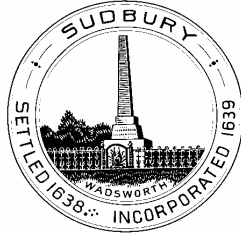


PART I

TOWN OF SUDBURY  
ANNUAL TOWN MEETING  
WARRANT



Commonwealth of Massachusetts  
Middlesex, ss.

To the Constable of the Town of Sudbury:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Sudbury, qualified to vote in Town Elections, that voters residing in Precincts 1, 2 and 5 should meet at the Fairbank Community Center and voters residing in Precincts 3 and 4 should meet at the Town Hall in said Town on Monday, March 29, 2004, at seven o'clock in the forenoon; then and there to choose by official ballot in accordance with law, one Moderator for one year, one member of the Board of Assessors, two Goodnow Library Trustees, one member of the Board of Health, two members of the Board of Park and Recreation Commissioners, one member of the Board of Selectmen, one member of the Sudbury School Committee, and two members of the Planning Board, all for three years; one member of the Goodnow Library Trustees for one year; and one member of the Sudbury Housing Authority for five years; and to vote on the following question:

**Non-Binding Public Opinion Advisory Question**

*Should the Town petition the Legislature to enact special legislation to allow a property tax relief program for qualifying elderly or disabled residential property owners in the Town of Sudbury, substantially as set forth in Article 2 of the Warrant for the 2004 Annual Town Meeting?*

Included as part of the Annual Town Election will be an election of two members for three years each to the Lincoln-Sudbury Regional District School Committee.

Polls will open at seven o'clock in the forenoon and will be closed at eight o'clock in the evening.

And you are required to notify and warn the inhabitants of said Town qualified to vote in Town affairs to meet at the Lincoln-Sudbury Regional High School Auditorium in said Town on Wednesday, April 7, 2004, at 7:30 o'clock in the evening, then and there to act on the following articles:

**ARTICLE 1. HEAR REPORTS**

To see if the Town will vote to hear, consider and accept the reports of the Town Boards, Commissions, Officers and Committees as printed in the 2003 Town Report or as otherwise presented; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

BOARD OF SELECTMENT REPORT: The Board of Selectmen unanimously supports this article.

## **ARTICLE 2. SPECIAL ACT – PROPERTY TAX RELIEF FUND**

To see if the Town will vote to petition the General Court of the Commonwealth of Massachusetts to enact special legislation to provide that the Assessors of Sudbury shall use a property tax relief program in general according to the following provisions, or such others as may be included to further the intent of the program:

1. Funding Mechanism: The Town shall establish a Property Tax Relief Fund with monies raised from a surcharge of up to 2% on local property taxes. In the first year of the program, the surcharge will be set at 2%. The Board of Assessors will annually determine the amount of the surcharge in subsequent fiscal years, without exceeding the 2% maximum. For purposes of this section, the surcharge shall be assessed on all real property within the Town of Sudbury and the surcharge imposed under this Act shall be in addition to the regular tax levy of the Town of Sudbury and the CPA surcharge imposed pursuant to Chapter 267 of the Acts of 2000.
2. Excess/Deficiencies in Fund: Any monies remaining in the Property Tax Relief Fund at the end of the fiscal year shall be carried over into the next fiscal year and be available for this program in that next year. If there is a deficiency in the Fund to provide all eligible taxpayers with maximum relief, the benefits will be prorated across all program beneficiaries.
3. Compatibility with Existing Laws: Except as otherwise provided here, all provisions of the general laws regarding collection of and accounting for property taxes shall apply except that use of the funds collected by implementation of this surcharge shall not be subject to appropriation but rather shall be established as a separate “overlay” account to which the Board of Assessors shall charge the costs of benefits provided for under this article.
4. Compatibility with Existing Property Tax Personal Exemptions: Except as otherwise provided here, all provisions of other personal exemption laws shall apply, and this program is not intended to replace any other personal exemptions programs offered by the Town of Sudbury or the Commonwealth. Notwithstanding any other provision of this act, circuit breaker, deferral or tax work off tax benefits shall not be eliminated, reduced, offset or precluded by the receipt of benefits under this Act.
5. Award of Benefits: The Board of Assessors shall endeavor to incorporate the tax relief to all eligible taxpayers on their 4<sup>th</sup> quarter property tax bill by reducing the amount of tax due on that bill by the amount of the relief provided under this program. If the relief provided exceeds the amount of the tax liability at the time of the preparation of the 4<sup>th</sup> quarter bill, or the Assessors have not finalized the determination of benefit amounts or recipients by the due date for the 4<sup>th</sup> quarter bill, then the Town shall send to the taxpayer payment for the amount of benefit due the taxpayer.
6. Exemptions: All exemptions allowed for by the Community Preservation Act are incorporated into this article, except the exemptions for \$100,000 of the assessed valuation of Class One residential parcels, and exemptions for Class Three commercial properties and Class Four industrial properties. Application for abatement of surcharge shall be filed with the Board of Assessors no later than 30 days after the mailing of the actual tax bill. Any surcharge amounts so abated shall be charged to the Property Tax Relief Fund. A person upon whom a surcharge has been assessed or a person aggrieved by the refusal of the Board of Assessors to grant an exemption under the provisions of this legislation shall have all remedies provided by section 59 and section 64 of chapter 59 and all other applicable provisions of the General Laws for the abatement and appeal of the surcharge or exemption under the provisions of this act. Taxpayers who are eligible to defer property taxes under G.L. Ch. 59 s5 (41A) and Chapter 320 Acts of 2002 may defer the surcharge.
7. Benefits: Taxpayers who are approved to participate in this program may annually receive a reduction in their property taxes. The benefit will be calculated to be the amount by which the participating taxpayer’s tax bill exceeds 10% of the total household income, as defined in the eligibility section. The amount of the benefit described above may be limited by two factors:
  - a. It shall not exceed 25% of the average residential tax bill for the prior year. (Example, if in FY04 the average residential tax bill is \$8,000 the maximum benefit that can be given through this program in FY05 is \$2,000.)
  - b. The total amount available in the Fund. If the amount in the Fund is insufficient to allow each participant to receive the full benefit, then the benefits will be prorated across all program beneficiaries.

8. Eligibility: Relief is available to residential homeowners who meet the following criteria:
  - a. Principal residence in Sudbury;
  - b. Minimum residency duration of 5 continuous years in Sudbury immediately prior to eligibility;
  - c. Age 65 or over or currently on long-term full disability, as defined by Social Security; (People on long-term full disability qualify for relief under this program only for the duration of that disability status.)
  - d. Assessed value of house can not exceed 1.25 multiplied by the average residential assessed value;
  - e. Income thresholds matching those defined in the Community Preservation Act ("CPA") in terms of income level;
  - f. Actual income measured as the sum of Adjusted Gross Income from IRS form 1040 plus tax free dividends and interest and any other tax-free income, less then-current deductions available under the CPA; and
  - g. Property taxes, on the principal place of residence, must exceed 10% of income as defined above;
  - h. Eligibility is determined annually.
9. Interest on the Fund: The Treasurer shall invest the money in the Fund according to state law for General Fund investments, however, all interest earned shall be credited to the Fund.
10. Administrative Costs: This program shall be administered by the Board of Assessors. Up to 5% of the Fund shall be used to offset the annual administrative costs directly attributable to this program. Additionally, during the first year of the program, any start-up costs of implementing the program shall be paid for out of the Fund upon approval of the Board of Assessors.
11. Application for Benefits: Annual application for the benefit must be filed with the Board of Assessors no later than 30 days after the issuance of the actual tax bill. The Board of Assessors shall have 90 days from the date of filing of said application to approve or deny such application. Application for the Fund or surcharge exemption does not stay the collection of the tax. Appeal of any denial of the benefit by the Assessors shall be to the Appellate Tax Board.
12. Adoption: The provisions of this article shall only be established upon approval of Town Meeting, a special act of the State Legislature, and a majority vote in a regular (not special) Town or State election.
13. Implementation of the Program: Once all approvals of Town Meeting, State Legislature and Town or State Election have been obtained, the program shall be implemented beginning the next fiscal year.
14. Continuation of the Program: Town Meeting may vote to change or end the tax relief program after the 3<sup>rd</sup> year of its implementation. After the first three-year period is completed, the program will continue in three-year increments unless Town Meeting takes action to change or end the program at the end of each three-year period. Any changes approved by Town Meeting will also require the majority approval of Sudbury voters at the next regular (not special) election. In the event that local option legislation providing for similar property tax relief is accepted by the Town of Sudbury, the Town may terminate the provisions of this Act by vote of its Town Meeting. Notwithstanding any requirements of this Act or any special or general legislation, the Sudbury Board of Selectmen may request technical corrections at any Special or Annual Town Meeting.
15. Review of the Program: Following the initial three-year period and each three-year period thereafter, the Board of Selectmen or their designated representatives shall review the program and report their findings to Annual Town Meeting.;

or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

BOARD OF SELECTMEN REPORT: Following last year's Town Meeting the Board of Selectmen created the Property Tax Equity Review Committee (PTERC), to provide a mechanism for thoughtful, equitable and public examination of the issues surrounding property tax fairness in the Town of Sudbury, so that Sudbury can be maintained as affordable to all types of residents. The 23 members of the PTERC studied a number of issues related to tax equity in Sudbury, developed a final report summarizing their findings, and recommended the creation of a Property Tax Relief Fund, a new needs based relief program to be administered by the Board of Assessors. This article is based on their specific recommendations that the new relief program be targeted at

seniors who are paying more than 10% of their income in property taxes, have homes valued no more than 125% of the average assessed residential property in town, and who meet income thresholds defined as low to moderate. For those who qualify, a benefit of up to 25% of the average residential property tax bill could be available for property tax relief.

After reviewing various options, PTERC recommended funding this tax relief program through the levying of a new surcharge of 2% on all real property tax bills, much like the Community Preservation Act (CPA) assesses a 3% surcharge. Like the CPA, the Property Tax Relief Act would exempt qualifying low and moderate income taxpayers from paying the surcharge. However, other exemptions of the CPA would not apply. There is no provision for the exemption of the first \$100,000 value for residential property, and all commercial and industrial properties would be assessed the surcharge for the Property Tax Relief Fund. Other aspects of the proposed program are described further in the article itself.

The Board of Selectmen urges all residents to study the article carefully to understand the proposed tax relief program. This article establishes that approval at Town Meeting would only be one step in a three step process of enacting this program into law. Like any petition for a Special Act, passage of this article at Town Meeting only means that the article would be sent to the State Legislature for their consideration. If the State Legislature approves the legislation and it is signed into law by the Governor, it would still need approval by a majority of Sudbury voters at a regular Town or State election before it can be implemented by our Board of Assessors.

The final report of the PTERC can be found on the Town's website, [www.town.sudbury.ma.us](http://www.town.sudbury.ma.us), and at the Goodnow Library.

The Board of Selectmen unanimously supports this article.

PROPERTY TAX EQUITY REVIEW COMMITTEE REPORT: The Committee supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee does not recommend approval of this article.

### **ARTICLE 3. ADOPT NEW OR PROPOSED LEGISLATION FOR SENIOR CITIZEN PROPERTY TAX RELIEF**

To see if the Town will vote to accept all or any portion or portions of any proposed legislation initiated by or endorsed by the General Court's Joint Committee on Taxation to provide for additional senior citizen property tax relief whether or not such legislation has yet been enacted by the time this Article is considered at the Sudbury annual town meeting; or act on anything relative thereto.

Submitted by Petition.

(Majority vote required)

PETITIONERS REPORT: The legislature's Joint Committee on Taxation is reported to be working on draft legislation to create new options for senior citizen property tax relief. If the legislature's Joint Committee on Taxation has initiated such legislation or has reported favorably on legislation initiated by others by the time of Sudbury's annual town meeting, this article will enable Sudbury to consider this new legislation at the 2004 annual town meeting rather than being forced to wait until the 2005 annual town meeting.

If and when the Joint Committee on Taxation initiates or endorses any new programs for senior citizen property tax relief, they may be less likely to entertain new home rule petitions that deviate from their proposed legislation. Accordingly it just makes sense to have this option available at the time of Sudbury's 2004 annual town meeting so that, if appropriate legislation is introduced in the legislature, Sudbury can quickly respond.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee does not recommend approval of this article.

TOWN COUNSEL OPINION: See opinion at the end of this warrant.

#### **ARTICLE 4. FY05 BUDGET**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums, or any other sum or sums, for any or all Town expenses and purposes, including debt and interest, and to provide for a Reserve Fund, all for the Fiscal Year July 1, 2004 through June 30, 2005, inclusive, in accordance with the following schedule, which is incorporated herein by reference; and to determine whether or not the appropriation for any of the items shall be raised by borrowing; or act on anything relative thereto.

Submitted by the Finance Committee.

(Majority vote required)

	Appropriated FY02	Appropriated FY03	Appropriated FY04	School/Town Requested FY05	FinCom Recommended FY05
Sudbury Public Schools: Gross	\$21,639,831	\$22,836,346	\$23,069,516	\$24,104,549	\$24,104,549
Sudbury Public Schools: Offsets	632,620	717,980	1,041,597	1,420,896	1,420,896
Sudbury Public Schools: Net	21,007,211	22,118,366	22,027,919	22,683,653	22,683,653
SPS Employee Benefits*	2,755,546	3,356,073	4,119,180	4,626,464	4,626,464
Sudbury Public Schools: Total	23,762,757	25,474,439	26,147,099	27,310,117	27,310,117
LSRHS (Operating Assessment)	11,055,205	11,630,304	12,352,149	12,804,319	12,804,319
LSRHS (Debt Assessment)	345,803	576,388	1,089,609	1,597,371	1,597,371
Minuteman (Assessment)	319,158	378,971	373,813	293,321	293,321
<b>Total: Schools</b>	<b>\$35,482,923</b>	<b>\$38,060,102</b>	<b>\$39,962,670</b>	<b>\$42,005,128</b>	<b>\$42,005,128</b>
100: General Government	1,864,616	1,912,207	1,921,974	1,965,410	1,965,410
200: Public Safety	4,873,589	5,126,282	5,145,242	5,289,182	5,289,182
400: Public Works	2,368,938	2,494,824	2,546,781	2,591,406	2,591,406
500: Human Services	504,665	506,555	483,672	503,523	503,523
600: Culture & Recreation	801,036	867,137	874,395	931,316	931,316
900: Town Employee Benefits	2,033,379	2,463,147	2,688,597	2,879,021	2,879,021
900: Unclass. & Transfer Accts.	430,580	392,280	461,396	370,825	370,825
<b>Total: Town Services</b>	<b>\$12,876,803</b>	<b>\$13,762,432</b>	<b>\$14,122,057</b>	<b>\$14,530,683</b>	<b>\$14,530,683</b>
Debt Service	\$10,424,391	\$9,834,201	\$7,906,725	\$6,014,574	\$6,014,574
<b>TOTAL: OPERATING BUDGET (not incl. Enterprise Funds)</b>	<b>\$58,784,117</b>	<b>\$61,656,735</b>	<b>\$61,991,452</b>	<b>\$62,550,385</b>	<b>\$62,550,385</b>

\*to be transferred to 900: Town Employee Benefits

SEE DETAILED LINE ITEM BUDGET IN THE FINANCE SECTION, PART II, OF THIS WARRANT.  
Finance Committee reports on each budget section are included therein.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

## **ARTICLE 5. EXPAND SOLID WASTE DISPOSAL ENTERPRISE FUND**

To see if the Town will vote to amend the purposes for the Landfill Enterprise Fund/Solid Waste Disposal Enterprise Fund by adding thereto the following:

for the purposes of establishing and operating a Town-wide curbside pick-up program;

or act on anything relative thereto.

Submitted by the Town Manager.

(Majority vote required)

TOWN MANAGER REPORT: The Board of Selectmen and Town Manager have been studying the possibility of implementing a curbside solid waste disposal program under the management of the Town, replacing the current system of private trash haulers plus Town-run transfer station. There are a number of policy, personnel and financial issues associated with such a significant change, and the Board and Town Manager are currently evaluating the various options, advantages and risks associated with the Town taking over this service in the future. Approval of this article will amend the current solid waste enterprise fund that enables the transfer station to operate on a fee-for-service basis by expanding the approved activities within the fund to allow curbside service should the Board of Selectmen, in the future, approve the implementation of such a new program. This article's approval by Town Meeting is one of many steps that would need to be taken to implement such a new service. It would allow the new program to begin before next Town Meeting, should it be approved by the Board. The Board of Selectmen will insure that residents of Sudbury have an opportunity to offer their opinion on any change in services before a final decision is made.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

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

## **ARTICLE 6. FY05 SOLID WASTE DISPOSAL ENTERPRISE FUND BUDGET**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums set forth in the FY05 budget of the Solid Waste Disposal Enterprise, to be included in the tax levy and offset by the funds of the enterprise; or act on anything relative thereto.

Submitted by the Finance Committee.

(Majority vote required)

	Appropriated FY02	Appropriated FY03	Appropriated FY04	Town Requested FY05	FinCom Recommended FY05
<b>Solid Waste Disposal Enterprise Fund</b>					
Direct Costs (appropriated)	\$239,536.00	\$214,118.00	\$214,459.00	\$220,453.00	\$220,453.00
Indirect Costs (not appropriated)				\$18,793.00	\$18,793.00
<b>TOTAL: SOLID WASTE ENTERPRISE</b>	<b>\$239,536.00</b>	<b>\$214,118.00</b>	<b>\$214,459.00</b>	<b>\$239,246.00</b>	<b>\$239,246.00</b>
Solid Waste Receipts	\$265,000.00	\$271,733.00	\$236,250.00	\$229,602.00	\$229,602.00
Retained Earnings Used	\$0.00	\$0.00	\$0.00	\$9,644.00	\$9,644.00

FINANCE COMMITTEE REPORT: See report in Financial Section, Page FC-41.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously recommends the Solid Waste Disposal Enterprise Fund FY05 Budget as presented by the Finance Committee.

## **ARTICLE 7. FY05 POOL ENTERPRISE FUND BUDGET**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums set forth in the FY05 budget of the Pool Enterprise, to be included in the tax levy and offset by the funds of the enterprise; or act on anything relative thereto.

Submitted by the Finance Committee.

(Majority vote required)

	Appropriated FY02	Appropriated FY03	Appropriated FY04	Town Requested FY05	FinCom Recommended FY05
<b>Atkinson Pool Enterprise Fund</b>					
Direct Costs (appropriated)	\$393,484.00	\$391,887.00	\$395,375.00	\$405,078.00	\$405,078.00
Indirect Costs (not appropriated)				\$47,186.00	\$47,186.00
<b>TOTAL: ATKINSON POOL ENTERPRISE</b>	\$393,484.00	\$391,887.00	\$395,375.00	\$452,264.00	\$452,264.00
Pool Receipts	\$407,468.00	\$350,000.00	\$441,356.00	\$400,000.00	\$400,000.00
Tax Levy	\$0.00	\$41,887.00	\$0.00	\$0.00	\$0.00
Retained Earnings Used	\$0.00	\$0.00	\$0.00	\$5,078.00	\$5,078.00

FINANCE COMMITTEE REPORT: See report in Financial Section, Page FC-42.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously recommends the Atkinson Pool Enterprise Fund FY05 Budget as presented by the Finance Committee.

## **ARTICLE 8. FY05 CAPITAL BUDGET**

To see what sum the Town will vote to raise and appropriate, or appropriate from available funds, for the purchase or acquisition of capital items including, but not limited to, capital equipment, construction, and land acquisition; and to determine whether this sum shall be raised by borrowing or otherwise; or act on anything relative thereto.

Submitted by the Capital Improvement Planning Committee.

(Two-thirds vote required, if borrowed)

<b>CAPITAL ITEM</b>	<b>CIP COMMITTEE RECOMMENDATION</b>
1. Department of Public Works – Chipper Replacement	\$7,500
2. Atkinson Pool – Diving Board Replacement	8,000
3. Fire Department Headquarters – Vehicle Exhaust System	32,000
4. Department of Public Works – ¾ Ton Truck Replacement	7,000
5. Fire Department – Bucket Truck Replacement	25,000
6. Building Inspector – Various Town Building Improvements	25,000
7. Department of Public Works – Backhoe Replacement	29,500
8. Department of Public Works – Dresser Loader Replacement	35,000
<b>TOTAL: \$169,000</b>	

CAPITAL IMPROVEMENT PLANNING COMMITTEE (CIPC) REPORT: The CIPC recommends approval of this article. Due to age, the Department of Public Works needs to replace its chipper, a ¾ ton truck, backhoe,

and Dresser loader under a lease-purchase agreement. The Fire Department's vehicle exhaust system project involves the installation of point-of-source exhaust removal system at its headquarters building to remove carcinogenic diesel exhaust from inside the building. This same project was completed at Stations 2 and 3 during the previous fiscal year. The project is mandated by the State Department of Labor/Division of Occupational Safety. The Fire Department requests replacement of the current bucket truck which is a 1987 model that was purchased used in 1995. Its hydraulic system for the boom is failing, making the vehicle unsafe. The Park and Recreation Department needs to replace two springboards and one 16-foot diving board as they are five years old and receive heavy usage. Failure to replace them is a potential safety hazard and could cause the Atkinson Pool to lose swim team rentals. Various Town-owned buildings require improvement which will be determined by the Building Inspector and approved by the Town Manager.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

#### **ARTICLE 9. FY04 BUDGET ADJUSTMENTS**

To see if the Town will vote to amend the votes taken under Article 4, FY04 Operating Budget, of the 2003 Annual Town Meeting, by adding to or deleting from line items thereunder, by transfer between or among accounts or by transfer from available funds; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

BOARD OF SELECTMEN REPORT: This article will allow flexibility to review all accounts within the FY04 Operating Budget to make adjustments at the Annual Town Meeting if necessary. The Board will report at Town Meeting.

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

#### **ARTICLE 10. UNPAID BILLS**

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

Submitted by the Town Accountant.

(Four-fifths vote required)

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

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

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



## **ARTICLE 11. STABILIZATION FUND**

To see what sum the Town will vote to raise and appropriate, or appropriate from available funds, to be added to the Stabilization Fund established under Article 12 of the October 7, 1982 Special Town Meeting, pursuant to Massachusetts General Laws Chapter 40, Section 5B; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Two-thirds vote required)

BOARD OF SELECTMEN REPORT: This article will allow setting aside any available funds in the Stabilization Fund for future use. A report and recommendation will be made at Town Meeting.

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

## **ARTICLE 12. STREET ACCEPTANCES**

To see if the Town will vote to accept the layout, relocation or alteration of any one or more of the following ways:

Twillingate Lane	from Hudson Road to a dead end, a distance of 465 feet, more or less;
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Spruce Lane	from Hudson Road to a dead end, a distance of 420 feet, more or less;
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Camperdown Lane Extension	from the end of the public way of Camperdown Lane to a dead end, a distance of 420 feet, more or less;
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as laid out by the Board of Selectmen in accordance with the descriptions and plans on file in the Town Clerk's Office; to authorize the acquisition by purchase, by gift or by eminent domain, in fee simple, of the property shown on said plans; and to raise and appropriate, or appropriate from available funds, \$825, or any other sum, therefor and all expenses in connection therewith; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Two-thirds vote required)

BOARD OF SELECTMEN REPORT: This article is the result of the recommendations of the Department of Public Works as to roads which meet legal requirements for acceptance. The Selectmen have voted their intention to approve the layout of these roads and will hold a public hearing for this purpose prior to Town Meeting. If the above streets are voted and accepted by the Town Meeting as public ways, all future maintenance and repair will be done by the Town. The Board will report further at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee takes no position on this article.

### **ARTICLE 13. FLYNN BUILDING ELEVATOR**

To see what sum the Town will vote to raise and appropriate, or appropriate from available funds, to be expended under the direction of the Permanent Building Committee, for the purpose of augmenting funds currently available for the installation of an elevator and constructing elevator access at the Flynn Building for handicapped accessibility, and to see whether such sum shall be raised by borrowing or otherwise; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Two-thirds vote required, if borrowed)

BOARD OF SELECTMEN REPORT: These funds will allow construction to go forward to make the Flynn Building accessible to the public and comply with the Americans with Disabilities Act. Previously, funds were approved for design and construction of elevator access and to renovate the bathrooms for handicapped accessibility. However, only one bid was received for the project in an excessive amount, which exceeded the available funding, and a contract was not awarded. At the time of Article submittal, design drawings were in the process of development for an alternative design approach which may allow construction of elevator access less expensively. It is hoped that actual bids will be in hand at Town Meeting to assist in determining the amount of funds required to augment those funds previously appropriated for this mandated project. The Board will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

### **ARTICLE 14. NEW POLICE STATION - FEASIBILITY STUDY**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, \$25,000, or any other sum, to be expended under the direction of the Permanent Building Committee, for the purpose of obtaining preliminary architectural, engineering and other services for a feasibility study to include schematic plans, siting recommendations, and cost estimates for the construction of a new Police Station, and to see whether such sum shall be raised by borrowing or otherwise; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Two-thirds vote required, if borrowed)

BOARD OF SELECTMEN REPORT: Much work has already been done under the Town-wide facilities study recently undertaken. These funds would be used to review the existing programs of the Police Department and update their space requirements, look at siting for the facility and make recommendations therefor, and prepare schematic plans and cost estimates.

The Police Department has outgrown its facilities at 415 Boston Post Road, largely due to the present-day requirements for police department work, and also due to the growth of the Town's population. It is important to begin planning now to prepare for the necessary room and facilities required to carry out public safety functions. The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

## **ARTICLE 15. CARDING MILL POND DREDGING**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, \$37,500, or any other sum, for the purpose of dredging Carding Mill Pond. Funds appropriated by the Town are to be matched by local residents and/or the Hop Brook Protection Association. Or act on anything relative thereto.

Submitted by Petition.

(Majority vote required)

PETITIONERS REPORT: Dredging a pond is effectively a two stage process. The first stage is a design/permitting/feasibility phase which can take a year or more. For Carding Mill Pond, this will cost \$75,000.

After the design and feasibility have been completed and the permits have been issued, the process of dredging the pond can begin. The cost for this dredging will be approximately \$100,000 according to estimates obtained through the DPW. We believe that this cost to remediate severe damage to a blighted 40 acre pond in the Wayside Inn Historic District is a legitimate project for CPA funds, and the petitioners intend to apply for such funding once the first stage has been successfully completed.

BOARD OF SELECTMEN POSITION: The Board of Selectmen does not support this article.

FINANCE COMMITTEE REPORT: The Finance Committee does not recommend approval of this article.

## **ARTICLE 16. HOP BROOK PONDS – LEGAL EXPENSES**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, \$50,000, or any other sum, for the purpose of legal expenses related to the appeal of the National Pollutant Discharge Elimination System (NPDES) Permit to be issued to the City of Marlborough Department of Public Works for the Marlborough Easterly Waste Water Treatment Facility located at 860 Boston Post Road, Marlborough, MA. Or act on anything relative thereto.

Submitted by Petition.

(Majority vote required)

PETITIONERS REPORT: This article seeks support in an extended legal battle with the City of Marlborough related to the nutrient pollution from the Marlborough Easterly Sewage Treatment Plant. The effects of this pollution have been devastating on the Hop Brook watershed which includes 90 acres of ponds as well as a brook that meanders through our town. In the past few years, the City of Marlborough has spent well over \$250,000 to fight the implementation of an operating permit for their plant that would limit the damage to the watershed. During this same time, the HBPA has effectively met their legal challenges at no cost to the Town. It is now time for the Town to get involved in this "Armageddon".

BOARD OF SELECTMEN POSITION: The Board of Selectmen does not support this article.

FINANCE COMMITTEE REPORT: The Finance Committee does not recommend approval of this article.

**ARTICLE 17. TRANSFER LAND OFF WILSHIRE STREET TO  
SELECTMEN FOR SALE**

To see if the Town will vote to transfer from the control of the Board of Selectmen to the Selectmen for the purpose of sale to the Sudbury Housing Authority for the construction of affordable rental housing for families, the following described parcel of land:

A portion of the land off Wilshire Street containing approximately .25 acre, shown as Parcel 036 on Town Property Map K06,

for the construction of one house; or act on anything relative thereto.

Submitted by the Sudbury Housing Authority.

(Two-thirds vote required)

SUDBURY HOUSING AUTHORITY REPORT (for Articles 17 through 22): Last year's Annual Town Meeting voted by an 80% majority to use \$320,000 of Community Preservation Act funding toward the Sudbury Housing Authority's proposal for building of a maximum of seven scattered-site two and three-family homes providing permanently affordable rental housing in the form of four 1-bedroom, seven 2-bedroom and five 3-bedroom apartments. The remainder of the funding will be provided by the SHA, state and federal funding sources, along with private bank or quasi-public loans acquired by the SHA. No additional funding will be requested from the Town.

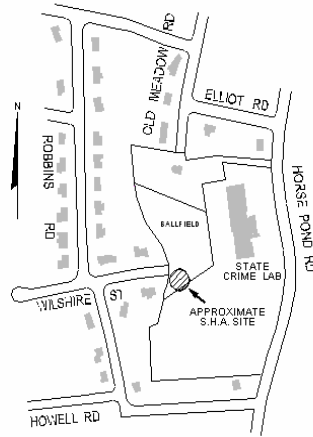
During the intervening year, the Selectmen appointed a Blue Ribbon Housing Site Selection Committee (BRHSSC) with representatives from the Conservation Commission, Council on Aging, Housing Authority, Planning Board and three at-large members, to review and formally rate for suitability nearly 200 parcels of Town-owned land in an effort to identify parcels that would be appropriate for this scattered-site rental housing. The Committee's responsibilities and functions were divided into three phases by the Selectmen: 1) assemble information and assess all Town-owned sites that might be used for scattered site affordable housing projects; 2) scrutinize all parcels in an attempt to narrow down the list of suitable sites; and 3) conduct a dialogue with abutters to address specific site concerns and assess whether proposed SHA projects can coexist with other uses in the selected neighborhoods. All activities of the Committee were conducted in compliance with relevant state and local laws and regulations, and affirmative public outreach was conducted throughout. A public forum was sponsored by the BRHSSC on November 19<sup>th</sup> and the Committee also assisted at the Selectmen's Forum on December 8<sup>th</sup>. A Site Notebook was produced by the Committee which documented the entire process and was provided to the Selectmen for future reference.

By December 8<sup>th</sup>, eight sites had been selected as suitable for housing, including two already owned by the SHA. Of those eight sites, two were eliminated by the Board of Selectmen because of other potential uses, one controlled by the School Committee was eliminated because of future school needs, and one was eliminated by the SHA because at the time of construction of its duplex currently situated there, it had committed to build no more than one house on the property. The three Town-owned sites ultimately recommended by the Selectmen consist of portions of Town-owned land on Wilshire Street, Hudson Road, and Newbridge Road. Those sites are shown in maps below and are described in the following articles requesting their transfer from the Town to the Housing Authority. The fourth site is owned by the SHA adjacent to 10 Landham Road and does not require Town Meeting action for transfer.

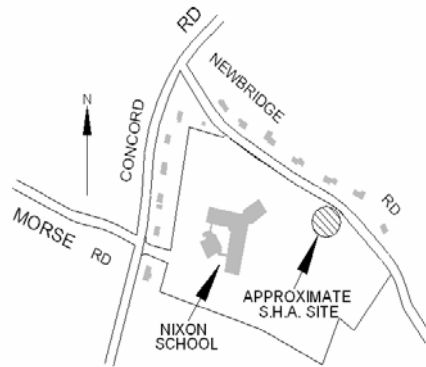
BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee takes no position on this article.

## HOUSING SITE MAPS



ARTICLES 17 & 18  
SUDBURY HOUSING AUTHORITY



ARTICLES 19 & 20  
SUDBURY HOUSING AUTHORITY



ARTICLES 21 & 22  
SUDBURY HOUSING AUTHORITY

**ARTICLE 18. AUTHORIZE SALE OF LAND OFF WILSHIRE STREET TO SUDBURY HOUSING AUTHORITY**

To see if the Town will vote to authorize the Selectmen, acting on behalf of the inhabitants of the Town of Sudbury, to execute a deed or deeds conveying in fee simple the following described land to the Sudbury Housing Authority for the purpose of constructing affordable rental housing for families, for a sum of no more than \$1.00 and upon such other terms as the Selectmen shall consider proper:

A portion of the land off Wilshire Street containing approximately .25 acre, shown as Parcel 036 on Town Property Map K06,

for the construction of one house; or act on anything relative thereto.

Submitted by the Sudbury Housing Authority.

(Two-thirds vote required)

SUDBURY HOUSING AUTHORITY REPORT: See Report under Article 17.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee takes no position on this article.

**ARTICLE 19. TRANSFER LAND OFF NEWBRIDGE ROAD TO SELECTMEN FOR SALE**

To see if the Town will vote to transfer from the control of the Sudbury School Department or the Board of Selectmen, whichever is appropriate, to the Selectmen for the purpose of sale to the Sudbury Housing Authority for the construction of affordable rental housing for families, the following described parcel of land:

A portion of the land off Newbridge Road containing approximately 1.5 acres, being a portion of the entire site shown as Parcel 030 on Town Property Map F10,

for the construction of up to three houses; or act on anything relative thereto.

Submitted by the Sudbury Housing Authority.

(Two-thirds vote required)

SUDBURY HOUSING AUTHORITY REPORT: See Report under Article 17.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee takes no position on this article.

**ARTICLE 20. AUTHORIZE SALE OF LAND OFF NEWBRIDGE ROAD TO SUDBURY HOUSING AUTHORITY**

To see if the Town will vote to authorize the Selectmen, acting on behalf of the inhabitants of the Town of Sudbury, to execute a deed or deeds conveying in fee simple the following described land to the Sudbury Housing Authority for the purpose of constructing affordable rental housing for families, for a sum of no more than \$1.00 and upon such other terms as the Selectmen shall consider proper:

A portion of the land off Newbridge Road containing approximately 1.5 acres, being a portion of the entire site shown as Parcel 030 on Town Property Map F10,

for the construction of up to three houses; or act on anything relative thereto.

Submitted by the Sudbury Housing Authority. (Two-thirds vote required)

SUDBURY HOUSING AUTHORITY REPORT: See Report under Article 17.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee takes no position on this article.

**ARTICLE 21. TRANSFER LAND OFF HUDSON ROAD TO  
SELECTMEN FOR SALE**

To see if the Town will vote to transfer from the control of the Selectmen to the Selectmen for the purpose of sale to the Sudbury Housing Authority for the construction of affordable rental housing for families, the following described parcel of land;

A portion of the land adjacent to the fire station on Hudson Road containing approximately 1.5-2 acres, being a portion of the entire site shown as Parcel 008 on Town Property Map G08,

for the construction of up to two houses; or act on anything relative thereto.

Submitted by the Sudbury Housing Authority. (Two-thirds vote required)

SUDBURY HOUSING AUTHORITY REPORT: See Report under Article 17.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee takes no position on this article.

**ARTICLE 22. AUTHORIZE SALE OF LAND OFF HUDSON ROAD  
TO SUDBURY HOUSING AUTHORITY**

To see if the Town will vote to authorize the Selectmen, acting on behalf of the inhabitants of the Town of Sudbury, to execute a deed or deeds conveying in fee simple the following described land to the Sudbury Housing Authority for the purpose of constructing affordable rental housing for families, for a sum of no more than \$1.00 and upon such other terms as the Selectmen shall consider proper:

A portion of the land adjacent to the fire station on Hudson Road containing approximately 1.5-2 acres, being a portion of the entire site shown as Parcel 008 on Town Property Map G08,

for the construction of up to two houses; or act on anything relative thereto.

Submitted by the Sudbury Housing Authority. (Two-thirds vote required)

SUDBURY HOUSING AUTHORITY REPORT: See Report under Article 17.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee takes no position on this article.

**ARTICLE 23. COMMUNITY PRESERVATION FUND –  
GENERAL BUDGET & APPROPRIATIONS**

To see if the Town will vote to approve the recommendation of the Community Preservation Committee, with respect to its FY05 Community Preservation Budget and reserve and appropriate Community Preservation Fund revenues as follows:

<u>Revenues</u>	<u>Admin.</u>	<u>Open Space</u>	<u>Historic</u>	<u>Housing</u>	<u>Unrestricted</u>
<u>FY03</u>					
\$1,020,394	\$ 0	\$ 102,039	\$ 102,039	\$ 102,039	\$ 714,277
<u>FY05</u>					
\$1,800,000	\$ 45,000	\$ 180,000	\$ 180,000	\$ 180,000	\$ 1,215,000
<u>Total</u>					
\$2,820,394	\$ 45,000	\$ 282,039	\$ 282,039	\$ 282,039	\$ 1,929,277

or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: The Community Preservation Committee (CPC) is pleased to present articles in the second year of the Community Preservation Act (CPA) in Sudbury. The CPA is designed to promote 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, land for recreational use and community housing. The CPA requires a minimum of 10% funding, or reservation for future funding, of the entire annual CPA budget in each of three core areas: open space, historic preservation and community housing.

The CPA surcharges began accruing in July 2002, and it is estimated that over \$1 million in local receipts will be collected each year. In October of 2003, we received our first state match, which represented a 100% match of local receipts from the state's Community Preservation Trust Fund. This trust fund has remained stable throughout the past 2 difficult fiscal years, so we again estimate that a 100% state match will be collected in October 2004. The combination of local receipts and state matching funds projected for FY05 revenues is budgeted at \$1,800,000. The entire CPA fund balance from FY03, FY04 and FY05 is in excess of \$4,400,000, and is reflected in the table which can be found on page 24.

In June through October of 2003, the CPC solicited projects from the Sudbury community. Both public and private entities were encouraged to submit project proposals. A total of 6 new projects was submitted. Each of the CPA categories was represented in the list of projects. Over the months of November and December, 2003, the CPC narrowed the project list down to the 3 new proposals contained in these articles – purchase of the development rights and fee simple title on the Cutting land (proposal under Open Space Preservation) together with the creation of an active recreation field or fields on the Cutting land (proposal under Recreation); preservation of the Revolutionary War Cemetery (proposal under Historic Preservation); and town-wide walkway construction (proposal under Recreation). A public hearing was held to present the projects to the public in December of 2003. All projects met the criteria developed by the CPC, which can be found in the Community Preservation Committee Report, dated October 2002. See the Town's website for more information at [www.town.sudbury.ma.us](http://www.town.sudbury.ma.us). Copies of the report can also be obtained in the Planning Board office.

The CPC continues to operate under the guidance of several fiscal policies recommended by Maureen Valente, Town Manager, and adopted by the CPC in 2002. The first policy is to forecast usage of only 90% of the total



anticipated receipts, so as not to over-spend. The second policy adopted by the CPC is to spend only the minimum required 10% in each category for small projects, and to save the bulk of the CPA money for larger projects. Given the list of private lands in the Open Space and Recreation Report and the Report of the Land Use Priorities Committee, the CPC is attempting to plan for future large expenditures. The third policy adopted by the CPC is to recommend that projects involving land acquisition and development be funded through the issuance of bonds over a multiple year period in order to leverage CPA funds for other projects and to spread the surcharge burden of such projects over a broader tax base.

Article 23 sets forth the entire CPA FY05 budget and appropriations required in connection with the CPA account. This article includes the appropriation of FY03 funds since these funds were not available for appropriation at last year's Town Meeting, as well as appropriations from the current funds projected for FY05. All projects using these funds must be separately appropriated in the following, and subsequent, articles.

This article also allows the appropriation of funds for administrative and operational expenses of the CPC in the amount of \$45,000. This fund can pay for technical staffing and expertise, consulting services, property appraisals, legal advertisements, publication fees and other expenses, and remaining money in this account can carry forward from year to year. The CPC feels that having access to administrative funds in order to conduct immediate business when necessary is a vital component of the CPA.

Each of the three core areas of the CPA (open space, historic and community housing) receives a minimum of 10% of expected revenues. These minimum amounts are mandated by the Act to be reserved into each core category for future expenditure. The unrestricted category receives the balance of funds, and can be appropriated for any combination of eligible uses when approved at Town Meeting.

The CPC urges voters to consider the multiple purposes of the CPA and to support the entire slate of recommended projects.

BOARD OF SELECTMEN REPORT: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 24. COMMUNITY PRESERVATION FUND –  
EXPENDITURES FOR APPROVED PROJECTS**

To see if the Town will vote to approve the recommendation of the Community Preservation Committee and appropriate the following amounts from Community Preservation Fund revenues, and to charge the expenditure of such revenues to Community Preservation Act categories, as follows:

<u>Project</u>	<u>Expenditure</u>
Dickson Property	\$86,924 or such other amount as may be necessary to pay the annual debt service on the debt incurred in acquiring the Dickson Property as a result of approval granted at the 2003 Annual Town Meeting, allocating \$54,762 to the category of open space and \$32,162 to the category of historic preservation, or such other allocation as may be necessary to maintain a similar percentage of allocation to the categories of open space and historic preservation based upon the actual debt service paid in FY05.
Community Housing	\$320,000 or such other lesser amount as may be necessary to provide for the straight cash expenditure of the Sudbury Housing Authority project as a result of approval granted at the 2003 Annual Town Meeting, or to provide for the

annual debt service on the debt incurred as a result of such project, as the Treasurer, with the approval of the Board of Selectmen, may deem appropriate, allocating all of the expenditure to the category of community housing;

or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: Article 24 requests authorization to continue payments on the Dickson Property and the Housing Authority proposal, both of which were approved in 2003 and were authorized to be bonded. The Dickson property was bonded for a period not to exceed 5 years, and was acquired by the Town of Sudbury in June, 2003. Funds appropriated for the Dickson Property annual debt service for FY05 will be allocated from Open Space and Historic restricted reserves. The Community Housing project was authorized to be bonded over a period not to exceed 5 years, pending identification of viable housing sites for development. No funds have been expended to date. The current article allows the Town's Finance Director to authorize payment for this project through CPA funds, as either a straight cash expenditure if adequate funds are available in the Community Housing restricted reserves, or for debt service payment from the same account, when the project is ready for funding. All funds appropriated for the Housing Authority proposals will be allocated from Community Housing restricted reserves. The CPC supports this article.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 25. COMMUNITY PRESERVATION FUND – CUTTING  
OPEN SPACE AND RECREATION PROPOSAL**

To see if the Town will vote to approve the recommendation of the Community Preservation Committee and appropriate the sum of \$5,318,500, or any other sum, for i) the purchase of fee title to 4.0 +/- acres of land and for the development of an active recreational field or fields on said land, together with an entrance drive, parking area, and related amenities, and for ii) the purchase of a permanent Conservation Restriction, under M.G.L. c.184, s.32, together with rights of public access for passive recreation uses, on approximately 55 acres of land, including a 1.4 +/- acre building envelope for one single family home to be reserved by grantor, on a certain parcel, or parcels of land consisting of a portion of the property commonly referred to as the Cutting Farm, located off Maynard Road, Sudbury, MA, and more particularly shown on a plan entitled, "Site Plan of Land in Sudbury, Mass. Prepared for John C. Cutting", dated March 1, 2004, prepared by David E. Ross Associates, Inc., for the purpose of acquisition and preservation of open space and the acquisition and creation of land for recreational use; to see whether this sum shall be raised by borrowing, under the Community Preservation Act, or otherwise; and to appropriate a sum sufficient to pay the annual debt service from the FY05 Community Preservation Fund revenues including bond and note issuance expense; or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Two-thirds vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: Article 25 requests authorization to bond the Cutting land proposal and recreational field development. The total cost for this project is \$5.3 million. Bonding it over a 20-year term is consistent with the CPC's policy that projects involving land acquisition and development be funded through the issuance of bonds over a multiple year period in order to leverage CPA funds for other projects and to spread the surcharge burden of such projects over a broader tax base. The approximate first-year debt service for the Cutting proposal (principal and interest over a 20-year period) is \$531,850, which appropriation will be allocated from Open Space and unrestricted reserves, for the CPA

categories of Open Space and Recreation. The ability to bond projects increases the capacity of the CPA fund, and will ultimately fund more projects over time. Bonding also enables the reservation of a large amount of the annual receipts for other large, costly projects. The CPC supports this article.

BOARD OF SELECTMEN (project sponsor) REPORT: In October 2002 the Cutting family presented the Town of Sudbury with an offer to preserve their 77+/- acre parcel of land located on Route 27 (Maynard Road) at the site of the former Sudbury Nursery. The property is located directly across the street from the Willis Hill subdivision. The owners of this property desire to preserve the open space, scenic and agricultural values of the property through a multi-use approach involving several mechanisms aimed at lowering the overall cost of the parcel.

- Purchase of development rights prohibiting development of the property and establishment of conservation restrictions allowing public access onto approximately 55 acres for passive recreational activities through permanent deed restriction
- Purchase of approximately 4 acres of the land for active recreational use to be managed and maintained by Park & Recreation
- Limited development of 10 single-family housing units
- Reservation for 1 single-family house lot in the rear of the property for the Cutting family.

The Town has been interested in preserving as much of this land as possible for a number of years. There are a number of reasons for this interest. First, the property is highly developable. A preliminary subdivision plan has been drawn demonstrating the ability to create 31 lots on this property. The agreement with the Cutting family reduces the number of lots to be developed down to 10. Based on the Town's commissioned appraisal, the total average value of the 21 lots that will not be developed is approximately \$5.9 million. The Town and Cutting family have agreed that the price the Town will pay for the combined development rights/ownership rights in this agreement is \$4.7 million – a reduction of \$1.2 million if Town Meeting approves this project. By preventing the development of 21 houses, the Town will be avoiding the future costs of development and the need for school and municipal services for these houses.

Second, the proposal preserves for agricultural purposes a family farm that has been farmed by the Cutting family since the 1600s. Under this proposal the Cutting family will continue to own, live next to, and farm portions of the land, but permanent restriction will be placed on that portion of the land for which development rights are being purchased by the Town. The Town used this concept successfully in 1981 and 1984 when it purchased the development rights with an Agricultural Preservation Restriction on the Barton Farm on Marlboro Road, several of the Verrill Farms fields on North Road and the Stone Tavern Farm on Horse Pond Road. Through this land preservation technique, the Town will be able to prevent development in perpetuity of 21 house lots without paying the full costs of ownership of the land, and simultaneously insure that our community heritage of farming is continued on this parcel. The agreement calls for the land to be open for the same types of passive recreational opportunities for Sudbury residents as other land the Town has acquired by outright purchase. This includes walking, cross country skiing, and canoeing on Cutting Pond and potentially Willis Lake.

Third, the Town will be gaining land for a recreation playing field. Four acres will be purchased by the Town under this proposal. The Selectmen support the request of \$600,000 for development of recreational field space on the portion of the property to be owned by the Town. The need for athletic field space is well documented, and this acquisition and field would help to reduce the severe overuse that our existing fields are now experiencing.

Lastly, the Town will be preserving a parcel that has been identified as a secondary priority parcel in the 1997-2002 Open Space and Recreation Plan. It abuts the new Assabet River Wildlife Refuge and is a portion of a 3,000-acre wildlife corridor running north to south through the towns of Sudbury, Maynard, Marlboro, Hudson, and Stow. This parcel ranked high in a listing of 14 parcels evaluated for preservation values in the 2002 Land Use Priorities Report. (This report is available on the Town's web site at [www.town.sudbury.ma.us](http://www.town.sudbury.ma.us)).

The Board of Selectmen, Town Manager and Town Planner, assisted by a paid land preservation specialist from the Sudbury Valley Trustees, have been negotiating with the Cuttings for the past 16 months. Our goal has been to develop an offer that maximizes most of the values that both parties were working to achieve, yet we recognize the final agreement requires each party to be willing to give up some of what it hoped for. For the Town, the offer allows the development of one house lot the family is retaining at the westernmost edge of the property (although the Town will receive a right of first refusal on this house lot if the Cutting family chooses not to develop this lot for their own use in the future). For the Cuttings, the final price is less than a fair market price, requiring them to give up \$1.2 million in profits they would otherwise receive by developing the 21 lots.

The Board of Selectmen believes that the agreement they have reached with the Cutting family gives an opportunity to the Town to decide to use the newly adopted Community Preservation Act to acquire the first major parcel on the Town's preservation list offered to the Town since adoption of the Act. This is a more complicated offer than the other land deals that have been brought to town meeting in the last six years in terms of how preservation will be achieved, and if successful will serve multiple purposes. But in the end, by approving this proposal, the Town will be preserving a parcel on its list of priority parcels to preserve, preventing a large residential development and its associated service costs from moving forward, providing a much-needed recreational playing field, and preserving for the enjoyment of all Sudbury residents, now and in the future, almost 60 acres of land. As with all major parcels of land held privately in the Town, the Cuttings have the option of not working with the Town and simply selling or developing their land. The Board of Selectmen is grateful to the Cutting family for allowing the Town the opportunity to work with them to bring the alternative option of preservation before Town Meeting and to The Sudbury Foundation for a grant which allowed the Town to retain Sudbury Valley Trustee's assistance in these negotiations. The Board of Selectmen unanimously supports this article.

**PLANNING BOARD REPORT:** The Planning Board supports the preservation of the Cutting property. A primary objective of the Town's 2001 Master Plan is to preserve and enhance the rural character of Sudbury by preserving large parcels of land. Preserving this parcel has several other important benefits as well - the overall build-out of the Town will be reduced by 21 single-family homes, community character and views will be preserved, sustainable land uses such as agriculture can be continued, and recreational opportunities will be increased. This parcel has been identified as a secondary priority in the Town's 1997 Open Space and Recreation Plan. It, along with eight other parcels, is one of several last remaining large parcels of land in Sudbury. Since 1997, we have been successful in permanently protecting and/or significantly reducing development potential on half of the original 18 parcels identified in the 1997 Open Space Plan. Land is a finite resource. We must continue to work with the large landowners in Town to protect their lands from development.

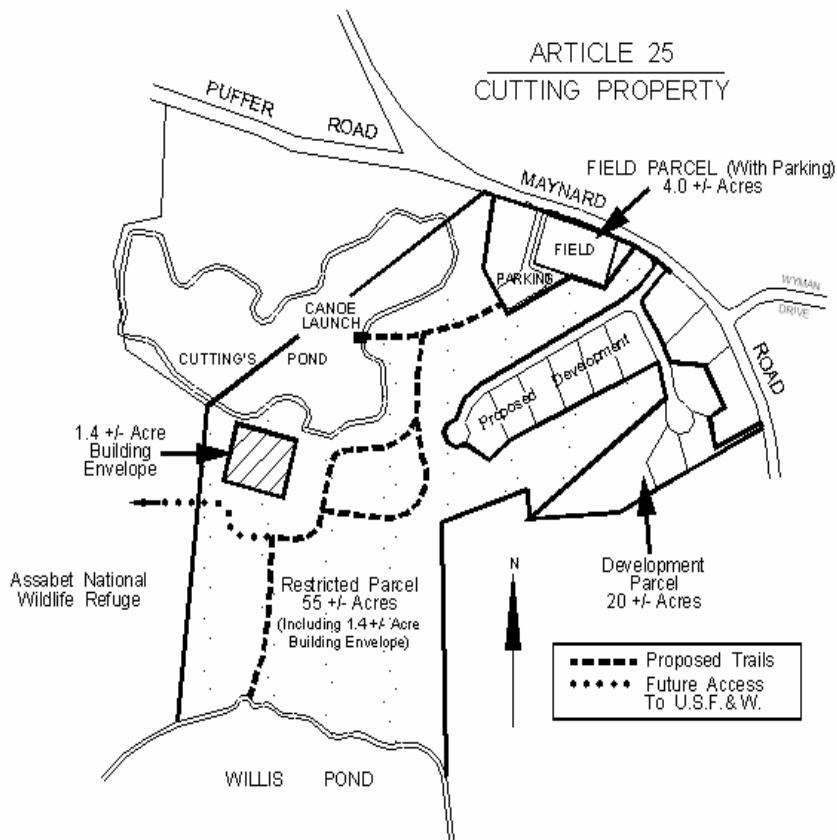
The Cuttings have worked with the Town to formulate a deal which has multiple appeal yet does not overburden Town finances. Limited development will occur (construction of 10 single-family houses) in order to reduce the overall price. Purchasing the development rights on this parcel will have essentially the same impact as would outright purchase of the land for conservation use. The public will be allowed to use the property and development will be permanently prohibited.

The Planning Board supports the utilization of Community Preservation Act funds over a 20-year bond term to purchase the development rights on this parcel. Bonding large projects increases the capacity of CPA funds so that we can be assured there will be adequate funds over time to purchase other large parcels of land. In addition, state matching funds effectively decrease the Town's overall cost of this purchase by half. There is no better, more cost effective growth management tool in the state.

**PARK AND RECREATION COMMISSION REPORT:** The Town of Sudbury has a shortage of athletic field space and is currently unable to accommodate the recreation needs of the community. The acquisition of approximately four acres of the Cutting property for recreation use and the appropriation of \$600,000 for the development of a multi-purpose athletic field is a significant step forward for all who participate in Town recreation programs. Research conducted for the Town by Gale Associates suggests our current inventory of

fields is severely overused and is inadequate to support the growing demand from many sections of our community. Gale anticipates the total number of rectangular multi-purpose fields required for programming in Sudbury could be as high as 25. Our current field inventory stands at 17. The Park and Recreation Commission is thrilled to be able to endorse this proposal for the voters' consideration at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.



**ARTICLE 26. (COMBINED WITH ARTICLE 25)**

**ARTICLE 27. COMMUNITY PRESERVATION FUND –  
REVOLUTIONARY WAR CEMETERY**

To see if the Town will vote to approve the recommendation of the Community Preservation Committee and appropriate \$172,350 from the Community Preservation Fund revenues to pay for the costs of survey work and restoration of the Town of Sudbury Revolutionary War Cemetery, located off Concord Road, Sudbury, MA, for the purpose of preservation and restoration of an historic resource; or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: Article 27 requests authorization to appropriate \$172,350 for the survey and restoration of the Town of Sudbury Revolutionary War Cemetery. Appropriations will be by straight cash expenditure from Historic Preservation restricted reserves. The CPC supports this article.

SUDBURY HISTORICAL COMMISSION AND TOWN MANAGER (project co-sponsors) REPORT: The Sudbury Historical Commission and Town Manager support this article. After many decades of neglect, sadly, some of the 450 plus head and footstones of Sudbury's oldest settlers have already deteriorated beyond repair. Stones are broken, have become submerged below grade level or are weather-scoured. They are chipped, cracked, crumbling, are tilting, and in the case of the slate stones, are losing entire surface layers. There are early engravings created by some of the most noted gravestone carvers of the day that are being obliterated. Professional intervention is needed to restore and preserve these monuments to respect those who came before us and for the education and pleasure of future generations.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 28. COMMUNITY PRESERVATION FUND –  
TOWN WALKWAYS**

To see if the Town will vote to approve the recommendation of the Community Preservation Committee and appropriate \$100,000 from the Community Preservation Fund revenues to pay for the costs of engineering, design and construction of walkways in accordance with recommendations of the Town of Sudbury Planning Board, the Director of the Town of Sudbury Department of Public Works and the Report of the Walkway Committee, February 2000, and provided that such walkways are constructed in accordance with the spirit and intent of the Town of Sudbury 2001 Master Plan, for the purpose of creation of land for recreational use; or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: Article 28 requests authorization to appropriate \$100,000 for engineering, design and construction of walkways. Appropriations will be by straight cash expenditure from unrestricted reserves and will be allocated to the category of Recreation. The CPC supports this article.

TOWN MANAGER AND PLANNING BOARD (project co-sponsors) REPORT: The current system of walkways in Sudbury provides an opportunity for residents to be able to safely walk and jog near their homes, in their neighborhoods, as a form of individual recreation. Many Sudbury residents will never join a sports team, and many may not take advantage of the varied conservation lands we are so fortunate to have within the Town. However, walkways provide a relatively low maintenance/low operational recreational opportunity that should be available in all neighborhoods. The Town has undertaken the construction of approximately five miles of walkways in the last 10 years. During the same time period, the Town's population grew by more than 3,000 residents. The 2000 Report of the Walkway Committee identified an additional 16 miles of walkways that need to be built to complete the network and provide walkways on all the major streets in Sudbury. Expansion of the walkway network is necessary in order to keep up with the needs of the Town.

This article is similar to the previous means of walkway expansion in Sudbury. Only the funding source has changed. The Community Preservation Act provides a new source of funds which allows us to continue funding walkway construction. Use of CPA funds for walkways has been determined to be an eligible recreation project under the CPA. Given the current economic situation, we do not anticipate submitting debt exclusion articles to fund walkway construction as long as alternative funding sources exist.

Funding this project at the requested level will enable the Town to construct approximately 1 mile of walkways over the next two years. This can contribute significantly to those neighborhoods that are in need of walkways. Future funding requests are anticipated upon expenditure of these funds.

Walkways contribute to the quality of life in Sudbury by providing both recreational opportunities and pedestrian safety. Continuation of the Town's walkway construction program is vitally necessary as the Town's population grows and traffic increases. The Planning Board and Town Manager urge your support of this article.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**COMMUNITY PRESERVATION FUND**

COMMUNITY PRESERVATION		ADMIN	OPEN SPACE	HISTORICAL	HOUSING	UN- RESTRICTED	TOTAL
<hr/>							
<b>Revenue</b>							
<b>FY04 RESERVED</b>							
Budgeted Unrestricted Reserve	1,215,000					1,215,000	1,215,000
Budgeted Open Space Reserve	113,425		113,425				113,425
Budgeted Historical Reserve	90,000			90,000			90,000
Budgeted Community Housing Reserve	180,000				180,000		180,000
Total Reserves	1,598,425	0	113,425	90,000	180,000	1,215,000	1,598,425
<b>FY03 AVAILABLE</b>							
Fund balance available	714,277	0				714,277	714,277
Reserved by Town Accountant	306,117	0	102,039	102,039	102,039	0	306,117
Total FY03 Available at 2004 Town Meeting	1,020,394	0	102,039	102,039	102,039	714,277	1,020,394
Total Reserves & Fund Balance Available	2,618,819	0	215,464	192,039	282,039	1,929,277	2,618,819
<b>FY05 BUDGETED REVENUE</b>							
FY05 Surcharge	900,000	0	90,000	90,000	90,000	630,000	900,000
FY05 State Match	900,000	0	90,000	90,000	90,000	630,000	900,000
(based on 90% Policy)		0	180,000	180,000	180,000	1,260,000	1,800,000
Total Estimates FY05	1,800,000						1,800,000
TOTAL AVAILABLE FOR 2004 TOWN MEETING	4,418,819	0	395,464	372,039	462,039	3,189,277	4,418,819

**Appropriations or Reserves**

**TOWN MEETING 2004 Budget (FY05 Budget)**

**NEW PROJECTS**

Cutting Project (Land and Recreation), Debt Service			530,000				530,000
Cemetery project				172,350			172,350
Walkway						100,000	100,000
Subtotal, new projects		0	530,000	172,350	0	100,000	802,350

**ONGOING PROJECTS**

Dickson Debt Service			54,762	32,162			86,924
Housing Debt Service							0
Subtotal, ongoing projects		0	54,762	32,162	0	0	86,924

Administration (max. 5%)	45,000						45,000
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Special Purpose Reservation	0	0	0	180,000	0		180,000
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<b>TOTAL APPROPRIATIONS OR RESERVES</b>	<b>45,000</b>	<b>584,762</b>	<b>204,512</b>	<b>180,000</b>	<b>100,000</b>		<b>1,114,274</b>
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Balance after Town Meeting requests	(45,000)	(189,298)	167,527	282,039	3,089,277		3,304,545
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**ARTICLE 29. CHAPTER 90 HIGHWAY FUNDING**

(Consent Calendar)

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

Submitted by the Director of Public Works.

(Majority vote required)

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

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 30. COUNCIL ON AGING REVOLVING FUND**

(Consent Calendar)

To see if the Town will vote to authorize for Fiscal Year 2005 the use of a revolving fund by the Council on Aging for Senior Center classes and programs, to be funded by user fees collected; said fund to be maintained as a separate account, in accordance with Massachusetts General Laws, Chapter 44, Section 53E½; or act on anything relative thereto.

Submitted by the Council on Aging.

(Majority vote required)

COUNCIL ON AGING REPORT: Classes and programs at the Fairbank Senior Center are self-funding. The Council on Aging requests Town Meeting approval for FY05 to continue using a revolving account to receive fees and pay expenses related to classes and programs.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 31. GOODNOW LIBRARY REVOLVING FUND**

(Consent Calendar)

To see if the Town will vote to authorize for Fiscal Year 2005 the use of a revolving fund by the Goodnow Library for maintenance and utility charges for the Library's meeting rooms, to be funded by all receipts from the room reservation charge policy for non-town agencies; said fund to be maintained as a separate account, pursuant to Massachusetts General Laws, Chapter 44, Section 53E½; or act on anything relative thereto.

Submitted by the Trustees of the Goodnow Library.

(Majority vote required)

GOODNOW LIBRARY TRUSTEES REPORT: This fund was first approved by Town Meeting for FY92 and, as required by state law, approved at each subsequent Town Meeting. The Revolving Fund provides additional funds for the Library's Building Maintenance budget for the Library's meeting rooms.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 32. BUS REVOLVING FUND**

(Consent Calendar)

To see if the Town will vote to authorize for Fiscal Year 2005 the use of a revolving fund by the Sudbury Schools for the purpose of providing additional or supplemental school transportation, to be funded by user fee collection; said fund to be maintained as a separate account, pursuant to Massachusetts General Laws, Chapter 44, Section 53E½, and expended under the direction of the Sudbury School Committee; or act on anything relative thereto.

Submitted by the Sudbury School Committee.

(Majority vote required)

SUDBURY SCHOOL COMMITTEE REPORT: Since September of 1991, the School Department has been receiving payments from the students to offset the cost of school bus transportation. The amount offset has been shown each year in the warrant as part of the School Department's budget. In order to continue to use the offset funds, Town Counsel advises that a revolving fund must be authorized each year at the Annual Town Meeting. Passage of this article achieves that purpose.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 33. EARLY CHILDHOOD REVOLVING FUND**

(Consent Calendar)

To see if the Town will vote to authorize for Fiscal Year 2005 the use of a revolving fund by the Sudbury Schools for the purpose of providing additional or supplemental school early childhood instruction, to be funded by tuition collection; said fund to be maintained as a separate account, pursuant to Massachusetts General Laws, Chapter 44, Section 53E½, and expended under the direction of the Sudbury School Committee; or act on anything relative thereto.

Submitted by the Sudbury School Committee.

(Majority vote required)

SUDBURY SCHOOL COMMITTEE REPORT: Over the past several years, the School Department has been receiving payments from the students to offset the cost of early childhood instruction. The amount offset has been shown each year in the warrant as part of the School Department's budget. In order to continue to use the offset funds, Town Counsel advises that a revolving fund must be authorized each year at the Annual Town Meeting. Passage of this article achieves that purpose.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 34. INSTRUMENTAL MUSIC REVOLVING FUND**

(Consent Calendar)

To see if the Town will vote to authorize for Fiscal Year 2005 the use of a revolving fund by the Sudbury Schools for the purpose of providing additional or supplemental instrumental music lessons after school hours, to be funded by user fee collection; said fund to be maintained as a separate account, pursuant to Massachusetts General Laws, Chapter 44, Section 53E½, and expended under the direction of the Sudbury School Committee; or act on anything relative thereto.

Submitted by the Sudbury School Committee.

(Majority vote required)

SUDBURY SCHOOL COMMITTEE REPORT: This revolving account was established in FY03 to supplement the Schools Instrumental Music Program. Fees collected for lessons will fund the music program. Town Counsel advises that a revolving fund must be authorized each year at the Annual Town Meeting. Passage of this article achieves that purpose.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 35. YOUTH COMMISSION REVOLVING FUND** (Consent Calendar)

To see if the Town will vote to authorize for Fiscal Year 2005 the use of a revolving fund by the Youth Commission for youth programs and activities, to be funded by fees collected; said fund to be maintained as a separate account, in accordance with Massachusetts General Laws, Chapter 44, Section 53E½; or act on anything relative thereto.

Submitted by the Youth Commission. (Majority vote required)

YOUTH COMMISSION REPORT: Programs and activities are self-funding. The Youth Commission requests Town Meeting approval for FY05 to use a revolving account to receive fees and pay expenses related to youth programs and activities.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 36. RECREATION PROGRAMS REVOLVING FUND** (Consent Calendar)

To see if the Town will vote to authorize for Fiscal Year 2005 the use of a revolving fund by the Park and Recreation Commission for recreation programs and activities, to be funded by fees collected; said fund to be maintained as a separate account, in accordance with Massachusetts General Laws, Chapter 44, Section 53E½; or act on anything relative thereto.

Submitted by the Park and Recreation Commission. (Majority vote required)

PARK AND RECREATION COMMISSION REPORT: The Park and Recreation Department offers over 200 programs and activities throughout the year and all are self-funding. The Park and Recreation Commission requests Town Meeting approval for FY05 to use a revolving account to receive fees and pay expenses related to programs and activities by the Park and Recreation Director.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 37. TEEN CENTER REVOLVING FUND**

(Consent Calendar)

To see if the Town will vote to authorize for Fiscal Year 2005 the use of a revolving fund by the Park and Recreation Commission for Teen Center programs and activities, to be funded by fees collected; said fund to be maintained as a separate account, in accordance with Massachusetts General Laws, Chapter 44, Section 53E½; or act on anything relative thereto.

Submitted by the Park and Recreation Commission.

(Majority vote required)

PARK AND RECREATION COMMISSION REPORT: The Teen Center offers 18 events for middle school youth and two events for high school youth during the school year. All events are self-funded from fees collected. The Park and Recreation Commission requests Town Meeting approval for FY05 to use a revolving account to accept fees and pay expenses related to teen center events administered by the Teen Center Director.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 38. CABLE TELEVISION REVOLVING FUND**

(Consent Calendar)

To see if the Town will vote to authorize for Fiscal Year 2005 a revolving fund for use by the Town Manager for local access services and Town institutional network (I-Net), to be funded by fees and other income collected with regard to the implementation, use, establishment or maintenance of cable television; said fund to be maintained as a separate account, pursuant to Massachusetts General Laws, Chapter 44, Section 53E½; or act on anything relative thereto.

Submitted by the Cable Television Committee.

(Majority vote required)

CABLE TELEVISION COMMITTEE REPORT: The Cable Television Renewal License provides that the Town receive a fee of 50 cents per subscriber annually (approximately \$1,900-2,000/year), as well as several thousand dollars in other funds specifically to be used for cable-related purposes. The intent of this article is to continue the revolving fund to direct these funds for their proper purpose, offsetting some of the Town's costs in providing local access programming and I-Net services.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 39. CONSERVATION REVOLVING FUND**

(Consent Calendar)

To see if the Town will vote to authorize for Fiscal Year 2005, the use of a revolving fund by the Conservation Commission for the administration of the Sudbury Wetlands Administration Bylaw, to be funded by application fees collected; said funds to be maintained in a separate account, in accordance with Massachusetts General Laws, Chapter 44, Section 53E½; or act on anything relative thereto.

Submitted by the Conservation Commission.

(Majority vote required)

CONSERVATION COMMISSION REPORT: A revolving fund has been established for the purpose of receiving application fees and paying expenses related to administration of the Sudbury Wetlands

Administration Bylaw. This fund makes the Wetlands Bylaw self-supporting. State law requires this fund to be authorized at Town Meeting each year.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 40. DOG REVOLVING FUND**

(Consent Calendar)

To see if the Town will vote to authorize for Fiscal Year 2005 the use of a revolving fund by the Town Clerk for the purpose of making any purchases or paying any expenses related to Sudbury Bylaw Article V.3, Regulation of Dogs, or any costs required by the Massachusetts General Laws related to the regulation of dogs, to be funded by all fees, fines, charges, penalties or other like monies imposed under said Bylaws; said fund to be maintained as a separate account, pursuant to Massachusetts General Laws, Chapter 44, Section 53E½, and expended with the approval of the Town Clerk; or act on anything relative thereto.

Submitted by the Town Clerk.

(Majority vote required)

TOWN CLERK REPORT: State law requires that a revolving fund must be authorized each year at an Annual Town Meeting. Receipts from dog fees and fines are allocated to this fund and deposited in a special account by the Treasurer-Collector. Expenditures charged against this fund, subject to the approval by the Town Clerk, shall be limited to available funds. Expenses to maintain the program are small; the remaining funds will be used to offset the Dog Officer's salary.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 41. DPW MINING REVOLVING FUND**

(Consent Calendar)

To see if the Town will vote to authorize for FY2005 a revolving fund for use by the Department of Public Works for the operation of a mining operation on Town property located off North Road, the former Melone property, to include payment for all costs associated therewith, including salaries and other benefits, purchase and maintenance of capital equipment, reclamation of the property, and \$100,000 to be deposited into the General Fund to offset the tax rate, to be funded by income from the sale of gravel or other materials; said fund to be maintained as a separate account in accordance with Massachusetts General Laws, Chapter 44, Section 53E½; or act on anything relative thereto.

Submitted by petition on behalf of the Director of Public Works.

(Majority vote required)

DIRECTOR OF PUBLIC WORKS REPORT: The purpose of this article is to continue to enable the Town to receive maximum return from the sale of gravel by allowing more flexibility in the manner in which the operation is conducted. Additionally, expenses of the operation and restoring the property for later use can be paid for directly out of the proceeds, thereby eliminating the need for tax levy for this purpose. This revolving fund was approved in 2002 and requires annual authorization by Town Meeting.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 42. RENTAL PROPERTY REVOLVING FUND**

(Consent Calendar)

To see if the Town will vote to establish and authorize for Fiscal Year 2005 the use of a revolving fund by the Town Manager for upkeep of Town-owned rental property, to be funded by rents collected; said fund to be maintained as a separate account, in accordance with Massachusetts General Laws, Chapter 44, Section 53E½; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

**BOARD OF SELECTMEN REPORT:** The Town presently maintains three properties with buildings which are rented for income and maintenance purposes. These properties are the Haynes Meadow House, Carding Mill House, and Frost House. This revolving fund will allow those rents to be used directly for normal upkeep and repairs, as well as to build a fund for any major repairs, such as re-roofing. Without the authorization of this revolving fund, rents are deposited into the General Fund, and appropriations for upkeep of these facilities must be included in the Operating Budget. As a landlord, the Town has the responsibility to provide maintenance of these houses, their grounds and make reasonable repairs as needed. These costs could be significant if a roof or major system should need to be replaced, for example. This revolving fund will allow the Town to retain the rent payments in a revolving fund and apply them against these maintenance and repair costs so that no taxpayer dollars need to be used for that purpose. The Town acquired these houses when it acquired the conservation property the houses are located on, and we are legally required to maintain these houses. Additionally, the tenants perform valuable conservation stewardship activities as a condition of their leases. The Board of Selectmen unanimously supports this article.

**FINANCE COMMITTEE REPORT:** The Finance Committee recommends approval of this article.

**ARTICLE 43. REAL ESTATE EXEMPTION**

(Consent Calendar)

To see if the Town will vote pursuant to Chapter 73, Section 4, of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, to allow for an increase of up to 100% of the current exemption amounts under Clauses 17D, 17E, 22, 37A, 41C, and 41D of Chapter 59, Section 5, for fiscal year 2005; or act on anything relative thereto.

Submitted by the Board of Assessors.

(Majority vote required)

**BOARD OF ASSESSORS REPORT:** At a Special Town Meeting held in November of 1997, voters unanimously approved a local option which provides for an increase in exemptions for elderly, blind, veterans and others up to 100% of the statutory amounts allowable under Chapter 59 Section 5, clauses 17D, 22, 37A, and 41C of the General Laws. The additional provision has been accepted annually since its initial acceptance in 1997. Chapter 73, Section 4, of the Acts of 1986 requires annual acceptance by Town Meeting vote. The following figures reflect the fiscal year 2004 limitations.

**CLAUSE 17D/E** – Applicant must be a surviving spouse of any age, or 70 years of age or older and the value of the applicant's estate (excluding the house) cannot exceed \$42,838 (Clause 17E adopted at 2002 ATM, creating C.O.L.A. adjustment to asset amount). Current benefit is \$222.33 which may increase to a maximum of \$444.66.

**CLAUSE 22** – Applicant must be a veteran with a service related disability rating of 10% or more (or a qualifying veteran's spouse or surviving spouse). The current minimum benefit of \$250 may increase to a maximum of \$500. For qualifying 100% disabled veteran or spouse of said veteran, the minimum benefit of \$600 may increase to \$1,200.

**CLAUSE 37A** – Applicant must be legally blind as certified by the Commission of the Blind. Current benefit is \$500 which may increase to a maximum of \$1,000.

**CLAUSE 41C/D** – Applicant must be over 70 and yearly income from all sources cannot exceed \$21,313 for a married couple or \$17,449 for a single person. Value of applicant’s estate (excluding the house) cannot exceed \$32,410 for a married couple or \$30,250 for a single. Current benefit is \$500 which may increase to a maximum of \$1,000. Subject to annual C.O.L.A. known as Clause 41D (adopted at 2002 ATM).

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 44. REAL ESTATE EXEMPTION FOR SENIORS -** (Consent Calendar)  
**CH. 184, S.51 OF THE ACTS OF 2002**

To see if the Town will vote for the maximum allowable benefit pursuant to Chapter 184, s.51 of the Acts of 2002 [amending G.L. Ch. 59, s.5 (41C) and (41D)] to allow for a reduction in the eligibility age, an increase in the gross receipts, and whole estate limits, and an increase in the exemption amount by 100%, to first apply in Fiscal Year 2005; or act on anything relative thereto.

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

BOARD OF ASSESSORS REPORT: At 2002 Annual Town Meeting, voters in the Town of Sudbury adopted a local option provision to the existing Clause 41C Senior Tax Exemption. The provision is known as Clause 41D. Clause 41D provides a Cost of Living Adjustment (as determined by the Commissioner of Revenue) to be applied to the income and asset ceiling, allowable under Clause 41C. The C.O.L.A. adjustments operate cumulatively. An additional amendment to Clause 41C has now become available for cities and towns to adopt. Chapter 184 §51 of the Acts of 2002 provides for age, income, asset, and exemption ceiling amounts to be amended. If adopted in Sudbury the Clause 41D C.O.L.A. adjustments will continue to apply.

Acceptance of this local option will allow the Town of Sudbury to adjust the age, income, and asset requirements seniors must meet to qualify for the exemption. The following chart details a comparison between Sudbury’s existing allowable provisions under Clause 41C and Clause 41D and the proposed amended clause.

<u>APPLICANT</u>	<u>CURRENT LAW</u>	<u>ALLOWABLE</u> <u>No less than</u>
ELIGIBLE AGE	70	65 years of age
INCOME LIMITS (Including all allowable deductions)	Single \$17,449 Married \$21,313	<u>Not to exceed</u> Single \$20,716 Married \$59,969
ASSET LIMITS	Single \$30,250 Married \$32,410	<u>Not to exceed</u> Single \$41,432 Married \$56,969
EXEMPTION AMOUNT	\$500	<u>Not to exceed</u> \$1,000

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 45A. AMEND ZONING BYLAW, ART. IX,**  
**s.3200 SIGNS AND ADVERTISING DEVICES & s.7000 DEFINITIONS**

To see if the Town will vote to amend Article IX, the Zoning Bylaw, sections 3200, Signs and Advertising Devices, and 7000, Definitions, as follows:

1. In section 3225, delete the words “and then only upon issuance of a special permit by the Board of Appeals” so that section 3225 reads as follows: “No sign shall be illuminated between the hours of 11:00 P.M. and 6:00 A.M. except signs on premises open for business.”
2. In section 3226, add the word “direct” after the word “for” so that the first sentence of section 3226 reads as follows, “Only white lights shall be used for direct illumination of a sign.”
3. In section 3227, delete the words “after notice to the property owner by the Building Inspector”.
4. In section 3230, replace the words “Design Review Board” with the words “Building Inspector” in the second sentence, and replace “Design Review Board” with “Building Department” in the third sentence. Also add the words “building or” in the third sentence of that section so that section 3230 reads as follows: **“Sign Permits.** All signs shall require a sign permit except as provided in Section 3250, herein. No sign which requires a sign permit shall hereafter be constructed except in conformity with a sign permit from the Building Inspector. Applications for building or sign permits shall be obtained from the Building Department and shall contain the following information:”.
5. In section 3231, reverse the order of the two sentences so that section 3231 reads as follows: “The Building Inspector shall refer all applications to the Design Review Board for recommendations in conformance with Section 6540 of this bylaw. The Design Review Board shall have the authority to reject any sign permit application that is not complete when submitted.”
6. In section 3232, change the number “60” to “30” wherever it appears in that section.
7. Delete section 3240 (Signs Prohibited in All Districts) in its entirety, and replace with the following:

3240. **“Signs Prohibited in All Districts.**

3241. Lightboxes.

3241A. Neon signs.

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

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

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

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

3246. Permanent paper, cardboard, cloth, canvas, plastic or similar non-rigid material signs, tacked, posted, or otherwise affixed to the walls of any structure, tree, pole, hydrant, bridge, fence or any other surface.



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

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

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

3249A. Integral roof signs."

8. Delete section 3250 (Signs Which Do Not Require a Sign Permit) in its entirety, and replace with the following:

**3250. "Signs Which Do Not Require a Sign Permit.**

3251. Resident Identification Sign. One sign, which shall not exceed two (2) square feet in area and, if lighted, shall use direct illumination with white light only.

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

3252B. Religious institution signs.

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

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

3255. Window Signs. One or multiple signs that in aggregate shall not exceed 25% of the window area. Such signs shall not be illuminated other than by standard lighting fixtures on the building. Window signs promoting a public service or charitable event shall not be calculated in the allowable 25%.

3256. Fuel Pump Signs.

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

3258. Signs on Product Dispensing Devices. Signs integral to automated devices, not to include vehicles or gas pumps, which dispense one or more products, when the sign identifies the product(s) contained therein, provided the sign does not project beyond the device. Signs, which are affixed but not integral to the device, are not allowed.

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

3259A. Temporary Signs. One temporary sign is allowed per business for a period not to exceed five (5) weeks annually (35 days), provided:

- a. The sign does not exceed twenty-four (24) square feet for a wall-mounted sign, or six (6) square feet per side for a freestanding sign.
- b. No more than five (5) temporary sign permits may be issued per establishment in one calendar year.
- c. Only one temporary sign shall be displayed along the street frontage of a property at one time.
- d. Interim signs erected while waiting for a permanent sign to be constructed shall conform to paragraphs a and c above."

9. Delete section 3260 (Signs Requiring a Sign Permit in the Business, Limited Business, Village Business, Industrial, Limited Industrial, Industrial Park and Research Districts) in its entirety, and replace with the following:

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

3261. Exterior Wall Signs.

- a) First Floor Businesses. Except as may otherwise be provided, one primary and two secondary exterior wall mounted, projecting or roof signs shall be permitted for each first floor business, not including directional signs, on the building in which the business is located. The total allowed sign face area of all exterior signs is calculated by taking 100% of the primary building frontage plus 40% of each secondary building frontage, up to a maximum of three total building frontages. The total size of the business signage is shown in Chart A. The primary sign shall represent no more than 75% of the total allowed sign face area. Secondary signage must be affixed to that portion of a building which is occupied by the business affixing such sign. If the sign is a series of awning valances it is considered one secondary sign. The square footage allowance is for direct-illuminated signs. Those primary or secondary signs which are self-illuminated silhouette or face-lit channel letters shall have their square footage allowance reduced by one-third (1/3).

CHART A

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

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

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

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

3264. Directional Sign: Directional signs may be erected near a street, driveway or parking area if necessary for the safety and direction of vehicular or pedestrian traffic. The sign face of each directional sign shall not exceed two (2) square feet and no directional sign shall be located more than six (6) feet above ground level if mounted on a wall of a building or more than three and one-half (3½) feet above the ground if freestanding. Directional signs shall be placed so as to not impair vehicular sight lines.

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

CHART B

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

CHART C

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

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

10. Delete sections 3271, 3272 and 3273 in their entirety, and replace with: "3271. Banners. Any business may have a maximum of one banner mounted on the building facade. Banners may also be erected on light or utility poles on private property displaying common or season themes, up to a maximum of one banner per fifty (50) parking spaces constructed on the premise. Banners erected on public property shall require the approval of the Board of Selectmen. Banners may pictorially represent the nature of the business and may only include verbiage to the extent that the block of verbiage does not exceed 15% of the total area of the banner. A banner shall not exceed 15 square feet."

11. Delete section 3280 (Signs Requiring a Sign Permit in the Residential Districts) in its entirety and replace with the following:

**3280. "Signs Requiring a Sign Permit in the Residential Districts.** One sign either attached or freestanding, pertaining to a multi-unit development or a permitted non-residential principal use such as farms, farm stands, nurseries, greenhouses, child care centers and similar uses may be erected upon a lot provided no other sign(s) permitted by this bylaw shall be on the same lot. The sign face shall not exceed ten (10) square feet and, if freestanding, the height shall not exceed ten (10) feet and the distance from the ground to the bottom of the sign shall not exceed 40% of the height of the sign. The freestanding sign shall not be located within ten feet (10') of any street or property line."

12. Delete the following definitions from section 7000:

Banner; Flag; Signs and Advertising Devices; Sign, awning; Sign, direct illumination; Sign, display area; Sign, erection; Sign, freestanding; Sign, projecting; Sign, self- illuminated; Sign, wall.

13. Add the following to section 7000, Definitions, after the definition for “Retail”:

"The following definitions apply specifically to Article 3200 SIGNS AND ADVERTISING DEVICES:

1. Alter: To change the size, shape, height, colors, lettering or materials of a sign.
2. Animation: Any form of movement by electric, mechanical, or kinetic means including, but not limited to, rotation, revolving or wind activation of all or a portion of a sign, or incorporating flashing or intermittent lights for sign illumination.
3. Awning Sign: Any fabric-covered roof-like structure, projecting from a building and providing shelter from the weather, which serves as a sign or advertising device. For secondary signs, verbiage shall occur on the valance of the awning.
4. Banner Signs: Any sign of lightweight fabric or similar non-rigid material, including nylon, vinyl, cloth, canvas or similar fabric, and which is attached to a rod at the top. National flags and state or municipal flags shall not be considered banners.
5. Beacon: Any light with one or more beams directed into the atmosphere or directed at one or more points not on the same lot as the light source; also, any light with one or more beams that rotate or move.
6. Billboard: Any single or double-faced sign that is permanently fixed or placed on particular premises advertising goods, products or services that are not sold, manufactured or distributed from the premises or facilities on which the sign is located.
7. Building Frontage: Primary Building Frontage: The lineal extent of the public face of a structure which is occupied/leased by a single business and which contains the front door to the business. Secondary Building Frontage: If a business has a direct customer entrance into the business in a wall other than the front wall, the lineal extent of the public face of this side.
8. Business Center Identification Sign: Any sign identifying a building or group of buildings that is under single ownership or control. All business center identification signs shall contain only the name or address of the business center, and shall not contain logos, icons or names of individual businesses.
9. Business: All of the activities carried on by the same legal entity on the same premises and shall include, but not be limited to, service, commercial and industrial uses and fraternal, benevolent, educational and social organizations.
10. Business Center: Two or more business tenants as occupants in a building, or on land in single ownership, or business condominiums.
11. Canopy Sign: Any sign that is a part of or attached under an awning, canopy, or other fabric, plastic, or structural protective cover over a door, entrance, window, or outdoor service area, and viewed when one is under a canopy.
12. Changeable Copy Sign: A sign with characters, letters, or illustrations that can be changed or rearranged without altering the face or the surface of the sign. A sign on which the message changes more than eight times per day shall be considered an animated sign and not a changeable copy sign. A sign on which the only copy that changes is an electronic or mechanical indication of the time and temperature shall be considered a "time and temperature" portion of a sign and not a changeable copy sign.

13. Channel Letters: Individual, three-dimensional, hollow letters, as metal or plastic structures, and mounted to the front face of a sign.
  - a. Silhouette Letters: Also called reverse channel letters, these opaque hollow letters are manufactured with individual lights built into each letter, and the letters are mounted with stand-offs, leaving a gap between the rear of the letter and the sign face. The illumination directs the light back onto the surface of the sign face creating a halo effect around the letter.
  - b. Backlit Channel Letters: Similar to Silhouette letters, these hollow letters are manufactured with individual lights built into each letter, and the front of each letter is fitted with a translucent colored plastic, which allows for the illumination to be seen through the face of the letter. These letters are mounted directly to the sign face or with stand-offs.
14. Construction Sign: Any sign identifying the architects, engineers, contractors, and other individuals or firms involved with the construction, and/or announcing the character or purpose of the building, but not advertising any product.
15. Direct Illuminated Sign: Any sign illuminated by an artificial light source located in front of the face of the sign. This includes lighting coves. Where signs are externally illuminated, adjacent roads and properties shall be screened from the light source.
16. Directional Sign: Any signs erected near a street, driveway or parking area if necessary for the safety and direction of vehicular or pedestrian traffic. Directional signs shall not advertise, identify or promote any product, person, premises or activity but may identify the street name/number and provide traffic directions.
17. Directory Sign/General Directory Sign: A sign giving the name, address number and location of the occupants of a building or buildings, and may also include a map or plan and the name of the business center to locate such buildings, if it is a general directory sign.
18. Flag: Any fabric banner or bunting containing distinctive colors, patterns, or symbols, used as a symbol of government or political subdivision and that is mounted to a pole or building attached at a maximum of one point to a structure. A flag must be free-flying (i.e., it must be attached to a pole on one end only, not two).
19. Freestanding Sign: Any two-sided sign supported by one or more uprights or braces placed on, or anchored in, the ground and not attached to any building or structure.
20. Fuel Pump Signs: In accordance with M.G.L.c.94, s.295, standard gasoline fuel pump signs on service station fuel pumps bearing thereon in usual size and form the name, type and price of the gasoline.
21. Governmental, Utility or Public Safety Signs: Any signs such as traffic control signs, railroad crossing signs, legal notices, signs that serve as an aid to public health or safety or that show the location of public telephone, underground cables, etc. Includes signs erected and maintained by the Town of Sudbury, the Sudbury Water District, the Sudbury Housing Authority, the Lincoln-Sudbury Regional High School, the Commonwealth of Massachusetts, or the Federal Government on any land, building or structure used by such agencies and any other signs at any location required by such agencies.
22. Illumination: Any method of giving forth artificial light, either directly from a source of light incorporated in or connected with a sign, or indirectly from an artificial source.
23. Integral Roof Sign: Any sign erected, constructed, painted-on, or woven into the shingles of the roof as an integral or essentially integral part of a normal roof structure of any design, including a false

mansard roof or other fascia, such that no part of the sign extends vertically above the highest portion of the roof and such that no part of the sign is separated from the rest of the roof by more than 12 inches.

24. Interim Sign: Any sign used as an identifier of the business on the property on a temporary basis, which is replaced with a permanent sign.
25. Lightbox: Any sign illuminated by an internal light source located behind a translucent panel which is the continuous front face of the sign.
26. Lighting Cove: A decorative architectural device that conceals a light source and is mounted above, below or around and separate from a sign face, leaving a gap that reflects the light back and creates a soft lighting effect around the sign face.
27. Maintain: To allow to exist or to continue.
28. Neon Sign: A self-illuminated sign using neon light which is created by injecting either neon or argon gas into an exposed thin glass tube that has been bent to form either letters or graphic designs.
29. Non-conforming Sign: Any sign that existed on the effective date of this ordinance (or amendment thereto), and does not comply with the regulations set forth herein.
30. Portable Signs: Any sign not permanently attached to the ground or other permanent structure, or a sign designed to be transported by means of wheels; signs converted to A- or T- frames; menu and sandwich board signs. Includes A-Frame Signs.
31. Projecting Sign: Any two-sided sign which is supported by an exterior wall of a building with the exposed face of said sign in a plane approximately perpendicular to the plane of the wall, etc. and projecting more than twelve (12) inches and less than sixty (60) inches.
32. Real Estate Signs: All signs advertising the sale or rental of the premises on which it is located; on subdivisions of land, all signs erected solely to advertise the selling of land or buildings in said subdivision.
33. Religious Institution Signs: All signs erected by religious institutions on any land, building or structure used by such institutions.
34. Repair: To restore to sound condition, but not reconstruct. Repairs are considered general, routine maintenance.
35. Resident Identification Sign: Any sign in a residential district, either attached or freestanding, indicating only the name of the occupant, street number, and accessory permitted uses or occupations engaged in thereon.
36. Roof Line: The top of the roof or the top of the parapet, whichever forms the top line of the building silhouette, on the side of building on which the sign is located.
37. Roof Sign: Any sign erected and constructed wholly on and over the roof of a building, supported by the roof structure.
38. Self-illuminated sign: Any sign illuminated by an artificial light source located within the front face of the sign including channel letters.

39. Sign: Any object, device, display, or structure or part thereof which is affixed to or otherwise represented directly or indirectly upon a building interior or exterior or piece of land and that is used to advertise, identify, display, or attract attention to any object, person, institution, organization, business, product, service, place, activity, or event related to the premises on which the sign is situated by any means including words, letters, figures, designs, or symbols.
40. Sign Face: The area made available by the sign structure for the purpose of displaying a message thereon.
41. Sign Permit: A permit issued by the Town to regulate the erection, expansion, alteration, relocation, or reconstruction of signs in all parts of this municipality.
42. Temporary Sign: A banner, pennant, poster or advertising display constructed of cloth, canvas, plastic sheet, cardboard, wallboard, sheet metal, plywood or similar materials on private property and intended to be displayed for a limited period of time, includes political signs.
43. Vehicle Sign: Any sign on a vehicle of any kind, provided the sign is painted or attached directly to the body of the original vehicle and does not project or extend beyond two (2) inches from the original manufactured body proper of the vehicle. The vehicle to which the sign is attached shall be in proper working order and shall bear a current license plate and shall not be permanently parked on a public street or street right-of-way. A sign in or on a vehicle that advertises the vehicle for sale, lease or rental shall not be considered a Vehicle Sign.
44. Wall Sign: Any sign attached parallel to, but within twelve inches of, a wall, or erected and confined within the limits of an outside wall of any building or structure, which is supported by such wall or building, and which displays only one sign surface.
45. Window Area. The total area of all windows along a building frontage.
46. Window Sign: Any sign visible from the exterior of a building that is painted on, affixed to, or suspended immediately in front of, on, or up to 24" behind a window.";

or act on anything relative thereto.

Submitted by the Planning Board.

(Two-thirds vote required)

PLANNING BOARD REPORT: The proposed Sign Bylaw is a significant improvement on the warrant article presented last year. The Planning Board recognized residents' concerns and adjusted the article to specifically prohibit all neon signs. The article has also been revised in several other areas. The overall size of signage has been reduced from last year, decreasing from a maximum allowance of 75 square foot to 65 square feet. Provisions for temporary signs have been formulated to give businesses flexibility (with restrictions) when temporary or seasonal signage is necessary. Temporary signs will also generate fees which may then be expended to enforce other aspects of the Sign Bylaw. A new provision governing second floor business signs has been added which was not regulated prior and which allows for signs that are sized in scale with those accessory uses. Regulations for banners on public and private lands have been promulgated. Finally, provisions for the allowance of freestanding business signs are proposed as a separate article.

Roadside signage is a primary means of advertising for many local businesses. For the past several years, the Planning Board has presented initiatives to Town Meeting that have been aimed at reducing barriers to economic development opportunities in our commercial areas. This article is one such initiative, and comes about from discussions with business owners, the Board of Selectmen, the Design Review Board and other interested residents. The changes are intended to clarify ambiguous sections of the Sign Bylaw, reduce impediments to appropriate business signage, and enhance public safety. Further, this proposed Bylaw will



decrease the need for special permits for additional signage by increasing the overall allowance, thereby making the process and the regulations more consistent for all businesses.

This article will give business establishments more flexibility in their advertising, which is in keeping with Sudbury's goal for economic sustainability, while at the same time promoting public safety through better visibility of secondary signage, more appropriate placement of freestanding signs and the prohibition of distracting signs. Design requirements on business signs will maintain Sudbury's traditional character. The Planning Board, the Board of Selectmen and the Design Review Board support passage of this article.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee takes no position on this article.

TOWN COUNSEL OPINION: See opinion at the end of this warrant.

**ARTICLE 45B. AMEND ZONING BYLAW, ART. IX, s.3265 -  
FREESTANDING BUSINESS SIGNS**

To see if the Town will vote to amend Section 3260 by adding the following new sections 3265 and 3265B, and renumbering existing section 3265 to 3265A:

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

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

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

or act on anything relative thereto.

Submitted by the Planning Board.

(Two-thirds vote required)

PLANNING BOARD REPORT: Freestanding signs, located along the frontage of business properties, is the preferred method of advertising by Sudbury businesses. There are many such freestanding signs along

Route 20, some of which are attractive, appropriate components of the streetscape, and others that are not. Most of the larger freestanding signs were constructed before Sudbury had a Sign Bylaw, and are grandfathered. The proposed new provisions will allow the larger commercial properties to install freestanding signs advertising the businesses within (and not just the plaza name as is currently the requirement), but will also require that pre-existing and non-conforming signs be removed. The bylaw gives business property owners an incentive to update their signage. For many of these businesses, the new freestanding sign will be smaller than what currently exists.

This article, along with Article 45, attempts to address the inconsistency of signage between the older commercial properties and the newer businesses. By allowing more and varied signage, it is expected that Sudbury businesses will be able to effectively advertise within the range of allowed signage, and reduce the need for special permits on a case by case basis.

The Planning Board, the Board of Selectmen and the Design Review Board support passage of this article.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee takes no position on this article.

TOWN COUNSEL OPINION: See opinion at the end of this warrant.

**ARTICLE 46. WITHDRAWN**

**ARTICLE 47. WITHDRAWN**

**ARTICLE 48. WITHDRAWN**

**ARTICLE 49. WITHDRAWN**

**ARTICLE 50. AMEND BYLAWS, ART. II.10&11 -  
GOVERNMENT OF TOWN MEETINGS**

To see if the Town will vote to amend Section 10 and Section 11 of Article II , Government of Town Meetings, of the Town Bylaws by deleting the sections in their entirety and substituting therefor the following:

[Note: The underlined wording indicates the changes proposed.]

"SECTION 10. When an article comes before any session of the Town Meeting, the proponent(s) shall be recognized first for the purpose of making a motion under the article and then for making a presentation in support thereof, if the motion is seconded. If the proponent is an elected or appointed board or committee within which there is a minority position in opposition to the article, a spokesman for that position will be recognized next. Any Town official, board, commission or committee shall be given the opportunity to speak following such presentation when the article contains matter within their purview. Thereafter, the Finance Committee shall be recognized if it wishes to speak on the article, followed by the Planning Board and/or any other Board or Committee which is required by law to report on the article.

SECTION 11. No person shall speak more than twice upon any questions, except to correct an error or make an explanation until all others who have not spoken upon the question and desire to do so shall have an opportunity. The initial presentation by the proponent(s) of an article may not exceed ten minutes in length. Any Town official, board, commission or committee shall have no more than ten

minutes to respond to the presentation when the article contains matter within their purview.

Thereafter, no other speech may exceed five minutes in length unless consent is given by a majority of those present and voting.";

or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

BOARD OF SELECTMEN REPORT: The changes submitted are to ensure that the Board or Committee affected by the article shall have an opportunity not only to be heard but to be heard in a timely manner. The attendant benefit is the opportunity for the voters to see the proposal in its entirety at the commencement of discussion. The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee takes no position on this article.

TOWN COUNSEL OPINION: See opinion at the end of this warrant.

**ARTICLE 51. AMEND BYLAWS, ART. XXVIII –**  
**DEMOLITION DELAY OF HISTORICALLY SIGNIFICANT**  
**BUILDINGS, STRUCTURES, OR SITES**

To see if the Town will vote to delete in its entirety Article XXVIII of the Town of Sudbury Bylaws and substitute therefor a new Article XXVIII, as follows:

[Note: The underlined wording indicates the changes proposed.]

"Article XXVIII

DEMOLITION DELAY OF HISTORICALLY SIGNIFICANT BUILDINGS, STRUCTURES OR SITES

SECTION 1. INTENT AND PURPOSE

This Bylaw is adopted for the purpose of protecting the historic and aesthetic qualities of the Town of Sudbury by preserving, rehabilitating or restoring, whenever possible, buildings, structures or archeology sites which constitute or reflect distinctive features of the architectural or historic resources of the Town, thereby promoting the public welfare and preserving the cultural heritage and character of the Town of Sudbury.

The intent of this Bylaw is to provide an opportunity to develop preservation solutions for properties threatened with demolition; and to allow the owner, the Sudbury Historical Commission and other appropriate Town departments time to find grants or some person or group willing to purchase, preserve, rehabilitate or restore the building or structure.

SECTION 2. DEFINITIONS

For the purposes of this Bylaw the following words and phrases have the following meanings:

SHC - the Sudbury Historical Commission.

Demolition Permit - the permit issued by the Building Inspector as required by the state building code for the demolition, partial demolition or removal of a building or structure.

Historically Significant Building, Structure or Archeology Site - one which is (1) importantly associated with one or more historic persons or events, or with the architectural, cultural, political, economic or social history of

the Town, the Commonwealth of Massachusetts or the United States of America; or (2) is historically or architecturally important by reason of period, style, method of building construction or association with a particular architect or builder, either by itself or in the context of a group of buildings or structures.

### SECTION 3. REGULATED BUILDINGS AND STRUCTURES

The provisions of this Bylaw shall apply only to the following buildings or portion thereof or structures: (1) a building or portion thereof, structure or archeology site listed on the National Register of Historic Places or the State Register of Historic Places, or the subject of a pending application or listing on either of said Registers; or (2) a building or portion thereof, structure or archeology site located within 200 feet of the boundary line of any federal, state or local historic district; or (3) a building or portion thereof, structure or archeology site included in the Inventory of the Historic or Prehistoric Assets of the Commonwealth, or designated by the SHC for inclusion in said Inventory; homes listed in the "Old Homes Survey" of the SHC plus those structures or portion thereof constructed prior to January 1, 1940 town-wide or any building or portion thereof or structure of indeterminate age. Notwithstanding the preceding sentence, the provisions of this Bylaw shall not apply to any building or portion thereof or structure located in a local historic district and subject to regulation under the provisions of Chapter 40C of the Massachusetts General Laws.

### SECTION 4. PROCEDURE

(1) The Building Inspector shall forward a copy of each demolition permit application for a building or structure identified in SECTION 3 of this Bylaw to the SHC within five (5) business days after the filing of such application, and shall notify the applicant in writing of this action. No demolition permit shall be issued at this time.

(2) Within thirty (30) business days after its receipt of such application, the SHC shall schedule with the applicant a site inspection for the SHC to assist in its determination if a building or portion thereof, or structure is historically significant.

(3) If the SHC determines that the building or structure is not historically significant, it shall so notify the Building Inspector and the applicant in writing and the Building Inspector may issue a demolition permit. If the SHC determines that the building or structure is historically significant, it shall notify the Building Inspector and the applicant in writing that a demolition plan review must be made prior to the issuance of a demolition permit. If the SHC fails to notify the Building Inspector of its determination within thirty (30) business days of the site inspection, then the building or structure shall be deemed not historically significant and the Building Inspector may issue a demolition permit.

(4) Within sixty (60) days after the applicant is notified that the Commission has determined that a building or structure is historically significant, the applicant for the permit shall submit to the SHC five (5) copies of a demolition plan which shall include the following information: (i) a map showing the location of the building or structure to be demolished with reference to lot lines and the neighboring buildings and structures; (ii) photographs of all street façade elevations; (iii) a description of the building or structure, or part thereof, to be demolished; (iv) the reason for the proposed demolition; and (v) a brief description of the proposed reuse of the parcel on which the building or structure to be demolished is located.

(5) Not later than thirty (30) business days of receipt of such plan, the SHC shall hold a public hearing with respect to the application of a demolition permit, and shall give public notice of the time, place and purposes thereof at least fourteen (14) days before the said hearing in the local newspaper and by mailing, postage prepaid, a copy of such notice to the applicant, to the owners of all adjoining property and other property deemed by the SHC to be materially affected, to the Selectmen, Planning Board, Zoning Board and to such other persons as the SHC shall deem entitled to notice. The Commission shall determine that a building or structure should preferably be preserved only if it finds that the building or structure is an historically significant building

or structure which, because of the importance made by such building or structure to the Town's historical and/or architectural resources, it is in the public interest to preserve, rehabilitate or restore (as defined in SECTION 3).

(6) If, after the public hearing, the SHC determines that demolition of the property or any part thereof, would be detrimental to the historical or architectural heritage or resources of the Town, such building or structure shall be considered to be a preferably preserved building, and the SHC shall file with the Building Inspector and the applicant within thirty (30) days of the hearing thereon a written report on the demolition plan which shall include the following: (i) a description of the age, architectural style, historic association and importance of the building or structure to be demolished; (ii) a determination as to whether or not the building or structure should preferably be preserved and no demolition permit shall be issued until six (6) months after the date of such determination by the Commission.

(7) The SHC shall also notify the Massachusetts Historical Commission, Town Planner, Town Manager, Community Preservation Committee and any other interested parties in an effort to obtain assistance in preservation funding or in finding an adaptive use of the building which will result in its preservation. The SHC shall invite the owner of record of the building or structure to participate in an investigation of alternatives to demolition including but not limited to incorporation of the building into future development of the site, adaptive re-use of the building or structure, seeking a new owner willing to purchase and preserve, restore or rehabilitate the building or part thereof, or moving the building.

(8) Once a building or portion thereof or a structure has been designated to a preferably preserved status, the owner shall be responsible for properly securing the building or structure to the satisfaction of the Building Inspector. Should the owner fail to secure the building or structure, the loss of such through fire or other cause shall be considered voluntary demolition and all non-compliance penalties shall pertain.

## SECTION 5. EMERGENCY DEMOLITION

If the condition of a building or structure poses a serious and imminent threat to the public health or safety due to its deteriorated condition, the owner of such building or structure may request the issuance of an emergency demolition permit from the Building Inspector. As soon as practicable after the receipt of such a request, the Building Inspector shall inspect the property with a member of the SHC or designee. After the inspection of the building or structure, the Building Inspector shall determine whether the condition of the building or structure represents a serious and imminent threat to public health or safety and whether there is any reasonable alternative to the immediate demolition of the building or structure which would protect the public health or safety. If the Building Inspector finds that the condition of the building or structure poses a serious and imminent threat to public health or safety, and that there is no reasonable alternative to the immediate demolition thereof, he may issue an emergency demolition permit to the owner of the building or structure. Whenever the Building Inspector issues an emergency demolition permit under the provision of this SECTION 5, he shall prepare a written report describing the condition of the building or structure and the basis for his decision to issue an emergency demolition permit with the SHC. Nothing in this SECTION 5 shall be inconsistent with the procedures for the demolition and/or securing of buildings and structures established by Chapter 143, Sections 6-10, of the Massachusetts General Laws. In the event that a Board of Survey is convened under the provisions of Section 8 of said Chapter 143 with regard to any building or structure identified in SECTION 3 of this Bylaw, the Building Inspector shall request the Chairman of the SHC or his designee to accompany that Board of Survey during its inspection. A copy of the written report prepared as a result of such inspection shall be filed with the SHC.

## SECTION 6. NON-COMPLIANCE

Anyone who demolishes a building or structure identified in SECTION 3 of this Bylaw without first obtaining, and complying fully with the provision of, a demolition permit, shall be subject to a fine of three hundred dollars (\$300.00). In addition, unless a demolition permit was obtained for such demolition, and unless such a permit was fully complied with, the Building Inspector shall not issue a building permit pertaining to any parcel on

which a building or structure identified in SECTION 3 of this Bylaw has been demolished for a period of five (5) years after the date of demolition.

As determined by the SHC, a building permit may be issued at any time for new construction after the six month delay, but within the 5-year period as described in Section 6, which would replicate the exterior of the demolished significant structure, including but not limited to use of materials, design, dimensions, massing, arrangement of architectural features and execution of decorative details.

## SECTION 7. APPEALS TO SUPERIOR COURT

Any person aggrieved by a determination of the SHC may, within sixty (60) days, in accordance with M.G.L. c.249, s.4, after the filing of the notice of such determination with the Building Inspector, appeal to the superior court for the Middlesex County. The court shall hear all pertinent evidence and shall annul the determination of the SHC if it finds the decision of the Commission to be unsupported by the evidence or exceed the authority of the Commission or may remand the case for further action by the SHC or make such other decree as justice and equity require.

## SECTION 8. SEVERABILITY

In case any section, paragraph or part of this Bylaw is declared invalid or unconstitutional by any court of competent jurisdiction, every other section, paragraph and part of this Bylaw shall continue in full force and effect.";

or act on anything relative thereto.

Submitted by the Sudbury Historical Commission.

(Majority vote required)

SUDBURY HISTORICAL COMMISSION REPORT: A Demolition Delay Bylaw can be an effective mechanism in helping a community protect its historically significant resources. In 2000, Sudbury adopted such a bylaw. After working with this law for nearly four years, both the Building Inspector and the Historical Commission concluded some improvements could be made in order to enhance the Bylaw's effectiveness. This proposed revision gives greater emphasis to exploring preservation opportunities as well as providing clarification of the timeframe required for each step of the process. The owner's responsibilities and involvement in the procedure have been increased thus, hopefully, resulting in a collaborative effort among the owner, Town and other interested parties to preserve the architectural and historical heritage of Sudbury. The Sudbury Historical Commission supports this article.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee takes no position on this article.

TOWN COUNSEL OPINION: See opinion at the end of this warrant.

**ARTICLE 52. AMEND BYLAWS, ART. V.29 -  
DOOR-TO-DOOR SALESMEN**

To see if the Town will vote to delete Section 29, Door-to-Door Salesmen, of Article V, Public Safety, of the Town of Sudbury Bylaws in its entirety, and substitute therefor the following:

**“Section 29: Door-to-Door Solicitation**

- (a) **Purpose:** This Bylaw, adopted pursuant to G.L.c. 43B, s. 13 and Article 89 of the Amendments to the Constitution of the Commonwealth of Massachusetts, establishes registration requirements for all persons intending to engage in door-to-door canvassing or solicitation in the Town of Sudbury in order to (1) protect its citizens from disruption of peaceful enjoyment of their residences and from the perpetration of fraud or other crimes; and (2) to allow for reasonable access to residents in their homes by persons or organizations who wish to communicate either commercial or non-commercial messages.
- (b) **Definitions:** The following terms shall have the meanings set forth in G.L.c. 101, s. 1 et seq., and are summarized for the purposes of these regulations as follows:
  - (1) “Transient Vendor”, “Transient Business”: A transient vendor is a person who conducts a transient business for profit. A transient business (temporary business) is any exhibition and sale of goods, wares or merchandise which is carried on in any structure (such as a building, tent, or booth) unless such place is open for business during usual business hours for a period of at least 12 consecutive months.
  - (2) “Hawkers and Peddlers”: Any person who goes from place to place within the Town selling goods for profit, whether on foot or in a vehicle, is a hawker or peddler.
  - (3) “Door-to-Door Solicitation”: Any person who travels from door to door within the Town soliciting something for any corporate or non-corporate charitable, political, or religious organization that enjoys federal or state constitutional protections. This definition of door-to-door solicitation does not require the actual selling of a product.
  - (4) “Person”: For purposes of these regulations, the persons being regulated herein are those persons over the age of 16 who are engaging in the activities regulated herein for or on behalf of for profit organizations.
- (c) **Scope:** These regulations shall apply to all persons conducting the foregoing activities within the Town.
- (d) **Compliance Requirements:** Each person engaging in the foregoing activities shall be subject to, responsible for and fully in compliance at all times with the following requirements:
  - (1) **Registration Requirements:**
    - i. Persons not registered (licensed) by the State shall make application for a Town of Sudbury registration card to the Chief of Police, on a form containing the following information: the applicant’s name, signature, home address; at least one (1) form of photo identification issued by a State or Federal agency; the name, address, and phone number of the owner or parties in whose interest the business is to be conducted, and their business address; a brief description of the business to be conducted within the Town; identification of vehicles that will be utilized for this purpose; the applicant’s social security number; whether the applicant has ever been convicted of a felony or any of the following misdemeanors:

- Assault or assault and battery
- Breaking and entering a building or ship with the intent to commit a misdemeanor
- Any form of larceny or fraud
- Buying, receiving or concealing stolen goods
- Deceptive advertising or violation of consumer protection laws
- Making or publishing false statements
- Trespassing on property after prohibition;

and if so convicted, the disposition; and whether there are any outstanding criminal proceedings. The application shall be made under oath and will be rejected unless complete. The applicant shall be photographed, and his or her fingerprints taken for the purpose of identification. The Chief of Police shall approve the application within five (5) days of its filing unless he determines that the application is incomplete, the applicant is a convicted felon, has been convicted of any of the above listed misdemeanors, or is a fugitive from justice. If the application is approved, the Chief shall cause to have a registration card issued within three (3) business days. The registration card shall be in the form of an identification card, containing the name, signature and photograph of the licensee. Such card shall be non-transferable and valid only for the person identified therein and only for the purpose as shown on the license. The card shall be valid for a period of thirty (30) days from the date of issuance (or if the expiration date is not a business day, the expiration date will be on the next business day following). Any such registration card shall be void upon its surrender or revocation, or upon the filing of a report of loss or theft with the Police Department. If the application is denied, the applicant may within ten (10) days appeal to the Board of Selectmen.

ii. Persons registered (licensed) by the State shall not be subject to the foregoing paragraph, but shall report to the Chief prior to conducting his or her business within the Town and shall provide the Chief of Police with a copy of his or her State registration or license.

iii. Registration card or license to be carried on the person of licensee. Such State or local registration card or license shall be carried on the person of licensee while the business activity is being conducted, and shall be provided to any police officer upon request or command. In the case of a transient business, the license shall be displayed visibly within the structure where such business is being conducted. Such registration card or license, if issued locally, shall be the property of the Town of Sudbury and shall be surrendered to the Chief of Police upon its expiration.

iv. Registration card (license) fee. The filing of a State license as required shall not be subject to a fee; the fee for a local registration card (license) shall be \$25.00.

- (2) Restrictions on activity: No activity governed by these regulations shall be conducted upon public or private premises which have been duly posted “No Solicitation”, or words of similar meaning, or when the owners of said property have registered with the Police Department and requested to be placed on a “No Soliciting” list. The residents on this list have contacted the Sudbury Police Department to record the fact that there is to be no soliciting on their property. It is the responsibility of each solicitation group to provide a current copy of this list to each member to their group to be carried on his or her person while the business activity is being conducted. Violation of the “No Soliciting” list is cause for penalty to solicitors up to and including arrest for trespassing after notice.



- (3) Duties of solicitors: Immediately upon entering any premises, the solicitor or canvasser must present his registration card for inspection by the occupant, request that he or she read the registration card and inform the occupant in clear language the nature and purposes of his or her business and, if he or she is representing an organization, the name and nature of that organization. Any solicitor or canvasser who has entered any premises shall immediately, and peacefully, depart from the premises when requested to do so by the occupant. It shall be the duty of every organization employing solicitors or canvassers to notify the Police Department daily as to the area(s) of Town in which they will be operating.
- (e) Penalties: Any person or organization who violates any provision of this bylaw shall be subject to a fine of \$50 for the first offense and \$100 for each subsequent offense within any one twelve-month period, each subsequent offense constituting a separate offense. Any person or organization who knowingly provides false information on the registration application shall have his or her registration revoked by the Chief of Police by written notice delivered to the holder of the registration in person, or sent to the holder by certified Mail at the address set forth in the application.
- (f) Appeals: Any person or organization who is denied registration, or whose registration has been revoked, may appeal by filing a written notice of appeal with the Board of Selectmen. Such appeal must be filed within ten (10) days after receipt of the notice of denial or revocation. The Board of Selectmen shall hear and determine the appeal within thirty (30) days after the filing of the written notice of appeal.
- (g) Exemptions: These regulations shall not apply to any person(s) conducting a temporary sale of items upon his or her property commonly known as a “garage sale” or “yard sale”, or to organizations engaged in the foregoing activities for or on behalf of any corporate or non-corporate charitable, political, or religious organization that enjoys federal or state constitutional protections.
- (h) Severability: Invalidity of any individual provisions of this bylaw shall not affect the validity of the bylaw as a whole.”;

or act on anything relative thereto.

Submitted by the Chief of Police.

(Majority vote required)

CHIEF OF POLICE REPORT: Recent court decisions have rendered the Town of Sudbury’s current bylaw prohibiting commercial door-to-door solicitation unenforceable. A substitute bylaw was approved by the 2003 Annual Town Meeting but failed to receive the approval of the State Attorney General. The modifications presented in the proposed bylaw for consideration address the concerns of the Attorney General. The bylaw, requiring registration of door-to-door solicitors, does not affect those persons or organizations licensed by the State, or those corporate or non-corporate charitable, political, or religious organizations which are constitutionally protected. The bylaw allows property owners to be placed on a “No Soliciting” list if so desired.

BOARD OF SELECTMEN REPORT: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee takes no position on this article.

TOWN COUNSEL OPINION: See opinion at the end of this warrant.

**ARTICLE 53. GRANT EASEMENT FOR PUBLIC RIGHT-OF-WAY  
THROUGH FEELEY PARK**

To see if the Town will vote to authorize the Board of Selectmen to execute whatever document or documents are necessary for creating or establishing an easement or right of way on Town-owned land located on Raymond Road, shown as Parcel 12 on Map L08 being known as Feeley Field for the purpose of constructing and locating a public right of way for access to Parcel 20, Map K08, and to see if the Town will vote to petition the Great and General Court to allow such use of recreation land as provided in the Constitution of the Commonwealth of Massachusetts; or act on anything relative thereto.

Submitted by Petition.

(Majority vote required)

PETITIONERS REPORT: A Senior Residential Community (SRC) has been proposed for development on land located at the end of Maple Avenue and abutting Feeley Field. A plan to build twenty-three clustered condominiums is under review by Town boards. Adequate and safe access to the site is of serious concern to all who have reviewed the SRC proposal. Currently public access is only available via Maple Avenue - a narrow country lane through a small historic neighborhood serving fourteen homes. In an effort to preserve this unique tree-lined street, an alternative access route has been identified at the upper end of Feeley Park behind the tennis courts. This proposed access through Town-owned land requires the approval of Town Meeting.

The average width of Maple Avenue is 14 feet, with some areas as narrow as 11 feet. The road is sufficient for existing traffic flow with courteous driving (i.e., pull over for passing). Although the Town anticipates a moderate amount of new traffic to be generated by the SRC, new traffic estimates for Maple Avenue will more than double current volume. To ensure safety with this increased traffic flow, the Town Engineer and Fire Chief recommend a minimum width of 20 feet. Because Maple Avenue is an old, tree-lined street, dozens of mature trees will be removed. This will result in a significant, negative impact to the village character of the neighborhood.

The easement through Feeley Field will only be implemented if the SRC is ultimately approved by the Town and Town boards find in favor of access via Feeley Park rather than Maple Avenue. In the case that the approvals and permits are obtained by the developer, granting this easement may offer significant advantages to the Town and to the Park itself. Various Town committees are currently exploring several options that will improve the park, such as access to new trails and open space and creation of pedestrian linkage across the area.

The petitioners request Town Meeting approval of this article. Approval will enable Town officials and the developer an opportunity to design an effective access solution for the SRC, reach agreement on possible improvements and enhancements to Town assets, and potentially preserve the traditional neighborhood character of Maple Avenue.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee takes no position on this article.

**ARTICLE 54.     DESIGNATE MAPLE AVENUE AS SCENIC ROAD**

To see if the Town will vote to designate, pursuant to the provisions of the Mass. General Laws, Chapter 40, Section 15C, Maple Avenue as a Scenic Road within the Town of Sudbury, in accordance with the recommendation of the \_\_\_\_\_; or act on anything relative thereto.

Submitted by Petition.

(Majority vote required)

PETITIONERS REPORT: Maple Avenue is the home of a small historic neighborhood located in South Sudbury. The street is a dead-end road nestled between Hop Brook, protected conservation land, and Feeley Field. Its only access is via Route 20. The scenic quality of Maple Avenue depicts the rural character of Sudbury. With dozens of mature trees lining the street and the distinctive architecture of the homes, Maple Avenue has remained an important link to Sudbury's past.

The residents and friends of Maple Avenue are requesting a scenic road designation to ensure that the Town of Sudbury preserves the environmental characteristics of this street for future generations.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee takes no position on this article.

TOWN COUNSEL OPINION: See opinion at the end of this warrant.

**ARTICLE 55.     WITHDRAWN**

**ARTICLE 56. RESOLUTION: PROTECTION OF CIVIL LIBERTIES**

To see if the Town will vote to approve this

**SUDBURY CITIZENS' RESOLUTION  
FOR THE PROTECTION OF THE CIVIL LIBERTIES OF ITS  
CITIZENS**

**WHEREAS**, the citizens of Sudbury have a long and distinguished history of fighting for and protecting American liberties;

**WHEREAS**, the citizens of Sudbury recognize the U. S. Constitution, the Bill of Rights, and the Constitution of the Commonwealth of Massachusetts to be the supreme laws of the Nation and of the Commonwealth;

**WHEREAS**, the citizens of Sudbury recognize that these documents guarantee all residents basic American rights and civil liberties, including:

- Freedom of speech, freedom of religion, and freedom of assembly;
- The freedom to petition the government for redress, and protection from governmental intrusions on privacy;
- Protection from unreasonable governmental searches and seizures;
- The right to counsel, due process, and speedy and public trials;

**WHEREAS**, the citizens of Sudbury believe these rights should not be infringed;

**WHEREAS**, we believe these civil rights and liberties are now threatened by provisions of the USA PATRIOT Act, provisions of the Homeland Security Act, and certain Federal Executive Orders;

**WHEREAS**, communities across the nation have adopted resolutions opposing those provisions of the USA PATRIOT Act, those provisions of the Homeland Security Act, and those Executive Orders that threaten our civil rights and civil liberties;

**THEREFORE, BE IT RESOLVED THAT:**

- (1) The Town of Sudbury affirms the civil rights and civil liberties guaranteed to its residents by the U. S. Constitution, the Bill of Rights, and the Constitution of the Commonwealth of Massachusetts, and believes that these basic American rights and liberties should not be infringed upon by an governmental agency, business, organization, or private person for any purpose; and
- (2) The Town of Sudbury affirms the efforts of its departments to protect Sudbury residents and directs that all town departments act to preserve and protect the civil rights and civil liberties of Sudbury residents as specified in the Bill of Rights, the U. S. Constitution and the Constitution of the Commonwealth of Massachusetts; and
- (3) The Town of Sudbury directs its U. S. Congressional Representative and Senators (a) to monitor the implementation of the above Acts and Orders; (b) to actively work for the repeal of those provisions of the Acts and Orders that violate the fundamental American rights and liberties which are guaranteed by the United States Constitution and the Bill of Rights; and (c) to resist the passage of any additional Acts which may violate fundamental American rights and liberties;

and **BE IT FURTHER RESOLVED THAT:**

The Town of Sudbury directs the Town Counsel to transmit copies of this resolution to town Departments, to Sudbury's U. S. Congressional Representative and Senators, to the U. S. Attorney General and the U. S. Attorney's Office, to the Governor and the Attorney General of the Commonwealth, and to Sudbury's State Representative and Senators.;

or act on anything relative thereto.

Submitted by Petition.

PETITIONERS REPORT: Petitioners will report at Town Meeting.

BOARD OF SELECTMEN POSITION: Two members of the Board of Selectmen take no position on this article; one member supports the article.

FINANCE COMMITTEE REPORT: The Finance Committee takes no position on this article.

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**TOWN COUNSEL OPINIONS**

- 1) It is the opinion of Town Counsel that only legislation enacted by the Great and General Court of the Commonwealth of Massachusetts and signed into law may be properly considered under the following article. A vote based upon contingent passage of a bill by the Legislature is too speculative.

Article 3      Adopt New or Proposed Legislation for Senior Citizen Property

- 2) It is the opinion of Town Counsel that, if the Bylaw amendments proposed in the following articles in the Warrant for the 2004 Annual Town Meeting are properly moved, seconded and adopted by a majority vote in favor of the motion, the proposed changes will become valid amendments to the Sudbury Bylaws:

Article 50	Amend Art. II, 10 & 11	Government of Town Meetings
Article 51	Amend Art. XXVIII	Demolition Delay of Historically Significant Buildings, Structures or Sites
Article 52	Amend Art. V. 29	Door-to-Door Solicitation

- 3) It is the opinion of Town Counsel that, if the Zoning Bylaw changes set forth in the following articles in the Warrant for the 2004 Annual Town Meeting are properly moved and seconded, reports are given by the Planning Board as required by law, and the motions are adopted by a two-thirds vote in favor of the motion, the proposed changes will become valid amendments to the Sudbury Zoning Bylaw after approval by the Attorney General:

Article 45A	Amend Zoning Bylaw IX	Signs and Advertising Devices; Definitions
Article 45B	Amend Zoning Bylaw IX	Freestanding Business Signs

- 4) It is the opinion of Town Counsel, relative to the following article, that passage requires prior recommendation or request by the Planning Board, Conservation Commission, or Historical Commission to designate Maple Avenue as a Scenic Road.

Article 54      Designate Maple Avenue as Scenic Road

**PART II**

**FINANCIAL SECTION**

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## **FY05 Overview**

### ***Finance Committee Report***

Dear Resident of Sudbury,

The purpose of this report and our recommendations at Town Meeting are to assist you in understanding the fiscal year 2005 (“FY05”) (July 1, 2004 – June 30, 2005) budget, certain financial matters, and articles to be presented to you at Town Meeting. We believe, above all, an informed voter is essential for our Town’s democracy and continued fiscal health. The Finance Committee’s role in Town government is to facilitate financial issues of Sudbury’s residents to those that deliver services, oversee the budget process, and to make recommendations to you regarding the overall budget within the framework of the Town’s needs and revenues.

The Finance Committee (the “FinCom”) developed and issued budget guidelines to representatives and committee members of the Sudbury Public Schools (“SPS”), Lincoln-Sudbury Regional School District (“LSRSD”), Minuteman High School and the Town of Sudbury (the “Town”). Under these guidelines, we requested operating budgets for FY05 reflecting two different scenarios. For wages and all other operating costs, we requested increases be limited to 0% and 3%. However, both scenarios could include an unspecified increase necessary to fund pension, benefits and insurance costs that the FinCom consider to be somewhat fixed and non-discretionary. The Town Manager and school committees were also free to submit any other budgets they wished the FinCom to consider.

Under these scenarios, we also requested an account of the potential impacts to services for the Town and the schools. Beginning last October, assigned liaisons from the FinCom have attended monthly budget planning meetings with representatives and committee members of the various Town departments and schools. At these meetings, and in numerous communications between these monthly meetings, the liaisons and representatives of the Town departments and schools had in-depth discussions about budget matters. This information flow enabled the FinCom to have a high degree of familiarity with the budgets during hearings and deliberations conducted over a six-week period beginning in January.

### **Non-Override Budget**

As required by law, the FinCom must recommend a non-override budget at Town Meeting in April. In arriving at this FY05 non-override budget, assumptions include level funding of Chapter 70 aid and a 10% reduction in other state aid (Additional Assistance, Lottery, etc.) all from FY04 levels (already reduced approximately 10% from FY03 levels). During its deliberations, the FinCom weighed the impacts of various issues with fiscal implications both to the taxpayer and in the level of services provided to Sudbury’s residents. Some of these are as follows:

- (i) In 2004, a property assessment revaluation may shift tax burden from higher valued homes to lower valued homes, exclusive of the impact of the FY05 budget.
- (ii) Even though efforts have been made in an attempt to keep debt service amounts, outside the levy limit, at a constant level for previous voter approved projects, a dip in FY05 will be followed by an increase in FY06.
- (iii) Reapportionment of funds back to the Town of Sudbury from the LSRSD is at a higher level in FY05, helping to reduce the assessment needed to support the LSRSD budget. In FY06, the opposite may occur, wherein a lower reapportionment may lead to a higher assessment to the Town.
- (iv) The Town of Sudbury, SPS and LSRSD have all experienced reductions in level service budgets the past two fiscal years, including a reduction in the budgets for wages and other expenses in FY04. Pension, benefits and insurance costs have been absorbing funds that could have been used towards other budget items.



- (v) At the time of this writing, SPS is presently negotiating with its teachers for FY05 salary increases and the Town is negotiating with its unions (other than police) for FY05 salary increases as well. The outcome of these negotiations could result in further staff reductions. The non-override budget being recommended by the FinCom may result in a further reduction of 9 full-time equivalent positions ("FTE's") at LSRSD, now in the second year of its contract with its teachers.
- (vi) LSRSD and SPS anticipate FY05 student growth of 5.6% and 2.6%, respectively.
- (vii) A reduction in state SPED circuit breaker funding, due to a change in the funding formula, is causing a material increase in SPED costs at LSRSD.
- (viii) The new high school and DPW building anticipate creating greater utilities costs for those cost centers' budgets.

These are some of the issues facing the Town, its schools and the FinCom as it deliberated over the FY05 budget. Meetings between Town officials, school officials, committee members of SPS and LSRSD, and the FinCom resulted in a non-override budget providing for a 3.9% increase in operating expenditures, including pensions, benefits and insurance, which the FinCom is recommending by a vote of 8 to 0 (1 member absent).

## Conclusion

FinCom is fully aware of and appreciates the impact to services under the non-override budget it is recommending. While many residents have expressed varying opinions to the FinCom, from additional tax revenues being needed to support additional services to budgets needing to be further cut in order to reduce taxes, in the FinCom's view, the level of services provided by this budget represents an acceptable compromise formulated by mutual cooperation between the Town, the schools and the FinCom. For the second consecutive year, the FinCom is not recommending an override budget.

Respectfully yours,

Town of Sudbury Finance Committee

M. Teresa Billig, Co-Chair  
Michael Grosberg  
Martha M. Ragonis

Robert N. Jacobson, Co-Chair  
William Kneeland, Jr.  
Shauna Simmonds

Larry J. Rowe, Vice-Chair  
John Nikula  
Sheila A. Stewart

## ***Sudbury Public Schools Superintendent's Report***

The Sudbury School Committee voted a net budget for fiscal year 2005 that totals \$22,683,653 to support services and programs for our students in pre-school through eighth grade. This is an increase of \$655,734 over FY04. An additional \$432,404 in expenses will be allocated to SPS for its share of the Town's benefits costs. In voting this budget, the School Committee endeavored to balance the educational needs of our children with the economic realities of the Town and Commonwealth. The Finance Committee voted unanimously to recommend this budget.

The FY05 budget is not a level-service budget. That is, while it reflects an increase over the FY04, we will not be able to sustain programs and staffing at the same level as the current year. We project a growth of 80 additional students, primarily at the elementary grades. This would generally necessitate additional teaching staff to maintain our class size guidelines. Costs associated with contract settlements with our 387 employees, uncertainty over all state funding, but especially special education revenues, and unforeseen needs of required

programs and services for special needs students will absorb all of the budget increase and more. The level of this discrepancy is yet to be determined and therefore specific cuts or reductions have not been identified. Further, cuts and reductions totaling nearly \$1.5 million have been made to our budget over the past two years. None of these are being reinstated in the proposed budget.

Sudbury Public Schools is an exemplary school district with a demonstrated record of student success and fiscal responsibility. The FY05 budget continues to challenge that status, but our dedicated staff and parents will continue to focus our energies and talents to improve on excellence.

## ***Lincoln-Sudbury Superintendent's Report***

The Sudbury Finance Committee's Guidelines to prepare a zero dollar budget and a 3% budget required us to prepare our budget somewhat differently this year. In "normal times" we would have determined the number of faculty required to maintain class size for 80 (+5.6%) additional students, along with increased dollars for text and supplies. However, because we knew that revenue projections were down, we first looked at what it would cost to just maintain the same staff that we currently employ, with reduced departmental budgets. Unfortunately, to maintain level staff would have required an increase of 5.9% to our operating budget.

The main drivers to the level staff budget include: 1.) a reduced commitment from the state to reimburse for SPED costs (SPED Circuit Breaker) and 2.) the uncertainty of the actual costs of utilities for the new building. When we took those two additional and unusual costs into consideration, it required a budget cut of approximately \$347,000 to meet a 3.6% budget.

The three cost centers (K-8, Town, & LS) worked together with the Finance Committee to come up with the best budget proposal possible under the circumstances. With Chapter 70 Aid being level-funded in the Governor's Budget, both the Town and LS changed their -10% Chapter 70 projection to level from FY04. In addition, LS has an unusually high reapportionment this year because we earned interest on the borrowed funds for the building project. As a result, it was ultimately voted by Sudbury Finance Committee that there was sufficient revenue to support the cost centers' 3% budget requests.

As stated previously, LS must reduce the budget by \$347,000. As of the printing of this warrant, we are working with the School Committee to determine what cuts will have the least impact on students in the classroom. Since this is the third year in a row that we have not been able to support our growing enrollment as we would like, we will make teaching and learning our first priority in making decisions about budget reductions.

## ***TOWN MANAGER'S REPORT***

The budget approved by the Finance Committee for the Town reflects an increase of 3% over the current budget for all non enterprise fund departments of the Town. This level of funding will enable the Town to retain all positions funded in the current fiscal year (FY04) as well as add one much needed employee in the Parks & Grounds Division of the Public Works Department to cope with the increased number of acres of land the Town is responsible for. However, this funding does not add back any of the positions that have been lost or reduced to part-time status over the past several years. This budget supports the highest funding priorities of the Town. It protects public safety by keeping funding for overtime and equipment needs in the police and fire departments, protects the quality of life in Sudbury by maintaining current hours of operation for the Goodnow Library and the Senior Center, protects our assets by allocating funds for maintenance of our buildings, roadways and walkways, and complies with all Federal and state mandated responsibilities for the Town. However, no departments will have funding at the ideal levels, and some adjustments will still have to be made

by department heads to insure that they stay within their budgets for the fiscal year. For example, both police and fire chiefs may not be able to fully cover all shifts when personnel are on vacation or out sick. Further, this budget does not allow the Town to meet a number of service demands that have emerged in recent years, especially in the areas of traffic management, civil defense/emergency management services, new infrastructure, human services, economic development and environmental protection programs. And it continues the pattern of many Sudbury Town departments being understaffed, compared to other communities of our size, especially given the growth in the Town.

## FY05 BUDGET SUMMARY SHEET

EXPENDITURES	Appropriated FY02	Appropriated FY03	Appropriated FY04	Request FY05	FinCom Recommended FY05
LS Gross Assessment			\$14,585,358	\$15,241,336	\$15,241,336
LS Excess Interest Applied				\$340,000	\$340,000
LS Operating Offsets			\$2,233,209	\$2,097,017	\$2,097,017
LSRHS NET (Operating Assessment)	\$11,055,205	\$11,630,304	\$12,352,149	\$12,804,319	\$12,804,319
LSRHS (Debt Assessment)	\$345,803	\$576,388	\$1,089,609	\$1,597,371	\$1,597,371
SPS less offsets	\$21,007,211	\$22,118,366	\$22,027,919	\$22,683,653	\$22,683,653
SPS Employee Benefits	\$2,755,546	\$3,356,073	\$4,119,180	\$4,626,464	\$4,626,464
Minuteman Regional (Assessment)	\$319,158	\$378,971	\$373,813	\$293,321	\$293,321
<b>Total: Schools</b>	<b>\$35,482,923</b>	<b>\$38,060,102</b>	<b>\$39,962,670</b>	<b>\$42,005,128</b>	<b>\$42,005,128</b>
General Government	\$1,864,616	\$1,912,207	\$1,921,974	\$1,965,410	\$1,965,410
Public Safety	\$4,873,589	\$5,126,282	\$5,145,242	\$5,289,182	\$5,289,182
Public Works	\$2,368,938	\$2,494,824	\$2,546,781	\$2,591,406	\$2,591,406
Human Services	\$504,665	\$506,555	\$483,672	\$503,523	\$503,523
Culture & Recreation	\$801,036	\$867,137	\$874,395	\$931,316	\$931,316
Town Employee Benefits	\$2,033,379	\$2,463,147	\$2,688,597	\$2,879,021	\$2,879,021
Unclassified & Transfer Accounts	\$430,580	\$392,280	\$461,396	\$370,825	\$370,825
<b>Total: Town Services</b>	<b>\$12,876,803</b>	<b>\$13,762,432</b>	<b>\$14,122,057</b>	<b>\$14,530,683</b>	<b>\$14,530,683</b>
Debt Service	\$10,424,391	\$9,834,201	\$7,906,725	\$6,014,574	\$6,014,574
<b>Total: Article 4 Operating Budget</b>	<b>\$58,784,117</b>	<b>\$61,656,735</b>	<b>\$61,991,452</b>	<b>\$62,550,385</b>	<b>\$62,550,385</b>
Solid Waste Enterprise	\$239,536	\$214,118	\$214,459	\$220,453	\$220,453
Pool Enterprise	\$393,484	\$391,887	\$395,375	\$405,078	\$405,078
Articles thru debt	\$5,081,800	\$0	\$0	\$0	\$0
Articles thru debt	-\$5,081,800	\$0	\$0	\$0	\$0
Non debt capital	\$0	\$68,000	\$40,000	\$169,000	\$169,000
Articles in operating	\$800	\$1,400	\$1,200	\$1,200	\$1,200
Capital, Ambulance	\$0	\$0	\$130,000	\$0	\$0
Stabilization	\$200,000	\$0	\$0	\$0	\$0
<b>Total: Other</b>	<b>\$833,820</b>	<b>\$675,405</b>	<b>\$781,034</b>	<b>\$795,731</b>	<b>\$795,731</b>
Charges	\$1,036,445	\$1,052,007	\$1,125,000	\$933,449	\$933,449
<b>Total: To Be Raised</b>	<b>\$60,654,382</b>	<b>\$63,384,147</b>	<b>\$63,897,486</b>	<b>\$64,279,565</b>	<b>\$64,279,565</b>

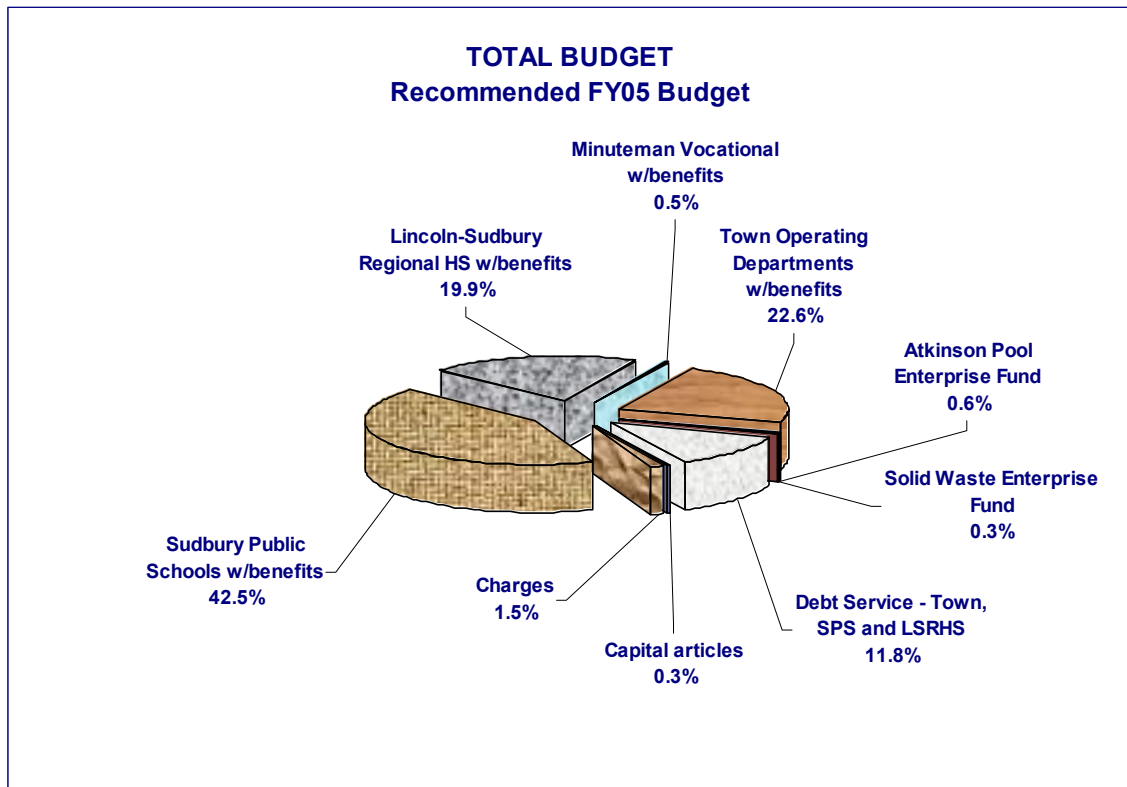
  

RECEIPTS					
State Aid	\$5,211,723	\$5,087,907	\$5,212,473	\$5,026,349	\$5,026,349
Local Receipts	\$4,301,351	\$4,096,369	\$4,149,494	\$4,039,545	\$4,039,545
Unreserved Fund Balance	\$1,900,000	\$1,180,000	\$940,000	\$1,146,292	\$1,146,292
Retirement Trust Fund	\$30,000	\$20,000	\$15,000	\$25,000	\$25,000
Abatement Surplus	\$656,740	\$194,033	\$273,138	\$684,566	\$684,566
Article 31, 1996 ATM	\$0	\$76,263	\$0	\$0	\$0
Article 19, 1995 ATM	\$0	\$0	\$40,000	\$0	\$0
Ambulance Fund	\$115,122	\$192,494	\$340,853	\$193,372	\$193,372
Enterprise Funds	\$665,000	\$583,877	\$677,606	\$644,324	\$644,324
<b>Total: Receipts</b>	<b>\$12,879,936</b>	<b>\$11,430,943</b>	<b>\$11,648,564</b>	<b>\$11,759,448</b>	<b>\$11,759,448</b>
<b>REQUIRED TAX LEVY</b>	<b>\$47,774,446</b>	<b>\$51,953,204</b>	<b>\$52,248,922</b>	<b>\$52,520,117</b>	<b>\$52,520,117</b>
Previous Year Levy + 2 1/2%	\$35,201,668	\$37,934,506	\$42,727,325	\$44,410,508	\$44,410,508
New Growth	\$788,786	\$750,695	\$600,000	\$500,000	\$500,000
Prop 2 1/2 Override (Operating)	\$1,018,820	\$2,999,995	\$0	\$0	\$0
LEVY LIMIT	\$37,009,274	\$41,685,195	\$43,327,325	\$44,910,508	\$44,910,508
Unused Levy Capacity	-\$11,460			\$0	\$0
Prop 2 1/2 Exemptions	\$7,825,451	\$7,231,140	\$5,826,886	\$4,795,739	\$4,795,739
Prop 2 1/2 Capital Exclusions	\$0	\$0		\$0	\$0
<b>APPLICABLE LEVY LIMIT</b>	<b>\$44,823,265</b>	<b>\$48,916,335</b>	<b>\$49,154,211</b>	<b>\$49,706,247</b>	<b>\$49,706,247</b>
Cherry Sheet Grants for School Debt	\$3,221,567	\$3,169,449	\$3,169,449	\$2,816,206	\$2,816,206
<b>TOTAL: REVENUE</b>	<b>\$60,924,768</b>	<b>\$63,516,727</b>	<b>\$63,972,224</b>	<b>\$64,281,901</b>	<b>\$64,281,901</b>

<b>UNDER/ (OVER) LEVY LIMIT</b>	<b>\$270,386</b>	<b>\$132,580</b>	<b>\$74,737</b>	<b>\$2,336</b>	<b>\$2,336</b>
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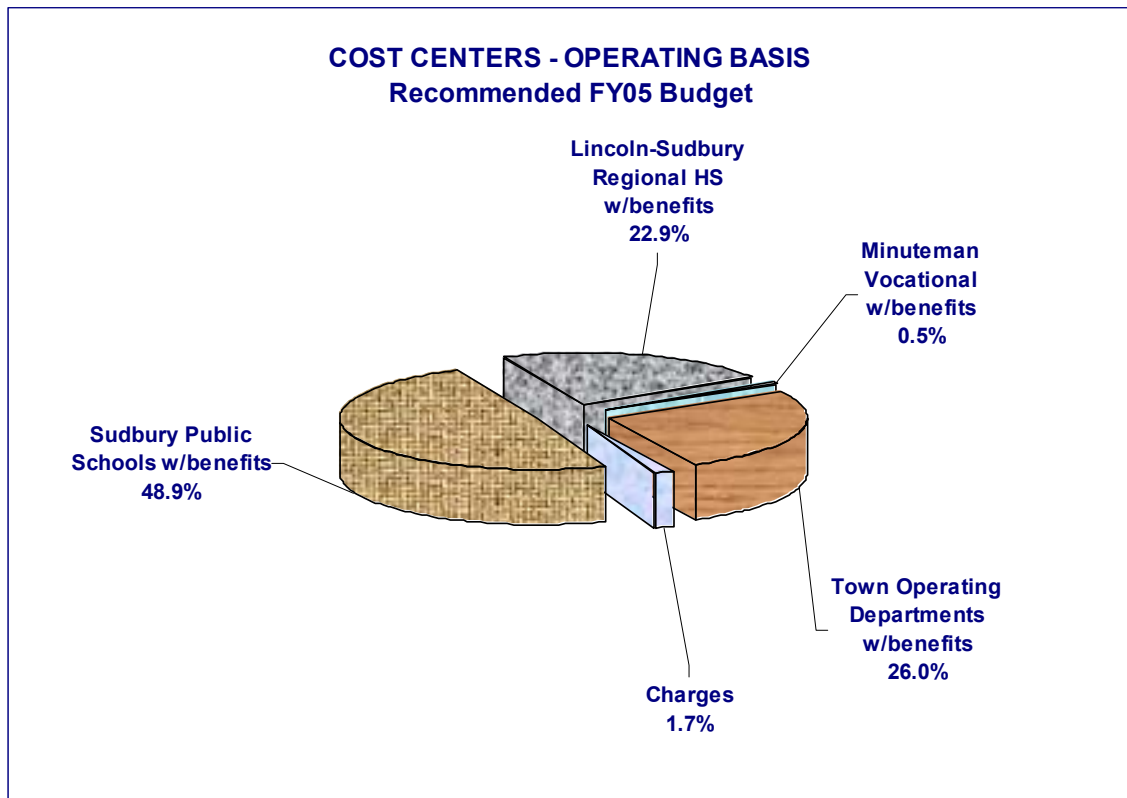
## RECOMMENDED FY05 BUDGET



ALL COST CENTERS - ALL FUNDS*	Appropriated FY04	% of FY04 Budget	Recommended FY05	% of FY05 Budget	% Change FY04 - FY05
Sudbury Public Schools w/benefits	26,147,099	40.92%	27,310,117	42.49%	4.45%
Lincoln-Sudbury Regional HS w/benefits	12,352,149	19.33%	12,804,319	19.92%	3.66%
Minuteman Vocational w/benefits	373,813	0.59%	293,321	0.46%	-21.53%
Town Operating Departments w/benefit	14,122,057	22.10%	14,530,683	22.61%	2.89%
Atkinson Pool Enterprise Fund	395,375	0.62%	405,078	0.63%	2.45%
Solid Waste Enterprise Fund	214,459	0.34%	220,453	0.34%	0.34%
Debt Service - Town, SPS and LSRHS	8,996,334	14.08%	7,611,945	11.84%	11.84%
Capital articles	171,200	0.27%	170,200	0.26%	0.26%
Charges	1,125,000	1.76%	933,449	1.45%	-17.03%
<i>Total Budget Requests*</i>	<i>63,897,486</i>	<i>100%</i>	<i>64,279,565</i>	<i>100%</i>	<i>0.60%</i>

\* This basis of budget reporting includes all cost centers and all funds that must be appropriated or expended, except for revolving funds or grant/gift funds.

## RECOMMENDED FY05 BUDGET BY COST CENTER



COST CENTERS - OPERATING BASIS*	Appropriated FY04	% of FY04 Budget	Recommended FY05	% of FY05 Budget	% Change FY04 - FY05
Sudbury Public Schools w/benefits	26,147,099	48.31%	27,310,117	48.88%	4.45%
Lincoln-Sudbury Regional HS w/benefits	12,352,149	22.82%	12,804,319	22.92%	3.66%
Minuteman Vocational w/benefits	373,813	0.69%	293,321	0.52%	-21.53%
Town Operating Departments w/benefits	14,122,057	26.09%	14,530,683	26.01%	2.89%
Charges	1,125,000	2.08%	933,449	1.67%	-17.03%
<i>Operating Budget Requests*</i>	<i>54,120,118</i>	<i>100%</i>	<i>55,871,889</i>	<i>100%</i>	<i>3.24%</i>

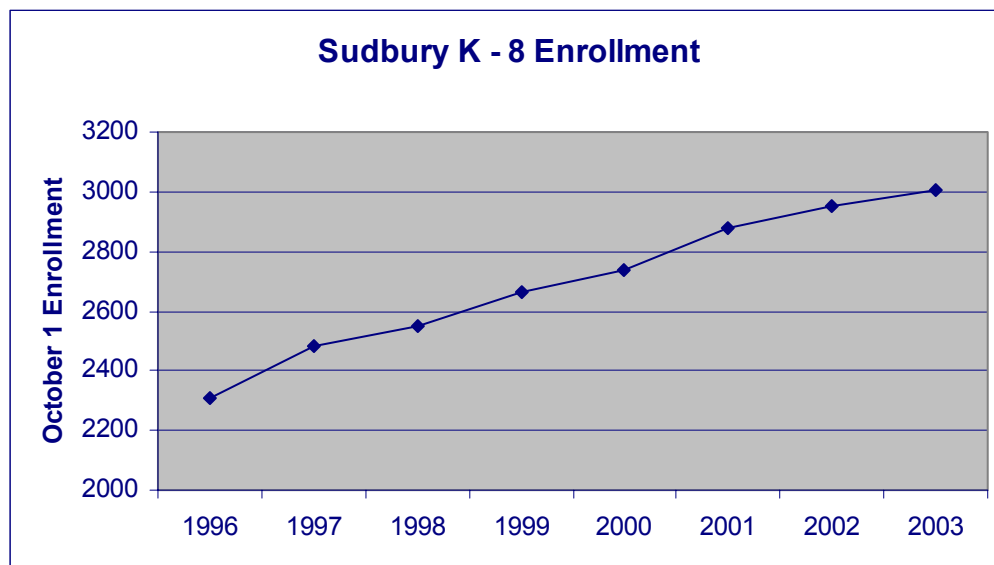
\* Operating basis means that debt service and one time capital projects are not included in these totals. Enterprise Funds are also omitted from this table. The cost centers shown above are the ones that are primarily supported by the General Fund.

## OPERATING BUDGET – ARTICLE 4

### **SUDBURY PUBLIC SCHOOLS**

As part of its balanced budget proposal, the Finance Committee is recommending a net Sudbury Public Schools budget for FY05 in the amount of \$22,683,653, an increase of \$655,734 or 3% from the Sudbury Public Schools non-benefit budget for last year. This, when taken together with the recommended \$4,626,464 budget for benefits costs for Sudbury Public Schools employees, represents an overall increase of \$1,163,018 or 4.4% in funding over the schools' combined FY04 appropriation. Benefits costs increased from \$4,119,180 in FY04 to \$4,626,464 in FY05. Enrollment is projected to increase 2.6% for FY05. The 3% non-benefit budget assumes level service which adds two teachers to maintain classroom ratios, but does not expand programs or services, nor does it restore programs eliminated in the past. An amount has been allocated in the non-benefit FY05 budget for teachers' salary increases; however, as of the writing of this warrant, contract negotiations are currently in process and it is not known if that amount will be sufficient. The Finance Committee recommends a FY05 Budget of \$22,683,653.

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	School Committee Voted FY05	FinCom Recommended FY05
<b>SUDBURY PUBLIC SCHOOLS</b>					
<b>Sudbury Public Schools</b>	<b>21,639,831</b>	<b>22,836,346</b>	<b>23,069,516</b>	<b>24,104,549</b>	<b>24,104,549</b>
Less: Offsets (inc. METCO)	632,620	717,980	1,041,597	1,420,896	1,420,896
<b>Net: Sudbury Public Schools</b>	<b>21,007,211</b>	<b>22,118,366</b>	<b>22,027,919</b>	<b>22,683,653</b>	<b>22,683,653</b>
Add: Benefits Costs	2,755,546	3,356,073	4,119,180	4,626,464	4,626,464
<b>Total: Cost S.P.S.(Gross)</b>	<b>23,762,757</b>	<b>25,474,439</b>	<b>26,147,099</b>	<b>27,310,117</b>	<b>27,310,117</b>



**SUDBURY PUBLIC SCHOOLS**

**Fiscal 2004-2005 Budget**

	FY 2002-03 Actual	FY 2003-04 Budget	FY 2004-05 Budget	\$ Change	% Change	FY 04 Staff (FTE)	FY 05 Staff (FTE)
Summary - Salaries							
Sys. Administration	\$750,532	\$854,213	\$769,723	(\$84,490)	-9.9%	11.7	10.7
Elementary Instruct.	\$6,874,290	\$7,003,639	\$7,534,821	\$531,182	7.6%	147.64	151.32
Mid. School Instruct.	\$3,636,135	\$3,884,738	\$4,024,134	\$139,396	3.6%	72	72.32
Cur., Instruct., Tech.	\$543,608	\$518,357	\$529,388	\$11,031	2.1%	9.9	9.9
SpEd Instruction	\$3,124,718	\$3,407,693	\$3,627,110	\$219,417	6.4%	97.06	97.06
Health/Transportation	\$500,562	\$756,384	\$774,978	\$18,594	2.5%	28.64	28.64
Plant Maintenance	\$759,369	\$753,640	\$794,431	\$40,791	5.4%	17	17
Other	\$412,921	\$559,980	\$536,910	(\$23,070)	-4.1%	0	0
Total Salaries:	\$16,602,135	\$17,738,644	\$18,591,495	\$852,851	4.8%	383.94	386.94
Salary Offsets:		(\$601,597)	(\$611,023)	(\$9,426)	0.0%		
Net Salaries:	\$16,602,135	\$17,137,047	\$17,980,472	\$843,425	4.9%		

	FY 2002-03 Actual	FY 2003-04 Budget	FY 2005 Budget	\$ Change	% Change
Summary - Expenses					
Sys. Administration	\$282,945	\$230,800	\$230,800	\$0	0.0%
Equipment	\$85,461	\$86,746	\$86,746	\$0	0.0%
Elementary Instruct.	\$401,423	\$295,642	\$295,642	\$0	0.0%
Mid. School Instruct.	\$236,783	\$159,388	\$159,388	\$0	0.0%
Cur., Instruct., Tech.	\$302,384	\$126,338	\$126,338	\$0	0.0%
SpEd Instruction	\$2,101,730	\$2,342,111	\$2,524,293	\$182,182	7.8%
Health/Transportation	\$784,472	\$971,095	\$971,095	\$0	0.0%
Utilities	\$803,148	\$776,502	\$776,502	\$0	0.0%
Plant Maintenance	\$404,020	\$342,250	\$342,250	\$0	0.0%
Total Expenses:	\$5,402,366	\$5,330,872	\$5,513,054	\$182,182	3.4%
Expense Offsets:					
Grants		(\$440,000)	(\$440,000)	\$0	
Circuit Breaker			(\$369,873)	(\$369,873)	
Net Expenses:	\$5,402,366	\$4,890,872	\$4,703,181	(\$187,691)	-3.8%
Grand Total Expense + Salary:	\$22,004,501	\$23,069,516	\$24,104,549	\$1,035,033	4.5%
Less: Total Offsets	\$0	(\$1,041,597)	(\$1,420,896)	(\$379,299)	
Net Budget Total	\$22,004,501	\$22,027,919	\$22,683,653	\$655,734	3.0%



## LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT

	Appropriated	Appropriated	Appropriated	School Committee Voted	FinCom Recommended
	FY02	FY 03	FY 04	FY05	FY05
<b>LINCOLN-SUDBURY REGIONAL HS</b>					
Operating Budget Assessment	11,055,205	11,630,304	12,352,149	13,585,962	12,804,319
Debt Assessment	345,803	576,388	1,089,609	1,597,371	1,597,371
<b>Total: LSRHS Assessment</b>	<b>11,401,008</b>	<b>12,206,692</b>	<b>13,441,758</b>	<b>15,183,333</b>	<b>14,401,690</b>

Lincoln-Sudbury Regional High School (“LSRHS”) is a grade 9-12 regional school district established pursuant to Chapter 71 of Massachusetts General Laws and operates in accordance with the Lincoln-Sudbury Regional Agreement. As a regional school district, Lincoln-Sudbury includes within its budget all costs associated with running the District. Such costs not commonly found in non-regional school budgets such as health, life, workers’ compensation and property and casualty insurances; FICA; retirement assessments; and debt service are all included in the LSRHS budget and represent 27% of the total budget for FY05. Chapter 70 State Aid and Regional Transportation Aid are used to reduce the total budget. The amount remaining after deducting receipts and other credits is then apportioned to Lincoln and Sudbury by a ratio based upon the enrollment of students from each town. The FY05 budget ratio for Sudbury is 85.27% (up from 84.91% in FY04) and for Lincoln is 14.73%. This 0.36% increase in ratio for the Sudbury FY05 assessment amounts to approximately \$64,000.

The enrollment at LSRHS has increased 60% from FY95 (887 students) to FY04 (1,418 students) and 3.0% (41 students) from FY03. Projections indicate continued growth at 4-6% annually, reaching a projected enrollment of 1,850 in FY09.

The Finance Committee requested LSRHS prepare operating budgets for FY05 under scenarios that allowed for an unspecified increase necessary to fund pension, benefits and insurance costs as well as increases in wages and other costs limited to 0% and 3%. LSRHS was also free to submit any other budget it wished the Finance Committee to consider. The LS School Committee approved and submitted a budget that was 3.6% greater than the FY04 budget. The budget would provide for contractually negotiated salary increases for teachers of 3.4%, projected increases in operating costs for the new high school building, primarily utilities, of \$239,000 and increases in the costs of special education of \$306,000 due to both a reduction in state aid under the circuit breaker formula and an increase of students going out of district. Offsetting these increases were general reductions in departmental operating budgets, increases in certain fees and some reductions in staff. The submitted budget would have to be increased by an additional \$365,000 to meet level staffing requirements. Under all budget scenarios, state aid for Chapter 70 was projected to be level funded from FY04 levels and regional transportation aid was projected to decline by 10% from FY04 levels.

The Finance Committee recommends approval of an assessment to the District of \$14,401,690.

# LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT

## FY 2005 Proposed Budget

Voted by the Lincoln-Sudbury Regional School Committee

February 3, 2004

### OPERATING BUDGET

<b>Administration:</b>	<b>FY '02 Expenditure</b>	<b>FY '03 Budget</b>	<b>FY '03 Expenditure</b>	<b>FY '04 Budget</b>	<b>FY '05 Budget</b>
School Committee	137,448	86,000	319,863	86,000	90,000
Administration	57,304	59,500	91,634	41,000	45,000
Business Office	14,038	21,000	23,876	19,300	19,000
Central Office	16,068	17,000	16,000	17,000	16,500
<b>Administration Total</b>	<b>224,858</b>	<b>183,500</b>	<b>451,373</b>	<b>163,300</b>	<b>170,500</b>

<b>Instruction</b>	<b>FY '02 Expenditure</b>	<b>FY '03 Budget</b>	<b>FY '03 Expenditure</b>	<b>FY '04 Budget</b>	<b>FY '05 Budget</b>
Art	47,714	43,509	44,878	44,616	39,715
Computer	156,332	109,570	122,350	107,564	136,100
Drama	9,831	5,769	5,667	5,808	5,600
English	47,504	40,376	30,470	38,266	38,000
Language	41,731	23,789	4,192	24,213	22,440
History	35,017	32,405	30,184	29,017	28,000
Journalism	2,696	3,125	3,261	3,003	3,003
Mathematics	35,367	38,886	37,485	35,550	28,360
Music	26,255	25,049	27,690	24,908	21,983
Wellness	25,759	30,626	27,097	32,283	25,700
Science	38,788	40,769	32,747	40,214	38,950
Technology	20,612	22,116	21,521	22,209	20,400
Career Center	3,588	8,991	2,246	6,293	5,200
General Supplies	162,653	130,000	148,707	129,710	130,000
<b>Instruction Total</b>	<b>653,845</b>	<b>554,980</b>	<b>538,495</b>	<b>543,654</b>	<b>543,451</b>

<b>Educational Support</b>	<b>FY '02 Expenditure</b>	<b>FY '03 Budget</b>	<b>FY '03 Expenditure</b>	<b>FY '04 Budget</b>	<b>FY '05 Budget</b>
House Services	48,251	39,500	34,580	40,700	44,800
Student Services	45,132	33,020	38,338	34,433	36,433
Audio-Visual	59,462	40,290	46,003	37,952	25,500
Library	27,641	28,477	28,920	25,103	24,203
Student Activities	17,364	18,650	14,509	18,650	15,650
Athletics	191,242	209,390	185,352	203,781	203,781
Transportation	270,100	297,773	277,803	308,534	322,105
Development	22,587	16,500	22,491	16,500	16,500
<b>Ed Support Total</b>	<b>681,778</b>	<b>683,600</b>	<b>647,997</b>	<b>685,653</b>	<b>688,972</b>

<b>Operations</b>	<b>FY '02 Expenditure</b>	<b>FY '03 Budget</b>	<b>FY '03 Expenditure</b>	<b>FY '04 Budget</b>	<b>FY '05 Budget</b>
Custodial	167,345	179,500	164,788	168,000	206,000
Grounds	17,634	23,500	13,615	23,500	21,000
Maintenance	170,138	146,710	116,667	154,000	157,400
Utilities	342,893	377,200	346,206	395,700	595,700
<b>Operations Total</b>	<b>698,009</b>	<b>726,910</b>	<b>641,276</b>	<b>741,200</b>	<b>980,100</b>
<b>Special Education</b>	<b>FY '02 Expenditure</b>	<b>FY '03 Budget</b>	<b>FY '03 Expenditure</b>	<b>FY '04 Budget</b>	<b>FY '05 Budget</b>
Local Services	53,787	61,636	41,487	65,779	63,869
Transportation	147,363	168,000	139,094	152,100	184,800
Out-of-District	917,823	1,107,975	782,700	1,184,596	1,460,304
<b>Special Ed Total</b>	<b>1,118,973</b>	<b>1,337,611</b>	<b>963,281</b>	<b>1,402,475</b>	<b>1,708,973</b>
<b>Contingency</b>	<b>FY '02 Expenditure</b>	<b>FY '03 Budget</b>	<b>FY '03 Expenditure</b>	<b>FY '04 Budget</b>	<b>FY '05 Budget</b>
Contingency	1,200	75,000	3,582	75,000	75,000
<b>Contingency Total</b>	<b>1,200</b>	<b>75,000</b>	<b>3,582</b>	<b>75,000</b>	<b>75,000</b>
<b>Salaries &amp; Other Compensation:</b>	<b>FY '02 Expenditure</b>	<b>FY '03 Budget</b>	<b>FY '03 Expenditure</b>	<b>FY '04 Budget</b>	<b>FY '05 Budget</b>
Administration	824,216	866,840	829,809	849,312	891,679
Administrative Support	219,402	227,296	248,186	165,503	175,086
Professional Staff	7,786,139	8,238,968	8,070,007	8,414,826	8,696,062
Course Reimbursement	33,000	37,000	37,000	21,000	21,000
Curriculum Development	54,000	59,000	59,000	0	36,000
Extra Services	80,352	89,680	83,331	82,062	84,408
Educational Support	585,480	626,666	669,562	586,691	623,231
Substitutes	50,233	75,000	126,143	75,000	80,000
Clerical	552,839	622,491	598,687	642,467	651,661
Blg./Grds/Maint.	399,824	429,916	422,385	450,309	471,407
Coaches/Trainer	319,926	335,550	330,730	335,550	351,007
Staffing Reduction	0	0	0	0	0
<b>Salaries Total</b>	<b>10,905,410</b>	<b>11,608,407</b>	<b>11,474,838</b>	<b>11,622,720</b>	<b>12,081,541</b>
<b>Other Equipment &amp; Capital Projects</b>	<b>FY '02 Expenditure</b>	<b>FY '03 Budget</b>	<b>FY '03 Expenditure</b>	<b>FY '04 Budget</b>	<b>FY '05 Budget</b>
Capital Equipment	0	48,759	46,726	0	0
<b>Capital Project Total</b>	<b>0</b>	<b>48,759</b>	<b>46,726</b>	<b>0</b>	<b>0</b>
<b>TOTAL OPERATING BUDGET</b>	<b>14,284,074</b>	<b>15,218,767</b>	<b>14,767,569</b>	<b>15,234,002</b>	<b>16,248,537</b>

# **PENSIONS & INSURANCE BUDGET**

	<b>FY '02</b>	<b>FY '03</b>	<b>FY '03</b>	<b>FY '04</b>	<b>FY '05</b>
<b>Pensions &amp; Insurance</b>	<b>Expenditure</b>	<b>Budget</b>	<b>Expenditure</b>	<b>Budget</b>	<b>Budget</b>
Insurance	1,210,967	1,671,437	1,536,817	1,865,532	2,043,908
Pensions	315,365	339,731	353,259	331,030	367,299
<b>Fixed Costs Total</b>	<b>1,526,333</b>	<b>2,011,168</b>	<b>1,890,076</b>	<b>2,196,562</b>	<b>2,411,207</b>

# **DEBT SERVICE/STABILIZATION BUDGET**

	<b>FY '02</b>	<b>FY '03</b>	<b>FY '03</b>	<b>FY '04</b>	<b>FY '05</b>
<b>Debt/Stabilization</b>	<b>Expenditure</b>	<b>Budget</b>	<b>Expenditure</b>	<b>Budget</b>	<b>Budget</b>
Capital Project Bond Principal	0	0	0	0	1,400,000
Capital Project Bond Interest	0	0	0	0	760,760
Boiler Principal & Interest	191,563	184,650	184,650	153,075	0
Capital Project Short Term Interest	100,122	496,097	274,247	1,246,575	1,077,041
Stabilization Funding	0	32,162	32,162	63,268	0
<b>Total Debt/Stabilization</b>	<b>291,685</b>	<b>712,909</b>	<b>491,059</b>	<b>1,462,918</b>	<b>3,237,801</b>

# **SCHOOL CHOICE BUDGET**

	<b>FY '02</b>	<b>FY '03</b>	<b>FY '03</b>	<b>FY '04</b>	<b>FY '05</b>
	<b>Expenditure</b>	<b>Budget</b>	<b>Expenditure</b>	<b>Budget</b>	<b>Budget</b>
Tuition Assessment	26,572	10,000	5,000	10,000	10,000
<b>Total School Choice</b>	<b>26,572</b>	<b>10,000</b>	<b>5,000</b>	<b>10,000</b>	<b>10,000</b>

**TOTAL OTHER COSTS**                      **1,844,590**                      **2,734,077**                      **2,386,135**                      **3,669,480**                      **5,659,008**

**TOTAL BUDGET**                              **16,128,663**                      **17,703,244**                      **17,153,704**                      **18,577,082**                      **21,458,745**

STATE AID	-2,404,377	-1,847,028	-1,645,309
STABILIZATION OFFSET	-32,162	-63,268	0
PREMIUMS	0	0	-1,150,540
REAPPORTIONMENT	-856,850	-838,723	-869,166

ASSESSMENT	14,409,856	15,828,064	17,793,729
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LINCOLN ASSESSMENT	2,203,163	2,386,306	2,610,397
SUDBURY ASSESSMENT	12,206,692	13,441,758	15,183,333

TOTAL ASSESSMENT	14,409,856	15,828,064	17,793,729
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## **MINUTEMAN VOCATIONAL TECHNICAL SCHOOL DISTRICT**

	Appropriated	Appropriated	Appropriated	School Committee Request	FinCom Recommended
	FY02	FY 03	FY 04	FY05	FY05
<b>MINUTEMAN VOCATIONAL</b>					
Operating Budget Assessment	319,158	378,971	373,813	293,321	293,321
<b>Total: Minuteman Assessment</b>	<b>319,158</b>	<b>378,971</b>	<b>373,813</b>	<b>293,321</b>	<b>293,321</b>

The proposed FY05 Budget provides slight increase in the assessment to Sudbury due to increased enrollment, even though Minuteman had decreased their overall budget by 0.6%. The FY05 budget is \$99,126 less than FY04's operating budget. The Finance Committee recommends approval of an assessment to the District of \$293,321.

# MINUTEMAN VOCATIONAL TECHNICAL SCHOOL DISTRICT

PROGRAM AREA	Appropriated FY04	Appropriated FY05	Difference
<b>Instructional</b>			
Technology	140,853	128,383	-12,470
Commercial	87,856	84,936	-2,920
Trades	129,848	124,602	-5,246
Academic	288,133	276,262	-11,871
<b>Instructional Sub-Total</b>	<b>646,690</b>	<b>614,183</b>	<b>-32,507</b>
<b>Support</b>			
Library	23,858	21,858	-2,000
Audio-Visual	4,750	4,300	-450
Television	50	65	15
Microcomputer Service	52,680	52,300	-380
Business Tech (rel.)	3,300	3,200	-100
Duplicating Service	44,115	43,615	-500
Special Education	27,010	27,410	400
Psychological Service	2,000	2,000	0
Guidance Service	14,550	14,050	-500
Health Service	11,450	11,450	0
Principal's Office	93,740	90,250	-3,490
Transporation	1,049,871	1,119,158	69,287
Vocation Coordinator	6,150	5,800	-350
Computer Service, Mini	26,400	25,400	-1,000
Dean's Office	3,120	2,920	-200
Dist. & Professional Development	159,560	159,160	-400
Public Information	186,350	180,760	-5,590
Superintendent's Office	5,000	4,700	-300
Planning Office	36,700	33,500	-3,200
Business Office	20,500	19,900	-600
Risk Insurance	255,807	139,000	-116,807
Employee Benefits	1,526,697	1,711,742	185,045
Medicare/ FICA	110,000	120,650	10,650
Maintenance	1,013,900	873,900	-140,000
Debt Management	0	0	0
Equipment/ Capital	50,000	0	-50,000
Food Service	7,050	6,750	-300
Leadership/ Safety	10,450	10,250	-200
<b>Support Sub-Total</b>	<b>4,745,058</b>	<b>4,684,088</b>	<b>-60,970</b>
Salaries	10,051,717	10,046,068	-5,649
<b>TOTAL</b>	<b>15,443,465</b>	<b>15,344,339</b>	<b>-99,126</b>

Full-time Sudbury Students = 17.00

## GENERAL GOVERNMENT

The General Government portion of the budget represents the Executive, General Administration, Legal and quasi-judicial functions of the Town. Some of these offices include Selectmen/Town Manager's office, Finance Department (which includes Accounting, Assessors, Treasurer/Collector and Information Systems), Planning Board, Board of Appeals and the Town Clerk & Registrars. The FY05 Budget is increasing this year by \$43,436, or 2.26% to \$1,965,410.

For the most part, this FY05 budget maintains the same level of services as provided for in the FY04 budget, but does not restore the cuts made during the past two cycles. Three departments are allocated small increases: hours for an intern in the Planning Department are increased so that the Town Planner can spend more time on economic development and housing issues during the summer; the Assessing Department will continue its contracted work to comply with State requirements to complete a re-inspection of all real properties in Town; and Information Systems will have funds to place all 12 town servers under warranty. For the most part, all other increases in General Government budgets provide for step and salary adjustments increases for existing employees.

The Finance Committee recommends approval of FY05 General Government Budget of \$1,965,410.

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>SELECTMEN/TOWN MANAGER</b>					
Town Manager	99,224	119,063	121,563	124,746	124,746
Admin. Salaries	48,282	51,670	52,445	53,625	53,625
Overtime	1,500	1,600	1,624	1,171	1,171
Clerical	80,720	48,686	50,229	51,560	51,560
Executive Incentive Program	9,200	9,200	7,000	8,000	8,000
Sick Leave Buy Back	257	891	1,206	1,233	1,233
<b>Sub Total: Personal Services</b>	<b>239,183</b>	<b>231,110</b>	<b>234,067</b>	<b>240,335</b>	<b>240,335</b>
General Expense	14,600	15,000	15,000	15,000	15,000
Maintenance	750	750	750	750	750
Travel	3,300	3,900	3,900	4,000	4,000
Out of State Travel	7,000	5,000	4,500	4,500	4,500
Surveys & Studies	8,982	8,982	0	0	0
Contracted Services	3,500	0	2,000	2,500	2,500
Equipment	500	0	0	0	0
<b>Sub Total: Expenses</b>	<b>38,632</b>	<b>33,632</b>	<b>26,150</b>	<b>26,750</b>	<b>26,750</b>
<b>Total: Selectmen</b>	<b>277,815</b>	<b>264,742</b>	<b>260,217</b>	<b>267,085</b>	<b>267,085</b>

## GENERAL GOVERNMENT

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>ASSISTANT TOWN MGR/PERSONNEL</b>					
Assistant Town Manager	70,795	76,443	77,590	79,336	79,336
Clerical	39,049	41,050	35,399	36,195	36,195
<b>Sub Total: Personal Services</b>	<b>109,844</b>	<b>117,493</b>	<b>112,989</b>	<b>115,531</b>	<b>115,531</b>
General Expense	1,800	1,750	1,750	1,750	1,750
Travel	300	250	250	400	400
Contracted Services	2,000	2,000	2,000	2,000	2,000
Employee Profess. Develop.	1,200	1,100	1,100	1,100	1,100
<b>Sub Total: Expenses</b>	<b>5,300</b>	<b>5,100</b>	<b>5,100</b>	<b>5,250</b>	<b>5,250</b>
<b>Total: ATM/Personnel</b>	<b>115,144</b>	<b>122,593</b>	<b>118,089</b>	<b>120,781</b>	<b>120,781</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>LAW</b>					
Town Counsel	35,748	37,150	37,707	38,555	38,555
Clerical	32,670	33,242	34,255	34,771	34,771
<b>Sub Total: Personal Services</b>	<b>68,418</b>	<b>70,392</b>	<b>71,962</b>	<b>73,327</b>	<b>73,327</b>
General Expense	5,950	5,950	5,700	5,700	5,700
Legal Expense	71,953	73,005	73,000	74,000	74,000
<b>Sub Total: Expenses</b>	<b>77,903</b>	<b>78,955</b>	<b>78,700</b>	<b>79,700</b>	<b>79,700</b>
<b>Total: Law</b>	<b>146,321</b>	<b>149,347</b>	<b>150,662</b>	<b>153,027</b>	<b>153,027</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>FINANCE COMMITTEE</b>					
Clerical	0	0	0	1,500	1,500
<b>Sub Total: Personal Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>
General Expense	0		0	250	250
<b>Sub Total: Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>250</b>	<b>250</b>
<b>Total: Finance Committee</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,750</b>	<b>1,750</b>



## GENERAL GOVERNMENT

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>ACCOUNTING</b>					
Town Accountant	65,846	68,413	68,413	68,413	68,413
Salaries	106,709	115,018	120,778	118,235	118,235
Sick Leave Buy Back				1,425	1,425
Overtime	1,000	1,000	1,015	1,038	1,038
<b>Sub Total: Personal Services</b>	<b>173,555</b>	<b>184,431</b>	<b>190,206</b>	<b>189,111</b>	<b>189,111</b>
General Expense	6,600	6,100	6,100	6,100	6,100
Computer	20,672	13,800	17,500	18,500	18,500
Maintenance	2,020	2,020	2,020	2,020	2,020
Travel	750	550	550	750	750
Contracted Services	30,000	25,000	31,500	31,500	31,500
<b>Sub Total: Expenses</b>	<b>60,042</b>	<b>47,470</b>	<b>57,670</b>	<b>58,870</b>	<b>58,870</b>
<b>Total: Accounting</b>	<b>233,597</b>	<b>231,901</b>	<b>247,876</b>	<b>247,981</b>	<b>247,981</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>ASSESSORS</b>					
Director	63,025	68,063	68,063	68,263	68,263
Clerical	107,008	122,331	128,377	133,899	133,899
Sick Buy Back	873	1,008	1,063	1,087	1,087
<b>Sub Total: Personal Services</b>	<b>170,906</b>	<b>191,402</b>	<b>197,503</b>	<b>203,249</b>	<b>203,249</b>
General Expense	11,000	10,500	10,500	10,500	10,500
Tuition	1,000	2,000	1,000	1,000	1,000
Contracted Services	15,000	15,000	15,000	20,000	20,000
<b>Sub Total: Expenses</b>	<b>27,000</b>	<b>27,500</b>	<b>26,500</b>	<b>31,500</b>	<b>31,500</b>
<b>Total: Assessor</b>	<b>197,906</b>	<b>218,902</b>	<b>224,003</b>	<b>234,749</b>	<b>234,749</b>

## GENERAL GOVERNMENT

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>TREASURER/COLLECTOR</b>					
Fin. Director/Treasurer-Collector	77,166	83,324	84,574	86,477	86,477
Sick Leave Buy Back			763	0	0
Clerical	124,826	132,022	130,067	132,231	132,231
Stipends	2,500	2,500	2,500	2,500	2,500
<b>Sub Total: Personal Services</b>	<b>204,492</b>	<b>217,846</b>	<b>217,904</b>	<b>221,208</b>	<b>221,208</b>
General Expense	35,050	41,150	35,300	25,800	25,800
Maintenance	7,415	8,500	8,500	8,750	8,750
Travel	1,500	750	750	750	750
Tax Collection	13,500	13,500	10,000	10,000	10,000
Equipment	7,500	0	0	0	0
Tax Title Expense	1,500	1,500	0	0	0
<b>Sub Total: Expenses</b>	<b>66,465</b>	<b>65,400</b>	<b>54,550</b>	<b>45,300</b>	<b>45,300</b>
<b>Total: Treasurer-Collector</b>	<b>270,957</b>	<b>283,246</b>	<b>272,454</b>	<b>266,508</b>	<b>266,508</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>INFORMATION SYSTEMS</b>					
Technology Administrator	68,116	70,786	70,786	70,786	70,786
Clerical	31,949	37,277	39,319	41,780	41,780
Sick Leave Buy Back	1,463	1,627	1,651	1,652	1,652
Summer Help	3,240	3,338	3,518	3,710	3,710
<b>Sub Total: Personal Services</b>	<b>104,768</b>	<b>113,028</b>	<b>115,274</b>	<b>117,928</b>	<b>117,928</b>
General Expense	5,000	5,000	4,000	4,750	4,750
Software	31,345	32,545	32,545	32,545	32,545
Maintenance	8,000	10,000	10,000	10,000	10,000
Travel	1,725	1,250	1,250	500	500
Contracted Services	14,400	12,400	12,400	18,400	18,400
Equipment	55,150	52,000	50,000	50,000	50,000
Professional Development	2,950	3,750	3,750	3,750	3,750
WAN/Telephone Connections	14,340	11,500	11,500	11,500	11,500
Network	5,000	5,000	5,000	5,000	5,000
Internet	10,000	10,000	10,000	10,000	10,000
<b>Sub Total: Expenses</b>	<b>147,910</b>	<b>143,445</b>	<b>140,445</b>	<b>146,445</b>	<b>146,445</b>
<b>Total: Information Systems</b>	<b>252,678</b>	<b>256,473</b>	<b>255,719</b>	<b>264,373</b>	<b>264,373</b>

## GENERAL GOVERNMENT

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>TOWN CLERK &amp; REGISTRARS</b>					
Town Clerk	56,449	48,656	52,587	54,648	54,648
Overtime	849	800	812	800	800
Clerical	100,864	107,525	104,899	110,733	110,733
Sick Leave Buy Back	1,296	0	0	0	0
Election Workers				12,000	12,000
Registrars	932	932	946	946	946
<b>Sub Total: Personal Services</b>	<b>160,390</b>	<b>157,913</b>	<b>159,244</b>	<b>179,127</b>	<b>179,127</b>
General Expense	9,814	10,854	10,854	10,854	10,854
Computer	1,750	1,750	1,750	1,750	1,750
Maintenance	200	200	200	200	200
Travel	700	650	650	650	650
Tuition	650	700	700	700	700
Elections	11,644	24,000	22,360	12,000	12,000
Equipment	500	500	3,300	500	500
<b>Sub Total: Expenses</b>	<b>25,258</b>	<b>38,654</b>	<b>39,814</b>	<b>26,654</b>	<b>26,654</b>
<b>Total: Town Clerk &amp; Registrar</b>	<b>185,648</b>	<b>196,567</b>	<b>199,058</b>	<b>205,781</b>	<b>205,781</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>COMMITTEE FOR PRESERVATION AND MANAGEMENT OF DOCUMENTS</b>					
General Expenses	1,500	1,000	1,000	1,000	1,000
<b>Sub Total: Expenses</b>	<b>1,500</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>
<b>Total: Doc. Preservation</b>	<b>1,500</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>BOARD OF APPEALS</b>					
Clerical	20,661	22,483	22,820	23,333	23,333
<b>Sub Total: Personal Services</b>	<b>20,661</b>	<b>22,483</b>	<b>22,820</b>	<b>23,333</b>	<b>23,333</b>
General Expense	1,850	1,850	1,600	1,850	1,850
<b>Sub Total: Expenses</b>	<b>1,850</b>	<b>1,850</b>	<b>1,600</b>	<b>1,850</b>	<b>1,850</b>
<b>Total: Board of Appeals</b>	<b>22,511</b>	<b>24,333</b>	<b>24,420</b>	<b>25,183</b>	<b>25,183</b>

## GENERAL GOVERNMENT

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>CONSERVATION</b>					
Conservation Coordinator	49,408	53,485	56,834	59,062	59,062
Clerical	7,455	6,786	9,089	9,863	9,863
Sick Leave Buy Back	1,180	1,276	1,327	2,272	2,272
<b>Sub Total: Personal Services</b>	<b>58,043</b>	<b>61,547</b>	<b>67,250</b>	<b>71,197</b>	<b>71,197</b>
General Expense	1,443	1,443	1,443	1,443	1,443
Clothing	0	250	250	250	250
Trail Maintenance	4,500	3,000	3,000	3,000	3,000
Travel	625	525	450	400	400
<b>Sub Total: Expenses</b>	<b>6,568</b>	<b>5,218</b>	<b>5,143</b>	<b>5,093</b>	<b>5,093</b>
<b>Total: Conservation</b>	<b>64,611</b>	<b>66,765</b>	<b>72,393</b>	<b>76,290</b>	<b>76,290</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>PLANNING BOARD &amp; DESIGN REVIEW BOARD</b>					
Town Planner	67,545	70,334	70,334	70,334	70,334
Planning Intern	3,500	3,500	2,500	6,000	6,000
Clerical	21,783	20,004	21,099	22,418	22,418
<b>Sub Total: Personal Services</b>	<b>92,828</b>	<b>93,838</b>	<b>93,933</b>	<b>98,752</b>	<b>98,752</b>
General Expense	2,000	2,000	1,650	1,650	1,650
Professional Development	500	400	400	400	400
Clothing Allowance	100	100	100	100	100
<b>Sub Total: Expenses</b>	<b>2,600</b>	<b>2,500</b>	<b>2,150</b>	<b>2,150</b>	<b>2,150</b>
<b>Total: Planning Board</b>	<b>95,428</b>	<b>96,338</b>	<b>96,083</b>	<b>100,902</b>	<b>100,902</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>Total:</b>					
<b>General Government</b>	<b>\$1,864,616</b>	<b>\$1,912,207</b>	<b>\$1,921,974</b>	<b>\$1,965,410</b>	<b>\$1,965,410</b>

## **PUBLIC SAFETY**

The Public Safety cluster includes the Fire, Police, Building Inspection and Dog Officer Departments. The FY05 budget for these departments reflects an increase of \$143,940 or 2.8% over FY04. Due to the high percentages of salaries relative to total spending in the cluster, lower percentage increases translate directly to short shifts and lower staffing levels. At the time of this writing, contract negotiations were ongoing with the unions other than police and the impact to the budget is uncertain. The Town will continue to operate with fewer police and fire personnel than in the 1980's even though population and the number of service calls have increased.

The Finance Committee recommends approval of a FY05 Public Safety overall budget of \$5,289,182.

	<b>Appropriated FY02</b>	<b>Appropriated FY 03</b>	<b>Appropriated FY 04</b>	<b>Town Mgr Request FY05</b>	<b>FinCom Recommended FY05</b>
<b>POLICE DEPT</b>					
Chief	99,440	103,522	104,872	107,348	107,348
Lieutenants	173,036	182,596	189,738	159,707	159,707
Salaries	1,145,973	1,204,518	1,206,794	1,223,119	1,223,119
Night Differential	20,000	20,000	20,300	20,300	20,300
Overtime	134,543	144,543	144,543	164,542	164,542
Clerical	73,027	77,083	79,663	81,455	81,455
Dispatchers	136,863	139,441	147,303	155,432	155,432
Sick Leave Buy Back	6,147	6,147	5,859	6,211	6,211
Holiday Pay	14,506	14,506	14,506	14,506	14,506
Stipend	12,100	26,850	26,850	29,850	29,850
<b>Sub Total: Personal Services</b>	<b>1,815,635</b>	<b>1,919,206</b>	<b>1,940,428</b>	<b>1,962,470</b>	<b>1,962,470</b>
General Expense	30,158	34,458	34,458	38,818	38,818
Maintenance	50,615	55,265	55,265	55,265	55,265
Travel	2,500	2,500	2,500	2,500	2,500
Uniforms	22,600	22,600	25,430	27,590	27,590
Tuition	4,700	4,700	10,000	10,000	10,000
Equipment	25,000	6,500	6,500	6,500	6,500
<b>Sub Total: Expenses</b>	<b>135,573</b>	<b>126,023</b>	<b>134,153</b>	<b>140,673</b>	<b>140,673</b>
Police Cruisers	122,500	122,500	120,000	120,000	120,000
<b>Sub Total: Capital</b>	<b>122,500</b>	<b>122,500</b>	<b>120,000</b>	<b>120,000</b>	<b>120,000</b>
<b>Total: Police</b>	<b>2,073,708</b>	<b>2,167,729</b>	<b>2,194,581</b>	<b>2,223,143</b>	<b>2,223,143</b>

# PUBLIC SAFETY

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>FIRE DEPT</b>					
Chief	91,555	95,121	96,548	96,548	96,548
Salaries	1,486,524	1,532,472	1,540,086	1,537,214	1,537,214
Overtime	291,354	307,755	325,195	330,195	330,195
Clerical	26,085	29,031	27,691	29,426	29,426
Dispatchers	100,568	97,425	102,319	107,572	107,572
Sick Buy Back	7,619	7,760	6,861	5,583	5,583
<b>Sub Total: Personal Services</b>	<b>2,003,705</b>	<b>2,069,564</b>	<b>2,098,700</b>	<b>2,106,538</b>	<b>2,106,538</b>
General Expense	27,020	29,220	30,960	32,060	32,060
Maintenance	75,075	76,000	76,000	92,860	92,860
Alarm Maint.	1,000	1,500	1,500	1,500	1,500
Travel, In State	500	500	500	500	500
Uniforms	29,945	38,500	38,500	38,500	38,500
Tuition	17,100	10,000	8,000	10,000	10,000
Contracted Services	14,360	15,000	19,000	19,000	19,000
Equipment	19,800	22,500	19,750	26,250	26,250
<b>Sub Total: Expenses</b>	<b>184,800</b>	<b>193,220</b>	<b>194,210</b>	<b>220,670</b>	<b>220,670</b>
Capital Items	40,000	40,000	0	0	0
<b>Sub Total: Capital Expenses</b>	<b>40,000</b>	<b>40,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total: Fire</b>	<b>2,228,505</b>	<b>2,302,784</b>	<b>2,292,910</b>	<b>2,327,208</b>	<b>2,327,208</b>
Offset: Ambulance Fund	115,122	192,494	200,853	193,372	193,372
<b>Net Budget</b>	<b>2,113,383</b>	<b>2,110,290</b>	<b>2,092,057</b>	<b>2,133,836</b>	<b>2,133,836</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>DOG OFFICER</b>					
Dog Officer	8,384	8,384	8,510	8,701	8,701
Sick Leave Buy Back	610	610	645	713	713
<b>Sub Total: Personal Services</b>	<b>8,994</b>	<b>8,994</b>	<b>9,155</b>	<b>9,414</b>	<b>9,414</b>
General Expense	560	560	400	400	400
Vehicle Maintenance	200	200	200	200	200
Contracted Services	800	800	1,170	1,170	1,170
<b>Sub Total: Expenses</b>	<b>1,560</b>	<b>1,560</b>	<b>1,770</b>	<b>1,770</b>	<b>1,770</b>
<b>Total: Dog Officer</b>	<b>10,554</b>	<b>10,554</b>	<b>10,925</b>	<b>11,184</b>	<b>11,184</b>

# **PUBLIC SAFETY**

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>BUILDING DEPT.</b>					
Inspector	61,723	66,493	62,473	64,922	64,922
Supervisor of Town Buildings	48,134	49,702	52,296	52,096	52,096
Assistant Inspector	48,477	49,900	33,334	34,074	34,074
Clerical	35,534	35,364	37,779	39,835	39,835
Deputy Inspector	2,851	2,851	3,020	2,640	2,640
Zoning Enforcement Agent	6,980	7,471	8,134	8,134	8,134
Plumbing/ Gas Inspector	25,000	25,980	27,369	26,585	26,585
Retainer: Plumbing	2,300	0	0	0	0
Sealer of Weights	2,150	2,150	2,182	2,150	2,150
Wiring Inspector	13,562	13,050	13,050	13,250	13,250
Custodial	73,618	76,454	77,769	79,692	79,692
<b>Sub Total: Personal Services</b>	<b>320,329</b>	<b>329,415</b>	<b>317,406</b>	<b>323,377</b>	<b>323,377</b>
General Expense	2,500	3,500	3,500	3,500	3,500
Utilities		123,549	198,904	258,340	258,340
Town Bldg. Maintenance	171,094	114,401	59,976	72,883	72,883
Vehicle Maintenance	1,000	1,000	1,000	1,000	1,000
Contracted services	48,200	60,000	61,890	64,272	64,272
Uniforms	1,200	1,350	1,350	1,475	1,475
In-State Travel	0	2,500	2,800	2,800	2,800
Equipment	2,000	0	0	0	0
<b>Sub Total: Expenses</b>	<b>225,994</b>	<b>306,300</b>	<b>329,420</b>	<b>404,270</b>	<b>404,270</b>
Building Improvements	14,500	9,500	0	0	0
<b>Sub Total: Capital Expenses</b>	<b>14,500</b>	<b>9,500</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total: Building</b>	<b>560,823</b>	<b>645,215</b>	<b>646,826</b>	<b>727,647</b>	<b>727,647</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>Total</b>					
<b>Public Safety</b>	<b>4,873,590</b>	<b>5,126,282</b>	<b>5,145,242</b>	<b>0</b>	<b>5,289,182</b>

## **PUBLIC WORKS**

The Public Works cluster includes the Engineering, Streets and Roads, Trees and Cemeteries, and Parks and Grounds Divisions, and Solid Waste Enterprise Fund. The Solid Waste Enterprise Fund is voted separately at Town Meeting.

The recommended FY05 budget for these divisions includes an increase of \$44,625 or 1.75% over FY04. Over the past six years, the Town has added a large amount of additional conservation land (Meachen, Nobscot, Piper), plus additional school fields (new at Loring and additional at Curtis). Haskell Field was also expanded, and the Town is using all of its fields more intensively than in the previous year. The Parks & Grounds division has had 3 employees during this period. The FY05 budget will add a fourth employee to aid in maintaining these additional assets.

The Finance Committee recommends approval of a FY05 Public Works budget of \$2,591,406.

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>ENGINEERING DEPARTMENT</b>					
Director of Public Works	86,403	89,971	93,891	93,891	93,891
Salaries	165,971	151,024	169,805	171,271	171,271
Clerical	29,847	30,247	31,909	33,904	33,904
Summer Help	12,000	12,000	13,962	13,756	13,756
Sick Leave Buy Back	2,808	4,562	5,020	4,946	4,946
<b>Sub Total: Personal Services</b>	<b>297,029</b>	<b>287,804</b>	<b>314,587</b>	<b>317,768</b>	<b>317,768</b>
General Expense	8,250	14,862	14,718	14,718	14,718
Maintenance	2,500	2,500	2,500	2,500	2,500
Travel	100	100	100	100	100
Uniforms	2,050	2,050	2,275	2,275	2,275
<b>Sub Total: Expenses</b>	<b>12,900</b>	<b>19,512</b>	<b>19,593</b>	<b>19,593</b>	<b>19,593</b>
Operating Capital Items	6,500	0	0	0	0
<b>Sub Total: Capital Expenses</b>	<b>6,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total: Engineering</b>	<b>316,429</b>	<b>307,316</b>	<b>334,180</b>	<b>337,361</b>	<b>337,361</b>



## PUBLIC WORKS

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>STREETS &amp; ROADS</b>					
Highway Superintendent	69,661	72,149	74,375	74,375	74,375
Management Analyst	42,815	48,900	51,575	54,810	54,810
Salaries	482,971	497,975	509,216	487,141	487,141
Overtime	21,353	21,353	21,353	21,353	21,353
Clerical	12,921	14,381	18,682	36,807	36,807
Summer Temp. Labor	4,800	4,800	4,872	4,872	4,872
Sick Leave Buy Back	3,241	2,066	2,218	2,626	2,626
<b>Sub Total: Personal Services</b>	<b>637,762</b>	<b>661,624</b>	<b>682,291</b>	<b>681,984</b>	<b>681,984</b>
General Expense	12,000	22,500	11,500	11,500	11,500
Gasoline	101,600	100,000	105,000	109,000	109,000
Building Maintenance	5,000	7,000	8,250	8,250	8,250
Vehicle Maintenance	89,800	92,500	92,500	97,125	97,125
Utilities	23,000	37,000	50,000	12,500	12,500
Street Lighting	72,200	81,300	81,600	82,600	82,600
Travel	150	150	150	150	150
Uniforms	13,600	15,545	16,545	16,545	16,545
Tuition	1,300	1,300	1,300	1,300	1,300
Police detail	16,000	24,800	24,800	27,625	27,625
Roadwork	300,000	320,000	314,000	355,000	355,000
<b>Sub Total: Expenses</b>	<b>634,650</b>	<b>702,095</b>	<b>705,645</b>	<b>721,595</b>	<b>721,595</b>
Vehicle Leases/Purchases	132,400	115,162	94,862	89,244	89,244
<b>Sub Total: Capital Expenses</b>	<b>132,400</b>	<b>115,162</b>	<b>94,862</b>	<b>89,244</b>	<b>89,244</b>
Snow & Ice Overtime	86,213	89,225	89,225	92,783	92,783
Snow & Ice Contractors	50,353	72,275	72,275	72,275	72,275
Snow & Ice Materials	95,820	110,260	110,260	110,260	110,260
<b>Sub Total: Snow &amp; Ice</b>	<b>232,386</b>	<b>271,760</b>	<b>271,760</b>	<b>275,318</b>	<b>275,318</b>
<b>Total: Streets &amp; Roads</b>	<b>1,637,198</b>	<b>1,750,641</b>	<b>1,754,558</b>	<b>1,768,141</b>	<b>1,768,141</b>

## PUBLIC WORKS

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>TREES &amp; CEMETERY</b>					
Supervisor	30,911	31,285	33,276	0	0
Salaries	140,905	151,798	158,827	191,741	191,741
Overtime	8,638	8,638	8,638	8,638	8,638
Clerical	6,461	7,191	7,625	6,502	6,502
Sick Buyback	590	634	776	0	0
Summer help	4,800	4,800	4,872	4,872	4,872
<b>Sub Total: Personal Services</b>	<b>192,305</b>	<b>204,346</b>	<b>214,014</b>	<b>211,753</b>	<b>211,753</b>
Cemetery Materials	19,650	19,650	19,150	19,150	19,150
Tree Contractors	37,871	37,871	37,871	37,871	37,871
<b>Sub-Total: Expenses</b>	<b>57,521</b>	<b>57,521</b>	<b>57,021</b>	<b>57,021</b>	<b>57,021</b>
<b>Total: Trees &amp; Cemetery</b>	<b>249,826</b>	<b>261,867</b>	<b>271,035</b>	<b>268,774</b>	<b>268,774</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>PARKS &amp; GROUNDS</b>					
Supervisor	29,560	31,285	33,276	0	0
Salaries	94,781	101,503	105,126	166,364	166,364
Overtime	104	500	2,600	2,600	2,600
Clerical	6,461	7,191	7,625	6,502	6,502
Summer help	4,988	4,800	4,872	8,717	8,717
Sick Leave Buy Back	1,973	2,103	2,291	2,129	2,129
<b>Sub Total: Personal Services</b>	<b>137,867</b>	<b>147,382</b>	<b>155,790</b>	<b>186,312</b>	<b>186,312</b>
Maintenance	18,000	18,000	21,450	21,450	21,450
Uniforms	2,350	2,350	2,500	2,100	2,100
<b>Sub Total: Expenses</b>	<b>20,350</b>	<b>20,350</b>	<b>23,950</b>	<b>23,550</b>	<b>23,550</b>
Capital Expense	7,268	7,268	7,268	7,268	7,268
<b>Sub Total: Capital Expenses</b>	<b>7,268</b>	<b>7,268</b>	<b>7,268</b>	<b>7,268</b>	<b>7,268</b>
<b>Total: Parks &amp; Grounds</b>	<b>165,485</b>	<b>175,000</b>	<b>187,008</b>	<b>217,130</b>	<b>217,130</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>Total:</b>					
<b>Public Works</b>	<b>2,368,938</b>	<b>2,494,824</b>	<b>2,546,781</b>	<b>2,591,406</b>	<b>2,591,406</b>

## HUMAN SERVICES

The Human Services cluster includes the Board of Health, Council on Aging, Youth Commission, Family Services, and Veterans' Affairs Offices. The recommended FY05 budget for these departments includes an increase of \$19,851, or 4.1% from FY04. For the Council on Aging, this budget does not include funding for the Senior Outreach Worker; instead \$9,900 has been requested to provide for a receptionist position and increase the hours for the current Information and Referral Specialist. Otherwise, the budget contains sufficient funds to maintain the other staff positions and contains sufficient funds for the equivalent of a 2.25% cost-of-living adjustments for non-union employees.

This budget does not provide funding for a Household Hazardous Waste Day, so Sudbury residents will need to investigate the availability of a regional hazardous waste collection program located in the Town of Lexington.

The Finance Committee recommends approval of a FY05 Human Services budget of \$503,523.

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>BOARD OF HEALTH</b>					
Director	67,523	69,653	70,224	70,224	70,224
Salaries	57,536	59,379	60,270	61,620	61,620
Clerical	39,102	31,967	34,404	36,555	36,555
Sick Buy Back	899	1,068	1,093	1,077	1,077
<b>Sub Total: Personal Services</b>	<b>165,060</b>	<b>162,067</b>	<b>165,991</b>	<b>169,476</b>	<b>169,476</b>
General Expense	1,900	1,900	1,650	1,650	1,650
Maintenance	100	100	100	100	100
Mental Health	29,560	29,560	29,560	29,560	29,560
Nursing Services	42,003	44,500	44,500	46,058	46,058
Contracted Services	4,000	5,600	5,600	5,600	5,600
Lab Expense	500	500	500	500	500
Hazardous Waste	15,000	0	0	0	0
Mosquito Control	37,680	38,810	38,810	39,590	39,590
Animal/ Rabies Control	8,100	8,100	8,100	8,100	8,100
Animal Inspector	1,500	1,725	1,725	1,725	1,725
Community Outreach Prog	3,700	4,300	4,300	4,300	4,300
<b>Sub Total: Expenses</b>	<b>144,043</b>	<b>135,095</b>	<b>134,845</b>	<b>137,183</b>	<b>137,183</b>
Capital Expense	0	0	0	0	0
<b>Sub Total: Capital Expenses</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total: Board of Health</b>	<b>309,103</b>	<b>297,162</b>	<b>300,836</b>	<b>306,659</b>	<b>306,659</b>

## HUMAN SERVICES

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>COUNCIL ON AGING</b>					
Director	50,618	54,859	58,009	61,620	61,620
Van Driver	23,324	24,225	24,588	25,143	25,143
Clerical	26,357	28,484	30,045	31,924	31,924
Outreach Worker	0				
<b>Sub Total: Personal Services</b>	<b>100,299</b>	<b>107,568</b>	<b>112,642</b>	<b>118,688</b>	<b>118,688</b>
General Expense	6,930	6,950	6,900	7,000	7,000
Operating Capital Expenses	7,500	2,960	0	0	0
Contracted Services		0	0	9,900	9,900
<b>Sub Total: Expenses</b>	<b>14,430</b>	<b>9,910</b>	<b>6,900</b>	<b>16,900</b>	<b>16,900</b>
<b>Total: Council on Aging</b>	<b>114,729</b>	<b>117,478</b>	<b>119,542</b>	<b>135,588</b>	<b>135,588</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>YOUTH COMMISSION</b>					
Youth Coordinator	31,718	34,264	36,137	33,176	33,176
<b>Sub Total: Personal Services</b>	<b>31,718</b>	<b>34,264</b>	<b>36,137</b>	<b>33,176</b>	<b>33,176</b>
General Expense	500	500	450	450	450
Community Programming	2,000	2,000	2,000	2,000	2,000
Building Improvement	0	600	0	0	0
Education & Training	0	0	100	100	100
Travel	250	450	540	500	500
Transportation	1,000	1,000	1,000	1,000	1,000
<b>Sub Total: Expenses</b>	<b>3,750</b>	<b>4,550</b>	<b>4,090</b>	<b>4,050</b>	<b>4,050</b>
<b>Total: Youth Commission</b>	<b>35,468</b>	<b>38,814</b>	<b>40,227</b>	<b>37,226</b>	<b>37,226</b>

## HUMAN SERVICES

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>FAMILY SERVICES</b>					
Outreach Worker	33,203	40,257	0	0	0
<b>Sub Total: Personal Services</b>	<b>33,203</b>	<b>40,257</b>	<b>0</b>	<b>0</b>	<b>0</b>
General Expense	500	500	0	0	0
Contracted out case management	0	0	6,000	6,000	6,000
Travel	250	225	0	0	0
<b>Sub Total: Expenses</b>	<b>750</b>	<b>725</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>
<b>Total: Family Services</b>	<b>33,953</b>	<b>40,982</b>	<b>6,000</b>	<b>6,000</b>	<b>6,000</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>VETERANS AFFAIRS</b>					
Veteran's Agent	9,162	9,869	10,017	10,600	10,600
<b>Sub Total: Personal Services</b>	<b>9,162</b>	<b>9,869</b>	<b>10,017</b>	<b>10,600</b>	<b>10,600</b>
General Expense	1,400	1,400	1,000	1,400	1,400
Veteran's Grave Markers	850	850	850	850	850
Veteran's Benefits	0	0	5,200	5,200	5,200
<b>Sub Total: Expenses</b>	<b>2,250</b>	<b>2,250</b>	<b>7,050</b>	<b>7,450</b>	<b>7,450</b>
<b>Total: Veterans Affairs</b>	<b>11,412</b>	<b>12,119</b>	<b>17,067</b>	<b>18,050</b>	<b>18,050</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>Total:</b>					
<b>Human Services</b>	<b>504,665</b>	<b>506,555</b>	<b>483,672</b>	<b>503,523</b>	<b>503,523</b>

## CULTURE & RECREATION

The Culture and Recreation cluster includes the Goodnow Library, Recreation Department, Historical Commission, Historic Districts Commission, and the Cable Television Committee. The recommended FY05 budget for these departments includes an increase of \$56,291, or 6.5% over FY04. The Atkinson Pool Enterprise Fund will be voted separately at Town Meeting.

For the Goodnow Library and Recreation Department, the budget includes increases for steps, longevity and the equivalent of 2.25% cost of living adjustments for the non-union employees of these offices. The budget for the Goodnow Library allocates funding for additional hours for the Library. Services can be enhanced without the need to hire staff. Also, an increase of \$5,230 is allocated to the Books and Materials line.

For the Recreation Department the budget includes funds to partially pay out of the General Fund the program coordinator, a position that is currently funded 100% from the recreation revolving fund. It will match the work pattern of the staff person.

For the Historical Commission, the FY05 budget is the same as FY03 and FY04. Funds were approved for FY04 through the Community Preservation Act (CPA) for an inventory and feasibility study for the future use of the Hosmer House.

For the Historic Districts Commission, the budget for FY05 is the same as FY04 except that additional funds for the equivalent of a 2.25% salary adjustment has been added.

The Finance Committee recommends approval of a FY05 Culture and Recreation budget of \$931,316.

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>GOODNOW LIBRARY</b>					
Director	67,957	68,783	73,599	76,390	76,390
Salaries	375,962	403,908	417,985	447,458	447,458
Overtime	11,793	12,261	12,633	13,485	13,485
Sick Leave Buy Back	2,613	2,667	2,707	2,569	2,569
<b>Sub Total: Personal Services</b>	<b>458,325</b>	<b>487,619</b>	<b>506,924</b>	<b>539,902</b>	<b>539,902</b>
General Expense	9,550	9,970	11,887	10,287	10,287
Automation	33,860	35,500	35,500	35,500	35,500
Books and Materials	96,870	104,070	103,570	108,800	108,800
Maintenance	73,905	82,160	82,160	82,160	82,160
Travel	250	250	250	250	250
Contracted Services	40,126	41,731	41,731	36,331	36,331
<b>Sub Total: Expenses</b>	<b>254,561</b>	<b>273,681</b>	<b>275,098</b>	<b>273,328</b>	<b>273,328</b>
Capital/Computer upgrade	0	12,100	0	0	0
<b>Sub Total: Capital</b>	<b>0</b>	<b>12,100</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total: Goodnow Library</b>	<b>712,886</b>	<b>773,400</b>	<b>782,022</b>	<b>813,230</b>	<b>813,230</b>

## CULTURE & RECREATION

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>RECREATION</b>					
Director	49,503	59,492	60,314	62,444	62,444
Salaries	11,770	12,750	15,428	15,200	15,200
Program Coordinator			0	18,960	18,960
Clerical	9,023	8,839	9,150	13,982	13,982
<b>Sub Total: Personal Services</b>	<b>70,296</b>	<b>81,081</b>	<b>84,892</b>	<b>110,586</b>	<b>110,586</b>
General Expense	3,892	1,000	0	0	0
Travel	100	150	0	0	0
Teen Center	1,840	0	0	0	0
Uniforms	100	100	0	0	0
<b>Sub Total: Expenses</b>	<b>5,932</b>	<b>1,250</b>	<b>0</b>	<b>0</b>	<b>0</b>
Building Improvements	4,015	3,960	0	0	0
<b>Sub Total: Capital Expenses</b>	<b>4,015</b>	<b>3,960</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total: Recreation</b>	<b>80,243</b>	<b>86,291</b>	<b>84,892</b>	<b>110,586</b>	<b>110,586</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>HISTORICAL COMMISSION</b>					
General Expenses	5,950	5,950	5,950	5,950	5,950
<b>Sub Total: Expenses</b>	<b>5,950</b>	<b>5,950</b>	<b>5,950</b>	<b>5,950</b>	<b>5,950</b>
<b>Total: Historical Commission</b>	<b>5,950</b>	<b>5,950</b>	<b>5,950</b>	<b>5,950</b>	<b>5,950</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>HISTORIC DISTRICTS COMMISSION</b>					
Clerical	882	1,221	1,256	1,275	1,275
<b>Sub Total: Personal Services</b>	<b>882</b>	<b>1,221</b>	<b>1,256</b>	<b>1,275</b>	<b>1,275</b>
General Expenses	275	275	275	275	275
<b>Sub Total: Expenses</b>	<b>275</b>	<b>275</b>	<b>275</b>	<b>275</b>	<b>275</b>
<b>Total: Hist Dist Commission</b>	<b>1,157</b>	<b>1,496</b>	<b>1,531</b>	<b>1,550</b>	<b>1,550</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>CABLE TELEVISION COMMISSION</b>					
General Expenses	800	0	0	0	0
Year-end Encumb./Expend.					
<b>Sub Total: Expenses</b>	<b>800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total: Cable TV Commission</b>	<b>800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>Total:</b>					
<b>Culture &amp; Recreation</b>	<b>801,036</b>	<b>867,137</b>	<b>874,395</b>	<b>931,316</b>	<b>931,316</b>



## ***BENEFITS AND INSURANCE***

The Benefits and Insurance budget represents the cost of providing health and life insurance for Town and Sudbury Public School employees, as well as Worker's Compensation, Unemployment, Medicare Tax and Sudbury's assessment from the Middlesex Retirement Board. The recommended budget is for an appropriation of \$7,505,485, which represents a \$572,908, or 8.26% increase over FY04. It also provides for payment of property and liability insurance for all Town and SPS buildings, employees and officers.

For all employee benefit accounts, the budget requests represent an estimate for benefits costs for one additional town position (DPW) and three school positions (two teachers and one personnel manager).

The Medical Claims/Insurance increased by \$415,188 (8.7%). Although the health insurance market remains volatile, enrollments are projected to remain stable and our claims experience since last year has reflected a slightly lower trend overall. These factors are the primary determinants of the rates for our modified self-funded health insurance programs. Consequently, more moderate rate increases are projected for our self-funded programs for FY05.

The Middlesex Retirement System (MRS) assessment accounts for the largest portion of the Retirement line. The MRS assessment will increase by \$103,279, or 6.7%. An additional assessment amount of \$26,600 will also be due for the first time in FY05 to cover the cost of the Early Retirement Program offered in FY03. The retirement assessment increase is offset somewhat by a decrease in the amount needed to fund the Sick-Leave Buy Back program. The overall increase in the Retirement line is \$99,379, or 5.9% over the FY04 appropriation.

The property and liability insurance budget has increased by \$24,960. The Lincoln-Sudbury Regional High School procures its own property and liability insurance.

The Finance Committee recommends approval of a FY05 Budget of \$7,505,485.

		Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>BENEFITS AND INSURANCE</b>						
Worker's Compensation		<b>42,840</b>	<b>52,100</b>	<b>22,100</b>	<b>22,100</b>	<b>22,100</b>
	Town:	28,703	17,193	11,050	11,050	11,050
	School:	14,137	34,907	11,050	11,050	11,050
Unemploy. Compensation		<b>25,000</b>	<b>31,650</b>	<b>38,619</b>	<b>39,000</b>	<b>39,000</b>
	Town:	10,200	6,330	7,900	7,800	7,800
	School:	14,800	25,320	30,719	31,200	31,200
Medicare Tax		<b>220,000</b>	<b>276,085</b>	<b>310,650</b>	<b>310,650</b>	<b>310,650</b>
	Town:	88,000	110,428	99,408	80,769	80,769
	School:	132,000	165,657	211,242	229,881	229,881
Life Insurance		<b>5,500</b>	<b>5,600</b>	<b>5,600</b>	<b>5,600</b>	<b>5,600</b>
	Town:	2,200	1,848	1,848	1,848	1,848
	School:	3,300	3,752	3,752	3,752	3,752
Medical Claims/ Insurance		<b>3,400,000</b>	<b>4,137,000</b>	<b>4,750,001</b>	<b>5,165,189</b>	<b>5,165,189</b>
	Town:	1,088,000	1,323,840	1,472,500	1,601,209	1,601,209
	School:	2,312,000	2,813,160	3,277,501	3,563,980	3,563,980
Retirement Program		<b>1,029,585</b>	<b>1,316,785</b>	<b>1,680,807</b>	<b>1,780,186</b>	<b>1,780,186</b>
	Town:	803,076	1,003,508	1,095,891	1,103,241	1,103,241
	School:	226,509	313,277	584,916	676,945	676,945
Property/Liab. Insurance		<b>86,700</b>	<b>104,000</b>	<b>124,800</b>	<b>149,760</b>	<b>149,760</b>
	Town:	34,680	41,600	49,920	59,904	59,904
	School:	52,020	62,400	74,880	89,856	89,856
<b>New staffing requests</b>		<b>66,000</b>	<b>0</b>	<b>0</b>	<b>33,000</b>	<b>33,000</b>
Town add/reduce	Town:	13,200	0	0	13,200	13,200
School add/reduce	School:	52,800	0	0	19,800	19,800
<b>Total: Benefits and Insurance</b>		<b>4,875,625</b>	<b>5,923,220</b>	<b>6,932,577</b>	<b>7,505,485</b>	<b>7,505,485</b>
	Town:	2,068,059	2,504,747	2,738,517	2,879,021	2,879,021
	School:	2,807,566	3,418,473	4,194,060	4,626,464	4,626,464

## **UNCLASSIFIED AND TRANSFER ACCOUNTS**

The Unclassified and Transfer Accounts budget line item is made up of two categories – Town Wide Operating Expenses, and Transfer Accounts.

The Unclassified Town Wide Operating Expenses has decreased by \$6,735 to \$101,545. This budget includes expenses that do not fit precisely into other cost centers and are shared by many departments or support Town-wide functions and responsibilities. Expenses include copiers, postage, telephone, Town Report, Town Meeting, the Memorial Day celebration and the July 4<sup>th</sup> parade.

Transfer accounts are for Town operating department needs only. Since the Town Manager does not have bottom line authority to move money around between clusters to meet emergencies or unforeseen needs that might arise during the year, the Reserve Fund is used to have a source of funds to meet those unexpected occurrences. Money cannot be spent from the Reserve Fund without approval of the Finance Committee. The Reserve Fund budget was decreased from FY04 by \$10,000 to \$150,000.

The salary adjustment account has been increased by \$50,964 for FY05 to \$119,280. The salary adjustment account is where funds are held in anticipation of settlement of collective bargaining agreements. There are four bargaining groups with open contracts: the fire fighters, supervisory association, public works, and engineering. This account is also needed for unexpected personnel changes that can happen during the fiscal year, such as a job description change that warrants a salary adjustment or if an employee at a low step is replaced by one at a higher step.

The Finance Committee recommends approval of a FY05 Unclassified and Transfer Accounts budget of \$370,825.

NOTE: Property and liability insurance has been moved to the Insurance and Benefits budget beginning FY05.

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>TOWN WIDE OPERATING EXPENSES</b>					
Finance Committee Expenses	0	1,500	1,500	0	0
Copiers: Supplies & Service	8,000	8,000	8,000	8,000	8,000
Postage	41,200	46,000	46,000	42,000	42,000
Telephone	20,000	20,000	20,000	18,000	18,000
Print Town Report	9,000	9,000	9,000	9,500	9,500
Town Meetings and Elections	20,000	18,000	18,000	18,000	18,000
Memorial Day	1,780	1,780	1,780	2,045	2,045
July 4th Celebration	4,000	4,000	4,000	4,000	4,000
Equipment	9,900	0	0	0	0
<b>Total: Operating Expenses</b>	<b>113,880</b>	<b>108,280</b>	<b>108,280</b>	<b>101,545</b>	<b>101,545</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>TRANSFER ACCOUNTS</b>					
Reserve Fund	160,000	160,000	160,000	150,000	150,000
Salary Adjustment Account	70,000	20,000	68,316	119,280	119,280
<b>Total: Transfer Accounts</b>	<b>230,000</b>	<b>180,000</b>	<b>228,316</b>	<b>269,280</b>	<b>269,280</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>Total:</b>					
<b>Unclassified &amp; Transfers</b>	<b>343,880</b>	<b>288,280</b>	<b>336,596</b>	<b>370,825</b>	<b>370,825</b>

## DEBT SERVICE

The Debt Service budget provides for the repayment of principal and interest on the long-term debt of both the Town and the Lincoln Sudbury Regional School District ("LSRSD"). The Town issues debt pursuant to votes of Town Meeting to begin construction projects or purchase property. The maximum amount of debt for each project is authorized by Town Meeting, and then the Town Treasurer issues the debt after working with the Town Manager and the Town's Financial Advisor, and with the approval of the Board of Selectmen. The LSRSD issues debt pursuant to votes of Town Meetings of both Lincoln and Sudbury. The Treasurer of LSRSD issues the debt after working with the LSRSD School Committee. In FY01, LSRSD was authorized to issue debt for construction of a new High School building. The total project amount was increased to \$73.9 million at a Special Town Meeting in FY02. In FY05, LSRSD will make debt service payments on \$14 million of permanent debt and \$54 million in short term debt for the new building leaving \$5.9 million un-issued. The impact of issued debt on the tax bill is estimated at \$793 for the average assessed residential property.

The budget request for FY05 is \$6,014,574, which is the total amount of debt service payments required for all Town of Sudbury debt. The LSRSD debt service payment scheduled for FY05, \$1,597,371, is not shown in this budget, but rather within the LSRSD assessment. The Finance Committee recommends approval of a FY05 Budget of \$6,014,574.

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>DEBT SERVICE</b>					
Temp. Loan Int.	440,000	196,600	0	0	0
Long Term Bond Int.	2,339,391	2,530,339	2,261,725	2,024,574	2,024,574
Long Term Bond Principal	7,635,000	7,106,662	5,645,000	3,990,000	3,990,000
Bond & Note Expense	10,000	600	0	0	0
<b>Total: Debt Service</b>	<b>10,424,391</b>	<b>9,834,201</b>	<b>7,906,725</b>	<b>6,014,574</b>	<b>6,014,574</b>

### NON-EXEMPT DEBT SERVICE

Temp. Loan Int.	0	9,400	0	0	0
Note Expense	10,000	600	0	0	0
<b>Sub-Total: Non-Exempt Debt</b>	<b>10,000</b>	<b>10,000</b>	<b>0</b>	<b>0</b>	<b>0</b>

### EXEMPT DEBT SERVICE

Temp. Loan Int.	440,000	187,200	0	0	0
Long Term Bond Int.	2,339,391	2,530,339	2,261,725	2,024,574	2,024,574
Long Term Bond Principal	7,635,000	7,106,662	5,645,000	3,990,000	3,990,000
<b>Sub-Total: Exempt Debt</b>	<b>10,414,391</b>	<b>9,824,201</b>	<b>7,906,725</b>	<b>6,014,574</b>	<b>6,014,574</b>

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Request FY05	FinCom Recommended FY05
<b>Total:</b>					
<b>Article 4 Operating Budget</b>	<b>\$58,784,117</b>	<b>61,656,735</b>	<b>61,991,452</b>	<b>\$62,550,386</b>	<b>62,550,386</b>

## **ENTERPRISE FUNDS**

### ***SOLID WASTE ENTERPRISE***

The Solid Waste Disposal Enterprise Fund operates the solid waste transfer station, providing recycling, landfill monitoring, and the hauling and disposal of waste. As an enterprise fund, the Solid Waste Disposal Enterprise Fund covers all of its own direct and indirect costs, and is not supported by the general tax levy or any other general revenue source. The transfer station is doing well financially and has a stable group of users.

The Finance Committee recommends approval of a FY05 Budget of \$220,453 for the Solid Waste Disposal Enterprise Fund.

	<b>Appropriated FY02</b>	<b>Appropriated FY 03</b>	<b>Appropriated FY 04</b>	<b>Town Mgr Request FY05</b>	<b>FinCom Recommended FY05</b>
<b>SOLID WASTE DISPOSAL ENTERPRISE FUND</b>					
Salaries	67,762	70,618	73,078	78,858	78,858
Overtime	8,172	8,172	7,000	7,000	7,000
Clerical	6,461	7,191	7,791	6,695	6,695
Sick Buyback	641	667	690	0	0
<b>Sub Total: Personal Services</b>	<b>83,036</b>	<b>86,648</b>	<b>88,559</b>	<b>92,553</b>	<b>92,553</b>
General Expense	17,650	21,970	17,100	17,100	17,100
Maintenance	19,500	18,000	20,300	20,300	20,300
Hauling & Disposal	90,650	80,000	78,000	78,000	78,000
Resource Recovery	7,500	7,500	10,500	12,500	12,500
<b>Sub Total: Expenses</b>	<b>135,300</b>	<b>127,470</b>	<b>125,900</b>	<b>127,900</b>	<b>127,900</b>
Capital Expense	21,200	0	0	0	0
<b>Sub Total: Capital Expenses</b>	<b>21,200</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Sub Total: Direct Costs</b>	<b>239,536</b>	<b>214,118</b>	<b>214,459</b>	<b>220,453</b>	<b>220,453</b>
<b>(Appropriated)</b>					
INDIRECT COSTS: (Not Appropriated)					
Benefits/Insurance	26,703	19,759	21,791	18,793	18,793
<b>Sub Total: Indirect Costs</b>	<b>26,703</b>	<b>19,759</b>	<b>21,791</b>	<b>18,793</b>	<b>18,793</b>
<b>Total: Solid Waste</b>	<b>266,239</b>	<b>233,877</b>	<b>236,250</b>	<b>239,246</b>	<b>239,246</b>
Actual expenditures					
SOLID WASTE RECEIPTS	265,000	271,733	236,250	229,602	229,602
RETAIN. EARNINGS USED	1,239	0	0	9,644	9,644
Total Revenue	266,239	271,733	236,250	239,246	239,246
Surplus/Deficit	0	37,856	0	0	0

## POOL ENTERPRISE

The Atkinson Pool Enterprise Fund pays for the operation of the Atkinson Pool. By definition, enterprise funds are meant to be self-supporting – that is they should be able to generate sufficient revenue to pay for all direct and indirect costs as well as set aside funds for future maintenance and repair of the facility. In FY04, new programs were implemented and revenues for the pool have increased. The budget is projecting lower total revenues for FY05; however, revenues are expected to cover the cost of all direct expenditures. Capital expenses for the pool currently cannot be met by the Enterprise Fund and will remain within the Capital Budget at this time.

The Finance Committee recommends approval of FY05 Atkinson Pool Enterprise Pool appropriation of \$405,078.

	Appropriated FY02	Appropriated FY 03	Appropriated FY 04	Town Mgr Request FY05	FinCom Recommended FY05
<b>POOL ENTERPRISE FUND</b>					
Department Head Salary	14,358	4,783	0	0	0
Professional Salaries	104,221	107,075	108,249	115,205	115,205
Overtime	1,000	1,000	1,000	1,023	1,023
Clerical	17,085	16,415	17,082	18,427	18,427
WSI/Lifeguards	7,766	7,856	7,856	7,806	7,806
Receptionists	17,527	17,465	17,465	17,822	17,822
Babysitters	8,321	8,917	0	0	0
Fee for Service	73,036	77,927	97,274	98,795	98,795
<b>Sub Total: Personal Services</b>	<b>243,314</b>	<b>241,438</b>	<b>248,926</b>	<b>259,078</b>	<b>259,078</b>
General Expense	22,950	20,000	20,000	20,000	20,000
Utilities		62,280	75,000	65,000	65,000
Maintenance	95,445	44,091	35,371	43,000	43,000
Travel	275	275	275	0	0
Programs	19,500	9,803	9,803	12,000	12,000
Equipment	4,000	6,000	6,000	6,000	6,000
<b>Sub Total: Expenses</b>	<b>142,170</b>	<b>142,449</b>	<b>146,449</b>	<b>146,000</b>	<b>146,000</b>
Building improvements	8,000	8,000	0	0	
<b>Sub Total: Capital Expenses</b>	<b>8,000</b>	<b>8,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total: Pool Enterprise Direct Costs (Appropriated)</b>	<b>393,484</b>	<b>391,887</b>	<b>395,375</b>	<b>405,078</b>	<b>405,078</b>
INDIRECT COSTS: (Not Appropriated)					
Insurance & Benefits	37,785	40,390	45,981	47,186	47,186
<b>Sub Total: Indirect Costs</b>	<b>37,785</b>	<b>40,390</b>	<b>45,981</b>	<b>47,186</b>	<b>47,186</b>
<b>Total: Pool Enterprise</b>	<b>431,269</b>	<b>432,277</b>	<b>441,356</b>	<b>452,264</b>	<b>452,264</b>
POOL ENTER. RECEIPTS	407,468	350,000	441,356	400,000	400,000
Tax Levy	0	41,887	0	0	0
RETAIN. EARNINGS USED	0	0	0	5,078	5,078
Surplus (Deficit)	-23,801	-40,390	0	-47,186	-47,186

## **CAPITAL SPENDING**

### ***Capital Improvement Planning Committee Report***

The Capital Improvement Planning Committee (“The Committee”) reviewed each department’s five-year capital plan in order to prioritize requests and make recommendations for expenditures in FY05. Following its review, the Committee voted to recommend that the following capital items be funded through the FY05 Operating Budget subject to available funding.

<b>Item</b>	<b>Department</b>	<b>Description</b>	<b>Amount</b>
03-039	DPW	Unit 29 Replacement (Yr 1 of multi-year lease purchase)	\$ 7,500
05-020	Recreation	Atkinson Pool Diving Board Replacement	\$ 8,000
05-010	Fire	Fire Department Headquarters Vehicle Exhaust System	\$32,000
03-026	DPW	Car 4 Vehicle Replacement (Yr 1 of multi-year lease purchase)	\$ 7,000
05-011	Fire	Bucket Truck Vehicle Replacement	\$25,000
	Building	Various Building Improvements to be determined by Bldg. Inspector and approved by Town Manager	\$25,000
02-033	DPW	Unit 22 Vehicle Replacement (Yr 1 of multi-year lease purchase)	\$29,500
05-024	DPW	Unit 25 Vehicle Replacement (Yr 1 of multi-year lease purchase)	\$35,000
		<b>Total</b>	<b>\$169,000</b>

The Committee struggled with limiting its recommendations given the number of the Town’s capital needs and recognizes that if the Town does not do at least the minimum to protect and maintain its infrastructure and equipment, it risks losing the investment made in those assets. The resulting losses from insufficient maintenance are unacceptable but the Committee also recognizes the financial strains faced by the Town. However, there are additional needs which the Town must address in the near future, including the Flynn Municipal Building, additional recreational fields, and the combined Public Safety Dispatch Center. There are compelling arguments for each of these projects which have been documented in the Town’s Master Facilities Study.

The Finance Committee recommends approval of a FY05 Capital Improvement budget of \$169,000.



## ***FY05 MONIED ARTICLES***

**(Excluding Budget)**

<b>Article</b>	<b>Subject</b>	<b>Total Request FY05</b>	<b>Finance Committee Recommendation FY05</b>
2	Special Act - Senior Tax Relief		Does not recommend approval
3	Adopt New or Proposed Legislation for Senior Citizen Tax Relief (Petition)		Does not recommend approval
5	Expand Solid Waste Disposal Enterprise Fund		Report at Town Meeting
8	FY05 Capital Budget	\$169,000.00	Recommend approval
9	FY04 Budget Adjustments		Report at Town Meeting
10	Unpaid Bills		Report at Town Meeting
11	Stabilization Fund		Report at Town Meeting
13	Flynn Building Elevator		Report at Town Meeting
14	New Police Station- Feasibility Study	\$25,000.00	Recommend approval
15	Carding Mill Pond Dredging	\$50,000.00	Does not recommend approval
16	Hop Brook Ponds- Legal Expenses	\$50,000.00	Does not recommend approval
23	Community Preservation Fund- General Budget & Appropriations	\$2,820,394.00	Recommend approval
24	Community Preservation Fund- Expenditures for Approved Projects	\$406,923.00	Recommend approval
25	Community Preservation Fund- Cutting Open Space and Recreation Proposal	\$5,300,000.00	Recommend approval
27	Community Preservation Fund- Revolutionary War Cemetary	\$172,350.00	Recommend approval
28	Community Preservation Fund- Town Walkways	\$100,000.00	Recommend approval
29	Chapter 90 Highway Funding		Recommend approval
30	Council on Aging Revolving Fund		Recommend approval
31	Goodnow Library Revolving Fund		Recommend approval
32	Bus Revolving Fund		Recommend approval
33	Early Childhood Revolving Fund		Recommend approval
34	Instrumental Music Revolving Fund		Recommend approval
35	Youth Commission Revolving Fund		Recommend approval
36	Recreation Programs Revolving Fund		Recommend approval
37	Teen Center Revolving Fund		Recommend approval
38	Cable Television Revolving Fund		Recommend approval
39	Conservation Revolving Fund		Recommend approval
40	Dog Revolving Fund		Recommend approval
41	DPW Mining Revolving Fund		Recommend approval
42	Rental Property Revolving Fund		Recommend approval
43	Real Estate Exemption		Recommend approval
44	Real Estate Exemption for Seniors- Ch. 184, s. 51 of the Acts of 2002		Recommend approval

## ***AUTHORIZED, BUT UNISSUED DEBT***

AUTHORIZED, BUT UNISSUED DEBT									
Date Authorized	Permanent Debt Issued Purpose	Total Authorized	Amount Issued	Paydown	Unissued 12/31/2003	Date Issued	Maturity Date	Article Number	
2/24/1997	Septic System Betterment Loan Program	200,000			200,000			97-27	
2/25/1997	School Renovation & Construction	43,604,000	43,255,000	349,000	0	10/1/2001	6/30/2021	97-4	
4/8/1997	Develop Recreation Fields	60,500	0		60,500			97-19	
4/6/1999	Meachen/Meggs Land, part II	315,000	307,000			6/1/1999	9/15/2018	99-11	
4/2/2001	Public Works Facility Construction	4,733,800	4,730,000		3,800			01-7A	
4/1/2002	Wastewater Feasibility	90,000	0		90,000			02-24	
4/08/03	Street Lighting	55,000	0	0	55,000			03-30	
4/08/03	Dickson Land Purchase (CPF)	446,700	0		446,700			03-32B	
4/08/03	SHA Affordable Housing (CPF)	320,000			320,000			03-32C	
Totals		49,825,000	48,292,000	349,000	1,184,000				

## DEBT SCHEDULE BY ISSUANCE DATE

Issue Date	2/15/1995	7/15/1997	6/1/1999	12/1/2000	10/1/2001	10/1/2001	4/1/2003			
Payoff Date	2/15/2005	7/15/2007	9/15/2018	12/1/2020	6/30/2021	6/30/2011	6/30/2014			
Borrowed	3,875,000	7,870,000	8,505,000	34,305,000	10,885,000	935,000	5,730,000	71,325,000	Total Debt	Total Princ
Interest Pymnt.	1,050,550	1,669,757	3,732,837	14,839,385	4,797,132	183,827	962,575	28,231,503	Service by	Remain. By
					Series A	Series B				
FY04 Principal	350,000	660,000	440,000	2,375,000	700,000	120,000	1,000,000	5,645,000		
FY04 Interest	32,525	120,085	298,485	1,179,394	431,110	32,238	161,850	2,255,686	7,900,686	44,890,000
FY05 Principal	250,000	660,000	440,000	1,290,000	700,000	120,000	530,000	3,990,000		
FY05 Interest	13,625	90,385	279,235	1,066,581	404,860	28,038	141,850	2,024,574	6,014,574	40,900,000
FY06 Principal	0	655,000	440,000	1,290,000	700,000	120,000	525,000	3,730,000		
FY06 Interest	0	60,355	259,985	1,005,306	378,610	23,838	131,250	1,859,344	5,589,344	37,170,000
FY07 Principal	0	650,000	440,000	1,290,000	600,000	115,000	525,000	3,620,000		
FY07 Interest	0	30,225	240,735	944,031	352,360	19,725	120,750	1,707,826	5,327,826	33,550,000
FY08 Principal	0	0	440,000	1,265,000	600,000	115,000	525,000	2,945,000		
FY08 Interest	0	0	221,485	882,756	328,360	15,556	107,625	1,555,782	4,500,782	30,605,000
FY09 Principal	0	0	440,000	1,265,000	600,000	115,000	525,000	2,945,000		
FY09 Interest	0	0	202,235	822,669	304,360	11,100	94,500	1,434,864	4,379,864	27,660,000
FY10 Principal	0	0	440,000	1,265,000	600,000	110,000	525,000	2,940,000		
FY10 Interest	0	0	182,930	762,581	280,360	6,600	78,750	1,311,221	4,251,221	24,720,000
FY11 Principal	0	0	440,000	1,265,000	600,000	110,000	525,000	2,940,000		
FY11 Interest	0	0	163,350	699,331	256,360	2,200	63,000	1,184,241	4,124,241	21,780,000
FY12 Principal	0	0	440,000	1,265,000	585,000		525,000	2,815,000		
FY12 Interest	0	0	143,330	636,081	232,360		42,000	1,053,771	3,868,771	18,965,000
FY13 Principal	0	0	430,000	1,265,000	500,000		525,000	2,720,000		
FY13 Interest	0	0	123,105	572,831	208,375		21,000	925,311	3,645,311	16,245,000
FY14 Principal	0	0	430,000	1,265,000	500,000			2,195,000		
FY14 Interest	0	0	102,788	509,581	187,125			799,494	2,994,494	14,050,000
FY15 Principal	0	0	430,000	1,265,000	500,000			2,195,000		
FY15 Interest	0	0	82,255	446,331	165,250			693,836	2,888,836	11,855,000
FY16 Principal	0	0	430,000	1,165,000	500,000			2,095,000		
FY16 Interest	0	0	61,615	373,081	142,750			577,446	2,672,446	9,760,000
FY17 Principal	0	0	430,000	1,100,000	500,000			2,030,000		
FY17 Interest	0	0	40,975	323,375	119,750			484,100	2,514,100	7,730,000
FY18 Principal	0	0	430,000	1,100,000	500,000			2,030,000		
FY18 Interest	0	0	20,228	267,000	96,625			383,853	2,413,853	5,700,000
FY19 Principal	0	0	200,000	1,100,000	500,000			1,800,000		
FY19 Interest	0	0	4,900	210,625	72,875			288,400	2,088,400	3,900,000
FY20 Principal	0	0	0	1,400,000	500,000			1,900,000		
FY20 Interest	0	0	0	154,250	48,875			203,125	2,103,125	2,000,000
FY21 Principal	0	0	0	1,500,000	500,000			2,000,000		
FY21 Interest	0	0	0	41,000	24,000			65,000	2,065,000	0
<b>TOTAL</b>	<b>4,925,550</b>	<b>9,539,756</b>	<b>12,237,837</b>	<b>49,144,385</b>	<b>15,682,132</b>	<b>1,118,827</b>	<b>6,692,575</b>	<b>37,989,448</b>	<b>37,989,448</b>	<b>0</b>

## LONG TERM BORROWING DETAIL

Issuance Date	Project	Expended FY02	Expended FY03	Scheduled FY04	Scheduled FY05
9/15/1991	Nixon Remodel	334,417	0	0	0
9/15/1991	Nixon Asbestos	0	0	0	0
7/15/1992	Unisys Land	76,071	0	0	0
7/15/1992	Melone Land	76,071	0	0	0
2/15/1995	Nixon Addition	394,007	378,010	360,355	242,535
2/15/1995	Curtis School Roof		23,240	22,170	21,090
2/15/1995	Tennis Courts		0	0	0
7/15/1997	Drainage		4,627	0	0
7/15/1997	School Land, revoted	58,530	56,547	54,517	52,442
7/15/1997	Library	308,611	298,153	287,452	276,508
7/15/1997	Nixon Addition	251,663	206,259	198,862	191,298
7/15/1997	K-8 Renovations	218,149	243,129	238,858	229,757
7/15/1997	Tennis Courts	815	411	396	381
6/1/1999	Meachen-Meggs Land	319,345	311,579	303,813	296,048
6/1/1999	Weisblatt Land	457,640	446,156	434,672	423,187
12/1/2000	Piper Land	2,132,500	0	0	0
12/1/2000	Curtis Middle School	3,879,888	4,617,926	2,622,130	1,738,486
12/1/2000	Haynes Elementary	1,379,443	1,641,843	932,264	618,096
10/1/2001	Loring Elementary	304,907	966,480	946,118	935,755
10/1/2001	Haskell Field	0	32,950	32,013	31,075
10/1/2001	Traffic Signal (Rt. 117)	0	20,130	19,568	19,005
10/1/2001	Walkways	0	91,625	88,625	80,625
10/1/2001	Featherland	0	32,375	31,437	25,500
10/1/2001	Feeley Field Restrooms	0	13,800	13,350	12,900
10/1/2001	Refunding 1992 Issue	0	157,263	152,238	148,038
4/1/2003	Municipal Facilities Building	0	0	1,167,890	550,917
4/1/2003	K-8 Schools Remainder	0	0	0	120,933
	Other Paydown	0	0	0	0
<b>Total, Long-Term Debt (gross)</b>		<b>10,192,057</b>	<b>9,542,501</b>	<b>7,906,726</b>	<b>6,014,574</b>
Offsets: School Building Assistance		-3,221,567	-3,169,449	-3,169,449	-2,816,206
Add: Other Exempt Costs (expenses)		0	0	0	0
Add: Interest on Short-Term Borrowing		421,918	81,182	0	0
Add: L-S Exempt debt, Sudbury share		345,803	576,388	1,089,609	1,597,371
<b>Total: Exempt Debt to be Raised</b>		<b>7,738,211</b>	<b>7,030,623</b>	<b>5,826,886</b>	<b>4,795,739</b>

# ESTIMATED IMPACT ON FY05 TAX BILL

## ESTIMATED IMPACT OF TOWN MEETING SPENDING ON YOUR FISCAL 2005 TAX BILL

Fiscal 2003 Values	AVG.												
	100,000	150,000	200,000	250,000	300,000	400,000	479,000	500,000	600,000	700,000	800,000	900,000	1,000,000
Fiscal 2003 Taxes	1,678	2,517	3,356	4,195	5,034	6,712	8,038	8,390	10,068	11,746	13,424	15,102	16,780
est. Fiscal 2005 Taxes	1,715	2,573	3,430	4,288	5,146	6,861	8,216	8,576	10,291	12,006	13,721	15,437	17,152
Fiscal 2005 (Base) Taxes	1,550	2,325	3,099	3,874	4,649	6,199	7,423	7,748	9,298	10,848	12,398	13,947	15,497
Debt Exemption	165	248	331	414	496	662	793	827	993	1,158	1,324	1,489	1,655

Article	Resident's Share	To calculate the dollar impact of any additional expenditures that may be considered by Town Meeting, use this chart below.												
		100,000	150,000	200,000	250,000	300,000	400,000	479,000	500,000	600,000	700,000	800,000	900,000	1,000,000
10,000	9,184	0.35	0.52	0.69	0.86	1.04	1.38	1.65	1.73	2.07	2.42	2.76	3.11	3.45
25,000	22,959	0.86	1.29	1.73	2.16	2.59	3.45	4.13	4.31	5.18	6.04	6.90	7.76	8.63
50,000	45,918	1.73	2.59	3.45	4.31	5.18	6.90	8.26	8.63	10.35	12.08	13.80	15.53	17.25
75,000	68,877	2.59	3.88	5.18	6.47	7.76	10.35	12.40	12.94	15.53	18.12	20.70	23.29	25.88
100,000	91,836	3.45	5.18	6.90	8.63	10.35	13.80	16.53	17.25	20.70	24.15	27.60	31.06	34.51
200,000	183,672	6.90	10.35	13.80	17.25	20.70	27.60	33.06	34.51	41.41	48.31	55.21	62.11	69.01
300,000	275,507	10.35	15.53	20.70	25.88	31.06	41.41	49.59	51.76	62.11	72.46	82.81	93.17	103.52
400,000	367,343	13.80	20.70	27.60	34.51	41.41	55.21	66.11	69.01	82.81	96.62	110.42	124.22	138.02
500,000	459,179	17.25	25.88	34.51	43.13	51.76	69.01	82.64	86.27	103.52	120.77	138.02	155.28	172.53
600,000	551,015	20.70	31.06	41.41	51.76	62.11	82.81	99.17	103.52	124.22	144.93	165.63	186.33	207.04
700,000	642,851	24.15	36.23	48.31	60.39	72.46	96.62	115.70	120.77	144.93	169.08	193.23	217.39	241.54
800,000	734,686	27.60	41.41	55.21	69.01	82.81	110.42	132.23	138.02	165.63	193.23	220.84	248.44	276.05
900,000	826,522	31.06	46.58	62.11	77.64	93.17	124.22	148.76	155.28	186.33	217.39	248.44	279.50	310.56
1,000,000	918,358	34.51	51.76	69.01	86.27	103.52	138.02	165.28	172.53	207.04	241.54	276.05	310.56	345.06
1,500,000	1,377,537	51.76	77.64	103.52	129.40	155.28	207.04	247.93	258.80	310.56	362.32	414.07	465.83	517.59
2,000,000	1,836,716	69.01	103.52	138.02	172.53	207.04	276.05	330.57	345.06	414.07	483.09	552.10	621.11	690.12
2,500,000	2,295,895	86.27	129.40	172.53	215.66	258.80	345.06	413.21	431.33	517.59	603.86	690.12	776.39	862.66
3,000,000	2,755,074	103.52	155.28	207.04	258.80	310.56	414.07	495.85	517.59	621.11	724.63	828.15	931.67	1,035.19
3,500,000	3,214,253	120.77	181.16	241.54	301.93	362.32	483.09	578.50	603.86	724.63	845.40	966.17	1,086.95	1,207.72
4,000,000	3,673,432	138.02	207.04	276.05	345.06	414.07	552.10	661.14	690.12	828.15	966.17	1,104.20	1,242.22	1,380.25

### Components of the Property Tax

	Fiscal 2004		Fiscal 2005	
	Total	Residential Share	Total	Residential Share
Tax Levy Base	42,727,325		44,410,508	
New Growth	600,000		500,000	
Override	0			
sub-total:	43,327,325	39,790,169	44,910,508	41,243,924
Debt exclusion	5,826,886	5,351,191	4,795,739	4,404,224
Capital Exclusion	0	0	0	0
less: unused levy	0	0	0	0
Total tax	49,154,211	45,141,360	49,706,247	45,648,149

## **APPENDICES**

### ***APPENDIX I. BUDGET TERMS AND DEFINITIONS***

**Abatements and Exemptions (previously called Overlay):** An amount set by the Assessors to create a fund to cover abatements of (and exemptions from) real and personal tax assessments for the current year, and raised on the tax levy. An abatement is a reduction provided by the Assessors in the assessed tax because of bona fide specific conditions or situations not considered when the tax was levied. An exemption is provided for a variety of purposes, which include, but are not limited to: buildings/property used for religious, government, charity, or pollution control. In addition, exemptions may also be provided to the elderly, handicapped, and veterans under certain conditions.

**Abatement Surplus:** Accumulation of the surplus amounts of Abatements and Exemptions set aside by the Assessors each year to cover abatements of (and exemptions from) real estate and personal property tax assessments. The accumulated amount for previous years no longer committed for abatements may be used by vote of the Town Meeting.

**Cherry Sheet:** An annual statement received from the Department of Revenue detailing estimated receipts for the next fiscal year from the various state aid accounts as well as estimated state and county government charges payable to the state. The name “Cherry Sheet” derives from the color of the paper used.

**Debt Exemption:** An override to Proposition 2 ½ for the purpose of raising funds for debt service costs.

**Enterprise Fund:** A separate fund, set up to provide a specific Town service, whereby all direct and indirect/overhead costs of providing the service are funded in total from user charges. An appropriation for an enterprise fund is funded in total from enterprise fund revenue unless otherwise noted. Enterprise fund revenue used to fund services provided by other Town departments will be shown in the warrant after the appropriation total for the department. An enterprise fund is required to fully disclose all costs and all revenue sources needed to provide a service.

**Free Cash:** Free cash is the available, undesignated fund balance of the general fund and is generated when actual revenue collections are in excess of estimates, when expenditures are less than appropriated, or both. A free cash balance is certified as of July 1 each year by the Department of Revenue and once certified, any or all of the certified amount may be used to defray Town expenses by a vote of the Town Meeting.

**Funding Sources for Expenditures:** Authorizations for the Town to expend monies are made in the form of a motion at Town Meeting. The wording of the motions will specify the funding source; that is, the place from where money is going to come or will be raised. When a motion reads, “to appropriate a sum of money” without a source being identified, that amount will be included in the tax calculation, whereby the total of all sums to be appropriated will be reduced by an estimate of local and state revenue. The balance needed will be provided by property taxes. When items in the warrant are offset or raised from available funds, those items will also appear as offsets in the determination of the tax rate.

**Levy Limit:** The maximum amount a community can levy in any given year.

**Local Receipts:** This is the third largest source of revenue for the Town after property taxes and Cherry Sheet receipts. While it is comprised of a number of different items, the largest source is the auto excise tax.

**New Growth:** Proposition 2 ½ allows a community to increase its levy limit annually by an amount based upon the valuation of certain new construction and other growth in the tax base that is not the result of property revaluation. New growth becomes part of the levy limit and thus increases at the rate of 2.5% each year as the levy limit increases.

**Override:** An override is passed by a majority vote at Town Meeting and at the ballot. There are three types of overrides: An Operating Override, which permanently increases the levy limit; a Debt Exclusion, which increases the levy limit only for the life of the debt; and a Capital Project Override, which increases the levy only for the year in which the project is undertaken.

**Proposition 2 ½:** A Massachusetts General Law enacted in 1980 to limit property taxes.

**Reserve Fund:** An amount appropriated by the Annual Town Meeting for emergency or unforeseen purposes. The Finance Committee, by state law, is the sole custodian of the Reserve Fund and approves transfers from the Fund into the operating budgets throughout the year if: (1) the need for funds is of an emergency and/or unforeseen nature, and (2) if, in the judgment of the Finance Committee, the Town Meeting would approve such an expenditure if such a meeting was held. The Reserve Fund is, therefore, a mechanism for avoiding the necessity of frequent Special Town Meetings.

**Revolving Fund:** Funds that may be used without appropriation and that are established for special uses. Recreation fees, for example, may be paid into a revolving fund. Revolving funds are established by state law or Town bylaw.

**Stabilization Fund:** Similar to a "savings account", this account has been used to fund large capital projects such as fire trucks and school roofs. A recent amendment to state law allows the Stabilization Fund to be used for the operating budget, as well as capital purchases; however, the Finance Committee would generally be reluctant to recommend doing so. Both appropriations into the fund and withdrawals from the fund require a 2/3 vote at Town Meeting.

**Tax Levy:** The property tax levy is the revenue a community can raise through real and personal property taxes. In Massachusetts, municipal revenues to support local spending for schools, public safety, general government and other public services are raised through the property tax levy, state aid, local receipts and other sources. The property tax levy is the largest source of revenue for most cities and towns.

**Unclassified Operating Expenses:** This account in the general government section of the budget is comprised primarily of operating expenses such as postage and telephone that support Town-wide operations and are not assigned to any one department or cost center.

**Unclassified Benefits and Insurance:** This account in the shared expenses section of the budget is comprised primarily of benefits such as health insurance and retirement for both school and general government employees and property liability insurance.

## APPENDIX II. EMPLOYEE HEADCOUNT

### EMPLOYEE HEADCOUNT (Full Time Equivalents)

Cost Center	A	B	C	D	E	Net Change D to E
	Fin. Com. Rec. FY 03	Actual FY 03	Fin. Com. Rec. FY 04	Actual FY 04	3% Budget Fin. Com. Rec. FY 05	
Sudbury Public Schools	385.74	392.55	390.05	383.94	386.94*	3.00
L.S.R.H.S.**	195.89	202.75	187.75	196.22*	192.22*	-4.00
Public Safety	77.40	77.40	76.40	76.40	76.40	0.00
Public Works	33.00	33.0	32.30	32.30	33.30	1.00
General Government	32.80	32.80	31.80	31.80	31.80	0.00
Human Services	8.30	8.30	7.30	7.30	7.30	0.00
Culture & Recreation	29.50	29.50	29.50	29.50	29.50	0.00
Town Sub-total	181.00	181.00	177.30	177.30	178.30	1.00
<b>TOTAL</b>	<b>762.63</b>	<b>776.30</b>	<b>755.10</b>	<b>757.46</b>	<b>757.46</b>	<b>0.00</b>

\*Estimates as of the date of this printing subject to further review.

\*\*Sudbury's estimated share of the L.S.R.H.S. operating budget for FY 04 is 84.91%.

Revenues other than the Town's assessments support salaries for 4.75 FTE positions, including out-of-District tuition and grants.



# **APPENDIX III. MANAGERS WITH SALARIES ABOVE \$75,000**

## **FY04 APPROPRIATION\***

<u>TOWN</u>	<u>Salary</u>	Deferred <u>Comp.</u>	<u>Total</u>
Town Manager	\$115,363	\$5,000	\$120,363
Police Chief	\$104,872		
Fire Chief	\$ 96,440		
Police Lieutenant**	\$ 94,869		
Police Lieutenant**	\$ 94,869		
D.P.W. Director**	\$ 90,891		
Finance Director/Treasurer-Collector	\$ 84,574		
Assistant Town Manager	\$ 77,590		

## SUDBURY PUBLIC SCHOOLS

Superintendent	\$137,500		
Assistant Superintendent	\$ 99,000	\$1,000	\$100,000
Director of Business & Finance	\$ 90,000	\$1,000	\$ 91,000
Principal, Curtis	\$ 94,000		
Principal, Loring	\$ 93,625	\$ 200	\$ 93,825
Principal, Nixon	\$ 90,867		
Principal, Noyes	\$ 89,328		
Principal, Haynes	\$ 87,550		
Special Education Administrator	\$ 88,683		
House Masters, Curtis (3)	\$ 80,000 -		
	84,342		

## LINCOLN-SUDBURY REGIONAL HIGH SCHOOL\*\*\*

Superintendent/Principal	\$132,221
House Masters (4)	\$ 82,091 -
	89,693
Director of Finance/Treasurer	\$ 93,084
Director of Student Services	\$ 89,693
Athletics/Activities Director	\$ 89,693
Coordinator of Curriculum & Instructional Systems	\$ 84,968

\*Salary is base pay plus career incentive for Police and Fire and longevity where applicable. Does not include any sick buyback, paid detail, paid holidays, stipends, health insurance or other employee benefits.

\*\*Positions are included in the Sudbury Supervisory Association.

\*\*\*Total salary, of which Sudbury pays 84.91%.

## **APPENDIX IV. COLLECTIVE BARGAINING**

### **BARGAINING UNIT AND CONTRACT TERMS**

#### **L.S.R.H.S.**

Three year contract covering school years 2003/04, 2004/05, 2005/06. Effective dates and percentage increases are: 9/1/2003 – 2.20%; 9/1/2004 – 3.40%; 9/1/2005 – 3.50%.

#### **SUDBURY PUBLIC SCHOOLS, K-8**

Three year contract covering fiscal years 2004, 2005, 2006. Effective dates and percentage increases are: 7/1/2003 – 3.00% for the top step in each salary classification, 1.00% for all other steps (teachers), and 1.00% (custodians). Salary negotiations for FY05 and FY06 not completed.

### **TOWN**

#### **FIRE**

Three year contract covering fiscal years 2001, 2002, 2003. Effective dates and percentage increases are: 7/1/2000 – 2.00% and 1/1/2001 – 2.00%; 7/1/2001 – 3.50%; 7/1/2002 – 3.50%. Negotiations for subsequent contract not completed.

#### **POLICE**

Three year contract covering fiscal years 2004, 2005, 2006. Effective dates and percentage increases are: 7/1/2003 – 1.50%; 7/1/2004 – 2.25%; 7/1/2005 – 2.25%.

#### **PUBLIC WORKS**

Three year contract covering fiscal years 2002, 2003, 2004. Effective dates and percentage increases are: 7/1/2001 – 2.00% and 1/1/2002 – 2.00%; 7/1/2002 – 3.50%; 7/1/2003 – 3.50%. Negotiations for subsequent contract not completed.

#### **ENGINEERING**

Three year contract covering fiscal years 2002, 2003, 2004. Effective dates and percentage increases are: 7/1/2001 – 2.00% and 1/1/2002 – 2.00%; 7/1/2002 – 3.50%; 7/1/2003 – 3.50%. Negotiations for subsequent contract not completed.

#### **SUPERVISORY**

Three year contract covering fiscal years 2001, 2002, 2003. Effective dates and percentage increases are: 7/1/2000 – 3.00%; 7/1/2001 – 3.92%; 7/1/2002 – 3.92%. Negotiations for subsequent contract not completed.

**NOTE: Percentage increases are for cost of living only and do not include changes for step, longevity or merit increases.**

## **APPENDIX v. FY05 CLASSIFICATION PLAN**

<p><b>GRADE 1</b> Head Lifeguard</p> <p><b>GRADE 2</b> Clerk I</p> <p><b>GRADE 3</b> Clerk II/Senior Clerk Library Clerk Recording Secretary</p> <p><b>GRADE 4</b> Accounting Clerk Library Technician Secretary I Van Driver, Sr. Center Senior Data Processing Clerk Maintenance Custodian (40 hrs./wk.)</p> <p><b>GRADE 5</b> Fire Dispatcher (4 days on, 4 off) Census and Documentation Coordinator Board of Health Coordinator Data Collector Accounting Administrative Assistant Part-Time Reference Librarian</p> <p><b>GRADE 6</b> Dog Officer Library Office Coordinator Police Dispatcher (4 days on, 2 off) Secretary/Legal Secretary Secretary II, Office Supervisor Aquatic Supervisor Youth Coordinator Personnel Assistant Admin. Asst. to Director of Park and Rec. Payroll/Benefits Accounting Assistant Recreation Program Coordinator</p> <p><b>GRADE 7</b> Assistant Town Clerk Assistant Children's Librarian Head of Technical Services, Library Technology Assistant</p>	<p><b>GRADE 8</b> Assistant Assessor Assistant Town Treasurer &amp; Collector Head of Circulation, Library Children's Librarian Zoning Enforcement Field Agent</p> <p><b>GRADE 9</b> Administrative Assistant to Bd. Of Selectmen Assistant Town Accountant Adult Services/Reference Librarian Aquatic Facility Director</p> <p><b>GRADE 10</b> Assistant Building Inspector Management Analyst, D.P.W.</p> <p><b>GRADE 11</b> Community Social Worker Director, Council on Aging Owner's Representative</p> <p><b>GRADE 12</b></p> <p><b>GRADE 13</b></p> <p><b>GRADE 14</b> Assistant Town Manager</p> <p><b>GRADE 15</b> Police Chief Fire Chief Finance Director/Treasurer-Collector</p> <p><b>GRADE 16</b></p> <p><b>GRADE 17</b></p>
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\*All positions listed above are 35 hours per week unless otherwise noted. Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 35 hours per week. Overtime pay is calculated by multiplying 1.5 times the hourly rates.

**APPENDIX V. pg 2**  
**NON-UNION SALARY GRID**  
**FY 05: 7/1/04 - 6/30/05**

<b>GRADE</b>	<b>Minimum</b>		<b>Steps</b>				<b>Maximum</b>
	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>	<b>6</b>	<b>7</b>
<b>1</b>	\$11.89 21,726	\$12.36 22,586	\$12.85 23,471	\$13.35 24,393	\$13.87 25,348	\$14.42 26,342	\$14.98 27,374
<b>2</b>	\$12.85 23,471	\$13.35 24,393	\$13.87 25,348	\$14.42 26,342	\$14.98 27,374	\$15.57 28,447	\$16.18 29,561
<b>3</b>	\$13.87 25,348	\$14.42 26,342	\$14.98 27,374	\$15.57 28,447	\$16.18 29,561	\$16.81 30,712	\$17.47 31,924
<b>4</b>	\$14.98 27,374	\$15.57 28,447	\$16.18 29,561	\$16.81 30,712	\$17.47 31,924	\$18.16 33,176	\$18.87 34,477
<b>5</b>	\$16.18 29,561	\$16.81 30,712	\$17.47 31,924	\$18.16 33,176	\$18.87 34,477	\$19.61 35,828	\$20.38 37,227
<b>6</b>	\$17.47 31,924	\$18.16 33,176	\$18.87 34,477	\$19.61 35,828	\$20.38 37,227	\$21.18 38,687	\$22.01 40,204
<b>7</b>	\$18.87 34,477	\$19.61 35,828	\$20.38 37,227	\$21.18 38,687	\$22.01 40,204	\$22.87 41,780	\$23.76 43,416
<b>8</b>	\$20.56 37,559	\$21.36 39,032	\$22.20 40,562	\$23.07 42,152	\$23.98 43,804	\$24.92 45,522	\$25.89 47,306
<b>9</b>	\$22.41 40,940	\$23.29 42,544	\$24.20 44,212	\$25.15 45,945	\$26.13 47,746	\$27.16 49,617	\$28.22 51,562
<b>10</b>	\$24.42 44,620	\$25.38 46,368	\$26.37 48,185	\$27.41 50,075	\$28.48 52,037	\$29.60 54,077	\$30.76 56,197
<b>11</b>	\$26.62 48,640	\$27.67 50,547	\$28.75 52,528	\$29.88 54,587	\$31.05 56,727	\$32.27 58,951	\$33.53 61,262
<b>12</b>	\$29.02 53,018	\$30.16 55,096	\$31.34 57,257	\$32.57 59,501	\$33.84 61,834	\$35.17 64,257	\$36.55 66,775
<b>13</b>	\$31.63 57,789	\$32.87 60,054	\$34.16 62,408	\$35.50 64,854	\$36.89 67,397	\$38.34 70,039	\$39.84 72,785
<b>14</b>	\$34.48 62,990	\$35.83 65,459	\$37.23 68,025	\$38.69 70,691	\$40.21 73,463	\$41.79 76,342	\$43.42 79,336
<b>15</b>	\$37.58 68,660	\$39.05 71,351	\$40.59 74,149	\$42.18 77,056	\$43.83 80,075	\$45.55 83,215	\$47.33 86,477
<b>16</b>	\$40.96 74,830	\$42.57 77,773	\$44.24 80,822	\$45.97 83,991	\$47.77 87,284	\$49.65 90,705	\$51.59 94,260
<b>17</b>	\$44.65 81,575	\$46.40 84,772	\$48.22 88,096	\$50.11 91,549	\$52.07 95,137	\$54.11 98,867	\$56.24 102,742

**APPENDIX V. pg 3**  
**NON-UNION EMPLOYEES**  
**INDIVIDUALLY RATED FY05**

**LIBRARY**

Library Page (Hourly)

Minimur   Step 1   Step 2  
\$7.79   \$8.14   \$8.42

**HIGHWAY/PARK AND RECREATION**

Temporary Laborer (Hourly):

\$8.39 - \$10.24

Temporary Snow Removal Equipment Operator (Hourly):

\$10.10 - \$12.65

**DEPARTMENTAL TEMPORARY OR SEASONAL HELP**

Temporary or Seasonal Help

\$8.39 - \$10.24

**PARK AND RECREATION**

	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
Teen Center Coordinator (Hourly):	\$15.00	\$17.00	\$19.00	\$21.00	\$23.00	\$25.00	\$30.00
Teen Center (Supervisor):	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00	\$18.00	\$19.00
Teen Center Staff:			\$7.00 - \$16.50				
Teen Center Receptionist:			\$7.00 - \$10.00				

**Part time or seasonal hourly rated salary range (Salary paid from program fees)**

<u>Position</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
Program Supervisor	\$14.00	\$14.50	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00
Sports/Program Director	\$15.00	\$17.00	\$19.00	\$21.00	\$23.00	\$25.00	\$30.00
Sports Clinician	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00
	<u>0-280 hrs</u>	<u>281-560 hrs</u>		<u>561-840 hrs</u>		<u>841+ hrs</u>	
Preschool Instructor	\$11.00	\$11.50		\$12.00			\$12.50
Skate Park Monitor/Clinic			\$7.00 - \$10.00				
Baby-sitter			\$7.00 - \$10.75				
Recreation Receptionist			\$7.00 - \$10.00				

**Seasonal Camp Staff**

<u>Position</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
Camp Director	\$15.00	\$16.00	\$17.00	\$18.00	\$19.00	\$20.00	\$21.00
Assistant Camp Director	\$10.00	\$10.50	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00
Preschool Camp Director	\$11.00	\$11.50	\$12.00	\$12.50	\$13.00	\$13.50	\$14.00
CIT Coordinator	\$9.50	\$10.00	\$10.50	\$11.00	\$11.50	\$12.00	\$12.50
Program Specialist	\$9.00	\$9.50	\$10.00	\$10.50	\$11.00	\$11.50	\$12.00
Counselor	\$7.50	\$8.00	\$8.50	\$9.00	\$9.50	\$10.00	\$10.50
Counselor/Recreation Leader	\$7.00	\$7.50	\$8.00	\$8.50	\$9.00	\$9.50	\$10.00

**ATKINSON POOL (Speciality Instruction)**

Diving (Certified)	\$20.00	\$22.00	\$24.00	\$26.00	Non-certified: \$10.00*		
Water Exercise (Certified)	\$15.00	\$17.00	\$19.00	\$21.00	\$23.00	\$25.00	

\*Non-certified instructors are required to become certified within one year.

**ATKINSON POOL**

Lifeguard	\$7.75 - \$10.00						
Lifeguard in Training	\$7.00						
Pool Receptionist	\$7.00 - \$10.01						
Water Safety Instructor	\$8.75 - \$11.25						
Swim Aide	\$7.75 - \$10.00						
Supervisor (Shift-PT)	\$9.75 - \$11.25						

**MISCELLANEOUS SINGLE RATED**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>
Custodian (Hourly-40 hrs.)	\$12.43	\$12.92	\$13.42	\$13.95	\$14.48	\$15.05	\$15.68
Election Warden	\$ 7.25/Hour						
Election Clerk	\$ 7.25/Hour						
Deputy Election Warden	\$ 7.25/Hour						
Deputy Election Clerk	\$ 7.25/Hour						
Election Officer & Teller	\$ 6.90/Hour						
Plumbing Inspector	\$26,585/Year						
Director of Veteran's Services	\$10,242/Year						

**APPENDIX V. pg 4**  
**UNION EMPLOYEES**

<u><b>FIRE DEPT.*</b></u>	<u><b>MIN</b></u>	<u><b>STEP 1</b></u>	<u><b>STEP 2</b></u>	<u><b>STEP 3</b></u>	<u><b>MAX</b></u>
Firefighter					
Annual	37,677	38,552	39,445	40,317	41,266
Hourly	17.19	17.58	17.99	18.39	18.82
Firefighter/EMT					
Annual	39,481	40,356	41,249	42,121	43,070
Hourly	18.01	18.41	18.81	19.21	19.65
Lieutenant					
Annual	42,011	42,983	43,980	44,953	46,012
Hourly	19.16	19.61	20.06	20.50	20.99
Lieutenant/EMT					
Annual	44,009	44,981	45,979	46,952	48,012
Hourly	20.07	20.52	20.97	21.42	21.9
Fire Captain					
Annual	46,841	47,927	49,038	50,123	51,304
Hourly	21.37	21.86	22.37	22.86	23.40
Fire Captain/EMT					
Annual	49,056	50,142	51,252	52,338	53,519
Hourly	22.38	22.87	23.38	23.87	24.41

**Single Rated:**

Call Firefighter                      \$250 Annual Stipend and Step 1 Firefighter hourly rate as listed above.

Fire Prevention Officer                      \$800/Year                      Fire Department Training Officer                      \$800/Year

Fire Alarm Superintendent                      \$800/Year                      Emergency Medical Tech. Coord.                      \$800/Year

Master Mechanic                      \$800/Year                      Fire Alarm Foreman                      \$800/Year

Technology Coordinator                      \$800/Year

Note: Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 42 hours per week.

Overtime pay is calculated by multiplying 1.5 times these hourly rates.

<u><b>POLICE DEPT.**</b></u>	<u><b>MIN</b></u>	<u><b>STEP 1</b></u>	<u><b>STEP 2</b></u>	<u><b>STEP 3</b></u>	<u><b>MAX</b></u>
Patrolman					
Annual	40,534	41,469	42,444	43,398	44,259
Hourly	20.8	21.28	21.78	22.27	22.71
Sergeant					
Annual	48,634	49,759	50,922	52,069	53,105
Hourly	24.96	25.54	26.13	26.72	27.25

**Single Rated:**

Crime Prevention Officer                      \$925/Year                      Detective                      \$1,900/Year

Photo/Fingerprint Officer                      \$925/Year                      Training Officer                      \$925/Year

Juvenile Officer                      \$925/Year                      Parking Clerk                      \$925/Year

Safety Officer                      \$925/Year                      Mechanic                      \$925/Year

Motorcycle Officer (half-time)                      \$462.50/Year                      Firearms Officer                      \$925/Year

DARE Officer                      \$925/Year

Note: Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 37.33 hours per week.

Overtime pay is calculated by multiplying 1.5 times these hourly rates.

\*Collective bargaining negotiations are pending for FY 04 and FY 05.

\*\*These rates are for FY 05.

**APPENDIX V. pg 5**  
**UNION EMPLOYEES FY04\***

**PUBLIC WORKS DEPARTMENT**

	<b>START</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Foreman, Landfill	39,947	41,145	42,381	43,651	44,960	46,310	47,931
Foreman, Highway	39,947	41,145	42,381	43,651	44,960	46,310	47,931
Foreman, Tree & Cemetery	39,162	39,976	40,851	41,668	42,500	43,346	44,867
Master Mechanic	18.50	19.11	19.69	20.22	20.73	21.26	22.00
Assistant Mechanic	17.68	18.29	18.88	19.41	19.90	20.44	21.16
Heavy Equipment Operator	16.60	17.08	17.46	18.04	18.61	19.20	19.88
Tree Surgeon	16.60	17.08	17.46	18.04	18.61	19.20	19.88
Truck or Light Equip. Operator	15.61	16.00	16.46	16.77	17.10	17.45	18.06
Tree Climber	15.61	16.00	16.46	16.77	17.10	17.45	18.06
Heavy Laborer	14.71	15.12	15.46	15.87	16.29	16.72	17.31
Light Laborer	13.43	13.79	14.09	14.46	14.83	15.21	15.74
Landfill Monitor	12.54						

Note: Crew Leaders receive an annual stipend of \$3,095.

Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 40 hours per week.

Overtime pay is calculated by multiplying 1.5 times these hourly rates.

**ENGINEERING DEPARTMENT**

	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
E1 Engineering Aide I	27,513	28,340	29,192	30,072	30,973	31,904
E2 Engineering Aide II	31,639	32,591	33,566	34,578	35,613	36,682
E3 Engineering Aide III	36,386	37,481	38,602	39,761	40,953	42,181
E4 Jr. Civil Engineer	41,845	43,099	44,391	45,724	47,095	48,506
E5 Civil Engineer	47,078	48,488	49,948	51,444	52,986	54,575
E6 Sr. Civil Engineer	49,922	51,421	52,963	54,553	56,190	57,871
E7 Assistant Town Engineer	58,718	60,478	62,291	64,160	66,087	68,070

Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 40 hours per week.

Overtime pay is calculated by multiplying 1.5 times these hourly rates.

\*Collective bargaining negotiations are pending for FY 05.

**APPENDIX V. pg 6**  
**UNION EMPLOYEES FY03\***

<b>SUDBURY SUPERVISORY ASSOCIATION</b>							
		<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
Supervisor of Buildings	1	42,984	44,669	46,420	48,240	50,131	52,096
Town Clerk	2	46,858	48,694	50,603	52,587	54,648	56,790
Conservation Coord.		46,858	48,694	50,603	52,587	54,648	56,790
Highway Supt.	3	51,073	53,075	55,155	57,317	59,564	61,899
Health Director		58,246	59,993	61,793	63,647	65,556	67,523
Building Inspector		55,667	57,849	60,117	62,473	64,922	67,467
Director of Assessing		58,712	60,473	62,288	64,156	66,081	68,063
Treasurer/Collector		55,667	57,849	60,117	62,473	64,922	67,467
Pk. and Rec. Director	4	55,667	57,849	60,117	62,473	64,922	67,467
Town Planner		60,369	62,180	64,045	65,967	67,946	69,984
Town Accountant		58,712	60,473	62,288	64,156	66,081	68,063
Technology Admin.		58,712	60,473	62,288	64,156	66,081	68,063
Police Lieutenant		60,679	63,058	65,529	68,098	70,768	73,542
Library Director		60,679	63,058	65,529	68,098	70,768	73,542
Public Works Director	5	72,109	74,936	77,873	80,926	84,098	87,395

\*Collective bargaining negotiations are pending for FY 04 AND FY 05.

1 This position also receives an annual stipend of \$13,050 as Wiring Inspector.

2 This position also receives an annual stipend of \$782 as Registrar of Voters.

3 This position also receives an annual stipend of \$10,000 as Highway Surveyor.

4 This salary is split between Park and Recreation Department and Pool Enterprise Fund.

5 This position also receives annual stipends of \$1,000 for Planning Board Agent, \$500 for Landfill Agent and \$500 for Conservation Agent. In addition, the Director of Public Works currently serves as the Town Engineer for an annual stipend of \$1,000.