbury from the State Executive Office of Public Safety for the development of a regional communications dispatch center
2,500	to the Town of Sudbury from MEMA to support the Medical Reserve Corps (MRC) and the Community Emergency Response Team (CERT)
5,000	to the Town of Sudbury from the MIIA Loss Control Grant Program for roof work at the Peter Noyes School and guardrail work at the Fairbank Community Center

## GIFTS

\$ 26,167.50	to the Town of Sudbury from contributions from community volunteers for the Haskell Field Boundless Playground project
8,351.50	to the Town of Sudbury from the S.M.I.L.E. Playground Committee and Friends of Sudbury Park and Recreation for surfacing the handicapped-accessible Haskell Field Playground
50	to the Town of Sudbury from Peter Domino for surfacing the Haskell Field Playground
7,500	to the Town of Sudbury from the Sudbury Water District for survey costs associated with the CSX railroad corridor and Well #7
3,172	to the Council on Aging from the Friends of the Council on Aging to fund 2.5 additional hours/week for the Senior Center Information and Referral Specialist
3,500	to the Town of Sudbury from Herb Chambers BMW for the Tree Replacement Account
5,000	to the Town of Sudbury from Bell Atlantic Mobile of Massachusetts Corporation for expanding the Town's public safety communications equipment
1,400	to the Sudbury Tree and Bench Program from resident Karina Keshishian for a memorial bench
3,000	to the Town of Sudbury from the Sudbury United Methodist Church for the Cheri-Anne Cavanaugh Trust Fund to counsel Lincoln-Sudbury High School students
20,000	to the Town of Sudbury from The Wheelchair Recycler, Inc. of Ashland for a power wheelchair for the Park and Recreation Department

## Town Counsel

This year, Town Counsel's office has been heavily engaged in preparing bid documents and requests for proposals on numerous items of capital outlay. Changes to the various procurement laws resulting from the passage of the Municipal Relief Act, so-called, in late July have been incorporated into Town procedures in addition to the requirements for special language for the American Recovery and Re-investment Act of 2009 (ARRA) funded solar projects at the Fairbank building.

Litigation involved zoning and land use matters pending in the Superior Court and Appeals Court together with a number of Appellate Tax Board matters.

This year has required an intensive review of the public records and open meeting laws for a number of reasons. With regard to the public records law, we have had an increased number of requests for public documents, some of which existed and some of which did not. A new Open Meeting Law has become effective this year and has required responses to questions under both laws.

The office coordinates with other Town Departments in regard to all facets of Town operation and is available for consultation on a myriad of subjects, review of contracts, and the issuance of legal opinions on a regular basis for all departments.

Respectfully submitted,  
*Paul L. Kenny, Town Counsel*

## Town Moderator

In my seventh year as Sudbury's Moderator, I was privileged to preside at this year's Annual Town Meeting which began on April 5 and continued on April 6, 7, and 12. We had 604 voters attend on the first night, 239 on the second night, 240 on the third, and 189 on the fourth and final night, which totals 11% of our registered voters.

At the beginning of Town Meeting, we were led in the Pledge of Allegiance by L-S student, athlete and leader Emma Costello. The honor of reading Article 1 was bestowed on Parker Coddington, a 34-year resident who has served on the Conservation Commission for 14 years. At the end of Town Meeting, Charles Woodard, Jamie Gossels, Joan Carlton and Robert Stein were reappointed to the Finance Committee.

I was pleased to participate in the following civic events to encourage voters to attend and learn more about Town Meeting:

- In May, I met with students at Loring School to discuss what a moderator does and what their parents vote on at Town Meeting. You may see some of them voting at Town Meeting some day.
- In September, I was invited by the Sudbury League of Women Voters to a joint gathering of the League and the Newcomers Club to address the ABCs of Town Meeting and answer their questions.

- In October, I again attended the annual meeting of the Massachusetts Moderators Association to evaluate different methods used by various moderators to foster fair debate among voters. At their meeting, I delivered a talk to seasoned Massachusetts Moderators on the efficiencies at Sudbury's Town Meeting (consent calendar, call of the question, etc.).

I am pleased to inform you that Sudbury's long-standing open Town Meeting has stood the test of time, back to Colonial Days. I have again researched electronic voting, but it is prohibitively expensive and still not reliable enough at this time.

Thanks to the many people who contribute to the efficient running of the world's purest form of democracy, particularly those voters who attend Town Meeting and exercise their right to legislate. I invite those of you who did not attend to try it. It's government by the people at its best.

Respectfully submitted,  
*Myron J. Fox, Town Moderator*

# Town Clerk

As always the Town Clerk's office had a very busy and productive year. In addition to the Annual Town Election and the Annual Town Meeting, there was a Special Town Meeting on April 6, a Special Town Election on May 11, the State Primary Election on September 14, followed by the State Election on November 2.

The Town Clerk's office sent out over 6,300 census forms including those hand-delivered to the assisted living and nursing home facilities. Based upon the returns from the census, the official number of residents in Sudbury as of May 1 was 18,015 and the official number registered voters for was 11,893. It is very important that residents return the census to the Town Clerk each year in a timely fashion, as required by Massachusetts General Law, to maintain a current and accurate voting list.

A dog license form is included in the census mail as a courtesy to residents, enabling residents to return the completed form with payment in a timely manner. As a result, the majority of the dog registrations are received with the completed census forms. In FY10, 2,171 dogs were licensed in Sudbury. Dogs must be licensed no later than March 31 to avoid a \$25 late fee. The licensing fee is \$15 for spayed and neutered dogs, and \$20 for unaltered dogs.

Our Annual Town Election was held March 29, followed by the Annual Town Meeting April 5, held at Lincoln-Sudbury Regional High School. There

were 45 articles on the warrant, and the meeting continued for three nights, April 6, 7 and 12. There was also a Special Town Meeting held on April 6.

Because there were five elections in 2010, special extended office hours for voter registration were held 20 days prior for all elections. The Town Clerk's office works with election workers and many other Town departments to conduct well-run elections. Their diligence and hard work is appreciated.

The Clerk's office continues to work on projects updating procedural manuals, road files, traffic rules and regulations, accepting permit applications, maintaining and issuing certified birth certificates and other vital records. Repair, restoration and preservation continues for several volumes of records dating as far back as 1638, using Community Preservation funds, as voted at the 2009 Town Meeting. These volumes are also digitized and microfilmed. The Town Clerk's office is working with the Goodnow Library and Laura Scott from the Massachusetts Historical Society to make many of the ancient records available for reference on the Library's website (under Sudbury Archives) beginning next year. The Town Clerk's office provides access to documents entrusted to its care and has worked to scan and make available on the website Town Meeting Proceedings as far back as 1971 and many other records frequently referenced by the public. In addition, the department strives to provide service and assistance to residents and visitors in a timely, courteous and professional manner.

## Statistics

Certified Vital Records and Burial Permit Issued:	995
Business Certificates Issued	147
Generated and Mailed Yearly Census	6,393
Returned and processed	96.9%
Number of processed new registered voters	582
Official Voter Population	11,893
Official Population	18,015
Registered Dogs	2,171
Number of Absentee Ballots Processed	1,128

### 2010 State Elections

Date	Election	Turnout	Number of voters
January 19	Special State Election	71%	11,888
September 14	State Primary	14%	11,970
November 2	State Election	69%	12,040

### 2010 Town Elections/Meetings

Date	Election/Meeting	Turnout	Number of voters
March 29	Annual Town Election	22%	11,926
May 11	Special Town Election	40%	11,911
April 6, May 11, June 15	Annual Town Meeting	6%	688 (total for 3 nights)
April 6	Special Town Meeting	2%	239 (one night)

### Town Clerk Financial Report

	<u>Amount Where Applicable</u>	<u>Total (Gross)</u>
Town Clerk Fees		\$20,556.50
List of Persons		860.00
Extract on Disk		720.00
Bylaws (Zoning & General)		240.00
Maps		48.00
Planning Board Rules & Regulations		0.00
Copies		232.05
Other (Postage)		41.95
Miscellaneous (Non-dog Bylaw Violations)		2,300.00
Dog Late Fines		4,753.00
Dog Licenses	2171	33,230.00
Kennels, Dog	3	200.00
Dog Bylaw Violations		375.00
Replacement Dog Tags	11	<u>11.00</u>
<b>Total</b>		<b>\$63,567.50</b>

# Summary of Town Meeting

## April 5, 6, 7 and 12, 2010

The following is a summary of the actions taken by the April Annual Town Meeting. A more detailed Town Meeting Proceedings appears in a separate document prepared by the Town Clerk.

### **IN MEMORIAM RESOLUTION**

Unanimously resolved that the Town of Sudbury extend its heartfelt sympathy to the families of these persons and recognize their service and dedication to the community: Anne-Marie Arnold, John C. "Jack" Balben, F. Daniel Buttner, Thomas A. Depeter, Rebecca Fairbank, Marion F. Garrigan, Marjorie F. Gibson, Elizabeth G. Hope, Hans J. Lopater, John F. Lynch, George H. R. McQueen, Muriel C. Plonko, Kenneth I. Ritchie, Bette L. Rothman, Margaret A. Sabella, Joseph E. Scammon, Anita G. Simon, Janet M. Smith, Mary L. Williams.

### **Article 1. HEAR REPORTS**

Voted to accept the reports of the Town boards, commissions, officers, and committees as printed in the 2009 Town Report or as otherwise presented, subject to the correction of errors, if any, where found.

### **Article 2. FY10 BUDGET ADJUSTMENTS**

Indefinitely postponed.

### **Article 3. STABILIZATION FUND**

Voted to appropriate the sum of \$50,000 to be added to the Stabilization Fund established under Article 12 of the October 7, 1982 Special Town Meeting, pursuant to M.G.L. Chapter 40, Section 5B, said sum to be raised by taxation; said amount voted hereunder is contingent upon passage of a ballot question for that purpose at a Special Town Election.

### **Article 4. FY11 BUDGET OVERRIDE LIMITING MOTION**

Voted that the amount appropriated under the FY11 Budget override budget not exceed the sum of \$78,748,358.

### **Article 4. FY11 BUDGET**

Voted that the Town appropriate the sums of money set forth in the Warrant under Article 4 in the column "FY11 Override," for Fiscal Year 2011, as printed in the Finance Committee handout dated April 5, 2010; the following items to be raised as designated, by transfer from available fund balances and interfund

transfers: from Ambulance Reserve for Appropriation Acct. to 200 Public Safety \$ 487,089; in the event that the override is defeated at the Special Town Election, the amount to be transferred from the Ambulance Reserve for Appropriation Account to 200 Public Safety shall be reduced by \$58,000; the sum of \$6,450,128 set forth as Sudbury Public Schools Employee Benefits to be immediately transferred and added to item 900: Town Employee Benefits, so that the Employee Benefits total will be \$10,758,918, to be expended under the direction of the Town Manager; and to authorize the purchase of equipment funded under this budget by entering into lease-purchase agreements; said amounts voted hereunder in excess of the non-override column are contingent upon passage of a ballot question for that purpose at a Special Town Election.

### **Article 5. FY11 CAPITAL BUDGET**

Voted to appropriate the sum of \$529,054 for the purchase or acquisition of capital items including but not limited to capital equipment, continuing payments of existing lease-purchases, construction, engineering, design, and renovation to buildings; said sum to be raised by taxation; the sum of \$50,000 to be immediately transferred and added to Item 300: Sudbury Public Schools: Net appropriated under the FY11 Override and Non-Override Columns voted under Article 4, FY11 Budget; and to allow the purchase of equipment hereunder by entering into lease-purchase agreements.

### **Article 6. AMEND BYLAWS: TOWN MEETING COMMENCEMENT & BUDGET SUBMISSION**

Voted to amend Article I, Section 2 of the Town of Sudbury Bylaws by deleting the word "April" from the first sentence and substituting therefor the word "May" and by deleting the words "January 31" from the second sentence and substituting therefor the words "last day in February;" and to amend Article II, Section 1 by deleting the words "December 31" from the first sentence and substituting therefor the words "January 31 preceding the Annual Town Meeting;" and to amend the first sentence of Article IV, Section 5 by deleting the word "December" and substituting therefor the word "January" in the first clause and by deleting the word "January" from the second clause and substituting therefor the word "February;" and to amend the first sentence of

paragraph 2 of Article IV, Section 5, by deleting the words "February 28<sup>th</sup>" and substituting therefor the words "March 31."

**Article 7. FY11 TRANSFER STATION ENTERPRISE FUND BUDGET**

Voted to appropriate the sum of \$271,437 for the Transfer Station Enterprise Fund for FY11, and further to authorize use of an additional \$29,595 of Enterprise Fund receipts for indirect costs; such sums to be raised by \$250,000 in receipts and use of \$51,032 of retained earnings of the Enterprise.

**Article 8. FY11 POOL ENTERPRISE FUND BUDGET**

Voted to appropriate the sum of \$489,868 for the Pool Enterprise Fund for Fiscal Year 2011; such sum to be raised from \$460,000 in receipts of the Enterprise and use of retained earnings of \$29,868 of the Enterprise; and further to authorize the use of an additional \$55,841 appropriated under Account 900, FY11 Town Employee Benefits, for indirect costs.

**Article 9. FY11 RECREATION FIELD MAINTENANCE ENTERPRISE FUND AND BUDGET**

Unanimously voted to appropriate the sum of \$221,497 for the Recreation Field Maintenance Enterprise Fund for Fiscal Year 2011; such sum to be raised from \$221,497 in receipts of the Enterprise.

**Article 10. UNPAID BILLS**

Indefinitely postponed.

**Article 11. CHAPTER 90 HIGHWAY FUNDING**

Unanimously voted to authorize the Town Manager to accept and to enter into a contract for the expenditure of any funds allotted or to be allotted by the Commonwealth for the construction, reconstruction and maintenance projects of Town ways pursuant to Chapter 90 funding; and to authorize the Treasurer to borrow such amounts in anticipation of reimbursement by the Commonwealth.

**Article 12. REAL ESTATE EXEMPTION**

Unanimously voted to allow for an increase of up to 100% of the current exemption amounts under Clauses 17D, 17E, 22, 37A, 41C and 41D, Chapter 59, Section 5, for FY11, pursuant to Chapter 73, Section 4, of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988.

**Article 13. TOWN/SCHOOL REVOLVING FUNDS**

Unanimously Voted to authorize for FY11 the use of revolving funds under M.G.L. c.44, s.53E 1/2, by the following Departments of the Town in accordance with the description for each fund placed on file with the Town Clerk, said funds to be maintained as separate accounts set forth as follows:

<u>Fund</u>	<u>Department</u>	<u>Maximum Amount</u>
Plumbing & Gas Inspectional Services	Building Inspector	\$ 45,000
Portable Sign Administration & Inspectional Services	Building Inspector	\$ 10,000
Conservation	Conservation Commission	\$ 35,000
Council on Aging Activities	Council on Aging	\$ 20,000
Council on Aging Van Transportation (MWRTA)	Council on Aging	\$ 70,000
Fire Department Permits	Fire Department	\$ 45,000
Goodnow Library	Goodnow Library	\$ 10,500
Recreation Programs	Park and Recreation Commission	\$ 572,000
Teen Center	Park and Recreation Commission	\$ 15,000
Bus	Sudbury Public Schools	\$ 400,000
Instrumental Music	Sudbury Public Schools	\$ 75,000
Cable Television	Town Manager	\$ 30,000
Rental Property	Town Manager	\$ 40,000
Dog	Treasurer/Collector	\$ 40,000
Treasurer/Collector Passport Fees	Treasurer/Collector	\$ 10,000
Youth Commission	Youth Commission (Park and Recreation)	\$ 45,000
Zoning Board of Appeals	Zoning Board of Appeals	\$ 10,000

and to confirm that said funds have been established in accordance with M.G.L. c.44 § 53 1/2.

**Article 14. ACCEPT M.G.L. c.64L, §2(a), LOCAL MEALS EXCISE**

Voted to accept M.G.L. c.64L, §2(a) to impose a local meals excise.

**Article 15. ACCEPT M.G.L. c.64G, §3(A), LOCAL ROOM OCCUPANCY EXCISE**

Voted to accept M.G.L. c.64G, Sec. 3(A), allowing adoption of a local option room occupancy excise; and to set the rate of the Town of Sudbury's room occupancy excise at 6%.

**Article 16. ACCEPT M.G.L. c.71 §37M – CONSOLIDATE SCHOOL & TOWN FACILITY MAINTENANCE FUNCTIONS**

Voted to accept M.G.L. c.71 §37M.

**Article 17. INCREASE DEMAND CHARGE FOR DELINQUENT TAXES**

Voted to charge for each written demand issued by the Town Treasurer-Collector a fee of \$10 to be added to and collected as part of the tax, as authorized by Massachusetts General Laws Chapter 60, Section 15, to go into effect as of July 1, 2010.

**Article 18. WAYLAND/SUDBURY SEPTAGE FACILITY**

Voted to authorize the Town Manager, with the approval of the Selectmen, to negotiate the terms of termination or use of the Wayland-Sudbury Septage Facility including, but not limited to, the sale, transfer, use, care, custody, management and/or control of said facility, subject to the approval by the Board of Selectmen of the terms of any contract negotiated.

**Article 19. AMEND BYLAWS, ILLICIT DISCHARGE AND CONNECTION**

Voted to amend the Town of Sudbury Bylaws by adding thereto a new article entitled "Illicit Discharge and Connection", said article to be numbered by the Town Clerk. [See Town of Sudbury 2010 Bylaws, Art. XXXII for Bylaw wording.]

**Article 20. MINOR AMENDMENTS TO ZONING BYLAW ARTICLE IX**

Voted by more than two thirds:

1. To amend Article IX, Zoning Bylaw, Section 2230 (Table of Principal Use Regulations) by adding "and assisted care facility" to use #C.6; and amending footnote (ii)(2) in that section by reducing the front yard setback requirement for such uses from 150 feet to 50 feet;

2. To amend Article IX, Zoning Bylaw, Section 2210, (Principal Use Regulations) by adding the word "residential" after the word "placed on a" in the third sentence so that sentence reads as follows: "Not more than one principal structure shall be placed on a residential lot, except in accordance with sections 2300 (Accessory Uses and Structures), 5300 (SRC) and 5400 (ISD);"
3. To amend Article IX, Zoning Bylaw, Section 2324 (Accessory Uses and Structures) by adding the words "or other structures" after the word "trailers" so that section reads as follows: "The temporary use of trailers or other structures for storage or office purposes is allowed where they conform to the procedural regulations adopted by the Board of Selectmen;"
4. To amend Article IX, Zoning Bylaw, Section 7000 (Definitions) definition of "Structure" by deleting the word "fences" from that definition so that it reads as follows: "Structure: A combination of materials assembled to give support or shelter, such as buildings, towers, masts, sheds, roofed storage areas, mechanical equipment, swimming pools, signs; but not including septic tanks and septic systems, and accessory facilities associated with the provision of utilities such as drains, wells, transformers and telephone poles;"
5. To amend Article IX, Zoning Bylaw, Sections 4130 and 4143 (Flood Plain Overlay District) to change the date of the "National Flood Insurance Program FIRM Flood Insurance Rate Map" and the "Flood Boundary and Floodway Map for the Town of Sudbury Community No. 250217" from November 20, 1998 to June 4, 2010 wherever such date occurs in those sections.

**Article 21. AMEND ZONING BYLAW, ARTICLE IX, SECTION 4300, WIRELESS SERVICES OVERLAY DISTRICT**

Indefinitely postponed.

#### **Article 22. LONG-TERM CELL TOWER LEASING**

Unanimously voted to authorize and direct the Town Manager, with the approval of the Selectmen, to enter into long-term leases or interests in real estate with telecommunications or holding companies for the purpose of siting, establishing or renewal of approved cell tower/wireless services facilities on Town land.

#### **Article 23. SPECIAL ACT – CELL TOWER BIDDING**

Unanimously voted to petition the Great and General Court of the Commonwealth of Massachusetts to allow the renewal of leases with telecommunications companies without the necessity of compliance with Chapter 30B, and to authorize the Town to enter into future long-term leases with telecommunications and/or holding companies which are initially bid pursuant to Chapter 30B.

#### **Article 24. ESTABLISH STRETCH ENERGY CODE**

Unanimously voted to amend the first paragraph of Article XV of the Town Bylaws, entitled Building Code, by adding the words “including 780 CMR, Appendix 120.AA “Stretch Energy Code” so that the paragraph reads “This article is replaced by the State Building Code, which is incorporated herein by reference, adopted under Chapter 802 of the Acts of 1972, including 780 CMR, Appendix 120.AA “Stretch Energy Code”, and the following sections:”

#### **Article 25. RENEWABLE ENERGY DEVELOPMENT FACILITIES**

Voted to authorize the Town Manager and Selectmen to negotiate and/or contract with a company or companies to provide solar energy facilities at the Town Landfill site; and to enter into long-term leases/contracts, including power purchase agreements, of greater than 20 years; and to further authorize the Selectmen to petition the Great and General Court to authorize the Town to enter into long-term leases/contracts, including power purchase agreements, greater than twenty-years without submission to a further Town Meeting.

#### **Article 26. ACCEPT M.G.L. c.272, §73A – REMOVAL OF GRAVESTONES**

Unanimously voted to accept M.G.L. c.272, §73A which would allow removal of gravestones and other memorials for repair or reproduction in accordance with State rules and regulations without penalty.

#### **Article 27. CONSTRUCT POLICE HEADQUARTERS**

Indefinitely postponed.

#### **Article 28. WASTEWATER FEASIBILITY STUDY**

Unanimously voted to appropriate and raise \$90,000 by transfer from prior capital article balances, as follows:

- \$4,378.49 - approved under Art. 8, FY05 Capital Budget, 2004 ATM;
- \$1,255.86 - approved under Art. 10, FY06 Capital Budget, 2005 ATM;
- \$34,152.26 - approved under Art. 8, FY07 Capital Budget, 2006 ATM;
- \$15,365.68 - approved under Art. 5, FY08 Capital Budget, 2007 ATM;
- \$34,847.71 - approved under Art. 6, FY09 Capital Budget, 2008 ATM;

for the purpose of retaining professional engineering services to prepare a Project Evaluation Report which may include initial plans or drawings for wastewater management for some or all of the Route 20/Union Avenue business district, and all expenses connected therewith, to be raised by transfer from the balances remaining from prior article authorizations voted at a prior Town Meetings, which projects have been completed.

#### **Article 29. RESCIND/AMEND BORROWINGS**

Unanimously voted to rescind the votes authorizing borrowing taken under Article 27 of the 1997 Annual Town Meeting and Article 24 of the 2002 Annual Town Meeting and amend the authorization voted under the following articles:

1. Article 32B of the 2003 Annual Town Meeting, by reducing the amount appropriated thereunder by the sum of \$6,500;
2. Article 7A of the 2001 Annual Town Meeting, by reducing the amount appropriated thereunder by the sum of \$3,800;
3. Article 11 of the 2005 Annual Town Meeting, by reducing the amount appropriated thereunder by the sum of \$13,500;
4. Article 49 of the 2005 Annual Town Meeting, by reducing the amount appropriated thereunder by the sum of \$30,000.

**Article 30. COMMUNITY PRESERVATION FUND – TOMB DOOR(S) RESTORATION**

Voted to appropriate \$30,000 from the Community Preservation Act funds, as recommended by the Community Preservation Committee, for the purpose of restoring the vandalized tomb doors along Concord Road in the Town Center and at Wadsworth Cemetery, in addition to allowing any funds collected under court –ordered restitution be returned into the Community Preservation Act fund, or off-set against the appropriation hereunder. The appropriation will be allocated to the Historic category and funded from Historic Reserves.

**Article 31. COMMUNITY PRESERVATION FUND - REVOLUTIONARY WAR CEMETERY RADAR SEARCH**

Voted to appropriate \$20,000 from the Community Preservation Act funds, as recommended by the Community Preservation Committee, for the purpose of conducting a ground penetrating radar survey to identify unmarked graves at Sudbury’s historic Revolutionary War Cemetery. Appropriation will be allocated to the Historic category and funded from Historic Reserves.

**Article 32. COMMUNITY PRESERVATION FUND – UPGRADE EXISTING TOWN HALL VAULTS**

Voted to appropriate an amount not to exceed \$67,795 from the Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of upgrading two existing vaults located in the Town Hall with shelving, climate control and fire suppression systems. Appropriation will be allocated to the Historic category and funded from Historic Reserves.

**Article 33. COMMUNITY PRESERVATION FUND – TOWN HALL ARCHITECTURAL DESIGN STUDY**

Indefinitely postponed.

**Article 34. COMMUNITY PRESERVATION FUND – SUDBURY HOUSING TRUST 10% ALLOCATION**

Voted to appropriate \$180,000 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of providing funds to the Sudbury Housing Trust in support of its efforts to provide for the preservation and creation of affordable housing. Appropriation will be allocated to the Community Housing category and funded from FY11 Revenue.

**Article 35. COMMUNITY PRESERVATION FUND – TOWN-WIDE WALKWAYS**

Voted to appropriate \$200,000 from the Community Preservation Act funds, as recommended by the Community Preservation Committee, for the purpose of constructing new walkways within the Town, such design and construction to be guided by the spirit and intent of the Town of Sudbury 2001 Master Plan, the February 2000 Report of the Walkway Committee, the July 2005 Sudbury Board of Selectmen directive regarding public works projects on Scenic Roads, and by recommendation of the Town of Sudbury Planning Board, the Director of Planning and Community Development, and the Director of the Department of Public Works. Appropriation will be allocated to the Recreation category and funded from unrestricted reserves.

**Article 36. COMMUNITY PRESERVATION FUND – CSX ALTERNATIVE ACQUISITION FUNDING**

Voted to appropriate \$420,000 of Community Preservation Act funds, as recommended by the Community Preservation Committee, from unrestricted reserves and allocated equally to the categories of Open Space and Recreation, to allow for the payment of notes issued to fund the acquisition without the necessity of bonding as authorized and borrowed under Article 32 of the April 8, 2008 Annual Town Meeting.

**Article 37. COMMUNITY PRESERVATION FUND – AMEND ARTICLE 29 OF THE 2008 TOWN MEETING, TOWN HALL WINDOW RESTORATION**

Voted to amend Article 29 of the 2008 Town Meeting by removing the time for completion of the project, as recommended by the Community Preservation Committee.

**Article 38. COMMUNITY PRESERVATION FUND - REVERSION OF CPA FUNDS**

Unanimously voted to return the unused balances from prior article authorizations voted at prior Town Meetings, which projects have been completed, or otherwise, into the CPA unrestricted reserves account:

2004 ATM, Article 28	Town Walkways	\$ 23.74
2006 ATM, Article 40	Loring Parsonage Exterior Renovation	\$ 69,641.00
2005 ATM, Article 48	Historic Properties Survey Phase II	\$ 2,223.78
2007 ATM, Article 22	Bruce Freeman Rail Trail Title Search	\$ 812.11
2008 ATM, Article 25	Town Clerk Document Preservation	\$ 50.00
2008 ATM, Article 26	Military Training Field	\$ 1,735.00
2008 ATM, Article 28	Stearns Mill Dam Evaluation	\$ 0.82

**Article 39. COMMUNITY PRESERVATION FUND – GENERAL BUDGET AND APPROPRIATION**

Voted to appropriate the sums as recommended by the Community Preservation Committee, in the following Community Preservation budget for FY11, said sums to be raised by FY11 Community Preservation Surtaxes: \$80,000 for Administrative and Operating Costs, \$1,052,036 for Debt Service and further to reserve the following funds: \$169,846 for Historic Preservation, \$600 for Housing and \$323,518 for Budgeted Unrestricted CPC Uses.

**Article 40. REDUCE CPA SURCHARGE FROM 3% TO 1.25%**

Overwhelmingly defeated.

**Article 41. UTILIZE A PORTION OF CURRENT CPA FUNDS TO FULLY PAY BONDS FOR LIBBY LAND AND CUTTING LAND**

Indefinitely postponed.

**Article 42. RESOLUTION - COMMITMENT OF FUNDING FOR FUTURE RAIL TRAIL STUDIES**

Voted to resolve that the Selectmen direct Town staff currently assigned (and funded in Article 27 of the April 2009 Town Meeting) to produce a concept plan

of the proposed Rail Trail, include as part of their assignment an investigation/study of alternate trail alignments for the specific purpose of avoiding conflicts with the Wetlands Protection Act, the Sudbury Wetlands Administration Bylaw and wildlife issues. Said alternate trail alignment studies will include, but not be limited to, those sections of the proposed Trail identified by completed studies as having no meaningful mitigation alternatives (Town funded Call of the Wild Evaluation dated March 2009 with addendums). Other alignment issues may be studied at the discretion of Town staff. Results of these alternate trail alignment studies shall be considered and presented to the Town at the time of presentation of a concept and/or design plan.

**Article 43. ESTABLISH AND FUND COMMITTEE STUDY – FIREHOUSE #3**

Indefinitely postponed.

**Article 44. SPECIAL ACT – AMEND c.131 OF THE ACTS OF 1994 TO INCREASE SELECTMEN MEMBERSHIP TO 5**

Defeated.

**Article 45. RESOLUTION - EXECUTIVE SESSION MINUTES**

Indefinitely postponed.

## Summary of Special Town Meeting April 6, 2010

**Article 1. MINUTEMAN REGIONAL VOC. TECH. SCHOOL – FEASIBILITY STUDY**

Unanimously voted to approve the sum of \$725,000 of borrowing authorized by the Minuteman Regional Vocational Technical School District, for the purpose of paying costs of a feasibility study to consider options for making improvements to the District's high school building located at 758 Marrett Road, Lexington, Massachusetts, which options shall include, but not be limited to renovating, reconstructing, expanding, remodeling and adding to the District's high school, or any combination of the foregoing, said sum to be expended at the direction of the School Building Committee.

Respectfully submitted,  
*Rosemary B. Harvell, Town Clerk*

# Finance

## Finance Committee

The nine-member Finance Committee is appointed by the Town Moderator, each member serving for a three-year term. After completion of the Annual Town Meeting, the terms of three existing members expire and they are either re-appointed or replaced by the Town Moderator. The Committee's charter is to make recommendations to Town residents at the Annual Town Meeting for a balanced non-override operating budget and to consider and make recommendations to the Town on all other matters that have direct or indirect financial implications to the Town. The Committee operates with liaisons to each of the Town's major departments, the Sudbury Public Schools, Lincoln-Sudbury Regional High School, as well as the Capital Planning and Community Preservation Committees.

The Finance Committee recommended a No Override Budget including debt service for FY11 of \$79,352,618, an increase of \$1,085,513 or 1.4%, from the FY10 budget. At Town Meeting, the Finance Committee also recommended an override of \$1,215,055, for a total Override Budget of \$80,567,673 which was subsequently voted down at the Town Election.

The Town's fiscal situation has been severely constrained by increases in the cost of wages and benefits, which have risen much faster than the rate of inflation, together with a revenue structure that is heavily dependent upon property taxes.

On the revenue side, non-property taxes (i.e. local receipts) amount to less than 5% of Sudbury's total tax revenues whereas property taxes comprise nearly 85% of the total. Compounding the problem in the current economic climate, the State is suffering financially. As a result, State Aid, excluding debt service reimbursement, is projected to decline by approximately (2%) in FY11 from the level originally appropriated for FY10. Consequently, with residential property taxes representing more than 80% of this amount, residents bear the brunt of any increases. In the nine years from 2000 through 2009, Sudbury's average residential tax bill increased by approximately 6% per annum. The Finance Committee is concerned that this rate of growth in residential property taxes is not sustainable and, as a result, the rate of growth in costs and maintenance of the current level of services are also not sustainable.

The level of taxes is heavily driven by the large number of school age children in Town. With one of the highest levels of school age children per household in the State, we have much higher school budgets per household and therefore a much higher total budget per household. While our spending on schools and services measured on a per student basis is in line with or lower than our peers, the absolute dollar amount is higher given that we have more children to educate for the same number of households.

The rate of growth in taxes, on the other hand, is driven by our cost structure. As wages and benefits represent nearly 80% of our Town's operating expense budget and are growing at rates above 3-3.5%, it is arithmetically impossible to keep expenses within the limit of Proposition 2½ given our current cost structure. As a result, the Town is likely to face difficult decisions for the foreseeable future in balancing the level of services it would like to provide to residents against budget overrides that may be necessary to support those services. It is this dilemma that is often referred to as our structural deficit.

In the short-term, it is unlikely that non-residential tax revenues will see any meaningful increases given the current economic climate and the expected continued decreases in local aid from the State. As a result, the Finance Committee believes the Town will increasingly be confronted with three alternatives:

1. Additional, and perhaps substantial, overrides needed to fund our ongoing level of services given current organizations and cost structures;
2. Reductions to staff, and therefore services, within our current organizations and cost structures in order to fit within the constraints of Proposition 2½ and avoid overrides; or
3. Changes to our current organizations and cost structures that enable our Town to deliver substantially (but perhaps not completely) the same level of services at a lower overall cost.

The Finance Committee believes that achieving the latter of these three alternatives is imperative if we are to avoid either of the former alternatives. We supported the Board of Selectmen as they established the Budget Review Task Force in 2007 to examine the Town's structural deficit. This task force examined both revenues and expenses and produced recommendations that may have the potential to improve the Town's long term financial position. A copy of their final report is available via a link on the Town's home page. Below we have highlighted four of their recommendations that we suggest should continue to be evaluated carefully to determine if changes in these areas could improve the Town's fiscal position.

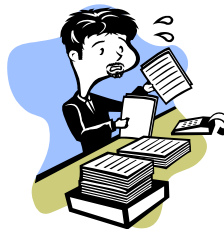
- Pursue a more efficient economic model which will support long-term excellence in schools and town services by considering regionalization, collaboration and consolidation to reduce costs by utilizing shared resources where appropriate.
- Reduce our healthcare expenses either by joining the Massachusetts Group Insurance Commission (the "GIC") or implementing a plan which has a sustainable cost structure equal to, or better than, the GIC.
- Enhance Sudbury's commercial district with a wastewater treatment plan and zoning/planning which would result in tasteful development to complement the character of Sudbury and increase our commercial tax base.
- Invest in renewable energy sources which will provide long-term revenue and cost-reduction opportunities for Sudbury.

We encourage the Selectmen and School Committees to continue their efforts to reduce our structural costs. They have already begun the process of implementing several initiatives including reductions in the rate of growth in wages, reductions in the cost of employee health insurance, enhancing cooperation among school administrations, achieving clean energy benefits through the new Energy and Sustainability Green Ribbon Committee, and sharing staff with neighboring communities. Indeed, we are already reaping the benefits of many of these initiatives, as evidenced by the more than \$2.2 million of projected savings expected over the next three fiscal years resulting from the new health insurance plan design agreed to by the Sudbury Public School Committee and its various collective bargaining units.

Moreover, we continue to support the Selectmen's on-going efforts to sustain and grow our commercial sector by identifying and securing suitable parcels of land that can be used to develop a wastewater treatment plant to serve the Route 20 area. Over the long-term, diversifying our tax base and securing revenue opportunities beyond the traditional residential property tax is critical. Residents who wish to learn more about the efforts of the municipal government and school administrations in this area can review the tracking reports for expense reduction and revenue generation, which are also on the Town's web site.

Respectfully submitted,  
Joan M. Carlton  
Tammie Dufault  
Jamie M. Gossels  
Robert N. Jacobson  
William E. Kneeland, Jr.  
Martha M. Ragonese  
James V. Rao  
Robert G. Stein  
Charles Woodard

*Did you know...*  
*In August 1972 the Finance Committee wrestled with an 18-month budget to comply with a new State law mandating a changeover in the budgeting cycle from a calendar year to a fiscal year.*



## Finance Department

The Department of Finance consists of four divisions: Accounting, Assessing, Treasurer/Collector, and Informations Systems. Maureen R. Hafner is Director of Assessing, Mark Thompson is the Technology Administrator. The Town Accountant is Barbara Chisholm. Andrea Terkelsen is the Treasurer/Collector and also serves as Finance Director.

### **Treasurer and Collector**

The Treasurer and Collector's Office has six primary responsibilities: cash management, investment management, management of long-term and short-term debt, trust funds management, tax collection, and delinquent account collection.

### **Cash Management**

The Treasurer is responsible for the receipts of all Town funds and the payment of all Town obligations. To fulfill this responsibility, the Treasurer maintains all Town bank accounts. The Town also uses a lock box account and online payment systems to accelerate the deposit of payments to the Town. The office is also relying more on electronic funds transfers (EFT) to expedite the receipts of funds into Town bank accounts, and to disburse Town funds. EFT reduces transactions costs, and allows the Town to hold onto cash for longer periods of time, thus increasing opportunities for investment income. The Town had a consolidated pooled cash & investment balance of \$32.9 million as of June 30, 2010.

### **Investment Management**

In FY10, the Town earned interest on general funds in the amount \$51,285 as compared to \$165,976 in the prior year. Significantly lower interest rates was the major factor for the decrease in interest income. Generally, yield on Town investments depends on two factors: interest rates and the amount of cash available to invest. Depending on market conditions, and the Town's cash flow requirements, investment income may vary considerably from year to year. The Town prescribes to the municipal investment

principles of Safety, Liquidity and Yield. The Town must adhere to State General Laws for investments; the majority of its non-liquid positions are in Treasury and Federal Agency Notes, as well as the Massachusetts Municipal Depository Trust (MMDT). This is an investment pool for local governments, run by the State Treasurer's office, with a relatively high rate of return, maximum liquidity, and almost no risk.

### **Debt Management**

The Treasurer is responsible for issuing both short-term and long-term debt, maintaining all records of borrowing, monitoring construction cash flows, investing bond proceeds, and securing a credit rating for the Town's long-term debt.

**Short-term debt** Short-term debt in Sudbury is issued for two purposes only: to provide cash for construction projects before the permanent debt is issued (known as bond anticipation notes, or BANs), to provide upfront cash for projects whose costs will later be reimbursed by the State or Federal government (known as Government aid anticipation notes, or GAANs) and cash flow in anticipation of tax revenues (known as revenue anticipation notes, or RANs). The Town borrowed \$2.5 million in RANs for cash flow purposes in FY10. The Town also borrowed \$420,000 in BANs for a CPA land purchase project.

**Long-term debt** Sudbury maintains a AAA bond rating from the Standard & Poor Corporation. This is the highest credit rating possible for municipal debt. This rating reflects the culmination of efforts by Town officials for several years to impress the credit rating firms with improvements in the Town's overall management and financial planning. The rating also recognizes the continued growth in the Town's tax base. The Town did not issue bonds during FY10. Sudbury paid out \$4,261,604 in debt service (e.g. bond principle and interest) in FY10. The following is a schedule of non-CPF debt outstanding for the fiscal year ending June 30, 2010.

**Town of Sudbury  
Treasurer's Debt Schedule Excluding CPF  
As of June 30, 2010**

	2000	2001	2003	2005	Total	Annual Debt Service	Remaining Principal
							29,010,000
FY10 Principal	1,265,000	710,000	525,000	610,000	3,110,000		
FY10 Interest	126,500	286,960	78,750	659,394	1,151,604	4,261,604	25,900,000
FY11 Principal	1,265,000	710,000	525,000	655,000	3,155,000		
FY11 Interest	63,250	258,560	63,000	640,544	1,025,354	4,180,354	22,745,000
FY12 Principal		585,000	525,000	1,880,000	2,990,000		
FY12 Interest		232,360	42,000	619,500	893,860	3,883,860	19,755,000
FY13 Principal		500,000	525,000	1,850,000	2,875,000		
FY13 Interest		208,375	21,000	555,131	784,506	3,659,506	16,880,000
FY14 Principal		500,000		1,830,000	2,330,000		
FY14 Interest		187,125		491,044	678,169	3,008,169	14,550,000
FY15 Principal		500,000		1,810,000	2,310,000		
FY15 Interest		165,250		424,800	590,050	2,900,050	12,240,000
FY16 Principal		500,000		1,695,000	2,195,000		
FY16 Interest		142,750		356,925	499,675	2,694,675	10,045,000
FY17 Principal		500,000		1,615,000	2,115,000		
FY17 Interest		119,750		292,900	412,650	2,527,650	7,930,000
FY18 Principal		500,000		1,605,000	2,105,000		
FY18 Interest		96,625		228,400	325,025	2,430,025	5,825,000
FY19 Principal		500,000		1,365,000	1,865,000		
FY19 Interest		72,875		168,800	241,675	2,106,675	3,960,000
FY20 Principal		500,000		1,445,000	1,945,000		
FY20 Interest		48,875		118,400	167,275	2,112,275	2,015,000
FY21 Principal		500,000		1,515,000	2,015,000		
FY21 Interest		24,500		30,300	54,800	2,069,800	-
All Principal	2,530,000	6,505,000	2,100,000	17,875,000	29,010,000		
All Interest	189,750	1,844,005	204,750	4,586,138	6,824,643		
<b>TOTAL</b>	<b>2,719,750</b>	<b>8,349,005</b>	<b>2,304,750</b>	<b>22,461,138</b>	<b>35,834,643</b>		

**Town Trust Funds**

The Trustees of Town Donations oversee the Town Trust Funds. The four-member Board of Trustees include the members of the Board of Selectmen plus the Treasurer. The Trust Funds are continuing to perform on a consistent and monitored level. A three-member Investment Advisory Group consisting of David Pettit, Fred Pryor and Daniel Flanagan, make recommendations to the Trustees on all investment decisions. Generally, the philosophy of the Investment Advisory Group is to aim for investments that produce a consistent stream of income for the beneficiaries while protecting the principal to the greatest extent possible. Depending on the terms of each trust, some funds must be held in perpetuity to safeguard principle balances while the rest may be used at the discretion of the Trustees to cover authorized expenditures. The market value for the Pooled Town Trust as of June 30, 2010 was \$1,452,579.

**Collections Management**

The total property tax levy for FY10 to be collected was \$65,529,153. The Town continues to experience a very high collection rate nearing, or in some cases exceeding, 100% for years where actual abatements are less than overlay reserves. Primarily write-offs for bad debts result from uncollectible personal property taxes; typically the result of businesses closing down or leaving our jurisdiction making collection very difficult. However, the Town has successfully pursued some balances in Small Claims Court, further reducing the total amount of bad debts for personal property tax even lower. Occasionally, the Town must also abate real personal property taxes that are deemed uncollectible. However, in most instances due to strict State property tax statutes, unpaid taxes result in tax liens and eventual foreclosure proceedings. Collections in such cases may be severely delayed, but the Town may eventually collect back taxes and charges by

selling foreclosed properties by public auction. Foreclosure by the Town is seen as a last resort to ensure that taxes levied and appropriated in past years do not become the additional burden of Sudbury's active tax rolls in years to come.

#### **Delinquent Accounts Collections Management**

The Collector's office takes very seriously its responsibility to collect all taxes due the Town. Failure to do so reduces the cash the Town has available to pay its bills, affects our cash flow, impacts the Town's overall financial statements, and would be inequitable to taxpayers who do pay their taxes promptly.

After the statutory deadline for payment of tax bills has passed, and additional notices requesting payment have been sent, all overdue accounts are turned over to the delinquent accounts collection program. Overdue motor vehicle excise bills and personal property tax bills are assigned to a deputy collection service, Kelley & Ryan, for further

collection action. Additionally, the Town may request "marking" at the Registry of Motor Vehicles to prevent license and auto registration renewal until all taxes and subsequent charges are deemed paid in full. Real Estate payment plans are available for most delinquent tax accounts. In the absence of an active payment plan, a delinquent real estate account is put into Tax Title status, whereby a lien is recorded against the property's deed, or is increased if there are prior year delinquencies. Once a property is in Tax Title for six months or more, the Town may exercise its legal right to foreclose. A Municipal Tax Lien supercedes any other financial encumbrances filed against real estate property. For that very reason, mortgage lenders will typically require homeowners to pay off any delinquent tax balances in order to protect the underlying ownership interest in property that is used as collateral or to secure a mortgage.

Respectfully submitted,  
Andrea L. Terkelsen  
Finance Director/Treasurer-Collector

*Did you know...  
In 1969, the Annual Town Meeting ran 9 nights! There were 70 Town Meeting  
Articles. The Town Moderator claimed that citizens were sometimes caught  
in a 'parliamentary thicket.'*



## Town Accountant

In accordance with the provisions of Chapter 41, Section 60 and 61 of the General Laws of the Commonwealth, the following is the statement of all financial transactions during Fiscal Year July 1, 2009 to June 30, 2010. Included in this report are receipts, fund accounts, the balance sheet, and appropriations and expenditures.

### FY10 SCHEDULE OF REVENUES

			<b>Variances Favorable (Unfavorable)</b>
<b>GENERAL FUND</b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	
Real Estate and Personal Property Taxes			
Net of Reserves for Abatement	\$64,995,765	\$64,371,278	\$ (624,487)
Excise Taxes	2,650,288	2,654,209	3,921
Intergovernmental	7,366,289	7,299,637	(66,652)
Departmental and Other	1,228,000	1,029,286	(198,714)
Investment Income	180,000	51,285	(128,715)
<b>TOTAL REVENUES</b>	<b>\$76,420,342</b>	<b>\$75,405,695</b>	<b>\$(1,014,647)</b>
<b>ENTERPRISE FUNDS</b>			
Atkinson Pool Fees	\$ 460,000	\$ 463,664	\$ 3,664
<b>TOTAL REVENUES</b>			
<b>ATKINSON POOL ENTERPRISE</b>	<b>\$ 460,000</b>	<b>\$ 463,664</b>	<b>\$ 3,664</b>
Transfer Station Fees	\$ 286,000	\$ 327,589	\$ 41,589
<b>TOTAL REVENUES</b>			
<b>TRANSFER STATION ENTERPRISE</b>	<b>\$ 286,000</b>	<b>\$ 327,589</b>	<b>\$ 41,589</b>
Recreation Field Maintenance Fees	\$ 150,000	\$ 160,038	\$ 10,038
<b>TOTAL REVENUES</b>			
<b>FIELD MAINTENANCE ENTERPRISE</b>	<b>\$ 150,000</b>	<b>\$ 160,038</b>	<b>\$ 10,038</b>

**Combined Balance Sheet**  
**June 30, 2010**

<b>ASSETS</b>	<b>General Fund</b>	<b>Special Revenue</b>	<b>Capital Projects</b>	<b>Enterprise Funds</b>	<b>Trust &amp; Agency</b>	<b>Long Term Debt</b>	<b>Total</b>
Cash and Investments	\$6,388,362	\$12,531,677	\$2,175,545	\$415,735	\$11,428,192	\$420,000	\$33,359,511
Receivables:							0
Other Receivable		192,206			92,089		284,295
Real Estate & Personal Property Taxes	921,563	19,551					941,114
Tax Liens	596,039						596,039
Tax Deferrals	1,797,839						1,797,839
Tax Foreclosures	129,754						129,754
Excise Taxes	142,352						142,352
Intergovernmental	102,112	335					102,447
Fixed Assets							0
Working Capital Deposit							0
Amounts to be Provided for Retirement of Long Term Obligations						36,205,000	36,205,000
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>\$10,078,021</b>	<b>\$12,743,769</b>	<b>\$2,175,545</b>	<b>\$415,735</b>	<b>\$11,520,281</b>	<b>\$36,625,000</b>	<b>\$73,558,351</b>
<b>LIABILITIES AND FUND EQUITY</b>							
<b>LIABILITIES:</b>							
Warrants Payable	\$447,206	\$(1,602)		\$50,023			\$495,627
Other Liabilities	766,517				535,260	420,000	1,721,777
Amount Due Depositors					491,886		491,886
Reserve for Abatements	667,967						667,967
Deferred Revenue	3,021,692	286,302			92,089		3,400,083
Bonds & Notes Payable						36,205,000	36,205,000
<b>TOTAL LIABILITIES</b>	<b>\$4,903,382</b>	<b>\$284,700</b>	<b>0</b>	<b>\$50,023</b>	<b>\$1,119,235</b>	<b>\$36,625,000</b>	<b>\$42,982,340</b>
<b>FUND EQUITY:</b>							
Retained Earnings							0
Contributed Capital							0
Reserved for:							0
Encumbrances and Continuing Appropriations, Reserves	4,174,583			4,041			4,178,624
Expenditures and Special Purpose		1,329,372		98,742			1,428,114
Nonexpendable Trust							0
Designated for:							0
Snow & Ice Appropriation Deficit							0
Unreserved	1,000,055	11,129,698	2,175,545	262,929	10,401,046		24,969,273
<b>TOTAL FUND EQUITY</b>	<b>\$5,174,638</b>	<b>\$12,459,070</b>	<b>\$2,175,545</b>	<b>\$365,712</b>	<b>\$10,401,046</b>		<b>\$30,576,011</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>\$10,078,020</b>	<b>\$12,743,770</b>	<b>\$2,175,545</b>	<b>\$415,735</b>	<b>\$11,520,281</b>	<b>\$36,625,000</b>	<b>\$73,558,351</b>

### Schedule of Appropriations & Expenditures FY10

<u>Account Number</u>	<u>Title</u>	<u>Appropriation FY10</u>	<u>Transfers FY10</u>	<u>Expenditures FY10</u>	<u>Ending Balance</u>
1220	Selectmen				
	Salaries	289,007.00	5,000.00	288,611.12	5,395.88
	Expenses	10,375.00	5,000.00	14,204.66	1,170.34
	Expenses C/F	957.08		957.08	0.00
	Current Year Articles	523,383.00		419,553.16	103,829.84
	Prior Year Articles	294,023.43		95,779.46	198,243.97
1310	Personnel				
	Salaries	120,515.00	1,694.00	108,327.54	13,881.46
	Expenses	4,900.00		3,135.53	1,764.47
	Expenses C/F	10.36		10.36	0.00
1320	Accounting				
	Salaries	208,657.00	2,378.39	211,035.39	0.00
	Expenses	78,900.00	(9,810.37)	64,799.07	4,290.56
	Expenses C/F	979.99		919.61	60.38
1330	Finance Committee				
	Salaries	1,707.00	(476.73)	1,219.69	10.58
	Expenses	280.00	(43.27)	236.34	0.39
	Expenses C/F				0.00
1370	Assessors				
	Salaries	247,774.00	6,351.10	254,125.10	0.00
	Expenses	23,137.00	(646.10)	6,952.87	15,538.03
	Expenses C/F	12,456.33		12,438.22	18.11
1380	Treasurer/Collector				
	Salaries	239,355.00	954.98	240,309.98	0.00
	Expenses	34,790.00	11,147.00	45,470.22	466.78
	Expenses C/F	169.31		36.05	133.26
1390	Information Systems				
	Salaries	158,242.00	3,429.08	161,671.08	0.00
	Expenses	151,025.00	(329.08)	150,695.92	0.00
	Expenses C/F				0.00
1510	Law				
	Salaries	80,932.00		80,118.52	813.48
	Expenses	83,778.00	27,986.00	109,593.53	2,170.47
	Expenses C/F	1,736.13		1,736.13	0.00
1610	Town Clerk				
	Salaries	204,448.00	659.00	205,106.59	0.41
	Expenses	28,771.00	10,341.00	26,576.94	12,535.06
	Expenses C/F				0.00
1710	Conservation				
	Salaries	102,775.00	1,863.00	104,478.83	159.17
	Expenses	3,540.00		2,786.78	753.22
	Expenses C/F				0.00
	Prior Year Articles				0.00
1720	Planning Board				
	Salaries	163,031.00	1,950.00	156,481.93	8,499.07
	Expenses	1,121.00	350.00	1,073.39	397.61
	Expenses C/F	650.00		441.67	208.33
2100	Police Department				
	Salaries	2,348,194.00	45,000.00	2,228,925.44	164,268.56
	Expenses	227,929.00		182,098.73	45,830.27
	Capital Expense	94,300.00		94,300.00	0.00
	Expense C/F	1,014.99		1,014.99	0.00

<u>Account Number</u>	<u>Title</u>	<u>Appropriation FY10</u>	<u>Transfers FY10</u>	<u>Expenditures FY10</u>	<u>Ending Balance</u>
2200	Fire Department				
	Salaries	2,551,210.00	109,785.88	2,650,232.01	10,763.87
	Expenses	281,698.00	13,214.12	294,912.12	0.00
	Capital Expense				0.00
	Expenses C/F	11,702.84		9,984.25	1,718.59
	Prior Year Articles	29,287.83		4,653.40	24,634.43
2510	Building Department				
	Salaries	367,700.00	2,500.00	362,652.01	7,547.99
	Expenses	576,071.00		483,948.90	92,122.10
	Capital Expense	21,780.00		20,636.64	1,143.36
	Expenses C/F	11,322.73			11,322.73
	Prior Year Articles				0.00
3000	Sudbury Schools				
	Total Appropriation	27,322,748.00	567,755.00	24,171,446.58	3,719,056.42
	Carried Forward	3,318,181.67		3,222,435.51	95,746.16
3010	Lincoln/Sud Reg HS	19,135,994.00		19,103,994.41	31,999.59
3020	Minuteman Tech	299,768.00		298,098.00	1,670.00
3025	Other Regional	20,700.00			20,700.00
4100	Engineering				
	Salaries	397,305.00	(14,750.00)	301,821.38	80,733.62
	Expense	12,386.00	5,000.00	14,294.72	3,091.28
	Expenses C/F				0.00
4200	Streets & Roads				
	Salaries	873,708.00	5,500.00	876,445.01	2,762.99
	Expenses	1,010,576.00		980,098.89	30,477.11
	Capital Expense				0.00
	Expenses C/F	7,449.98		6,023.14	1,426.84
4210	Snow & Ice				
	Salaries	117,407.00	27,176.72	144,583.72	0.00
	Expenses	297,248.00	135,817.20	433,065.20	0.00
4300	Transfer Station				
	Salaries	111,242.00		102,395.74	8,846.26
	Expenses	190,600.00	30,953.00	185,090.81	36,462.19
	Expenses C/F	667.19		662.19	5.00
4400	Trees & Cemeteries				
	Salaries	275,843.00	(3,500.00)	271,791.76	551.24
	Expenses	64,160.00	9,750.00	64,121.07	9,788.93
	Expenses C/F	969.30		969.30	0.00
4500	Parks & Grounds				
	Salaries	240,102.00	(11,999.00)	227,174.64	928.36
	Expenses	43,988.00	9,999.00	50,855.08	3,131.92
	Expenses C/F				0.00
5100	Board Of Health				
	Salaries	214,888.00	6,600.00	218,779.43	2,708.57
	Expenses	153,997.00		151,303.21	2,693.79
	Expenses C/F	173.74		73.74	100.00

<b>Account Number</b>	<b>Title</b>	<b>Appropriation FY10</b>	<b>Transfers FY10</b>	<b>Expenditures FY10</b>	<b>Ending Balance</b>
<b>5410</b>	<b>Council On Aging</b>				
	Salaries	134,562.00	3,120.00	130,896.97	6,785.03
	Expenses	3,408.00		3,403.82	4.18
	Expenses C/F	1,600.00			1,600.00
<b>5430</b>	<b>Veterans Services</b>				
	Salaries	11,277.00	260.00	11,536.98	0.02
	Expenses	6,200.00		4,287.82	1,912.18
<b>6100</b>	<b>Library</b>				
	Salaries	649,380.00	16,000.00	665,262.30	117.70
	Expenses	317,630.00	(5,000.00)	306,655.63	5,974.37
	Expenses C/F	1,721.25		1,721.25	0.00
<b>6200</b>	<b>Recreation</b>				
	Salaries	98,009.00	(3,485.00)	87,250.02	7,273.98
	Expenses	46,245.00	8,500.00	45,479.11	9,265.89
	Expenses C/F				0.00
<b>6220</b>	<b>Field Maintenance</b>				
	Salaries	11,500.00		7,383.05	4,116.95
	Expenses	148,500.00		106,222.78	42,277.22
	Expenses C/F				0.00
<b>6210</b>	<b>Atkinson Pool</b>				
	Salaries	313,592.00		300,515.54	13,076.46
	Expenses	163,000.00		154,601.96	8,398.04
	Expenses C/F				0.00
<b>6500</b>	<b>Historical Comm</b>				
	Expenses	5,390.00		5,386.42	3.58
	Expenses C/F				0.00
<b>6510</b>	<b>Historic Districts Comm</b>				
	Salaries	2,167.00	55.00	2,168.11	53.89
	Expenses	450.00		84.79	365.21
	Expenses C/F				0.00
<b>7100</b>	<b>Debt Service</b>				
	Expenses	4,261,604.00	7,619.86	4,269,223.60	0.26
	Expenses C/F				0.00
<b>8200</b>	<b>State Assessment</b>	211,556.00		164,445.00	47,111.00
<b>9000</b>	<b>Employee Benefits</b>				
	Expenses	9,557,814.00	588,329.14	9,969,656.08	176,487.06
	Expenses C/F	15,295.20		3,082.20	12,213.00
<b>9045</b>	<b>Property/Liab Ins</b>				
	Expenses	246,270.00		199,419.80	46,850.20
<b>9250</b>	<b>Operations Expense</b>				
	Expenses	92,300.00		76,619.66	15,680.34
	Expenses C/F	1,888.00		1,646.70	241.30
<b>9500</b>	<b>Transfer Accounts</b>				
	Reserve Fund	160,000.00	(157,341.92)		2,658.08
	Salary Adjustment	126,319.00			126,319.00
	Health Insurance	1,514,372.00	(1,493,704.00)		20,668.00
<b>9900</b>	<b>Interfund Transfers</b>		60,000.00	60,000.00	0.00

**Schedule of Unexpected Appropriation Balances  
Carried Forward to 2011**

Accounting	\$ 635.38
Assessors	14,974.73
Budget & Personnel	80.46
Building	85,104.62
DPW	43,653.79
Law	2,143.70
Library	5,974.37
Planning	68.72
Police	13,188.84
Recreation	8,500.00
Sudbury Public Schools	3,644,249.45
Selectmen	204.80
Town Clerk	990.00
Treasurer	200.00
Unclassified Operations	1,838.06
Unclassified Employee Benefits	15,070.56
Gen. Fund Continuing Articles	338,030.97
<b>Total General Fund C/F</b>	<u><u>\$ 4,174,908.45</u></u>
Pool Enterprise	\$ 4,763.50
Field Maintenance Enterprise	17,120.00
<b>Total Enterprise Fund C/F</b>	<u><u>\$ 21,883.50</u></u>
<b>Community Preservation</b>	\$ 0.00

Respectfully submitted,  
*Barbara Chisholm, Town Accountant*

## Board of Assessors

The Board of Assessors consists of three members elected by the Town's registered voters. Liam Vesely, Joshua Fox, and Trevor Haydon continued to serve as members of the Board of Assessors during 2010.

Sudbury completed its triennial certification of property values in FY10. In accordance with Massachusetts Department of Revenue mandate, the Town of Sudbury is required to review and update its assessments on an annual basis. The assessment date for all property types (commercial, industrial and residential real property, and personal property) is the first day of January prior to the fiscal tax year. The assessment date for FY10 (July 1, 2009 - June 30, 2010) was January 1, 2009. Consequently, FY10 property assessments reflected the fair market value as of January 1, 2009.

Real property assessments in the Commonwealth of Massachusetts are determined on a mass appraisal system, whereby the values used for assessments are market driven. The FY10 values were based on arms-length sales that closed during calendar year 2008. The average single family home assessment decreased from \$662,100 in FY 09 to \$650,100 in FY10. The Assessors attribute this decrease directly to the decline in the real estate market during 2008.

The Board of Assessors is charged with acting on applications for tax abatements and exemptions. Abatement applications only may be filed within one month of the issuance of the first (and actual) tax bill for the given fiscal year, typically the January bill. For further details please visit our website <http://www.sudbury.ma.us/assessors>.

A considerable amount of the Board's time is devoted to Clause 18 (hardship) applications. This program provides the Board of Assessors with a discretionary means to grant tax relief to the Town's neediest tax payers--those who are infirm, aged, and/or suffering from significant financial hardship.

The Assessors' office processed the following abatements and exemptions in FY10: 350+ Community Preservation Surcharge exemptions in the aggregate amount of \$38,400; 50 Senior Work abatements in the aggregate amount of \$36,000; 68 Senior Tax Deferrals processed in excess of \$250,000, 54 Disabled Veteran exemptions in the aggregate amount of \$42,000; three financial hardship exemptions in the aggregate amount of \$16,750; 10 Seniors or Surviving Spouse exemptions in the aggregate amount of \$4,500; 35 C1 41C Seniors in the aggregate amount of \$56,800 and eight Blind Person exemptions in the aggregate amount of \$7,005. The Board of Assessors also granted 49 abatements with respect to FY10 abatement applications in the aggregate amount of \$51,000.

Voters at the 2010 Annual Town Meeting voted in favor of continuing the "Local Option" additional exemption as sponsored by the Board, which vote doubled the exemption amount for eligible tax payers for certain exemptions.

A Residential Exemption Report was prepared and presented to the Board of Selectmen. The residential exemption is a means by which cities and towns may opt to shift the tax burden within the residential class of properties.

We welcome all real property owners to view their assessments on the Town Website [www.sudbury.ma.us](http://www.sudbury.ma.us) or by visiting us on the first floor of the Flynn Building. In addition, the staff is pleased to provide information about the various exemption and tax deferral programs.

Respectfully submitted,  
*Maureen R. Hafner, Director of Assessing*  
*Joshua M. Fox, Esq.*  
*Trevor A. Haydon*  
*Liam J. Vesely*

## Capital Improvement Planning Committee

The Capital Improvement Planning Committee (CIPC) reviewed each department's five-year capital plan in order to prioritize requests and make recommendations for expenditures in FY12. In keeping with a policy started in FY11, the Committee also reported on the status of the projects financed in the previous fiscal year.

Following is the status of projects funded for FY10.

### DPW:

- John Deere Backhoe (#22) Lease  
Approved FY09: \$27,000; Spent \$25,183
- Dump Truck 10-Wheel (#27)  
Approved FY09 \$28,000; Spent \$27,390
- Multi-purpose Tractor (#33) Lease  
Approved \$24,440 FY09; Spent \$25,230
- Volvo 10-Wheel Dump Truck (#5) Lease  
Approved \$23,980 FY08; Spent \$23,997
- International 6-Wheel Dump Truck (#24) Lease  
Approved \$28,054 FY08; Spent \$25,053
- International 6-Wheel Chip/Dump (#23) Lease  
Approved \$18,535 FY08; Spent \$18,535
- Mack 6-Wheel Dump (#3) Lease  
Approved \$23,000 FY07; Spent \$25,410
- Mack 10-Wheel Dump (#44) Lease  
Approved \$26,684 FY06; Spent \$26,684
- Mack 6-Wheel Dump (#13) Lease  
Approved \$23,724 FY06; Spent \$23,724
- Holder Multipurpose Tractor (#46) Lease  
Approved \$23,384 FY06; Spent \$23,384
- Chevy ¾ Ton (#14) Lease  
Approved \$6,512; Spent \$6,715
- Dump Truck 6-Wheel (#20) Lease  
Approved \$29,000; Spent \$25,595
- Loader 3.5 Yard (#8) Lease  
Approved \$34,500; Spent \$27,315
- Communication Radio  
Approved \$1,000; Spent \$931

### Park & Recreation:

- Utility Tractor (PR #20) Lease  
Approved \$7,225; Spent \$9,120

### Town:

- MUNIS Tax Software  
Approved \$12,000; Spent \$12,000
- Ricoh MP6000 B&W copier  
Approved \$10,662; Spent \$10,662

### Library:

- RFID Self Check-out  
Approved \$80,000; Spent \$80,000

### Building:

- Town Hall Handicap Entrance  
Approved \$12,000; Spent \$14,175
- Various building improvements  
Approved \$25,000; Spent \$0  
Budget was applied to Senior Center roofing and skylights project in FY11

### Fire:

- Fire Station HQ Paint/Trim  
Approved \$33,000; Spent \$17,225  
Bids came in well under estimate resulting in cost saving.
- Station 2 Traffic Light  
Approved \$25,000; Spent \$0  
Bids came in well over estimate with low bid of \$59,000. Project is on hold pending further funding.

### Capital Budget for FY12

The FY12 CIP budget is set to \$537,678 or a 1.6% growth over the adjusted FY11 CIP budget of \$529,054. The Committee held two hearings in January. Following its review, the Committee voted to recommend that the following capital items be funded through FY12 Operating Budgets subject to available funding:

**On-going leases:**

Kubota Tractor/Boom Flail Mower (#35)	Started FY11	\$15,664
Elgin Pelican Sweeper (#54)	Started FY11	33,236
2009 John Deere 544K Loader (#54)	Started FY11	33,236
2009 Chevy Pick-Up (#14)	Started FY10	6,715
2009 Volvo 6-Wheel Dump Truck (#10)	Started FY10	25,595
2009 John Deere Backhoe (#22)	Started FY09	25,183
2007 Mack 10-Wheel (#27)	Started FY09	27,390
2009 MB Multi Purpose Tractor (#33)	Started FY09	25,231
2008 Volvo 10-Wheel Dump Truck (#5)	Started FY08	23,977
2008 International 7500 6-Wheel Dump (#24)	Started FY08	28,053
2008 International 7300 6-Wheel Chip (#23)	Started FY08	18,535
Landscape Tractor w/ Bucket (P&G)	Started FY10	4,560
Total on-going leases		\$624,554

**DPW:**

10 Wheel Dump Truck (Unit 10)	5-year lease	\$36,290
1 Ton Pick-Up Truck (Unit 37)	5-year lease	10,500

**Buildings & Grounds:**

1 Ton Dump 4x4 with Plow (Unit #PR-2)	5-year lease	\$8,700
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**Fire:**

Car 3 Replacement		\$40,000
Div of Occupational Safety Listed Items		\$10,000

**Building:**

Various building improvements		\$58,338
Pickup Truck		\$22,396

**SPS:**

Nixon Addressable Fire Alarm Panel & Devices		\$90,000
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The Committee voted to support the Noyes Roof, Boiler, and Windows Replacement Projects for a total cost of \$2,600,000. The Committee also voted to support the Renovation of Women's Showers Project for a total cost of \$35,000. The Committee voted to not support the Renovation/Female Dormitories at Stations 2 and 3 as further planning was deemed necessary to define the project scope.

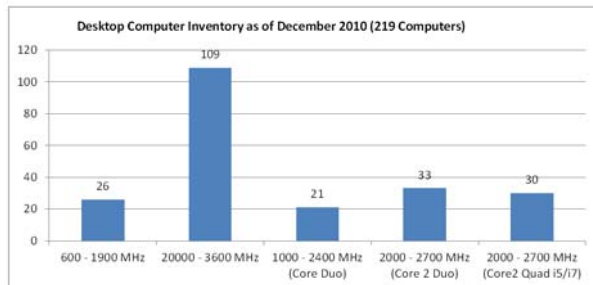
The Committee is expecting to have hearings and discussions on additional projects for FY12 covering Route 20 Sewer Project Design & Permitting Phase, Town Center Traffic Improvements, Walkway Construction, New Vault Dept/Comm. Records, and Historic Records Conservation.

Respectfully submitted,  
*Pascal Cleve*  
*Theodore H. Fedynyshyn*  
*Eric Greece*  
*Jose A. Garcia-Meitin*  
*Douglas Kohen*  
*Larry J. Rowe*  
*Matthew Tisdale*  
*Thomas S. Travers*  
*Andrea L. Terkelsen, Ex-officio*  
*Maryanne Bilodeau, , Ex-officio*

## Information Systems

The goal of the Information Systems Department is to increase productivity by streamlining the flow of information and providing technical support and training to all Town offices. We have been working with Town departments so that information generated from one can be utilized by many.

Fourteen new computers and fifteen LCDs were purchased and distributed to Town departments. Four new laptops were purchased for department



supervisors. This allows them to connect the laptop to a docking station in their offices, and to bring them home or to meetings when needed. The Senior Center also purchased a laptop which can be used by staff and public alike.

We continue to replace the department color inkjet printers with more reliable, lower cost per print, color laser printers. Three networked multi-functional color laser printers were purchased for the DPW and School Administration departments.

We purchased a Synology DS1010+ NS22 NAS storage device for our network. This new addition gives us an additional 7TB of SATA network storage for backups, ghost images, document archives and client software and patches. We will also be able to move forward with our plans to retire our domain tape backup systems and replace them with a centralized system for backing up our data to the SATA network storage.

The IT department has added one more ProLiant quad core server to our VMware server cluster increasing the total to three VMware ESX Server hosts. We have virtualized both our internal and public web servers, moving our public web server to a DMZ (Demilitarized Zone) off of our firewall. The moving of the public web server significantly reduces the possibility of outside hackers compromising our network security. We have virtualized our Filemaker Pro Database Server upgrading it to the latest version.

The Filemaker Pro server runs our Voucher, Fire Attendance, Personnel, Insurance Benefits, Dog Licensing, Inventory and Burning Permit software applications. We have added a virtual Windows 2008 R2 backup domain controller for the Flynn Building. The Multi Router Traffic Grapher (MRTG) server which monitors network traffic on our network switches with Simple Network Management Protocol (SNMP) was also virtualized. The software allows us to capture network traffic information and diagnose and correct any network bottlenecks. We've started the implementation of a new Virtual Exchange 2010 server which will be replacing our Exchange 2007 server. The new server has been configured and we are in the process of moving staff mailboxes, calendars, contacts and public data stores to the new platform. The virtualization of these servers increases performance, adds redundancy and allows us to deploy application specific virtual servers, thus eliminating the need for multiple applications to run on a single server.

We continue to improve the performance, reliability and security of our Town Wide-Area Network. A new Cisco 3750E-48PD-EF Layer 3, 48 port, POE, 1Gb enhanced core switch was clustered with our existing two 3750G-24TS and our 3750 12S enhanced fiber switches. The clustered switches have 32Gbps stack interconnect between them and are being used to connect all of the Town buildings to the Flynn network hub. The addition of the new switch gives us the additional ports necessary to deploy the new VMware server host. We were also able to move our VOIP telephones and staff computers to the new switch. This freed up the Cisco 3560-48P-S 48 port, POE switch for use as a backup. The existence of a backup switch allowed us to reduce the number of service contracts that we were maintaining on our core switches throughout the Town. The reduction in service contracts will save the Town about \$2,000 per year in switch maintenance contracts.

The Town is continuing the processes of implementing an Enterprise-wide permitting software solution. At the moment the permitting program is being used exclusively by the Building Department. They are now issuing Building, Plumbing, Electrical and Gas permits with the system. The software is linked with the Town assessing software, Patriot Properties. Each night a script runs and extracts the assessing data from Patriot Properties and then imports it into the View Permit database. This keeps the Permitting Software in sync with the Assessor's

data. The assessor building photos and sketches are also brought into the permitting system.

The GIS component of the software is fully functional. The GIS mapping tab displays the Parcels, Buildings, Streets, Wetlands, Watersheds, Water Bodies, Flood Zones and Aerial photo layers. The permitting software alerts the user to restrictive wetland and zoning flags. They can also use the GIS tools to measure, add text fields, and draw on the mapping layer using the standard GIS tool set. This provides the opportunity to make suggestions or notations about the development occurring on the property. Any of these maps can be printed and attached to the permits.

The Inspection module is being used for Building, Plumbing, Gas, and Electrical Inspections. The Building Department has modified the inspection check list for each of the permit types in accordance to the inspection process used in Sudbury.

All of the contractors have been added to the system. The contractor data includes contact information, license types and expirations. This helps speed up the permitting process when selecting the contractor from the drop down list. The system will alert staff if the contractor has an expired or revoked license. Other vendor information that has been added includes Engineers and Architects.

The Building Department is using the reporting module for cash flow reconciliation and determining monthly permitting types issued. There is also a dashboard which displays all open permits and their status.

For the most part they are using all the capabilities of the permitting software. The building permit inspection calendar and field inspections utilizing Tablet PCs have yet to be implemented. We hope to have these modules in use by the end of FY11.

We will be looking at adding other departments to the permitting software. As more departments are added a workflow/project review process will be defined. For example, if someone comes into the Building Department and takes out a permit to build a new single family home, the software may determine that the parcel is close to wetlands and that the existing tear down building is older than 1941. Included in the workflow/permitting process would be the Conservation Commission for wetlands approval and the Historic Districts Commission to determine if the building has historic significance. These departments along with the Board of Health (Septic System),

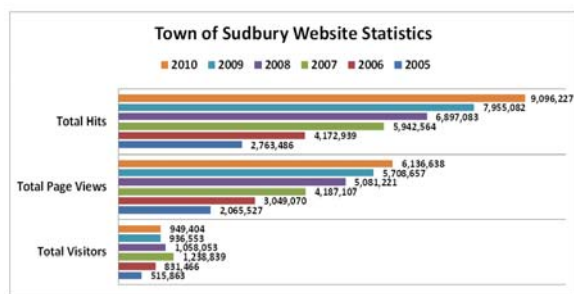
DPW (Driveway), Fire (Fire Alarm), Water District (Water Service) and others who need to be involved or informed of the project would all be part of the workflow/project review process. With all these permits and approvals linked together, we can make sure that all of the required permits have been issued and/or approved, thereby dramatically improving communication between departments/committees.

Our website continues to improve, making Town Government accessible to all residents through the internet. For the third consecutive year, the Town's website received the e-Government Award from Common Cause. This was the first time Sudbury, with 50 other Massachusetts communities, received the "with Distinction" honor. To receive this "Distinction," the Town must fulfill requirements for the award, as well as provide archived governing board/committee agendas and minutes, zoning by-laws, school committee agendas and minutes, and a calendar for all public meetings.

Our summer interns, Ian Wetherbee and Adu Bhandaru, were busy creating a new Town website design using an open source web application framework called Django. The new website now resides on a virtual server on our DMZ. The project required that the new format integrate with our existing web editor software and SQL database. Our goal was to maintain the old website offerings while increasing the website's ease of use and functionality. These interns worked tirelessly all summer to create the website structure, updating the Town's Search Engine, Front Page, and the Department and Committee pages. Some enhancements include the posting of community events from the community calendar on the Town's front page on the day of the event. The calendar can be accessed by click on the words "Community Calendar" on the front of the website. This calendar is available for residents and community groups to post information about upcoming events. Requests are submitted to the Selectmen's Office, and if approved they are posted immediately to the community calendar. The new search engine will display the top ten non-expired keyword results under each of the following headings: News, FAQ, Documents, and Departments/Committees. For a more complete search, press the Google Search button which will search the entire sudbury.ma.us website including document data. This will provide all data from the sudbury.ma.us website that matches your keywords including expired material. We recommend using the first search engine when searching for timely data and the latter for past data or when looking for keywords that may be in a document. The Committees and Depart-

ments all have web pages. When you click on the department/committee link it displays a summary of the duties of the entity and contact information. Clicking on the Department Home Page brings you into the department/committee website where all of the news, documents, meeting information etc. is available. Generally the feedback on the new web design has been positive. We are continuing the process of fully updating the website design. Any resident feedback about the website will be greatly appreciated.

The 2010 yearly web statistics show a 1% increase in the number of visitors to our website from the prior year. The information being browsed continues to grow, as shown in the 7% increase in Page Views and the 14% increase in the number of hits.



The Town of Sudbury continues to update and improve our Geographical Information Systems (GIS). Our summer intern, Ryan Norton, has been working with the Water Department to map water gates locations within Town. Using the Global Positioning System (GPS), Ryan has mapped 2,200 water gates located throughout the Town. He also has been checking our Parcel Frontage dimensions to ensure they are accurate and no dimensions are missing. So far we have approximately 8,300 parcel frontage dimensions in our database. The CPA (Community Preservation Act) has allowed the Town to purchase a significant amount of land for conservation use. We have been working with the Conservation Department to map the conservation trails that exist on these properties. Ryan and a volunteer, Stephanie Smoot, have been walking the trails with our GPS, mapping and photographing points of interest, i.e., trail conditions, bridges, parking areas and kiosks. So far we have two trails completed. We will be merging the data collected and publishing new trail maps with links to photographs, contours, trail conditions, etc.

The IT Department has been working in conjunction with PeopleGIS to create a Service Request/Work Order/Time Tracking system for the Department of Public Works. The resulting program was designed

using the web-based database program, People Forms. The program has allowed us to reach our goal of creating a system to centralize the DPW workflow, streamline processes and increase department efficiency. The software package consists of three integrated components--Service Requests, Work Orders and the Time Tracker.

The Service Request module allows the office staff to enter service requests from the public directly onto a web form. They then assign it to the DPW Division responsible for that task, eliminating the need for spreadsheets and paper logs. The system is currently being used by four main divisions in the DPW: Park and Grounds, Highway, Drainage, and Trees and Cemeteries.

After completing the Service Request, the office staff can populate the Work Order form with the data contained in the Service Request when creating the Work Order. Once generated an email is sent to the Division Foreman, Crew Leader, DPW Director and to the Call Taker informing of the existence of the Work Order. The email notification keeps staff updated on the progression of work orders. It also gives the DPW Director an opportunity to assign a priority to the work order.

Each Division Foreman uses the DPW Dashboard to administer work orders. They are able to sort the Work Orders by Division and manage them to completion. The dashboard contains information on status of work orders. A work order with the status "Assigned" indicates that the work order has been created but no action has been taken. A work order with the status "In Progress" indicates that the work order is being worked on but not completed. When a work order is updated to the status of "Completed," it is no longer displayed on the Dashboard. The Dashboard helps our Division Foremen focus on work to be completed. The Dashboard also lets the foremen know the age of the Work Order by number of days. This alerts the foremen about existing Work Orders that have not been addressed in a reasonable timeframe. The Dashboard also allows the DPW Director to manage the progression of various work orders in all divisions. The DPW office staff can easily view the status of a work order through the Dashboard, and update residents as to the progress. This allows increased efficiency and better communication between the office staff, DPW foremen and the public.

The Work Order also gives us the ability to assign a task category for the work to be done. Each Division has their own set of task categories which relate to

the work performed by that division. Annual reporting on the percentage of work within each task category can now be generated for each division.

Each work order has at least one time record associated with it. The time record contains information about the date of work, crew assigned, and the number of hours spent on the job. The time record documents the total man hours spent on the work order.

The use of the Work Orders and Time Tracker modules has given us the ability to quantify the work that is being performed by the DPW Department. The DPW Director now can easily determine man hours expended for projects, status of work and the percentage of work spent on task categories. The Work Order System allows the DPW Director to recap and quantify work completed within the fiscal year, by the four divisions. The DPW's efforts are now being documented and the department is on a new path for the use of computer tools in the field.

The Town's Secure Internet Gateway (SIG) has been replaced by a cloud-based solution. The Town was experiencing a slowdown in our internet connectivity. The SIG device was not able to efficiently handle our internet traffic thus slowing our connection speeds significantly. Instead of renewing our maintenance agreement with the SIG company, we looked at other vendors who offered the same capabilities as this equipment. We ended up contracting with company called Zscaler who offered a cloud-based solution for URL filtering and Email Gateway Protection. The new service offers us the same protection we were getting with the SIG equipment; in addition our internet connectivity has increased dramatically. The product also protects our laptop users even when they are using their laptops outside of the Town's network. Zscaler also provides Backup Email service which would store all email sent to the Town if our email server was down. Once back online, Zscaler transmits the stored email to our server. Zscaler improved our internet security with no onsite hardware, no latency, and a single reporting portal. We have the ability to apply our Town internet policy to every employee's computer whether they are accessing the internet from the Town network or from home.

We have also replaced our client computer and server antivirus software with the Trend Micro Enterprise Security for Endpoints and Mail Servers product. This security suite includes Office Scan which is an anti-virus/anti-spam program that secures our Windows servers and employee computers from malware intrusions. We also have ScanMail for Exchange which blocks spam and viruses at the mail server. The software suite also includes Mobile Security which protects our smartphones and PDA devices. The management of the software is done through the Control Manager which allows us to centrally administer all of our Trend Micro products. We can deploy the software, create reports, and receive security alerts that update us on the security status of our servers and staff computers.

Our interactive community notification system Reverse911 has been replaced by a cloud-based solution called Connect-CTY. Our former system suffered from outdated equipment that needed to be replaced, and it had only eight telephone lines to make calls. The Connect-CTY mass notification system has sufficient capacity and speed to deliver millions of voice and e-mail messages per hour. This system allows the Town to rapidly communicate information to our residents through recorded messages via the telephone and email. The system can call target groups or the entire community. The program is a shared cost funded by the Town, LSRHS, K-8 system and the Water District. We have already used the system for notification during the Nixon School incident, as well as storm notifications and water service interruptions. We have a complete listing of all Town telephone numbers. The telephone data is updated monthly by Blackboard Connect. The system allows each resident to have up to three phone numbers, four email addresses and one phone number for SMS texting. We encourage residents to sign up for the service by going to the Town website: <http://sudbury.ma.us> and clicking on the Connect-CTY icon.

The Information Systems Department continues to upgrade and add new technology to further the goal of ensuring that the Town serves citizens in a timely and efficient manner.

Respectfully submitted,  
*Mark Thompson, Technology Administrator*

# Education

## Sudbury Public Schools

### Superintendent's Report

Like every organization and family in the Commonwealth, Sudbury Public Schools (SPS) continues to work through the consequences and extreme challenges caused by the current economic times. While difficult, complex, and at times frustrating, in many ways Sudbury Public Schools has been better positioned to make the tough decisions during these times to provide quality education with declining resources. Decisions to control labor costs, redistrict and restructure our school and programs, and sound business practices have mitigated the reclining resource impacts.

SPS has also been buoyed by one-time Federal stimulus funding for 1) unfunded special education costs, 2) regular education programs and improvements, and 3) most recently funds to restore staffing that had been laid off. These funds have been important and a contributor to our operations during the last three years. However, these funds are a one-time source and it seems clear that future stimulus funding will not be available. This portends a very difficult budget environment in the next year or so as the State works out of the recessionary economics.

The 2010-11 operating budget reflects the continued pressure on services from the poor economic conditions within the Commonwealth. SPS has increased class sizes, and reduced services and staffing levels in response to these constraints. As a result, we find our ability to address unforeseen needs, meet the growing Federal and State mandates, or take advantage of opportunities significantly affected. These changes have occurred despite concessions from our employee groups and the infusion of one-time Federal stimulus funds. The budget for 2010-11 is \$34,654,472 which is 1.12% greater than the prior year. SPS employs 385 full-time-equivalent (FTE) employees; this compares with 393.3 FTE in 2009-10.

Interest in our recently implemented fee-based, full-day kindergarten program continues to grow. In its first year, 55% of the kindergarten students enrolled in the full-day program; in 2009-10, 68% took advantage of the opportunity. We continue to offer parents a choice between full and half-day programs at each elementary school, however, based on the popularity of the full-day program that decision may

need to be revisited. Those opting for the full-day program pay fees to cover the cost of the extended day. The program is cost neutral to the operating budget.

Another reason SPS has been better able to weather the economic downturn is because of the unwavering support of our parents, parent organizations (PTOs), our foundation (SERF), and The Sudbury Foundation. These groups have contributed hundreds of thousands of dollars to provide opportunities for our students and staff that the district's budget could not support. In some cases, core opportunities (e.g. enrichment and creative professional development) have been maintained by local contributions. This has allowed Sudbury Public Schools to continue to be a great place to learn and work and why Improving on Excellence can remain our mission.

In the space below, we offer a brief look into our school district and hope you will also visit our website at [www.sudbury.k12.ma.us](http://www.sudbury.k12.ma.us) to learn more about us and get current news about the schools and the district. For more information or to discover ways to assist us in helping us Improve on Excellence, call John R. Brackett, Superintendent at 978-639-3211.

### Student Enrollment

SPS enrollment in grades pre-K to 8 for the 2010-11 school year was 3,096. This is down from the 3,165 in the previous year and from our high-water mark of 3,302 students in 2007. This reflects a 2.2% decline year-over-year, and seems to be a result of declining birth rates, the challenging economy and the uncertainty and slowness in the housing and labor market. While the elementary grades enrollment shows a slight decline, the middle school enrollment grows. In 2010-11, Curtis Middle School served 1,064 students which is up from 1,042 the year before. Enrollment projections indicate a flattening of our enrollment but also showed a shift in elementary enrollment to Noyes and Loring. The decline at Haynes elementary has been significant and projections gave reason to be concerned that the enrollment gap between our larger and smaller schools would continue to grow. Therefore, a redistricting plan was developed and approved for the 2010-11 school year. Early assessments of the plan indicate that the desired reduction of the enrollment gap between schools has been successful. In the past,

Haynes School has enrolled approximately 18% of the elementary enrollment and Loring 28%; with the new plan, Haynes now serves 22% and Loring 26% of elementary students. One key result from our enrollment projections is that the current structure of four elementary schools and one middle school seems necessary for the foreseeable future based on enrollment.

### **Early Childhood Education**

The Sudbury Public Schools is home to the Integrated Preschool with three classrooms housed at the Noyes School. Residents may apply as tuition preschool students on a “First-come/First-serve” basis beginning in the fall of each year. If interested in an integrated preschool application, you may download a copy from the website [www.sudbury.k12.ma.us](http://www.sudbury.k12.ma.us) under *Early Childhood Update* or call the Early Childhood Office (978) 639-3204.

The Sudbury Public Schools continue to offer a full-day, fee based kindergarten experience and a tuition free half-day kindergarten option at each school site. Kindergarten registration begins in November for children who turn age five on or before October 1<sup>st</sup> (of the following year) with a pre-registration packet mailed to families listed on the Sudbury census. Parent preference for Full-Day or Half-Day is requested with a comprehensive registration packet made available after the pre-registration forms are returned. Both preschool and kindergarten registration processes require a child’s birth certificate, proof of residency and current immunological record. Further questions may be directed to [Linda\\_Karpeichik@sudbury.k12.ma.us](mailto:Linda_Karpeichik@sudbury.k12.ma.us), Early Childhood Director.

### **Curriculum**

The District continues to address curriculum enhancement in the area of Literacy, including Reading, Writing, and Language Arts. At the elementary level, teachers are moving forward with more-focused instruction to improve reading fluency and reading comprehension skill development. Sudbury’s approach, known as Guided Reading, provides for literacy experiences targeted to each student’s reading level. Time is provided for teachers to meet with small groups of students on a regular basis to address their individual literacy needs. In writing instruction, our elementary schools have adopted *Calkin’s Units of Study*, a program that focuses on skill development in various writing genres. A framework called Response to Intervention (RTI) has been initiated in our schools

by which students are periodically assessed for literacy skills. Research-based strategies for improvement are implemented to individuals identified as being in need. Much of the professional development time for teachers at the elementary school level has been committed to this initiative.

The K-8 Social Studies program is designed to help students become informed in four main areas: geography, history, economics, and civics and government. In 2008-09, The Sudbury Foundation funded a grant involving the Sudbury Public Schools and the Sudbury Historical Society on Colonial Sudbury. Using authentic maps and historical documents, students tour various sites throughout the Town and participate in re-enactments and other activities at each location.

The Sudbury Public Schools Science and Technology/Engineering curriculum provides students in grades K-8 the valuable opportunity to investigate science with a hands-on, inquiry approach. Topics are covered within the three domains of science: earth and space, physical, and life, while encouraging students to apply their science content knowledge to the application of technology/engineering design scenarios. The State Frameworks for Science provide teachers with information regarding what students should know and be able to do at each of the grade levels and within our local units of study.

Technology continues to be integrated at increasing levels in all of our schools. Ongoing professional development opportunities, through a variety of methods, are available to staff throughout the year to support that effort. Interactive whiteboards have been identified as a highly effective support teaching for learning in our classrooms. PTO donations have enabled teachers in grades 3 through 5 at each of our elementary schools and in all math/science classrooms in the middle school to have access to this technology with great effectiveness.

Based upon extensive research and national standards and principles for effective math instruction, *Impact Math* is the adopted math program in grades 6 through 8. Continuity and rigor in math are provided to all middle school students. Similarly, *Investigations*, our K-5 Mathematics program, continues to be implemented in all elementary classrooms. Positive results on State MCAS assessments affirm the effectiveness of our math curriculum. Planning for appropriate challenge and extensions for more capable math students is an ongoing endeavor. Math Clubs at each elementary

school, and a Math Team at the middle school, offer extended opportunities for enrichment.

Art, Music, and World Language are critical components of Sudbury's Unified Arts curriculum in elementary and middle school grades. Spanish instruction is provided to all elementary students in grades 1 through 5. Middle School students elect either French or Spanish and proceed with their study of a world language throughout grades 6 through 8. Elementary band and chorus as well as Middle School band, orchestra, and chorus are quality elective programs in our schools.

The Coordinated School Health Program is designed to help students learn concepts and develop skills that support healthful lifestyles through wellness education that occurs across the curriculum. Wellness education is organized into four major areas: personal health, mental and social health, personal safety, and community and environmental health. Within the District, an Anti-Bullying Program has been implemented that endeavors to prevent negative behaviors among students and to provide a structure for intervening in antisocial behaviors. In addition, a School Wellness Policy and Guidelines are available to address nutrition and physical activity education.

In each curriculum area, there is an ongoing District-wide effort to update the curriculum maps, aligned with State Frameworks, so that teachers may have additional clarity around student goals, assessments, core resources, and schedules in regard to the delivery of instruction.

### **Student Assessment**

The Massachusetts Comprehensive Assessment System (MCAS) currently requires students to participate in MCAS testing in grades three through eight. The grades and content areas of testing are:

- Reading: Grade 3
- English/Language Arts and Writing: Grades 4 through 8
- Mathematics: Grades 3 through 8
- Science/Technology Engineering: Grades 5 and 8

The MCAS testing results in Reading and Math are the foundations of the District's compliance to the Federal *No Child Left Behind Act of 2001*. The MCAS tests are designed to help identify those students who need improvement in various subject areas and to provide information on those specific

areas on which to focus improvement efforts. Sudbury students continue to demonstrate proficiency at a rate 20 – 35 % higher than State-wide results. The scores are also comparable or better than those of other EDCO communities, which represent several of the higher performing school districts in the area, if not in the State. Some notable results include a Commendation from the Governor to three elementary schools for especially high growth. Sudbury was ranked 6<sup>th</sup> in grade 4, 3<sup>rd</sup> in grade 5, and 5<sup>th</sup> in grade 7 in English/Language Arts and Math combined among all MA districts. Individual Sudbury elementary schools consistently rank among the top ten in Math and Reading/Writing among approximately 1,000 schools State-wide. MCAS results are thoroughly analyzed and grade levels and/or schools that receive results lower than expectations in any area are provided extensive information upon which to develop improvement strategies. Students who are identified as being in need of improvement typically have either an Individual Education Plan (IEP) or have an Individual Student Success Plan (ISSP) to guide support services.

Other ways in which students are assessed include teacher-created assessments, projects, and students' in-class products. There are extensive local assessments in literacy skills (reading, writing, speaking, and listening) at all elementary grades. Data gathered on literacy skills at several key points during the school year enable teachers to better design instruction to meet individual student's needs.

### **The Schools**

*The Education Reform Act of 1993* established School Councils at all schools in the Commonwealth. Each School Council is co-chaired by the building principal with membership that includes parents, teachers and community members. The Council assists the principal in identifying educational needs of the students, reviewing the annual school budget, and formulating a School Improvement Plan (SIP). The Council and the principal are responsible for the adopting of educational goals for the school and formulating a plan to advance such goals and improve student performance.

Sudbury has a tradition that welcomes parent involvement in our schools. Parents are active supporters of many of our programs and countless activities within individual classrooms. Each of our schools has an active parent organization that provides a formal way for parents to be involved in Sudbury's schools.

The **Ephraim Curtis Middle School** serves students in grades 6 through 8 and had a 2010-11 enrollment of 1,064 students. Former Grade Administrator Stephen Lambert is serving his first year as Principal. Starting in September, a team of three Grade Administrators include: Kelly Campbell, Grade 6 and Grade 8 Laurel Team; Angela Menke, Grade 7 and Grade 8 Cypress Team; and Stephen Lambert, acting also as a Grade Administrator for Grade 8 Jade Team. This year, Curtis Middle School's mission is dedicated to providing an environment of excellence where academic, creative, social, and physical development is achieved through active learning, respect for individuals, and responsibility to self, peers, and community. One important initiative involves working closely with math and special educators to improve MCAS scores for low-achieving students.

The **Josiah Haynes Elementary School** served 427 students in 2010-11, preschool through grade 5. Kim Swain is in her third year as principal as of September 2010. An important initiative for the 2010-11 school year to promote continuous improvement of student learning and the teaching and curriculum effectiveness that supports that improvement for all students includes: implementing a tiered Response to Intervention (RTI) model to facilitate the differentiation of literacy instruction; using research based instructional practices to teach reading; improving students' receptive and expressive vocabularies; aligning kindergarten learning objectives with research based standards; identifying and implementing best practices with regards to preparing students for standardized testing; and implementing a revised District assessment program.

The **Israel Loring Elementary School** served 518 students in grades K-5 in 2010-11. As of September 2010, Jeffery Dees is in his third year as principal. David Jeong is the Assistant Principal. A school-based priority for this school year includes improvement in reading skills in all grade levels. A particular focus is to ensure that the school meets Adequate Yearly Progress (AYP) in compliance with MCAS assessment and *No Child Left Behind* regulations. The school has made significant progress toward this goal.

The **General John Nixon School** serves students in grades K through 5 and had a 2010-11 enrollment of 435 students. Joni Jay is in her fifth year as principal. During 2010-11, the Nixon School faculty will strive to improve student achievement in math through differentiation, especially for students of high

capability. Also, using research-based strategies, there will be a focus on improved literacy skills through the use of guiding reading and Response to Intervention. The school is proud of its children's academic achievement on formal measures, such as the MCAS, and in their development as caring and well-rounded people.

In 2010-11, the **Peter Noyes Elementary School** served 652 students, preschool through grade 5. The school principal, Annette Doyle, is in her eleventh year, and the assistant principal, Kristin Moffat, is in her eighth year. The school is engaged in making effective use of ActivBoard technology for improved instruction in numerous classrooms. As with other elementary schools, there are efforts to improve reading instruction through the use of research-based assessments and quality, targeted interventions. The school continues to improve its communication through technology, and parents receive a weekly newsletter on-line.

#### **The Sudbury Education Resource Fund (SERF)**

The Sudbury Education Resource Fund (SERF) is a non-profit, tax-exempt, organization that awards education-related grants twice yearly to the Sudbury K-12 public schools. SERF coordinates a bank of resources and expertise, providing grants for educational pursuits, curriculum support, student enrichment, and professional development. Since its establishment in 1991, SERF has granted over \$700,000 to Sudbury's schools. During the 2009-2010 year over thirty grants totaling \$77,000 were awarded. Membership in SERF is open to all individuals interested in contributing time and energy.

Last spring, Sudbury's teachers successfully proposed generous SERF grants that funded, among many valuable resources: Wilson Foundation Phonics Programs, a new grade 4 Immigration Unit, elementary Sensory Needs Program, after school elementary Science Club, and cellos at Curtis Middle School. SERF continues to be an extremely valuable resource for enriching all aspects of K-8 education. SERF information can be found at [info@serfsudbury.org](mailto:info@serfsudbury.org).

#### **METCO Program**

The Metropolitan Council for Educational Opportunity (METCO) was created 44 years ago by urban and suburban educational collaborators who believed that all children should have access to quality education in suburban school districts. The Sudbury K-8 system enrolled its first students on

January 27, 1975, when forty students were placed in the five Sudbury Elementary Schools. Currently, this grant-funded program supports up to 65 students annually. Students completing grade 8, and any other student(s) leaving the Sudbury METCO Program, are replaced with the number of new elementary students needed to maintain enrollment for the next fiscal year.

The position of K–12 METCO Director, in partnership with Lincoln-Sudbury Regional High School, was established in the summer of 2010 with the assignment of Fhynita Brinson, former METCO Director of Wakefield. Three additional positions, Academic Advisors, were also established to provide direct services to Boston students during the school day.

Students from Boston participate in a variety of activities. Middle School students take advantage of the scheduled after school program held twice weekly at ECMS. Sudbury METCO parent meetings are held in Boston several times per year and provide Boston parents with an opportunity to discuss issues that are relevant to their children's academic progress and social well being.

### **Special Education**

Sudbury is an inclusive school community that places a high priority on meeting the unique needs of diverse and challenged learners within the context of the general education program and classroom to the maximum extent appropriate. Inclusion fosters social, emotional, and academic growth for all and allows all children to be full members of our school community.

In accordance with *Massachusetts Special Education Law 603 CMR 28.00* and the *Federal Individuals with Disabilities Education Act (IDEA-2004)*, Sudbury offers a continuum of services designed to identify and serve children with disabilities. Over the past year and as a result of the general redistricting plan, space became available in some buildings and allowed for several special education programs to be moved so as to house similar programs together. This relocation allowed for program improvement and efficiencies in the consolidation of staff and services.

In the latest 2010 headcount, 453 children were eligible for and enrolled in special education in grades preschool through 8. In grades K-8, 88% of the students receive special education support and services in a full or partial inclusion program. Of the 390 students in special education in the K-8 system, 45% are considered Learning Disabled and 18% are Communication Disabled. Other disability categories

(Autism, Health, Emotional, Developmental Delays, Hearing, Neurological. Physical and Intellectual) are represented by less than 10% of the children identified in each area.

### **Professional Development**

The Sudbury Public Schools embody a culture that is highly supportive of professional development as a key strategy for maintaining excellence in teaching. Two full-days for professional development events, in-service workshops throughout the year, ongoing support for conference attendance, study group activities, and partial tuition reimbursement for graduate courses are some of the strategies used in growing the capacity of our staff. Teachers new to the system participate in a multi-day program customized to enhance their understanding of Sudbury's learning expectations and school culture. Mentoring workshops prepare veteran teachers for working closely with newer teachers to ensure smooth transitions. A commitment to having all Sudbury teachers participate in a graduate course entitled *Skillful Teaching*, developed by the organization Research for Better Teaching, further ensures a common base of knowledge and capability for our educators. All of Sudbury's educators are committed to attending a full 30-hour course in Empowering Multicultural Initiatives (EMI), a program that instills the principles of anti-racism and promotes international vision within our curriculum. As Sudbury brings more new staff aboard (approximately 60% of the District's teachers have been hired in the past five years), the ongoing need for quality professional development is clear.

The Sudbury Public Schools implements an *Improved Learning for All (ILAP)* plan. This is a professional growth model that uses early-release days twice per month to enable educators to attend carefully planned work sessions and collaborative group activities within and across schools, grade levels, and disciplines to help accomplish personal, school, and district-wide goals. A major focus of this year's ILAP program is the improvement of reading skills at the elementary level and to build challenge and creativity into our middle school curricula. Administration and staff work cooperatively to align these efforts with the priorities of the schools and of the system, the District's curriculum maps, and the State Curriculum Frameworks.

## Personnel

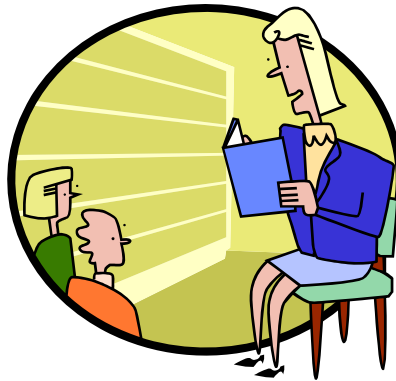
Retirees: Marjorie Bates – 27 years of service; Diana Breen-34 years of service; Frank Byrne-41 years of service; W. Marie Gaither-10 years of service; Susan Langmore-4 years of service; and Mary (Lydia) MacNeil-27 years of service to the students and schools of Sudbury.

Years of service awards: Beth Deneen, Ellen Donahue, Gail Doster, and Mary Taylor-who have all completed their 25<sup>th</sup> year of service in education; Nancy Black – 20 years; Tonia Aucoin, Tracy Berry, Ivar Cole, Keith Hackett, Martha McDermott, Suzanne Romain, Patrice Cistulli, Gen Hines, and Linda Gallagher-who all completed their 10<sup>th</sup> year of service to the students and schools of Sudbury.

Respectfully submitted,  
*John R. Brackett, Superintendent*

School Committee  
*Jeffrey Beeler*  
*Lisa Gutch*  
*Susan Iuliano*  
*Michele MacDonald*  
*Dr. Richard J. Robison*

*Did you know...*  
*Sudbury first offered public kindergarten in 1972.*  
*In total, about 300 students were enrolled in grades K-8.*



# Lincoln-Sudbury Regional High School

## Superintendent's Report

Lincoln-Sudbury Regional High School continues to provide a high quality education for its students. In the face of a prolonged economic slump, the high school's priority is the preservation of teaching positions and the school's core mission. Throughout the 2009-2010 school year, an administratively lean high school, that has already taken advantage of operational efficiencies with regard to outsourcing (both food service and custodial labor), scrutinized its budget and explored collaborative efforts to be more efficient and more effective. While Obama-era "stimulus" money supported a few staff positions, which otherwise would have gone unfunded, the 2009-2010 school year budget still required reduction in staffing and services, compared to the prior year. Since 2001, class sizes and teacher loads have gradually ticked upwards, putting a strain on learning and teaching. To prevent further loss of staff and services and to help recapture some of the school's past excellence, increased taxpayer support from the communities was needed, but a defeated override vote in May meant that the school would be laying off staff for the third year in a row.

The school goal for the 2009-2010 academic year was *"to improve communication within the school and between the school and the communities we serve."* Conveying to the community the school's success and its challenges moved to the forefront. The high school improved curricular documents to reflect the richness and quality of the school's curriculum as part of the NEASC accreditation cycle. Stakeholders within and outside of the school were given a "seat at the table" in the decision-making process, as the size and functionality of the School Council increased and committees on safety and long-range planning were established.

The 2009-2010 school year saw many transitions. The high school opened the academic year under the leadership of a new Superintendent/Principal, stepping into a two-year interim position. The high school adjusted to the closure of one of its four administrative houses. The 33% increase in student load for the remaining housemasters clearly surfaced as an obstacle for the housemaster to make close

connections to students in their greatly expanded caseload. The high school's White House Preschool, which had been operating at a deficit for several years, was closed as renovation and rental options were explored to create a fiscally sustainable program in the White House building.

Throughout the year, Lincoln-Sudbury participated in (G4) discussions with the Wayland, Sudbury, and Lincoln Public Schools, collaboratively seeking efficiencies in operations. An outgrowth of this collaboration became the consolidation of the Lincoln-Sudbury and Sudbury Public School's METCO Director positions. Lincoln-Sudbury and Sudbury Public ultimately hired a shared Director to run the program for the combined 156 students.

Our students benefit from a rich and rigorous high school curriculum and excel on SAT and AP tests, and subsequently are admitted to many of the country's best colleges. Extracurricular opportunities available to our high school students continue to be one of the school's strengths. Our Ocean Science Bowl team advanced to the National Championships. Visual Arts students received State and National recognition for their work. The school's drama productions included "Alice in Wonderland" and "Up the Down Staircase." Finally, during the 2009-2010 academic year, Lincoln-Sudbury was also the home of Massachusetts' State Champions for Boys' Nordic Skiing. The school also earned Dual County League Championships in Boys and Girls Lacrosse, Boys and Girls Volleyball, Boys and Girls Hockey, Boys Soccer, Baseball, and Girls Indoor Track, Cross Country and Tennis.

The overall budget for Lincoln-Sudbury Regional High School, not including debt service, was \$23,210,038 in FY09 and increased by 2.11% in FY10 to \$23,700,560. The overall FY09 per pupil cost was \$15,775, which is less than the average per pupil cost at high schools to which L-S is typically compared. Within the constraints of Prop 2 ½ and minimal budget growth, L-S has continued to serve its students well and provides students a strong springboard for success in college and beyond.

### Distribution of Pupils Attending Lincoln-Sudbury Regional High School

	<u>2006</u>	<u>2007</u>	<u>2008</u>	<u>2009</u>	<u>2010</u>
Lincoln	229	240	237	233	212
Sudbury	1280	1275	1294	1275	1292
METCO	91	90	91	91	91
Other Tuition/Tuition Waived	<u>19</u>	<u>17</u>	<u>18</u>	<u>15</u>	<u>14</u>
<b>Total</b>	<b>1619</b>	<b>1622</b>	<b>1640</b>	<b>1614</b>	<b>1609</b>
Boys	804	805	840	814	813
Girls	<u>815</u>	<u>871</u>	<u>800</u>	<u>800</u>	<u>796</u>
<b>Total</b>	<b>1619</b>	<b>1622</b>	<b>1640</b>	<b>1614</b>	<b>1609</b>
9th Grade	409	401	425	423	406
10th Grade	419	402	398	409	417
11th Grade	414	410	402	390	409
12th Grade	<u>377</u>	<u>409</u>	<u>415</u>	<u>392</u>	<u>377</u>
<b>Total</b>	<b>1619</b>	<b>1622</b>	<b>1640</b>	<b>1614</b>	<b>1609</b>
Tuition Pupils Attending Elsewhere	31	31	30	33	39

### LSRHS Placement of the Last Five Graduating Classes

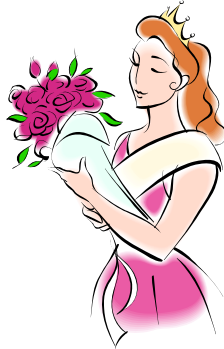
	<b>Class of 2006</b>		<b>Class of 2007</b>		<b>Class of 2008</b>		<b>Class of 2009</b>		<b>Class of 2010*</b>	
Four-year College	316	93%	344	92%	373	92%	374	91.9%	348	90%
Two-year College	7	2%	11	3.0%	16	4%	12	3.0%	11	3%
Other Post Secondary Education	2	0.6%	6	1.6%	1	0.2%	1	0.2%	7	1.8%
<b>Total Post Secondary</b>	<b>325</b>	<b>95.6%</b>	<b>361</b>	<b>96.8%</b>	<b>390</b>	<b>96.2%</b>	<b>387</b>	<b>95.1%</b>	<b>366</b>	<b>94.8%</b>
Work	9	2.6%	9	2.4%	9	2.2%	13	3.2%	11	2.9%
Military	1	0.3%	0	0.0%	1	0.2%	1	0.2%	1	.2%
Other	4	1.2%	3	0.8%	5	1.2%	6	1.5%	8	2.1%
<b>Total Non-postsecondary</b>	<b>14</b>	<b>4.1%</b>	<b>12</b>	<b>3.2%</b>	<b>15</b>	<b>3.7%</b>	<b>20</b>	<b>4.9%</b>	<b>20</b>	<b>5.2%</b>
<b>Total Graduates</b>	<b>339</b>	<b>100%</b>	<b>373</b>	<b>100%</b>	<b>405</b>	<b>100%</b>	<b>407</b>	<b>100%</b>	<b>386</b>	<b>100%</b>

\* Reporting categories adjusted to align with Massachusetts Department of Secondary Education requirements.

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT  
FY10 BALANCE SHEET  
June 30, 2010**

<b>Assets</b>	
Bank of America-deposit	\$ 276,710.11
Bank of America-payroll	898,456.96
Bank of America #13498	29,498.99
BOA - Student Account	341,627.32
Unibank	266,428.44
Unibank Unipay Online	76,254.04
Banknorth	371,365.39
Eastern Bank	109,089.47
Eastern Bank Vendor Account	20,037.05
MMDT	1,061,532.32
MMDT - Kirshner Artist	40,161.01
MMDT - Stabilization	497,094.08
MMDT - Medical Claims	225,770.70
Boston Safe Vendor Account	<u>0.00</u>
	<b>\$ 4,214,025.88</b>

*Did you know...*  
*High school girls participated in the "Miss Sudbury" contest during the late 1960's and early 1970's.*  
*The winner and her court reigned over the 4<sup>th</sup> of July Parade.*



## Liabilities & Reserves

### **GENERAL FUND**

FY10 Encumbrance	\$ 72,500.00	
Surplus Revenue (Reserved for Assessments)	781,388.82	
MSBA Payment (Reserved for Debt Payments)	75,484.80	
Capital Project Premiums (Reserved for Debt Payments)	109,887.53	
Excess & Deficiency	380,851.37	
Stabilization Revenue	497,094.08	
Tailings	15,816.50	
Disability Insurance	3,775.94	
Health Insurance	435,272.49	
FICA Withheld	-3.56	
MA Withheld	-13.01	
<b>TOTAL GENERAL FUND</b>		<b>\$2,372,054.96</b>

### **SPECIAL REVENUE FUND:**

Activity Fee	\$ 5,219.00	
Adult Education	25,284.82	
Athletic Gate Receipts	8,756.12	
Athletic User Fee	230,273.64	
Building Use	95,658.51	
Cafeteria	141,022.63	
Capital Outlay	37,282.85	
Circuit Breaker FY09	0.00	
Circuit Breaker FY10	334,336.00	
Civic Orchestra User Fees	4,256.00	
Computer Contract	1,558.88	
Damage to School Property	308.54	
Donations	73,211.48	
Energy Rebate Account	1,373.75	
Fitness Center User Fees	7,417.29	
Kirshner Artist Fund	40,434.51	
Library Copy Machine	10,856.80	
Lost Books	24,578.40	
Medicaid	34,738.19	
Nursery School	29,016.44	
Parking	7,407.65	
Summer Conditioning	300.00	
Summer Wellness Fees	2,030.83	
Transcripts	10,200.63	
Tuition	103,147.60	
User Van Fees	5,182.11	
FY10 Title I Grant	308.72	
FY10 METCO Grant	25,777.04	
FY10 ARRA Idea Stimulus Grant	5,259.05	
FY10 Title II Teacher Quality	-1,885.79	
FY10 Academic Support Grant	161.12	
FY10 Sped Entitlement Grant (IDEA)	10,617.09	
<b>TOTAL SPECIAL REVENUE FUND</b>		<b>\$1,274,089.90</b>

### **TRUST FUND:**

Medical Claims Trust Fund	226,253.70	<b>\$ 226,253.70</b>
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### **AGENCY FUND:**

Student Activity Fund	341,627.32	<b>\$ 341,627.32</b>
		<b>\$4,214,025.88</b>

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT  
TREASURER'S REPORT  
JULY 1, 2009 - JUNE 30, 2010**

**TOTAL CASH BALANCE JULY 1, 2009** **4,862,743.47**

**DISTRICT FUND**

DISTRICT FUND CASH BALANCE JULY 1, 2009 2,767,043.11

**RECEIPTS:**

**OPERATING ACCOUNTS**

Sudbury Assessment	19,103,994.41	
Lincoln Assessment	<u>3,509,977.88</u>	
<b>TOTAL ASSESSMENTS</b>		22,613,972.29
Chapter 70 Aid	2,471,805.00	
Transportation Aid	<u>246,884.00</u>	
<b>TOTAL STATE AID</b>		2,718,689.00
ARRA Stimulus Grant	183,765.00	183,765.00
<b>ANTICIPATED RECEIPTS</b>	61,000.00	61,000.00
Interest Income	11,649.95	
FY10 Encumbrance	72,500.00	
Petty Cash Refund	1,000.00	
Misc. Receipts	47,853.06	
Group Voids	57,726.49	
Stabilization Interest	408.07	
Tailings	<u>20,132.19</u>	
<b>TOTAL SUNDRY INCOME</b>		<u>211,269.76</u>

**TOTAL OPERATING RECEIPTS** **25,788,696.05**

**DEDUCTION ACCOUNTS**

Federal Withholding Tax	1,547,201.90
MA Withholding Tax	651,713.96
Federal Withholding Tax FICA	197,267.46
Health Insurance	984,968.35
MA Teachers' Retirement	1,303,700.07
Middlesex Retirement	239,425.87
Disability Insurance	84,672.47
Tax Sheltered Annuities	465,897.32
Credit Union	348,865.04
L-S Teachers' Association	87,529.05
Deferred Compensation	24,428.67
Section 125, Flexible Spending Plans	187,861.50
Attachments	<u>0.00</u>

**TOTAL DEDUCTION RECEIPTS** **6,123,531.66**

**TOTAL DISTRICT FUND RECEIPTS** **31,912,227.71**

**TOTAL DISTRICT FUND INCOME** **34,679,270.82**

**DISBURSEMENTS:****OPERATING ACCOUNTS**

Operating Budget/Pensions & Insurance	23,378,586.66	
Debt Service - Principal	2,150,000.00	
Debt Service - LT Interest	<u>645,700.00</u>	
<b>TOTAL BUDGET DISBURSEMENTS</b>		<b>26,174,286.66</b>

Capital Fields Project	59,984.99	59,984.99
FY09 Encumbrance	34,237.15	34,237.15
Tailings	6,402.08	6,402.08
<b>PETTY CASH ADVANCE</b>	<b>1,000.00</b>	<b>1,000.00</b>

**DEDUCTION ACCOUNTS:**

Federal Withholding Tax	1,547,201.90	
MA Withholding Tax	651,726.97	
Federal Withholding Tax FICA	197,271.02	
Health Insurance	892,725.10	
MA Teachers' Retirement	1,303,700.07	
Middlesex County Retirement	239,425.87	
Disability Insurance	84,672.47	
Tax Sheltered Annuities	465,897.32	
Credit Union	348,865.04	
L-S Teachers' Association	87,529.05	
Deferred Compensation	24,428.67	
Section 125, Flexible Spending Plans	187,861.50	
Attachments	<u>0.00</u>	
<b>TOTAL DEDUCTION DISBURSEMENTS</b>		<b><u>6,031,304.98</u></b>

<b>TOTAL DISTRICT FUND DISBURSEMENTS</b>	<b>32,307,215.86</b>
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CASH BALANCE DISTRICT FUND ON JUNE 30, 2010	2,372,054.96
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STUDENT ACTIVITY FUND BALANCE ON JUNE 30, 2010	341,627.32
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CASH BALANCE REVOLVING & GRANT ACCOUNTS ON JUNE 30, 2010	<u>1,500,343.60</u>
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<b>TOTAL CASH BALANCE JUNE 30, 2010</b>	<b>4,214,025.88</b>
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**OUTSTANDING DEBT**

School Bond (10 year, TIC: 3.930263)	<b>\$5,600,000.00</b>
School Bond (20 year, TIC: 3.954145)	<b>\$8,800,000.00</b>
School Bond (5 year, TIC: 3.846000)	<b>\$600,000.00</b>

**EXCESS & DEFICIENCY FUND**

Cash Balance July 1, 2009	<b>\$380,851.37</b>
FY10 Operating Budget Surplus	\$284,108.00
FY10 Regional Transportation Aid over revenue estimate	\$54,803.00
FY10 ARRA Stimulus Grant under revenue estimate	-\$5,978.00
FY10 Interest Income, Misc. Receipts & Voids	\$117,229.50
FY09 Encumbrance	\$5,654.33
FY12 Budget Reapportionment (voted 9/21/10)	<u>-\$455,816.83</u>
Cash Balance June 30, 2010	<b>\$380,851.37</b>

**SURPLUS REVENUE DESIGNATED TO REDUCE ASSESSMENTS**

Cash Balance July 1, 2009	\$1,179,993.68
FY10 Budget Reapportionment	-\$854,421.69
FY10 Surplus from Excess & Deficiency	<u>\$455,816.83</u>
	<b>\$781,388.82</b>

**Breakout of Surplus Revenue**

FY11 Budget Reapportionment	\$325,571.99
FY12 Budget Reapportionment	<u>\$455,816.83</u>
Cash Balance June 30, 2010	<b>\$781,388.82</b>

**STABILIZATION FUND**

Voted establishment spring town meeting 1992	\$0.00
Cash Balance July 1, 2009	\$496,686.01
FY09 Funding	\$0.00
Interest Income	\$408.07
Disbursements	<u>\$0.00</u>
Cash Balance June 30, 2010	<b>\$497,094.08</b>

**MISCELLANEOUS INCOME**

Interest Income	\$11,649.95
Misc. Receipts and voids	<u>\$105,579.55</u>
	<b>\$117,229.50</b>

**ANTICIPATED RECEIPTS**

Athletic Gate Receipts	\$6,000.00
Cafeteria	\$7,500.00
Medicaid Receipts	\$40,000.00
Transcript Fees	<u>\$7,500.00</u>
	<b>\$61,000.00</b>

**Lincoln-Sudbury Regional High School**  
**Class of 2010**  
**Graduation June 6, 2010**

Derek William Abel  
Edward Devin Acton  
Shanaya Maria Adams  
Anya Aikens-Kinney  
Katherine Brannen Alwan  
Catrina Bonita Andrade  
Emily Rose Arista  
Nico Arsenault  
Claire Kathryn Arthur  
Jessica Lynne Auger  
Derek Philip Azzolino

Seda Christine Babroudi  
David Evan Baer  
Molly Elizabeth Bajgot  
Michael Wayne Baranowsky  
Alec Michael Barnes  
Patrick Dorsey Barrett  
Allison Jean Baxter  
Lindsay Marie Bender  
Mark Alexander Benhaim  
William Bereszniwicz  
Meghan Elizabeth Berger  
Amy Elizabeth Bero  
Alexandra Eve Bilbo  
Daniel Benjamin Birtwell  
Benjamin John Blanchette  
Nicole Lynne Bleiler  
Natasha Ann Block  
Andrew James Blohm  
Scott Thomas Bluni  
Whitney Cobb Boegel  
Michael James Bougoulas  
Graham Hochschartner Boyd  
Julianne Marie Braden  
Jacqueline Bramberg  
Henry Manfred Reiling Breiter  
Spencer Edmunds Brightman  
Brittany Archangela Brita  
Jennifer Anne Brodeur  
Elena Marie Brunner  
Ashley D Brykman  
Robert Kurt Bunting  
Philip Justin Burke  
Alec Samuel Burkin

Christina Marie Caffarella  
Stephanos Sheridan Calligas  
Kristen Elizabeth Cantow  
Alexandra Leah Capone  
Jennifer Margaret Carder  
Caroline Elizabeth Carlson  
Brendan Patrick Caslin  
Kara Rosemarie Caso  
Erica Castro  
Alexander Michael Cen  
Jennifer Phyllis Chan

Alexandra Chantiles  
Taylor Anne Charest  
Richard Allen Cheek  
Nicole Shaw-Yih Chen  
Holly Johanna Clarke  
Daniel Brian Cmejla  
Benjamin David Cohen  
Joseph Thomas Collins  
Stephen Patrick Collins  
Lauren Elizabeth Confort  
Meghan Erin Connolly  
Daniel Scott Cooper  
Ashleigh Katherine Copeland  
Matthew William Costa  
Emma Catherine Costello  
Zachary Michael Cournyn  
Kyle Ting Croman  
Millicent Ting Croman  
Sean Joseph Cronin  
Patrick Benjamin Crosby  
Sean Michael Cumming

Emily Kristen DaSilva  
Rachel Naomi David  
Lukas Braden DeFilippo  
Molly May Deneen  
Jordan Juliet Desrochers  
Tiffany Alicia Dessain  
Kristine Diane Dickinson  
Hamilton Obi Dimunah  
Monica Elizabeth DiStefano  
Kristen Jean Doherty  
Olivia Ann Dorey  
Samuel Zachary Dorfman  
Richard W. Doty  
Jeffrey Stevenson Dykes

Matthew John East  
Hannah Ehrmann  
John Bernard Ellersick  
M. Kendra Elliston  
Arelai Rachel Ephraim  
Elicia Sara Epstein  
Lee Elliot Eustis

Martin Jin-teng Falk  
Deborah FanFan  
Natasha Elana Fee  
Julia Fiske  
Kellie Frances Fitzgerald  
Anthony James Fitzhugh  
Hannah Kathleen Fitzsimons  
Katerina Sofia Antonietta Fontes  
Emma Alexandra Franchek  
Jordan Blake Futch  
Amer M Galuak  
Rima Gemayel

Nathan Matthew Gerry  
Samuel Sprague Gifford  
Shannon Mary Gilroy  
Shannon Smith Gilroy  
Ian Christopher Gingrich  
Lisa Gisela Giorgetti  
Alexander Frederick Gish  
Amy Melissa Gleason  
Matthew Adam Gleason  
Jason Alexander Goldfarb  
Alex Benjamin Goldman  
Jaclyn Kate Goldstein  
Joshua Rafe Goldstein  
Daniel Colby Gordon  
Nicole Elise Gormley  
Kaitlyn Alexandra Grant  
Claudia Minerva Grasso  
Daniel Stuart Green  
Jessica Ann Greenlaw  
Jessica Erin Greenwood  
Sophie Veron Griswold  
Samuel Joseph Gruber  
Daniel James Grunow  
Amanda Julia Guillet  
Matthew Stephen Guldberg  
Ariana Wurst Gunderson  
Aaron Joseph Gundy  
Olivia Katherine Gutowski

Melanie Margaret Hagarty  
Merrit Connor Hall  
Katharine Stanley Halper-Bogusky  
Christopher Trent Halsted  
Mark David Hamel  
Kevin Phillip Hansen  
Julia Sarah Hanson  
Whitney Leara Harding  
Dana Hareli  
Ryan Patrick Healy  
Brittany Leigh Heier  
Michael James Hilperts  
Sarah Jamie Hodian  
Isaac Mitchel Hoenig  
Hannah Martin Holden  
Bryan Stewart Holtzman  
Graham Johnson Hotchkiss  
Alexander Albert Hovsepian  
Nayja Aliya Howard  
Jennifer Yo-Zong Hsu  
Serena May Huang  
Anna Earl Humphrey  
Bridget Ingrid Hunter-Jones  
Brandon James Huntowski  
Rebecca Lok-Yi Huynh  
Cecilia Igwe-Kalu

Alexander John Jacobs  
Bry'Aun Jacques  
Katrina Lee Jandl  
Faimara Jean-Baptiste  
Alex Edward Jermasek  
Trevor James Jermasek  
Gregory George Johnson  
Matthew Allan Johnson

Nathaniel Tucker Kania  
Robert Michael Karn  
Matthew Robert Kasle  
Jacob Ross Katz  
Andrew Joseph Kelly  
Brendan James Kelly  
Chelsea Amanda Kelly  
Emily Victoria Kempf  
Alexander James Kenley  
Timothy Jay Kennelly  
Dong Il Kim  
Donald Lee Kimble Cook III  
Bryan Ross Koop

Devyn Frances LaCamera  
Eric George LaRow  
Andrew James Lassen  
Meredith Chan Ah Lataille  
Nathan Blinn Latta  
Jacqueline Marie Laviolette  
Nicholas Richard Lawson  
Susan Jennifer Leahy  
Jessica Mingzhi Lee  
Anthony Matthew Leo-Mayes  
Julia Alexandra Levy  
Yakira Neitlich Levy  
Jonathan Ryan Lewis  
Kourtney Lewis-Allen  
Joseph Eli Libby  
Benjamin Jacob Link  
Kevin Tian Meng Liu  
Geoffrey Saxton Long  
Andrew David Luce  
Maya Pinto Lund  
Michael Christopher Lutz  
Kristin Kathleen Lynch  
Hannah Marie Lyons  
Jamie Lee Lyons III

Megan Jean MacArthur  
Trevor Jackson MacKinnon  
Periklis George Maheras  
Kerry Gail Mahony  
Charles MacLachlan Maier  
Samuel MacLachlan Maier  
Gregory Carlo Majno  
Brooke Kathryn Maley  
Megan Patrice Maley  
Christopher Lawrence Manno  
Eric David Mariasis  
Elizabeth Duncan Marshall  
Lauren Elizabeth Matot  
Ryan Edward McCahon

Christopher Robert McDermott  
Elizabeth McCarthy McDermott  
Kevin Joseph McDermott  
Christine Rose Yao McEachern  
Owen Payette McGarry  
Joseph Raymond McGee  
Maura Anne McGrath  
Kelli Anne McNabb  
Zachary Elias Michel  
Dana Michelle Miller  
Katherine Faye Miller  
Fanny Rebecca Mlawer  
Carter Philip Mode  
Daniel Monahan  
Landon Lindquist Moore  
Megan Machelie Moritz  
Michael Manu Moritz  
Meira Shehan Morrison  
Brendan Hunt Mullin  
Sean Thomas Murphy  
Ronique Yvonne Muse  
Lior Myara

Amanda Lauren Nash  
Amanda Lee Nelson  
Amanda Drew Netburn  
Elizabeth Sara Newman  
Jeffrey Starratt Newton  
Charles Nichols III  
Christopher Scott Nifong  
Andy Mony Nop  
Victoria Marie Noyes

Owen Patrick O'Brien  
Daniel James O'Donoghue  
Christine Oh  
Abigail Ramona Oliveira  
Joseph Patrick Organisk  
Kathryn Frances Orie  
Reina Nicole Ostar

Owen Nicholas Pagano  
Hankyul Park  
Felicia Avni Patel  
Demetrius Leslye Patterson  
Joy Anna Pearmain-Hovestadt  
Morgan Alexandra Peck  
Richard Derek Perkins  
Cassandra Patricia Perry  
Emily Ruth Perry  
David Marshall Piazza Jr.  
Graham Robert Piercey  
Melanie Pollock  
Alexandra Leigh Prenetta  
Kendall Taylor Presti

David Sean Quinn

Noah Radding  
Callin Alexis Rader  
Michael Christopher Radulski  
Kiirstin Irene Rautiola

Kevin Ross Ravesi  
Chelsea McKenna Reardon  
Benjamin Thomas Reiner  
Michael James Restuccia  
Nathalie Reyes  
Sarah Jean Richard  
Jackson Coutts Rimpas  
Sarah Adelaide Riordan  
Matthew David Rizzo  
Wilson Preston Roberts  
Orla Nimah Roche  
Paulina dela Cruz Rodis  
Rachel Judith Romash  
Jennifer Nicole Rose  
Daniel Marc Rosen  
Michael Royea Rosen  
Allison Paige Rottman  
Austin Choate Rourke  
Claire Nicole Rudder  
Kayla Marie Rudder  
Benjamin Keaton Ryan

Danielle Iris Sackstein  
David Franklin Sackstein  
David Michael Sadowsky  
Max Abraham Sagan-Guthertz  
Hannah Michelle Salkovitz  
Peter Michael Salvia II  
Jennifer Anne Sanders  
Tony Xavier Sanders  
Caroline Elizabeth Santinelli  
Andie Nicole Savel  
Daniel Massa J. Sawyer  
William August Sawyer  
Leah Elizabeth Sax  
Nico Helmut Schottenhamel  
Paul Randall Schubert  
Luke Vernon Schultz  
Jonathan Scotti  
Andrew Michael Schwalm  
Nicolaus John Serbedzija  
Ivan Man-hih Seto  
Zaynah Amirah Shaikh  
Sean Philip Sharkey  
James Armand Shea  
Tessa Grace Sheehan  
Kelly Elizabeth Sherrer  
Daniel John Shimkus  
Trevor Meyer Shorb  
Amanda Marion Shore  
Alissa Hattie Shulman  
Ari Michael Sillman  
Abigail Beth Silverman  
William Paul Simon  
Dareek Raghib Sims  
Mohan Singh  
Katherine Elizabeth Sisk  
Malcolm Reid Sledge  
Matthew James Sliwkowski  
Katherine Elizabeth Smerlas  
Benjamin Robert Smith  
David Joseph Smith

Savannah Rae Conway Smith  
Taylor Cameron Snow  
Tory James Spaziani  
Julia Elizabeth Starr  
Joshua Ben-Avram Sternberg  
Katherine Randall Stevenson  
Christopher Hopkins Stock  
Erica Sandra Stockwell-Alpert  
Christian James Stoll  
Regan Elisabeth Stubbs  
Robert Joseph Stuckey  
Michael James Sullivan  
Michael Lawrence Sylvia

Tate Tabtieng  
Rosie Jane Tait  
Jacqueline Tan  
Jessica Lynne Tarr  
Jasmin Laverne Taylor  
Savannah Evelyn Tenney  
Michael Augustus Terren  
Jill Marie Thompson  
Stephanie Hannah Titlebaum  
Arby Ardash Torossian  
Ryan Chi-Wai Tsang

Jenna Marie Vercollone  
Randy Vicente  
Sabrina Rose Volante  
Kate Nicole Von Alt

Emily Philippa Walker  
Chamaïne Jasmine Washington  
Shanice Natasha Washington  
Erik Michael Watkins  
Ariel Hannah Wein  
Dane Edward Weinberger  
Jonathan Davyd Weinstein  
Matthew Adam Weinstein  
Shawna Kaylee Welch  
Julia Bernard Welsh  
Katherine Margaret Welsh  
Robert Andrew Wilkinson  
Caroline Eaton Williams  
Charles Andrew Wilson  
Taylor MacDonald Witkin  
Julie Melissa Woodbury  
Matthew Vincent Wurm

Caroline Mei-Ching Yang  
Alexandra Nicole Young

Nevin Monroe Zais  
Andrew David Zieff  
Nicole Jamie Zusman

Respectfully submitted,  
*Scott Carpenter, Interim  
Superintendent/Principal*

School Committee  
*Mark T. Collins  
Radha R. Gargeya  
Nancy F. Marshall  
Kevin J. Matthews  
Patricia M. Mostue  
Berne B. Webb*

<p>In Memoriam: James Fordyce Alenson Tyler Rene Cyr</p>
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# Minuteman Regional Vocational Technical School District

## About Minuteman

Minuteman is a four-year career and technical high school serving 16 member towns: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston. Minuteman combines rigorous academics in preparation for college with relevant career and technical programs. The school also provides career development programs for adults as part of our self-sustaining Community Education Program.

## Enrollment

As of October 1, eleven high school students, four half-day students, and three post-graduate students were enrolled at Minuteman providing a full-time equivalent (FTE) of 16 residents of Sudbury. Minuteman experienced a 60% increase in the Freshman Class this year. New recruitment and communications strategies were executed and have included students, parents, alumni and advisory committee members in speaking to parents, interested students and community groups about the value of a Minuteman education. As the 2011-2012 Recruitment Activities have evolved, we have seen an additional increase in interested 8th graders. Interest in Minuteman is increasing from our member communities.

## Multiple Avenues of Enrollment

Minuteman offers a unique program allowing student enrollment on a half day-every day basis. Currently, few Lincoln-Sudbury students take advantage of this design. Juniors and seniors are encouraged to visit [www.minuteman.org](http://www.minuteman.org) for more information. The District offers 'Post Graduate' programs to Sudbury residents of any age who seek to enhance their own economic opportunity via skill development. Beginning in FY12, member community Post-Graduate Students will be charged a partial tuition that will escalate over several fiscal years to reflect the estimated operating costs.

## 2010 Sudbury Graduates and Awards

- Rowan Considine, Engineering
- David Poirier, Electrical
- Marcela Ribeiro, Health Occupations

Marcela Ribeiro received the Minuteman Principal's Award and the Friends of Minuteman Award. These awards are given to students of superior academic

achievement and significant participation in school or community activities.

## SkillsUSA Awards – Sudbury Student

Leif Skramstad was a Gold State Medalist and Silver National Medalist for Robotics.

## Class of 2010 Graduate Achievement Highlights

- 100% successfully passed the state-required MCAS in English and Math.
- 32 members (25%) of the class of 2010 earned the John and Abigail Adams Scholarships for outstanding MCAS performance.
- 72% college acceptance or advanced Technical Training, 19% career bound in field and 5% military. Overall, graduates achieved a 96% placement rate.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Education and Care program completers were certified by the Massachusetts Department of Early Education and Care.
- 100% of Cosmetology graduates passed State Board examinations.
- Health Occupation graduates achieved 100% in college acceptance.

## Leadership, Governance and Communication

- The Massachusetts School Building Authority (MSBA) invited Minuteman to the Feasibility phase of a renovation project. As of August 15, all 16 member towns approved the Feasibility Study request of \$724,000. The first phase of the project includes the completion of an Enrollment Study, Strategic Plan, and review of the Regional District Agreement (visit [www.minuteman.org](http://www.minuteman.org) for more information).
- Middlesex County District Attorney Gerard Leone recognized Minuteman in December with the Martin Meehan Education Leadership Award in achieving exemplary status regarding school safety, protection, and education of its students.

## Curriculum and Instruction

- Since 2008, all 9th grade students have studied English and Math daily, rather than the long-established "week-on-week-off" schedule, thus providing more consistent and concentrated instruction in preparation for MCAS as well as project-based learning and academic and technical integration.

- The Strategic Planning process has identified several new programs that Minuteman will be seeking to establish including: Criminal Justice/Bio-Security, Animal Science and programs within the Technical and Performing Theater Arts Cluster. Two programs were phased out this year including Office Technology and Auto Body Repair. A new program, Hospitality Management, gained Chapter 74 State Approval. A Barbering program is in its second year under the umbrella of the Cosmetology program.

### **Assessment and Program Evaluation**

The district offers a Non-traditional Exploratory Program through which all students learn about the viability of men and women in non-traditional careers, such as Automotive Technology, Carpentry and Construction, Computer Science, and Engineering for women and in Medical Careers, and Cosmetology/Barbering for men.

### **Professional Development**

The Minuteman staff has prioritized professional development including summative and formative assessment methodologies. Minuteman is in its third year of creating a Professional Learning Community. School-wide goals being implemented include teacher-to-teacher peer observations, 9th Grade Executive Function support, Reading Consultancies, and Academic-Career and Technical curriculum integration.

### **Student Access, Participation and Support**

- Minuteman reorganized the assignment of guidance counselors to provide incoming 9<sup>th</sup> grade students with a dedicated guidance counselor. Our research has shown that many freshmen need additional support as they adjust to High School.
- In addition to having a dedicated 9<sup>th</sup> grade counselor, the reassignment strategies now include counselors covering the career clusters. This provides the counselors with a more thorough knowledge of the career areas and the career and technical (CTE) staff.
- An all-grade-nine Executive Function initiative was launched this year. Students received a master binder to enhance their planning and organization skills. Classroom instruction includes activities for students to develop and apply study skills and strategies with particular emphasis on pre-reading, time management, unit organization, note-taking, and test preparation.
- This is the second year supporting a full-time Reading Specialist. In addition to working with students on his own caseload, he consults with

academic and CTE teachers toward the development and application of a school-wide reading program.

- Enrollment increased in Art (50%) and Music (200%).
- Enrollment in Honors courses increased 24%.
- The District offers 16 sports with three levels (Varsity, JV and Freshmen). Over the past seven years the number of participants has doubled in many sports. Minuteman students have access to more than 20 clubs and activities.
- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, they assist in fundraising for scholarships awarded at graduation. The goal of the MPA is to help support student access and achievement in all areas including but not limited to academic, vocational, athletic, and extra-curricular activities.

### **Recognition**

- Environmental Technology teacher Emily Blume received the 2010 Ocean Stewardship Teacher of the Year Award from the New England Aquarium.
- Social Studies teachers accepted an invitation to participate in a Teaching American History Grant awarded by the U.S. Dept. of Education.

### **Financial and Asset Management Effectiveness and Efficiency**

- Budgets continue to be aggressively managed as Minuteman seeks to 'right size' itself and reduce per pupil expenditures.
- A new financial management software system was implemented to improve the efficiency in the Business Office. A new Director of Business and Operations was hired which replaced two administrators. This position oversees all areas of non-instructional support services provided to the school and will continue to improve effectiveness and transparency in these areas.

- Capital funds were used for major energy systems repairs, implementing the Technology Plan, upgrading the main entrance mall area of the school, relocating the office areas, renovating and relocating the Early Education Child Care Center, renovating hallways, various classrooms, cafeteria space, physical education classrooms, and a fitness room for students.

Respectfully submitted,  
*Dr. Edward A. Boquillon, Superintendent*  
*David R. Manjarrez, Representative*

**MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT GENERAL FUND  
 STATEMENT OF REVENUES AND OTHER SOURCES  
 AND EXPENDITURES AND OTHER USES - BUDGET AND ACTUAL  
 FOR THE YEAR ENDED JUNE 30, 2010  
 AUDITED**

		Original Budget	Final Budget	Actual Amounts (Budgetary Basis)	Variance with Final Budget Positive (Negative)
<b>Revenues and other sources:</b>					
Assessments to members	\$	9,974,116	\$ 9,974,116	\$ 9,974,116	\$ -
Intergovernmental revenues		2,713,325	2,753,164	2,927,183	174,019
Tuition		888,363	888,363	888,363	-
Investment income		65,000	16,817	16,817	-
Miscellaneous		45,000	65,000	144,467	79,467
Use of fund balance - prior year tuition		3,457,303	3,445,647	3,445,647	-
Use of fund balance - Operations		352,894	352,894	352,894	-
Transfers in		-	-	8,049	8,049
<b>Total Revenues</b>	\$	<u>17,496,001</u>	\$ <u>17,496,001</u>	\$ <u>17,757,536</u>	\$ <u>261,535</u>
<b>Expenditures and other uses:</b>					
Administration		1,190,473	1,203,241	1,158,679	44,562
Instruction		8,970,198	9,028,302	8,947,793	80,509
Other school services		2,059,980	1,993,178	1,875,804	117,374
Operation and maintenance		2,043,378	2,039,308	2,146,387	(107,079)
Fixed charges		2,694,919	2,690,919	2,496,691	194,228
Capital acquisitions		523,309	527,309	355,003	172,306
Debt service		13,744	13,744	163,744	(150,000)
<b>Total Expenditures</b>	\$	<u>17,496,001</u>	\$ <u>17,496,001</u>	\$ <u>17,144,101</u>	\$ <u>351,900</u>
Excess of revenues and other sources over expenditures and other uses	\$	<u>-</u>	\$ <u>-</u>	\$ <u>613,435</u>	\$ <u>613,435</u>

# Human Services

## Goodnow Library - The Last Ten Years

*The following report is a retrospective by William Talentino who retired as Library Director effective March 2011.*

This will be my twenty-third and final annual report for the Goodnow Library. I have decided to make it somewhat retrospective. This year's report will focus on observations about the last ten years rather than on events, statistics and details related to 2010 alone. Why the last ten years? They loosely encompass the first decade of the 21<sup>st</sup> century and the first ten years of the "new" Goodnow Library facility. Also, I have a fairly good memory of the last ten years. The Library's ability to serve the community has grown and evolved significantly during this period, as has the community's exceptional use of library resources and services. For these reasons, it seems appropriate to look back on the decade and its changes as a whole.

The opening paragraph of the 2000 Annual Town Report serves as a fitting introduction to assessing this era in Goodnow's history. It concluded the first full year in the new Library. The Library's staff and users benefitted greatly from the extraordinary developments and opportunities that the new Library facility offered. Before describing these enhancements, the 2000 report outlined the fundamental value by which all of the Library's past, present and yet-to-be-planned efforts are measured. It serves as a good guide to the entire decade.

*"Everyone likes to be valued. It is a critical element to all worthwhile relationships. It is fundamental to excellent public relations and customer service. In public libraries much thought and effort goes into improving public relations and customer service. Often the focus is on expanding services and resources and awareness of them so as to better serve the public. Examples of Goodnow's recent efforts to improve service include adding DVDs and Web access to its plan of service, and on a much larger scale, completing a building program—all of which are extremely popular with the public. As popular and important as enhancements such as these are, ultimately the quality of customer service and public relations in libraries is defined by the interaction between library users and library staff at the service desks: circulation, children's and reference. People gain a sense of*

*being valued as a result of the attention they receive—the personal attention given to their interests and needs.... It cannot be assumed and can dissipate quickly. Its importance must be reaffirmed every day through care, pride and effort."*

The report went on to describe staff and user activity in the new Goodnow.

The new Library has been a great success. It is a comfortable and inviting destination for residents of all ages and interests. By design, the building maximizes contact between staff and users. The strategic location of service desks and open space scheme, as few walls as possible, and use of glazing, encourage interactions between staff and users. It has become a community center and gathering place for Sudbury. Use of Goodnow bears this out. Its meeting and study rooms are in constant use. The Community Meeting Room's audio-visual system supports all types of community programs. The Library's art exhibit spaces showcase the talents of residents and are reserved several years in advance. The Story/Program room and Toddler area introduce the youngest residents to literature, socializing, and public services. Public PCs are in constant use. Borrowing by young adults has increased significantly with the presence of a Young Adults area. Overall, borrowing has increased by 55 percent over the last ten years – 264,000 items (2000) to 400,000 items (2010). (It increased by 30 percent over the prior ten years.)

Designed to be Sudbury's 21<sup>st</sup> century library, the new facility has been quite adaptable and supportive of changes in library services and resources over the last decade. In addition to supporting new technologies, such as those listed below, it has allowed us to recapture and redefine space to better serve user needs. A good example of this is the conversion of an oversized books stack area on the second floor. Two years ago, simply by rearranging furniture and shelving, it was converted to an attractive shared open seating and study area. It is a popular throw-back to the public reading rooms of old, but far more user-friendly and comfortable.

Technology has been a major catalyst for change at Goodnow. It has made in-house resources and

services more accessible and convenient to use. At the end of the 20<sup>th</sup> century, Goodnow had three staff PCs and one public PC. The public PC had a graphical interface to the Internet but no printer. Today, the Library supports a network with more than forty PCs with access to the Web and several network printers. It also has a wireless system for those who prefer to use their own laptops. Empowering staff to do more via technology has been an effective strategy for Goodnow for more than a quarter of a century. It is one of the reasons why Goodnow's ratio of staff to services is consistently among the most efficient among peer libraries. This has been particularly true in the new facility. Goodnow absorbed a major growth in activity with only small staff increases in key areas.

As is true in the private sector, many of the recent technological developments at Goodnow focus on expanding the user's ability to shape the services or resources they receive, in part through self-service. Goodnow's most recent technical enhancement is radio frequency identification (RFID) with self checkout. Implementing RFID was the major goal for 2010. Goodnow's RFID and self-checkout system makes borrowing material quicker and more convenient for users. Library users have direct access to items being held for them and can check materials themselves. In addition to empowering users to help themselves, this new arrangement frees up staff to offer more customer and behind-the-scenes services.

The impact of advances in technology extends beyond the physical facility. Goodnow is now a virtual library with resources and services just key strokes away at any time. The report from ten years ago mentions DVDs and access to the Web and MLN's on-line catalog. It didn't mention hits on the Library's web site. The site didn't exist. Now users have 24/7 remote access to numerous on-line services and resources via Goodnow's web site and the Minuteman Library Network (MLN). Goodnow offers users free access to subscription databases, such as Consumer Reports, as well as downloadable audio-books and e-books. The Sudbury Archives started as a DOS database of historical records stored on one in-house PC. Today it is a web-based resource offering scanned images and transcription of many of its 16,000 entries for Sudbury historical records. People all over the country search it for historical and genealogical information related to Sudbury. In addition to accessing a vast array of resources, the virtual library also empowers library users to help themselves. It enables library users to reserve materials, including museum passes, renew items, and even pay fines remotely. Users automatically

receive e-mail notices about items being held for them or due to be returned.

As mentioned above, pursuing opportunities to collaborate is a longstanding Goodnow tradition. Twenty-seven years ago, thirteen libraries coordinated their efforts and resources to create a shared automated network--the Minuteman Library Network (MLN). It serves as Goodnow's greatest collaborative effort. Members of MLN are constantly looking for more ways to share. Over the last ten years, the resource sharing capabilities of MLN have grown dramatically. Ten years ago interlibrary loans for Goodnow totaled 14,000. The most recent figure is 94,000 (45,000 items borrowed for Sudbury residents and 44,000 sent to other MLN libraries). This represents a 650 percent increase in resource sharing over the ten-year period. Minuteman libraries share more than 1.5 million items a year. Collectively, members of the Network have acquired databases and automated services that none of them could otherwise afford. Many of the service enhancements described under technology are the result of collaboration among MLN members.

### **Next 10 Years**

What do we have to look forward to in the near future? There will be the same commitment to customer service and relationships. MLN's downloadable audio and e-book collections will grow. Users will be able to access Goodnow and MLN resources and services via hand-held mobile devices. Goodnow will have a new web site with interactive capabilities. As has been the case for decades, the Friends of Goodnow will contribute to developments. And soon, the newly-formed Goodnow Library Foundation will be a vital supporter of Goodnow enhancements. The Foundation will be building towards a funding campaign to begin in 2013 with the 150<sup>th</sup> anniversary of the Library's original opening.

### **Friends**

The Friends of the Goodnow Library have been a unique source of support, encouragement and inspiration to the Library in many of its endeavors over the last ten years. Friends' contributions made the transition from tapes to audio-book and music CDs and to DVDs possible. The Friends played a role in the conversion of the Sudbury Archives to a web-based resource. The Friends have long provided an outstanding collection of museum passes for the public. Several years ago it took on the subscription cost to on-line museum reservation software. The software allows library users to reserve passes 24/7 from work or home and frees up staff for other

services. Most recently, the Friends gave encouragement and support to two major undertakings with long range advantages--the RFID system and Goodnow Library Foundation.

### **Volunteers**

Goodnow is fortunate to have 25-30 volunteers assisting us with resource sharing and a variety of other important behind the scenes operations. As Goodnow's activity has increased dramatically over the last ten years, so has its reliance on volunteers. Every day of the week, volunteers gather and process Goodnow items requested from other libraries and then unpack and process items coming from other libraries for Sudbury residents--94,000 items last year alone. Volunteers clean CDs and DVDs. They create labels to make items easier to find and prepare craft materials for children. If not for this dedicated group of volunteers, the Library would have to compromise other services in order to free up staff time to carry out these tasks. This past year was a spectacular year for volunteering at Goodnow. Our regular volunteers and a large group of new participants invested 2,000 hours in the RFID project. They labeled and processed every item owned by the Library--more than 100,000 items.

### **Support of Other Town Departments**

As stated earlier, collaboration is an essential tool for Goodnow. Over the last decade efforts between Goodnow and the Selectmen, Town Manager, Assistant Town Manager and other Town officials and departments has grown. Several examples stand out. The Selectmen and Town Manager provided input and support for the Library's Five Year Strategic Plan that was instrumental in introducing the RFID system and establishing the Goodnow Library Foundation. Advice and assistance from the DPW and Building Department have become essential to maintaining the Library facility. The Building Department has resolved a number of maintenance problems over the past few years, as warranties have expired, and saved Goodnow significant time and money. DPW resolved several drainage issues and outlined a plan for addressing a water problem.

Technology is integral to Goodnow's plan of service. It is instrumental to strengthening and expanding services and increasing productivity. The Town's Technology Administrator and Assistant Administrator are major contributors to the Library's success in planning and implementing technology.

The RFID project exemplifies the important role the Administrator and his Assistant have at Goodnow. They worked with staff on selecting hardware and peripherals and managing telecommunication and wiring issues.

### **To Sudbury: Goodbye and Thanks**

I am unable to express adequately my deep appreciation and indebtedness to all of those who have enriched my professional and personal life so much over 23 years at the Goodnow Library. It is my good fortune to be equally overmatched by the task of trying to name those who have made my time at Goodnow so meaningful. Since there are just too many of you, I'll thank you in groups. I will always value your generosity, kindness, trust and friendship.

- Residents and local businesses
- Library users
- Trustees
- Staff
- Friends
- Volunteers
- Town Manager & Assistant Town Manager
- Departments: especially Technology, Building, DPW, Accounting, Selectmen, School and Treasurer
- Selectmen
- Finance Committee, Permanent Building Committee, Capital Improvement Planning Committee
- Families of all the boards and committees
- Minuteman Library Network: central site staff and member libraries
- Mass. Board of Library Commissioners: staff and commissioners
- Mass. Library System
- The Sudbury Foundation
- Organizations, especially the garden clubs
- Consultant and Database Manager of Sudbury Archives
- Wayside Inn
- Vendors: two great cleaning companies, a wonderful HVAC company and an excellent electrician
- Goodnow's architects and designer

Respectfully submitted,  
*William Talentino,*  
*Library Director*

## Statistics 2010

Circulation	401,970
Children's Programs	300
Children's Program Attendance	4,700
Meeting Rooms Use	350 (meetings) 6,984 (attendance)
Interlibrary loans	94,000
Hits on Goodnow's Website	290,000

## Statistics 2000

Circulation	264,095
Children's Programs	238
Children's Program Attendance	3,474
Meeting Room Use	327(meetings)
Interlibrary Loans	13,954

## Goodnow Library Financial Report July 2009 – June 2010

	<u>Fees and State Revenue</u>	<u>Receipts and Expenditures</u>
Lost Books Fund	\$ 4,185.14	\$ 4,844.15
Multi-Purpose Revolving Fund	4,087.15	718.79
Mass. Equalization Grant Fund	1,595.89	3,551.95
Library Incentive Grant Fund	14,526.31	10,167.95
Non-Resident Circulation Fund	4,498.13	5,985.66
Fines	27,461.46	

Respectfully submitted,  
Goodnow Library Trustees  
*Jill W. Browne*  
*Phyllis A. Cullinane*  
*Lily A. Gordon*  
*Carol Hull*  
*Robert W. Iuliano*  
*Barbara F. Pryor*

## Council on Aging

The Sudbury Senior Center is dedicated to serving the social, recreational, health and educational needs of people aged 60 and older in the community, and does so with a lively mix of programming and services. The Senior Center is accredited by the National Institute of Senior Centers and strives for excellence in service to Sudbury seniors and their families. In FY10 we served 2,030 individual seniors and 119 people under age 60.

While activities run by the Council on Aging are most visible at the Senior Center, many services are delivered in other settings. These are initiatives that benefit both seniors and the larger Sudbury community.

### **Retirement of Director and New Director Appointed**

After 5 ½ years of distinguished leadership, Kristin Kiesel, Director of the Senior Center, retired in September. In December, after working for three months as Interim Director, Debra Galloway was appointed the new Director of the Senior Center.

### **Major Initiatives**

Under the guidance of the Council on Aging Board of Directors, the Senior Center continues work on several major initiatives designed to improve community responsiveness and services for Senior Citizens and people with disabilities in Sudbury. These include:

**Transportation:** The Senior Center Director continues to serve as Sudbury's representative to the MetroWest Regional Transportation Authority (MWRTA), with the aim of improving public transportation for seniors and other Sudbury residents. The MWRTA has assumed the costs of running the Senior Center van, including the van driver's salary, benefits, van insurance, and other expenses, while maintaining the van service for seniors and people with disabilities. The Senior Center van provided 1,767 one-way rides to ambulatory and non-ambulatory seniors and 1,774 one-way rides to people with disabilities.

**Nutrition:** After working with BayPath Elder Services last year to improve food quality and sanitation, the Council on Aging has continued to monitor the meals served at the Senior Center and meals delivered to homes. This past year 1,709 meals were served at the Senior Center and 6,023 meals were delivered to homebound elders.

**Property Tax Relief:** The Council on Aging continues to advocate for property tax relief measures to ensure that Sudbury remains affordable for people of all ages.

**Evidence-based Programming:** The Senior Center has begun to offer evidence-based healthy aging programs, including Stanford University's "My Life, My Health" series for improved life with chronic health conditions; "A Matter of Balance," to improve strength and flexibility and reduce falls; and "Healthy Eating," nutrition education for seniors.

### **New initiatives**

The Senior Center Director and Sudbury residents continue to participate in the formation of a new independent living supportive program, called the Public Independent Living Options Team. This group seeks to create a method for offering pre-screened referrals to contractors and agencies that provide support to those living in the community.

**Space Limitations:** Senior Center programs continue to be well-utilized. However, there are times when seniors are put on a waiting list when a class or program is full due to space limitations. Having enough meeting space is also a challenge. Some of the services we provide, such as assistance with health insurance issues, tax return preparation, legal advice and blood pressure checks, require office space for privacy. With our fitness classes, we have been fortunate to coordinate and share space with the Park and Recreation Department.

### **Summary of Activities for 2010**

**Space Heater Swap:** With a donation of Honeywell heaters from KAZ, Inc., the Senior Center Fix-It Program volunteers swap a new, safer space heater for an old, unsafe heater in a senior's home, free of charge. Thirty-two seniors received new space heaters.

**Lifelong Learning Classes and Lessons:** One of the greatest strengths of the Sudbury Senior Center is its focus on continued intellectual development through the life span. Over 260 individuals took part in various lifelong learning classes.

**Health and Safety Information and Screenings:** The Senior Center has a special focus on information and programs to maintain the health of Sudbury seniors and give them the tools they need to maintain their well being as they move into their later years.

The center also collaborated with the SHINE (Serving the Health Information Needs of Elders) volunteer counseling program to offer assistance to seniors who would like help in assessing their health insurance choices. Together, these programs provided information and assistance to 706 seniors.

**Arts and Crafts:** The Senior Center continued its successful watercolor classes, and several series were held. We also have a weekly Crafts group. Together these programs provided arts programming for 59 individual seniors.

**Physical Activity:** In recognition of the important role physical fitness plays in successful aging, the Senior Center offered several opportunities for seniors to exercise. Combined, 175 individual seniors participated in these programs this year.

**Legal and financial information and services:** The Senior Center offered several seminars on legal and financial issues. Together, these programs and services provided service to 38 individual seniors. In addition, specially trained volunteers assisted 91 seniors with income tax preparation free of charge.

**Socialization:** To provide seniors with a chance to meet others, socialize, and reduce their isolation, the Senior Center hosts card games, including bridge and bridge lessons, and cribbage; and offers bingo, movies and special feasts and entertainments, often in conjunction with holidays such as Christmas, Valentine's Day, and St. Patrick's Day. Altogether approximately 385 individual seniors participated in these programs.

**Outreach and advocacy services:** The Senior Center provided simple telephone referral information to 5,100 callers this year, and provided 163 consulting sessions with our Information Specialist.

**Volunteer and Support services:** Through the efforts of our Volunteer Coordinator, (funded by the Sudbury Foundation), this year the Senior Center provided:

- 410 grocery shopping trips for homebound seniors
- 305 friendly visits for socialization
- 180 minor home repairs
- 1,243 rides to medical appointments (FISH)
- 307 loans of durable medical equipment
- 93 sand buckets deliveries

Taking into account all volunteer services, more than 11,145 hours were donated in 2010 with an equivalent value of \$168,195 according to a formula from the Executive Office of Elder Affairs.

**Trips:** The Senior Center's volunteer Trip Coordinator planned both day and overnight trips, 378 individual seniors participated in a trip activity during FY10.

**Nutrition services:** A full lunch is served at the Center on Tuesdays, Wednesdays, and Fridays at noon. Over 1,700 meals were served. Hot meals are delivered five days a week to residents through the work of Senior Center volunteers, and more than 6,000 meals were delivered.

**Newsletter:** The Sudbury Senior Scene newsletter is mailed free of charge to each Sudbury household where the head of the household is aged 60 or older. Postage for this mailing is provided by the Friends of Sudbury Seniors. Over 18,000 copies were mailed.

#### **Hours of operation**

The Senior Center is open from 9 AM to 4 PM Monday through Friday. It is staffed by a Director, Administrative Assistant, Van Driver, (all full-time), a Receptionist, Information and Referral Specialist, Volunteer Coordinator, and a Meal Site Manager (all part-time). In addition, we are fortunate to receive the assistance of many devoted volunteers, without whom we would not be able to provide the kind of responsive service that best benefits Sudbury residents.

## Council on Aging (COA) Accounts with the Town of Sudbury FY10

The Town of Sudbury financially supports the Senior Center by funding salaries of the Director, Administrative Assistant, and Information and Referral Specialist, and providing support for general operating expenses as well as for operating the physical plant. There is also a line item for General Expenses. (See the Town Accountant's report in another part of this Annual Report.) The following COA accounts are not reported in its Town budget because the revenue sources are not from the Town, but are nevertheless administered through the Accounting Office. The account activities for FY10 are listed in the table below.

Account Number	Title	Beginning Balance FY10	Revenue	Expenditures FY10	Ending Balance
1171	COA Revolving <sup>1</sup>	\$5,671	\$16,219	\$16,639	\$5,250
1173	MWRTA <sup>2</sup>	\$13,726	\$61,804	\$63,582	\$11,948
1323	State Aid <sup>3</sup>	\$1,496	\$15,939	\$15,631	\$1,804
1411	Senior Tax Work-Off Donation	\$270	\$0	\$0	\$270
1412	Camcorder Grant	\$160	\$0	\$0	\$160
1413	Volunteer Coordinator <sup>4</sup>	\$3,879	\$15,000	\$13,818	\$5,061
1951	Friends Gift	\$2,725	0	\$132	\$2,593
1969	LEPC/VIP Gift	\$31	0	\$31	\$31

<sup>1</sup> Program fees are collected and instructors and class expenses are paid from this account. The Town of Sudbury does not subsidize Senior Center events or activities.

<sup>2</sup> Collects reimbursement from the MetroWest Regional Transit Authority for the expenses of running the Senior Center van.

<sup>3</sup> Annual Formula Grant Funds from the Executive Office of Elder Affairs: Helps to fund the Receptionist, the Sudbury Senior Community Work Program Coordinator, Bridges Coordinators, and FISH Coordinators.

<sup>4</sup> Grant from the Sudbury Foundation.

Respectfully submitted,  
*Barbara Bahlkow*  
*John Beeler*  
*Elizabeth David*  
*Marilyn Goodrich*  
*Susan Kasle*  
*Mary Lee Mahoney-Emerson*  
*David Levington*  
*Robert May*  
*Patrick Mullen*

*Did you know...*  
*In 1945, during World War II, the Sudbury Salvage Committee sold 45,710 lbs of paper*  
*and 3,000 lbs of tin at a cost of \$324.87.*



## Sudbury Housing Authority

The Sudbury Housing Authority's (SHA) mission is to develop and manage affordable housing for families, senior citizens, and disabled people. Preference is given to applicants who live or work in Sudbury.

Progress is being made toward its goal of using \$600,000 in CPA funds to leverage funding for a demolition and construction project that will produce five new duplex houses for families on SHA-owned land, with a net increase in affordable rental housing of six units. It is expected that construction will begin during 2011.

Investigation continues into the purchase of newly constructed condos as a way of adding to the SHA's family housing portfolio. The purchase of an older existing duplex house was also investigated and ultimately rejected.

The SHA currently owns 21 units of family housing on scattered sites throughout Sudbury, in the form of either single-family houses or duplexes. In order to qualify for this housing, income must be under \$51,550 for a family of two, and limits range upward in approximately \$7,000 increments depending on family size. Rent is 27% of income and tenants are responsible for the cost of utilities. There have been two vacancies among these units during the past year. Those who moved went to private rental housing or moved in with family to save on expenses. The waiting list for family housing remains closed due to length of the current wait.

The SHA's Musketahquid Village consists of 64 one-bedroom apartments in Sudbury Center, which are designated for seniors and disabled people who meet State guidelines for low-income rental housing. Residency is limited to those with incomes under \$45,100 for one person and \$51,550 for two people.

Rent is 30% of income and includes the cost of utilities. Homeownership at the time of application does not disqualify an applicant. In contrast to the long wait for family housing, qualified Sudbury seniors can generally expect to be housed at the Village within a year. There have been fifteen vacancies during the past twelve months.

The SHA's operating budget is covered entirely by the rents collected, and State funding used toward project development is paid for by bonds, not taxes. Routine maintenance is performed by SHA staff. Some larger projects completed last year include replacing two roofs, refinishing kitchen cabinets, carpeting several apartments, painting and repairing the exteriors of several buildings, refinishing hardwood flooring, remodeling a screened porch, creating nine additional parking spaces at Musketahquid Village, and replacing fences.

An award of ARRA funding was applied for and received to replace the boilers in nine family units with energy-efficient models. Similarly, application was made to the LEAN Multi-Family Energy Efficiency grant program, funded by utilities, for sixty-one EnergyStar refrigerators for Musketahquid Village along with additional attic insulation and air sealing. The total value of these grant programs is nearly \$138,000.

The Board of Commissioners of the SHA meets at 7:30 p.m. at Musketahquid Village, 55 Hudson Road, generally on the second Tuesday of each month. Visitors are always welcome. Please call Jo-Ann Howe at 978-443-5112 if you are interested in volunteering time either as a member of the Board or to work on a special project.

Respectfully submitted,  
*Sherrill Cline*  
*Judith Deutsch*  
*Jo-Ann Howe*  
*Kaffee Kang*  
*Lydia Pastuszek*  
*Steven J. Swanger*

## Park and Recreation Commission

The mission of the Park and Recreation Commission is to provide recreation activities, leisure services, facilities and general amenities to the public. We strive to enhance the quality of life for the Town of Sudbury residents by providing clean, safe and attractive parks and recreation facilities that promote a strong sense of community. The Park and Recreation Commission is a five-member elected board with each member serving a three-year term. The Commission oversees recreation facilities and programs, which are managed by the Park and Recreation Director. The Park and Recreation Commission generally meets once a month at the Fairbank Community Center. The public is always welcome.

Park and Recreation facilities include the Atkinson Pool and the Fairbank Community Center, as well as six major field areas that host recreational programs. Featherland Park has a softball field, Little League baseball fields, public tennis courts, and an area for public ice-skating in the winter months, weather permitting. Feeley Park is host to baseball, softball, and tennis. Davis Field has been the site for soccer, lacrosse, and the Charles River Radio Controllers for flying electric power model airplanes. The Haskell Recreation Area, adjacent to the Fairbank Community Center provides fields for soccer, boys and girls lacrosse, includes the newly renovated Haskell Playground, and a full-size baseball diamond. Ti-Sales Field is used for Ultimate Frisbee teams and adult soccer leagues. Lastly, Cutting Field, with its state-of-the art synthetic turf, sees many community groups using it daily for soccer and lacrosse. School fields are made available to the Park and Recreation Department during non-school hours and provide a further valuable recreational resource. We continue to work with the Sudbury Public Schools to upgrade those fields whenever possible. LSRHS's new synthetic turf field is in full use by both LSRHS and community youth sport groups.

The Park and Recreation Commission continues to strive towards meeting their goals to:

- Create additional recreational facilities, areas and programs to serve the needs of Sudbury residents while protecting limited natural resources;
- provide additional opportunities for active recreation;
- increase alternative forms of transportation in Sudbury, including but not limited to bikeways;
- complete the Town walkway program.

As usage demands increase, the Commission is still looking to find resources to build fields. Additionally, we are looking to identify those costs directly related to field maintenance to be charged directly to Park and Recreation rather than the general tax base. Once identified, user fees will directly correlate to the Maintenance Enterprise Fund.

The Fairbank Community Center is the home of the Park and Recreation Department, Teen Center, Youth Coordinator, the new Adaptive Sports and Recreation Program, indoor and outdoor basketball courts, and an outdoor sand volleyball court. Use of this facility is primarily for Park and Recreation adult and youth programs. The pool is a year-round, indoor aquatics facility with an eight-lane pool and separate diving well. The pool offers a variety of aquatics programs which are open to the public (both residents and non-residents) and is handicapped-accessible.

Working with other departments in Town, the Park and Recreation was involved in the completion of the new one-mile walking trail and fitness loop that surrounds Haskell Field and the upgrade of the Haskell Playground and restrooms. Adult and youth programs are offered throughout the year. Our summer day camp programs continue to sell out on the first day of registration along with our pre-school half-day camp. We also offer fun and exercise to over 1000 children every summer through our wide variety of summer programs. Once again we offered a successful Summer Concert Series to the residents of Sudbury and surrounding communities.

New this year we have added inclusionary programs within our recreation offerings. In addition we have our very own Power Soccer Team, the Sudbury Sharp Shooters, for individuals who use power wheelchairs. We will be adding an inclusion component to our Sudbury Summer camp program for the 2011 summer season.

Lead by Aquatics Director Tim Goulding and his staff, the Atkinson Pool has made many improvements to the facility. We have continued our efforts to bring financial stability and predictability to the Atkinson Pool in a year where the economy has had a large impact on our memberships. In an effort to cut costs, we have installed eco-friendly controlled-use paper dispensers and foam soap dispensers, significantly reducing waste and cutting costs throughout the building. In addition, we continued to use half the lights in the pool area, therefore reducing our monthly usage by approximately 4000 kWh per month. Our yearly consumption was lower for the year, which helped offset the increase in kWh billed.

We look forward to continuing to provide new and exciting recreational opportunities to the residents of Sudbury.

Respectfully submitted,  
*Nancy McShea, Park and Recreation Director*  
*Jessica Bendel, Assistant Park and Recreation*  
*Director/Youth Services*

Park and Recreation Commission  
*Bobby Beagan*  
*Paul Griffin*  
*Georgette Heerwagen*  
*Jim Marotta*  
*Dick Williamson*

## Cable Advisor

The Cable Advisor helped many residents resolve cable-related issues this year. He also monitored cable-company franchise compliance, answered questions from residents and the Town, and maintained an informational webpage (accessible from the Town website).

SudburyTV (a non-profit organization led by Sudbury residents) continued to provide Public and Governmental Access programming on COMCAST Channels 8 & 9, and Verizon Channels 31 & 32. This year, SudburyTV expanded its web presence by adding live streaming and expanding video-on-demand offerings. Check them out at <http://sudburytv.org>.

SudburyTV programming included a variety of monthly programs including "Wild about Reading." The channel also continued its live coverage of Selectmen's meetings and Town Meeting, and continued to cablecast committee meetings including Selectmen, Finance Committee, SPS School Committee, and L-S School Committee. Additions this year included coverage of L-S Varsity Basketball, Lacrosse, Volleyball, Soccer, Field Hockey and Football. Finally, SudburyTV continued to cablecast community programs like Sudbury Historical Society, Sudbury League of Women Voters, L-S Music Programs, the Sudbury Summer Concert Series, Holiday Parades, and the

HOPEsudbury Telethon, which raised over \$58,000 this year.

At the SudburyTV studio, located in L-SRHS, there is a full complement of broadcast and editing equipment. After training, residents can use this equipment to create and edit quality programming at no charge, or volunteer to cablecast other programs. Equipment may be used in the studio or on location. The Town Hall main meeting room is configured so that a single volunteer can record meetings with multiple cameras.

The essence of SudburyTV is programming produced for residents, by residents. Residents are encouraged to contact SudburyTV's Executive Director, Lynn Puorro, to discuss programming and/or training. Residents can request personalized training, or attend courses given as part of L-S Adult Education. Contact Lynn at (978) 443-9507 or email her at [info1@sudburytv.org](mailto:info1@sudburytv.org). More information about SudburyTV (and a link to the Cable Advisor's webpage) can be found at <http://sudburytv.org>. Please send any cable-related questions or problems to [cableadvisor@sudbury.ma.us](mailto:cableadvisor@sudbury.ma.us). Residents are encouraged to use this process to get help with cable-provider-related problems they cannot resolve through normal channels.

Respectfully submitted,  
*Jeff Winston*

## Board of Health

The Board of Health is responsible for addressing the health needs of the Sudbury community. Traditional duties include site evaluation for subsurface sewage disposal, permit/licensing and inspections of food service establishments, summer camps, public swimming pools, stables, tanning salons, septic installers and haulers, septic systems, potable water and irrigation well installations, and supplying community-based nursing and mental healthcare services, as well as involvement in environmental health issues such as housing code violations, mosquito control, hazardous waste, animal/rabies control, public ground water supplies and emergency preparedness. Community-based nursing services are provided by Parmenter Health Services for the Board of Health. Mental health-care services are provided through the Community Social Workers. The Board of Health continues to update and disseminate the most current information on public health concerns and issues via the Town website, brochures, cable TV and local newspapers.

### Subsurface Disposal of Sewage

To assure that individual septic systems will not have an impact on the environment and public health, thorough field evaluations were conducted for new single-family residential lots and multi-unit housing projects to determine groundwater elevation, suitability of soil, elevation of bedrock, and presence of wetlands. Septic system design plans were reviewed and approved prior to construction. In addition, septic replacement systems were evaluated and inspected for existing dwellings or buildings. Proposed additions to existing buildings were reviewed for adequate septic systems. Under the State Environmental Code, Title 5, "Governing Septic Systems," the Board of Health is required to review septic system inspection reports prior to property transfers.

### Community Social Worker

Services continued to be provided for residents of all ages by our Community Social Workers. These services include: case management, information and referral, advocacy and support. Crisis intervention and on-call availability were provided as well. Collaboration with other Town departments (Police/Fire, School, C.O.A.) occurred regularly. Community outreach activities, such as fuel and food assistance, were conducted throughout the year. Several projects targeting residents in need were completed in cooperation with school classrooms, church/citizen groups and local businesses. The

Community Assistance Fund (operating in conjunction with HOPEsudbury) provided financial assistance to Sudbury families. Contractual agreements were maintained with area therapists to ensure that all residents could receive outpatient treatment regardless of income. Outreach services were also provided through contractual agreements for frail and "at risk" seniors. Martha Lynn and Mitch Sanborn shared Community Social Work responsibilities this year.

### Nursing Services

Parmenter Health Services, Inc. was contracted to supply nursing services, including home health care, communicable disease follow-up, flu and pneumonia inoculations, adult clinics for testing of blood pressure and cholesterol monitoring, pandemic flu planning, and emergency preparedness planning. Seasonal flu vaccination clinics were held at Noyes School and the Senior Center.

### Mosquito Control

To avoid an outbreak of Eastern Equine Encephalitis and control nuisance mosquitoes, the Board of Health continued to provide licensed mosquito control through the East Middlesex Mosquito Control Project. Mosquitoes submitted for testing by the Massachusetts Department of Public Health found one positive test for Eastern Equine Encephalitis in Sudbury this year. Control of West Nile Virus carried by mosquitoes has required catch basin treatments throughout Sudbury.

### Hazardous Waste

The Board of Health participates in the review of all environmental assessments and remediation plans for hazardous waste sites in Sudbury listed by the Department of Environmental Protection. The Minuteman Hazardous Product Facility in Lexington processed hazardous waste for Sudbury residents from April to November for a fee. Residents disposed of waste oil in the storage tank located at the transfer station. Latex paint was collected at the Sudbury transfer station.

### Animal/Rabies Control

An animal rabies clinic is conducted for the Board of Health by Paula Adelson, Animal Inspector, and Sudbury Animal Hospital: forty dogs and ten cats were vaccinated. State law requires all cats as well as dogs are vaccinated. Rabies in Massachusetts continues to pose a threat to humans and domestic animals from wild animals (but not limited to)

raccoons, skunks, woodchucks, foxes and bats. Potentially rabid animals that have had contact with pets or humans are submitted for testing by the State Laboratory. Flooding caused by beaver impoundments continue to occur throughout Sudbury. State law requires a permit from the Board of Health for trapping, breaching or removing a dam and installation of water level control devices. The removal of road kill animals along public roadways is contracted by the Board of Health.

#### **Complaint Investigation/Surveillance**

The Board continued its program of complaint investigation and surveillance which detected, monitored, and investigated conditions which contribute to illness and/or cause a nuisance condition.

#### **Restaurant and Food Service**

Thirty-five licensed food service establishments were inspected to assure compliance with the State Sanitary Code.

#### **Emergency Preparedness**

The Board of Health participates as a member of the Massachusetts Department of Public Health's Region 4A which has been established to promote local and regional emergency preparedness for Boards of Health. Emergency dispensing site planning and the establishment of a local Medical Reserve Corps has been the primary focus of the Board of Health's local emergency preparedness program. Medical Reserve Corps Executive Committee members are appointed by the Board of Health. Medical and non-medical volunteers are needed to assist the Town in conducting functions such as an emergency medical dispensing site or a Town emergency shelter.

#### **Board of Health and Staff**

Carol Bradford was elected to a three-year term in March. Linda Huet-Clayton and Brian McNamara continued to serve as board members. Robert C. Leupold served as the Director and Michele Korman served as Health Coordinator. Martha Lynn and Mitch Sanborn shared the Community Social Worker responsibilities. Victoria Parsons served as a Technical Assistant shared by the Board of Health and Conservation Commission. Paula Adelson served as Animal Inspector.

### **Board of Health Financial Report July 1, 2009-June 30, 2010**

#### **Receipts:**

Sewerage Permits	\$20,350.00
Installer Permits	4,000.00
Hauler Permits	1,050.00
Food Service Permits	3,325.00
Milk & Cream Permits	20.00
Stable Permits	220.00
Site fees	2,750.00
Well Permits	700.00
Permit Renewals	550.00
Camp Permits	1,250.00
Pool/Pond Permits	210.00
Copies	219.00
BOH Trench	<u>3,405.00</u>
<b>Total</b>	<b>\$38,049.00</b>

Respectfully submitted,  
*Robert C. Leupold, Director*  
*Carol Bradford, RN*  
*Linda Huet-Clayton*  
*Brian J. McNamara*

## Medical Reserve Corps Executive Committee

**Membership Changes:** Susan Sama, RN and Eric Mandelbaum, DDS were appointed to the MRC-EC, replacing two members who rolled-off or resigned, keeping the membership to seven plus Bob Leupold, Sudbury's Health Director. John Stevens assumed the role of MRC-EC chair in January 2010 to replace Jon Harding who rolled-off the committee.

**Assisted in Conducting Local H1N1 and Seasonal Flu Vaccination Clinics:** Following the six H1N1/Seasonal flu clinics that the Sudbury MRC assisted with during November and December 2009, the committee again provided several nurses and non-medical volunteer staff to help set-up and run four additional public flu vaccination clinics (one in January and three in October/November), using EDS protocols.

**Conducted an Evaluation/Feedback Study of the January H1N1/Seasonal Flu Clinic:** One hundred fourteen evaluation/feedback forms were collected from residents attending the January flu vaccination clinic held at Peter Noyes School. The results suggested that residents were very pleased with the set-up and operation of the clinic: 92% very much agreed that clinic volunteers were helpful and knowledgeable; 87% very much agreed that the information they received was clear and useful; 82% very much agreed that the flow from station to station was easy to follow; and 81% very much agreed that the clinic was well-organized.

**Conducted an Evaluation/Feedback Study of the October and November Public Flu Clinics:** The Clinics were evaluated using the same methodology as was used for evaluating the January Flu Clinics. Regrettably, these evaluation results were not yet available at the time of this Annual Report submission.

**Sponsored two Public CPR/AED Trainings:** Ten Sudbury residents received free CPR/AED training from a Sudbury MRC volunteer and Certified CPR Trainer.

**Conducted MRC-EC 'In-Service' Training on the Open Meeting Law (OML):** Members of the MRC-EC reviewed and discussed a synopsis of the OML, and agreed to revise current meeting practices to increase the Committee's compliance with OML.

**Sudbury MRC Awarded \$2500 Citizen Corps Grant:** A Citizens Corps grant application resulted in the Sudbury MRC being awarded \$2500 in grant funds, to be spent in late 2010 and during Q1 & Q2 of 2011.

Respectively submitted,  
Carol Bradford, RN  
Marilyn Ellsworth, RN  
Dale Farmer  
Robert Leupold, Health Director  
Eric Mandelbaum, DDS  
Ippolit Matjucha, MD  
Susan Sama, RN  
John Stevens, PsyD



*Did you know...*  
*The Sanitary Landfill (now the Transfer Station) opened in July 1971.*

## East Middlesex Mosquito Control Project

The East Middlesex Mosquito Control Project conducts a program in Sudbury consisting of mosquito surveillance, larval and adult mosquito control, ditch maintenance and public education.

Extreme flooding in March produced mixed results with higher spring mosquito populations emerging from forested wetlands and lower mosquito populations emerging from floodplain areas along the Sudbury River. Dry weather during the late spring and summer produced lower than normal summer mosquito populations. Hot dry weather provided suitable conditions for a developing risk of West Nile Virus that resulted in six human cases occurring in eastern Massachusetts. There was an elevated risk of EEE in southeastern Massachusetts that resulted in a decision by the State to intervene using wide-area aerial spraying.

The adult mosquito surveillance program used traps to collect mosquitoes from five Sudbury locations. Data was compiled from 22 mosquito trap collections over nine different nights. Selected trap collections in the district were tested for West Nile Virus and EEE by the Massachusetts Department of Public Health.

The larval mosquito control program relied on the larvicides, *Bacillus thuringiensis var. israelensis* (Bti) and methoprene, which are classified by the EPA as relatively non-toxic. An April helicopter application of Bti controlled mosquito larvae at 305 wetland acres. Field crews using portable sprayers applied Bti in the spring and the summer to 17.5

wetland acres when high densities of mosquito larvae were found in stagnant water. Project personnel applied methoprene to control *Culex* mosquito larvae at 581 roadside catchbasins. *Culex* mosquitoes are considered the primary West Nile Virus vectors.

For adult mosquito control, there were eight crews assigned to apply Sumithrin to 4,468 acres at night using truck-mounted aerosol sprayers when survey traps indicated high populations of mosquitoes. Advance notification of the spray program was done through notices on the Sudbury Town website and a recorded telephone message at (781) 893-5759.

A project crew worked with the Health Department under an emergency permit to remove sediment and vegetation resulting from a beaver dam that was built along the top of a dam located where the Pantry Brook flows into the Sudbury River.

The Project's public education program is designed to develop awareness within the public and the private sectors as to their roles in mosquito control. The Project serves as a resource to residents, municipal officials, and the local media on mosquitoes and mosquito-borne diseases. The Town website [www.sudbury.ma.us/services/health/emmcpc](http://www.sudbury.ma.us/services/health/emmcpc) provides residents with information on mosquitoes, control programs and related topics.

Respectfully submitted,  
*David M. Henley, Superintendent*

## Parmenter VNA & Community Care, Inc./Wayside Hospice

### Overview

Parmenter VNA & Community Care/Wayside Hospice continues a long tradition of homecare excellence to the Town of Sudbury by virtue of the commitment of the staff, Board members, volunteers, the continuing support of community residents and the Sudbury Board of Health. A local, non-profit community health care provider, Parmenter VNA & Community Care carries forward the 60-year commitment of the former Sudbury VNA to Town residents. Parmenter VNA & Community Care is a Medicare/Medicaid certified homecare and hospice agency.

### Home Health Care

Home health care is the heart of the wide range of services provided by Parmenter VNA & Community Care. Under the order of a physician, Parmenter provides nursing, physical therapy, occupational therapy, speech therapy, medical, social work, and personal care services to individuals recovering from an illness, injury, surgery, disability or life-limiting illness. We also offer an in-home tele-health program, helping individuals who are at risk of unplanned hospitalizations because of some type of cardiac or respiratory disease, effectively manage

their health in their own home. Parmenter is also a Lifeline provider. The Sudbury Board of Health, in part, provides a safety net to Town residents whose home care needs are not covered by insurance and who are unable to pay privately. Approximately 15% of all services provided by Parmenter are un-funded or under-funded. Grants, gifts and donations to Parmenter VNA & Community Care/Wayside Hospice from hundreds of community residents help support free and subsidized care to neighbors in need in Sudbury and other MetroWest communities.

### **Wayside Hospice**

The close working connection between Parmenter's Wayside Hospice and the Agency's home care program means that clients benefit from continuity of care. The same staff who care for patients in the earlier stages of a life-threatening illness, if needed, follow patients through the final stages of living – working hand-in-hand with other members of the hospice team who introduce specialized care for the entire family. While most hospice care is provided in the home, sometimes this is not possible. Parmenter operates a lovely six-bed hospice residence, the Miriam Boyd Parlin Residence. One of only eight such residential hospices in the State, this residence provides an important resource for area residents who are dealing with end-of-life care issues. For the past several years, we have turned away 8–10 patients and their families needing residential hospice care every month because of a lack of available beds. This year Parmenter expanded the Parlin Hospice Residence from six private bedrooms to ten. The cost was covered by private donations and construction will be complete in January 2011. Parmenter provides bereavement support for families and loved ones and offers a unique children's bereavement program, *Heartplay*, utilizing the expressive arts for children who have suffered the loss of a parent or sibling.

### **Community Services and Public Education**

Supported by the Sudbury Board of Health and in cooperation with the Sudbury Council on Aging, Parmenter provides weekly free hypertension and monthly blood sugar screening clinics at the Sudbury Senior Center. A monthly hypertension screening clinic at Musketahquid Village is also held. Monthly hypertension screenings are also done for Sudbury Town employees and at Orchard Hill.

Immunization Clinics and home visits for Flu and Pneumococcal Vaccine were provided to residents who qualify as High-Risk per the Commonwealth of Massachusetts Department of Public Health as well as Town of Sudbury First Responders and Town employees.

In addition to providing follow-up for residents who report a communicable disease, the Board of Health Nurse has been a resource to the Town's school nurses on communicable disease issues. She provided support and assistance to school nurses during the flu clinic program, and ran six shingles vaccine clinics for eligible Town residents. She is a member of the Medical Reserve Corps, and the Vulnerable In-Town Population Committee who work to register all vulnerable residents on the Emergency Planning website. The Board of Health Nurse led a walking clinic for Sudbury seniors, helped develop a Health Walk at Wolbach Farm, gave a talk on tick-borne diseases, flu prevention and falls prevention. Parmenter provides a number of classes such as CPR, baby-sitting training and a home safety course for preteens at a nominal fee.

### **Services Supported by the Sudbury Board of Health**

- Health Guidance/Education Home Visits - 94
- Communicable Disease Follow-up Contacts - 65
- Immunization/TB Testing - 2,500
- Community Screening Clinics - 1,848
- Distribution of Flu Vaccine
- Public Education Programs: See description above

Respectfully submitted,  
*Cynthia Mayher, CEO*  
*Linda Sullivan, Board of Health Nurse*

## Commission on Disability

### About the Commission

The Sudbury Commission on Disability works independently and in collaboration with other Town departments to create and implement programs to provide advocacy, education, and remediation focused on the elimination of barriers. It seeks to assist people with disabilities in becoming empowered to advocate for themselves. The Commission does this through independent action and by providing technical assistance to other Town departments and to people with disabilities and their families. It is a volunteer Commission with five to nine members, and 51% of the membership must be people with disabilities. The Commission receives money from Handicapped Parking violations in Town.

### Membership

Three new members replaced leaving members. The Commission currently has six total members. There are three vacancies and recruitment is ongoing. Kris Kiesel, a member ex-officio, retired from her position as Senior Center Director in September, and was replaced in that role by Debra Galloway.

### ADA Compliance

The Federal Americans with Disabilities Act requires by law that every town have an Evaluation Plan and a Transition Plan that identifies, among other things, any physical obstacles limiting access by persons with disabilities to programs, services, and activities. The Transition Plan must spell out how and when the barriers will be handled. There are consequences to communities that are not in compliance – the Justice Department has imposed substantial fines in some cases. We continue to monitor ADA compliance in the Town and assist the Town in developing the required documents.

### Handicapped Parking

We continued to build our relationship with the Town Police Department. In November and December, we sponsored and funded several handicapped parking enforcement "surges" to raise awareness of parking issues. We hired additional police details specifically to enforce Handicapped Parking laws. This coincided with a publicity campaign educating the public. We asked that the focus of Police enforcement include HP placard violations as well as parking violations. An informal survey showed an increase in compliance with the law after our "surge."

### Braille Signage Survey at Sudbury Public Schools

We completed our survey of the Braille signage in the Sudbury elementary and middle schools. As of this writing, all schools have been surveyed and we are preparing our final report. In general, we found few problems with the signage at the middle and elementary schools, but many problems with the signage at the High School.

### Publicity

We continued to publish articles and press releases in the local media. Our intention is to raise awareness about issues relating to disability, publicize the work of the Commission, and solicit help for our projects and for new members.

### Collaboration with Adaptive Sports Director

We met with Anna Wood, Adaptive Sports and Recreation Director for the Park and Recreation Department, to discuss ways we can assist in her mission to provide adaptive and inclusive recreation opportunities for residents of Sudbury and nearby towns. Several initiatives were identified and we are pursuing a working relationship.

### Website

Information of interest to people with disabilities is posted on our page on the Town website.

### Commission on Disability Summary Financial Statement 2010

Description	Income	Expense
BEGINNING BALANCE	\$ 15,288.00	
Handicap Parking Fines	\$ 2,615.00	
Special Police Details		\$1,217.96
Rubber Surface for Haskell accessible playground		\$5,000.00
ENDING BALANCE	\$11,685.04	

Respectfully submitted,  
*Lotte Diomede*  
*Debra Galloway*  
*Dina Johnson*  
*Jacqueline S. Kilroy*  
*Peter Sargent*  
*Susan J. Stocker*

# Our Heritage

## Town Historian

I wish to thank the residents of Sudbury for honoring me as the Grand Marshal of the 2010 Fourth of July Parade. Following is an excerpt from a July 4, 2010 *Boston Globe* article by [Cindy Cantrell](#).

### Marshaling Special Honor

*At 73, Curt Garfield is proud to have lived in Sudbury "all my life — so far." Today he is being honored for his contributions to the town as marshal of the Fourth of July parade.*

*According to Garfield, he has been preceded by five generations of his family in Sudbury, including his great-grandfather, Seneca Hall, who was the town's one-man police force from 1904 to 1925, and Police Chief until 1942.*

*A Boy Scout leader for approximately 50 years, Garfield was a reporter and sports editor for the MetroWest Daily News and an editor of Salt Water Sportsman magazine. He credits his wife, Alison, for helping him research many of his books, including Henry Ford's Boys: The Story of the Wayside Inn Boys School, the trade school for disadvantaged boys that Henry Ford established five years after he*

*purchased the inn in 1923, As Ancient is this Hostelry: the Story of the Wayside Inn, and History of Sudbury Massachusetts, 1890-1989.*

*"A lot of people expect me to cling to the past with my fingernails, but if I could choose between old Sudbury or the way it is today, I'd have a hard decision to make," he said. "I've always liked the people. I couldn't choose between the two."*

*Garfield is flattered to be honored during the parade. He is hoping the weather won't be too hot, but at least he'll be riding in a "big Cadillac" rather than marching.*

*"It's nice that people appreciate what I've been doing," he said.*

As a final note, if you own an antique house in Sudbury, go to the website <http://mhc-macris.net/> to look at all the historic information that has been collected to date.

*Respectfully submitted,  
Curt Garfield, Town Historian*

## Historic Districts Commission

Sudbury has changed greatly from its beginning as a farming community, but the Town has been fortunate to have preserved many of its older houses and landscapes. As Sudbury grew, the Historic Districts Commission (HDC) was formed to ensure that the properties in the Historic Districts would continue to be protected from substantial or detrimental changes. Today, the HDC continues to make sure that changes made to properties in a Historic District do not detract from the historic value of a neighborhood. We all lose when historic buildings are torn down or rehabbed beyond recognition or when historic landscapes are destroyed.

Prior to starting any exterior alterations on structures or landscapes that are visible from a public way, property owners in any Historic District must obtain a Certificate of Appropriateness from the HDC. This year, 23 Certificates of Appropriateness were issued

for construction, alterations, replacement of materials, landscaping, and changes to paint color.

In addition to issuing Certificates of Appropriateness, through regular contact with the State Preservation Office and the Mass Historical Commission, the HDC acts as an information resource for property owners in the districts. The HDC website has been expanded to include not only our guidelines, but useful resources for owners of historic homes, including how to weatherize older homes and replace older windows. Please visit the Town website at <http://www.sudbury.ma.us/departments/HistoricDistricts>.

*Respectfully submitted,  
William S. Andreas  
Linda G. Hawes  
Frank W. Riepe  
Lee F. Swanson  
Carole Wolfe*

## Sudbury Historical Commission

Since the Sudbury Historical Commission has the responsibility of preservation, protection and development of the historical or archeological assets of the Town, the Commission has been very busy working to achieve these goals. The following was accomplished this year.

The Loring Parsonage had extensive renovations including drainage, cedar roof, trim replacement, handicap walkway, and the exterior painted. The Boy Scouts painted the picket fence and made picnic tables and benches.

The Hearse House has been completed by volunteer workers. The forged hinges will be installed in the spring. Masonry work on the stone wall, animal pound, kiosk and weed control is anticipated to be done in the near future.

The tombs along Concord Road that were desecrated have been brought back to their historically correct condition.

Many of the Revolutionary Cemetery slate grave-stones are being repositioned and repaired using CPC funding. The work on Mt. Pleasant and New Town Cemeteries has been completed with the repair of many chipped and broken gravestones.

Presently work is being done at the Hosmer House to install air conditioning. This is being done because it has been determined that the heat and humidity has been extremely deleterious to Miss Hosmer's oil paintings. The cost of restoration to many of these damaged paintings has proven cost-prohibitive.

A new kiosk was installed at the Haynes Garrison Site on Water Row. The kiosk contains a drawing of the house which once stood there and information about the historic events that took place. The site has been cleared of many trees and now there is a wide

view from the road. The Training Field and Section House have been maintained for public use.

On Memorial Day, the Commission again honored those employees and volunteers who passed away during the previous year. A display in the Hosmer House ballroom depicted military models from a private collection. 362 people visited the house to see this display.

The Fourth of July Open House and Book Sale was again a tremendous success. Natalie Eaton displayed her paintings of Sudbury scenes in the parlor. Upstairs in the ballroom, Helen Marie Casey and Timothy Coyne displayed Florence Hosmer's letters, cards, journals, records and maps.

In September the Commission had a booth at the Minuteman Fair at the Wayside Inn where cup plates, notepaper, throws and books were sold.

The theme for this year's December Open House was "Winter Holidays." Eleven rooms were decorated depicting holidays taking place from November to January.

The cup plate for 2011 depict the 9/11 Memorial Garden in Heritage Park. They went on sale in December and will be available along with previous year's cup plates whenever the Hosmer House is open.

Respectfully submitted,  
*Maurice J. Fitzgerald*  
*Ellen M. Given*  
*James A. Hill*  
*W. James Hodder*  
*Marilyn A. MacLean*  
*Elizabeth A. Radoski*

## Memorial Day Committee

The 2010 Memorial Day parade, led by Grand Marshal WWII Merchant Marine Radioman and Korean War Marine veteran Ivan Lubash, was a success thanks to the energy of the Committee members, the enthusiasm of the participants, and the generosity of several organizations in Town. The Committee has had preliminary discussions concerning increasing the parade participation and recognition within Sudbury.

Ceremonies began early in the morning with commemorative ceremonies at the Old and New North Cemeteries as well as a salute by the Sudbury Minute and Militia at the Minuteman statue in the New Town Cemetery overlooking the Town Common. The parade started at Rugged Bear Plaza led by the American Legion color guard. The first stop was at the bridge over Hop Brook where a wreath provided by the Sudbury Garden Club was thrown into the water to commemorate all service men and women who died at sea. The bridge, decorated with flags and bunting by the American Legion, established an appropriate patriotic theme at the start of the parade. Subsequent stops included the Goodnow Library where the Civil War re-enactors of the Georgia militia honored the veterans of that conflict both North and South. At Wadsworth Cemetery the first stop honored the veterans of recent conflicts. The parade then moved to the King Phillip conflict monument where a Ceremony for Peace was performed by members of the Native American Council. To our knowledge this is the only ceremony of this type performed on Memorial Day in the area. It is the intention of the Committee to highlight this ceremony in publicity for upcoming parades since some residents may be unaware of this inspiring ceremony. The parade is joined by Brownies and Cub Scouts at the Union Avenue intersection with Concord Road by Our Lady of Fatima Church, and proceeded to Grinnell Park and then to Town Hall for prayer, and concluding ceremonies where hot dogs

and soda were provided to marchers by the American Legion Post 191. The parade was again honored by the participation of the Sudbury Minute and Militia as well as our own Colonial Fife and Drum Corps. These two organizations have participated as a highlight of this parade for many years. Much gratitude is extended to the many speakers and leaders of prayers at the various stops along the line of march and at Town Hall. Thank you to all those who took their time to honor our Town and those men and women who have served and died in the service of our grateful nation.

Thank you to the sponsors of the event: the school busses for the morning transportation, The Wayside Inn for coffee and hot beverages for the marchers, Sudbury Farms for providing pastry for the marchers, and the American Legion for sponsoring refreshments for the marchers at the end of the parade.

The Committee will meet in January 2011 to discuss the new budget with the objective of increasing the observance of this solemn occasion without increasing the budget despite significant cost increases. Tentative plans have been outlined that will develop a greater awareness of the parade and attendance at ceremonies with the objective of increasing the involvement of a greater part the community. This will include inviting the schools, churches and other organizations in Town to participate. At this meeting, the nomination of proposed members to fill the Committee vacancy will be discussed. Those so identified will be contacted and a new member will be selected at the next meeting.

Respectfully submitted,  
*Laura B. Abrams*  
*Spencer R. Goldstein*  
*Peter R. Harvell*  
*James A. Wiegel*

## September 11<sup>th</sup> Memorial Garden Oversight Committee

September 11, 2010 marked the ninth anniversary of the terrorist attacks that took the lives of Sudbury residents Geoffrey Cloud, Cora Hidalgo Holland, and Peter Morgan Goodrich. As in past years, this year's anniversary was marked by the tolling of bells at First Parish of Sudbury at 8:46 a.m., the time the first hijacked plane hit the World Trade Center in 2001, and by the raising of the flag by Sudbury Police and Fire personnel. A wreath and flowers were placed at the Memorial Garden by Committee and family members. The Committee wishes to thank Patrolman Michael Curran, Patrolman Larry Williams, Captain Timothy Choate, and Firefighter/ EMT Michael Matros for their participation in the ceremony.

Committee members focused on maintenance of the Garden throughout 2010. Work included caring for existing plantings, installing new plantings, putting down new mulch, and arranging for seasonal leaf and snow removal. In addition, repairs were made to the sealant surrounding the main plaque in the Memorial stone. The Committee extends its sincere appreciation to Michael Precourt and his staff at Precourt and Son for donating their time and expertise in making the repairs.

Enhancements planned for 2010 include restoring the stone dust pathways leading to the Garden.

The Oversight Committee was proud to be of service in 2010 and looks forward to continuing to maintain the September 11<sup>th</sup> Memorial Garden in Heritage Park as a magnificent and meaningful Town resource for many years to come.

Respectfully submitted,

*Bette E. Cloud*

*Barbara Clifton*

*Beth V. Farrell*

*Rachel W. Goodrich*

*Deborah B. Kruskal*

*Kirsten Roopenian*

*Lawrence W. O'Brien, Ex-officio*

*I. William Place, Ex-officio*

*Maureen G. Valente, Ex-officio*

## Sudbury Day

### Final Report - Sudbury Day Closes Its Tents

The Town of Sudbury will no longer host Sudbury Day, the annual day-long event that celebrated the Town's diverse residents, businesses, and organizations and featured performances, children's activities, booths, and food from local restaurants and cafes. During its seven-year run, Sudbury Day experienced tremendous growth and interest from members of the community: the last Sudbury Day in 2009, held for the first time at Lincoln-Sudbury High School at a new time of year, drew several thousand people and over 100 exhibitors.

"The committee members, many of whom have been with the event since the beginning, felt that the last Sudbury Day was the best ever, but also something that would be difficult to replicate, given the committee's time constraints," said Lisa Barth, Sudbury Day's co-chair. "Perhaps a private group or promoter would be interested in taking over the event," added co-chair Abby Ward. "The transition

would be fairly easy, as many of the materials are still available and the elements of the event are well-documented."

The Sudbury Day Committee is grateful to all the businesses, organizations, and volunteers who have supported the event throughout the years. This committee was formally dissolved by the Board of Selectmen in November.

Respectfully submitted,

*Lisa V. Barth*

*Jean Cole*

*Jo Ann Forrester*

*Ellen M. Gitelman*

*Melissa Gough*

*Martha S. Reid*

*Mary Beth Sherrin*

*Abby S. Ward*

## Cultural Council

The Sudbury Cultural Council (SCC) is an ongoing board overseeing the disbursement of funds granted to the Town from the Massachusetts Cultural Council (MCC). Each fall, the SCC seeks grant proposals from the community with the intent of enriching citizens through cultural events. Grants are awarded based on the guidelines established by the MCC and detailed on [www.mass-culture.org](http://www.mass-culture.org). In the past, the SCC has contributed to activities such as music concerts in schools, lectures, new artwork commissions, film festivals, painting and poetry workshops, local musical organizations, and Sudbury Day activities. In an effort to maximize the impact these funds have on the community, the SCC looks most favorably on grant proposals submitted by Sudbury organizations which impact larger numbers of Sudbury residents.

State funding for FY11 is \$3,870. The Council also had \$385 in additional funds to grant, which have accumulated either from incomplete projects from prior years or accumulated interest.

The Cultural Council awarded grants to the following organizations or individuals for FY11:

- Music Enrichment for Special Needs Children, C. A. S. E. Summer Program with Wendy Franck (\$300)
- Lincoln-Sudbury Civic Orchestra (\$750)
- LSRHS – World Languages Mural (\$705)
- LSRHS – Project Poetry Live! (\$500)
- Sudbury Art Association – 2011 Open Studios (\$750)
- Sudbury Historical Society, *From Your Loving Son George* publication from Civil War letters (\$1,000)
- Sudbury Savoyards 50 Anniversary Celebration (\$250)

These grants totaled \$4,255. Although the SCC may approve proposals for funding, the proposed events may not take place or may be scaled back, not using all entitled funds.

### Meetings

The SCC held five meetings this year from May through December for publicity planning, deliberating on applications, and voting on grant recipients. After advertising for the annual grant cycle via email, flyers, postings on the Town website and in the *Town Crier*, the SCC received more than double the applications from the previous year. The 2011 cycle received 32 applications compared to 2010's 13 applications. At the voting meetings held November 30, 2010, and December 14, 2010, all available funds were granted to seven applicants. A planning meeting will take place in March or April 2011 to prepare for the 2012 grant cycle, beginning October 2011.

### Members

The SCC was pleased to welcome Ellen Gitelman as a new member in 2010. Currently there are six members, with the minimum allowed by state guidelines set at five. The SCC is always interested in hearing from new potential members. The SCC is also happy to welcome Jeanne Maloney to the council membership beginning early 2011. Next year marks the sixth and final year of service on the council for Chair Sarah Cunningham and Treasurer Susan Johnson. A maximum of six years is mandated by the State. Any community members interested in serving on the council are encouraged to email: [culturalcouncil@sudbury.ma.us](mailto:culturalcouncil@sudbury.ma.us).

### Grant Cycle

The Sudbury Cultural Council starts taking grant applications during the summer 2011 for FY12. Any interested resident or cultural advocate may apply and be considered for an MCC grant. The application deadline is typically October 15 on any given year. Applications can be found at: <http://massculturalcouncil.org/applications/lccapp.html>.

Respectfully submitted,  
Sarah B. Cunningham  
Ellen Gitelman  
Michele H. Latimer  
Susan G. Johnson  
Susan Rushfirth  
Helen Velie

# Public Safety

## Police Department

The Sudbury Police Department logged 17,716 incidents and requests for service. The Department received 3,711 9-1-1 calls between January 1<sup>st</sup> and December 31<sup>st</sup>. During this 12-month period 148 individuals were placed in custody for violations of State and Local laws. Officers investigated 90 larcenies, 21 breaking and entering (dwelling), 44 breaking and entering (motor vehicle), 18 assaults, 90 domestic disturbances, 72 vandalisms, 804 alarms, 881 medical aids, 21 juvenile matters, six sexual assaults, and 46 fraud/identity thefts. The Department also investigated 606 motor vehicle accidents; 361 property damage accidents, 78 involving personal injury and 167 where officers may have been dispatched to assist but accident reports were not required. Unfortunately, there was one fatal motor vehicle accident this year.

The Detective unit is assigned any investigations that cross jurisdictional lines, are complex/serious in nature or require specialized technical skills. This unit made 24 arrests and requested 14 criminal complaints associated with cases referred to the unit. The detectives applied for and executed four search warrants and took part in several multi-jurisdictional investigations. The officers assigned to this unit are also the liaisons with Framingham District Court and as part of their duties are required to transport both detainees and documentation regarding every arrest and criminal complaint generated by the Department. Last year detectives represented the Department at 218 motor vehicle hearings and 80 criminal show cause hearings.

Interim Chief of Police Richard Glavin was appointed permanent Chief of Police effective January 1<sup>st</sup>. Sergeant Robert Grady was promoted to Lieutenant in May; Patrolman James Espinosa was promoted to Sergeant replacing the slot Lieutenant Grady vacated. Veteran Sergeant Thomas Miller retired in May after 30 years of service to the Department, and Officer Nathan Hagglund was promoted to Sergeant filling the retirement vacancy. Officer Christine Gilbertson transferred to the Cambridge Police Department in April after six years of dedicated service. Part-time Dispatcher Sean O'Hare was hired in June. Patrolman Kenneth Hanchett attended the Lowell Police Academy and began field training in November. After seven years of dedicated service in various capacities, Dispatcher Vanessa McGrath resigned to pursue other endeavors.

An area that is always a priority for the Department is the safe and efficient movement of vehicles around our community. Application of State and local traffic laws is only a segment of our collaborative/comprehensive mission to mitigate community concerns. Education is as important as enforcement. The Traffic Safety Committee originally formed to provide a mechanism for residents to formally convey their concerns continues to address suggestions and/or problem areas brought forward by our residents. Additionally, Officer Ronald "Rocky" Conrado has been assigned to our traffic unit which had been unmanned for five months due to staffing shortages. The Department issued a total of 2,584 traffic citations, of which 578 were issued for civil violations, 159 were issued for criminal motor vehicle violations, and 1,847 were written warnings.

Maintaining current, up-to-date training for members of the Department is critical to keep pace with constantly changing laws, tactics and technology. In addition to the required thirty-two hours, which is now reduced to twenty four hours due to lack of funding, the "in-service" block of instruction where various officers attend periods of instruction in the following areas: Firearms Legal Update, Eyewitness Identification Procedures, Stopping the School Shooter, Report Writing/Court Testifying, Annual School Safety Summit, Teen Dating Abuse and Technology – Texting, Sexting and Cyber Bullying, Advance Accident Reconstruction, Computer Forensics for Cell Phones, Breath Test Operator, Attorney General's Cyber Crime Initiative, Interview and Interrogation, Firearms Instructor Training, 5<sup>th</sup> Annual MJPOA Region 4 School Safety Conference, Female Undercover Operations/ID Dr, Basic Sergeant Training, Infectious Disease Training, Harassment Prevention Order Training, Criminal Law and Procedure Overview, Handling Calls for Missing and Exploited Children, State E911 Operator Training, State E911 Administrator Training.

April brought the homicide investigation of James Alenson to a conclusion with a first-degree murder conviction of John Odgren in Middlesex Superior Court. Odgren was subsequently sentenced to life in prison without parole. Also in that time frame came the challenge of numerous road closures and detours as a result of extensive rainfall making many major routes impassible not only in Sudbury but in other communities as well. While dealing with this severe

flooding was a difficult task for the Department it gave us an opportunity to utilize technology to assist our residents in traveling safely around affected areas.

We continue to expand the relationship between the Police Department, Sudbury Public Schools and Lincoln-Sudbury Regional High School as we all strive to keep our children safe. Safety protocols are continually reviewed by police and school personnel in an effort to ensure mechanisms are in place in the event of an emergency. These plans were tested in November when the Nixon School was placed in lockdown as the result of a threatening document. All involved took the opportunity to debrief while assessing and implementing necessary improvements.

Grant opportunities continue to be a priority, as well, in an attempt to augment and/or mitigate budget concerns. This year, grants have been received from the SETB (Statewide Emergency Telecommunication Board) as well as the GHSB (Governors Highway Safety Bureau). Unfortunately, a previous Federal grant submission under the COPS Hiring Recovery Program was denied. A regional dispatch feasibility study grant for \$150,000 was awarded to the Town of Sudbury. We have partnered with several other area communities to examine the pros and cons associated with combining multiple independent local dispatch centers into one regional center. We anticipate this report will be ready next October.

The Police Department collected the following fees and fines during FY10.

Traffic and court fines	\$ 44,947
Licensing fees	1,728
Paid detail admin fees	26,493
False Alarms	2,841
Copier fees	<u>3,313</u>
Total	\$ 79,322

Unfortunately, in December the Milley family and the Town of Sudbury experienced the tragic death of a young soldier, 1LT Scott Milley, as the result of combat operations in Afghanistan. The Sudbury Police Department would like to thank the entire community for assisting us during the motorcade and services allowing the community to show its support for the Milley family and to honor this brave young man. Our condolences go out to the Milley family.

As always, we appreciate the cooperation and support we've received from Town Boards and Committees, and look forward to continuing and strengthening these relationships in the coming year.

Respectfully submitted,  
*Richard J. Glavin, Chief of Police*  
*Robert F. Grady, Lieutenant, promoted 5/5/10*  
*R. Scott Nix, Lieutenant*

#### **Police Sergeants**

*Todd F. Eadie*  
*James G. Espinosa, promoted 5/5/10*  
*Nathan Hagglund, promoted 5/17/10*  
*John F. Harris*  
*Richard A. MacLean*  
*Thomas S. Miller, retired 5/17/10*

#### **Police Officers**

*Ryan Boyd*  
*Ronald B. Conrado*  
*Erin Corey*  
*Michael Curran*  
*Kerriann Fagerquist*  
*Christine E. Gilbertson, resigned 4/6/10*  
*Kenneth Hanchett, hired 6/14/10*  
*Stephanie P. Howe*  
*Alan J. Hutchinson*  
*Paul Johnston*  
*Kenneth G. Loyer*  
*Michael A. Lucas*  
*Neil McGilvray, III*  
*Sean Milovanovic*  
*John Peroudeau*  
*Michael Pope*  
*Michael Rochette*  
*Wayne Shurling, Jr.*  
*Larry Williams*

#### **Police Matrons**

*Pamela Conrado*  
*Carol Greenwood*  
*Deborah Griffin*  
*Trish Longo*

#### **Special Police Officers**

*William Carroll*  
*Bruce Cook*  
*Anthony Deldon*  
*Noel Evers*  
*Jeffrey Gogan*  
*Christopher Kelly*  
*John Longo*  
*Thomas Miller, hired 5/17/10*  
*Bruce Noah*  
*Charles R. Quinn*  
*Wayne M. Shurling, Sr.*  
*Peter Walsh*  
*Brian Willard*  
*David J. Whooley*

# Building Department

## Building Division

Type of Permit	Number of Permits	Fees Collected	Construction Cost
Demolition: Primary Building	11	\$880.00	\$87,200.00
New: Primary Building	39	\$110,715.00	\$7,986,784.38
Addition (incl. with Remodel)	71	\$68,155.00	\$6,757,672.00
Remodel, Alteration, Repair	230	\$89,220.00	\$7,486,412.00
New: Accessory Building	10	\$4,255.00	\$372,900.00
Express: Roofing, Siding, Windows	164	\$28,101.00	\$2,494,061.35
Deck, Porch	20	\$2,685.00	\$270,890.00
Retaining Wall	1	\$1,545.00	\$103,000.00
Foundation Only	18	\$2,220.00	\$174,448.00
Pool	8	\$2,480.00	\$247,700.00
Express: Solid Fuel Appliance	15	\$640.00	\$51,170.00
Express: Temporary Tent	23	\$1,650.00	\$87,315.00
Sign, Awning, Canopy	11	\$690.00	\$36,358.00
Other	3	\$150.00	\$32,500.00
Demolition: Accessory Building	1	\$40.00	\$2,500.00
	2	\$0.00	\$0.00
	627	\$313,426.00	\$26,190,910.73

## Electrical Division

Electrical Permits Issued	Fees Collected
549	\$57,141.27

## Gas Division

Gas Permits Issued	Fees Collected
359	\$19,147.00

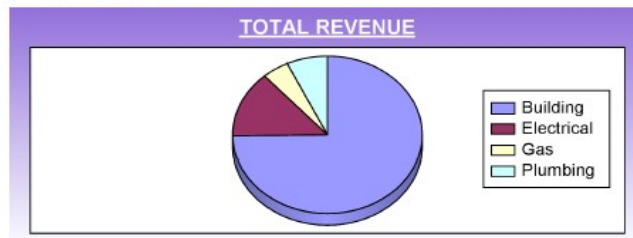
## Mechanical Division

Mechanical Permits Issued	Fees Collected
0	

## Plumbing Division

Plumbing Permits Issued	Fees Collected
375	\$29,312.00

Total Revenue: 419026.27



Respectfully submitted,  
James Kelly, Building Inspector

## Sealer of Weights and Measures

Type of Device	# Tested	# Sealed	Fees
Gasoline Pumps	73	73	\$ 1,460
Scales 0# - 10#	3	3	\$ 45
Scales 10# - 100#	48	48	\$ 960
Totals	124	124	\$ 2,465

Respectfully submitted,  
*Courtney Atkinson*

## Energy and Sustainability Green Ribbon Committee

Sudbury's Energy and Sustainability Green Ribbon Committee was formed May 13, 2009 and consists of nine volunteers appointed by the Selectmen. In addition the Energy Committee has been fortunate to have the assistance and guidance of the Town's Building Inspector, James Kelly.

The mission of the Energy Committee is to assist the Board of Selectmen and the Town Manager in developing programs and projects to foster energy conservation, energy efficiency, renewable energy generation and sustainability planning. The Energy Committee is tasked with the study and evaluation of information to help determine various approaches for improving the energy efficiency of operating Town and school buildings and vehicles, the investigation of alternative energy technologies, and the identification of funding opportunities to help the Town achieve its energy and sustainability related goals.

The Energy Committee had an active and productive year which included securing over \$300,000 in grants and rebates. The Committee has worked closely with the Town, the Permanent Building Committee and the Schools, which has yielded the following accomplishments.

**Green Community Status for Sudbury** – The Energy Committee facilitated the process that led to Sudbury being selected as one of the first 35 Massachusetts communities to be designated a "Green Community." The Committee also wrote proposals to secure \$136,238 in grants to be used to increase

Sudbury's energy efficiency while decreasing energy costs and carbon footprint.

Green Community Grant projects include lighting efficiency controls in all Sudbury Public Schools, HVAC control improvements for the Fairbank Community Center and Lincoln-Sudbury Regional High School, support for a high efficiency Town vehicle purchase, and an infrared camera for the Building department.

**Sudbury Goes Solar** – Fourteen photovoltaic (PV) panels have been installed on the roof of the Peter Noyes Elementary School, generating electricity to help offset energy used at the school. The Energy Committee and the Town were able to utilize over \$20,000 of funds from the Clean Energy Choice program to get this system purchased and installed at no cost to the Town.

The Committee was instrumental in securing an Energy Efficiency and Conservation Block Grant (EECBG) of \$141,864 for the Town of Sudbury. This will be used to install two solar systems on the roof of the Fairbank Community Center, a photovoltaic system to generate electricity and a solar thermal system to generate domestic hot water. Also, direct digital heating and air conditioning systems controls will be installed. The end result will be Sudbury using, and paying for, less electricity and natural gas, all at no cost to the Town.

The Committee also assisted the Town/SPS School Committee with a review of energy efficiency and

building renovation projects (roof replacement and insulation, window replacement, boiler replacement and improved controls) for the Noyes school which was submitted to the *Massachusetts School Building Authority (MSBA) Green Repair Program* for funding assistance.

The Committee is supporting the efforts of a concerned citizen to educate residents about the State of Massachusetts' anti-idling law.

Going forward, the Energy Committee will continue working on goals set forth in its Mission Statement. Ongoing activities include: fulfilling Green Community requirements, ensuring the successful implementation of the projects covered under the existing grants, and applying for new grants as available.

Additionally, the committee is in the early stages of evaluating large-scale solar projects for the Town. Potential projects include solar photovoltaic arrays on the roofs of Town buildings and/or at the landfill. Options may be available at no capital or operational cost to the Town, and Sudbury could purchase electricity at a significant discount.

The Energy Committee meets at least monthly in the DPW Building conference room. The meetings are posted on the Town website in advance and are open to the public. Visitors are always welcome.

Respectfully submitted,  
*Rami Alwan*  
*Jeffrey S. Beeler*  
*William G. Braun*  
*Jennifer Dudgeon*  
*Dean Holden*  
*Edward W. Lewis*  
*Robert Morrison*  
*Michael E. Melnick*  
*Mark Sevier*

*Did you know...*  
*On June 23, 1975 Sudbury's Ancient Fife and Drum Company performed at Symphony Hall*  
*where Boston Pops Conductor Arthur Fiedler was presented with a tri-cornered hat*  
*making him an official member of the corps.*



## Fire Department

The Sudbury Fire Department responded to 2,345 calls for assistance during the year, up from 2,043 in the previous year or a 15% increase in activity. The additional volume was due to more ambulance calls and the events related to the rainy spring season.

Ambulance calls accounted for 52% of our service. These included medical assists, well-being checks, motor vehicle accidents, water and ice rescues, and transports to a hospital for illness or injury. We also enlisted the services of the Life Flight and Medflight Helicopters a total of four times during the year.

Staffing our ambulance with paramedics trained at the Advanced Life Support level continues to be a major goal of the Department. We have made great strides toward that achievement and hope to complete the task in 2011. Presently we rely on the services of several outside agencies such as Wayland Fire Medic One, Emerson Hospital Paramedic Service, and Framingham's AMR Paramedics. These units intercept our Department ambulance and provide care including cardiac monitoring, drug therapy, and advanced airway management.

The remaining 48% of calls were for other events including fires and smoke investigations in buildings, chimney fires, oil burner malfunctions, automobile fires, and false alarms. Of particular note was a major fire at the Cavicchio Greenhouses in South Sudbury in the early morning hours of May 10. Due to the volume of fire, lack of hydrants, and chemicals stored on site, five alarms were sounded for this incident. Approximately 75 firefighters battled the blaze, utilizing apparatus from 16 area towns. This was the largest fire Sudbury had seen since Mill Village burned in early 1999. No injuries were reported. Property loss was reported to be in excess of \$4,000,000.

Fires such as the Cavicchio's blaze underscore the importance of our Mutual Aid Agreements with area communities. The Sudbury Fire Department readily responds to all requests for out-of-town assistance for both fire and medical calls. At the same time, we feel fortunate to receive help from our neighbors when the need arises in Sudbury.

The rains and subsequent flooding in March and April resulted in an increase in responses from the Fire Department. In addition to pumping basements, we used our larger pumps to alleviate street and driveway flooding to prevent water from entering

residential and commercial properties and disabling heating systems. A few homes on the northern most section of Concord Road were isolated by the flooding of the Sudbury River and were inaccessible by passenger vehicles. To navigate the high water, we borrowed an amphibious vehicle from the US Department of Fish and Wildlife. Fire Department personnel responded 82 times with "The Argo" to assist those residents in reaching and leaving their homes until the water subsided. It is important to recognize the help and cooperation we received from the Police Department and Department of Public Works during this time.

The Student Awareness of Fire Education (SAFE) program saw a change in leadership this year. Fire Prevention Officer Timothy Howe did a great job working with the K-5 students in the Sudbury Public Schools. Funding for this program was provided from a State grant and slightly increased over 2009. In conjunction with the Sudbury Police Department, Tim also held the first Public Safety Open House in many years at Fire Headquarters.

The Department continues to pursue grant opportunities at the state and federal level. Grants allow us to purchase equipment and provide training that would be unavailable were we to depend solely on local tax revenues. This year we received the Mass Fire Services Staffing Grant which pays for the services of one firefighter for one year. We have other applications pending and hope to experience similar success.

In March, we took delivery of a new rescue boat - a 12 ft. Zodiac with a 15HP outboard motor. Along with the related safety equipment, this piece of equipment will allow us to make more effective water and ice rescues. It replaced a boat and motor that had been in service for over forty years.

Permit Funds were based on the issuance of the following numbers of permits:

762	Burning Permits
308	Smoke Detectors
96	Fire Alarms
50	Commercial Fire Alarms
30	Tank Removal
18	Tank Truck Inspection
64	Oil Burner
30	LPG

A total of \$25,300 was collected for permits and copying.

Assistant Chief Michael Carroll retired in October after 32 years of faithful service. Firefighter George Place was hired in 1975 and retired in September recording 35 years on the Department. Dispatcher Michael Cournyn also retired. We will miss their abilities and wish them well.

John Whalen was hired as our new Assistant Chief in October. He came to us from the Lincoln Fire Department having served as their Senior Lieutenant. Firefighter John Sheridan resigned and Firefighter James Pianka took a leave of absence for personal reasons. We hired five new Firefighter/Paramedics - Shane Medeiros, Alex Gardner, Michael Matros, Luis Forte, and Michael Kilgallen. George Taylor was hired as our new Dispatcher.

Despite difficult economic times, the Sudbury Fire Department continues to meet all the challenges assigned to us. Residents of the Town should feel confident in the ability of the Department members to ably respond to their calls for assistance. They are a well-trained and dedicated group and look forward to continuing their good work in the coming year.

Respectfully submitted,  
*Kenneth J. MacLean, Fire Chief*

*Assistant Fire Chief*  
John M. Whalen

*Captains*  
Timothy E. Choate  
Brian M. Lewis  
William L. Miles  
Douglas R. Stone

***Lieutenants***

Stephen E. Glidden  
Kevin J. Moreau  
Stephen M. Reini  
David J. Ziehler

***Firefighters***

Gary D. Bardsley  
Robert J. Beer  
Robert E. Boyd, Jr.  
Kevin P. Cutler  
Michael R. Desjardins  
Timothy Devoll  
Luis A. Forte  
Dana J. Foster  
Alex C. Gardner  
Kyle R. Gordon  
Michael D. Hamill  
Nicholas J. Howarth  
Timothy B. Howe  
Gary F. Isaacs  
Michael P. Kilgallen  
Jason D. Lucier  
Michael A. Matros  
Joshua S. McLeod  
Shane R. Medeiros  
Michael J. Murphy  
Russell P. Place  
John E. Salmi  
Daniel K. Wells

***Call Firefighter***

Harold R. Cutler

***Dispatchers***

Brian Cotoni  
Peter Holman  
George Taylor

## Community Emergency Response Team (CERT)

CERT was established in 2007 by former Fire Chief Ken MacLean. Since then, CERT made major progress in helping train Town residents to better respond to emergency situations in their community. Should a major emergency unfold, such as a pandemic flu, earthquake, tornado, hurricane, etc., members can provide critical support to our first responders and provide assistance to victims. CERT members can also help with non-emergency projects that help improve the safety of the community.

Sudbury's CERT operates as part of the Local Emergency Planning Committee and also under the umbrella of Citizen Corps. CERT is only deployed upon request by Sudbury's Emergency Management Director, Fire Chief Bill Miles.

Volunteers are provided specialized training, free of charge, by the Massachusetts Emergency Management Agency (MEMA) and Federal mandates. Today CERT has about 20 members.

CERT's accomplishments are significant in the areas of Education and Outreach to the Community and building our Deployable CERT Teams as follows:

- The Shelter Team is trained and has conducted training drills at the Fairbank Community Center. We are ready to help in an actual Emergency.
- The Medical Team supports shelter operations and is coordinated with Sudbury's Medical Reserve Corps.

- Informed the public on "Personal Emergency Preparedness" via many presentations to community groups and Houses of Worship with the participation of Fire Chief Ken MacLean.
- Introduced the "72 Hour Go-Bag" program in coordination with the Senior Center.
- Communicated our mission and accomplishments through many news and informational articles in the *Sudbury Town Crier* and other newspapers.
- Conducted a special Emergency Preparedness Workshop via LSRHS Adult Education.
- Completed a survey of overflow shelter sites in addition to the Fairbank Community Center.
- Equipped our CERT members using a MEMA Grant and a generous donation from the Sudbury Permanent Fire Fighters Association, Local 2023.
- Received a grant from The Sudbury Foundation, donations from Bank of America, and many local businesses and organizations helped with CERT initiatives.

Additional volunteers are needed to join Sudbury CERT to increase our ability to achieve our mission. For more information, visit our website [www.sudbury.ma.us/committees/cert](http://www.sudbury.ma.us/committees/cert) or email [cert@sudbury.ma.us](mailto:cert@sudbury.ma.us). You may also call the Fire Department Headquarters at 978-443-2239.

Respectfully submitted,  
*William L. Miles, Fire Chief (effective Jan. 2011)*  
*Richard Simon, Team Leader*

## Dog Officer

	TOTAL CALLS RECEIVED	TOTAL DOGS IMPOUNDED	TOTAL DOGS NOT CLAIMED BY OWNER	TOTAL HUMAN BITE CALLS *
JANUARY	49	4		
FEBRUARY	53	4		1
MARCH	69	7		1
APRIL	69	5		1
MAY	72	1		1
JUNE	77	3		
JULY	111	7		
AUGUST	58	2		3
SEPTEMBER	78	3		
OCTOBER	101	7		2
NOVEMBER	35	2		
DECEMBER	97	1		
<b>TOTAL 2010</b>	<b>869</b>	<b>46</b>	<b>0</b>	<b>9</b>
<p>Total Citations Issued by Dog Officer = 1</p> <p>Total Court Hearings Attended in 2010 = 0</p> <p>* All human bite calls received by Dog Control Officer are referred to Animal Control Officer.</p>				

Respectfully submitted,  
*Leslie A Boardman, Dog Officer*

# Public Works

Perambulation of the Town bounds and report was completed in accordance with M.G.L. Chapter 42, Sec. 2. This exercise is done every five years.

A drainage system was designed for Richard Avenue, Eddy Street and North Road.

The Department designed a pre-emption traffic signal for Fire Station #2 on Boston Post Road.

## Highway

Chapter 90 funds amounting \$703,149 were spent on paving 8.28 miles of roads which include Allen Place, Belcher Drive, Bishop Lane and Bradley Place. In addition, the following roads were paved with Chapter 90 funds: Dakin Road, Emerson Way, Ford Road, Franklin Place, Griscom Road, Jack Pine Drive, Longfellow Road, Massasoit Avenue, Pantry Road, Red Oak Drive, Singletary Lane, Thompson Drive, Victoria Road, Village Road and Walker Farm Road.

450 linear feet of guardrail was installed along Union Avenue.

Twenty-seven hundred linear feet of walkway was installed along North Road from Pantry Road to Haynes Road. The Hudson Road walkway was reconstructed from Fairbank Road to Crystal Lake Drive.

## Drainage

Culverts were replaced on Union Avenue, North Road and Hudson Road.

A drain was repaired on Concord Road at Pennymeadow Road, and drainage was installed in Meadow Drive from Pheasant Avenue to Old Lancaster Road.

Flash boards were replaced at the pond located at Dutton Road and French Road.

There were 400 catch basins cleaned of debris, and twenty-two catch basins were repaired at various locations around Town.

## Trees & Cemeteries

There were 37 interments and 28 foundations were installed.

Three-hundred ninety dead trees were removed from within the Town's right of way.

## Parks & Grounds

Exercise equipment was installed at the senior workout area at Haskell Field.

The Little League concession stand roof at Featherland Park was repaired.

Big Belly solar trash compactors were installed at Haskell Field, Featherland Park and Lincoln-Sudbury Regional High School grounds.

Respectfully submitted,

*I. William Place*

*Director of Public Works/Town Engineer*

*Did you know...*

*Total funds available for snow and ice removal in 1962 were \$25,000.*

*The remaining balance that year was \$0.78.*



# Planning and Development

## Planning Board

The Sudbury Planning Board exists under Section 81A of Chapter 41 of the Massachusetts General Laws. Its five members are elected by the Town and its duties are largely defined by State statute. In addition, other duties have been added from time to time by vote of the Sudbury Town Meeting, including long term planning studies, traffic circulation plans and bylaw codification.

Permit activity was low again for the second straight year. The Board received one application for Subdivision of Land in 2010, but focused its energy on administration of subdivisions under construction and issuance of permits under the new Stormwater Management Bylaw. Five Approval Not Required plans creating two new building lots were submitted and endorsed. The Planning Board reviewed 15 applications for Stormwater Management Permits, as well as two applications for changes to Scenic Roads under the bylaw. The Board prioritized walkway petitions, and construction of the North Road walkway was completed using Community Preservation Act funds. The Board also discussed the interpretation of various provisions contained in the revised Accessory Dwelling Unit Bylaw with the Zoning Board of Appeals, resulting in the issuance of guidelines for administering the bylaw adopted by the Zoning Board. A new Illicit Discharge Bylaw was jointly proposed by the Planning Board, Conservation Commission and Board of Health and adopted at the 2010 Annual Town Meeting. This bylaw is a further step towards compliance with the Federal MS4 Stormwater Permit. Minor amendments to the Zoning Bylaw were also proposed by the Planning Board and adopted at the Annual Town Meeting. The Board studied gaps in wireless services throughout Sudbury, and proposed six new locations to be added to the Wireless Overlay district. However, the article was Indefinitely Postponed at Town Meeting due to neighborhood opposition at each site.

Planning Board members continue to be active on various Town committees dealing with land use and planning. Chris Morely continued to serve as the Planning Board representative to and chair of the Community Preservation Committee (CPC). Mr. Morely was also appointed to the Land Acquisition

Review Committee. Michael Fee serves as chair of the Sudbury Housing Trust. Eric Poch serves on the Rail Trail Conversion Advisory Committee. Joseph Sziabowski serves on the Sudbury Center Improvement Advisory Committee. Lisa Eggleston (retired as a member of the Planning Board in 2010) serves as the Planning Board representative to and chair of the Route 20 Wastewater Technical Advisory Committee.

The Planning Board is supported by the Planning and Community Development (PCD) Department. The Department is staffed with a part-time secretary, part-time Planning and Zoning Coordinator, full-time Community Housing Specialist and full-time Director. All the activities of the Department, including all major residential and commercial development, community housing initiatives, zoning, and special projects follow the Master Plan goals and recommendations. The PCD Department spends considerable time working with various Town boards, including the Selectmen, Zoning Board, Community Preservation Committee, Historical Commission and Sudbury Housing Trust, as well as project specific committees. This year, the Department reviewed four applications for Comprehensive Permits, providing guidance to the Board of Selectmen on recommendations to the State subsidizing agencies. The PCD Department also assisted with a grant application to the National Endowment for the Humanities on behalf of the Town Clerk for funds to construct a new vault, and submitted a preliminary letter of interest for grant funds to complete a Historic Structures Report of the Town Hall from the Massachusetts Historical Commission. Under the direction of the Community Housing Specialist, two affordable homeownership units were created under the Home Preservation Program, and pre-construction planning for an affordable three-unit homeownership development on Maynard Road continued, with a Comprehensive Permit issued by the Zoning Board in November.

The following table sets forth those developments under construction (or within the authority of the Planning Board) this year:

<b>Subdivision</b>	<b>Date Approved</b>	<b>Lots Approved</b>	<b>Lots/Units Developed</b>	<b>Protected Open Space</b>	<b>Ft. of Walkways</b>
Fairbank Farm	1999	3	0		
Dakin View	1999	15	14	1100	
Whitehall Est. II	2001	3	1		400
Willis Hill II	2003	6	6		1000
Endicott Woods	2004		2		0
The Meadows SRC	2004	23	11	8.2 acres	1500
Zingale	2004		1	0	
The Arboretum	2004	10	0	7 acres	1600
Brookside Farm	2005	9	9	5.2 acres	
Mahoney Farms SRC	2005	33	24	12.2 acres	1300
Cail Farm	2006	3	2	22.4 acres	
Faucher Woods	2006	2	2		
Maillet Estates	2006	4	3		400
Grouse Hill ISD	2006	52		38	14 acres
Olde Bostonian Est.	2007	3	0		

Board membership shifted slightly with the resignation of Lisa Eggleston after 13 years on the Board. Michael Fee was elected to his third three-year term, and Joseph Sziabowski was elected to his first three-year term. The Board welcomed new member Craig Lizotte, who was appointed to a two-year term as an associate board member.

The current projects of the Planning Board follow the recommendations of the Master Plan in its attempt to balance the needs of the community. The Board remains committed to working on these issues as implementation of the strategies in the Master Plan continues over the next decade. The Board continues to solicit citizen input regarding planning and development issues affecting the Town, and encourages participation in meetings and special projects.

The Planning Board wants to take this opportunity to thank Lisa Eggleston for her dedication and commitment to improving the quality of life in Sudbury through her work on the Planning Board for the last 13 years, particularly in the areas of environmental engineering and water quality issues. Lisa will continue as the Planning Board representative to the Route 20 Sewer Technical Advisory Committee as that project advances towards design and construction of a sewer system.

Respectfully submitted,  
*Michael C. Fee, Chairman*  
*Michael Hunter*  
*Craig Lizotte*  
*Christopher Morely, Clerk*  
*Eric Poch, Vice-Chairman*  
*Joseph Sziabowski*

## Permanent Building Committee

Throughout the year, Permanent Building Committee (PBC) members have worked to facilitate implementation of various departmental capital- or CPC-funded building projects which have been voted by Town Meeting or commissioned with grant funding. Many of these have been complex, requiring specialized professional services which the PBC has either provided through its membership or secured acting as the Town's Designer Selection Committee. Projects include heating, ventilation and air-conditioning (HVAC) work at the Hosmer House (completed), an HVAC and fire suppression system for the existing Town vaults at Town Hall (in progress), replacement of asbestos-containing tile in a portion of the Fairbank Community Center (in progress), Town Hall window replacement (abandoned after bidding due to funding insufficiency), and several other smaller projects. The Committee has worked closely with Sudbury Building Inspector James Kelly who will shepherd many of the projects through to completion.

Through funding pursued by the Town's Energy Committee (Energy & Sustainability Green Ribbon Committee), the PBC is currently working on solar photovoltaic and thermal projects at the Fairbank Community Center with BLW Engineers, Inc. These projects, funded through the American Reinvestment & Recovery Act of 2009 and developed and administered by the Massachusetts Department of Energy Resources, have been bid, and installation is expected to take place in the spring of 2011.

With the approval of the Sudbury Public Schools (SPS) and the Town, the Committee proactively commissioned a roof study of Town and School buildings, securing the services of building envelope consulting engineers Russo Barr Associates, Inc., for the study and subsequent engineering. Upon completion of the report, Russo Barr was commissioned to prepare bidding documents for the roofing, insulation, and replacement of translucent panels on a portion of the Fairbank Community Center, part of which will house the solar panels.

The Committee has been assisting the SPS School Department in its pursuit of a grant under the Massachusetts School Building Authority's (MSBA) Green Repair Program, working with Russo Barr Associates and BLW Engineers, to perform the initial required feasibility studies. This program, specific to school roofs, boilers, and windows, will provide funding in the amount of 35.42% for the replacement of the Noyes School roof and the boilers listed in the Town's capital program, both of which have reached the end of their useful life. Window replacement at Noyes is also included in the grant application, as many are the original single-pane windows and all have reduced energy efficiencies. The application has been accepted by the MSBA predicated upon Town funding, specific actions, and specific timetables. A Special Town Meeting and Town Election have been set in January 2011 to authorize Town funding of the estimated \$2.4M project, a portion of which will be offset by the MSBA grant.

After serving on the PBC since 1988, Frank Schimmoller resigned as a full member and accepted appointment as an Associate Member. Gifford Perry, an experienced building professional, was also accepted as an Associate Member. William Braun was appointed as a full PBC member. Mr. Braun is the current Chair of the Town's Energy Committee and former SPS Committee member/liaison to the PBC during three major MSBA-funded school construction projects.

Respectfully submitted,  
*Craig E. Blake*  
*Bruce L. Ey*  
*Elaine L. Jones*  
*R. Thomas Joyner*  
*Michael E. Melnick*  
*Thomas A. Scarlata*  
*Frank D. Scimmoller*

## Design Review Board

The Design Review Board, in cooperation with various other Boards, the Building Inspector and business owners, advocates architectural, graphic, landscape and environmental design quality in the public and commercial sectors of Sudbury.

This year, we reviewed 15 sign applications and eight building design applications and site plans. Our recommendations are directed to the applicants, the Building Inspector, the Town Manager, the Zoning Board of Appeals and the Selectmen. We appreciate the cooperation we have received from all participants.

The members of the Board would like to express their heart-felt thanks to Frank Riepe, who resigned this year after dedicating 21 years of service on the Design Review Board.

Respectfully submitted,  
*Christopher O'Halloran*  
*Tris Windle*  
*Deborah Kruskal*  
*Juan Cruz Molina*  
*Dan Martin, Chairman*

## Agricultural Commission

The second "Great Pumpkin" contest was held at the Wayside Inn this year. Hopefully this will continue to be an annual event held during the last Farmers Market for the season. With more families growing their own vegetables, we expect to see more participants in the future. This is an event for all ages.

Cavicchio Greenhouses celebrated 100 years as a family farm in Sudbury. Keeping land in farming continues to keep open space in Sudbury. We wish them another 100 years.

The 4<sup>th</sup> of July Parade is a great time to see the display of the agricultural community in Sudbury. With more and more families getting involved in "backyard farming," perhaps there will be more participants in the future.

Respectfully submitted,  
*Laura B. Abrams*  
*John Donovan*  
*Karen Hodder*  
*Nicholas Clayton*  
*Pamela Lupo Duggan*

*Did you know...*

*In 1945, a committee of Hudson Road residents formed to meet with Goodnow Library Trustees to discuss establishing a book deposit station in their neighborhood. (This was during World War II when gasoline was quite scarce.) The Trustees were happy to oblige, and a librarian opened her home for this purpose several times a week at an annual cost of \$300.*



## Community Preservation Committee

The Community Preservation Committee (CPC) is in its ninth year of reviewing proposals for funding under the Community Preservation Act (CPA or Act, MGL Chapter 44B). Under the Act, funds may be used for the acquisition, creation and preservation of open space; acquisition, preservation, rehabilitation and restoration of historic resources; acquisition, creation and preservation of land for recreational use; creation, preservation and support of community housing; and the rehabilitation or restoration of such open space, recreation land and community housing that is acquired or created through the CPA. The CPC includes nine standing members, with representatives from the Town's Conservation Commission, Finance Committee, Historical Commission, Housing Authority, Park and Recreation Commission, Planning Board, Board of Selectmen, and two at-large citizen members appointed by the Board of Selectmen. The CPC is supported by Jody Kablack, Director of Planning and Community Development, and by part-time assistance from the Planning Office.

The CPA funds raised in FY10 through the local tax surcharge equaled \$1,471,024. For FY10, the Town also received \$539,676 in October 2009, a 37% revenue match from the State CPA trust fund, and interest earnings of \$183,267, bringing total FY10 revenues to \$2,193,967. This decreasing State match has been anticipated, and is due to dwindling reserves in the State CPA trust fund caused by the downturn in the housing market, along with incremental increases in the number of communities adopting the Community Preservation Act. While there are reasons to believe that the State match will increase in future years as the real estate market rebounds, the CPC continues to forecast conservatively and strives to approve a balanced project budget.

At the Annual Town Meeting, projects were presented in the areas of historic preservation (tomb door restoration, Revolutionary War cemetery survey and upgrade of the vault in the Town Clerk's office),

recreation and open space opportunities (walkway construction), and the creation of affordable community housing (funding for the Sudbury Housing Trust). The total face value cost of all projects approved at Town Meeting was \$497,795. In addition, debt service expenses of \$1,052,035 for prior land acquisition projects and \$80,000 for administrative and operational needs of the CPC for FY11 were appropriated, bringing the total anticipated expenditures for FY11 to \$1,629,830.

Sudbury CPA monies held in reserve for future land acquisition and other projects have accumulated, and the unreserved fund balance at the end of fiscal year 2010 was approximately \$7.2 million.

Voters at the Annual Town Meeting voted to keep the CPA surcharge at 3%, and not reduce it to 1.5% as recommended in a petition article.

CPA-funded projects that are underway or have recently been completed around Sudbury include restoration of historic Town Clerk documents, restoration of vandalized tomb doors at the Old Town and Wadsworth cemeteries, appraisal of the collection of Florence Hosmer paintings owned by the Town, and construction of a walkway along North Road. When there are projects happening, look for our signs noting "Sudbury Community Preservation Funds at Work."

Respectfully submitted,  
*Richard O. Bell*  
*Sherrill P. Cline*  
*John C. Drobinski*  
*Georgette P. Heerwagen*  
*James A. Hill*  
*William Kneeland*  
*Christopher Morely*  
*Seamus O'Kelly*  
*Lynne H. Remington*

## Rail Trail Conversion Advisory Committee

The Rail Trail Conversion Advisory Committee (RTCAC) was established by the Board of Selectmen in November 2004 to provide a mechanism for the Town to examine the conversion of the unused Framingham-Lowell rail line into a recreational path and alternative transportation corridor, to help identify and address the many questions and concerns of Sudbury residents concerning this project, and to support Town staff as they study the feasibility of such a conversion. The section of the rail trail in Sudbury would continue the Bruce Freeman Rail Trail, whose most northern 6.8 miles opened in Chelmsford in 2009.

Three proposals submitted by RTCAC to the Board of Selectmen were approved by Town Meeting in 2007, including a four-season wildlife study and a field survey to map the corridor in detail. The completed wildlife study was posted on the Town website in November 2009. A citizen's resolution was presented to Town Meeting in 2010 to require evaluation of alternative trail alignments to address the impacts described in this study. This resolution was affirmed by the Board of Selectmen and approved by Town Meeting.

The field survey approved by Town Meeting in 2007 was not accepted by the Town prior to the end of fiscal year 2010 when the authorization of CPA funding for the survey expired. The associated

wetlands delineation was not completed by the end of FY10, and no NRAD was requested by the contractor. Lacking this information, Town staff has not yet begun to generate a concept plan for the Bruce Freeman Rail Trail in Sudbury and no further hearings on the project have been held.

Selectman Robert C. Haarde became liaison from the Board of Selectmen to the RTCAC in May. The RTCAC continues to seek clarification from the Board of Selectmen concerning the scope and expected use of the Notebook. The RTCAC also hopes to lend its expertise to the public discussion of the trail during the coming year. The information compiled by the RTCAC is posted on the committee page of the Town website where citizens can find an up-to-date account of our activities.

Respectfully submitted,  
Patricia Brown  
Elizabeth M. Foley  
Madeline Gelsinon  
Robert D. Hall  
Bridget Hanson  
Jennifer K. Pincus  
Eric D. Poch  
Nancy J. Powers  
Richard C. Williamson  
Carole Wolfe



*Did you know...*

*According to the 1969 Town Report, there was a real possibility that between 1976 and 1990 Interstate 290 would be extended through Sudbury, eventually connecting to Route 128. Some residents wanted it to happen quickly since it was supposed to alleviate traffic on Route 20. Next time you're sitting in Route 20 traffic, think of how different Sudbury would be if this really happened!*

## Ponds and Waterways Committee

The Ponds and Waterways Committee (PWC) was established in 2005 to provide a mechanism to advise the Board of Selectmen about the quality of Sudbury's ponds and waterways. The PWC's Co-chairs are David Blohm and Stephen Gabeler. Other members are Rob Hershfield, Mary Addonizio, Alan Bascom, Michael Dufault, and Paul Greenspan. Frank Lyons and Nancy Hershfield are associate members. **The PWC is actively seeking new members.**

This year, Theodore Klein and Susan Crane, the previous committee Chair, both moved out of Sudbury and tendered their resignations. The Chair's duties were divided between the current co-chairs in accordance with the PWC mission statement.

The PWC completed the Ponds and Waterways Master Plan and formally presented it to the Town at the Board of Selectmen meeting on May 18. Topics of the plan include water bodies and wetlands and their water quality and histories, overall recommendations for them, and recreational opportunities. Components of the Master Plan, such as the water body inventories and detailed descriptions of watersheds, will be continuously developed and updated by the PWC and published on the website as an asset for all Sudbury residents.

Nancy Hershfield has published a series of articles in the *Sudbury Town Crier* to raise awareness about

water quality issues. Her latest article, "*Hold the salt, please,*" (<http://www.wickedlocal.com/sudbury/news/lifestyle/columnists/x1520848197/Hershfield-Hold-the-salt-please>) discusses the unintended impact that the use of salt and other de-icers has on our ponds and waterways. More articles are planned for 2011.

To help raise awareness about environmental conditions of Hop Brook and Sudbury's other waterways, the PWC participated in the River Stewardship Council's annual June Riverfest event by co-sponsoring a children's rubber duck race with the Hop Brook Protection Association in the Grist Mill Canal at the Wayside Inn.

The PWC has taken the first steps toward implementing an "Adopt a Pond" program. Its intent is to engage the community in monitoring and possibly remediating the Town's ponds and streams. A representative from the Curtis Middle School is interested in the program as a learning vehicle for the sixth and eighth grades. The PWC will also explore additional ideas on how best to expand this program.

Respectfully submitted,  
Mary L. Addonizio  
Alan P. Bascom  
David A. Blohm  
Susan J. Crane (res. 11/10)  
Michael R. Dufault  
Stephen C. Gabeler  
Paul B. Greenspan  
Robert S. Hershfield  
Nancy Hershfield (Assoc.)  
Theodore Klein  
Frank Lyons (Assoc.)

## Earth Removal Board

The Earth Removal Board is appointed by the Board of Selectmen for a term of one year. It is this Board's responsibility to hear petitions for removal of soil, loam, sand, gravel, stone or other earth materials from land in the Town not in public use. It operates under Article V, A of the Town of Sudbury Bylaws.

No applications for earth removal were received during the year.

Respectfully submitted,  
Jonas D.L. McCray  
Jonathan F.X. O'Brien  
Jonathan W. Patch  
Benjamin D. Stevenson

## **Sewer Assessment Technical Advisory Committee**

The Sewer Assessment Technical Advisory Committee intensively investigated the suitability of the Curtis Middle School athletic field as a potential site for wastewater disposal for a decentralized wastewater treatment system serving a portion of the Route 20 business district.

The Committee engaged Weston & Sampson Engineers Inc. of Peabody, MA to conduct additional hydrogeological evaluations at the Curtis Middle School, which upon analysis of the findings will calculate the capacity of the site and its suitability of handling the expected volume of wastewater for the project. Preliminary permitting under the MA Department of Environmental Protection was initiated, including the submittal of a preliminary application for State revolving loan funds. Weston & Sampson

have also been contracted to prepare a Project Engineering Report to investigate collection and treatment options and provide preliminary cost estimates for the project. An FY12 Capital budget request has been submitted for Phase 2 of the project – design and permitting. If approved, these funds will move the project to full design of the system and completion of DEP permitting, including an environmental review in accordance with the requirements of the Massachusetts Environmental Policy Act (MEPA).

Respectfully submitted,  
*Parker Coddington*  
*William Cossart*  
*John Drobinski*  
*Elizabeth Eggleston*  
*Robert Leupold*

## **Sudbury Center Improvement Advisory Committee**

The Sudbury Center Improvement Advisory Committee (SCIAC) regained active status this year after a one-year hiatus.

New traffic consultants, Traffic Solutions, were hired to develop additional concept designs and update the traffic data for the Town Center intersection project. Several new concept plans were discussed, some which were similar to The Cecil Group designs, and others that proposed significant changes to the intersection.

The SCIAC formed consensus around one plan, Alternative 6, which leaves the intersection basically in its current location, with minor adjustments to both the east-west alignment, as well as the north-south alignment in order to facilitate flow through the intersection. New signals, drainage, curbing and shoulders are included in the plan. Pedestrian improvements are not well articulated on the plan, but will be added to the final design plan, as well as other streetscape amenities such as lighting, landscaping, benches, etc. Additional comments were solicited from First Parish and direct residential abutters, who generally approve of the plan under discussion.

In June, the Board of Selectmen discussed their preference for a minimalist approach to improvement of the intersection, solely using Chapter 90 funds allocated to the Town from the State. A FY12 capital budget request was submitted requesting \$1 million for construction of the intersection, but it is unclear if this will be advanced to a vote at Town Meeting. The final action of the SCIAC this year was a vote to complete a 25% design plan using the remaining funds available in the original budget, which will make the project shovel ready for construction in a future year if funding is delayed or not pursued in 2011.

Respectfully submitted,  
*June E. Allen*  
*Scott Carpenter*  
*Richard H. Davison*  
*W. James Hodder*  
*Deborah Kruskal*  
*Eva H. MacNeill*  
*Lawrence W. O'Brien*  
*Frank Riepe*  
*Joseph Sziabowski*

## Sudbury Housing Trust

The Sudbury Housing Trust was established at the 2006 Annual Town Meeting, when Sudbury voted to accept Massachusetts General Law Chapter 44, Section 55C. The powers and duties of the Trust allow it to buy and sell real estate, borrow and lend money, develop and hold property, and all with the benefits of being under the Town's municipal structure – insurance coverage, investment management and accounting, and other such administrative functions. The Trust requires Board of Selectmen approval for any real estate transaction, and Town Meeting approval to borrow, mortgage or pledge for amounts greater than the current Trust assets.

In its 5-year plan, the Trust has committed resources towards the creation of 14 units of housing; six of these units have already been created and added to the State Subsidized Housing Inventory. As a direct result of the overall housing programs and efforts, the Town has been able to increase its Commonwealth Capital score by 8%, increasing the competitiveness in state discretionary grants and other state funding programs. In the 2010 calendar year, the Sudbury affordable housing inventory increased by 14 units, to 280, 5% of our housing stock. Units were added to the inventory through the Villages at Old County Road development (7), the Sudbury Housing Authority redevelopment project (6), and the Home Preservation program sponsored by the Sudbury Housing Trust (1).

The Trust has been operational for four years, has purchased land and developed two units of permanently restricted affordable housing at Dutton Road for the Habitat project, created four units of permanently restricted affordable housing under the Home Preservation program, and purchased the parcel at 278 Maynard Road which will create three units of permanently restricted affordable housing. The Maynard Road project has received its neighborhood-supported permit, and current activities include finalizing detailed construction specifications and a potential ground-breaking in the spring of 2011.

The Trust completed another home under the successful Home Preservation Program in September. In this program, smaller, less expensive homes are purchased and sold, subject to a permanent deed restriction, to eligible first-time homeowners created from a lottery. In this way, homes are converted to affordable housing, preserving existing housing stock. The Housing Trust is able to work 'real time' to put offers on the property and use their own funds

for required health and safety repairs. At least one additional home is planned for the 2011 calendar year, and a lottery to produce a list of potential buyers is planned for April 2011.

The Trust continues to sponsor the Small Grants Program to help seniors and other moderate income homeowners fund health and safety repairs in their homes. The Program has three rolling grant periods annually, and has awarded over \$57,000 for 21 grants over the life of the program, and half of the grantees are senior households. In FY10, the Trust awarded 10 grants for a total of \$28,000 to repair plumbing, gutters, roof shingles, electrical panels and wiring, install handrails, and assist in replacing heating systems. The easy-to-submit application can be found on the Town's website.

The Sudbury Housing Trust performs lottery, resale and monitoring agent services for Sudbury and other neighboring communities, providing local opportunities for eligible buyers with connections to Sudbury and others looking for housing in our area, as well as generating a revenue stream for the Sudbury Housing Trust. Through this activity, the Trust has developed experience in surrounding communities, leading to a regionalization effort to share housing administrative services with Bedford, Concord, Lexington, Lincoln and Weston, with Sudbury as the service provider.

The Trust ended the Fiscal Year on June 30, 2010 with a balance of approximately \$770,000 and one acre parcel of land at 278 Maynard Road, valued at \$310,000. The fiscal year in financial terms started with a carryover balance of \$760,000, and collected fee revenue of \$63,000, CPA appropriation of \$208,000, and interest of \$3,800. The expenses for the fiscal year included \$228,000 (small grants, Dutton Road Habitat project, Home Preservation, feasibility and lottery expenses), and \$37,000 of salaries, resulting in a FY10 ending with an audited balance of approximately \$770,000.

The Board is organized with Michael Fee as Chair, Lydia Pastuszek as Vice-Chair, Larry O'Brien as Selectman representative and at-large Trustees Michael Buoniconti, Peter Crowe, Joel Guillemette, Daniel Hewett, Andrew Kaye and Amy Lepak. The Trust is supported by Beth Rust, Clerk and Community Housing Specialist, and Jody Kablack, Director of Planning and Community Development.

Respectfully submitted,  
*Michael Buoniconti*  
*Peter Crowe*  
*Michael Fee*  
*Joel Guillemette*  
*Daniel Hewett*  
*Andrew Kaye*  
*Amy Lepak*  
*Lawrence W. O'Brien*  
*Lydia Pastuszek*

## Land Acquisition Review Committee

The Land Acquisition Review Committee (LARC) was formed in 2009 and began meeting in 2010. The mission of the Committee is to review property as it becomes available for disposition to the Town through outright offers or other means, including but not limited to the Town's exercise of Right of First Refusal on Chapter 61 lands. The Committee examines the appropriateness of a property for purchase or preservation by the Town, and then provides a recommendation to the Board of Selectmen.

LARC began its work by familiarizing itself with parcels on the 2009-2013 Open Space and Recreation Plan, which have been identified as important to fulfilling municipal needs for both of these uses, as well as parcels that are currently enrolled in MGL Chapter 61. These parcels are taxed favorably for

remaining undeveloped, and the Town is given a Right of First Refusal if they are converted to a different use or sold for development.

LARC's first property for review was the Fairbank Farm on Old Sudbury Road, whose owners have offered the Town to purchase the development rights on the property. LARC has conducted a site visit, and will make recommendations to the Board of Selectmen on the desirability of moving forward with this preservation project.

Respectfully submitted,  
*Matthew Barack*  
*John Cutting*  
*Jan Hardenbergh*  
*Chris Morely*  
*John Sklenak*

*Did you know...*  
*In 1962, the Sudbury Fire Chief reported that too many fires were set by children playing with matches,*  
*and warned parents to keep matches away from children.*



## Conservation Commission

The Conservation Commission remained busy with wetland regulatory issues this year. Public hearings were held for projects ranging from septic system reconstructions to stormwater drainage design reviews for multi-unit projects. In addition to administering State and local wetland regulations, the Commission was designated as the reviewing and permit issuing authority on several large stormwater management projects under Sudbury's new Stormwater Management Bylaw.

The Conservation Commission voted to adopt The Sudbury Wetlands Administration Bylaw Regulations revision in September. Changes included further guidance on tree removal in jurisdictional areas, minor fee changes for department staff inspectional services and enhancing the Commission's regulatory ability to look at hydric wetland soils in areas of high historical disturbance.

The Conservation Commission began discussions with Hop Brook Protection Association (HBPA) regarding a potential dredging project for Carding Mill Pond. As this proceeds, the Commission will look at current values and functions in its degraded state compared to those values and functions with those anticipated at the completion of the project. The Commission voted unanimously to support the HBPA's request for up to \$4,000 for Carding Mill Pond harvesting. Until a permanent solution is enacted, harvesting of the pond will be the only stop-gap measure to protect any remaining wildlife habitat and recreational values of the pond.

Outside of the regulatory work, the Commission focused on agricultural land stewardship and keeping our conservation fields open and productive. The Conservation Department has been awarded three Forest Stewardship Grants from the Department of Conservation and Recreation for the development of a Forest Stewardship Plan. With the help of two State Certified Foresters, Sudbury now has documents delineating what resources both biologically and culturally Hop Brook, King Philip, Piper, Libby, Dickson, and soon, Nobscot conservation properties have, as well as an updated trail map of each area. With these plans, we hope to manage each property in order to foster habitat and cultural resource protection, and remove invasive species.

The Conservation Department has been awarded a \$4,500 grant for materials for a Hop Brook Bridge

Replacement Project in the area off the end of Surrey Lane and the area south of the Duck Pond up to the rail bed. The Commission wishes to start in the spring. With the help of the Bisson stable on Dutton Road, Turtle Bridge has been replaced making the crossing safe for people and horses.

The Sudbury Community Gardens had a fruitful growing season. Most of the plots in the garden were planted this year. A Girl Scout Troup planted one plot in hopes to receive their Silver Award. All of their produce was donated to the Sudbury Food Pantry.

The Conservation Department has continued to work with the local all-volunteer-run SWEET, Sudbury Weed Education and Eradication Team, on outreach and implementation of invasive species removal on Town property, including developing a maintenance plan for Lincoln-Sudbury Regional High School. With the indispensable guidance of SWEET founder, Rebecca Chizzo, this plan will help guide the School into an invasive-free future.

Curtis Middle School students Olivia Chizzo, Michele Brown, and Kathleen Brusger, submitted an in-depth insect survey covering the wetland hillside at Lincoln-Sudbury Regional High School. This survey is a stepping stone to begin documenting information on what insect species are where and initial information into their populations. The students were presented with certificates of appreciation.

The Commission has been involved in the preliminary assessment of sites for several proposed affordable housing developments in the area of Boston Post Road and Landham Road. Considerable time was spent by the Commission and staff to ensure all wetland resource areas on these properties are accurately documented.

Respectfully submitted,  
*Debbie Dineen, Conservation Coordinator*  
*Richard O. Bell*  
*Parker Coddington*  
*Ethan Jessup*  
*John Sklenak*  
*Victor Sulkowski*  
*Sharon Rizzo*  
*Samuel L. Webb*

## Zoning Board of Appeals

The Zoning Board of Appeals is comprised of five members appointed by the Board of Selectmen. Associate members are also appointed to serve in place of the regular members as necessary. Board members serve five-year terms and associate members serve one-year terms. Associate members also serve as full members of the Earth Removal Board. There is currently one opening for an associate member.

The Zoning Board of Appeals derives its authority and jurisdiction from Massachusetts General Law (M.G.L.) c.40A, as well as from Sudbury's own Zoning Bylaw. The Board acts as one of Sudbury's special permit granting authorities, with a broad range of responsibilities on issues regarding property development and land use. The Board also hears applications for comprehensive permits for proposed housing developments under M.G.L. c.40B, and considers requests for relief from the Town's Zoning Bylaws when applicants believe that literal enforcement would cause hardship, and that granting such relief would not significantly impair public welfare or cause detriment to adjoining lots.

The Board strives to provide fair and impartial hearings and to act upon applications in a manner consistent with its interpretation of the Town Zoning Bylaws. This year, Board members heard many different perspectives and were challenged to consider diverse views on a broad range of zoning issues. The Board's hearings include testimony from residents and other interested parties representing a cross-section of the community.

The applications reviewed by the Board continued to reflect the growth of the Town. Despite the lean economy, there were almost double the number of applications in 2010 as compared with 2009 and 2008. There were several requests to renew business permits and for renovation and new construction.

While the Bylaws provide guidance to both the Board and the applicants, actions of the Board and the Town are limited by State regulations. There was a high demand for special permits for accessory dwellings with proposals that varied in nature. To help administer the provisions of the revised Accessory Dwelling Bylaw, the Board drafted guidelines which will provide consistency in the application process. The Board also approved six Comprehensive Permits

which will help the Town reach its affordable housing goals.

As part of its decision-making process, the Board receives assistance from various Town employees and boards. As development issues become more complex, the sharing of information is critical, and the Board benefits greatly from such input. Of particular importance is the assistance received from the Town's Planning and Community Development Department, the Building Inspector, and the architectural and design assistance received from the Town's Design Review Board.

All meetings of the Board of Appeals are conducted as open meetings to which the public is invited. Meetings are typically held on the first or third Monday of each month. As a convenience to applicants, the Board generally conducts deliberations immediately after each case is heard. This often eliminates the need for residents to stay late into the evening to learn the Board's judgment on routine matters.

All cases are a matter of public record, and the documents pertaining to them are filed at the office of the Town Clerk. The list that follows identifies the matters considered by the Board this year. A *denial* means that, except under special circumstances, an applicant may not reapply for the same relief, for a period of two years. A *withdrawal without prejudice* enables an applicant to reapply if desired. An asterisk indicates that a variance or special permit has been granted subject to conditions, which in the Board's judgment were necessary to safeguard the public good.

Fifty-six cases were filed this year with action as follows:

- 45 requests were approved
  - 2 requests were denied
  - 8 requests were withdrawn without prejudice
  - 1 request where no action was taken
- |      |  |       |   |
|------|--|-------|---|
| 10-1 | CAMP SEWATARO, One Liberty Ledge<br>Renewal of Special Permit to conduct a summer day camp. APPROVED*  | 10-8  | NEIGHBORHOOD OF AFFORDABLE HOUSING, INC., 278 Maynard Road<br>Comprehensive Permit to construct three affordable housing units. APPROVED*   |
| 10-2 | ROBERT AND MICHELLE HAUSE<br>47 Pratts Mill Road<br>Special Permit for an accessory dwelling. WITHDRAWN WITHOUT PREJUDICE  | 10-9  | SUDBURY HOUSING AUTHORITY<br>11 Ford Road<br>Comprehensive Permit to construct one duplex dwelling including two affordable units. APPROVED*  |
| 10-3 | BELL ATLANTIC MOBILE OF MASSACHUSETTS CORPORATION, LTD., D/B/A VERIZON WIRELESS<br>199 Raymond Road<br>Special Permit to allow a 90-foot, 4-carrier stealth monopole wireless facility, including associated equipment in the Wireless Overlay District. APPROVED*           | 10-10 | SUDBURY HOUSING AUTHORITY<br>19 Greenwood Road<br>Comprehensive Permit to construct one duplex dwelling including two affordable units. APPROVED*   |
| 10-4 | BELL ATLANTIC MOBILE OF MASSACHUSETTS CORPORATION, LTD., D/B/A VERIZON WIRELESS<br>199 Raymond Road<br>Variance to allow the installation and operation of a wireless communications facility to be located within 500 feet of a residential lot line. APPROVED              | 10-11 | SUDBURY HOUSING AUTHORITY<br>41 Great Road<br>Comprehensive Permit to construct one duplex dwelling including two affordable units. APPROVED*   |
| 10-5 | DAVID C. HOAGLIN, 73 Hickory Road<br>Renewal of Special Permit to maintain a 70-foot radio tower. APPROVED*  | 10-12 | SUDBURY HOUSING AUTHORITY<br>56 Ford Road<br>Comprehensive Permit to construct one duplex dwelling including two affordable units. APPROVED*  |
| 10-6 | PETER AND MARIA PANAGOPOULOS<br>319 Hudson Road<br>Special Permit to construct a one-story addition on a non-conforming lot which will result in a front yard setback deficiency. APPROVED*  | 10-13 | SUDBURY HOUSING AUTHORITY<br>10 Landham Road<br>Comprehensive Permit to construct one duplex dwelling including two affordable units. APPROVED*   |
| 10-7 | NEW CINGULAR WIRELESS PCS, LLC (AT&T WIRELESS PCS, INC.), Sudbury Landfill, Boston Post Road<br>Renewal of Special Permit for the continued operation of a 150-foot, 4-carrier flagpole monopole wireless communications facility, including associated equipment. APPROVED* | 10-14 | CLEAR WIRELESS, LLC<br>36 Hudson Road<br>Variance to allow the extension of an existing wireless monopole for an additional 10 feet to a total height of 110 feet. APPROVED                                     |
|      |  | 10-15 | CLEAR WIRELESS, LLC<br>36 Hudson Road<br>Special Permit to allow the co-location of a second carrier on an existing wireless monopole. APPROVED*  |
|      |  | 10-16 | TONY HO AND HELEN HUANG<br>15 Hollow Oak Drive<br>Special Permit to allow the demolition of an existing non-conforming structure and construction of a new residence not to exceed 4,200 square feet. APPROVED* |

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|-------|---|-------|--|
| 10-17 | BRETT TAYLOR, 25-33 Union Avenue<br>Special Permit to allow one double-faced, free-standing directory sign on Union Avenue to replace an existing address sign and two free-standing, double-faced directional signs. APPROVED* | 10-26 | JULIE LIEBERMAN, 19 Rolling Lane<br>Special Permit to allow demolition of an existing non-conforming structure and construction of a new residence not to exceed 3,000 square feet. APPROVED*  |
| 10-18 | ROSANNA WOODMANSEE<br>105 Powers Road<br>Special Permit to allow a 954 square foot accessory dwelling unit. APPROVED*   | 10-27 | NEW CINGULAR WIRELESS PCS, LLC (AT&T), Willis Hill Water Tank<br>292 Maynard Road<br>Renewal of Special Permit for continued operation of wireless communications services. APPROVED*  |
| 10-19 | SUDBURY AMERICAN LEGION<br>POST 191, INC., 676 Boston Post Road<br>Renewal of Use Variance to use the building and property as a private clubhouse and meeting hall. APPROVED*  | 10-28 | EDWARD AND CAROLYN ANDERSON<br>22 Woodmere Drive<br>Special Permit for a 936 square foot accessory dwelling unit. APPROVED*  |
| 10-20 | RAY BACHAND<br>60 Nobscot Road<br>Renewal of Special Permit to conduct a home business for the sale of antique and reproduction furniture and accessories from a barn on the property. APPROVED*                                | 10-29 | JOSEPH AND PAULETT ONORATO<br>539 Hudson Road<br>Appeal of the Building Inspector's determination that the operation of an outdoor wood boiler is not in violation of the bylaws. DENIED   |
| 10-21 | SUSAN STEELE, 11 Old Garrison Road<br>Special Permit to conduct a home business for therapeutic massage and alternate healing practice. APPROVED*   | 10-30 | SIDNEY AND RITA BOURNE, RALPH AND BARBARA MAZZA, AINA APSE, AND CLAUDIO AND JOAN DELISE,<br>10-20 Northwood Drive<br>Appeal of the Board of Selectmen's approval of the Northwood Site Plan Modification Application #97-337 and amendments to the Northwood at Sudbury Condominium Trust Condominium, Association Documents on age restriction, occupancy and care services. DENIED |
| 10-22 | DEREK ACHESON, 82 Hemlock Road<br>Special Permit to raise chickens. APPROVED*   | 10-31 | ROBERT MEIER, 265 Peakham Road<br>Special Permit to conduct a home business for chiropractic services.<br>WITHDRAWN WITHOUT PREJUDICE  |
| 10-23 | PETER CRAMER AND ADA VASSILOVSKI, 40 Singletary Lane<br>Special Permit to raise chickens. APPROVED*   | 10-32 | STEWART AND BETH RENNER<br>21 Magnolia Road<br>Special Permit to construct a garage addition measuring 36 by 24 feet on a non-conforming lot which will result in a front yard setback deficiency of 15 feet. APPROVED*  |
| 10-24 | JOE JOWKAR AND MARTA REDJAE<br>10 Crestview Circle<br>Special Permit for a 954 square foot Accessory Dwelling Unit.<br>WITHDRAWN WITHOUT PREJUDICE  | 10-33 | ELIZABETH ORLANDO<br>163 Barton Drive<br>Special Permit to operate a kennel on the premises. APPROVED*   |
| 10-25 | MARK AND MARJORIE LUSTIG<br>16 July Road<br>Special Permit to allow demolition of an existing non-conforming structure and outbuildings and construction of a new residence not to exceed 2,900 square feet. APPROVED*          |       |  |

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|--|--|
| <p>10-34 DOUGLAS AND JUDITH BAJGOT<br/>43 Brookdale Road<br/>Special Permit to construct a garage addition measuring 12 feet wide by 26.2 feet deep on a non-conforming lot resulting in a side yard setback deficiency of 3.7 feet. APPROVED*</p> | <p>10-44 T-MOBILE NORTHEAST, LLC<br/>200 Raymond Road (Feeley Park)<br/>Renewal of Special Permit for the continued operation of a 100 foot 2-carrier monopole wireless communications facility, including associated equipment. APPROVED*</p> |
| <p>10-35 CHRIS AND ALISON BOLAND<br/>24 Haynes Road<br/>Special Permit for an 864 square foot accessory dwelling unit. APPROVED*</p>   | <p>10-45 KALAI CHANDRASEKARAN<br/>103 Boston Post Road<br/>Special Permit to allow a 20 square foot double-faced, free-standing sign. APPROVED*</p>  |
| <p>10-36 NANCY TREHUB, 55 Churchill Street<br/>Special Permit for an 840 square foot accessory dwelling unit. APPROVED*</p>  | <p>10-46 STEPHANIE MOORE, 4 Dawson Drive<br/>Special Permit for an accessory dwelling unit that is no greater than 850 square feet. APPROVED*</p>  |
| <p>10-37 EDWARD AND HEATHER HOUSER<br/>24 Pelham Island Road<br/>Special Permit for an accessory dwelling unit that is no greater than 850 square feet. APPROVED*</p>  | <p>10-47 DIANA TETZLAFF, 113 Newbridge Road<br/>Renewal of Special Permit to conduct a home business for piano instruction. APPROVED*</p>  |
| <p>10-38 STEPHANIE MOORE, 4 Dawson Drive<br/>Special Permit for a 648 square foot accessory dwelling unit.<br/>WITHDRAWN WITHOUT PREJUDICE</p>   | <p>10-48 PARIS TRUST, 31 Union Avenue<br/>Renewal of Special Permit to allow an indoor commercial recreation facility and transfer of the permit to a new entity.<br/>NO ACTION WAS TAKEN</p>  |
| <p>10-39 JOE JOWKAR AND MARTA REDJAE<br/>10 Crestview Circle<br/>Special Permit for a 932 square foot accessory dwelling unit. APPROVED*</p>   | <p>10-49 DENNIS AND KAREN BROTHERS<br/>253 Goodman's Hill Road<br/>Special Permit to allow a 1,100 square foot accessory dwelling unit. APPROVED*</p>  |
| <p>10-40 CHANCE AND MARY PARKER<br/>288 Maynard Road<br/>Special Permit for an 859 square foot accessory dwelling unit. APPROVED*</p>  | <p>10-50 PARIS TRUST, LLC, 31 Union Avenue<br/>Special Permit to allow an indoor commercial recreation facility. APPROVED*</p>   |
| <p>10-41 DENNIS MARSICANO<br/>120 Old Lancaster Road<br/>Special Permit for a 1,500 square foot accessory dwelling unit. APPROVED*</p>   | <p>10-51 THOMAS POWERS<br/>Lot 5A, Old Lancaster Road<br/>Appeal of the Building Inspector's determination. APPROVED</p>   |
| <p>10-42 WILLIAM CURLEY, 103 Horse Pond Road<br/>Special Permit to allow demolition of a structure and outbuilding on a non-conforming lot and construction of a new residence not to exceed 3,000 square feet. APPROVED*</p>                      | <p>10-52 NEW CINGULAR WIRELESS, LLC<br/>116 Victoria Road<br/>Use Variance for a 95-foot monopole outside the Wireless Overlay District.<br/>WITHDRAWN WITHOUT PREJUDICE</p>   |
| <p>10-43 KEN MANNING AND KAILIA STAR<br/>112 Powers Road<br/>Renewal of Special Permit to conduct a home business for psychology. APPROVED*</p>  | <p>10-53 NEW CINGULAR WIRELESS, LLC<br/>116 Victoria Road<br/>Special Permit to install a 95-foot monopole for a wireless facility.<br/>WITHDRAWN WITHOUT PREJUDICE</p>  |

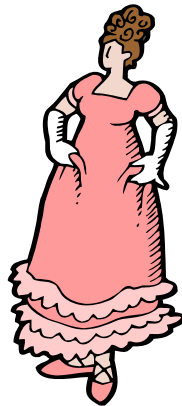
10-54 NEW CINGULAR WIRELESS, LLC  
116 Victoria Road  
Variance to locate a 95 foot monopole  
within 125 feet of a property line setback.  
WITHDRAWN WITHOUT PREJUDICE

10-55 NEW CINGULAR WIRELESS, LLC  
116 Victoria Road  
Variance to locate radiating components of a  
Wireless Facility within 500 feet of a  
residential lot line.  
WITHDRAWN WITHOUT PREJUDICE

10-56 ELIZABETH AND JASON STEFFICK  
16 Intervale Road  
Special Permit to allow demolition of a  
structure and outbuilding on a non-  
conforming lot and construction of a new  
residence not to exceed 3,000 square feet.  
APPROVED\*

Respectfully submitted,  
*Stephen A. Garanin*  
*Jonathan G. Gossels*  
*Jeffrey P. Klofft*  
*Elizabeth T. Quirk*  
*Nancy G. Rubenstein*

*Did you know...*  
*Back in 1929, the 4-H's He-He-Ha-He Clothing Club was very busy with*  
*the Country Cotton Dress contest.*



# In Memoriam

**EARL C. BORGESON (1922-2010)**

Moved to Sudbury: 1960  
Sudbury School Committee: 1961-1964  
Committee on Recodification of  
Zoning Bylaw: 1966-1967  
Ancient Documents Committee: 1961-1964  
Charter Study Committee: 1967-1968

**MARYLIN HALEY (1944-2010)**

L-SRHS Teacher: 1967-1990

**ROBERT R. HAMILL (1945-2010)**

Special Police Officer: 1968-1969

**PHILLIP L. LINDSAY (1947-2010)**

Moved to Sudbury: 1987  
Constable: 1991-1994

**PATRICIA K. LOCKERY (1931-2010)**

Moved to Sudbury: 1959  
L-SRHS Teacher: 1976-1997

**HANS J. LOPATER (1927-2010)**

Goodnow Library Trustee: 1993-2003  
Cable TV Committee: 1996-2000

**DEBORAH P. LUBASH (1926-2010)**

Moved to Sudbury: 1969  
Election Worker: 2002-2010

**HOWARD P. PORTER (1935-2010)**

Gas Inspector: 1971-1982, 1985-2001

**JOHN PLUNKETT (1956-2010)**

L-SRHS Teacher: 2007-2010

**KENNETH L. RITCHIE (1917-2010)**

Moved to Sudbury: 1950  
Industrial Development Board: 1955-1958  
Industrial Development Commission: 1970-1999  
Goodnow Library Trustee: 1986-1995

**FREDERIC A. SCOTT (1925-2010)**

Moved to Sudbury: 1961  
L-SRHS Teacher: 1961-1990

**JOHN E. TAFT (1925-2010)**

Moved to Sudbury: 1959  
Board of Selectmen: 1964-1976  
Finance Committee: 1960-1964  
Sudbury Growth Policy Committee: 1976  
Consolidated Public Works Steering  
Committee: 1971-1972  
Mosquito Control Committee: 1965, 1967  
Sudbury Public Health Nursing Association  
member: 1966-1967, 1969, 1972, 1975  
Revolutionary War Bicentennial Committee:  
1974-1976  
The Sudbury Foundation Trustee: 1973-2007  
Town Meeting Study Committee: 1972-73  
Committee on Town Administration: 1985-1986



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