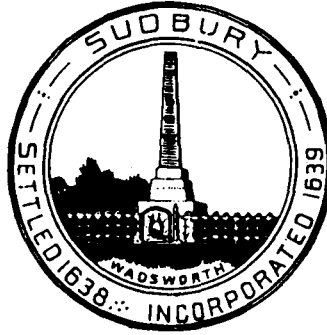


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# **TOWN of SUDBURY**

## **Massachusetts**



## **OFFICIAL WARRANT**

**1993**

### **ANNUAL TOWN MEETING**

**April 5, 1993**

**7:30 P.M.**

**Lincoln-Sudbury Regional High School Auditorium**

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### **ANNUAL TOWN ELECTION**

**Including Regional District School Committee**

**March 29, 1993**



**Nixon School, 472 Concord Road**  
**Polls Open 7:00 A.M. to 8:00 P.M.**

**BRING THIS BOOK WITH YOU**

## **NOTES TO VOTERS**

### **Commencement of Town Meeting**

In accordance with Sudbury's Bylaws, the Annual Town Meeting must commence on the first Monday in April of each year. This year the start of Town Meeting falls on the first two days of Passover. Therefore, to allow observance of Passover, without conflict with Town Meeting, the Board of Selectmen, having deliberated with Moderator Thomas G. Dignan, Jr., plans to make a motion immediately upon the opening of Town Meeting on April 5, 1993, to move to adjourn the Annual Town Meeting until 7:30 p.m. on **Wednesday, April 7, 1993**. A quorum to vote on this motion is not necessary. It is the intention of the Selectmen that no business will be conducted until the evening of April 7, 1993. We trust this proposal is in the best interest of all and will meet with approval, as it has in other years.

## **Provisions for the Disabled**

The Board of Selectmen wishes to accommodate the attendance and participation of persons with disabilities at Town Meeting. This is the first time we have made a comprehensive effort to address the needs of persons with different types of disabilities. Therefore, we urge those who may require particular accommodations to read the following carefully.

**Parking:** "HP" parking spaces will be provided at locations closest to the main entrance to the auditorium. There is a clear path of travel to the entrance doors. Police on duty will provide assistance as needed or requested.

**Persons with Ambulatory Disabilities:** Spaces for persons who use wheelchairs will be available at the front and at the rear of the auditorium. For those who use assistive devices to ambulate, seating will be reserved at the rear of the hall and may be used if desired.

**Persons Who are Blind or have Vision Impairments:** Reserved seating will be available at the front of the auditorium for persons with vision impairments who prefer to be close to the overhead projector. Large print materials will be made available where possible. We encourage those making prepared, formal presentations to have copies of viewgraphs, especially motions, available in large print.

**Persons Who are Deaf or have Hearing Impairments:** A limited number of headphone amplifiers connected to the public address system are available for the use of persons with hearing impairments. Please ask for Jan Silva when you enter the auditorium to obtain one of these amplifiers. For persons who are deaf and require a sign language interpreter, please contact the Selectmen's Office no later than March 25, 1993. As there is great demand for qualified interpreters, advance notice will facilitate their availability.

**Restrooms:** Restrooms are located off the foyer inside the entrance to the auditorium. These restrooms are not accessible to persons who use wheelchairs. If you require an accessible facility, the Police Officer on duty will provide directions, and assistance if requested, to the nearest accessible restroom in the High School.

**Refreshments:** Coffee and other refreshments are located in the High School corridor at the rear of the stage. Presently, direct access to this area requires the use of stairs. You may need assistance to obtain refreshments.

**If you have any questions regarding these, or any other, matters which address accommodations, please contact Jan Silva at 443-8891, extension 382; or through the Mass. Relay Service of New England Telephone: 1-800-439-2370 (V/TDD).**

**TOWN OF SUDBURY  
1993 ANNUAL TOWN MEETING WARRANT**

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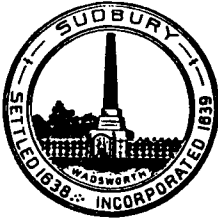
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**Part I**

**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, to meet at the John Nixon School in said Town on Monday, March 29, 1993, at seven o'clock in the forenoon; then and there to choose by official ballot in accordance with law, one Goodnow Library Trustee, one member of the Board of Health, one Moderator and one member of the Board of Park and Recreation Commission, all for one year; one member of the Board of Park and Recreation Commission for two years; one member of the Board of Assessors, one Constable, two Goodnow Library Trustees, one member of the Board of Health, one member of the Board of Park and Recreation Commission, one member of the Planning Board, one member of the Board of Selectmen, and two members of the Sudbury School Committee, all for three years; and one member of the Sudbury Housing Authority for five years.

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

The 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 Monday, April 5, 1993, 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 1992 Town Report or as otherwise presented; or act on anything relative thereto.

Submitted by the Board of Selectmen.

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

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

**"TOWN OF SUDBURY - FY94  
SCHEDULE A - CLASSIFICATION PLAN  
SCHEDULE B - SALARY PLAN**

**GRADE 1****GRADE 2**

Clerk I  
Switchboard Operator/Receptionist

**GRADE 3**

Clerk II/Senior Clerk  
Library Clerk  
Recording Secretary

**GRADE 4**

Fire Dispatcher (40 Hrs./Wk)  
Library Technician  
Secretary I  
Van Driver, Sr. Center  
Senior Data Processing Clerk  
Groundsperson (40 Hrs./Wk)  
Maintenance Custodian (40 Hrs./Wk)

**GRADE 5**

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

**GRADE 6**

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

**GRADE 7**

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

**GRADE 8**

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

**GRADE 9**

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

**GRADE 10**

# Community Social Worker

**GRADE 11**

Budget & Personnel Officer

**GRADE 12****GRADE 13****GRADE 14**

Highway Surveyor (Elected)

**GRADE 15**

Fire Chief  
Police Chief

**GRADE 16****GRADE 17**

# TITLE CHANGE, RECLASSIFICATION,  
OR NEW POSITION

**EXECUTIVE SECRETARY - NON UNION - CONTRACTED POSITION**

**TOWN CLERK - NON UNION - ELECTED (GRADE 10 FOR ADVISORY PURPOSES ONLY)**

**THE FOLLOWING ARE UNION POSITIONS:**

SUPERVISOR OF TOWN BUILDINGS  
ASSESSOR/APPRaiser  
LIBRARY DIRECTOR  
SUPT. PARKS AND GROUNDS  
TOWN PLANNER

DIRECTOR OF PUBLIC HEALTH  
INSPTR. OF BLDG./ZONING ENFORCEMENT AGENT  
TOWN TREASURER/COLLECTOR  
DIRECTOR OF FINANCE/TOWN ACCOUNTANT  
TOWN ENGINEER

**FY 94 NON UNION SALARY GRID**  
**7/1/93 - 6/30/94**

GRADE	Minimum 1	2	3	4	5	6	Maximum 7
1	8.84	9.18	9.54	9.92	10.31	10.71	11.13
2	9.54 334.00 17,435	9.92 347.10 18,119	10.31 360.72 18,829	10.71 374.87 19,568	11.13 389.57 20,336	11.57 404.86 21,134	12.02 420.74 21,963
3	10.31 360.72 18,829	10.71 374.87 19,568	11.13 389.58 20,336	11.57 404.86 21,134	12.02 420.74 21,963	12.49 437.25 22,824	12.98 454.40 23,720
4	11.13 389.58 20,336	11.57 404.86 21,134	12.02 420.74 21,963	12.49 437.25 22,824	12.98 454.40 23,720	13.49 472.23 24,650	14.02 490.75 25,617
5	12.02 420.74 21,963	12.49 437.25 22,824	12.98 454.40 23,720	13.49 472.23 24,650	14.02 490.75 25,617	14.57 510.00 26,622	15.14 530.01 27,667
6	12.98 454.40 23,720	13.49 472.23 24,650	14.02 490.75 25,617	14.57 510.00 26,622	15.14 530.01 27,667	15.74 550.80 28,752	16.35 572.41 29,880
7	14.02 490.76 25,617	14.57 510.01 26,622	15.14 530.02 27,666	15.74 550.81 28,752	16.35 572.41 29,880	17.00 594.87 31,052	17.66 618.21 32,270
8	15.28 534.91 27,922	15.88 555.91 29,018	16.51 577.70 30,156	17.15 600.36 31,339	17.83 623.92 32,568	18.53 648.41 33,847	19.25 673.84 35,175
9	16.66 583.05 30,435	17.31 605.94 31,629	17.99 629.69 32,870	18.70 654.40 34,160	19.43 680.07 35,500	20.19 706.76 36,893	20.99 734.49 38,340
10	18.16 635.52 33,174	18.87 660.47 34,476	19.61 686.37 35,828	20.38 713.29 37,234	21.18 741.27 38,695	22.01 770.37 40,213	22.87 800.59 41,791
11	19.79 692.72 36,160	20.57 719.91 37,579	21.38 748.14 39,053	22.21 777.49 40,585	23.09 807.99 42,177	23.99 839.71 43,833	24.93 872.65 45,552
12	21.57 755.07 39,415	22.42 784.70 40,961	23.30 815.47 42,568	24.21 847.46 44,238	25.16 880.71 45,973	26.15 915.28 47,778	27.18 951.19 49,652

13	23.51 823.02 42,962	24.44 855.32 44,647	25.40 888.86 46,399	26.39 923.73 48,219	27.43 959.97 50,111	28.50 997.65 52,078	29.62 1036.79 54,121
14	25.63 897.10 46,828	26.64 932.30 48,665	27.68 968.86 50,575	28.77 1006.87 52,559	29.90 1046.37 54,621	31.07 1087.44 56,765	32.29 1130.10 58,991
15	27.94 977.83 51,043	29.03 1016.21 53,045	30.17 1056.06 55,126	31.36 1097.49 57,289	32.59 1140.54 59,536	33.87 1185.31 61,873	35.19 1231.81 64,301
16	30.45 1065.84 55,637	31.65 1107.66 57,819	32.89 1151.10 60,088	34.18 1196.26 62,445	35.52 1243.19 64,895	36.91 1291.99 67,442	38.36 1342.68 70,088
17	33.19 1161.76 60,644	34.50 1207.35 63,023	35.85 1254.70 65,496	37.26 1303.93 68,065	38.72 1355.08 70,735	40.24 1408.27 73,512	41.81 1463.52 76,396

NOTE: FULL-TIME EMPLOYEES ARE NORMALLY SCHEDULED TO WORK 35 HOURS PER WEEK. FULL-TIME EMPLOYEES WHO ARE DENOTED AS NORMALLY SCHEDULED TO WORK 40 HOURS PER WEEK ARE PAID FOR A WEEK'S WORK AT 40 TIMES THE STATED HOURLY RATE. THE RATE IS BASED ON 52.2 WEEKS PER YEAR.

**NON UNION EMPLOYEES  
INDIVIDUALLY RATED - FY 94**

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

**PARK AND RECREATION**

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

	<u>MINIMUM</u>	<u>STEP 1</u>	<u>STEP 2</u>	<u>STEP 3</u>	<u>MAXIMUM</u>
• Camp Supervisor (Seasonal - Part Time)	\$2,385	2,484	2,605	2,737	2,877

- Teen Center Coordinator (Hourly): \$11.76 - \$ 17.65
- Temporary Laborer (Hourly): \$ 6.57 - \$ 8.03 (Park and Rec. and Highway Depts.)

**ATKINSON POOL**

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

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

**TOWN ADMINISTRATION**

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

**SINGLE RATED:**

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

**FIRE DEPARTMENT**

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

**SINGLE RATED:**

• Call Firefighter	\$123.22/Year	\$ 11.86/Hour
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**OTHER SINGLE RATED:**

• Fire Prevention Officer	\$ 700/Year
• Fire Alarm Superintendent	700/Year
• Master Mechanic	700/Year
• Fire Dept. Training Officer	700/Year
• Emerg. Med'l. Tech. Coord.	700/Year
• Fire Alarm Foreman	400/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 THOSE HOURLY RATES.



**POLICE DEPARTMENT**

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

**SINGLE RATED:**

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

NOTE: HOURLY RATES ARE OBTAINED BY DIVIDING THE ANNUAL RATES BY 52.2 WEEKS AND 37.33 HOURS PER WEEK.  
OVERTIME PAY IS CALCULATED BY MULTIPLYING 1.5 TIMES THESE HOURLY RATES.

**SUDBURY SUPER. ASSOC.**

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

\* THIS DOES NOT INCLUDE SALARY PAID BY LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT, IF ANY.

# THIS DOES NOT INCLUDE \$10,440 PER YEAR AS WIRING INSPECTOR.

**ENGINEERING DEPARTMENT**

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

HOURLY RATES ARE OBTAINED BY DIVIDING THE ANNUAL RATES BY 52.2 WEEKS AND 40 HOURS PER WEEK. OVERTIME PAY IS CALCULATED BY MULTIPLYING 1.5 TIMES THESE HOURLY RATES.

**HIGHWAY DEPARTMENT**

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

HOURLY RATES 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. ";

or act on anything relative thereto.

Submitted by the Personnel Board.

PERSONNEL BOARD REPORT: The Salary and Classification Plan is proposed to be amended so as to provide a general increase of 4% for non union Town employee job classifications, with the exception of the following hourly rated positions at the swimming pool: Lifeguard/pool receptionist; childcare helper/water safety instructor; receptionist/WSI supervisor. A 4% increase will maintain parity with the Town's union employees.

This article also reflects certain reclassifications of positions and new positions created since the last Annual Town Meeting indicated as follows:

**TITLE CHANGES - NO CHANGE IN GRADE OR JOB DESCRIPTIONS:****Former Title**

Assistant Assessor  
 Assessors Office Coordinator  
 Staff Librarian  
 Staff Librarian  
 Staff Librarian  
 Senior Librarian

**New Title**

Assessor/Appraiser  
 Assistant Assessor  
 Assistant Children's Librarian  
 Head of Circulation  
 Head of Technical Services  
 Children's Librarian

**RECLASSIFICATIONS:**

LIBRARY - Head of Circulation from Grade 6 to Grade 7

**NEW POSITIONS:**

Community Social Worker

**POSITIONS ELIMINATED:**

Park and Recreation - Program Director

**CHANGE IN STATUS:**

Treasurer/Collector - From Non Union to Union Position

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

FINANCE COMMITTEE REPORT: Recommend approval.

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

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

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

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

or act on anything relative thereto.

Submitted by the Personnel Board.

PERSONNEL BOARD REPORT: The Personnel Board recommends these changes to the Town's Personnel Administration Plan so the Town will be in compliance with recent amendments to the State's Workers' Compensation Law.

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

FINANCE COMMITTEE REPORT: Recommend approval.

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

**ARTICLE 4. AMEND BYLAWS, ART. XI.9A - PERSONNEL ADMIN. PLAN**

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

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

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

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

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

or act on anything relative thereto.

Submitted by the Personnel Board.

PERSONNEL BOARD REPORT: The Personnel Board recommends these changes to the Town's Personnel Administration Plan so the Town will be in compliance with recent amendments to the State's Workers' Compensation Law.

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

FINANCE COMMITTEE REPORT: Recommend approval.

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

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

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

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

or act on anything relative thereto.

Submitted by the Personnel Board.

PERSONNEL BOARD REPORT: This amendment to the Personnel Bylaw is designed to bring the bylaw into compliance with the federal Americans with Disabilities Act of 1990 with respect to physical examinations of new hires.

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

FINANCE COMMITTEE REPORT: Recommend approval.

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



**ARTICLE 6. ACCEPT SEC. 48 OF CH. 133 OF THE ACTS OF 1992 - RETIREMENT INCENTIVE**

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

Submitted by the Board of Selectmen.

BOARD OF SELECTMEN REPORT: The 1992 Annual Town Meeting referred the subject of early retirement incentives to the Long Range Planning Committee for report and recommendation to the 1993 Annual Town Meeting. This article is submitted to accommodate that purpose. Acceptance of this statute will enable the Selectmen to prepare and enact an early retirement program. It does not require the Selectmen to implement such a retirement plan. The Board will do so only if economically advantageous to the Town. The Selectmen have authorized a limited actuarial study. The results of the study and a recommendation will be provided at Town Meeting.

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

**ARTICLE 7. FY93 BUDGET ADJUSTMENTS**

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

Submitted by the Board of Selectmen.

BOARD OF SELECTMEN REPORT: This article will allow flexibility to review all accounts within the FY93 Operating Budget to make adjustments at the Annual Town Meeting if necessary. The Board will report at Town Meeting.

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

**ARTICLE 8. UNPAID BILLS**

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

Submitted by the Town Accountant.

(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. A report will be made at Town Meeting.

BOARD OF SELECTMEN POSITION: The Board supports this article.

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

**ARTICLE 9. GOODNOW LIBRARY REVOLVING FUND**

To see if the Town will vote for Fiscal Year 94 the use of a revolving fund by the Goodnow Library for the maintenance and utility charges for the multi-purpose room, to be funded by all receipts from the room reservation charge policy for non-Town agencies and maintained as a separate account in accordance with Massachusetts General Laws Chapter 44, Section 53E 1/2 and to be expended under the direction of the Trustees of the Goodnow Library; or act on anything relative thereto.

Submitted by the Trustees of the Goodnow Library.

**GOODNOW LIBRARY TRUSTEES REPORT:** This fund was approved by Town Meeting last year. For a number of years the Library has had an inadequate Building Maintenance budget. As a result, basic repairs and preventive maintenance measures were delayed, ignored or paid for with transfers. The Revolving Fund provides additional funds for this budget. Through the first half of FY93 the fund has generated \$370. Building Maintenance bills amounting to \$205 have been paid with it.

**BOARD OF SELECTMEN POSITION:** The Board supports this article.

**FINANCE COMMITTEE REPORT:** Recommend approval.

**ARTICLE 10. 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 out-of-state travel; to fix the salaries and other compensation of all elected officials and to provide for a Reserve Fund, all for the Fiscal Year July 1, 1993 through June 30, 1994, 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; and to further determine that appropriations within departmental budgets under Personal Services, Expenses, Capital Spending, Snow and Ice, Net Sudbury Public Schools, Sudbury Assessment (Schools), Total Debt Service, and Total Unclassified must be expended within those categories unless, in each instance, the Finance Committee grants prior approval; and that automobile mileage allowance rates shall be paid in accordance with Federal Internal Revenue Service mileage allowance regulations; or act on anything relative thereto.

Submitted by the Finance Committee.

**FINANCE COMMITTEE REPORT:** See reports of the Finance Committee and a detailed line item budget in the Financial Section, Part II of this Warrant.

**BUDGET NOTES:**

- \* Includes Reserve Fund and Line Item Transfers, as well as other financing uses.
- \*\* Does not include Reserve Fund and Line Item transfers for FY93 to date.
- \*\*\* Transfer accounts are appropriated to the 970 account and then transferred to other line items as needed. Thus for FY91 and FY92 this account is not included in the Total Operating Budget.
- ° In accordance with Chapter 306 of the Acts of 1986, the Board of Selectmen recommends the Landfill and Pool Enterprise Fund Budgets for FY94 as set forth in the Finance Committee Recommended columns.



	Expend. FY 92 *	Approp. FY 93**	Dept Reques FY 94	NON OVERRIDE Fin Com Rec FY 94	OVERRIDE Fin Com Rec FY 94
<b>100 EDUCATION</b>					
<b>SUDBURY PUBLIC SCHOOLS</b>					
Salaries	7,332,115	7,470,964	8,163,050	7,991,085	7,991,085
Expenses	1,578,688	1,698,619	1,877,421	1,740,210	1,740,210
Equipment	60,545	52,275	67,000	67,000	67,000
Open Nixon School			336,466	0	265,042
Capital Expenditure				142,000	
Subtot Sudbury Pub.Scls	8,971,348	9,221,858	10,443,937	9,940,295	10,063,337
Offsets, including METCO	100,492	180,492	201,589	201,589	201,589
110 Net Sudbury Public Scls	8,870,856	9,041,366	10,242,348	9,738,706	9,861,748
Insurance/Benefit Costs	1,173,370	1,318,456	1,389,435	1,327,435	1,389,435
True Cost S.P.S.	10,044,226	10,359,822	11,631,783	11,066,141	11,251,183

NOTE 1: Includes \$290,075 carried forward from FY91 to FY92 and expended.

Includes \$325,489 carried forward from FY92 to FY93 and expended.

NOTE 2: The Non-override budget recommendation includes \$142,000 for roof repairs. In the Override budget, the roof repair is deferred in favor of four additional teachers and the opening of Nixon School. The total cost including benefits is \$327,000 and therefore requires an override in the amount of \$185,000.  
A more detailed description is provided in the Finance Committee Budget Reports.

<b>L-S REGIONAL H.S.</b>					
130 Sudbury Assessment	6,367,491	6,539,191	7,143,456	6,942,562	6,942,562
<b>MINUTEMAN VOC. H.S.</b>					
140 Sudbury Assessment	357,370	381,446	300,448	300,448	300,448
<b>TOTAL 100 BUDGET</b>	<b>15,595,717</b>	<b>15,962,003</b>	<b>17,686,252</b>	<b>16,981,716</b>	<b>17,104,758</b>
Offsets:Free Cash	0	0	0	0	0
<b>NET 100 BUDGET</b>	<b>15,595,717</b>	<b>15,962,003</b>	<b>17,686,252</b>	<b>16,981,716</b>	<b>17,104,758</b>

## 200 DEBT SERVICE

-201 Temp. Loan Int.	1,809	38,641	20,000	20,000	20,000
-203 Other Bond Int.	195,081	355,194	366,017	366,017	366,017
-205 Other Bond Princ.	275,000	675,000	765,000	765,000	765,000
-440 Interest Refund	2,151	0	0	0	0
-711 Bond & Note Expense	1,439	5,000	5,000	5,000	5,000
<b>200 TOTAL DEBT SERVICE</b>	<b>475,480</b>	<b>1,073,835</b>	<b>1,156,017</b>	<b>1,156,017</b>	<b>1,156,017</b>
(Fairbank/COA: P & I)	140,240	134,480	128,720	128,720	128,720
(Nixon/Noyes: P & I)	248,900	733,400	575,400	575,400	575,400
(Fire Station: P & I)	132,960	129,120	225,280	225,280	225,280
(Melone land:)	0	26,243	110,625	110,625	110,625
(Unisys land:)	0	26,406	106,108	106,108	106,108
Offsets, Carry forwards, etc.	52,019	26,362	15,116	15,116	15,116
<b>TOTAL Princ &amp; Int</b>	<b>470,081</b>	<b>1,023,287</b>	<b>1,131,017</b>	<b>1,131,017</b>	<b>1,131,017</b>

	Expend. FY 92 *	Approp. FY 93**	Dept Reques FY 94	NON OVERRIDE Fin Com Rec FY 94	OVERRIDE Fin Com Rec FY 94
<b>300 PROTECTION</b>					
<b>310 FIRE DEPT</b>					
Personal Services	1,290,975	1,311,643	1,388,015	1,360,255	1,360,255
Expenses	76,045	96,530	100,490	100,290	100,290
Capital Spending	0	0	45,000	85,000	85,000
<b>310 TOTAL</b>	<b>1,367,020</b>	<b>1,408,173</b>	<b>1,533,505</b>	<b>1,545,545</b>	<b>1,545,545</b>
Offset: Ambulance Fund	25,000	50,000	75,000	90,000	90,000
Net Budget	1,342,020	1,358,173	1,458,505	1,455,545	1,455,545
<b>320 POLICE DEPT</b>					
Total Personal Services	1,231,840	1,266,394	1,324,831	1,298,334	1,298,334
Total Expenses	91,563	86,773	86,773	86,273	86,273
Total Capital Spending	65,490	15,000	65,000	50,000	50,000
<b>320 TOTAL</b>	<b>1,388,893</b>	<b>1,368,167</b>	<b>1,476,604</b>	<b>1,434,607</b>	<b>1,434,607</b>
<b>340 BUILDING DEPT</b>					
Personal Services	176,213	187,837	204,535	203,535	203,535
Expenses	121,610	112,152	129,105	124,220	124,220
<b>340 TOTAL</b>	<b>297,823</b>	<b>299,989</b>	<b>333,640</b>	<b>327,755</b>	<b>327,755</b>
Pool Ent. Fund Revenue	7,948	8,765	9,469	9,469	9,469
<b>350 DOG OFFICER</b>					
Personal Services	19,768	19,413	500	500	500
Expenses	1,153	1,089	20,795	20,002	20,002
<b>350 TOTAL</b>	<b>20,921</b>	<b>20,502</b>	<b>21,295</b>	<b>20,502</b>	<b>20,502</b>
Offset: Dog Licenses	2,000	7,750	6,454	6,454	6,454
Net Budget	18,921	12,752	14,841	14,048	14,048
<b>360 CONSERVATION COMMISSION</b>					
Personal Services	27,503	28,896	38,820	37,420	37,420
Expenses	2,951	2,687	4,200	2,687	2,687
<b>360 TOTAL</b>	<b>30,454</b>	<b>31,583</b>	<b>43,020</b>	<b>40,107</b>	<b>40,107</b>
Offset: Wetland Protect. Funds	4,125	4,125	4,125	4,125	4,125
Net Budget	26,329	27,458	38,895	35,982	35,982
<b>370 BOARD OF APPEALS</b>					
Personal Services	8,786	8,659	13,154	11,000	11,000
Expenses	542	830	800	800	800
<b>370 TOTAL</b>	<b>9,328</b>	<b>9,489</b>	<b>13,954</b>	<b>11,800</b>	<b>11,800</b>
<b>TOTAL 300 BUDGET</b>	<b>3,114,439</b>	<b>3,137,903</b>	<b>3,422,018</b>	<b>3,380,316</b>	<b>3,380,316</b>
Offsets	31,125	61,875	85,579	100,579	100,579
<b>NET 300 BUDGET</b>	<b>3,083,314</b>	<b>3,076,028</b>	<b>3,336,439</b>	<b>3,279,737</b>	<b>3,279,737</b>

	Expend. FY 92 *	Approp. FY 93**	Dept Reques FY 94	NON OVERRIDE Fin Com Rec FY 94	OVERRIDE Fin Com Rec FY 94
<b>400-PUBLIC WORKS</b>					
<b>410 HIGHWAY DEPT</b>					
Personal Services	565,841	578,567	615,958	603,498	603,498
Expenses	481,404	489,516	568,766	537,766	537,766
Capital Spending	70,000	0	65,000	65,000	65,000
Snow and Ice	100,275	136,457	136,457	136,457	136,457
<b>410 TOTAL</b>	<b>1,217,520</b>	<b>1,204,540</b>	<b>1,386,181</b>	<b>1,342,721</b>	<b>1,342,721</b>
Offset:Cemetery Fund	28,000	11,700	14,000	14,000	14,000
Offset:ATM82/14,STM86/6	7,317	0	0	0	0
Offset:Transf from Fire Station	0	0	0	23,400	23,400
Net Budget	1,182,203	1,192,840	1,372,181	1,305,321	1,305,321
<b>460 LANDFILL ENT. FUND</b>					
Personal Services	172,578	187,976	168,565	168,565	168,565
Expenses	125,125	150,517	135,532	135,532	135,532
Capital Spending	29,889	33,349	65,796	66,796	66,796
<b>460 TOT DIRECT COST (Approp)</b>	<b>327,592</b>	<b>371,842</b>	<b>369,893</b>	<b>370,893</b>	<b>370,893</b>
INDIRECT COST: (Not Approp)					
Engineering Dept. Service	35,334	31,767	35,032	34,032	34,032
Benefits/Insurance	38,604	38,579	39,475	39,475	39,475
Total Indirect Cost	73,938	70,346	74,507	73,507	73,507
<b>TOTAL 460 BUDGET</b>	<b>401,530</b>	<b>442,188</b>	<b>444,400</b>	<b>444,400</b>	<b>444,400</b>
LANDFILL RECEIPTS	381,783	442,188	444,400	444,400	444,400
RETAINED EARNINGS		54,310	0		
<b>TOTAL 400 BUDGET</b>	<b>1,545,112</b>	<b>1,576,382</b>	<b>1,756,074</b>	<b>1,713,614</b>	<b>1,713,614</b>
Offsets	35,317	11,700	14,000	37,400	37,400
<b>NET 400 BUDGET</b>	<b>1,509,795</b>	<b>1,564,682</b>	<b>1,742,074</b>	<b>1,676,214</b>	<b>1,676,214</b>
<b>500 GENERAL GOVERNMENT</b>					
<b>501 SELECTMEN</b>					
Personal Services	214,761	183,382	201,147	199,467	199,467
Expenses	8,774	12,336	28,986	23,986	23,986
<b>501 TOTAL</b>	<b>223,535</b>	<b>195,718</b>	<b>230,133</b>	<b>223,453</b>	<b>223,453</b>
<b>502 ENGINEERING DEPT.</b>					
Personal Services	209,594	194,966	251,642	218,679	218,679
Expenses	9,289	9,760	9,800	9,800	9,800
Capital Spending	0	6,000	0	0	0
<b>502 TOTAL</b>	<b>218,883</b>	<b>210,726</b>	<b>261,442</b>	<b>228,479</b>	<b>228,479</b>
Lndfill Ent.Fund Revenue	35,334	31,767	39,158	34,032	34,032

	Expend. FY 92 *	Approp. FY 93**	Dept Reques FY 94	NON OVERRIDE Fin Com Rec FY 94	OVERRIDE Fin Com Rec FY 94
<b>503 LAW</b>					
Personal Services	27,560	57,978	55,273	55,273	55,273
Expenses	90,487	63,679	66,384	66,384	66,384
<b>503 TOTAL</b>	<b>118,047</b>	<b>121,657</b>	<b>121,657</b>	<b>121,657</b>	<b>121,657</b>
 <b>506 TOWN CLERK &amp; REGISTRARS</b>					
Personal Services	117,519	122,187	135,396	131,234	131,234
Expenses	24,792	34,252	20,220	17,445	17,445
<b>506 TOTAL</b>	<b>142,311</b>	<b>156,439</b>	<b>155,616</b>	<b>148,679</b>	<b>148,679</b>
 <b>509 MODERATOR</b>					
Personal Services	0	0	0	0	0
Expenses	0	0	0	0	0
<b>509 TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
 <b>510 PERMANENT BLDG. COM.</b>					
Personal Services	652	1,175	500	500	500
Expenses	0	0	0	0	0
<b>510 TOTAL</b>	<b>652</b>	<b>1,175</b>	<b>500</b>	<b>500</b>	<b>500</b>
 <b>511 PERSONNEL BOARD</b>					
Personal Services	3,341	4,438	4,308	4,308	4,308
Expenses	293	360	485	485	485
<b>511 TOTAL</b>	<b>3,634</b>	<b>4,798</b>	<b>4,793</b>	<b>4,793</b>	<b>4,793</b>
 <b>512 PLANNING BOARD</b>					
Personal Services	39,572	38,488	49,611	49,611	49,611
Expenses	2,875	2,822	1,600	1,600	1,600
<b>512 TOTAL</b>	<b>42,447</b>	<b>41,310</b>	<b>51,211</b>	<b>51,211</b>	<b>51,211</b>
 <b>513 ANCIENT DOCUMENTS COM.</b>					
Expenses	1,578	1,600	1,600	1,600	1,600
<b>513 TOTAL</b>	<b>1,578</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>
 <b>514 HISTORIC DIST. COM.</b>					
Personal Services	75	80	80	80	80
Expenses	75	85	85	85	85
<b>514 TOTAL</b>	<b>150</b>	<b>165</b>	<b>165</b>	<b>165</b>	<b>165</b>
 <b>515 HISTORICAL COMMISSION</b>					
Expenses	1,649	1,625	1,600	1,600	1,600
<b>515 TOTAL</b>	<b>1,649</b>	<b>1,625</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>

	Expend. FY 92 *	Approp. FY 93**	Dept Reques FY 94	NON OVERRIDE Fin Com Rec FY 94	OVERRIDE Fin Com Rec FY 94
<b>516 CABLE TV COMMISSION</b>					
Expenses	0	400	1,100	800	800
<b>516 TOTAL</b>	0	400	1,100	800	800
 <b>517 DESIGN REVIEW BOARD</b>					
Personal Services	1,039	1,795	1,830	1,830	1,830
Expenses	16	616	200	200	200
<b>517 TOTAL</b>	1,055	2,411	2,030	2,030	2,030
 <b>518 COUNCIL ON AGING</b>					
Personal Services	48,015	49,176	62,322	62,322	62,322
Expenses	2,662	1,501	11,975	4,501	4,501
<b>518 TOTAL</b>	50,677	50,677	74,297	66,823	66,823
 <b>TOTAL 500 BUDGET</b>	<b>804,617</b>	<b>788,701</b>	<b>906,144</b>	<b>851,790</b>	<b>851,790</b>
 <b>560 FINANCE</b>					
<b>561 FINANCE DIRECTOR/ACCOUNT</b>					
Personal Services	112,040	115,989	115,326	114,826	114,826
Expenses	21,900	12,577	25,665	25,665	25,665
Capital Spending	0	0	18,800	18,800	18,800
<b>561 TOTAL</b>	133,940	128,566	159,791	159,291	159,291
 <b>563 TREASURER/COLLECTOR</b>					
Personal Services	111,662	119,295	136,925	136,925	136,925
Expenses	54,448	61,645	70,700	66,400	66,400
<b>563 TOTAL</b>	166,110	180,940	207,625	203,325	203,325
 <b>564 ASSESSORS</b>					
Personal Services	115,769	119,547	125,209	125,209	125,209
Expenses	13,415	29,053	31,860	31,610	31,610
Capital Spending	0	0	0	0	0
<b>564 TOTAL</b>	129,184	148,600	157,069	156,819	156,819
 <b>568 FINANCE COMMITTEE</b>					
Personal Services	6,148	6,218	6,722	6,722	6,722
Expenses	291	260	260	260	260
<b>568 TOTAL</b>	6,439	6,478	6,982	6,982	6,982
 <b>TOTAL 560 BUDGET</b>	<b>435,673</b>	<b>464,584</b>	<b>531,467</b>	<b>526,417</b>	<b>526,417</b>



	Expend. FY 92 *	Approp. FY 93**	Dept Reques FY 94	NON OVERRIDE Fin Com Rec FY 94	OVERRIDE Fin Com Rec FY 94
<b>600 GOODNOW LIBRARY</b>					
-----					
Personal Services	280,208	290,435	344,804	313,536	313,536
Expenses	89,246	73,094	105,600	89,194	89,194
<b>600 TOTAL</b>	<b>369,454</b>	<b>363,529</b>	<b>450,404</b>	<b>402,730</b>	<b>402,730</b>
 <b>700 PARK AND RECREATION</b>					
-----					
Personal Services	138,103	129,939	156,198	156,198	156,198
Expenses	33,801	23,082	14,790	14,790	14,790
Capital Spending	0	0	20,000	0	0
<b>700 TOTAL</b>	<b>171,904</b>	<b>153,021</b>	<b>190,988</b>	<b>170,988</b>	<b>170,988</b>
 <b>701 POOL ENTERPRISE FUND</b>					
Personal Services	188,617	189,119	175,478	170,188	170,188
Expenses	108,263	118,665	112,665	112,665	112,665
Capital Spending	0	0	2,793	8,083	8,083
<b>701 TOT DIRECT COST (Approp)</b>	<b>296,880</b>	<b>307,784</b>	<b>290,936</b>	<b>290,936</b>	<b>290,936</b>
 <b>INDIRECT COST: (Not Approp)</b>					
Benefits/Insurance	29,580	36,988	33,495	36,988	36,988
Custodial Services	7,948	8,765	9,469	9,469	9,469
Total Indirect Cost	37,528	45,753	42,964	42,964	42,964
<b>TOTAL 701 BUDGET</b>	<b>334,408</b>	<b>353,537</b>	<b>333,900</b>	<b>333,900</b>	<b>333,900</b>
 <b>POOL ENTERPRISE RECEIPTS</b>					
	289,529	348,500	333,900	333,900	333,900
 <b>710 YOUTH COMMISSION</b>					
Expenses	1,127	1,600	1,600	1,600	1,600
<b>710 TOTAL</b>	<b>1,127</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>
 <b>TOTAL 700 BUDGET</b>					
	469,911	462,405	483,524	463,524	463,524
 <b>800 BOARD OF HEALTH</b>					
-----					
Personal Services	77,051	116,152	122,387	122,387	122,387
Expenses	108,452	70,245	79,160	79,160	79,160
Capital Spending	0	0	0	0	0
<b>800 TOTAL</b>	<b>185,503</b>	<b>186,397</b>	<b>201,547</b>	<b>201,547</b>	<b>201,547</b>
 <b>900 Veterans</b>					
-----					
Personal Services	3,613	3,613	5,000	3,983	3,983
Expenses	9,985	3,750	13,818	13,668	13,668
<b>900 TOTAL</b>	<b>13,598</b>	<b>7,363</b>	<b>18,818</b>	<b>17,651</b>	<b>17,651</b>



	Expend. FY 92 *	Approp. FY 93**	Dept Reques FY 94	NON OVERRIDE Fin Com Rec FY 94	OVERRIDE Fin Com Rec FY 94
<b>950 UNCLASSIFIED</b>					
<b>EMPLOYEE BENEFITS</b>					
-800 Health Insurance	1,483,774	1,646,000	1,646,000	1,693,000	1,733,000
Town Share:	660,725	732,964	732,964	732,964	732,964
Sci Share:	823,049	913,036	913,036	960,036	1,000,036
-801 Life Insurance	4,472	4,600	4,600	4,600	4,600
Town Share:	1,991	2,048	2,048	2,048	2,048
Sci Share:	2,481	2,552	2,552	2,552	2,552
-813 Retirement Fund	848,889	951,667	983,000	983,000	988,000
Town Share:	670,707	751,912	776,668	776,668	776,668
Sci Share:	178,182	199,755	206,332	206,332	211,332
-821 Worker's Compensation	156,525	180,000	180,000	190,000	200,000
Town Share:	105,639	121,482	121,482	128,231	128,231
Sci Share:	50,886	58,518	58,518	61,769	71,769
-822 FICA/Medicare	82,365	100,000	100,000	75,000	82,000
Town Share:	36,677	44,530	44,530	33,397	33,397
Sci Share:	45,688	55,470	55,470	41,603	48,603
-825 Unemploy. Compensation	1,000	70,000	30,000	30,000	30,000
Town Share:	445	31,171	13,359	13,359	13,359
Sci Share:	555	38,829	16,641	16,641	16,641
-952 Pension Liab. Fund	20,000	20,000	100,000	20,000	20,000
Town Share:	15,802	15,802	79,010	15,802	15,802
Sci Share:	4,198	4,198	20,990	4,198	4,198
<b>Total Employee Benefits</b>	<b>2,597,025</b>	<b>2,972,267</b>	<b>3,043,600</b>	<b>2,995,600</b>	<b>3,057,600</b>

	Expend. FY 92 *	Approp. FY 93 **	Dept Reques FY 94	NON OVERRIDE Fin Com Rec FY 94	OVERRIDE Fin Com Rec FY 94
<b>OPERATING EXPENSES</b>					
-510 Equipment	1,430	0	0		0
-803 Property/Liab. Insurance	169,722	215,000	160,000	160,000	160,000
Town Share:	101,391	168,902	125,695	125,695	125,695
Scl Share:	68,331	46,098	34,305	34,305	34,305
-804 Print Town Report	5,661	8,000	6,500	6,500	6,500
-805 Memorial Day	1,180	1,325	1,325	1,325	1,325
-814 Town Meetings	11,650	18,000	17,000	17,000	17,000
-815 Postage	29,993	30,000	30,000	30,000	30,000
-816 Telephone	20,551	43,000	29,000	29,000	29,000
-951 Copying	3,106	9,000	7,500	7,500	7,500
Total Operating Expenses	243,293	324,325	251,325	251,325	251,325
950 TOTAL UNCLASSIFIED	2,840,318	3,296,592	3,294,925	3,246,925	3,308,925
(Total Town Related)	1,666,948	1,978,136	1,987,081	1,919,489	1,919,489
(Total School Related)	1,173,370	1,318,456	1,307,844	1,327,435	1,389,435
Offset: Free Cash	132,947	361,536	361,536	376,000	376,000
Offset: Abatement Surplus	175,000	0	179,383	179,383	179,383
NET 950 BUDGET	2,532,371	2,935,056	2,754,006	2,691,542	2,753,542
Pool Ent.Fund Revenue	29,580	36,988	33,495	33,495	33,495
Lndfill Ent.Fund Revenue	38,604	38,579	39,475	39,475	39,475
<b>970 TRANSFER ACCOUNTS ***</b>					
-110 Salary Adjustment Acct.	0	0	0	0	0
-807 Reserve Fund	100,000	100,000	100,000	100,000	100,000
-970 Town Salary Contingency		34,941		36,488	36,488
-971 Scl Salary Contingency		0		0	0
970 TOTAL TRANSFER ACCOUNTS	100,000	134,941	100,000	136,488	136,488
Offset: Abatement Surplus	0	0			
Offset: Free Cash	0	0			
NET 970 BUDGET	100,000	134,941	100,000	136,488	136,488
<b>TOTAL OPERATING BUDGET</b>	<b>25,849,823</b>	<b>27,454,634</b>	<b>30,007,190</b>	<b>29,078,735</b>	<b>29,263,777</b>
Total Offsets	241,442	73,575	278,962	317,362	317,362
Free Cash Applied	132,947	361,536	361,536	376,000	376,000
<b>NET OPERATING BUDGET</b>	<b>25,475,434</b>	<b>27,019,523</b>	<b>29,366,692</b>	<b>28,385,373</b>	<b>28,570,415</b>

**ARTICLE 11.     ACCEPT G.L.CH. 40, SEC. 8J -  
CREATE COMMISSION ON DISABILITY**

To see if the Town will vote to accept Chapter 40, Section 8J of the Massachusetts General Laws, which provides the authorization to cities and towns to establish a permanent Commission on Disability for the purpose of developing, coordinating or carrying out programs designed to meet the needs of persons with disabilities, in cooperation with the Massachusetts Office on Disability and Town agencies, and to raise, and appropriate or transfer from available funds a sum of money for this purpose; or act on anything relative thereto.

Submitted by the Board of Selectmen and Town Clerk.

**BOARD OF SELECTMEN AND TOWN CLERK REPORT:** By accepting the provisions of Chapter 40, Section 8J, the Town may establish a commission for the purpose of coordinating and/or carrying out programs designed to meet the problems of the handicapped in coordination with programs of the State Office on Disability. The Commission would meet during the year and file an annual report to be printed in the Annual Town Report. The Commission would consist of five to nine members to be appointed by the Selectmen. A majority of the members must be persons with disabilities; one may be a member of the immediate family of such a person; and one must be an elected or appointed official of the Town. The terms of the first members of the Commission shall be for one, two or three years, and so arranged that the term of one of the members expires each year, and their successors shall be appointed for terms of three years each.

The Commission may receive gifts of property in the name of the Town of Sudbury subject to the approval of the Selectmen. Additionally, the Selectmen intend to vote to exercise its authority under Chapter 241 of the Acts of 1992 to allocate all funds received from fines assessed for violations of handicapped parking in the Town of Sudbury to the Commission on Disability. Funds received will be deposited by the Town Treasurer in a separate account and used solely for the benefit of persons with disability. This account will be kept separate and apart from all other monies. Expenditures from this account, including any accrued interest, shall be made upon the recommendation of the Commission on Disability in accordance with the accepted procedures of the Town for the disbursement of funds, including approval of the Board of Selectmen. The Town Accountant shall submit annually a report of said account to the Selectmen for review and a copy will be forwarded to the Department of Revenue's Bureau of Accounts. Estimated annual receipts range between \$900-\$1,500.

A copy of G. L. Ch. 40, sec. 8J, is available by calling the Selectmen's Office. The Board and Town Clerk support this article.

**FINANCE COMMITTEE:** The Committee will report at Town Meeting.

**ARTICLE 12.     PURCHASE VOTING EQUIPMENT**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, \$42,200, or any other sum, to be expended under the direction of the Town Clerk, for the purchase of an optical scan voting system, and voting booths to be used therewith; and to determine whether said sum shall be raised by borrowing or otherwise; or act on anything relative thereto.

Submitted by the Board of Selectmen and Town Clerk. (Two-thirds vote required, if borrowed.)

**BOARD OF SELECTMEN AND TOWN CLERK REPORT:** For many years voter turnout at State Elections has represented 85-89% of the Town's total electorate. Presently, there are over 10,000 registered voters, 89% of whom voted at the recent Presidential Election. The present number of voters makes clear the need for elections to be held in more than one location, and by precincts, as they are in most other communities. No longer is a single school a viable location for State or Presidential Elections, as it presents a serious space problem as well as a safety issue for the voters and the school children.

The current voting system (Automatic Voting Machines) is extremely slow and unreliable. Despite regular preventative maintenance, the machines continue to break down. The AVMs were purchased over 24 years ago, refurbished, not new. There remains one reliable vendor who services these machines and provides supplies, and he is located in New York. Maintenance and parts are very costly and locating technicians to program the machines has become another serious problem. Physical size of the machines and storage requirements are presently a problem; the proposed new units are compact. The present system limits the number who can vote at one time to 23 persons, whereas the new system does not limit how many can vote at one time because additional booths can be purchased as the population increases.

The proposed Optech Voting System will be suitable for separate location precinct voting and will provide voters with an easy-to-use voter actuated ballot tabulating system. The scanner counts each vote, sorts the information in the memory pack, updates, totals and directs the ballot to the proper ballot box in less than one second. At the close of the polls, an alpha-numeric printout is produced with office titles, candidates' names and their respective vote totals, along with precinct totals in a matter of minutes. Candidates' names, issues and write-in positions are clearly printed on the ballots. A person votes by drawing/extending an arrow pointing to his/her choice and inserting the ballot in the Optech III Unit. The system is efficient, fast, easy to use, easy to service, reliable and proven.

We must plan now before the next State Election to avert the significant problems of the November 3, 1992 Presidential Election from reoccurring. We seek your support in providing a reliable and efficient voting system. New voting equipment and precinct voting have been a priority of the Selectmen and Town Clerk for several years. Requests for funding have been put off far too long and the subject is too important to ignore any longer. The law requires the Town to have a voting system which is reliable, efficient and accurate, and with the present system we can no longer meet these requirements. Further report will be made at Town Meeting.

FINANCE COMMITTEE REPORT: The Committee recommends disapproval, as no money is available at this time.

LONG RANGE PLANNING COMMITTEE: The Committee supports this article subject to funds being available.

### ARTICLE 13. FLYNN BUILDING & TOWN HALL ARCHITECTURAL SERVICES

To see if the Town will vote to raise and appropriate, or appropriate from available funds, \$16,000, or any other sum, to be expended under the direction of the Permanent Building Committee, for the purpose of obtaining professional, engineering, and architectural services, including preparation of preliminary design drawings and cost estimates, for remodeling and making extraordinary repairs to the Flynn Building, 278 Old Sudbury Road, and the Town Hall, 322 Concord Road; and to authorize the Permanent Building Committee to execute a contract or contracts therefor; and to determine whether said 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: A Space Planning Group has been meeting over the past year trying to find the best solution for the use of town facilities for administrative office purposes. This group consists of occupants from the Flynn Building, Town Hall, and Loring Parsonage. Also, representatives from the High School, local schools, Long Range Planning Committee, Access Advisory Group, Historical Society, and Finance Committee have been attending as members of the Space Planning Group.

The funds requested in this article will enable the Space Planning Group to move forward with its preliminary plans to have the Flynn Building become the central administrative offices for a major portion of the town functions. This concept involves limiting the use of the Town Hall and transferring ownership of the Loring Parsonage to the Sudbury Historical Society.



It is not a question of whether or not we should proceed; we must proceed for the following reasons:

1. The new Federal law and regulations concerning handicapped persons called the Americans With Disabilities Act (ADA) requires that we make our offices and meeting places accessible to **ALL**.
2. Because Town offices are located in a number of buildings, the ability for employees to (a) interact, (b) share equipment, and (c) share personnel is limited. By consolidating town services into the Flynn Building and developing an efficient layout of the space, many of the current problems can be eliminated, thus bringing about savings.
3. Heating and maintenance costs for Town Hall can be reduced substantially and eliminated totally for the Loring Parsonage. Estimated savings are \$15,000 per year.
4. The plan calls for more secure vault and storage space, which is needed by most departments.

Approval of this article means we will go out and get accurate dollar numbers as to the cost to implement this plan. If reasonable, then we will return to a future town meeting to seek your approval for funding.

The Board of Selectmen and Space Planning Group urge your support.

FINANCE COMMITTEE REPORT: Recommend approval.

#### ARTICLE 14. ACCESSIBILITY TO TOWN BUILDINGS FOR THE DISABLED

To see if the Town will vote to raise and appropriate, or appropriate from available funds, \$115,000, or any other sum, to be expended under the direction of the Building Department, for remodeling or making extraordinary repairs to Town buildings for the purpose of providing accessibility and toilet facilities for the disabled in four of the most heavily utilized town buildings, and to determine whether said sum shall be raised by borrowing or otherwise; or act on anything relative thereto.

Submitted by the Building Inspector.

(Two-thirds vote required, if borrowed.)

BUILDING INSPECTOR REPORT: Currently the lower Town Hall assembly space, the Flynn Building, the Loring Parsonage and the lower level of the Goodnow Library are not accessible to the disabled and cannot legally be used for public meetings or functions. Also, the Americans With Disabilities Act, effective January 26, 1992, requires that all public functions and services be accessible to people with disabilities. The result is excessive use of the Fairbank Center, being the only accessible public facility, and the accelerated deterioration related thereto. This request will provide both legal access and toilet facilities for the disabled in the four most heavily utilized town buildings. The priority and estimated costs associated with accessibility to the four buildings, are as follows:

1. Town Hall	\$25,000
2. Flynn Building	\$40,000
3. Goodnow Library	\$30,000
4. Loring Parsonage	\$20,000

It is the responsibility of the Town as well as the law to provide access to town facilities and reasonable accommodation for services to all of its residents, and approval of this article will demonstrate acceptance of that responsibility.

BOARD OF SELECTMEN POSITION: The Board supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends that funds be provided for accessibility to the Town Hall and the Goodnow Library for a total estimated cost of \$55,000.

**ARTICLE 15. TOWN BUILDING REPAIRS**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, \$100,000, or any other sum, to be expended under the direction of the Building Department, for remodeling or making extraordinary repairs to town buildings, and to determine whether said sum shall be raised by borrowing or otherwise; or act on anything relative thereto.

Submitted by the Building Inspector.

(Two-thirds vote required, if borrowed.)

**BUILDING INSPECTOR REPORT:** The Building Department has surveyed the Town Buildings under its jurisdiction and is recommending repairs as follows to improve those buildings to a minimally acceptable level:

1.	Re-clapboard, replace rotted out front entry pediment, repair windows, and paint Loring Parsonage.	20,000
2.	Loring Parsonage repairs/chimney, fireplace, floorboards, etc.	4,000
3.	Re-set brick walk at Loring Parsonage	2,000
4.	Replace picket fence - Loring Parsonage	1,000
5.	Paint Town Hall outside including windows	20,000
6.	Paint upper Town Hall inside.	4,000
7.	Roof inspections and emergency repairs	10,000
8.	Replace 18 windows in Flynn Building	12,000
9.	Pump all septic tanks	2,000
10.	Connect Flynn Building septic to existing leaching field	2,000
11.	Miscellaneous Painting	5,000
12.	Repair and wash windows	3,000
13.	Upgrade heating system and replace two blowers in Town Hall.	15,000

The above are representative items which if not implemented will result in further deterioration producing far more costly future repairs. The maintenance dollars allocated to the operating budget for each town building are simply inadequate to absorb the above repair and maintenance costs.

**BOARD OF SELECTMEN POSITION:** The Board supports this article.

**FINANCE COMMITTEE REPORT:** The Finance Committee recommends that funds be provided for external repairs and painting of Loring Parsonage, external painting of Town Hall, window replacement in the Flynn Building, and upgrading the heating system in Town Hall. Total estimated cost for these repairs is \$61,600.

**ARTICLE 16. CURTIS AND HAYNES SCHOOL ROOFS**

To see what sum the Town will vote to appropriate to be expended under the direction of the Permanent Building Committee, for the purpose of making extraordinary repairs to and/or reconstructing the roofs at the Curtis Middle School and at the Haynes Elementary School and all expenses connected therewith, including professional engineering and architectural services, including plans, specifications, bidding documents and supervision of work; and to authorize the Permanent Building Committee to execute a contract or contracts therefor; and to determine whether said sum shall be raised by borrowing or otherwise; or act on anything relative thereto.

Submitted by the Sudbury School Committee.

(Two-thirds vote required, if borrowed.)

**SUDBURY SCHOOL COMMITTEE REPORT:** The Sudbury School Department's roofing repair and maintenance plan was developed in 1980 by the Permanent Building Committee. The object of this plan was to replace all school roofs and institute a preventive maintenance program for the roofs throughout



the school system. The first phases of this plan were completed during the 1980s on the Noyes and Curtis schools and in 1990/91 on the Nixon School; however, there are three phases of roof repairs that are yet incomplete. These phases include in order of priority: (1) the flat roof of the Haynes School (approximately 42,000 square feet) at an estimated cost of \$180,000; (2) the structural repair and roof replacement of the Haynes School gymnasium, cafeteria and auditorium at an estimated cost of \$125,000 and; (3) four separate areas at Curtis Middle School (approximately 33,000 square feet) at an estimated cost of \$150,000. The School Committee is seeking funding for completion of all three phases now since these areas must be repaired and it is financially advantageous to bid and repair the three phases as one contract.

An article for these roof repairs was withdrawn at the 1991 Annual Town Meeting. Subsequently, an article for repairs was approved at the 1992 Annual Town Meeting granting the authority for funding to be applied from funds remaining in Nixon/Noyes Renovation Article (Article 5 of the October 17, 1989 Special Town Meeting was amended by Article 26 of the 1992 Annual Town Meeting to include roof repairs). Since the available funds remaining from the 1989 Nixon/Noyes Article are extremely limited and the current estimated cost for these three phases of roof repairs ranges from \$350,000 to \$455,000, alternate funding sources need to be identified.

The need for roof repairs is unquestionable. Both the Haynes and Curtis roofs have outlived the estimated 20 year life span for roofs built in the 1960s. The school maintenance staff is constantly called upon to spot patch the roofs with tar in the many damaged areas and buckets can frequently be seen in the classrooms and corridors of the buildings collecting the water dripping from the ceilings during rain storms. These roofs must be replaced immediately as they are the highest priority maintenance need of the School Department. The School Committee urges all voters to support this effort.

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

FINANCE COMMITTEE REPORT: The Finance Committee recommends that \$190,000 be used from the 1989 Special Town Meeting Article 5 to replace or repair the flat roof at the Haynes School in lieu of any new appropriation.

#### ARTICLE 17. STREET ACCEPTANCES

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

Atkinson Lane	From Dutton Road to a dead end, a distance of 2,608 feet, more or less;
Babe Ruth Drive	From Hudson Road to Atkinson Lane, a distance of 1,301 feet, more or less;
Perry Circle	From Atkinson Lane to a dead end, a distance of 451 feet, more or less;
Petersen Circle	From Atkinson Lane to a dead end, a distance of 352 feet, more or less;
Whitetail Lane	From Sawmill Road to a dead end, a distance of 500 feet, more or less;
Run Brook Circle	From Fairbank Road to a dead end, a distance of 660 feet, more or less;
Stagecoach Drive	From Landham Road to a dead end, a distance of 276 feet, more or less;

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 a taking by eminent domain, in fee simple, of the property shown on said plans; and to raise and appropriate, or appropriate from available funds, \$400, 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 Highway Surveyor and Town Engineer as to roads which meet legal requirements for acceptance. The Selectmen have, at a previous public hearing, voted the layout of these roads. 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 at Town Meeting.

FINANCE COMMITTEE REPORT: Recommend approval.

#### ARTICLE 18. MASS. 1991 TRANSPORTATION BOND ISSUE

To see if the Town will vote to raise and appropriate the sum of \$319,713, or any other sum, to be expended under the direction of the Highway Surveyor, for the construction, reconstruction and maintenance projects of Town and County ways pursuant to Chapter 33 of the Acts of 1991, and to determine whether this sum shall be raised by transfer from 1991 Transportation Bond Issue of the Commonwealth, or act on anything relative thereto.

Submitted by the Highway Surveyor.

HIGHWAY SURVEYOR REPORT: The anticipated revenue for this article is derived from the latest ten cent gas tax voted by the legislature. It will be combined with the first half voted last year to implement a pavement management program for our local roads.

BOARD OF SELECTMEN POSITION: The Board supports this article.

FINANCE COMMITTEE REPORT: Recommend approval.

#### ARTICLE 19. WALKWAY ENGINEERING AND CONSTRUCTION - RT. 117 AND HAYNES ROAD

To see if the Town will vote to raise and appropriate, or appropriate from available funds, \$5,000, or any other sum, for the engineering, and construction of a walkway, with such funds to be expended for construction, as necessary, under the direction of the Highway Surveyor for a walkway (approximately 360 feet) along Route 117 from Willard Grant Road to Haynes Road; and (approximately 100 feet) on Haynes Road along the southeast corner to 117; or act on anything relative thereto.

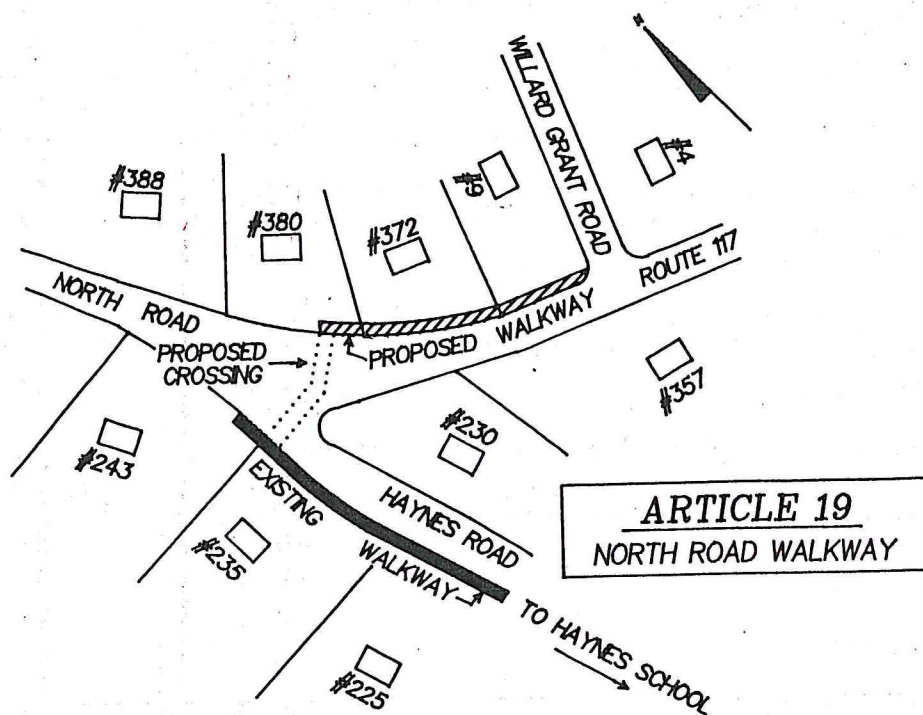
Submitted by Petition.

PETITIONERS REPORT: Now that the busing situation has changed and children have an option to walk to school we need to make sure the walkways are safe. Presently, Route 117 is far too dangerous for children to walk along and to cross over to Haynes Road with its pre-existing walkway. Constructing this short section of sidewalk along 117 provides children within 1/4 to 1 3/4 miles of school a safe way to walk or bike to school.

BOARD OF SELECTMEN POSITION: The Board supports this article.

FINANCE COMMITTEE REPORT: Recommend approval.

LONG RANGE PLANNING COMMITTEE: The Committee supports this article.



#### ARTICLE 20. SPECIAL ACT - DRAKE CONSERVATION RESTRICTION

To see if the Town will vote to petition the General Court to pass legislation enabling the release of a certain portion of a Conservation Restriction not exceeding 11,690 square feet, in exchange for a grant of a Conservation Restriction on other land, not exceeding 12,127 square feet, such petition to be submitted as follows:

"An Act to Amend a Certain Conservation Restriction

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Section 1. The Town of Sudbury, acting by its Board of Selectmen, is hereby authorized to release a certain parcel of LAND subject to the Conservation Restriction granted to the Town of Sudbury by Arden B. Mac Neill, on June 13, 1984, and recorded at Middlesex South Registry of Deeds, Book 17249, Page 611, from said restriction. The parcel of land to be released is shown as Proposed Release of Conservation Restriction on a plan entitled Easement Plan of Land in Sudbury, MA, dated November 2, 1992 by Colburn Engineering, Inc. to be recorded with the Middlesex South District Registry of Deeds.

In consideration for the release of said Conservation Restriction, William C. Drake and Georg-Jean Drake, owners of said parcel of land, shall grant to the Town of Sudbury, a conservation restriction on the land shown as Lot 46 on said plan.

Section 2. This act shall take effect upon its passage.";

or act on anything relative thereto.

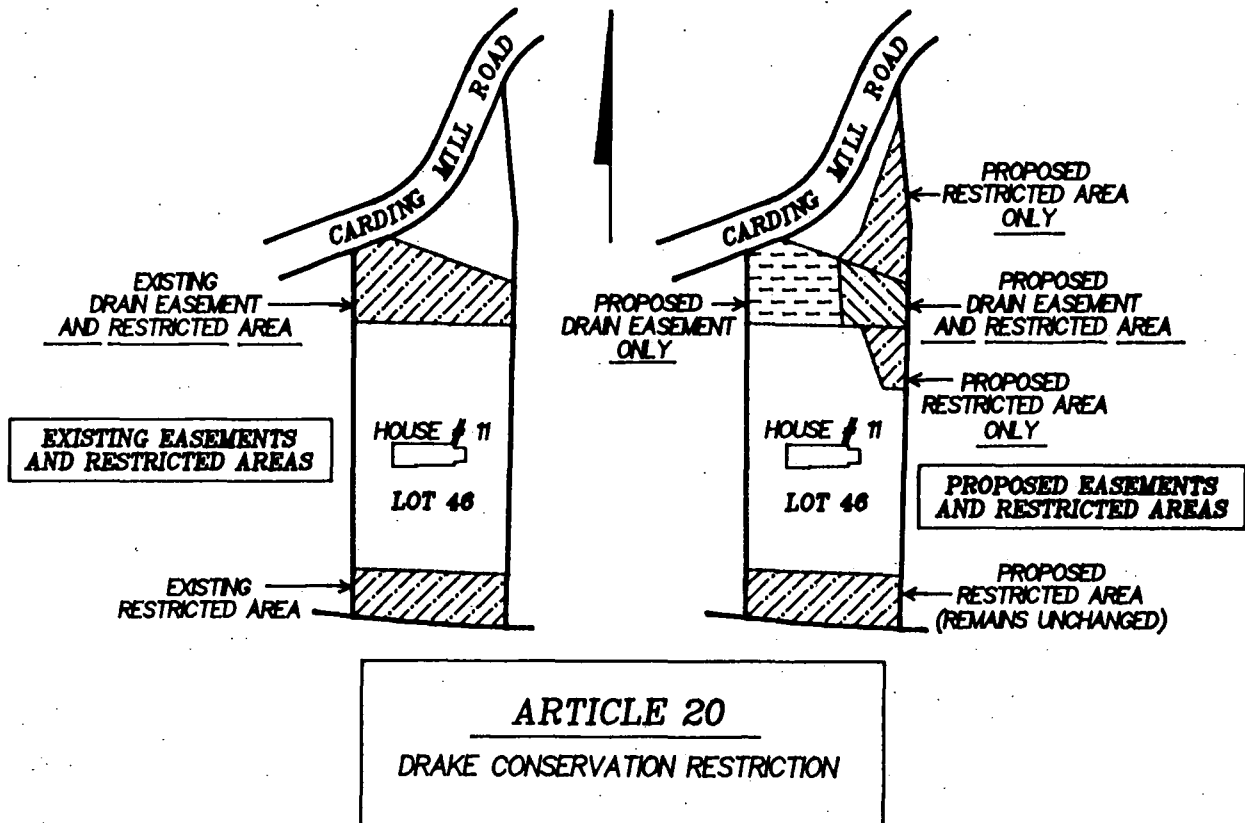
Submitted by Petition.

PETITIONERS REPORT: William C. and Georg-Jean Drake are petitioning the release of a certain portion of a Conservation Restriction on their property in exchange for a grant of a Conservation Restriction on another portion of their land.

Apparently the original restricted area was not noted on the original plan and has been altered and landscaped, and the Drakes in good faith, are offering other virgin lands of theirs in exchange for a release from the original restriction.

BOARD OF SELECTMEN POSITION: The Board supports this article.

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





**ARTICLE 21. AMEND ZONING BYLAW, ART. IX.VI.A -  
ADMINISTRATION/ENFORCEMENT**

To see if the Town will vote to amend Article IX of the Town of Sudbury Bylaws, the Zoning Bylaw, Section VI.A, by deleting, in the third paragraph the words "Section VI, C, 4 of Article IX" and substituting therefor the words "M.G.L. Chapter 40A"; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Two-thirds vote required.)

**BOARD OF SELECTMEN REPORT:** This amendment is simply a correction of the legal reference under which an appeal is made of a ruling by the Inspector of Buildings. The third paragraph of Section IX.VI.A thus would read: "Any person aggrieved by the refusal of the Inspector of Buildings to grant a building permit or by any order or ruling made by him, notice of which shall have been given to the applicant or permittee, may appeal in writing to the Board of Appeals as is provided in M.G.L. Chapter 40A." The Board supports this article.

**PLANNING BOARD REPORT:** The Board supports this article as proposed.

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

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

**ARTICLE 22. AMEND ZONING BYLAW, ART. IX.I.D.4 -  
SINGLE AND TWO-FAMILY RESIDENTIAL STRUCTURES**

To see if the Town will vote to amend Section I. General, Part D. Non-conforming Buildings and Uses, of Article IX of the Town of Sudbury Bylaws, the Zoning Bylaw, by inserting a new paragraph 4, as follows, and renumbering the remaining paragraph accordingly:

**"4. Single and Two-family Residential Structures**

In the following circumstances, alteration, reconstruction, extension or structural change (collectively "alteration") to a single or two-family residential structure shall not be considered an increase in the non-conforming nature of the structure and shall be permitted as of right:

- 1) alteration to a structure which complies with all current setback, yard, building coverage and building height requirements but is located on a lot with insufficient area, where the alteration will also comply with all of said current requirements;
- 2) alteration to a structure which complies with all current setback, yard, building coverage and building height requirements but is located on a lot with insufficient frontage, where the alteration will also comply with all of said current requirements;
- 3) alteration to a structure which encroaches upon one or more required yard or setback areas, where the alteration will comply with all current setback, yard, building coverage and building height requirements (the provisions of this clause 3) shall apply regardless of whether the lot complies with current area and frontage requirements);
- 4) alteration to the side or face of a structure which encroaches upon a required yard or setback area, where the alteration will not encroach upon such area to a distance greater than the existing structure (the provisions of this clause 4) shall apply regardless of whether the lot complies with current area and frontage requirements);
- 5) alteration to a non-conforming structure which will not increase the footprint of the existing structure provided that existing height restrictions shall not be exceeded.";



or act on anything relative thereto.

Submitted by the Board of Appeals.

(Two-thirds vote required.)

**BOARD OF APPEALS REPORT:** The reason for this article is to provide for a lower cost and less time consuming method for owners of non-conforming buildings or building on non-conforming lots to obtain a building permit for an alteration, additions or additional allowed structures (garages, pools, etc.).

Where prior to June of 1992 the Building Inspector could issue the permit without the Board of Appeals making a determination, a recent court decision disallowed that practice and required the Board of Appeals to hold a public hearing on all applications.

If the Town Meeting passes this article and if approved by the State Attorney General, then the process will revert to the previous procedure saving both time and money for applicants. We urge your approval.

**BOARD OF SELECTMEN POSITION:** The Board supports this article.

**PLANNING BOARD REPORT:** The Board supports this article as proposed. Due to the recent court ruling requiring special permits for the alteration of any non-conforming lot or structure, many Town Boards have been impacted by a substantial increase in work load. Often times, the degree of alteration is minor and poses no impact to the neighborhood. Therefore, more administrative review of such minor cases is encouraged, as permitted in this article.

**FINANCE COMMITTEE REPORT:** Recommend approval.

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

**ARTICLE 23. AMEND ZONING BYLAW, ART. IX.II.C -  
DELETE PORTION OF BUSINESS DISTRICT 12**

To see if the Town will vote to amend the Sudbury Zoning Bylaw, Article IX.II.C, by deleting from Business District No. 12 and adding to Residential Zone A-1 the rectangular parcel of land currently forming the easternmost portion of Business District No. 12, described below:

Beginning at the Northwesterly corner of Lot 14, Block W, as shown on "Plan of Pine Lakes, Sudbury, Mass.", dated April 1927, by Robert B. Bellamy, Surveyor, and recorded in the South Middlesex District Registry of Deeds, Cambridge, Massachusetts;

Thence running Easterly 50 feet, more or less, to land now or formerly of Lehr, said course being the Northerly boundary of Lots No. 14 and 13, Block W, as shown on the above mentioned plan;

Thence turning and running Northerly in a straight line 425 feet, more or less, by land now or formerly of Lehr to a corner at Lot No. 4, Block V, the last mentioned course being the Westerly boundary of Lot No. 37, Block W, the width of Maplewood Avenue, the Westerly boundary of Lot No. 20, Block V, and the Westerly boundary of that part of Lots No. 7, 6, 5, Block V, that is cut by said straight line;

Thence turning and running Westerly 25 feet, more or less, by Lot No. 4, Block V, as shown on the above mentioned plan, to land now or formerly of the U. S. Government;

Thence turning and running Southwesterly 35 feet, more or less, along land now or formerly of the U. S. Government to a concrete bound, said point being the Northeasterly boundary of the registered land shown on Commonwealth of Massachusetts Land Court Plan 33121A;

Thence turning and running Southerly 401 feet, more or less, along the Easterly boundary of the above mentioned registered land to the point of beginning;

or act on anything relative thereto.

Submitted by Petition.

(Two-thirds vote required.)

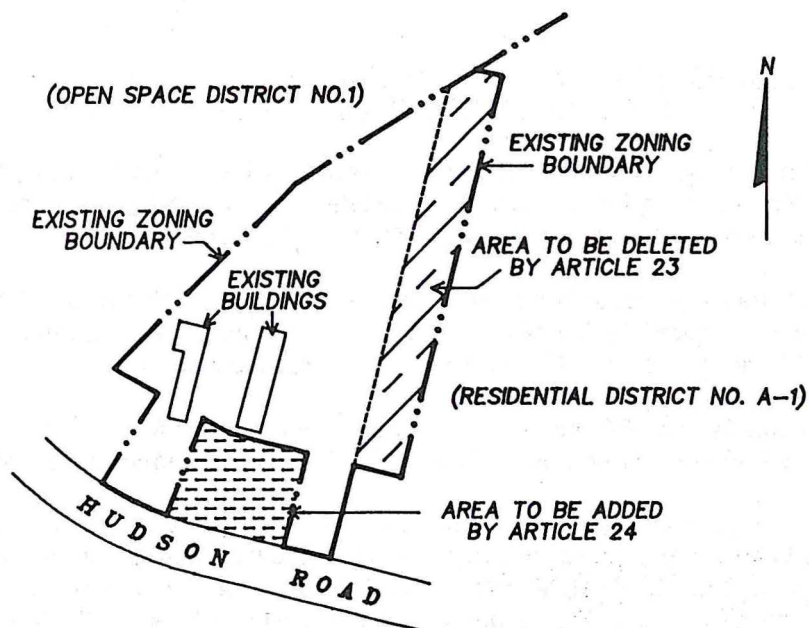
**PETITIONERS REPORT:** This article is presented by petitioners Howard and Anne Lehr, who would like to have the approximate 50' strip of their land rezoned from commercial use (Business District No. 12) to Residential A-1, in order to have their entire property zoned for residential use. This piece of land has always been used as residential property and the redrawing of the lines will make a more even line and sensible division of the two districts. It will also provide a tax rate equitable to the present use of the property.

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

**PLANNING BOARD REPORT:** The Board supports this article as proposed. The proposed rezoning from business to residential is consistent with the residential use of the balance of the property.

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

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



**ARTICLES 23 & 24**  
**BUSINESS DISTRICT NO. 12**

**ARTICLE 24. AMEND ZONING BYLAW, ART. IX.II.C -**  
**ADD TO BUSINESS DISTRICT 12**

To see if the Town will vote to amend the Sudbury Zoning Bylaw, Article IX.II.C, by adding to Business District No. 12 the rectangular parcel of land currently zoned Residence A-1, bounded by said Business District No. 12 and Hudson Road and described below:

Beginning at a point on the Northerly sideline of Hudson Road, said point being the boundary between Lots No. 22 and 21, Block W, as shown on "Plan of Pine Lakes, Sudbury, Mass.", dated April 1927, by Robert B. Bellamy, Surveyor, and recorded in the South Middlesex District Registry of Deeds, Cambridge, Massachusetts;

Thence running Northerly 100 feet, more or less, along the Westerly boundary of Lot No. 21;

Thence turning and running Southeasterly 20 feet, more or less, along the Northeasterly boundary of Lot No. 21;

Thence turning and running Easterly 95 feet, more or less, said course being the Northerly boundary of Lots No. 20, 19, 18, 17, Block W, as shown on the above mentioned plan;

Thence turning and running Southerly 100 feet, more or less, along the Easterly boundary of Lot No. 17 to a point on the Northerly sideline of Hudson Road;

Thence turning and running Westerly along the above mentioned Hudson Road to the point of beginning;

or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Two-thirds vote required.)

**BOARD OF SELECTMEN REPORT:** As a result of the preceding petition article sponsored by Howard R. and Anne N. Lehr to rezone a portion of their land currently in Business District No.12 to Residential A-1, it was brought to our attention by our Engineering Department that this would be a likely time to make another adjustment to Business District No. 12 to add to the District a small piece of Residential land which juts into the Business District along Hudson Road.

It appears from past records that the only probable reason the parcel of land in question under this article was not originally incorporated into the business district is because it was under different ownership. Since that time, this land has come under the ownership of Robert E. Devlin, et al, who is also owner of the rest of Business District No. 12. Mr. Devlin has indicated his full support of this proposed rezoning, which would bring uniformity to his entire parcel. Mr. Devlin operates a welding shop, auto body repair shop and stores construction materials and equipment on his land.

While, as of this printing, there has not been time for a full investigation, it appears to be a logical time to consider this subject. Further report, and recommendation of the Board will be made at Town Meeting.

**PLANNING BOARD REPORT:** The Board 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 25. COMMITTEE FOR THE PRESERVATION AND MANAGEMENT OF TOWN DOCUMENTS**

To see if the Town will vote to change the name of the permanent "Committee for the Preservation of Ancient Documents" to the "Committee for the Preservation and Management of Town Documents"; said Committee shall administer and maintain a records management program for protecting and preserving original documents, or facsimiles thereof, that are deemed valuable to the town and/or that may be required by law; and public access to all documents managed by this program shall be provided as required by the governing statutes of the Commonwealth of Massachusetts; or act on anything relative thereto.

COMMITTEE FOR THE PRESERVATION OF ANCIENT DOCUMENTS REPORT: The Special Town Meeting of October 25, 1956 established by a "committee of seven persons, including the Town Clerk, to investigate the condition of all ancient records both public and private, as are in the custody of the Town and report to the next ATM with recommendations for their preservation". In 1964 the Annual Town Meeting "VOTED to establish ADC as a permanent committee consisting of the Town Clerk and six other persons appointed by Moderator to investigate condition of all ancient records both public and private in custody of Town and to develop procedures for acquisition and preservation of such documents as it may deem to be of historical importance."

In 1972 the committee members recognized that the only difference between "ancient" and contemporary documents is the passage of time, and that the active files of today contain documents that may be of historical importance at some time in the future. With this in mind, the committee enlisted the voluntary services of Jesse Clark who was a professional consultant specializing in municipal records management. By 1973 a Records Management program was established that met the needs of the Town, was endorsed by the State Supervisor of Public Records, and became a model for other communities in the Commonwealth.

Technology has marched on during the intervening years, and the committee is now engaged in an effort to upgrade the Records Management program in order to take financial advantage of more modern data storage facilities, and to make public documents more accessible to the public. It therefore seems appropriate to change the name of this committee to reflect more accurately the role that it has served for the past two decades.

BOARD OF SELECTMEN POSITION: The Board supports this article.

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

**ARTICLE 26. SPECIAL ACT - VOTER INFORMATION**

To see if the Town will vote to petition the General Court to pass legislation authorizing the Town to publish and distribute to registered voters information on ballot questions submitted solely to the voters of the Town; said petition to contain legislation in the following form:

"AN ACT authorizing the Town of Sudbury to send certain information to registered voters in the Town of Sudbury.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

**SECTION 1.**

Notwithstanding the provisions of any general or special law to the contrary, the Board of Selectmen of the town of Sudbury shall, for any town meeting or special town meeting, the warrant for which includes an article in connection with which a question is, or will be, submitted solely to

without limitation, section twenty-one C of chapter fifty-nine, cause to be included in the warrant report distributed to the citizens of the town prior to commencement of said annual town meeting or special town meeting the full text of such question, a fair and concise summary of such question prepared by the town counsel of Sudbury and arguments for and against such question as provided in section 2.

## SECTION 2.

The Board of Selectmen shall seek such arguments for and against a question to be submitted solely to the voters of Sudbury from the principal proponents and opponents of each such question, and such arguments shall be filed with said Board of Selectmen within such time as the board shall designate in a written notice to the principal proponents and opponents, at least fourteen days from the date of such written notice. No argument shall contain more than two hundred and fifty words. If no argument is received by said Board of Selectmen within the time allowed by this section, said Board of Selectmen shall prepare such argument. The Board of Selectmen shall include such arguments in the warrant report, as provided in section 1. All arguments filed with or prepared by said Board of Selectmen shall be open to public inspection at the office of the clerk of said town of Sudbury.

## SECTION 3.

In the event a question unrelated to an article to be considered at an annual or special town meeting is to be submitted solely to the voters of Sudbury, the Board of Selectmen may, but shall not be required to, seek arguments for and against such question in the manner set forth in section 2. If the Board of Selectmen elects to seek such arguments, it shall cause such arguments, together with the full text of the question and a fair and concise summary of the question prepared by the town counsel of Sudbury, to be printed and distributed, by mail, to each residence of one or more voters whose names appear on the most recent voting list for said town, not less than seven (7) days prior to the election at which the question is to be considered.

## SECTION 4.

For the purposes of this section, the principal proponents and opponents of any such question shall be those persons determined by said Board of Selectmen to be best able to present the arguments for and against such question. The principal proponents of such a question may include the first ten signers or a majority of the first ten signers of the petition initiating the placement of such question on the ballot. In determining the principal proponents and opponents of such a question, said Board of Selectmen shall contact each political committee, as defined in section one of chapter fifty-five of the General Laws, organized to influence the outcome of the vote on such question and whose statement of organization is on file with the clerk of the town of Sudbury.

## SECTION 5.

Notwithstanding any provisions of this Act to the contrary, the Town may disseminate the informational material as provided by the terms of this Act where the question presented involves the regional district of which the Town of Sudbury is a member or involves a joint undertaking by the Town of Sudbury and one or more cities or towns.

## SECTION 6.

This act shall take effect upon its passage.";

or act on anything relative thereto.

Submitted by the Board of Selectmen.



**BOARD OF SELECTMEN REPORT:** For several years, town officials have been frustrated by rulings of the Massachusetts Office of the Secretary of State which prohibit local officials from publishing voter information on local ballot questions at municipal expense, unless expressly authorized by statute. This prohibition excludes even providing the dollar amount relative to a debt exemption question on an election warrant. We believe the status quo is not in the best interest of the voters of the Town and, therefore, have proposed the above Special Act which will allow the town offices to provide a clear, unbiased summary, with pros and cons, as is done by the State on state-wide questions, to the voters for any local ballot question. The intent is to include such information in the warrant for any local ballot question related to a town meeting article, and to have the option of adding an explanation to the warrant on other local ballot questions or sending out an informational mailing when a local warrant mailing is not required (when not a local election). If special legislation is not enacted, voters must continue to rely solely on the news media for information concerning local ballot questions.

The Special Act set forth has been tailored for Sudbury but drafted along lines of legislation which has been successfully passed by the legislature for other communities; e.g., Newton and Cambridge. The Board supports this article.

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

**ARTICLE 27. GRANT EASEMENT TO HOUSING AUTHORITY  
FOR SEPTIC SYSTEM**

To see if the Town will vote to authorize the Board of Selectmen to execute a document or documents granting to the Sudbury Housing Authority an easement to locate all or a portion of a septic system for the Musketahquid Village housing facility on or in a portion of Town owned land located on Hudson Road, shown as Parcel 8 on Town Property Map G08, said portion as indicated on the sketch plan below and to be more particularly described in the handout to be distributed at Town Meeting; or act on anything relative thereto.

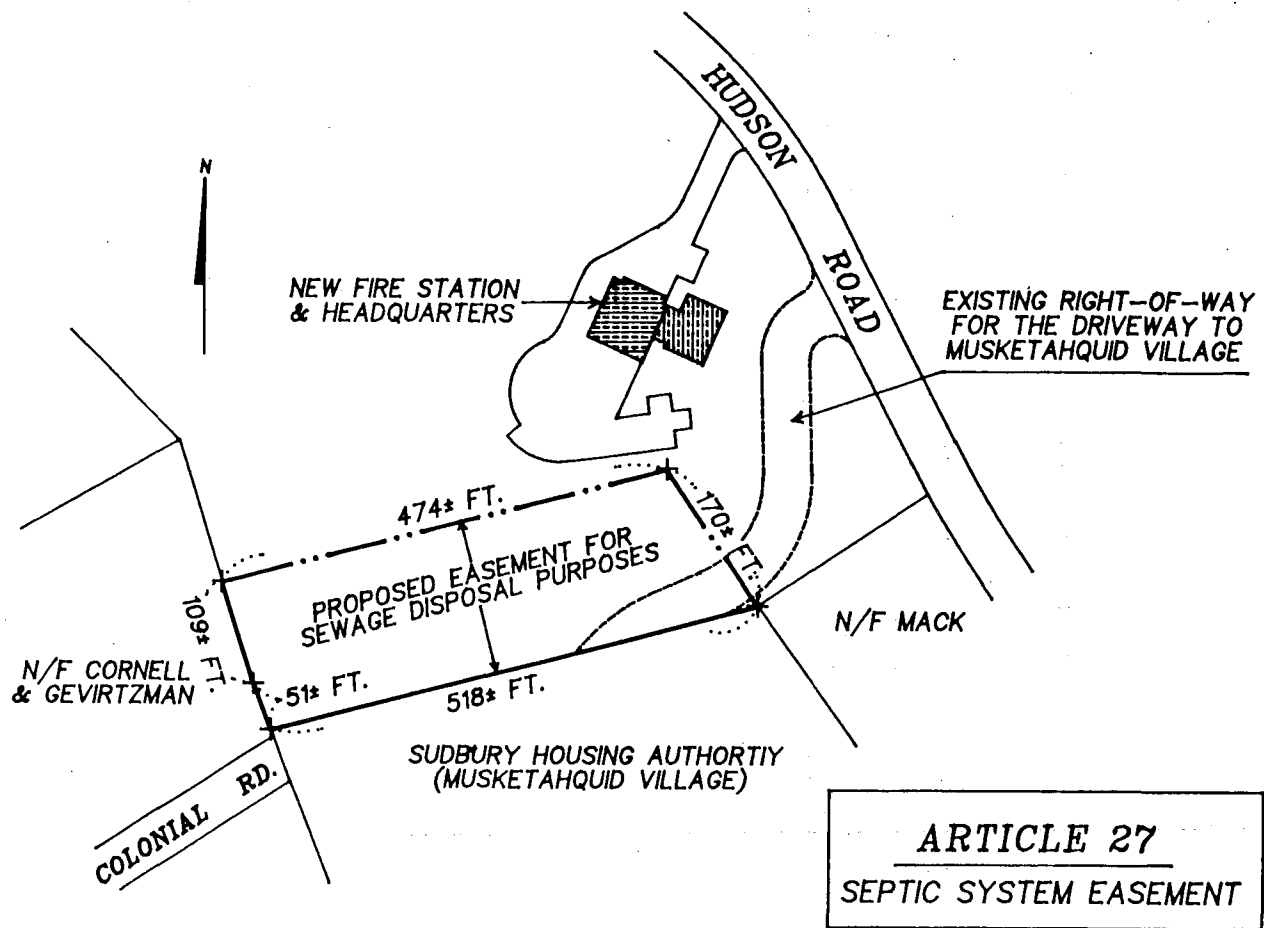
Submitted by the Sudbury Housing Authority.

(Two-thirds vote required.)

**SUDBURY HOUSING AUTHORITY REPORT:** The Sudbury Housing Authority requests that the Town grant it an easement to a portion of Town-owned land between the new fire station and Colonial Road, so that it may construct new leaching fields for a failed septic system. Frequent pumping of the septic tanks was necessary throughout the winter in order to prevent overflow at Musketahquid Village, the Housing Authority's 64-unit apartment complex for elderly and disabled people. The Town Engineer and Board of Health Agent have determined that there is no suitable place for new fields on Housing Authority property, and so we must ask for an easement to use land immediately adjacent to the Village. Financing for the construction of the system will be from the Authority's own funds and from a grant from the Mass. Executive Office of Communities and Development. It is expected that after a ten-year rest, the original system may be re-used if required.

**BOARD OF SELECTMEN POSITION:** The Board supports this article.

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



**ARTICLE 28. AMEND ZONING BYLAW, ART. IX.IV.E - INCENTIVE DEVELOPMENT**

To see if the Town will vote to amend the Sudbury Zoning Bylaw, Article IX, Section IV, entitled: "Intensity Regulations", by adding new Section E entitled: "Incentive Development", to read as follows:

- "E. **INCENTIVE DEVELOPMENT** - The Planning Board may grant a Special Permit for an Incentive Development in Single Residence "A", Single Residence "C" and the Wayside Inn Historic Preservation Residential Zone Districts for single family detached dwellings and accessory structures, subject to the following:
1. **Purpose** - The purposes of the Special Permit for an Incentive Development are to:
    - a. Encourage more affordable and diverse housing types;
    - b. Provide housing opportunities to Sudbury residents, employees and low/moderate income persons within the town borders.
  2. **Rules and Regulations** - The Planning Board shall adopt, and from time to time amend, Rules and Regulations consistent with the provisions of this bylaw, Chapter 40A of the General Laws and other applicable provisions of the General Laws, and shall file a copy of said Rules and Regulations with the Town Clerk.

3. **Definition/Applicability** - An Incentive Development means the development of residentially zoned property or a set of contiguous properties in common ownership into more than five (5) building lots, and for which the developer obtains an increase in the allowed density of development, in return for providing a percentage of affordable housing in the development. The increased density shall be in the form of modified dimensional requirements and additional building lots, as hereinafter set forth. The number of additional lots permitted and the number of affordable lots required is detailed in the following chart.

<b><u># Lots Under Conventional Development Plan</u></b>	<b><u># Additional Lots (Market Rate)</u></b>	<b><u># Affordable Units Required</u></b>	<b><u>Total # of Lots</u></b>
6	1	1	8
7	1	1	9
8	1	1	10
9	1	2	12
10	1	2	13
11	1	2	14
12	1	2	16
13	1	3	17
14	1	3	18
15	1	3	19
16	2	3	21
17	2	3	22
18	2	3	23
19	2	4	25
20	2	4	26
21	2	4	27
22	2	4	29
23	2	5	30
24	2	5	31
25	2	5	32

For developments larger than 25 lots, the density increase and number of affordable units required shall be calculated as follows:

Number of conventional lots x .30 = number of additional lots permitted (round number as described below).

Number of conventional lots + number of additional lots = maximum number of lots in Incentive Development.

Maximum number of lots permitted in Incentive Development x .15 = number of affordable units (round number as described below).

Number of additional lots permitted - number of affordable units = number of additional market rate lots.

Fractions of less than one-half (1/2) of a dwelling shall be rounded downward, and fractions one-half (1/2) or more shall be rounded upward in determining the number of dwellings subject to affordability limitations.

4. **Affordability Provisions** -

a. **Definitions**

- (1) "Affordable" shall mean having a purchase price within the capability of persons of low or moderate income under then prevailing mortgage underwriting guidelines, assuming a down payment of not more than five percent (5%), as set

forth in the then current income guidelines of the Local Initiative Program issued by the Massachusetts Executive Office of Communities and Development.

- (2) "Low Income" means up to fifty percent (50%) of the median income of the Boston Standard Metropolitan Statistical Area (SMSA).
- (3) "Moderate Income" means fifty-one to eighty percent (51% - 80%) of the median income of the Boston SMSA.

**b. Development Guidelines**

- (1) Affordable units shall be made available for sale to eligible persons of either low income or moderate income, or a combination of both. To the extent legally permissible, purchase prices for affordable units shall be permanently restricted, by way of deed restrictions, covenants or other appropriate mechanisms, so as to ensure long term affordability.
- (2) Affordable units shall be located within the development and dispersed throughout the development, and shall be compatible with and generally comparable to the development's market-rate units in terms of location, quality and character, external appearance and lot size. The placement of affordable units within the development shall be subject to the approval of the Planning Board.
- (3) In those instances where at least two (2) affordable units are required, a duplex structure [two(2) dwelling units per lot] shall be permitted. The lot and dwelling unit density of the development shall not be increased on account of the utilization of duplex structures.
- (4) As a condition of the special permit, the Planning Board may require the developer to grant the Town of Sudbury, or its designee, an option to purchase one (1) or more of the affordable units in the development, at a price equal to that for which the unit would otherwise be eligible for sale to persons of low income or moderate income.

**c. Alternative Requirements**

- (1) With the approval of the Planning Board, an applicant for an Incentive Development wishing to develop property without affordable units within the development may:
  - a) Contribute to the Town of Sudbury a cash payment equal to no less than 125% of the value of an affordable unit (including the lot), within the development for each required affordable unit, toward (i) the purchase of affordable unit(s) elsewhere in the Town, or (ii) other use of the money which facilitates the creation of affordable housing in the Town, as approved by the Planning Board; or
  - b) Purchase and then donate to the Sudbury Housing Authority or other entity engaged in the provision of affordable housing to persons of low income or moderate income, as approved by the Planning Board, or sell to an income eligible household, an existing structure of a value equal to or greater than 125% of the value of an affordable unit (including the lot) within the development.



If the structure to be purchased requires renovation prior to its suitability for occupancy in accordance with applicable laws and regulations, and the requirements of the donee entity, the applicant shall either perform such renovations prior to conveying the structure or make a cash payment to the donee entity to cover the cost of such renovation, and the expenses so incurred by the applicant shall be included in calculating the 125% value amount.

- (2) For the purposes hereof, the value of an affordable unit within the development shall be determined in accordance with the definition of "affordable", and the value of an existing structure shall be its most recent assessed valuation, as set by the Sudbury Board of Assessors.

## 5. Dimensional Requirements

- a. The minimum area and frontage of building lots in an Incentive Development shall be as follows:

Single Residence "A" = 20,000 sq. ft. lot area/90 feet frontage

Single Residence "C" = 30,000 sq. ft. lot area/105 feet frontage

Wayside Inn Historic Preservation Residential Zone = 2 acres lot area/105 feet frontage

- b. Any lot in an Incentive Development which falls partially or entirely within any Water Resource Protection District Zone II must comply with the full lot area requirement of the underlying zone.

## 6. Procedures

- a. The Planning Board shall be the Special Permit Granting Authority for Incentive Developments.
- b. Prior to filing an application, the applicant shall meet with the Planning Board for an informal discussion to discuss the proposal and to determine whether the development meets the requirements of this Subsection E.
- c. Applicants for an Incentive Development Special Permit shall file with the Planning Board no less than three (3) copies of the following:
  - (1) A preliminary subdivision plan showing the development of the property under the applicable provisions of the Zoning Bylaw without regard to this subsection. Such plan shall conform to the provisions described in Section IV,B of the Planning Board's Rules and Regulations Governing the Subdivision of Land for a Preliminary Subdivision Plan. Such plan shall be accompanied by a report from the Board of Health stating which lots on said plan contain soil conditions suitable for sub-surface sewage disposal in accordance with the rules and regulations of the Town of Sudbury and applicable laws and regulations of the Commonwealth of Massachusetts. The plan shall also delineate the official wetland area boundaries, as accepted by the Sudbury Conservation Commission, within the development and abutting properties.
  - (2) An "Incentive Development Site Plan" showing, at a minimum, all of the information required for a definitive subdivision plan, as specified in the Planning Board's Subdivision Rules and Regulations Governing the Subdivision of Land, and including the proposed location of affordable units.



- (3) Any additional information determined necessary by the Planning Board to make the determinations and assessments cited in paragraphs 3 and 4 above.
- d. In order to facilitate the creation of affordable housing units in Sudbury which will count toward the ten percent (10%) statutory goal (Massachusetts General Laws Chapter 40B, Section 20), all applicants for a special permit shall be furnished with copies of the regulations and guidelines of the Massachusetts Executive Office of Communities and Development for approval of the development's affordable units as affordable housing units for purposes of the statutory goal. Such regulations and guidelines shall include those of the local Initiative Program and any other program designed to promote the creation of certifiable affordable housing units. After issuance of a Special Permit for an Incentive Development in which the affordable units are to be occupied and operated in accordance with any of such programs, the Board of Selectmen shall make application to the Executive Office of Communities and Development for certification of the units as affordable housing units includable in the Town's inventory of low and moderate income housing for the purposes of Chapter 40B of the Massachusetts General Laws. Such application may, at the discretion of the Board of Selectmen, be made prior to actual issuance of the Special Permit.
- e. All deed restrictions, covenants, and other documents necessary to ensure compliance with this subsection shall be executed and approved by the Planning Board prior to, and as a condition of, (i) release of any lots from the covenant required under section IV,C of the Planning Board's Rules and Regulations Governing the Subdivision of Land, or (ii) the issuance of a building permit for any lot, whichever first arises.
- f. No certificate of occupancy shall be issued for any market-rate units in an Incentive Development until:
  - (1) all of the required affordable units have obtained a certificate of occupancy or unless bonding or other arrangements have been made to ensure the provision of such units;
  - (2) any required cash payment to the Town has been made;
  - (3) any land required to be conveyed or donated to the Town, the Sudbury Housing Authority or other eligible grantee has been conveyed.
- 7. Decision - The Planning Board may approve, or approve with conditions, a Special permit for an Incentive Development provided that: the plan is beneficial to the Town based upon compliance with the provisions of paragraph 3 above, and the granting of such permit would not result in detriment to the health, safety or welfare of the neighborhood or Town.

The granting of an Incentive Development Special Permit shall in no case be construed as an approval under the Subdivision Control Law.

At the request of the applicant and subsequent to granting of a Special Permit, the Planning Board may permit, without initiating a new Special Permit proceeding, the relocation of lot lines within the development. Any change in any other conditions stated in the original Special Permit shall require written approval of the Planning Board. The Planning Board may require a new Special Permit if it finds that the proposed changes substantially deviate from the conditions upon which the original Special Permit application was based, and/or impact public health or safety in a manner different, or to a greater degree than the development originally approved.

8. Severability - The invalidity of any portion or provision of this subsection E, Incentive Development, shall not invalidate any other portion or provision thereof, nor shall it invalidate any special permit previously issued thereunder.";

or act on anything relative thereto.

Submitted by the Inclusionary Zoning Study Committee.

(Two-thirds vote required.)

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

PLANNING BOARD REPORT: The Board will report at Town Meeting on this article.

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

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

ARTICLE 29. AMEND ZONING BYLAW, ART. IX.V.D -  
SIGNS AND ADVERTISING DEVICES

To see if the Town will vote to amend Section V.D of Article IX of the Town of Sudbury Bylaws, the Zoning Bylaw, as follows:

- (A) By adding a new subsection 2.e (Definitions) as follows:

"e. Awning Sign - that part of a fabric-covered roof-like structure, projecting from a building and providing shelter from the weather, which serves as a sign or advertising device.";

- (B) By changing the title of subsection 6.h (Signs Which do not Require a Sign Permit) from "Special Signs" to "Vehicle Signs"; and adding a new subsection 6.i as follows:

"i. 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 and is not self-illuminated. Signs which are affixed but not integral to the device are not allowed.";

- (C) By revising Section 8 to read as follows:

"8. Projecting Signs - A projecting sign may be erected in lieu of an exterior sign only when such exterior sign is permitted under Section V.D.7.a, provided it does not exceed sixteen square feet, or in lieu of a secondary sign only when such secondary sign is permitted under Section V.D.7.b, provided it does not exceed six square feet. The projecting sign shall not extend beyond the top of the roof or ridge line of the building.";

- (D) By adding a new Section 9 as follows:

"9. Awning Signs - An awning sign may be erected in lieu of an exterior sign only when such exterior sign is permitted under Section V.D.7.a, provided it does not exceed sixteen square feet, or in lieu of a secondary sign only when such secondary sign is permitted under Section V.D.7.b, provided it does not exceed six square feet. The sign shall be painted, sewn, or woven into the fabric of the awning. A sign which is affixed to an awning is not considered an awning sign and shall not be permitted. The awning sign shall comply with setback requirements delineated in Section IV.C.3.e of this bylaw. No business shall be permitted more than one awning sign."; and

(E) By renumbering following sections accordingly; or act on anything relative thereto.

Submitted by the Design Review Board.

(Two-thirds vote required.)

**DESIGN REVIEW BOARD REPORT:** These changes provide more flexibility to businesses, by allowing a choice of more types of signs by right. Provision is made for awning signs, and they and projecting signs may be approved without going to the Zoning Board of Appeals (a regular permit is still required). Vending machines (not now provided for in the bylaw), which identify the product(s) dispensed, would be allowed without permit under this amendment. By removing the investment in time and money now required for approval of signs other than wall signs, the DRB believes these changes will encourage more voluntary compliance with the bylaw.

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

**PLANNING BOARD REPORT:** The Board supports this article. The revisions provide clarity and remove confusion from the existing bylaw. As the administrative board responsible for sign permits and compliance with the sign bylaw, the Design Review Board is commended on taking the initiative for producing such revisions and facing the problems as they arise.

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

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

**ARTICLE 30. AMEND ZONING BYLAW, ART. IX.III.G -**  
**WATER RESOURCE PROTECTION DISTRICTS**

To see if the Town will vote to amend Section III.G of Article IX of the Town of Sudbury Bylaws, the Zoning Bylaw, as follows:

A. By adding a new subsection 1.f (Purpose of Districts) as follows:

"f. To provide for monitoring of ground and surface water quality in areas of present and potential water supply sources to accomplish detection of potential contamination at an early stage, thereby minimizing damage to such sources.";

B. By adding new subsections 2.n and 2.p (Definitions) and renumbering the existing definitions accordingly, as follows:

"n. Special Permit Granting Authority (SPGA) - The Special Permit Granting Authority under this Section III.G shall be the Planning Board.";

"p. Zone I - the protective radius required around a public water supply well, measured as a 400 foot radius from the well."

C. By adding the following language to renumbered subsection 2.o (Definitions, "Toxic or Hazardous Materials"):

"o. and all substances defined as Toxic or Hazardous under Massachusetts General Laws (MGL) Chapter 21C and 21E and 310 CMR 30.00, and also include such products as solvents and thinners in quantities greater than normal household use.";

D. By inserting the following two sentences after the first sentence of subsection 3 (Scope of Authority):



"These overlay districts shall apply to all new construction, reconstruction, or expansion of existing buildings and new or expanded uses. Applicable activities or uses which fall within the Water Resource Protection Districts must comply with the requirements of these districts as well as those of the underlying zoning district.";

E. By revising subsection 4, paragraph 1 to read as follows:

**"Delineation of Water Resource Protection Districts** - Water Resource Protection Districts consist of well head areas (Zone I), aquifer contribution zones (Zone II) and aquifer recharge zones (Zone III). Zone I is delineated as that area within a 400 foot radius of the well head of each public water supply well. Zone II is that area of an aquifer which contributes water to a well under the most severe recharge and pumping conditions that can be realistically anticipated. It is scientifically determined by the groundwater divides which result from pumping the well and by the contact of the edge of the aquifer with less permeable material such as till and bedrock. For wells which have not been hydrogeologically mapped, a default Zone II shall be utilized and is delineated on the basis of topography, groundwater flow and surface water drainage, and includes that area within a one-half mile (2,640 feet) radius of the well head of each public water supply well. Zone III is the land area beyond the area of Zone II from which surface water and groundwater drain into Zone II as determined by topography and surface water and groundwater drainage characteristics. In locations where the surface and groundwater drainage are not coincident, Zone III shall consist of both the surface drainage and the groundwater drainage areas. It is delineated on the basis of topography and surface water drainage. The Water Resource Protection Districts are delineated on a map at a scale of 1 inch to 1,000 feet entitled: "Water Resource Protection Districts, Town of Sudbury". This map is hereby made a part of the Sudbury zoning bylaws and is on file in the office of the Town Clerk.

F. By adding a new Section 5.a.9), (Zone II Permitted Uses), as follows:

"9) Construction, maintenance, repair, and enlargement of drinking water supply facilities, such as, but not limited to, wells, pipelines, aqueducts and tunnels, but excluding underground storage tanks related to such facilities which are categorically not permitted.";

G. By revising and adding to those uses prohibited in Zone II, Section 5.b, so that Section 5.b reads as follows:

"b. The following uses are specifically prohibited within Water Resource Protection Districts, Zone II:

- 1) Solid waste disposal facilities, including, without limitation, landfills and junk and salvage yards that require a site assignment from the Board of Health under Massachusetts General Laws, Chapter 111, Section 150A (the landfill assignment law) and regulations adopted by the Department of Environmental Protection, 310 CMR 19.00; [No Change]
- 2) Storage of liquid petroleum products, except the following: (a) normal household use, outdoor maintenance, and heating of a structure; (b) waste oil retention facilities required by statute, rule, or regulation; (c) emergency generators required by statute, rule, or regulation; (d) treatment works approved under 314 CMR 5.00 for treatment of ground or surface waters; [Revised]
- 3) Storage of road salt or deicing chemicals unless such storage, including loading areas, is within a structure demonstrated to prevent the generation and escape of contaminated runoff and leachate; [Revised]
- 4) Dumping of snow, containing road salt or other deicing chemicals, which is brought into any particular Zone II or Zone III from outside that particular district; [Revised]

- 5) Manufacture, generation, treatment, storage, or disposal of toxic or hazardous materials, except by the following: (a) very small quantity generators as defined under 310 CMR 30.00; (b) household hazardous waste collection centers and events under 310 CMR 30.390; (c) waste oil retention facilities required by MGL Chapter 21, s.52A; (d) water remediation treatment works approved under 314 CMR 5.00; [Revised]
- 6) Automobile graveyards and junkyards, as defined in Massachusetts General Laws, Chapter 140B, s.1; [New]
- 7) Disposal of liquid or leachable wastes, except by individual on-site domestic sewage disposal systems which serve one- or two-family residences or business, industrial, research or institutional uses, which discharge not more than 440 gallons per day per 40,000 square feet of lot area in compliance with Title V of the State Environmental Code. The replacement or repair of an existing system that will not result in an increase in design capacity above the previously approved design is not prohibited hereunder; [Revised]
- 8) Permanent removal, or regrading of the existing soil cover, except for excavations for building foundations, roads or utility works, resulting in a finished grade at a level less than eight (8) feet above the historical high groundwater average for the preceding five (5) years, as determined from the monitoring wells of, and the historical water table fluctuation data compiled by the United States Geological Survey (USGS), and Board of Health data and monitoring wells, whichever is higher. Said average shall be adjusted in accordance with accepted monitoring and measurement principles to reflect drought. Earth removal or earth moving shall be subject to the provisions of subsection 5.g (Earth Removal or Earth Moving Procedures and Conditions); [Revised]
- 9) Boat or motor vehicle service or repair shops, animal feed lots, car washes, heliports, electronic manufacturing, metal plating, commercial or bacteriological laboratories, except as otherwise permitted in the Research District, and establishments conducting dry cleaning activities on the premises; [No Change]
- 10) Storage of animal manure within 100 feet of any water body or water course; [Revised]
- 11) Mining of land, except as incidental to a permitted use; [No Change]
- 12) Landfilling of sludge or septage as defined in 310 CMR 32.05; [New]
- 13) Storage of sludge and septage, unless such storage is in compliance with 310 CMR 32.30 and 310 CMR 32.31; [New]
- 14) Treatment works that are subject to 314 CMR 5.00 including privately owned sewage treatment facilities, except the following: (a) the replacement or repair of an existing treatment works that will not result in a design capacity greater than the design capacity of the existing treatment works; (b) the replacement of existing subsurface sewage disposal system(s) with wastewater works that will not result in a design capacity greater than the design capacity of the existing system(s); (c) treatment works approved by the Massachusetts Department of Environmental Protection designed for the treatment of contaminated groundwater. In the Research District treatment works subject to 314 CMR 5.00 shall be permitted in accordance with Section III.G.5.a.8); [New]
- 15) Industrial and commercial uses which discharge process wastewater on-site; [Revised]
- 16) The use of septic system cleaners which contain toxic or hazardous materials."; [New]



H. By revising and adding to those uses permitted in Zone II by special permit, subsection 5.c, so that subsection 5.c reads as follows:

"c. The following uses and activities are permitted by special permit within the Water Resource Protection Districts, Zone II, subject to the approval of the Special Permit Granting Authority under such conditions as they may require and also subject to subsection 5.b:

- 1) Enlargement or alteration of existing uses that do not conform to the Water Resource Protection District; [New]
- 2) The application of pesticides, including herbicides, insecticides, fungicides, and rodenticides, for nondomestic or nonagricultural uses in accordance with state and federal standards. If applicable, the applicant shall provide documentation of compliance with a Yearly Operating Plan (YOP) for vegetation management operations under 333 CMR 11.00 or a Department of Food and Agriculture approved Pesticide Management Plan or Integrated Pest Management (IPM) program under 333 CMR 12.00; [Revised]
- 3) The application of fertilizers for nondomestic or nonagricultural uses. Such applications shall be made in a manner so as to minimize adverse impacts on groundwater due to nutrient transport, deposition, and sedimentation; [New]
- 4) Except as otherwise permitted under Section III.D.g, those activities that involve the handling of toxic or hazardous materials in quantities greater than those associated with normal household use, permitted in the underlying zoning (except as prohibited under subsection b); [New]
- 5) With the exception of drainage improvements associated with permitted uses in the Research District, which shall be permitted, the construction of dams or other water control devices, ponds, pools or other changes in water bodies or courses, created for swimming, fishing, or other recreational uses, agricultural uses, or drainage improvements, provided such activities do not adversely affect water quality or quantity; [New]
- 6) Any use that will render impervious more than 15%, but less than 38%, of any lot, except as otherwise permitted in subsection 5.a.8) of this section III.G. A system for groundwater recharge must be provided which does not degrade groundwater quality. For nonresidential uses, recharge shall be by stormwater infiltration basins or similar system covered with natural vegetation, and dry wells shall be used only where other methods are infeasible. For all nonresidential uses, all such basins and wells shall be preceded by oil, grease, and sediment traps to accomplish removal of contamination. Any and all recharge areas shall be permanently maintained in full working order by the owner; [New]
- 7) Those business, industrial, research and institutional activities permitted in the underlying district with a site plan review to prevent any adverse impact on the Water Resource Protection District and the interests to be protected thereunder."; [No Change]
- 8) Storage of animal manure, except within 100 feet of any water body or water course, only when such storage is covered and contained within a structure demonstrated to prevent the generation and escape of contaminated runoff and leachate; [New]
- 9) Storage of liquid hazardous materials which are in a freestanding container within a building, or above ground with secondary containment adequate to contain a spill the

size of the container's total storage capacity, or 10% of the total volume of liquid permitted to be stored, whichever is greater; and [New]

- 10) Storage of commercial fertilizers and soil conditioners, as defined in MGL, Chapter 128, Section 64, within a structure demonstrated to prevent the generation and escape of contaminated runoff and leachate." [New]

I. By adding new subsections 5.d.8) and 5.d.9), (Zone III Permitted Uses), as follows:

- "8) Maintenance, repair and enlargement of any existing structure, provided no more than fifteen percent (15%) of a building lot is rendered impervious; and
- 9) Construction, maintenance, repair and enlargement of drinking water supply facilities, such as, but not limited to, wells, pipelines, aqueducts and tunnels, but excluding underground storage tanks related to such facilities which are categorically not permitted.";

J. By revising and adding to those uses prohibited in Zone III, subsection 5.e so that subsection 5.e reads as follows:

"e. The following uses are specifically prohibited within Water Resource Protection Districts, Zone III:

- 1) Solid waste disposal facilities, including, without limitation, landfills and junk and salvage yards that require a site assignment from the Board of Health under Massachusetts General Laws, Chapter 111, Section 150A (the landfill assignment law) and regulations adopted by the Department of Environmental Protection, 310 CMR 19.00; [No Change]
- 2) Storage of liquid petroleum products, except the following: (a) normal household use, outdoor maintenance, and heating of a structure; (b) waste oil retention facilities required by statute, rule, or regulation; (c) emergency generators required by statute, rule, or regulation; (d) treatment works approved under 314 CMR 5.00 for treatment of ground or surface waters; [Revised]
- 3) Manufacture, generation, treatment, storage, or disposal of toxic or hazardous materials, except by the following: (a) very small quantity generators as defined under 310 CMR 30.00; (b) household hazardous waste collection centers and events under 310 CMR 30.390; (c) waste oil retention facilities required by Massachusetts General Laws Chapter 21 s.52A; (d) water remediation treatment works approved under 314 CMR 5.00; [Revised]
- 4) Industrial and commercial uses which discharge process wastewater on-site; [Revised]
- 5) Disposal of liquid or leachable wastes, except by individual on-site domestic sewage disposal systems which serve one- or two-family residences or business, industrial, research, or institutional uses, which discharge not more than 440 gallons per day per 40,000 square feet of lot area in compliance with Title V of the State Environmental Code. The replacement or repair of an existing system that will not result in an increase in design capacity above the previously approved design is not prohibited hereunder; [Revised]
- 6) Boat or motor vehicle service or repair shops, animal feed lots, car washes, heliports, electronic manufacturing, metal plating, commercial or bacteriological laboratories, except as otherwise permitted in the Research District, and establishments conducting dry cleaning activities on the premises; [No Change]



- 7) Mining of land, except as incidental to a permitted use; [No Change]
- 8) Automobile graveyards and junkyards as defined in Massachusetts General Laws, Chapter 140B, s.1.; [New]
- 9) Permanent removal, or regrading of the existing soil cover, except for excavations for building foundations, roads or utility works, resulting in a finished grade at a level less than eight (8) feet above the historical high groundwater average for the preceding five (5) years, as determined from the monitoring wells of, and the historical water table fluctuation data compiled by the United States Geological Survey (USGS), and Board of Health data and monitoring wells, whichever is higher. Said average shall be adjusted in accordance with accepted monitoring and measurement principles to reflect drought. Earth removal or earth moving shall be subject to the provisions of subsection 5.g (Earth Removal or Earth Moving Procedures and Conditions); [Revised]
- 10) The use of septic system cleaners which contain toxic or hazardous materials; [New]
- 11) Landfilling of sludge or septage as defined in 310 CMR 32.05; [New]
- 12) Storage of sludge and septage, unless such storage is in compliance with 310 CMR 32.30 and 310 CMR 32.31; [New]
- 13) Treatment works that are subject to 314 CMR 5.00 including privately owned sewage treatment facilities, except the following: (a) the replacement or repair of an existing treatment works that will not result in a design capacity greater than the design capacity of the existing treatment works; (b) the replacement of existing subsurface sewage disposal system(s) with wastewater treatment works that will not result in a design capacity greater than the design capacity of the existing system(s); (c) treatment works approved by the Massachusetts Department of Environmental Protection designed for the treatment of contaminated groundwater. In the Research District treatment works subject to 314 CMR 5.00 shall be permitted in accordance with Section III.G.5.a.8); [New] and
- 14) Storage of animal manure within 100 feet of any water body or water course."; [New]

K. By revising and adding to those uses permitted in Zone III by special permit, subsection 5.f, so that the subsection 5.f reads as follows:

"f. The following uses are permitted by special permit within Water Resource Protection Districts, Zone III, subject to the approval of the Special Permit Granting Authority under such conditions as they may require and also subject to subsection 5.e:

- 1) Enlargement or alteration of existing uses that do not conform to the Water Resource Protection District; [New]
- 2) The application of pesticides, including herbicides, insecticides, fungicides, and rodenticides, for nondomestic or nonagricultural uses in accordance with state and federal standards. If applicable, the applicant shall provide documentation of compliance with a Yearly Operating Plan (YOP) for vegetation management operations under 333 CMR 11.00 or a Department of Food and Agriculture approved Pesticide Management Plan or Integrated Pest Management (IPM) program under 333 CMR 12.00; [Revised]
- 3) The application of fertilizers for nondomestic or nonagricultural uses. Such applications shall be made in a manner so as to minimize adverse impacts on groundwater due to nutrient transport, deposition, and sedimentation; [New]

- 4) Except as otherwise permitted under Section III.D.g, those activities that involve the handling of toxic or hazardous materials in quantities greater than those associated with normal household use, permitted in the underlying zoning (except as prohibited under subsection b); [New]
- 5) With the exception of drainage improvements associated with permitted uses in the Research District, which shall be permitted, the construction of dams or other water control devices, ponds, pools or other changes in water bodies or courses, created for swimming, fishing, or other recreational uses, agricultural uses, or drainage improvements, provided such activities do not adversely affect water quality or quantity; [Revised]
- 6) Any use that will render impervious more than 15%, but less than 38% of any lot, except as otherwise permitted in subsection 5.a.8) of this Section III.G. A system for groundwater recharge must be provided which does not degrade groundwater quality. For nonresidential uses, recharge shall be by stormwater infiltration basins or similar system covered with natural vegetation, and dry wells shall be used only where other methods are infeasible. For all nonresidential uses, all such basins and wells shall be preceded by oil, grease, and sediment traps to facilitate removal of contamination. Any and all recharge areas shall be permanently maintained in full working order by the owner; [New]
- 7) Storage of uncovered manure, except within 100 feet from the average high-water line for the preceding five years of any water bodies and courses within Water Resource Protection Districts as determined by the Planning Board, provided that such storage will not adversely affect the quantity or quality of water available in the Water Resource Protection District; [No Change]
- 8) Storage of road salt or other deicing chemicals in quantities greater than for normal individual household use; [No Change]
- 9) Dumping of snow, containing road salt or other deicing chemicals, which is brought into any Zone II or Zone III from outside that particular district; [Revised]
- 10) Those business, industrial, research and institutional activities permitted in the underlying district with site plan review to prevent any adverse impact on the Water Resource Protection District and the interests to be protected thereunder; [No Change]
- 11) Storage of liquid hazardous materials which are in a freestanding container within a building or above ground with secondary containment adequate to contain a spill the size of the container's total storage capacity, or 10% of the total volume of liquid permitted to be stored, whichever is greater; [New] and
- 12) Storage of commercial fertilizers and soil conditioners, as defined in MGL, Chapter 128, Section 64, within a structure demonstrated to prevent the generation and escape of contaminated runoff and leachate."; [New]

L. By adding a new subsection 5.g, as follows:

"g. Earth Removal or Earth Moving Procedures and Conditions:

- 1) Plan Requirements - No special permit involving excavation shall be issued or renewed under this Section III.G until the applicant has submitted to the Special Permit Granting Authority a plan showing existing grades in the area from which material is to be removed, together with a plan showing the grades as they will be at the conclusion of the operation;



- 2) Groundwater Monitoring - The grading plans must indicate maximum groundwater elevation throughout the entire area proposed to be excavated. Maximum groundwater elevation shall be determined by means of monitoring wells, test pits and soil borings during the months of March, April or May. Such tests shall be conducted by a Massachusetts Registered Professional Engineer at the expense of the applicant and shall be observed by a representative of the Special Permit Granting Authority or its designee. Test results shall be submitted to the Special Permit Granting Authority;
- 3) Grading and Slopes - The plan showing the grades at the conclusion of the operation shall show no grades in excess of one foot of vertical rise in two feet of horizontal distance; 4:1 slopes are preferred;
- 4) Permit Conditions - Special permits granted under this Section III.G involving excavation must be made subject to the following conditions, said conditions to be written in the permit and made a part thereof:
  - a) That proper and reasonable surface drainage of the land affected by earth removal operations be assured during and after the removal operation and further, that the quantity of runoff after removal operations are complete shall not exceed the quantity of runoff that left the site before excavation;
  - b) That areas that have been compacted by heavy machinery shall be scarified to a depth of a least 3 feet before topsoil is replaced;
  - c) That at the conclusion of the excavation operations, or of any substantial portion thereof, the whole area where excavation has taken place be covered with not less than eight inches of top soil and seeded with a suitable cover crop, except where ledge rock is exposed, and that all large stones and boulders which protrude above the finished grade are to be removed or buried;
  - d) That activities ancillary to the excavation, including, but not limited to, equipment and vehicle maintenance and storage of lubricants, fuels, solvents, and other chemicals associated with earth removal operations will be prohibited in Zone II;
  - e) That the applicant post a bond with the Treasurer of the Town in an amount determined by the Special Permit Granting Authority as sufficient to guarantee conformity with the provisions or conditions of the permit, the amount of the bond to be not less than \$5,000 per acre of land from which earth is to be removed.";

M. By adding the following paragraphs to subsection 6.d (Special Permit Application Contents) after paragraph 1) and renumbering the existing paragraphs accordingly:

- "2) The application shall contain a complete list of chemicals, pesticides, herbicides, fertilizers, fuels, and other potentially hazardous materials to be used or stored on the premises in quantities greater than those associated with normal household use;
- 3) For those activities using or storing such hazardous materials, a hazardous materials management plan shall be prepared and filed with the Town's Hazardous Materials Coordinator, Fire Chief, and Board of Health. The plan shall include: (a) provisions to protect against the discharge of hazardous materials or wastes to the environment due to spillage, accidental damage, corrosion, leakage, or vandalism, including spill containment and clean-up procedures; (b) provisions for indoor, secured storage of hazardous materials and wastes with impervious floor surfaces; (c) evidence of compliance with the Massachusetts Hazardous



Waste Regulations, 310 CMR 30.00, including an EPA identification number from the Massachusetts Department of Environmental Protection;

- 4) The application shall include proposed locations for groundwater monitoring wells adequate to enable timely detection of potential contamination so as to prevent or minimize damage and remediation costs. The Special Permit Granting Authority may require periodic testing by the owner of the property and full disclosure of the test results from the laboratory directly to the appropriate Town boards and Sudbury Water District. The Special Permit Granting Authority may also impose requirements for reporting threats of contamination to appropriate Town agencies and the Water District.";
- N. By revising subsection 4 (2nd paragraph), subsection 6.c.1) and 6.c.2), and subsection 6.d.6), as renumbered, by inserting the words, "or other such consultant" after the words "Massachusetts engineer"; and by inserting the words, "or wastewater or toxic and hazardous waste" after the word "hydrogeology" wherever appearing therein;
- O. By revising paragraph 6) in subsection 6.d (Special Permit Application Contents), as renumbered, by adding the following to the end of the sentence beginning with "At a minimum...":
- "...and shall quantify the incremental effect of the proposed use upon surface and groundwater quality and quantity under the full range of potential wastewater discharge rates and groundwater flow and conditions, including the potential range of water supply withdrawal conditions and well pumping rates and durations.";
- P. By inserting the following new paragraph 1) in subsection 6.f (Special Permit Approval Criteria), renumbering the existing paragraphs accordingly and adding language to paragraph 4), as renumbered, so that they read as follows:
- "1) Will in no way, during construction or any time thereafter, adversely affect the existing or potential quality or quantity of water that is available in the Water Resource Protection District;"
  - "4) Is appropriate to the natural topography, soils, and other characteristics of the site to be developed, and is designed to avoid substantial disturbance of the soils, topography, drainage, vegetation, and other water related natural characteristics of the site to be developed;"
- Q. By adding a new subsection 8, as follows, and renumbering the following subsection accordingly:
- "8. VIOLATIONS AND ENFORCEMENT
- a. Written notice of any violation of this section shall be given by the Building Inspector to the responsible person as soon as possible after detection of a violation or a continuing violation. Notice to the assessed owner of the property shall be deemed notice to the responsible person. Such notice shall specify the requirement or restriction violated and the nature of the violation, and may also identify the actions necessary to remove or remedy the violations and preventive measures for avoiding future violations and a schedule of compliance. A copy of such notice shall be submitted to the Planning Board, Board of Health, Conservation Commission, Town Engineer, and Sudbury Water District. The cost of containment, clean-up, or other action of compliance shall be borne by the owner and operator of the premises.
  - b. The owner and operator of any property for which a special permit has been issued hereunder shall notify the Building Inspector and the Board of Health of any known violation of the terms and conditions of such special permit. Such notification shall be given immediately (within 48 hours) after knowledge thereof, in person or by telephone,

and shall be followed within two (2) weeks by written notice specifying the details of the violation. The owner and operator shall take all appropriate remedial action to cure such violation. Failure of the owner or operator to report a violation in a timely manner, or failure to take appropriate remedial action, or failure to otherwise comply with the terms and conditions of a special permit, or the requirements of the Building Inspector, shall be sufficient grounds for revocation of the special permit.";

or act on anything relative thereto.

Submitted by the Planning Board.

(Two-thirds vote required.)

**PLANNING BOARD REPORT:** The purpose of this article is to bring the existing Water Resource Protection District bylaw into conformance with the most recent Department of Environmental Protection (DEP) regulations for the protection of drinking water, and closely follows the state model bylaw developed by an ad-hoc committee, including the Department of Environmental Protection, Massachusetts Area Planning Council and the Water Supply Citizens Advisory Committee, under the direction of the Massachusetts Water Resource Authority.

Sudbury adopted its current Water Resource Protection District bylaw by a vote of Town Meeting in 1988. While the scope of the 1988 bylaw remains relatively unchanged, the use regulations in Zones II and III have been expanded and clarified.

The model bylaw responds to requests that the bylaw allow more flexibility while providing the required protection for water supply areas. Recent studies at the state and regional level have indicated the need to revise the uses authorized in Water Resource Protection Districts in order to further reduce potential threats to groundwater quality.

The model bylaw was also designed to implement local control standards specified by the Massachusetts Department of Environmental Protection (DEP) in 310 CMR 22.21(2). These standards are required to be enacted as local zoning controls for communities desiring new source approval from DEP for water supply wells with a capacity of greater than 100,000 gallons per day. The Sudbury Water District has 2 such new wells upcoming. It is believed that adequate protection of Sudbury's water supply sources is one of the greatest issues facing the Town, in light of development pressures and the past development practices in and around our well fields.

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

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

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

**ARTICLE 31. AMEND ZONING BYLAW, ART. IX.I.I - REVISE WATER RESOURCE PROTECTION DISTRICTS MAP**

To see if the Town will vote to amend sections IX(I.I), IX(I.I.1) and IX(I.I.2) as follows:

1. By deleting from section IX(I.I) the title of the map and inserting the following title:

"Water Resources Protection Districts, Town of Sudbury, Amended February 19, 1993", a copy of which is on file in the Office of Town Clerk, and by adding at the end thereof the following:

- a. the boundaries of Zone II and Zone III for the Raymond Road well field (wells 2, 4, 6, 7 and 9) and for the Pratt's Mill Road well field (wells 3 and 8);
  - b. the boundaries of Zone II and Zone III around the Powder Mill Road well; and
  - c. the boundaries of Zone II and Zone III around well 5, the Route 117 well;
2. By deleting the present portions of the map set forth in IX(I.I.1), and IX(I.I.2) and substituting therefor the appropriate portion of the map referred to in section 1 of this article;

or act on anything relative thereto.

(Two-thirds vote required.)

Submitted by the Planning Board.

**PLANNING BOARD REPORT:** This amendment to the existing Water Resource Protection District map identifies the actual hydrogeological boundaries of both the Raymond Road well field and the Pratt's Mill Road well field. These well fields have been mapped by the Sudbury Water District's professional consultant in order to obtain new water supply source approvals from the Massachusetts Department of Environmental Protection (DEP) for new wells within each well field. Previously, all Zone II boundaries were described as a default distance of a one-half mile radius from the well-head. This is standard practice at DEP for wells which have not undergone scientific study. Due to the scientific nature of these delineations, the interim designations for Zones II and III around the Raymond Road and Pratt's Mill Road well fields should be abandoned and the map should be revised.

Also included in this article is the default delineation of an additional well located off Powder Mill Road in North Sudbury. This is an existing well which has not been used but which may at some future date become a viable water supply source. Early protection of potential water sources will allow Sudbury to sustain its independence in water supply to the Town.

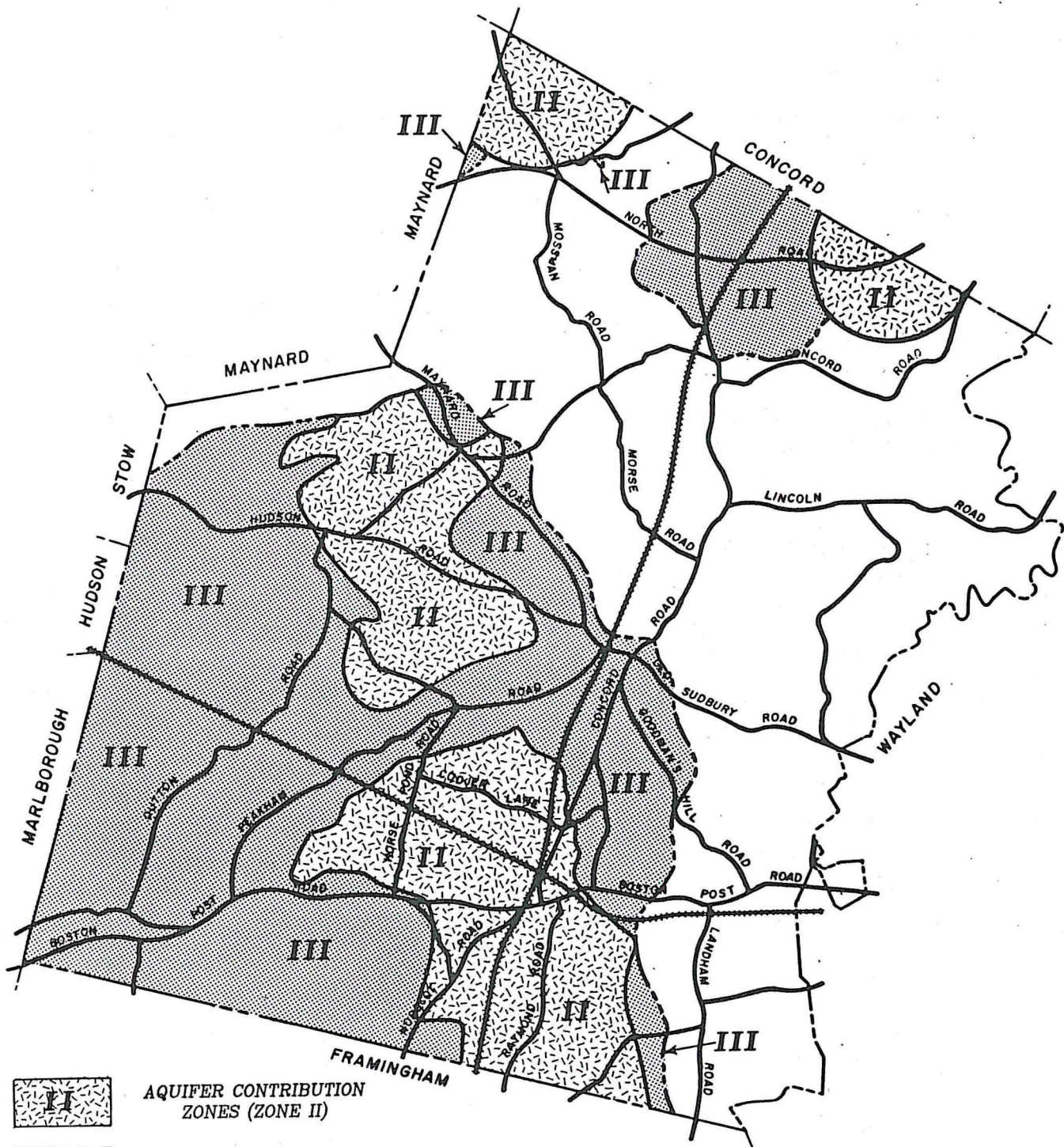
The default Zone II and Zone III for Well #5 (Route 117) shall remain unchanged with this article.

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

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

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





**ARTICLE 31**  
**WATER RESOURCE**  
**PROTECTION DISTRICTS**

ARTICLE 32. WATER RESOURCES PROTECTION COMMITTEE

To see if the Town will vote to establish a Water Resources Protection Committee, as follows:

A. Composition

The Water Resources Protection Committee (WRPC) shall be composed of Sudbury residents who are not Town staff employees, but who may be members of any appointed or elected board or committee.

B. Purpose

1. The general purpose of the WRPC is to provide an opportunity for interested persons to work with and assist Town boards and committees in the implementation and improvement of Sudbury's Water Resources Protection Programs and procedures. It is intended that the committee will reduce Town costs and maintain the quality of life by preventing unnecessary contamination and deleterious impact, thereby avoiding the costs of contamination remediation and of additional water supply treatment facilities.
2. The primary purpose of the WRPC is to address issues affecting the integrity and use of Sudbury's present and potential future sources of water supply. In particular, the WRPC shall have the following duties:
  - a. Evaluate Policies and Procedures -  
The WRPC shall monitor and evaluate the ability of the present and anticipated future federal, state, and local laws, regulations, policies and procedures to protect Sudbury's water resources.
  - b. Report to the Townspeople -  
The WRPC shall prepare an annual report to the Townspeople, and an abstract containing both majority and any minority opinions for inclusion in the Annual Town Report, and may submit copies thereof to the public media.
  - c. Advise and Assist Town Boards  
The WRPC may advise and assist Town boards and the Sudbury Water District by reviewing applications for Water Resource Protection District and Site Plan special permits, subdivision approval and other activities and projects potentially affecting the Town's water resources.
  - d. Advise on Procurement of Consultant Services  
The WRPC may assist Town boards by identifying water related issues in those matters referred to in c. above which should be the subject of technical assistance to the Town by an independent consultant. The WRPC may recommend items to be included in the consultant's scope of work; review and evaluate a prospective consultant's service proposal or qualifications; and review any reports prepared by the consultant.
  - e. Advise on Approvals and Permits  
The WRPC may recommend conditions, requirements, or restrictions to be placed upon Water Resource Protection District or Site Plan special permits and subdivision approvals for projects potentially affecting the Town's water resources.
  - f. Submit Proposals to Town Meeting  
The WRPC may submit, for inclusion on a Town Meeting Warrant, articles or resolutions to improve the effectiveness of the Town's water resources protection capability or to authorize a petition to state or federal agencies or legislatures to enact or revise policies or procedures relative to water resources protection.



### C. Appointment Procedures

1. The WRPC shall consist of ten (10) members, two (2) each to be appointed by the Selectmen, Planning Board, Board of Health, Conservation Commission and the Sudbury Water District (the appointing authorities). Each appointing authority shall designate one appointee as a regular, voting member and the other as an associate member. Associate members may vote in the absence of a regular member.
2. Regular and associate members shall be appointed for terms of two (2) years commencing on May 1.
3. No later than March 15 the Planning Board shall solicit applications for appointments to the WRPC by placing a notice in at least two (2) local newspapers. The notice should summarize the purposes of the WRPC, identify the appointing authorities and indicate where further information and applications may be obtained.
4. Each appointing authority shall notify the Planning Board and the Selectmen of its appointees, in writing.

### D. Organization

1. The WRPC shall elect a Chairman and Vice Chairman, or two (2) Co-Chairmen, and a Clerk.
2. The appointing authorities shall provide the WRPC with a meeting place, and administrative support. If necessary, the appointing authorities may submit an appropriation request to the Town Meeting to fund the provision of such support.

### E. Meetings

The WRPC shall meet at least quarterly to evaluate and review the effectiveness of water resources protection policies and procedures, and to prepare a report to the Townspeople. The WRPC may hold additional meetings to address the other tasks within its purview.

or act on anything relative thereto.

Submitted by the Planning Board.

**PLANNING BOARD REPORT:** The Planning Board is submitting this Article to establish a Water Resources Protection Committee (WRPC) in response to recommendations that Town budgets be minimized where possible by utilizing the assistance of citizen volunteers. Because of the reduction in the Planning Board budget over the past several years, the Board urgently requires such additional assistance.

Also, because water resource protection requires coordination and compatible policies and procedures among several Town Boards - particularly between the Planning Board and the Sudbury Water District - a joint committee is necessary. This Article allows, but does not require, any three or more of the five affected Boards to appoint a WRPC or, by default, allows the Planning Board or the Board of Selectmen to do so.

An important provision of this Article is that the WRPC reports to the Townspeople, not merely to the Town Boards.

Approval of this Article will help minimize the costs of protecting Sudbury's water supply.

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

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

**ARTICLE 33. RESOLUTION: ACCURATE AIDS PREVENTION MODEL AT  
LINCOLN-SUDBURY REGIONAL HIGH SCHOOL**

To see if the Town will vote to pass a resolution that Lincoln-Sudbury Regional High School discontinue condom availability on the campus, and develop instruction that will accurately promote safe sex by teaching students the skills necessary to postpone or discontinue sexual involvement and to understand such issues as character evaluation, developing sound relationships, self-empowerment, and setting personal goals; as stated in Massachusetts General Law Chapter 71, section 30, or act on anything relative thereto.

Submitted by Petition.

PETITIONERS REPORT: Inasmuch as Massachusetts law mandates the teaching of chastity in upholding morally high principles, and whereas public health officials have stated that the priority prevention measure in reducing the risk of AIDS is to choose an uninfected partner; this resolution urges the regional high school to no longer make condoms available because of their unacceptable failure rate and inability to protect completely from sexually transmitted diseases, and to replace this controversial and high risk methodology of AIDS prevention with measures that will best serve our students to prevent AIDS and a host of other diseases.

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

**ARTICLE 34. RESOLUTION: APPROPRIATE COUNSELING OF STUDENTS  
AT LINCOLN-SUDBURY REGIONAL HIGH SCHOOL**

To see if the Town of Sudbury will vote to pass a resolution that the regional high school faculty, outside advisors, counselors, or guest speakers not actively teach or promote through the use of classroom materials student romantic same-sex relationships or encourage the same via counseling or by referral to gay, lesbian or bisexual individuals or organizations. Be it further resolved that no teacher, counselor, advisor, or speaker label or identify students as having other than heterosexual orientation, or counsel students extensively in areas of sexual orientation, clinical depression, or suicidal thoughts without written prior consent of a parent or guardian; or act on anything relative thereto.

Submitted by Petition.

PETITIONER'S REPORT: When Massachusetts passed the gay rights law, legislators made the distinction between protection of a person's rights and the state's condoning homosexuality as a practice. The petitioners ask the same of our regional high school. While the intent of this resolution is not to suppress multi-sided presentation or classroom discussion of sexual orientation issues, it does ask of the school not to make direct statements or pass out materials which encourage or condone student same-sex romantic relationships. Nor should the school bring in outside counselors whose intent is to do so. We feel great emotional harm could result for all students regardless of their orientation from untrained and/or issue motivated counseling. The school should, instead, establish an atmosphere of trust and compassion within its own staff, and students who are experiencing emotional difficulties due to their sexual orientation or related issues, suicidal tendencies, or clinical depression should be referred with parental knowledge to established professional counselors.

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

ARTICLE 35. RESOLUTION: APPROPRIATE EDUCATIONAL MATERIALS AT LINCOLN-SUDBURY REGIONAL HIGH SCHOOL

To see if the Town will vote to pass a resolution that since sexual activity outside a faithful monogamous relationship involves multiple risks with or without a condom, the regional high school will install a policy that prohibits the use of graphic sexual teaching materials or descriptions of explicit sexual behaviors in any classroom, assembly, or by any counselor or guest speaker on campus. Furthermore, be it resolved that no student be instructed to be, assumed to be for instructional purposes, or otherwise encouraged to be sexually active during the high school years, unless legally married; or act on anything relative thereto.

Submitted by Petition.

PETITIONER'S REPORT: In as much as the state laws require the teaching of chastity in schools, this resolution will request the regional high school to install a policy that will avoid the use of materials that incorporate explicit depiction of genitalia, acts of intercourse and sex play, descriptions or pleasurable sensations during sexual exploration, or any other material which could arouse sexual appetite and/or curiosity in the students. Included in this list would be the "black box", a teaching aid of a large model of a penis, used to allow student practice in applying condoms correctly, or any other material designed for such practice. In addition, students should not be identified or labeled as sexually active by instructors, nor required to role play the part of a sexually active individual.

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

ARTICLE 36. SPECIAL ACT: GRUBER CONSERVATION RESTRICTION

To see if the Town will vote to petition the General Court to pass legislation enabling the release of a certain portion of a Conservation Restriction not exceeding 4,767 square feet, in exchange for a grant of a Conservation Restriction on other land, not exceeding 4,767 square feet; such petition to be submitted as follows:

"An Act to Amend a Certain Conservation Restriction. Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

Section 1. The Town of Sudbury, acting by its Board of Selectmen, is hereby authorized to release a certain parcel of LAND subject to the Conservation Restriction granted to the Town of Sudbury by Arden B. MacNeill, on June 13, 1984, and recorded at Middlesex South Registry of Deeds, Book 17249, Page 611, from said restriction. The parcel of land to be released is shown as Parcel "A" on a plan entitled "Easement Plan", dated January 27, 1993 by Schofield Brothers of New England, to be recorded with the Middlesex South District Registry of Deeds.

In consideration for the release of said Conservation Restriction, David Gruber and Joann Gruber, owners of said parcel of land, shall grant to the Town of Sudbury, a conservation restriction on the land shown as Parcel "B" on said plan.

Section 2. This act shall take effect upon its passage.";

or act on anything relative thereto.

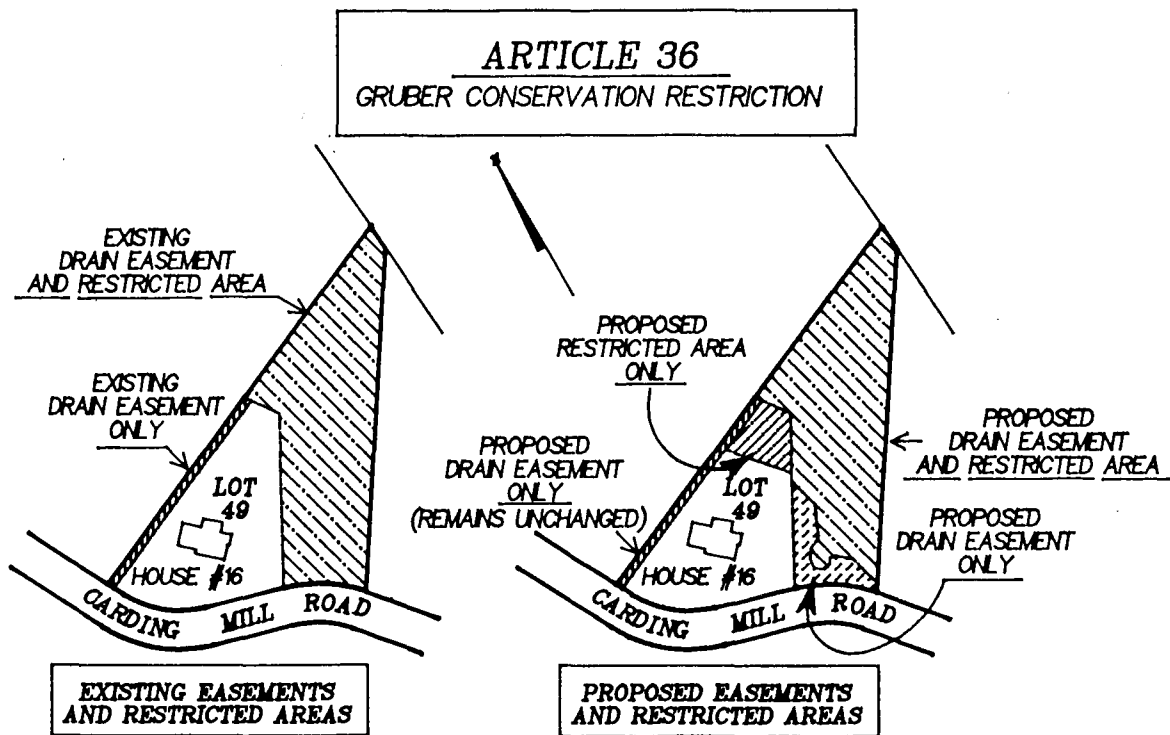
Submitted by Petition.

Petitioner's Report: David Gruber and Joann Gruber are petitioning the release of a certain portion of a Conservation Restriction on their property in exchange for a grant of a Conservation Restriction on another portion of their land.

Apparently the original restricted area was not noted on the original plan and has been altered and landscaped, and the Grubers in good faith are offering other virgin lands of theirs in exchange for a release from the original restriction.

BOARD OF SELECTMEN POSITION: The Board supports this article.

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



#### ARTICLE 37. STABILIZATION FUND ADDITION

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 Petition on behalf of the Finance Committee.

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

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

#### ARTICLE 38. WITHDRAWN



ARTICLE 39. OLD LANCASTER ROAD WALKWAY

To see if the Town will vote to raise and appropriate, or appropriate from available funds, \$91,200, or any other sum, for the construction of a walkway, with such funds to be expended for construction, as necessary, under the direction of the Highway Surveyor for a walkway (approximately 3,000 feet) along Old Lancaster Road from Peakham Road to Hudson Road; or act on anything relative thereto.

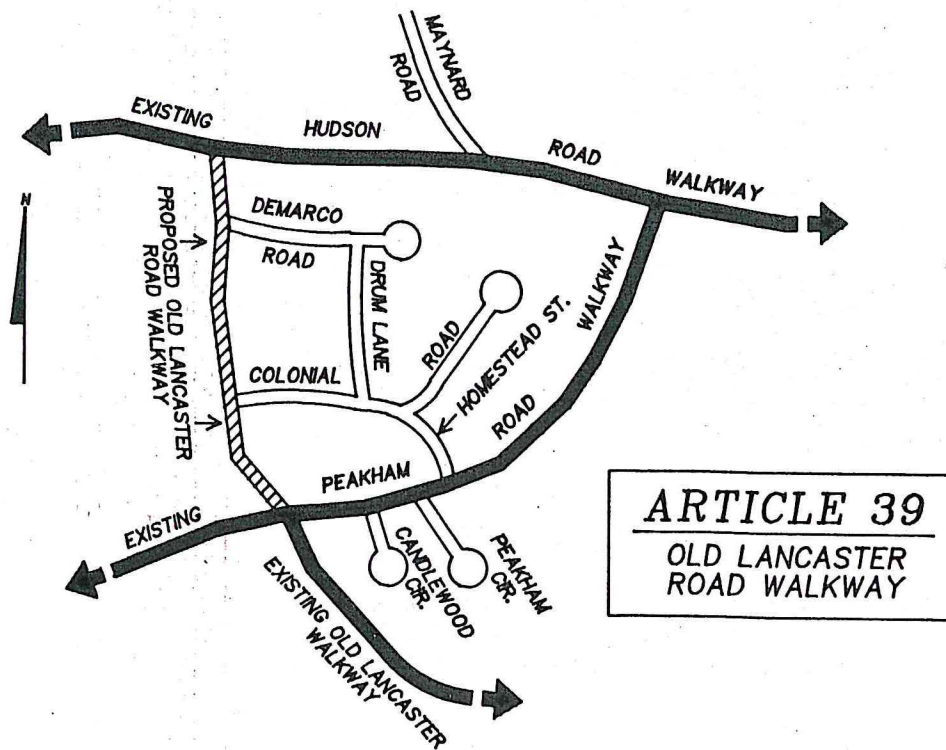
Submitted by Petition.

PETITIONER'S REPORT: Petitioners will report at Town Meeting.

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

FINANCE COMMITTEE REPORT: The Finance Committee recommends Disapproval as no money is available at this time.

LONG RANGE PLANNING COMMITTEE REPORT: The Committee is opposed to funding this walkway until such time as all walkways are re-prioritized.



ARTICLE 40. JOINT FIRE/POLICE 911 DISPATCHING

To see if the Town will vote to request (not require) that by June 30, 1993, the Selectmen working with the Fire and Police Chiefs establish a joint Police/Fire 911 Dispatching Center for Sudbury and thereby improve service, improve productivity and use the resultant savings to enable the North Sudbury Fire Station to remain continuously open, or act on anything relative thereto.

Submitted by Petition.



**PETITIONER'S REPORT:** All emergency 911 calls now go to the police station. Fire or ambulance calls must then be transferred by the Police Dispatcher to the Fire Dispatcher, creating unnecessary delay and duplication of effort. Budget constraints will close the North Sudbury Fire Station for 129 days in FY94. Trained firefighters are now used as dispatchers instead of being assigned to fight fires. Consolidation of the dispatching function will eliminate the need for fire dispatchers and enable the North Sudbury Fire Station to be continuously open to provide necessary fire coverage to North Sudbury.

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

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

**ARTICLE 41A. AMEND BYLAWS, ART. I, TOWN MEETING - COLLECTIVE BARGAINING**

To see if the Town will vote to amend Article I of the Town of Sudbury Bylaws - Town Meetings, by adding a new section 5, as follows:

- "5. The appropriation necessary to fund cost items included in each new Employee Collective Bargaining Agreement shall be presented to Town Meeting as a separate Article requiring approval of Town Meeting. Each such Article shall explicitly state that 'if Town Meeting duly rejects the appropriation necessary to fund the cost items, such cost items shall be returned to the parties for further bargaining in accordance with the provisions of MGL Chapter 150E, Section 7' when applicable.";

or act on anything relative thereto.

Submitted by Petition.

**PETITIONERS REPORT:** Sudbury's current budget crisis: Rapidly escalating taxes combined with drastic cuts in service, can be directly traced to decentralized contract negotiations, negotiated behind closed doors without meaningful Town Meeting or taxpayer input. This process has resulted in salary and benefits costs which have increased far more rapidly than inflation while Town Meeting has only been presented with the resultant choice of raising taxes and/or slashing services. This Article insures that Town Meeting is provided the explicit opportunity, permitted by Massachusetts Law, to give adequate consideration and make the final judgments as to the acceptability of the financial provisions of each new collective bargaining agreement. This mechanism will enable Town Meeting to make the appropriate tradeoffs between slashing services, maintaining services, restoring services, raising taxes, or raising compensation through its power to reject the appropriation and force renegotiation when contract provisions are clearly out of line.

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

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

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

**ARTICLE 41B. HOME RULE PETITION - COLLECTIVE BARGAINING**

To see if the Town will vote to have the Selectmen petition the Massachusetts General Court to change the provisions of MGL Chapter 150E, Section 7, Paragraph b, as they apply to Sudbury as follows:

- "A. Add the word 'incremental' before the words 'cost items' throughout the paragraph.  
B. Delete the last sentence which exempts agreements reached by school committees.";

or act on anything relative thereto.

Submitted by Petition.

**PETITIONERS REPORT:** Passage of this Article would further strengthen the effectiveness of the previous Article. These changes, if passed by the Massachusetts General Court would enable Sudbury's Town Meeting to more effectively manage its budget by:

- A. Enabling Town Meeting to vote a budget appropriation which does not fund incremental cost increases in a new collective bargaining agreement. Approval of a separate appropriation for the cost increases associated with the new contract would be necessary before the new collective bargaining agreement becomes effective. Failure to approve the incremental cost items would force renegotiation of unacceptable increased cost provisions.
- B. Enabling Town Meeting to exercise the same control over collective bargaining agreements negotiated by school committees by providing a means to reopen negotiations for agreements Town Meeting finds clearly out of line.

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

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

**ARTICLE 42. AMEND BYLAWS, ARTICLE IV.7,8&9 - FINANCE COMMITTEE**

To see if the Town will vote to amend Article IV, the Town Bylaws, by adding the following sections to establish a formal role for the Finance Committee with respect to Employee Collective Bargaining Negotiations as follows:

- "Section 7. Prior to the conclusion, and preferably before the start of Collective Bargaining Negotiations where the resultant financial provisions (cost items) of the Agreement are funded by appropriation of the Sudbury Town Meeting, the Finance Committee shall recommend a maximum increase in the 'cost items' for each year of the proposed contract based on their perspective of Sudbury's overall budget priorities and resources. The Finance Committee shall encourage the affected department, including the School Committee and LSRHS School Committee to meet with them in Executive Session to exchange information and perspectives on the upcoming negotiations.
- Section 8. The Finance Committee shall utilize the maximum 'cost item' recommendations, developed in Section 7, in preparing the budget recommendations required in section 5 for the duration of these contracts and shall not include any amounts necessitated by negotiated increases which exceed these recommended maximums in their recommended budget unless such excess is identified as a separate line item in the budget and fully explained in their Warrant report.
- Section 9. The Finance Committee shall report at Town Meeting on the appropriation necessary to fund the 'cost items' contained in each new collective bargaining agreement. This Report shall include specific reference to whether the negotiated Agreement was consistent with its recommendation described in section 7 and the impact approval of the appropriation (and thereby approval of the Agreement) will have on Sudbury's Budget and Services over the life of the Agreement.";

on act on anything relative thereto.

Submitted by Petition.

**PETITIONERS REPORT:** This Article formalizes a Finance Committee advisory role prior to collective bargaining negotiations. The Finance Committee will develop maximum recommended increases for the financial provisions of the agreement consistent with Sudbury's priorities and resources. Incorporating these recommendations in future budget presentations will create strong incentives for each department to adhere to these recommendations. Any excess increases will be separately identified and fully explained in each Town Meeting Warrant. The Finance Committee will also make a report on the appropriation required to fund the financial provisions (cost items) associated with each new collective bargaining agreement including the impact Town Meeting approval will have on future budgets and town services.

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

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

**TOWN COUNSEL OPINION:** Town Counsel will report at Town Meeting.

#### **ARTICLE 43A. REQUEST SELECTMEN TO EXCESS UNISYS LAND**

To see if the Town will vote to request (not require) the Selectmen to vote that the recently acquired Unisys property is no longer required by the Selectmen to pave the way for transfer to the Park and Recreation Commission and the establishment of a Town Beach and Recreation Area in conjunction with the Town of Concord, or act on anything relative thereto.

Submitted by Petition.

**PETITIONERS REPORT:** This Article requests the Selectmen to formally vote to release this Land as required before a transfer can be made.

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

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

#### **ARTICLE 43B. TRANSFER FORMER UNISYS LAND TO PARK AND RECREATION**

To see if the Town will vote to transfer the recently acquired Unisys property to the Park and Recreation Commission, and vote to have the Town Park and Recreation Commission in conjunction with the Selectmen plan the establishment of a Town Beach and Recreation Area in conjunction with the Town of Concord, or act on anything relative thereto.

Submitted by Petition.

(Two-thirds vote required.)

**PETITIONERS REPORT:** Sudbury paid \$1 million to acquire the Unisys land. Much of the attraction of this purchase was the access to White Pond where reasonable use and access for Sudbury residents was promised. White Pond is a crystal clear pond ideal for summer swimming and picnic excursions by Sudbury families once facilities and access are provided. This Article will stimulate the development of this property into a widely used town recreation area including a summer swimming beach and picnic area on White Pond. It will also stimulate the provision of adequate access and parking for use by all of Sudbury's taxpayers, who will be paying \$50,000 plus interest annually for the next 20 years for this land acquisition.

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

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

ARTICLE 44. AMEND ZONING BYLAW - REZONE BUSINESS DISTRICT 10 TO RESIDENTIAL A-1

To see if the Town will vote to Amend the Zoning Bylaws by Deleting "Business District No. 10" at the intersection of Pantry and Haynes Roads and thereby cause the land to revert to its underlying Residential Zoning, or act on anything relative thereto.

Submitted by Petition.

(Two-thirds vote required.)

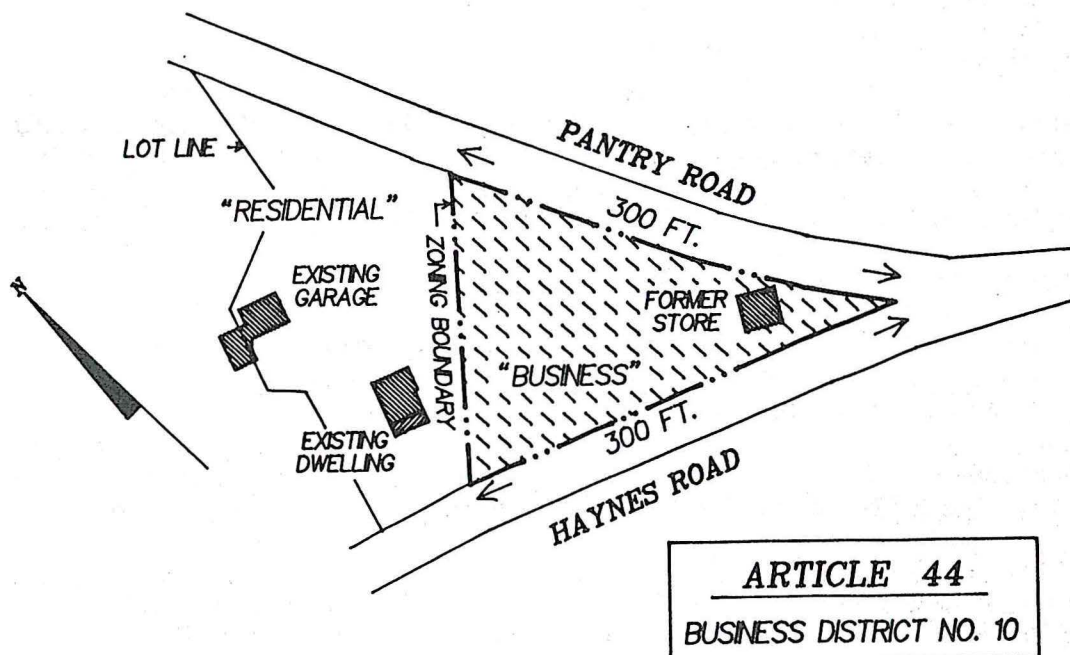
PETITIONERS REPORT: Retaining the intersection of Haynes and Pantry Roads as a Business District is no longer appropriate. It has remained unused for the past several decades. Traffic and limited parking in the district would make operation of a business undesirable. By deleting the Business District the land will revert to residential zoning.

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

PLANNING BOARD REPORT: The Board will report at Town Meeting.

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

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



ARTICLE 45. AMEND BYLAWS, ART. 1.2 - START OF ANNUAL TOWN MEETING

To see if the Town will vote to amend Article 1, Section 2 of the Town of Sudbury Bylaws by inserting after the first sentence the following:

"The Selectmen, after a Public Hearing, may delay the start of the Annual Town Meeting for up to 7 days provided that they act no later than the January 31 preceding.";

or act on anything relative thereto.



Submitted by Petition.

**PETITIONERS REPORT:** This amendment is designed to enable the Selectmen to vary the start of Town Meeting to accommodate conflicts created by a rigid First Monday of April start.

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

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

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

**ARTICLE 46. AMEND BYLAWS, ART. VIII.2 - PLANNING BOARD ASSOCIATES**

To see if the Town will vote to add a new section 2 to Article VIII of the Town of Sudbury Bylaws to read as follows:

"The Selectmen, with the advice of the Planning Board, shall appoint up to three Associate Members to the Planning Board, each for a term of one year. Associate Members shall serve only when the Planning Board is exercising its responsibilities as a "Special Permit Granting Authority";

or act on anything relative thereto.

Submitted by Petition.

**PETITIONERS REPORT:** Because the Planning Board has become a Special Permit Granting Authority, it needs Associate Members just as the Board of Appeals currently has Associate Members. By using Associate Members during Special Permit proceedings, Sudbury is insured that, even when there are conflicts, absences, or unexpected sicknesses, the Planning Board will have at least five persons who have attended all proceedings, public hearings and are capable of voting on the Special Permit application.

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

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

**TOWN COUNSEL OPINION:** Town Counsel will report at Town Meeting.

**ARTICLE 47. INDUSTRIAL DEVELOPMENT COMMISSION**

To see if the Town will either vote to disband the Industrial Development Commission or request that the Selectmen appoint an active Industrial Development Commission, establish its mission, and provide periodic reporting to the Town on its progress and accomplishments, or act on anything relative thereto.

Submitted by Petition.

**PETITIONERS REPORT:** The Industrial Development Commission has been inactive for many years. This Article provides the Selectmen and/or current members of the Industrial Development Commission an opportunity to communicate their role and goals. Passage of a motion under this Article will either formally disband or revitalize this inactive Commission.

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

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

ARTICLE 48. RESOLUTION: SUDBURY VILLAGE

To ask the Planning Board to discuss their "Sudbury Village Concept" and/or other planned changes to Route 20 Zoning and then see if the Town will vote a Resolution which either endorses, modifies or rejects their proposals and directs the Town Planner to prepare appropriate rezoning recommendations for presentation at the Fall 1993 Special Town Meeting, or act on anything relative thereto.

Submitted by Petition.

PETITIONERS REPORT: The recent uproar over the proposed donut shop on Route 20 suggests dissatisfaction with the current Zoning for the Route 20 area. For the past three or four years Sudbury's voters have been hearing about a "Sudbury Village" Concept being prepared by the Planning Board. The purpose of this resolution is to get the Planning Board to discuss their concepts, gain appropriate direction from Town Meeting and establish a deadline for the Town Planner to prepare definitive Zoning Proposals which can be enacted.

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

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

ARTICLE 49. RESOLUTION: RT. 20 TRAFFIC IMPROVEMENTS

To ask the Planning Board, Traffic Management Committee and Town Engineer to discuss their "Route 20 Traffic Improvement/Management/Mitigation Plans" and then see if the Town will vote a Resolution which either endorses, modifies or rejects their proposals and directs the Town Engineer working with the Selectmen and Planning Board to develop appropriate implementation plans for presentation at the Fall 1993 Special Town Meeting, or act on anything relative thereto.

Submitted by Petition.

PETITIONERS REPORT: The recent changes on Route 20 have not yet reduced traffic congestion to acceptable levels. As this issue has been under study for over five years, the purpose of this resolution is to get the appropriate Boards and Officials to discuss their ideas, improvement plans, and gain appropriate direction from Town Meeting and establish a deadline for Definitive Implementation Plans to be finalized.

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

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

ARTICLE 50. RESOLUTION: RT. 117 INTERSECTION IMPROVEMENTS

To ask the Traffic Management Committee, Town Engineer and Highway Surveyor to discuss Route 117 intersection improvements and then see if the Town will vote a Resolution which either endorses, modifies or rejects their proposals and directs the Town Engineer working with the Selectmen and Highway Surveyor to develop appropriate implementation plans for presentation at the Fall 1993 Special Town Meeting, or act on anything relative thereto.

Submitted by Petition.

PETITIONERS REPORT: The Town Traffic Study determined that several of the Route 117 intersections were operating at unacceptable levels causing unnecessary delays and safety problems. Traffic lights or stop signs are required for Route 117 traffic to safely and effectively handle cross traffic and traffic turning onto Route 117. The purpose of this resolution is to get the appropriate Boards and Officials to

discuss their improvement plans and ideas, gain appropriate direction from Town Meeting and establish a deadline for Definitive Implementation Plans to be finalized.

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

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

#### ARTICLE 51. PEAKHAM ROAD WALKWAY

To see if the Town will vote to raise and appropriate, or appropriate from available funds, \$9,180, or any other sum, for the engineering, and construction of a walkway, with such funds to be expended for construction, as necessary, under the direction of the Highway Surveyor for a walkway approximately 485 feet along Peakham Road from the railroad tracks to Robert Best Road; or act on anything relative thereto.

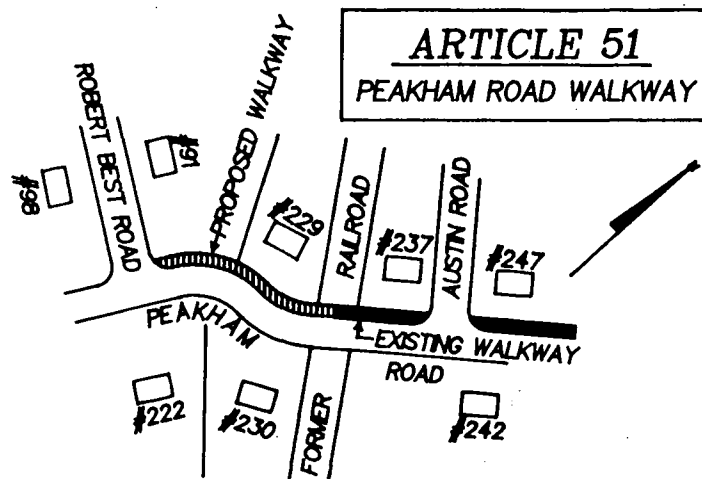
Submitted by Petition.

PETITIONERS REPORT: Peakham Road between Austin and Robert Best Roads is a very dangerous curve. It has an obstructed view plus no shoulder on one side. Most cars do not go the speed limit and many accidents have been reported at this spot. Many people walk this stretch, including students from Curtis, making driving and walking even more hazardous. If this small distance had a sidewalk it would greatly improve the safety of this portion of roadway.

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

FINANCE COMMITTEE REPORT: The Finance Committee recommends Disapproval as no money is available at this time.

LONG RANGE PLANNING COMMITTEE: The Committee is opposed to funding this walkway until such time as all walkways are re-prioritized.



## TOWN COUNSEL OPINIONS

It is the opinion of Town Counsel that, if the Bylaw amendments proposed in the following articles in the Warrant for the 1993 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:

Art. 2	Amend Art. XI	Personnel Classification and Salary Plan
Art. 3	Amend Art. XI.7(2)	Personnel Administration Plan
Art. 4	Amend Art. XI.9A	Personnel Administration Plan
Art. 5	Amend Art. XI.9	Personnel Administration Plan
Art. 41A	Amend Art. I	Town Meeting - Collective Bargaining
Art. 45	Amend Art. I.2	Start of Annual Town Meeting

It is the opinion of Town Counsel that, if the Zoning Bylaw changes set forth in the following articles in the Warrant for the 1993 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 motions, the proposed changes will become valid amendments to the Sudbury Zoning Bylaw after approval by the Attorney General:

Art. 21	Amend Art. IX.VI.A	Administration/Enforcement
Art. 22	Amend Art. IX.I.D.4	Single and Two-Family Residential Structures
Art. 23	Amend Art. IX.II.C	Delete Portion of Business District 12
Art. 24	Amend Art. IX.II.C	Add to Business District 12
Art. 28	Amend Art. IX.IV.E	Incentive Development
Art. 29	Amend Art. IX.V.D.	Signs and Advertising Signs
Art. 30	Amend Art. IX.III.G	Water Resource Protection Districts
Art. 31	Amend Art. IX.I.I	Revise Water Resource Protection Districts Map
Art. 44	Amend Zoning Bylaw	Rezone Business District 10 to Residential A-1

\*\*\*\*\*

And you are required to serve this Warrant by posting an attested copy thereof at the Town Hall at least seven days before the time appointed for such meeting.

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

Given under our hands this first day of March, one thousand nine hundred and ninety-three.

SELECTMEN OF SUDBURY: John C. Drobinski

Judith A. Cope

Lawrence L. Blacker



## PART II FINANCIAL SECTION

Prepared by the Finance Committee

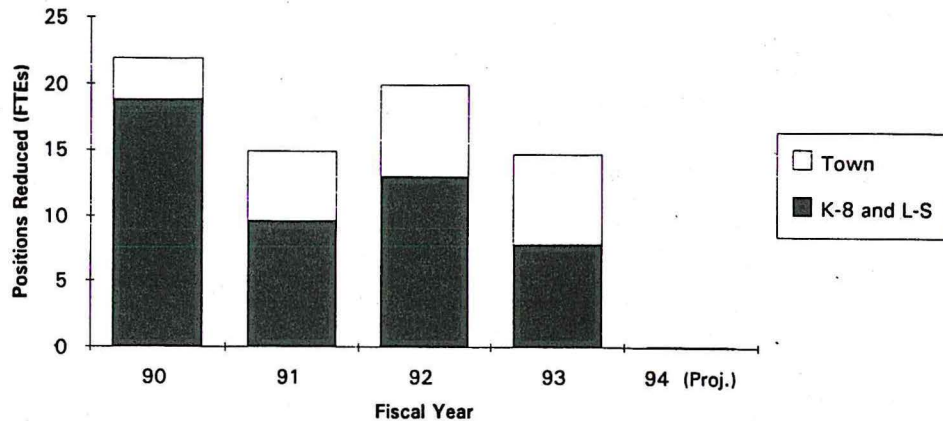
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### 1993 FINANCE COMMITTEE REPORT

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

#### REDUCTIONS IN FORCE (FTEs)

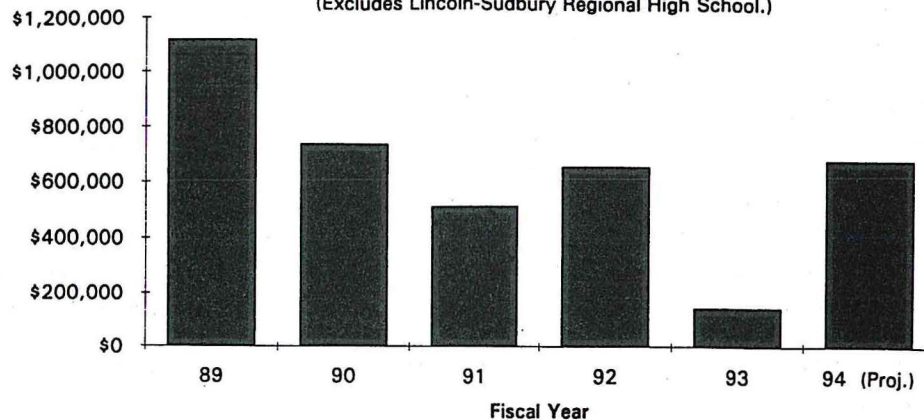


The recommended budget does not include any new Town department employees, but several positions are restored or increased to full time from part time status. Seven new classrooms have been added for the schools, including Lincoln-Sudbury Regional High School, as well as several support positions. (Four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

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

#### CAPITAL SPENDING (Non Bonded)

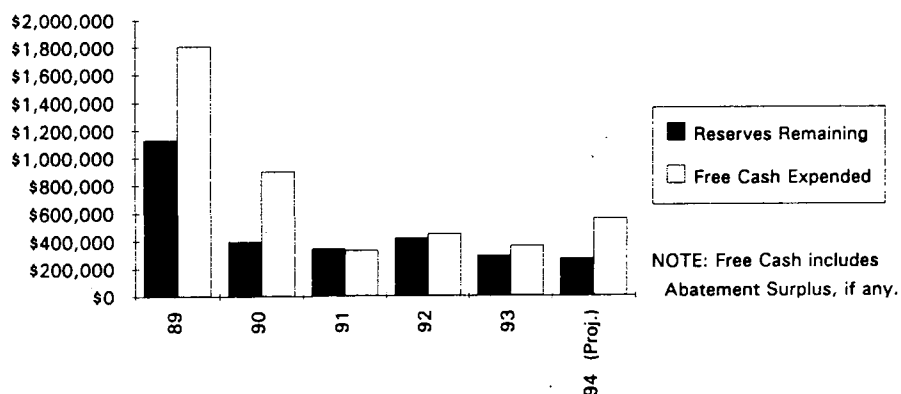
(Excludes Lincoln-Sudbury Regional High School.)



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

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

#### RESERVES REMAINING AFTER ANNUAL TOWN MEETING



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

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

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

# SOURCES OF ADDITIONAL FUNDING OVER PREVIOUS YEAR

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

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

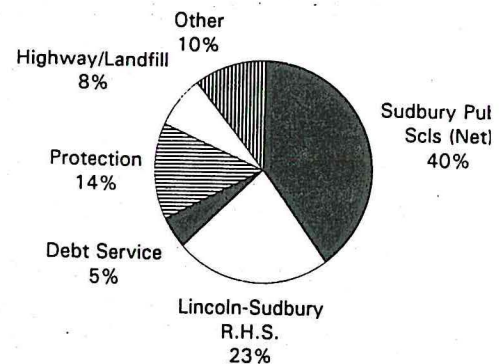
\* Includes new construction and Prop. 2 1/2 exemptions.

Beyond salary increases for existing staff, the recommended FY94 budget includes an increased focus in five areas: First, about \$650,000 for additional school enrollments, (plus an additional \$185,000 in the tax override). Second, about \$300,000 for Town and K-8 building repairs. Third, about \$75,000 for restoring or increasing part time positions to full time in various Town departments, particularly those impacted by the recent boom in new home construction. Fourth, \$36,000 was added for improving and cutting costs in Town operations. This included \$10,000 for a study of town organization and employee work rules and \$18,000 is for a new accounting payroll and budget system for the Town and K-8 schools. And \$8,000 (plus \$8,000 from a previous Town Meeting Article for space planning), is for an architectural study to renovate the Flynn Building to be able to put all Town offices in one location and gain savings from shared staff and resources.

## FY94: RECOMMENDED NEW SPENDING

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

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



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

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



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

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

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

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

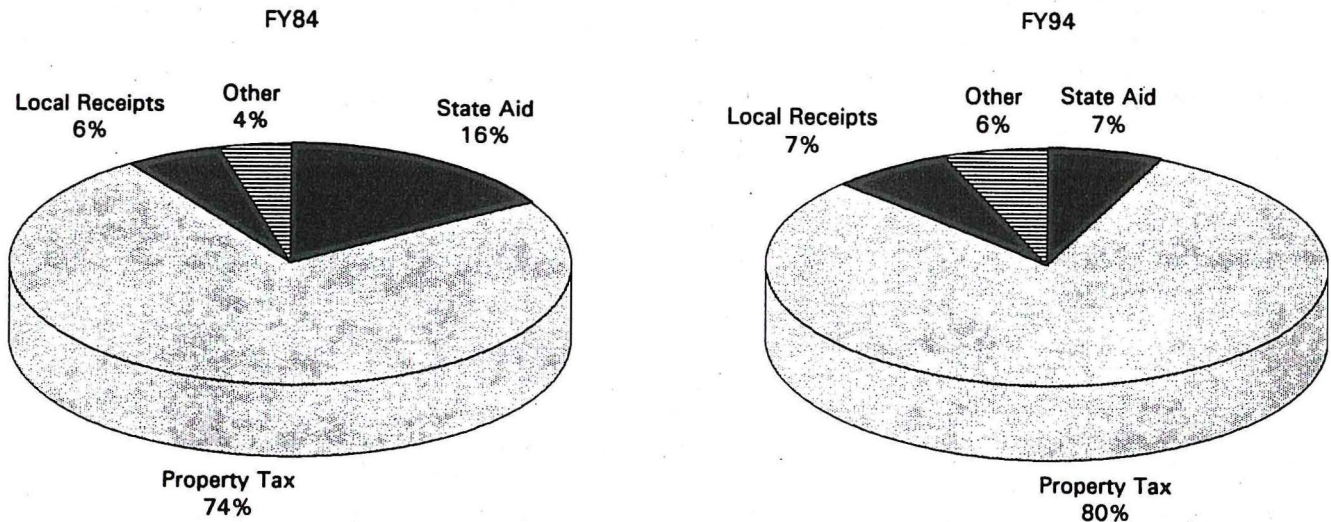
**School Enrollment:** Both schools are now experiencing enrollment increases at a total rate of five to seven classes per year. This is a marked change from recent years. Both School Committees believe it will continue for several more years. Even with the Nixon School opened, more space will be needed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

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

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

1. **Delinquent taxes:** Aggressive collection has reduced the amount from a high level of about \$2,000,000; far above neighboring towns of similar size. But a big problem remains. Do we get more aggressive in collections, or risk having the delinquent amount rise again in the next economic downturn? Tax rates rise to maintain spendable money when delinquent taxes are increasing.
2. **State Aid:** As State revenues increase, Sudbury is getting very little of the additional State aid. Our share declines each year, as more and more goes to cities and urban towns. In FY93, only about 45% of the additional State School Aid was distributed on a per pupil basis. About \$100 million was distributed through formulas that excluded Sudbury. For FY94, \$175 million of additional State School Aid may be added to the State Budget. The Finance Committee does not believe that Sudbury will receive any of it.

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



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

### INITIATIVES FOR CHANGE

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

#### CREATION OF PUBLIC WORKS DEPARTMENT (John Drobinski, Robert Noyes)

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

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

#### VOLUNTEERS (Judy Cope)

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

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

#### PRIVATIZATION

(Roy Sanford, Lincoln Anderson)

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

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

#### LOCAL REVENUE ENHANCEMENT

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

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

#### Recommendations:

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

#### JOINT TOWN/SCHOOL SHARING OF ADMINISTRATIVE SERVICES

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

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

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

**Recommendations:**

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

**CENTRALIZED/REGIONALIZED PURCHASING**

(David Palmer, Cathy Minehan, Sidney Wittenberg)

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

**Recommendations:**

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



## BUDGET SUMMARY

	Expend. FY 92 *	Approp FY 93*	Dept Reque FY 94	NON OVERRIDE Fin Com Rec FY 94	OVERRIDE Fin Com Rec FY 94
Sudbury Pub. Schls. (Gross)	8,971,348	9,221,858	10,443,937	9,940,295	10,063,337
Sudbury Pub. Schls: Offsets	100,492	180,492	201,589	201,589	201,589
SUDBURY PUB. SCHLS. (Net)	8,870,856	9,041,366	10,242,348	9,738,706	9,861,748
L.S.R.H.S.(Assessment)	6,367,491	6,539,191	7,143,456	6,942,562	6,942,562
M.R.V.T.H.S.(Assessment)	357,370	381,446	300,448	300,448	300,448
<b>TOTAL SCHOOLS</b>	<b>15,595,717</b>	<b>15,962,003</b>	<b>17,686,252</b>	<b>16,981,716</b>	<b>17,104,758</b>
200: Debt Service	475,480	1,073,835	1,156,017	1,156,017	1,156,017
300: Protection	3,114,439	3,137,903	3,422,018	3,380,316	3,380,316
400: Highway/Landfill	1,545,112	1,576,382	1,756,074	1,713,614	1,713,614
500: General Govt.	804,617	788,701	906,144	851,790	851,790
560: Finance	435,673	464,584	531,467	526,417	526,417
600: Library	369,454	363,529	450,404	402,730	402,730
700: Recreation	469,911	462,405	483,524	463,524	463,524
800: Health	185,503	186,397	201,547	201,547	201,547
900: Veterans	13,598	7,363	18,818	17,651	17,651
950: Unclass./Transfer Accts.	2,840,318	3,431,533	3,394,925	3,383,413	3,445,413
<b>TOTAL TOWN (inc. Unclassif.)</b>	<b>10,254,106</b>	<b>11,492,631</b>	<b>12,320,938</b>	<b>12,097,019</b>	<b>12,159,019</b>
<b>TOTAL OPERATING BUDGET</b>	<b>25,849,823</b>	<b>27,454,634</b>	<b>30,007,190</b>	<b>29,078,735</b>	<b>29,263,777</b>
STM Articles:	0	0	0	0	0
ATM Articles:	1,437,780	2,454,637	1,146,313	647,713	647,713
Borrowing	1,000,000	2,134,424	0	0	0
<b>TOTAL ARTICLES</b>	<b>437,780</b>	<b>320,213</b>	<b>1,146,313</b>	<b>647,713</b>	<b>647,713</b>
<b>TOTAL APPROPRIATIONS</b>	<b>26,287,603</b>	<b>27,774,847</b>	<b>31,153,503</b>	<b>29,726,448</b>	<b>29,911,490</b>
Cherry Sheet Chgs.& Underest.	347,160	360,050	360,050	360,050	360,050
Cherry Sheet Offsets	217,547	217,587	217,587	217,587	217,587
Recap, Snow&Ice & Oth. chgs	70,727	47,015	98,000	108,000	108,000
Abatements & Exemptions	394,184	350,979	300,000	300,000	300,000
<b>TOTAL CHARGES</b>	<b>1,029,618</b>	<b>975,631</b>	<b>975,637</b>	<b>985,637</b>	<b>985,637</b>
<b>TOTAL TO BE RAISED</b>	<b>27,317,221</b>	<b>28,750,478</b>	<b>32,129,140</b>	<b>30,712,085</b>	<b>30,897,127</b>
Cherry Sh.Receipts & Overest.	2,173,992	2,093,538	2,103,538	2,103,538	2,103,538
State Aid: \$100 Per Pupil, K-8		[ GOES DIRECTLY TO S.P.S: \$198,000 in FY94 ]			
State Aid: \$100 Per Pupil, L-S		[ GOES DIRECTLY TO L-S :\$79,288 in FY94 (Sudbury Share) ]			
Local Receipts	2,069,951	2,122,577	2,166,577	2,166,577	2,166,577
Enterprise Fund Receipts	671,312	790,688	778,300	778,300	778,300
Free Cash applied	300,527	361,536	361,536	376,000	376,000
Dog Licenses (& St Aid)	2,000	7,750	6,454	6,454	6,454
Wetlands Protection Fund	4,125	4,125	4,125	4,125	4,125
Abatement Surplus	175,000	0	179,383	179,383	179,383
Cemetery Fund	28,000	11,700	14,000	14,000	14,000
Stabilization Fund	180,000	0	0	0	0
Transfer from ATM 1987/14	30,000	0	0	0	0
Transf:ATM 82/14,STM 86/6	7,317	0	0	0	0
Transfer from STM 89/5			190,000	190,000	190,000
Transfer from ATM 87/14			8,532	8,532	8,532
Transf from ATM 90/24			140,000	140,000	140,000
Transfer from STM 88/4			0		
Transport. Bond Offset	0	319,713	319,713	319,713	319,713
Ambulance Fund	25,000	50,000	75,000	90,000	90,000
<b>TOTAL RECEIPTS&amp;REVENUE</b>	<b>5,667,224</b>	<b>5,761,627</b>	<b>6,347,158</b>	<b>6,376,622</b>	<b>6,376,622</b>
<b>REQUIRED TAX LEVY</b>	<b>21,649,997</b>	<b>22,988,851</b>	<b>25,781,982</b>	<b>24,335,463</b>	<b>24,520,505</b>
Previous Limit +2.5%	20,695,073	21,710,545	22,610,636	22,610,636	22,610,636
New Construction	170,948	348,612	400,000	425,000	425,000
Prop 2 1/2 Override	315,000	0	0	0	185,042
<b>LEVY LIMIT</b>	<b>21,181,021</b>	<b>22,059,157</b>	<b>23,010,636</b>	<b>23,035,636</b>	<b>23,220,678</b>
Prop 2 1/2 Exemptions	682,036	1,185,553	1,301,309	1,301,309	1,301,309
<b>APPLICABLE LEVY LIMIT</b>	<b>21,863,057</b>	<b>23,244,710</b>	<b>24,311,945</b>	<b>24,336,945</b>	<b>24,521,987</b>
<b>UNDER LEVY LIMIT</b>	<b>213,060</b>	<b>255,859</b>	<b>0</b>	<b>1,482</b>	<b>1,482</b>
<b>OVER LEVY LIMIT</b>		<b>0</b>	<b>1,470,036</b>	<b>0</b>	<b>0</b>

**OVERRIDE BUDGET**

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

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

## FY94 OPERATING BUDGET - LONG FORM

	Expend. FY 91 *	Expend. FY 92 *	Approp. FY 93*	Dept Reque FY 94	NON OVERRIDE Fin Com Rec FY 94
<b>100 EDUCATION</b>					
-----					
SUDBURY PUBLIC SCHOOLS					
Salaries	7,030,496	7,332,115	7,470,964	8,163,050	7,991,085
Expenses	1,654,512	1,578,688	1,698,619	1,877,421	1,740,210
Equipment	70,300	60,545	52,275	67,000	67,000
Open Nixon School				336,466	0
Capital Expenditure					142,000
	-----	-----	-----	-----	-----
Subtot Sudbury Pub.Scls	8,755,308	8,971,348	9,221,858	10,443,937	9,940,295
Offsets, including METCO	118,222	100,492	180,492	201,589	201,589
110 Net Sudbury Public Scls	8,637,086	8,870,856	9,041,366	10,242,348	9,738,706
Insurance/Benefit Costs	991,735	1,173,370	1,318,456	1,389,435	1,327,435
True Cost S.P.S.	9,628,821	10,044,226	10,359,822	11,631,783	11,066,141

NOTE 1: Includes \$290,075 carried forward from FY91 to FY92 and expended.

Includes \$325,489 carried forward from FY92 to FY93 and expended.

NOTE 2: The Non-override budget recommendation includes \$142,000 for roof repairs. In the Override budget, the roof repair is deferred in favor of four additional teachers and the opening of Nixon School. The total cost including benefits is \$327,000 and therefore requires an override in the amount of \$185,000.

A more detailed description is provided in the Finance Committee Budget Reports.

L-S REGIONAL H.S.					
130 Sudbury Assessment	5,989,788	6,367,491	6,539,191	7,143,456	6,942,562
MINUTEMAN VOC. H.S.					
140 Sudbury Assessment	416,819	357,370	381,446	300,448	300,448
TOTAL 100 BUDGET	15,043,693	15,595,717	15,962,003	17,686,252	16,981,716
Offsets:Free Cash	0	0	0	0	0
NET 100 BUDGET	15,043,693	15,595,717	15,962,003	17,686,252	16,981,716

## 200 DEBT SERVICE

-201 Temp. Loan Int.	5,849	1,809	38,641	20,000	20,000
-203 Other Bond Int.	206,589	195,081	355,194	366,017	366,017
-205 Other Bond Princ.	275,000	275,000	675,000	765,000	765,000
-440 Interest Refund	161	2,151	0	0	0
-711 Bond & Note Expense	1,192	1,439	5,000	5,000	5,000
200 TOTAL DEBT SERVICE	488,791	475,480	1,073,835	1,156,017	1,156,017
(Fairbank/COA: P & I)	145,955	140,240	134,480	128,720	128,720
(Nixon/Noyes: P & I)	148,938	248,900	733,400	575,400	575,400
(Fire Station: P & I)	136,770	132,960	129,120	225,280	225,280
(Melone land:)	0	0	26,243	110,625	110,625
(Unisys land:)	0	0	26,406	106,108	106,108
Offsets, Carry forwards, etc.		52,019	26,362	15,116	15,116
TOTAL Princ & Int	431,663	470,081	1,023,287	1,131,017	1,131,017

	Expend. FY 91 *	Expend. FY 92 *	Approp. FY 93 *	Dept Reque FY 94	NON OVERRIDE Fin Com Rec FY 94
<b>300 PROTECTION</b>					
<b>310 FIRE DEPT</b>					
-100 Chief's Salary	58,882	61,817	65,552	68,173	68,173
-101 Chief's Extra Pay	1,127	1,196			
-110 Salaries	993,202	1,057,368	1,076,098	1,172,925	1,145,165
-120 Overtime	109,884	118,377	114,515	119,095	119,095
-130 Clerical	22,396	19,116	20,191	20,983	20,983
-140 Dispatchers	47,325	27,077	28,710	0	0
-151 Sick Buyback	4,086	6,024	6,577	6,839	6,839
<b>Total Personal Services</b>	<b>1,236,702</b>	<b>1,290,975</b>	<b>1,311,643</b>	<b>1,388,015</b>	<b>1,360,255</b>
-210 General Expense	14,411	13,964	13,470	13,230	13,230
-310 Maintenance	26,112	31,480	52,850	52,850	52,850
-410 Travel, In State		175		200	0
-420 Travel, Out of State	431	500	500	500	500
-510 Equipment	7,073	8,452	8,500	12,500	12,500
-620 Alarm Maint.	1,445	867	1,000	1,000	1,000
-710 Uniforms	16,382	15,618	17,410	17,410	17,410
-810 Tuition	9,660	4,989	2,800	2,800	2,800
<b>Total Expenses</b>	<b>75,514</b>	<b>76,045</b>	<b>96,530</b>	<b>100,490</b>	<b>100,290</b>
-901 Capital Items	9,956	0	0	45,000	85,000
<b>Total Capital Spending</b>	<b>9,956</b>	<b>0</b>	<b>0</b>	<b>45,000</b>	<b>85,000</b>
<b>310 Total</b>	<b>1,322,172</b>	<b>1,367,020</b>	<b>1,408,173</b>	<b>1,533,505</b>	<b>1,545,545</b>
Offset: Ambulance Fund	0	25,000	50,000	75,000	90,000
<b>Net Budget</b>	<b>1,322,172</b>	<b>1,342,020</b>	<b>1,358,173</b>	<b>1,458,505</b>	<b>1,455,545</b>



	Expend. FY 91 *	Expend. FY 92 *	Approp. FY 93 *	Dept Reque FY 94	NON OVERRIDE Fin Com Rec FY 94
<b>320 POLICE DEPT</b>					
-100 Chief's Salary	73,642	72,295	76,668	79,733	79,733
-101 Chief's Extra Pay	5,502	5,931			
-105 Lieutenant's Sal.	65,180	65,745	69,722	72,510	72,510
-107 Lieut. Extra Pay	6,097	4,185			
-110 Salaries	916,311	918,099	963,462	1,013,949	987,452
-120 Overtime	105,100	115,415	102,647	102,647	102,647
-130 Clerical	44,805	48,279	51,196	53,238	53,238
-151 Sick Buyback	1,686	1,891	2,699	2,754	2,754
<b>Total Personal Services</b>	<b>1,218,323</b>	<b>1,231,840</b>	<b>1,266,394</b>	<b>1,324,831</b>	<b>1,298,334</b>
<b>-210 General Expense</b>	<b>36,045</b>	<b>28,491</b>	<b>30,758</b>	<b>28,058</b>	<b>28,058</b>
-310 Maintenance	31,167	18,335	27,915	26,215	26,215
-410 Travel	2,140	1,141	2,500	2,500	2,000
-420 Travel, Out of State	1,976	1,000	1,000	1,000	1,000
-510 Equipment	6,923	24,916	7,000	10,000	10,000
-710 Uniforms	15,338	14,280	15,600	15,600	15,600
-810 Tuition	1,971	3,400	2,000	3,400	3,400
<b>Total Expenses</b>	<b>95,560</b>	<b>91,563</b>	<b>86,773</b>	<b>86,773</b>	<b>86,273</b>
-901 Capital Items	65,465	65,490	15,000	65,000	50,000
<b>Total Capital Spending</b>	<b>65,465</b>	<b>65,490</b>	<b>15,000</b>	<b>65,000</b>	<b>50,000</b>
<b>320 Total</b>	<b>1,379,348</b>	<b>1,388,893</b>	<b>1,368,167</b>	<b>1,476,604</b>	<b>1,434,607</b>
 <b>340 BUILDING DEPT.</b>					
-100 Inspector's Salary	38,118	45,988	48,765	50,720	50,720
-110 Supv. of Town Bldgs.	29,962	32,722	35,740	38,287	38,287
-120 Overtime	1,406	1,067	0	1,500	1,500
-130 Clerical	26,047	23,845	25,365	30,776	30,776
-140 Deputy Inspector	1,101	1,663	3,500	5,640	4,640
-150 Custodial	32,318	47,102	51,727	54,722	54,722
-151 Sick Buyback	2,283	0	0	0	0
-160 Plumbing Inspector	6,281	9,586	8,500	8,500	8,500
-170 Retainer: Plumbing	2,000	2,300	2,300	2,300	2,300
-180 Sealer of Weights	1,500	1,500	1,500	1,650	1,650
-190 Wiring Inspector	10,280	10,440	10,440	10,440	10,440
<b>Total Personal Services</b>	<b>151,296</b>	<b>176,213</b>	<b>187,837</b>	<b>204,535</b>	<b>203,535</b>
-210 General Expense	1,452	1,146	850	1,785	1,200
-255 Contracted Services	8,250	8,745	7,000	8,600	8,000
-310 Vehicle Maintenance	1,148	730	1,500	1,500	1,500
-320 Town Bldg. Maint.	66,676	70,512	58,502	68,320	67,320
-325 Hosmer House	3,642	2,220	3,000	3,000	3,000
-327 Haynes Meadow House	384	408	5,000	5,000	3,000
-328 Carding Mill House	0	0	2,000	2,000	2,000
-330 Fairbank Center	34,850	36,893	34,100	38,500	38,000
-331 Loring School	0	0	0	0	0
-410 Travel, In State	0	196		0	0
-510 Equipment	0	560		0	0
-710 Uniforms	211	200	200	400	200
<b>Total Expenses</b>	<b>116,613</b>	<b>121,610</b>	<b>112,152</b>	<b>129,105</b>	<b>124,220</b>
-901 Capital Items	0	0	0	0	0
<b>Total Capital Spending</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>340 Total Appropriation</b>	<b>267,909</b>	<b>297,823</b>	<b>299,989</b>	<b>333,640</b>	<b>327,755</b>
Pool Ent.Fund Revenue	10,000	7,948	8,765	9,469	9,469

	Expend. FY 91 *	Expend. FY 92 *	Approp. FY 93 *	Dept Reque FY 94	NON OVERRIDE Fin Com Rec FY 94
<b>350 DOG OFFICER</b>					
-100 Dog Officer's Salary	17,477	19,268	18,913	0	0
-140 Extra Hire	503	500	500	500	500
<b>Total Personal Services</b>	<b>17,980</b>	<b>19,768</b>	<b>19,413</b>	<b>500</b>	<b>500</b>
-210 General Expense	1,153	1,153	1,089	1,089	1,089
-255 Contracted Services	0	0	0	19,706	18,913
-310 Vehicle Maintenance	0	0	0	0	0
<b>Total Expenses</b>	<b>1,153</b>	<b>1,153</b>	<b>1,089</b>	<b>20,795</b>	<b>20,002</b>
<b>Total Capital Spending</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>350 Total</b>	<b>19,133</b>	<b>20,921</b>	<b>20,502</b>	<b>21,295</b>	<b>20,502</b>
Offset: Dog Licenses	0	2,000	7,750	6,454	6,454
<b>Net Budget</b>	<b>19,133</b>	<b>18,921</b>	<b>12,752</b>	<b>14,841</b>	<b>14,048</b>
<b>360 CONSERVATION</b>					
-100 Conservation Coordinator	17,619	19,405	20,544	30,495	30,495
-130 Clerical	0	3,973	4,227	4,200	2,800
-195 Wetland Protection Act	4,125	4,125	4,125	4,125	4,125
<b>Total Personal Services</b>	<b>21,744</b>	<b>27,503</b>	<b>28,896</b>	<b>38,820</b>	<b>37,420</b>
-210 General Expense	1,695	1,715	1,243	1,250	1,243
-220 Computer	0	0	0	200	0
-310 Maintenance	6,180	1,080	1,244	2,500	1,244
-410 Travel	237	156	200	250	200
<b>Total Expenses</b>	<b>8,112</b>	<b>2,951</b>	<b>2,687</b>	<b>4,200</b>	<b>2,687</b>
-900 Conservation Fund	0	0	0	0	0
<b>Total Capital Spending</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>360 Total</b>	<b>29,856</b>	<b>30,454</b>	<b>31,583</b>	<b>43,020</b>	<b>40,107</b>
Offset:Wetland Protect. Funds	4,125	4,125	4,125	4,125	4,125
<b>Net Budget</b>	<b>25,731</b>	<b>26,329</b>	<b>27,458</b>	<b>38,895</b>	<b>35,982</b>
<b>370 BOARD OF APPEALS</b>					
-130 Personal Services (Cler)	6,409	8,786	8,659	13,154	11,000
-210 Expenses (Gen. Exp.)	1,205	542	830	800	800
-901 Total Capital Spending	0	0	0	0	0
<b>370 Total</b>	<b>7,614</b>	<b>9,328</b>	<b>9,489</b>	<b>13,954</b>	<b>11,800</b>
<b>TOTAL 300 BUDGET</b>	<b>3,026,032</b>	<b>3,114,439</b>	<b>3,137,903</b>	<b>3,422,018</b>	<b>3,380,316</b>
Offsets	4,125	31,125	61,875	85,579	100,579
<b>NET 300 BUDGET</b>	<b>3,021,907</b>	<b>3,083,314</b>	<b>3,076,028</b>	<b>3,336,439</b>	<b>3,279,737</b>

NON OVERRIDE  
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	Expend. FY 91 *	Expend. FY 92 *	Approp. FY 93 *	Dept Reque FY 94	
<b>400 PUBLIC WORKS</b>					
<b>410 HIGHWAY DEPT</b>					
-100 Surveyor's Salary	47,191	50,069	53,093	55,216	55,216
-105 Asst. Surveyor's Sal.	36,008	40,808	46,038	47,878	47,878
-106 Operations Asst. Sal.	22,122	24,310	30,209	32,724	32,724
-110 Salaries	430,034	415,363	410,934	443,859	431,540
-120 Overtime	14,580	17,142	16,116	16,116	16,116
-130 Clerical	12,212	13,631	14,464	15,040	15,040
-140 Tree Warden	1,000	1,072	1,136	1,181	1,181
-141 Summer Temp Labor	0	0	0	0	0
-151 Sick Buyback	1,634	2,295	5,357	2,675	2,534
-152 Highway Surveyor Sick Buyba	1,085	1,151	1,221	1,269	1,269
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Total Personal Services	565,866	565,841	578,567	615,958	603,498
-002 Police detail	0	7,607	0	12,000	0
-210 General Expense	4,823	4,587	5,000	5,000	5,000
-218 Roadwork	224,309	189,722	205,870	246,870	232,870
-310 Bldg. Maintenance	5,222	9,637	6,770	6,770	6,770
-311 Trees	13,514	13,295	14,000	18,000	14,000
-334 Utilities	15,825	17,450	17,000	17,000	17,000
-410 Travel	94	196	100	100	100
-420 Out of State Travel				1,000	0
-451 Cemeteries	11,702	7,903	9,325	18,575	18,575
-510 Equipment	0	2,340	0	0	0
-511 Vehicle Maintenance	106,645	111,299	78,201	90,201	90,201
-700 Street Lighting	64,650	62,656	65,500	65,500	65,500
-710 Uniforms	10,260	9,712	10,750	10,750	10,750
-810 Tuition	0	0	0	0	0
-818 Gasoline	55,179	45,000	77,000	77,000	77,000
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Total Expenses	512,223	481,404	489,516	568,766	537,766
-901 Capital Items	164,749	70,000	0	65,000	65,000
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Total Capital Spending	164,749	70,000	0	65,000	65,000
-121 Snow & Ice Overtime	42,170	35,273	41,703	41,703	41,703
-255 Snow & Ice Contractors		2,134	24,786	24,786	24,786
-301 Snow & Ice Materials	58,968	62,868	69,968	69,968	69,968
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Total Snow and Ice	101,138	100,275	136,457	136,457	136,457
 TOTAL 410 BUDGET	 1,343,976	 1,217,520	 1,204,540	 1,386,181	 1,342,721
Offset:Cemetery Revenue	15,000	28,000	11,700	14,000	14,000
Offset:ATM82/14,STM86/6	0	7,317	0	0	0
Offset:ATM 90/24	0	0	0	0	23,400
 NET 410 BUDGET	 1,328,976	 1,182,203	 1,192,840	 1,372,181	 1,305,321

	Expend. FY 91 *	Expend. FY 92 *	Approp. FY 93 *	Dept Reque FY 94	NON OVERRIDE Fin Com Rec FY 94
<b>460 LANDFILL ENT. FUND</b>					
-100 Surveyor's Salary	5,244	5,563	5,899	6,135	6,135
-105 Asst. Surveyor's Sal.	4,910	2,605	0	0	0
-106 Operations Asst. Sal.	7,397	7,946	5,331	5,775	5,775
-110 Salaries	110,672	128,437	140,984	121,913	121,913
-120 Overtime	2,187	3,731	6,761	6,761	6,761
-130 Clerical	20,000	24,296	25,533	27,003	27,003
-151 Sick Buyback	225	0	3,468	837	837
-152 Highway Surveyor Sick Buyback				141	141
<b>Total Personal Services</b>	<b>150,635</b>	<b>172,578</b>	<b>187,976</b>	<b>168,565</b>	<b>168,565</b>
<b>-210 General Expense</b>	<b>3,319</b>	<b>4,193</b>	<b>9,000</b>	<b>8,000</b>	<b>8,000</b>
-310 Maintenance	106,320	79,700	86,517	86,517	86,517
-389 Hazardous Waste	39,171	13,867	22,000	22,000	22,000
-470 Resource Recovery	15,804	27,365	33,000	18,015	18,015
-811 Zone II Study	0	0	0	1,000	1,000
<b>Total Expenses</b>	<b>164,414</b>	<b>125,125</b>	<b>150,517</b>	<b>135,532</b>	<b>135,532</b>
-500 Capital Fund	0	29,889	20,849	35,796	36,796
-901 Capital Items	50,000	0	12,500	30,000	30,000
<b>Total Capital Spending</b>	<b>50,000</b>	<b>29,889</b>	<b>33,349</b>	<b>65,796</b>	<b>66,796</b>
<b>Total 460 Direct Costs (Appropriated)</b>	<b>365,049</b>	<b>327,592</b>	<b>371,842</b>	<b>369,893</b>	<b>370,893</b>
<b>INDIRECT COSTS: (Not Appropriated)</b>					
Engineering Dept. Service	31,004	35,334	31,767	35,032	34,032
Benefits/Insurance	32,715	38,804	38,579	39,475	39,475
<b>Total Indirect Costs</b>	<b>63,719</b>	<b>73,938</b>	<b>70,346</b>	<b>74,507</b>	<b>73,507</b>
<b>TOTAL 460 BUDGET</b>	<b>428,768</b>	<b>401,530</b>	<b>442,188</b>	<b>444,400</b>	<b>444,400</b>
<b>LANDFILL RECEIPTS RETAINED EARNINGS</b>	<b>401,764 37,864</b>	<b>381,783</b>	<b>442,188 54,310</b>	<b>444,400</b>	<b>444,400</b>
<b>TOTAL 400 BUDGET</b>	<b>1,772,744</b>	<b>1,545,112</b>	<b>1,576,382</b>	<b>1,756,074</b>	<b>1,713,614</b>
Offsets	15,000	35,317	11,700	14,000	37,400
<b>NET 400 BUDGET</b>	<b>1,757,744</b>	<b>1,509,795</b>	<b>1,564,682</b>	<b>1,742,074</b>	<b>1,676,214</b>



	Expend. FY 91 *	Expend. FY 92 *	Approp. FY 93 *	Dept Reque FY 94	NON OVERRIDE Fin Com Rec FY 94
<b>500 GENERAL GOVERNMENT</b>					
<b>501 SELECTMEN</b>					
-100 Exec. Sec'y Salary	73,313	72,591	75,375	78,270	78,270
-110 Admin. Salaries	61,319	67,710	73,391	85,626	85,626
-120 Overtime	1,180	1,355	820	2,500	820
-130 Clerical	58,572	64,117	31,808	32,713	32,713
-151 Sick Leave Buyback	2,053	8,988	1,988	2,038	2,038
<b>Total Personal Services</b>	<b>196,437</b>	<b>214,761</b>	<b>183,382</b>	<b>201,147</b>	<b>199,467</b>
-210 General Expense	7,109	7,509	7,300	7,300	7,300
-310 Maintenance	1,198	1,216	1,200	450	450
-410 Travel	0	49	0	2,400	2,400
-811 Surveys & Studies	0	0	3,836	18,836	13,836
<b>Total Expenses</b>	<b>8,307</b>	<b>8,774</b>	<b>12,336</b>	<b>28,986</b>	<b>23,986</b>
-901 Capital Items	0	0	0	0	0
<b>Total Capital Spending</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>501 Total</b>	<b>204,744</b>	<b>223,535</b>	<b>195,718</b>	<b>230,133</b>	<b>223,453</b>
<b>502 ENGINEERING DEPT.</b>					
-100 Engineer's Salary	53,671	56,943	60,776	64,059	64,059
-110 Salaries	151,553	134,682	115,220	148,859	123,213
-130 Clerical	18,210	16,787	17,788	25,817	18,500
-140 Summer Help	0	0	0	11,000	11,000
-151 Sick Buyback	1,094	1,182	1,182	1,907	1,907
<b>Total Personal Services</b>	<b>224,528</b>	<b>209,594</b>	<b>194,966</b>	<b>251,642</b>	<b>218,679</b>
-210 General Expense	4,462	6,632	6,110	5,900	5,900
-310 Maintenance	756	827	2,150	2,000	2,000
-410 Travel	31	30	100	100	100
-710 Uniforms	2,200	1,800	1,400	1,800	1,800
<b>Total Expenses</b>	<b>7,449</b>	<b>9,289</b>	<b>9,760</b>	<b>9,800</b>	<b>9,800</b>
-901 Capital Items	0	0	6,000	0	0
<b>Total Capital Spending</b>	<b>0</b>	<b>0</b>	<b>6,000</b>	<b>0</b>	<b>0</b>
<b>502 Total Appropriation</b>	<b>231,977</b>	<b>218,883</b>	<b>210,726</b>	<b>261,442</b>	<b>228,479</b>
Lndfill Ent.Fund Revenue	31,004	35,334	31,767	39,158	34,032

	Expend. FY 91 *	Expend. FY 92 *	Approp. FY 93 *	Dept Reque FY 94	NON OVERRIDE Fin Com Rec FY 94
<b>503 LAW</b>					
-100 Retainer	27,560	27,560	27,560	28,662	28,662
-130 Clerical	0	0	29,882	26,611	26,611
-151 Sick Buyback	0	0	536	0	0
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<b>Total Personal Services</b>	<b>27,560</b>	<b>27,560</b>	<b>57,978</b>	<b>55,273</b>	<b>55,273</b>
-210 General Expense	3,543	1,791	5,050	5,050	5,050
-256 Legal Expense	74,944	88,696	58,629	61,184	61,184
-510 Equipment	0	0	0	150	150
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<b>Total Expenses</b>	<b>78,487</b>	<b>90,487</b>	<b>63,679</b>	<b>66,384</b>	<b>66,384</b>
-901 Capital Items	0	0	0	0	0
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<b>Total Capital Spending</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>503 Total</b>	<b>106,047</b>	<b>118,047</b>	<b>121,657</b>	<b>121,657</b>	<b>121,657</b>
<b>506 TOWN CLERK &amp; REGISTRARS</b>					
-100 Town Clerk's Salary	38,532	40,882	42,517	45,544	45,085
-120 Overtime	2,295	972	2,451	1,000	1,000
-130 Clerical	68,620	75,023	76,569	86,169	83,482
-140 Registrars	650	642	650	650	650
-152 Town Clerk Sick Buy Back	0	0	0	2,033	1,017
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<b>Total Personal Services</b>	<b>110,097</b>	<b>117,519</b>	<b>122,187</b>	<b>135,396</b>	<b>131,234</b>
-210 General Expense	10,530	10,953	13,687	12,875	10,250
-220 Computer	207	1,904	300	300	300
-310 Maintenance	560	658	800	800	800
-410 Travel	666	584	450	600	450
-510 Equipment	3,105	0	0	0	0
-615 Elections	18,864	10,333	19,015	5,285	5,285
-810 Tuition	0	360		360	360
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<b>Total Expenses</b>	<b>33,932</b>	<b>24,792</b>	<b>34,252</b>	<b>20,220</b>	<b>17,445</b>
-901 Capital Items	0	0	0	0	0
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<b>Total Capital Spending</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>506 Total</b>	<b>144,029</b>	<b>142,311</b>	<b>156,439</b>	<b>155,616</b>	<b>148,679</b>

NON OVERRIDE  
Fin Com Rec  
FY 94

	Expend. FY 91 *	Expend. FY 92 *	Approp. FY 93 *	Dept Reque FY 94	
<b>509 MODERATOR</b>					
-100 Personal Services (Sal.)	0	0	0	0	0
-210 Expenses (Gen. Exp.)	0	0	0	0	0
<b>509 Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
 <b>510 PERMANENT BLDG. COM.</b>					
-130 Personal Services (Cler)	1,101	652	1,175	500	500
-210 Expenses (Gen. Exp.)	0	0	0	0	0
<b>510 Total</b>	<b>1,101</b>	<b>652</b>	<b>1,175</b>	<b>500</b>	<b>500</b>
 <b>511 PERSONNEL BOARD</b>					
-130 Personal Services (Cler)	4,051	3,341	4,438	4,308	4,308
-210 General Expense	266	293	160	285	285
-511 Employ.Recognition Prog.	0	0	200	200	200
<b>Total Expenses</b>	<b>266</b>	<b>293</b>	<b>360</b>	<b>485</b>	<b>485</b>
<b>511 Total</b>	<b>4,317</b>	<b>3,634</b>	<b>4,798</b>	<b>4,793</b>	<b>4,793</b>
 <b>512 PLANNING BOARD</b>					
-100 Town Planner	24,754	19,062	26,263	33,758	33,758
-130 Clerical	13,722	20,510	12,225	15,853	15,853
<b>Total Personal Services</b>	<b>38,476</b>	<b>39,572</b>	<b>38,488</b>	<b>49,611</b>	<b>49,611</b>
-210 General Expense	1,838	2,623	1,622	1,600	1,600
-255 Contracted Services	0	0	0	0	0
-410 Travel	0	252	0	0	0
-510 Equipment	0	0	1,200	0	0
<b>Total Expenses</b>	<b>1,838</b>	<b>2,875</b>	<b>2,822</b>	<b>1,600</b>	<b>1,600</b>
-901 Capital Items	0	0	0	0	0
<b>Total Capital Spending</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>512 Total</b>	<b>40,314</b>	<b>42,447</b>	<b>41,310</b>	<b>51,211</b>	<b>51,211</b>
 <b>513 ANCIENT DOCUMENTS COM.</b>					
-210 Expenses (Gen. Exp.)	1,600	1,578	1,600	1,600	1,600
<b>513 Total</b>	<b>1,600</b>	<b>1,578</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>
 <b>514 HISTORIC DIST. COM.</b>					
-130 Personal Services (Cler)	75	75	80	80	80
-210 Expenses (Gen. Exp.)	15	75	85	85	85
<b>514 Total</b>	<b>90</b>	<b>150</b>	<b>165</b>	<b>165</b>	<b>165</b>

	Expend. FY 91 *	Expend. FY 92 *	Approp. FY 93 *	Dept Reque. FY 94	NON OVERRIDE Fin Com Rec FY 94
<b>515 HISTORICAL COMMISSION</b>					
-210 Expenses (Gen. Exp.)	1,866	1,649	1,625	1,600	1,600
<b>515 Total</b>	<b>1,866</b>	<b>1,649</b>	<b>1,625</b>	<b>1,600</b>	<b>1,600</b>
<b>516 CABLE TV COMMISSION</b>					
-210 Expenses (Gen. Exp.)	1,193	0	400	1,100	800
<b>516 Total</b>	<b>1,193</b>	<b>0</b>	<b>400</b>	<b>1,100</b>	<b>800</b>
<b>517 DESIGN REVIEW BOARD</b>					
-130 Personal Services (Cler)	1,646	1,039	1,795	1,830	1,830
-210 General Expense	35	16	165	200	200
-606 Outreach Program	0	0	451	0	0
<b>Total Expenses</b>	<b>35</b>	<b>16</b>	<b>616</b>	<b>200</b>	<b>200</b>
<b>517 Total</b>	<b>1,681</b>	<b>1,055</b>	<b>2,411</b>	<b>2,030</b>	<b>2,030</b>
<b>518 COUNCIL ON AGING</b>					
-100 Director's Salary	21,629	22,778	21,582	32,867	32,867
-110 Van Driver	14,338	16,013	17,619	18,496	18,496
-120 Outreach Worker	8,242	9,224	9,975	10,959	10,959
<b>Total Personal Services</b>	<b>44,209</b>	<b>48,015</b>	<b>49,176</b>	<b>62,322</b>	<b>62,322</b>
-210 General Expense	1,872	1,421	0	4,475	3,000
-255 Contracted Services	0	0	0	6,000	0
-310 Maintenance	8,702	1,241	1,501	1,500	1,501
<b>Total Expenses</b>	<b>10,574</b>	<b>2,662</b>	<b>1,501</b>	<b>11,975</b>	<b>4,501</b>
-901 Capital Items	0	0	0	0	0
<b>Total Capital Spending</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>518 Total</b>	<b>54,783</b>	<b>50,677</b>	<b>50,677</b>	<b>74,297</b>	<b>66,823</b>
<b>TOTAL 500 BUDGET</b>	<b>793,742</b>	<b>804,617</b>	<b>788,701</b>	<b>906,144</b>	<b>851,790</b>



NON OVERRIDE  
Fin Com Rec  
FY 94

	Expend. FY 91 *	Expend. FY 92 *	Approp. FY 93 *	Dept Reque FY 94	
<b>560 FINANCE</b>					
<b>561 FINANCE DIRECTOR/ACCOUNTING</b>					
-100 Dir.Finance/Town Acct.	56,020	59,561	63,581	66,138	66,138
-110 Salaries	53,273	49,736	52,408	48,688	48,688
-120 Overtime	0	0	0	500	0
-151 Sick Buyback	0	2,743		0	0
<b>Total Personal Services</b>	<b>109,293</b>	<b>112,040</b>	<b>115,989</b>	<b>115,326</b>	<b>114,826</b>
-210 General Expense	2,751	3,057	2,575	2,575	2,575
-220 Computer	9,433	9,018	9,612	7,700	7,700
-255 Contracted Services	15,000	9,500	0	15,000	15,000
-310 Maintenance	106	152	0	0	0
-410 Travel	120	173	390	390	390
-810 Tuition	125	0	0	0	0
<b>Total Expenses</b>	<b>27,535</b>	<b>21,900</b>	<b>12,577</b>	<b>25,665</b>	<b>25,665</b>
-901 Capital Items	0	0	0	18,800	18,800
<b>Total Capital Spending</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>18,800</b>	<b>18,800</b>
<b>561 Total</b>	<b>136,828</b>	<b>133,940</b>	<b>128,566</b>	<b>159,791</b>	<b>159,291</b>
<b>563 TREASURER/COLLECTOR</b>					
-100 Collec/Treas. Salary	44,371	38,668	42,534	46,701	46,701
-120 Overtime	1,892	2,000	1,960	2,000	2,000
-130 Clerical	67,579	70,994	74,801	88,224	88,224
<b>Total Personal Services</b>	<b>113,842</b>	<b>111,662</b>	<b>119,295</b>	<b>136,925</b>	<b>136,925</b>
-210 General Expense	10,961	12,720	11,270	14,000	14,000
-310 Maintenance	0	48	100	100	100
-410 Travel	1,065	1,610	1,300	1,600	1,300
-510 Equipment	0	2,773		5,000	1,000
-521 Service Bureau	45,931	34,337	45,975	40,000	40,000
-610 Tax Title Expense	1,549	2,960	3,000	10,000	10,000
-799 Audit	3,000	0	0	0	0
<b>Total Expenses</b>	<b>62,506</b>	<b>54,448</b>	<b>61,645</b>	<b>70,700</b>	<b>66,400</b>
-901 Capital Items	0	0	0	0	0
<b>Total Capital Spending</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>563 Total</b>	<b>176,348</b>	<b>166,110</b>	<b>180,940</b>	<b>207,625</b>	<b>203,325</b>

	Expend. FY 91 *	Expend. FY 92 *	Approp. FY 93 *	Dept Reque FY 94	NON OVERRIDE Fin Com Rec FY 94
<b>564 ASSESSORS</b>					
-100 Asst. Assessor's Salary	44,214	46,912	49,745	51,988	51,988
-130 Clerical	64,832	68,381	69,802	72,727	72,727
-151 Sick Buy Back	0	476		494	494
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<b>Total Personal Services</b>	<b>109,046</b>	<b>115,769</b>	<b>119,547</b>	<b>125,209</b>	<b>125,209</b>
<b>-210 General Expense</b>	<b>6,510</b>	<b>6,344</b>	<b>9,928</b>	<b>8,885</b>	<b>8,885</b>
-255 Contracted Services	38,867	3,467	18,125	21,125	21,125
-310 Maintenance	48	351	0	350	350
-410 Travel	0	1,032		0	0
-510 Equipment	1,533	1,410	0	0	0
-710 Uniforms	218	0	0	0	0
-810 Tuition	0	811	1,000	1,500	1,250
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<b>Total Expenses</b>	<b>47,176</b>	<b>13,415</b>	<b>29,053</b>	<b>31,860</b>	<b>31,610</b>
<b>-901 Capital Items</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
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<b>Total Capital Spending</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>564 Total</b>	<b>156,222</b>	<b>129,184</b>	<b>148,600</b>	<b>157,069</b>	<b>156,819</b>
<b>568 FINANCE COMMITTEE</b>					
-130 Personal Services (Cler)	5,794	6,148	6,218	6,722	6,722
-210 Expenses (Gen. Exp.)	274	291	280	260	260
<b>568 Total</b>	<b>6,068</b>	<b>6,439</b>	<b>6,478</b>	<b>6,982</b>	<b>6,982</b>
<b>TOTAL 560 BUDGET</b>	<b>475,466</b>	<b>435,673</b>	<b>464,584</b>	<b>531,467</b>	<b>526,417</b>

NON OVERRIDE  
Fin Com Rec  
FY 94

	Expend. FY 91 *	Expend. FY 92 *	Approp. FY 93 *	Dept Reque FY 94	NON OVERRIDE Fin Com Rec FY 94
<b>600 COODNOW LIBRARY</b>					
-100 Director's Salary	41,045	44,601	47,611	50,952	50,952
-110 Salaries	203,998	219,248	224,655	274,276	234,174
-120 Overtime	3,098	3,157	5,212	4,051	4,051
-150 Custodial	12,444	12,556	12,957	13,977	13,977
-151 Sick Buy Back	0	648		1,548	1,548
ELIMINATE FURLOUGH					8,834
<b>Total Personal Services</b>	<b>260,581</b>	<b>280,208</b>	<b>290,435</b>	<b>344,804</b>	<b>313,536</b>
-210 General Expense	5,077	5,238	5,420	5,320	5,320
-310 Maintenance	12,173	14,800	14,800	14,800	14,800
-410 Travel	275	157	150	250	250
-520 Books	55,191	49,674	35,524	66,930	50,524
-616 Automation	20,200	19,377	17,200	18,300	18,300
<b>Total Expenses</b>	<b>92,916</b>	<b>89,246</b>	<b>73,094</b>	<b>105,600</b>	<b>89,194</b>
-901 Capital Items	0	0	0	0	0
<b>Total Capital Spending</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>600 Total</b>	<b>353,497</b>	<b>369,454</b>	<b>363,529</b>	<b>450,404</b>	<b>402,730</b>
<b>700 PARK AND RECREATION</b>					
-100 Supervisors' Salaries	51,913	55,513	57,579	73,734	73,734
-110 Salaries	76,711	78,715	88,459	76,164	76,164
-120 Overtime	0	65	0	0	0
-130 Clerical	4,815	2,908	2,962	5,290	5,290
-151 Sick Leave Buyback	835	902	939	1,010	1,010
<b>Total Personal Services</b>	<b>134,074</b>	<b>138,103</b>	<b>129,939</b>	<b>156,198</b>	<b>156,198</b>
-210 General Expense	2,619	3,230	1,413	1,000	1,000
-310 Maintenance	23,425	24,345	19,579	11,000	11,000
-410 Travel	735	580	0	0	0
-510 Equipment	2,729	1,000	0	0	0
-623 Teen Center	3,837	3,835	1,840	1,840	1,840
-710 Uniforms	999	831	250	950	950
<b>Total Expenses</b>	<b>34,344</b>	<b>33,801</b>	<b>23,082</b>	<b>14,790</b>	<b>14,790</b>
-901 Capital Items	0	0	0	20,000	0
<b>Total Capital Spending</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>20,000</b>	<b>0</b>
<b>700 Total</b>	<b>168,418</b>	<b>171,904</b>	<b>153,021</b>	<b>190,988</b>	<b>170,988</b>

NON OVERRIDE  
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	Expend. FY 91 *	Expend. FY 92 *	Approp. FY 93**	Dept Reques FY 94	Fin Com Rec FY 94
<b>701 POOL ENTERPRISE FUND</b>					
-100 Director's Salary	16,169	18,039	19,135	9,277	9,277
-110 Salaries	150,743	146,387	144,100	137,689	137,689
-120 Overtime	1,372	1,102	1,252	3,880	3,880
-130 Clerical	23,766	23,089	24,632	24,632	19,342
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<b>Total Personal Services</b>	<b>192,050</b>	<b>188,617</b>	<b>189,119</b>	<b>175,478</b>	<b>170,188</b>
-210 General Expense	15,346	21,798	19,900	22,000	22,000
-310 Maintenance	62,535	71,471	80,165	72,365	72,365
-410 Travel	199	296	600	300	300
-510 Equipment	0	525	1,000	1,000	1,000
-610 Programs	14,325	14,173	17,000	17,000	17,000
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<b>Total Expenses</b>	<b>92,405</b>	<b>108,263</b>	<b>118,665</b>	<b>112,665</b>	<b>112,665</b>
-500 Capital Fund	0	0	0	2,793	8,083
-666 Previous yrs' deficit(s)	24,978		0	0	0
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<b>Total Capital Spending</b>	<b>24,978</b>	<b>0</b>	<b>0</b>	<b>2,793</b>	<b>8,083</b>
<b>701 Total Direct Costs (Appropriated)</b>	<b>309,433</b>	<b>296,880</b>	<b>307,784</b>	<b>290,936</b>	<b>290,936</b>
<b>INDIRECT COSTS: (Not Appropriated)</b>					
Insurance & Benefits	30,000	29,580	36,988	33,495	33,495
Custodian	0	7,948	8,765	9,469	9,469
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<b>Total Indirect Costs</b>	<b>30,000</b>	<b>37,528</b>	<b>45,753</b>	<b>42,964</b>	<b>42,964</b>
<b>TOTAL 701 BUDGET</b>	<b>339,433</b>	<b>334,408</b>	<b>353,537</b>	<b>333,900</b>	<b>333,900</b>
<b>POOL ENTERPRISE RECEIPTS</b>	<b>264,115</b>	<b>289,529</b>	<b>348,500</b>	<b>333,900</b>	<b>333,900</b>
<b>710 YOUTH COMMISSION</b>					
<b>Total Personal Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
-210 General Expense	0	100	100	100	100
-611 Community Programming	1,475	1,027	1,500	1,500	1,500
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<b>Total Expenses</b>	<b>1,475</b>	<b>1,127</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>
<b>710 Total</b>	<b>1,475</b>	<b>1,127</b>	<b>1,600</b>	<b>1,600</b>	<b>1,600</b>
<b>TOTAL 700 BUDGET</b>	<b>509,326</b>	<b>469,911</b>	<b>462,405</b>	<b>483,524</b>	<b>463,524</b>



NON OVERRIDE  
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	Expend. FY 91 *	Expend. FY 92 *	Approp. FY 93 *	Dept Reque FY 94	
<b>800 BOARD OF HEALTH</b>					
-100 Director's Salary	44,569	47,280	50,136	52,319	52,319
-110 Salaries	0	0	34,447	37,234	37,234
-130 Clerical	26,138	28,176	29,878	31,075	31,075
-140 Animal Inspector	1,502	1,595	1,691	1,759	1,759
Total Personal Services	72,209	77,051	116,152	122,387	122,387
-210 General Expense	953	1,337	1,700	1,700	1,700
-255 Contracted Services	1,500	1,380	1,500	2,100	2,100
-310 Maintenance	15	15	0	0	0
-321 Lab Expense	355	80	500	500	500
-510 Equipment	1,597	0	0	0	0
-612 SVNA	37,370	34,834	35,000	36,400	36,400
-614 Community Outreach Prog	40,889	43,577	4,045	3,020	3,020
-712 Mosquito Control	22,150	21,400	21,500	24,040	24,040
-910 Mental Health	6,262	5,829	6,000	11,400	11,400
Total Expenses	111,091	108,452	70,245	79,160	79,160
-901 Capital Items	0	0	0	0	0
Total Capital Spending	0	0	0	0	0
<b>800 TOTAL</b>	<b>183,300</b>	<b>185,503</b>	<b>186,397</b>	<b>201,547</b>	<b>201,547</b>
<b>900 Veterans</b>					
-100 Agent's Salary	3,406	3,613	3,613	5,000	3,983
Total Personal Services	3,406	3,613	3,613	5,000	3,983
-210 General Expense	750	0	750	750	600
-613 Veteran's Benefits	2,764	9,985	3,000	13,068	13,068
-614 Veteran's Graves	0	0	0	0	0
Total Expenses	3,514	9,985	3,750	13,818	13,668
<b>900 TOTAL</b>	<b>6,920</b>	<b>13,598</b>	<b>7,363</b>	<b>18,818</b>	<b>17,651</b>

	Expend. FY 91 *	Expend. FY 92 *	Approp. FY 93*	Dept Reque FY 94	NON OVERRIDE Fin Com Rec FY 94
<b>950 UNCLASSIFIED</b>					
<b>EMPLOYEE BENEFITS</b>					
-800 Health Insurance	1,225,734	1,483,774	1,646,000	1,646,000	1,693,000
Town Share:	545,819	660,725	732,964	732,964	732,964
Scl Share:	679,915	823,049	913,036	913,036	960,036
-801 Life Insurance	4,515	4,472	4,600	4,600	4,600
Town Share:	2,011	1,991	2,048	2,048	2,048
Scl Share:	2,504	2,481	2,552	2,552	2,552
-813 Retirement Fund	797,398	848,889	951,667	983,000	983,000
Town Share:	630,024	670,707	751,912	776,668	776,668
Scl Share:	167,374	178,182	199,755	206,332	206,332
-821 Worker's Compensation	122,312	156,525	180,000	180,000	190,000
Town Share:	82,548	105,639	121,482	121,482	128,231
Scl Share:	39,764	50,886	58,518	58,518	61,769
-822 FICA/Medicare	46,852	82,365	100,000	100,000	75,000
Town Share:	20,863	36,677	44,530	44,530	33,397
Scl Share:	25,989	45,688	55,470	55,470	41,603
-825 Unemploy. Compensation	0	1,000	70,000	30,000	30,000
Town Share:	0	445	31,171	13,359	13,359
Scl Share:	0	555	38,829	16,641	16,641
-952 Pension Liab. Fund	20,000	20,000	20,000	100,000	20,000
Town Share:	15,802	15,802	15,802	79,010	15,802
Scl Share:	4,198	4,198	4,198	20,990	4,198
Total Employee Benefits	2,216,811	2,597,025	2,972,267	3,043,600	2,995,600

NON OVERRIDE  
Fin Com Rec  
FY 94

Expend.  
FY 91 \*

Expend.  
FY 92 \*

Approp.  
FY 93 \*

Dept Reque  
FY 94

OPERATING EXPENSES

-510 Equipment	0	1,430	0	0	0
-803 Property/Liab. Insurance	178,814	169,722	215,000	160,000	160,000
Town Share:	106,823	101,391	168,902	125,695	125,695
Sch Share:	71,991	68,331	46,098	34,305	34,305
-804 Print Town Report	6,099	5,661	8,000	6,500	6,500
-805 Memorial Day	1,298	1,180	1,325	1,325	1,325
-814 Town Meetings	12,835	11,650	18,000	17,000	17,000
-815 Postage	24,500	29,993	30,000	30,000	30,000
-816 Telephone	22,846	20,551	43,000	29,000	29,000
-951 Copying	10,848	3,106	9,000	7,500	7,500
Total Operating Expenses	257,040	243,293	324,325	251,325	251,325
950 TOTAL UNCLASSIFIED	2,473,851	2,840,318	3,296,592	3,294,925	3,246,925
(Total Town Related)	1,482,116	1,666,948	1,978,136	1,987,081	1,919,489
(Total School Related)	991,735	1,173,370	1,318,456	1,307,844	1,327,435
Offset: Free Cash	359,430	132,947	361,536	361,536	376,000
Offset: Abatement Surplus	0	175,000	0	179,383	179,383
NET 950 BUDGET	2,114,421	2,532,371	2,935,056	2,754,006	2,691,542
Pool Ent.Fund Revenue	30,000	29,580	36,988	33,495	33,495
Lndfill Ent.Fund Revenue	32,715	38,604	38,579	39,475	39,475

970 TRANSFER ACCOUNTS \*\*\*

-110 Salary Adjustment Acct.	28,225	0	0	0	0
-807 Reserve Fund	75,664	100,000	100,000	100,000	100,000
-970 Town Salary Contingency			34,941		36,488
-971 Sch Salary Contingency			0		0
970 TOTAL TRANSFER ACCOUNT	103,889	100,000	134,941	100,000	136,488
Offset: Abatement Surplus	0	0	0		
Offset: Free Cash	0	0	0		
NET 970 BUDGET	103,889	100,000	134,941	100,000	136,488

TOTAL OPERATING BUDGET	25,127,362	25,849,823	27,454,634	30,007,190	29,078,735
Total Offsets	19,125	241,442	73,575	278,962	317,362
Free Cash Applied	359,430	132,947	361,536	361,536	376,000
NET OPERATING BUDGET	24,748,807	25,475,434	27,019,523	29,366,692	28,385,373

## FINANCE COMMITTEE BUDGET REPORTS

### 110 - SUDBURY PUBLIC SCHOOLS (K-8)

Two trends have dominated the school budget picture for the past several years, (1) tight Town fiscal constraints have forced staff reductions and (2) enrollments have increased substantially. The following table gives an overview of these trends:

	<u>FY 88</u>	<u>FY 89</u>	<u>FY 90</u>	<u>FY 91</u>	<u>FY 92</u>	<u>(JAN. 1993)</u> <u>FY93</u>	<u>PROJ. NOI</u> <u>OVERRID</u> <u>FY94</u>
<u>ENROLLMENT</u>	1,709	1,740	1,794	1,825	1,876	2,009	2,068-2,11
<u>TOTAL STAFF</u>	186.8	199.7	195.9	199.7	189.0	182.7	189.7
<u>PROFESSIONAL</u>	128.8	134.1	131.3	133.6	129.6	126.2	133.2
<u>SUPPORT</u>	58.0	65.6	64.6	66.1	59.4	56.5	56.5
<u>PUPILS PER PROF. STAFF</u>	13.3	13.0	13.7	13.7	14.5	15.9	15.5-15.9
<u>NON STAFF EXPENSE</u> (\$000)	\$1,730	\$1,848	\$1,801	\$1,725	\$1,639	\$1,751	\$1,944

In the short period, FY91 to FY93, total staffing has been reduced by 17 full time equivalent (FTE) positions or 8.5% while enrollment is up by 184 or 10%, the equivalent of eight classrooms of children. In the longer period FY88 to FY93, staffing levels are down by 4.1 FTE or only 2.1% while enrollment is up by 300 or 17%, the equivalent of 13 classrooms of children. Projections for FY94, supported by building activity and census data, suggest additional growth of 59 to 105 students. At a minimum, the pre-kindergarten class is expected to exceed the graduating eighth grade class by 40 students in both FY94 and FY95, meaning at least two additional classrooms per year.

As might be expected, the administration has tried to adjust by adding classroom teachers to keep class sizes down, meaning that support staff, special subject and remedial teachers, including the popular catalyst program, have taken deep cuts. Mandated spending on special education programs has grown moderately during this period reducing resources available to handle the enrollment increases. Music, busing and other fees have been instituted to lessen the reductions.

Over the FY88 to FY93 period, total non-staff expenditures, including added buses, are essentially flat and therefore down by 15% on a per student basis before adjusting for inflation.

Despite the implied service reductions in the above analysis, the net school budget including the school's allotment of the unclassified account (benefits) has grown at an annual rate of 5.1% over the FY88 to FY93 period. Further, even though total staff is down, the total staffing cost including benefits has grown at a rate of 6.0% annually.

The Finance Committee recommended Non-Override, Net SPS Budget of \$9,596,706 (excluding the \$142,000 capital expense) represents a 6.1% increase over FY1993. However, with the assumption that state aid of \$100 per student or \$198,000 and that additional revenue offsets of \$21,097 will be received by the schools in FY94, total spending is expected to grow by 8.4% or \$774,437. The major portion of this increase, approximately \$527,000, represents restoration of unmanageable staff cuts from FY93 and mandated increases in the salary accounts, special education services, busing expenses and some volume related expense increases, all of which must be funded before new staff can be added.

The non-override budget anticipates the hiring of five new classroom teachers and 2.0 FTE special subject teachers, which is only a partial step toward restoring service to its earlier levels. The space for these added classes will come from existing art, music and computer rooms which will then be provided on a roving basis. More teachers/classrooms could not be added within the existing facilities. This attempt to moderate class size will still fall short of the School Committee's class size guidelines with an average class size of 24 but with several classes of 28. While it is difficult to predict exactly, the projected ranges



of enrollment suggest that between 30 and 54 of the 89 total classrooms are expected to be over the recommended class size guidelines.

The recommended non-override budget includes \$142,000 additional funds, identified as Capital Expense, which are anticipated to be used to repair one of the three remaining school roofs identified by the Long Range Planning Committee. Further, savings in the planned finishing costs for Nixon School, based on the revised school configuration, may be available to repair an additional roof. Therefore, one and possibly two of the three roof projects identified by the Long Range Planning Committee would be funded.

The Finance Committee recommended Override Budget will allow the School Committee to meet its class size objectives by adding four classroom teachers beyond those already recommended, and by opening the Nixon School with related support staff in September 1993. This would be accomplished at a total anticipated cost including benefits of \$327,000, as follows:

4 classroom teachers	\$ 111,000
Principal	60,000
Nurse	30,000
3.0 FTE clerical and custodial support	75,000
1.5 lunchroom aides	6,000
Utilities (heat, light, telephone)	18,000
Set-up and moving expenses	25,000
Unclassified (insurance/benefits)	62,000
Reduced busing cost (three start times)	<u>(60,000)</u>
Total	\$ 327,000

The plan would be funded by two sources, an override of \$185,000 and the \$142,000 already allocated to the school budget for roof repairs. An override of the greater amount would not be needed on an ongoing basis because the town would then be in line to be reimbursed by the state for the reconstruction of Nixon (\$148,000) and the renovation of the Noyes School (\$51,000), a total of \$199,000 per year for twenty years. The reimbursement is contingent upon opening the school. In the override budget, funding is available for only one roof repair, with others deferred to future years per the School Committee's request.

### **130 LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT**

The FY94 Lincoln-Sudbury assessment reflects a 6% increase over FY93. This includes a 3.5% salary increase, minimal increases in health insurance (0.74%) and fixed operating costs, and limited restoration of some educational programs which were reduced in FY93.

The enrollment for the school is anticipated to increase by 84 students over the original FY93 projections, from 847 to 931 students. Actual enrollment figures as of October 1, 1992 were 901 students. Modest restoration of educational programs are expected to be implemented to compensate for increased enrollment, including the net addition of 3 full time equivalent (FTE) teaching positions in such areas as English, Math, Science and History.

Included in the budget is \$40,000 to pay for short term financing to initiate the Boiler Replacement project voted by the Town last year. Long term debt financing will go into effect in FY95 and later years.

A number of self-initiated projects, including out-of-district tuitions and transportation cost saving measures, have netted over \$101,000 in savings from FY93 and have enabled Lincoln-Sudbury to maintain critical education programs.

### **140 MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT**

Total assessment to Sudbury is decreasing by 21%, or \$80,998 for FY94, primarily due to a 22% decline in full-time enrollment of Sudbury students, (from 37 to 25.7). Total full-time enrollment at the school declined by about 11%. The per student cost will increase in FY94 because total expenses, some of which are fixed expenses, did not decline proportionately with the decline in enrollment.

**200 DEBT SERVICE**

Principal and interest payments for debt service are up 11% this year due to the full impact of debt incurred in the Nixon/Noyes reconstruction and the purchase of the Melone and Unisys land parcels voted at previous town meetings.

**310 FIRE DEPARTMENT**

The increase in the Fire Department is due to contracted salary increases, the purchase of four-inch hoses, the purchase of a new ambulance and the purchase of a new four wheel drive vehicle. The Personal Services line item is increased as a result of the salary increases due on the last year of the existing contract. The equipment line item is increased by \$4,000 for the purchase of four inch hoses in order to make the Sudbury hoses consistent with those used in other towns within our mutual aid system. This will result in more effective fire fighting in that more water can flow through the four inch hose than the existing two inch hose. The capital account consists of \$65,000 for a new ambulance (the old one must now be replaced) and \$20,000 for a new four wheel drive Bronco. The existing Bronco, which must be replaced as a Fire Department vehicle, will be transferred to the Engineering Department so that no new vehicle will have to be purchased for the Engineering Department. The offset from the Ambulance Fund is increased to reflect of the cost of purchasing the ambulance.

**320 POLICE DEPARTMENT**

This department continues to serve the Town efficiently. There are no changes in total number of employees or hours worked in the Personal Service accounts for FY94. Operating expenses will decline slightly by 0.5%.

The Police Department initially recommended the purchase of five new marked cruiser cars, since none were purchased in FY93. The department has agreed to purchase four new cruisers in FY94 and one in FY95. The net cost after trade-in of a cruiser is approximately \$13,000, which reflects participation in the State purchasing consortium.

**340 BUILDING DEPARTMENT**

The total department budget has been increased by 9% over the FY93 budget. The department workload has increased dramatically with new house construction up to historic record levels. Additionally, the department's responsibilities have increased with the Americans with Disabilities Act taking effect in 1992. As a result, it is seen necessary to restore staff to the FY92 levels. The Finance Committee also recommends an increase of \$9,000 for building maintenance and repair over the FY93 budget. Maintenance expenses for the Fairbank Center have been increased to reflect fixed costs and reapportionment of heating costs with Atkinson Pool.

**350 DOG OFFICER**

During FY93, the Selectmen's Office has explored methods to maintain this State mandated service. This budget has been reduced by approximately \$1,000 below the FY93 appropriation.

**360 CONSERVATION COMMISSION**

The increase in this budget is due primarily to adding nine hours per week to the Conservation Coordinator. The additional time will allow the Conservation Coordinator to handle responsibilities legally mandated by the Wetlands Protection Act, [WPA]. Clerical staff hours are unchanged, however, the expense is decreasing by \$1,427 due to a change in personnel at a lower hourly wage.

**370 BOARD OF APPEALS**

Personal Services account is increasing by about 2.5 hours per week, which primarily accounts for the increase in the budget for FY94. Because of a 1992 Massachusetts court decision requiring much greater involvement by the Board of Appeals, the number of cases heard by the Board has increased from 50 in FY92 to a projected 110 in FY94. Additional hours are required to process appeals in a timely manner. If Article 22 in this Warrant passes, and the Massachusetts Attorney General also approves the amendment noted in this Article, the additional hours recommended would not likely be required. The results of the Attorney General's decision will not be known until sometime in FY94.

**410 HIGHWAY DEPARTMENT**

The Highway Department is responsible for road, walkway and tree maintenance; drainage; snow and ice removal; and the operation and maintenance of Town cemeteries. In addition, it manages the operation of the Landfill and Resource Recovery Center within the Landfill Enterprise Fund. The Department's main goal is to maintain the physical infrastructure of the Town.

Head count in the Highway Department for FY94 remains at FY93 levels; the department will continue to use private contractors for specialized or seasonal services (e.g. tree pruning and takedowns; roadway and cemetery mowing; snow and ice removal) when they provide a cost-effective alternative to providing the same services in-house. Highway personnel may work on special projects for other Town departments on an as needed basis.

A \$65,000 reinvestment in heavy equipment vehicles is planned for FY94; the vehicle conversion and vehicle purchase will permit more flexible, less costly operations to meet highway and landfill needs. In addition, we have included funding for the walkway maintenance program in order to repair specific portions of the Town's existing walkway system which are in disrepair.

**460 LANDFILL ENTERPRISE FUND**

The Landfill Enterprise Fund projects a modest increase in receipts for FY94, achieved through increase in commercial and residential fees in order to make Sudbury's rate structure more comparable to other landfills in the area. In order to better manage expenses, a planned consolidation of duties will eliminate one position. Also, capital investment (funded by the Landfill operation) in a roll-off trailer will permit reduction in the transportation fees currently paid to independent contractors to haul away recycled materials.

**501 SELECTMEN**

The Selectmen's budget has three significant changes from last year. First, \$9,100 has been added to fund the Budget and Personnel Officer position to full time. This was done due to expected time demands of collective bargaining and the Finance Committee's request of the Budget and Personnel Officer to assist the Town Accountant and Sudbury Public School business office design and convert to an improved accounting/budgeting system.

Second, a \$2,400 travel allowance has been added for the Executive Secretary to drive his own car on Town business in place of the Town-owned car he has had. This was requested by the Executive Secretary and will reduce Town expenses since the allowance is less than the gas, repair, insurance, and capital cost of a Town-owned car.

Third, \$10,000 has been added for the cost of a consultant's survey/report on cost-saving opportunities from reorganizing responsibilities of various Town departments and changing employee work rules. The Selectmen will seek donations to get enough money to get a full study. The Selectmen and Finance Committee has identified many possible areas of savings and now need unbiased advice from experts who are familiar with organization and work rule practices in many towns.

**502 ENGINEERING**

For several years this valuable Town department has been under financial/staffing pressure. This has been aggravated in FY93 by a record amount of new construction. In order to deal with the backlog of work due to this new construction and the expectation that housing growth will continue, the FY94 budget increases the salary account to allow for additional staff and summer help.

**503 LAW DEPARTMENT**

This budget is level funded from FY93.



**506 TOWN CLERK AND REGISTRARS**

Clerical expense is increasing above raises and steps by about \$2,700. This partially restores hours that were cut from the Town Clerk's budget in FY 93. The Department's workload requires this increase. The Finance Committee recommends a 25% decrease in general expenses to \$10,250. General election expense is budgeted to decrease by \$13,730 to \$5,285.

**510 PERMANENT BUILDING COMMITTEE**

This budget has been reduced from FY93 levels at the request of the Permanent Building Committee. The reductions reflect reduced requirements for clerical services in FY94.

**511 PERSONNEL BOARD**

This budget is essentially level funded from FY93.

**512 PLANNING BOARD**

In order to address backlog and volume problems brought on by the substantial increase in residential construction, a modest increase in clerical and professional hours is budgeted for FY94. Planning Board staff continues to work on a part-time basis.

**513 ANCIENT DOCUMENTS COMMITTEE**

This budget is level funded from FY93.

**514 HISTORIC DISTRICTS COMMISSION**

This budget is level funded from FY93.

**515 HISTORICAL COMMISSION**

This Commission oversees the Hosmer House. At the Commission's request the FY94 budget is slightly less than FY93. Additional financial support for the Hosmer House is generated mainly from rentals and cup plate sales. In addition over 100 volunteers donate time and services to maintain the House and open it to the community.

**516 CABLE TELEVISION COMMITTEE**

The Committee budget was increased to \$800 to cover expenses for improvements in TV coverage of public meetings at the Fairbank Center.

**517 DESIGN REVIEW BOARD**

The total department budget for FY94 is down 20% to \$2,030, as requested by the department.

**518 COUNCIL ON AGING**

The role of the Council on Aging continues to grow at a rapid rate, tracking the rapid growth of the senior population in Sudbury. The number of individual seniors using the Fairbank Center has doubled in only one year and the number of visits to the Center has increased ten-fold. Staffing consists of two co-directors, who share the Director's duties, a van driver, and an outreach worker, all part-time positions. The FY94 budget will increase the Director position to full time to help meet the increased demand. In addition, \$3,000 will be added to expenses, previously funded only to cover telephone expense.

**561 ACCOUNTING DEPARTMENT**

This budget is an increase of \$33,800 from last year, including \$15,000 for an audit required by the Federal government for towns receiving more than \$100,000 in Federal aid and \$18,800 for computer software to continue the Town automation program.

**563 TREASURER/COLLECTOR**

Budget contains increased hours for tax collection and reduction in Service Bureau costs from previous year's automation program.

**564 ASSESSORS**

No significant change from last year.



**568 FINANCE COMMITTEE**

Personal Services contains only step/raise increase - no additional hours, and expenses are level funded.

**600 GOODNOW LIBRARY**

Due to budget constraints, the Library found it necessary to close its doors for two weeks during FY93, furloughing the staff without pay. The Finance Committee recommends a budget for FY94 which will eliminate the closing and the furloughs. Aside from the town-wide salary increases, the budget includes \$8,800 for this purpose. In addition, the book budget will be increased by \$15,000, offsetting some of the cuts which were made in recent years.

**700 PARK AND RECREATION DEPARTMENT**

This department has reorganized its personnel based on a study by an independent consultant of the Atkinson Pool that included an evaluation of some personnel in the Park and Recreation Department. The study made the following recommendations for this department:

1. The Park and Recreation Director should work 27 hours for this department and 8 hours for the Atkinson Pool.
2. All programming for this department should be handled by the Director and that the separate position of program director be eliminated.
3. This department and the Pool share a secretary with 8 hours funded by Park and Recreation and 27 hours funded by the Pool.

Salary increases in this department reflect these recommendations and the need to bring the maintenance department back to full time. Funding for the maintenance department was cut in FY93 because of fiscal pressures on the Town.

Part of the increase in the salary account has been funded by reducing the maintenance account. Money to provide needed field maintenance will come from fees charged to groups using the Town fields.

**701 ATKINSON POOL**

Throughout FY93 the Park and Recreation Commission, the Pool Advisory Committee, and the Atkinson Pool staff have worked together to improve the fiscal position of this facility. A deficit of approximately \$71,000 in FY91 and \$47,000 in FY92 prompted serious cost cutting through seven months of FY93. Cost cuts were arrived at in two ways:

1. At the beginning of FY93 staff was reduced wherever possible without reducing Pool hours or service.
2. With funds provided by the Sudbury Foundation an independent consultant, Talisman, was hired to conduct an "Operations Review of the Atkinson Pool."

In January a draft of this report suggested changes in two areas: Cost Management and Revenue Maximization. The cost management changes were mainly additional staff reductions based on management practices at similar facilities. Those that could be implemented were effected immediately. Others are incorporated in the FY94 budget.

The appropriate revenue maximization suggestions will be implemented in FY94. The Park and Recreation department expects to hire a new director for FY94 who will coordinate Park and Recreation and the Atkinson Pool activities. The Director will begin implementing various revenue generating actions for the Pool such as expanding membership and broadening programming.

As a result of all these efforts the Atkinson Pool expects to generate a small surplus in FY94 to begin saving for future needs by funding, for the first time, a Capital Fund.

**710 YOUTH COMMISSION**

This budget is level funded from FY93.

**800 BOARD OF HEALTH**

In FY94, staffing levels remain constant from FY93. Mental Health services have received additional funding in FY94 to address the strong trend of increased need for these services by Sudbury residents. Additional monies have been allocated to mosquito spraying in order to maintain the same level of FY93 service; Sudbury participates with other area towns in contracting these services from the East Middlesex Mosquito Control Project.

**900 VETERANS**

The increase in the Veterans Budget reflects additional town support to qualified veterans. This support is state mandated, but Sudbury is reimbursed by the state for 75% of the required expenditure in the line item "Veterans Benefits." Reimbursement for FY94 Veterans Benefits will be returned to the Town in FY95.

**950 UNCLASSIFIED**

Even though there were changes in specific accounts, the net employee benefits cost is essentially flat year to year, except for benefits for the additional school employees.

**970 TRANSFER ACCOUNTS**

970-807 - The Reserve Fund is level funded at \$100,000.

970-970 - Town Salary Contingency: The \$36,488 in this account is equal to 1% of the salaries in the four largest town departments: police, fire, highway, and library. In each of these departments the salaries shown in the warrant are only 98% of the cost if the current employees work the full year. Two percent of the full salary cost has been removed as an allowance for turnover at lower salary levels and temporary vacancies. Half of this is recommended to be spent on various other line items and half is in the town salary contingency account to be used for salaries only if turnover and vacancies do not cut salary costs by 2%. So far in FY93 no money has been transferred from the town salary contingency account and we do not expect requests to exceed the amount budgeted. This is a standard budgeting practice. Some towns use a contingency as high as 5%. We prefer to remain at 2% until we have a full year's experience with this practice begun only in FY93.

# 1993 LONG RANGE PLANNING COMMITTEE REPORT

This Long Range Planning Committee's (LRPC) report summarizes the original five-year Capital Improvement Program requests submitted to this Committee by the various Town boards, commissions, committees, and departments.

The total amount of these five-year Capital Improvement Programs is \$5,074,450 - a decrease of 49% compared to last year's total of \$10,359,750. Please note that the FY94 figures are the original requests, and that in some cases the requests will be reduced, increased or withdrawn given the financial situation facing the Town.

A comprehensive report identifying and prioritizing the individual 1994 Capital Program as well as additional recommendations for improving the operation of the Town will be submitted to the Board of Selectmen prior to the Annual Town Meeting.

Respectfully submitted,

Robert J. Cusack, Chairman  
Robert A. Cala  
Philip Ferrara

L. William Katz  
David A. Palmer

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## FIVE YEAR CAPITAL IMPROVEMENT PROGRAM UPDATE FISCAL YEARS 1994 THROUGH 1998

Town Agency	Requested FY 1994	1994 %	Requested FY 94-98	'94 -'98 %
Police	65,000	4.9	195,000	3.8
Fire	91,000	6.9	564,000	11.1
Sudbury Schools	922,000	70.1	1,278,950	25.2
L/S Reg. High School	0		2,190,500	43.2
Building	41,600	3.2	65,600	1.3
Library	30,000	2.3	30,000	0.6
Planning	10,000	0.8	200,000	3.9
Park & Rec.	45,000	3.4	172,000	3.4
Engineering	53,000	4.0	53,000	1.0
Assessors	15,000	1.1	36,500	0.7
Town Clerk	39,200	3.0	39,200	0.8
Conservation	0		197,200	3.9
Treas./Collector	3,500	3.0	3,500	0.1
Board of Health	0		14,000	0.3
Council on Aging	0		35,000	0.7
Totals	1,315,300	100.0	5,074,450	100.0

## TOTAL DEBT ISSUED

TOTAL DEBT ISSUED ,		8,335,000	
TOTAL INTEREST COST		2,951,305	
TOTAL PRINCIPAL	TOTAL INTEREST	BALANCE PRINCIPAL	BALANCE INTEREST
275,000	156,663	2,175,000	652,800
275,000	247,100	5,775,000	1,551,150
675,000	374,649	7,110,000	2,172,894
765,000	381,133	6,345,000	1,791,761
765,000	338,603	5,580,000	1,453,159
765,000	295,473	4,815,000	1,157,686
765,000	252,908	4,050,000	904,779
765,000	210,864	3,285,000	693,915
765,000	168,033	2,520,000	525,883
635,000	124,633	1,885,000	401,250
460,000	90,205	1,425,000	311,045
435,000	65,470	990,000	245,575
110,000	50,600	880,000	194,975
110,000	45,045	770,000	149,930
110,000	39,380	660,000	110,550
110,000	33,605	550,000	76,945
110,000	27,665	440,000	49,280
110,000	21,560	330,000	27,720
110,000	15,400	220,000	12,320
110,000	9,240	110,000	3,080
110,000	3,080	0	0
8,335,000	2,951,305		



# 5 YEAR DEBT SERVICE PROJECTIONS

PROJ. #	DESCRIPTION	FY92	FY93	FY94	FY95	FY96	FY97	FY98
1	Fire Station - Construction (P)	60,000	60,000	160,000	160,000	160,000	160,000	160,000
	Exempt/6/15/90 (I)	72,960	69,120	65,280	55,040	44,800	34,560	24,320
2	Senior Center- Addition	59,000	59,000	59,000	59,000	59,000	59,000	59,000
	Exempt/6/15/90	35,264	31,488	27,712	23,936	20,160	16,384	12,608
3	Senior Center - Remodeling	13,000	13,000	13,000	13,000	13,000	13,000	13,000
	Exempt/6/15/90	6,208	5,376	4,544	3,712	2,880	2,048	1,216
4	Remodeling- Fairbank Roof	11,500	11,500	11,500	11,500	11,500	11,500	11,500
	Exempt/6/15/90	5,664	4,928	4,192	3,456	2,720	1,984	1,248
5	Asbestos Removal- Fairbank	6,500	6,500	6,500	6,500	6,500	6,500	6,500
	Exempt/6/15/90	3,104	2,688	2,272	1,856	1,440	1,024	608
6	Architectural Services- Nixon/Noyes	125,000	125,000					
	Exempt/6/15/90	16,000	8,000					
7	Remodeling- Nixon/Noyes		270,000	270,000	270,000	285,000	330,000	330,000
	Exempt/9/15/91	86,325	162,255	145,380	132,285	118,403	102,473	84,900
8	Asbestos Removal- Nixon/Noyes		70,000	70,000	70,000	70,000	70,000	70,000
	Exempt/9/15/91	15,208	27,720	23,345	19,950	16,450	12,828	9,100
9	Architectural Services- Nixon/Noyes		60,000	60,000	60,000	45,000		
	Exempt/9/15/91	6,368	10,425	6,675	3,765	1,148		
10	Unisys Purchase- 18 Years			55,000	55,000	60,000	60,000	60,000
	Exempt/7/23/92		26,406	51,108	47,698	44,133	41,073	38,598
11	Melone Purchase - 18 Years			60,000	60,000	55,000	55,000	55,000
	Exempt/7/23/92		26,243	50,625	46,905	43,340	40,535	38,266
TOTAL PRICIPAL (P)		275,000	675,000	765,000	765,000	765,000	765,000	765,000
TOTAL INTEREST (I)		247,100	374,649	381,133	338,603	295,473	252,908	210,864
TOTAL		522,100	1,049,649	1,146,133	1,103,603	1,060,473	1,017,908	975,864
% FY93 Oper. Budget (\$27,454,635)		1.99%	3.82%	4.17%	4.02%	3.86%	3.71%	3.55%
100% Tax Rate Impact		0.35	0.71	0.78	0.75	0.72	0.69	0.66
(per \$1000 value) net change			0.36	0.07	-0.03	-0.03	-0.03	-0.03
Impact per \$100,000 of borrowing costs on the tax rate.		0.07						

# Impact of Town Meeting Spending Articles On Your Fiscal 1994 Tax Bill

104

## Fiscal 1993 Property Assessment

	\$100,000	\$150,000	\$200,000	\$250,000	\$300,000	\$350,000	\$400,000	\$450,000	\$500,000	\$550,000	\$600,000
Fiscal 1993 Taxes	\$1,551	\$2,327	\$3,102	\$3,878	\$4,653	\$5,429	\$6,204	\$6,980	\$7,755	\$8,531	\$9,306
FY94 Town Budget	To Be Voted at Town Meeting										
Add'l Expenditures											
\$10,000	\$0.67	\$1.01	\$1.34	\$1.68	\$2.01	\$2.35	\$2.68	\$3.02	\$3.35	\$3.69	\$4.02
\$20,000	\$1.34	\$2.01	\$2.68	\$3.35	\$4.02	\$4.69	\$5.36	\$6.03	\$6.70	\$7.37	\$8.04
\$30,000	\$2.01	\$3.02	\$4.02	\$5.03	\$6.03	\$7.04	\$8.04	\$9.05	\$10.05	\$11.06	\$12.06
\$40,000	\$2.68	\$4.02	\$5.36	\$6.70	\$8.04	\$9.38	\$10.72	\$12.06	\$13.40	\$14.74	\$16.08
\$50,000	\$3.35	\$5.03	\$6.70	\$8.38	\$10.05	\$11.73	\$13.40	\$15.08	\$16.75	\$18.43	\$20.10
\$60,000	\$4.02	\$6.03	\$8.04	\$10.05	\$12.06	\$14.07	\$16.08	\$18.09	\$20.10	\$22.11	\$24.12
\$70,000	\$4.69	\$7.04	\$9.38	\$11.73	\$14.07	\$16.42	\$18.76	\$21.11	\$23.45	\$25.80	\$28.14
\$80,000	\$5.36	\$8.04	\$10.72	\$13.40	\$16.08	\$18.76	\$21.44	\$24.12	\$26.80	\$29.48	\$32.16
\$90,000	\$6.03	\$9.05	\$12.06	\$15.08	\$18.09	\$21.11	\$24.12	\$27.14	\$30.15	\$33.17	\$36.18
\$100,000	\$6.70	\$10.05	\$13.40	\$16.75	\$20.10	\$23.45	\$26.80	\$30.15	\$33.50	\$36.85	\$40.20
\$150,000	\$10.05	\$15.08	\$20.10	\$25.13	\$30.15	\$35.18	\$40.20	\$45.23	\$50.25	\$55.28	\$60.30
\$200,000	\$13.40	\$20.10	\$26.80	\$33.50	\$40.20	\$46.90	\$53.60	\$60.30	\$67.00	\$73.70	\$80.40
\$250,000	\$16.75	\$25.13	\$33.50	\$41.88	\$50.25	\$58.63	\$67.00	\$75.38	\$83.75	\$92.13	\$100.50
\$300,000	\$20.10	\$30.15	\$40.20	\$50.25	\$60.30	\$70.35	\$80.40	\$90.45	\$100.50	\$110.55	\$120.60
\$350,000	\$23.45	\$35.18	\$46.90	\$58.63	\$70.35	\$82.08	\$93.80	\$105.53	\$117.25	\$128.98	\$140.70
\$400,000	\$26.80	\$52.76	\$53.60	\$67.00	\$80.40	\$93.80	\$107.20	\$120.60	\$134.00	\$147.40	\$160.80

### Note:

For bonded articles, the amount shown will be spread over multiple years, in contrast to an override which is paid in a single year.

Source: The Board of Assessors



## Appendix I

### BUDGET TERMS AND DEFINITIONS

**Free Cash:** The unreserved fund balance (amount of money remaining) after deducting from surplus revenue all uncollected taxes from prior years. Free Cash is certified by the Director of Accounts; any or all of the certified amount may be used to defray Town expenses by a vote of the Town Meeting.

**Abatelements and Exemptions (previously called Overlay):** Amount set by the Assessors to create a fund to cover abatements of real and personal tax assessments for the current year, and raised on the tax levy.

**Abatement Surplus:** Accumulation of the surplus amounts of Abatelements 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.

**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.

**Cherry Sheet:** Details of State and County charges and reimbursements used in determining the tax rate. Name derives from the color of the paper used.

**Enterprise Fund:** A separate fund, set up to provide a specific town service, whereby the cost of providing the service is 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 supposed to fully disclose all costs and all revenue sources needed to provide a service.

**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.

## Appendix II

**100 EDUCATION: 110 SUDBURY SCHOOLS**

	FY 92		FY 93		FY 94	
	Staff	Expended	Staff	Budget	Staff	Request
Section 1.00 Professional Staff	129.60	5,501,993	126.20	5,688,503	137.20	6,310,066
Section 2.00 Support Staff	59.41	1,830,632	56.47	1,782,461	56.47	1,852,984
Section 3.0 Supplies/Services						
Equipment		1,639,233		1,750,894		1,944,421
Section 4.0 Nixon School					7.50	336,466
Total Gross Budget	189.01	8,971,858	182.67	9,221,858	201.17	10,443,937
Offsets:						
State & Federal Grants		-100,492		-100,492		-105,589
Instrumental Music Fee				-30,000		-30,000
Bus Fee				-50,000		-60,000
Early Childhood Tuition				0		-6,000
Total Net Budget		8,871,366		9,041,366		10,242,348
Cost of Benefits		1,173,370		1,318,456		1,389,435
Total Sudbury Public School Cost		10,044,736		10,359,822		11,631,783
		(1)		(2)		
Section 1.00 Professional Staff	129.60	5,534,504	126.20	5,745,339	137.20	6,310,066
1.10 Classroom Teachers	78.00	3,300,058	78.00	3,520,893	87.00	3,940,370
Elementary	47.00		46.00	2,012,361	50.00	2,241,253
Middle	31.00		32.00	1,508,532	37.00	1,699,117
1.20 Special Subject Teachers	24.30	1,041,846	22.40	1,008,031	24.40	1,131,589
Art	3.00		3.00	127,124	3.00	136,485
Catalyst	2.00			0		0
Computer	2.00		2.00	99,829	2.00	104,346
Foreign Language	1.80		1.80	82,127	1.80	86,900
Home Economics	1.20		1.00	42,156	1.00	45,386
Industrial Arts	0.80		0.80	38,721	0.80	40,473
Instrumental Music	2.00		2.00	83,615	2.00	88,970
Librarian	2.00		2.00	69,015	2.00	86,936
Music	2.50		2.80	130,543	2.80	136,450
Physical Education	6.00		6.00	286,500	6.00	299,464
Writing/Literature	1.00		1.00	48,401	1.00	50,591
Vacancy					2.00	55,588
1.30 Remedial Teachers	27.30	1,192,600	25.80	1,216,415	25.80	1,238,107
Early Childhood	0.50		0.50	21,829	0.50	23,827
Guidance	6.30		6.30	29,203	6.30	307,059
Psychologist	1.00		1.00	46,640	1.00	50,772
Reading	2.50		1.00	48,401	1.00	50,591
SPED-Resource	9.30		9.30	455,344	9.30	429,689
SPED-Sub Separate	5.00		5.00	233,868	5.00	247,551
Speech	2.70		2.70	120,130	2.70	128,618

(1) INCLUDES \$50,000 THAT WAS LATER REDUCED AT SPECIAL TOWN MEETING AND DOES NOT INCLUDE \$17,489 SUBSEQUENTLY TRANSFERRED FROM EXPENSES.

(2) INCLUDES \$56,836 FOR STATE AID EMERGENCY PERSONNEL RECEIVED IN AUGUST 1992.



## 110 SUDBURY SCHOOLS CONTINUED

	FY 92		FY 93		FY 94	
	Staff	Expended	Staff	Budget	Staff	Request
Section 2.00 Support Staff	59.41	1,830,632	56.47	1,782,461	56.47	1,852,984
2.10 Teacher Assistants	17.84	252,011	18.50	275,063	18.50	296,597
Computer	1.00		1.00	14,558	1.00	15,076
Genesis-Grade 1	4.00		4.00	50,453	3.50	53,760
Kindergarten	3.34		4.00	54,957	4.00	63,114
Library	4.00		4.00	69,294	4.00	71,205
Special Education	5.50		5.50	85,801	6.00	93,442
2.20 Clerical-Secretarial	18.40	445,155	15.80	394,069	15.80	412,703
2.25 Nurses	3.00	53,318	3.00	63,792	3.00	68,260
2.30 Custodial-Maintenance	12.17	367,337	11.17	366,052	11.17	383,382 ✓
2.40 Administrators	8.00	530,331	8.00	547,477	8.00	567,624
2.50 Contracted Services:		123,260		115,185		124,418 ✓
Sub. Teachers						
Crossing Guards						
Lunchroom Aides						
Curriculum Workshops						
2.60 "A" Acct. Adjust. (ATM92)		59,220		20,823		0
Section 3.00 Supplies/Services/						
Equipment		1,639,233		1,750,894		1,944,421
Haynes		19,903		20,340		22,444
Noyes		37,293		37,260		40,230
Curtis		53,951		57,835		61,528
Curriculum Dept.		71,855		72,000		79,200
SPED/PPS Dept.		160,887		190,640		207,310
SPED Out of District		433,104		492,000		540,000
Maintenance		162,998		156,550		168,600
Heat, Electric, Telephone		233,818		231,870		226,870
Central Office, School Com.		65,930		75,225		71,240
SC Legal Fees		13,962		14,000		15,400
Sys. Memberships		19,668		5,000		20,000
Health Services		2,148		0		0
Transportation		303,171		345,899		424,599
Equipment		60,545		52,275		67,000
Section 4.00 Nixon School					7.50	336,466
STAFF/PUPIL SUMMARY						
Number of Pupils		1,876		1,980		2,114
Classroom Teachers	78.00		78.00		87.00	
Special Subj. & Remedial Tchrs.	51.60		48.20		50.20	
Total Professional Staff	129.60		126.20		137.20	
Support Staff	59.41		56.47		56.47	
Nixon School					7.50	
Total Staff	189.01		182.67		201.17	
Class Size		22.60		23.57		22.73

## Appendix III

100 EDUCATION: 130 LINCOLN-SUDBURY REGIONAL HIGH SCHOOL

Administration:	FY '91 Budget	FY '92 Budget	FY '92 Expenditure	FY '93 Budget	FY '94 Proposed	% Change
School Committee	46,000	47,000	59,377	57,000	58,000	
Administration	27,250	40,073	33,149	44,000	44,500	
Business Office	14,480	15,350	11,414	16,700	16,700	
Central Office	17,500	17,700	12,283	18,200	18,200	
Administration Total	105,230	120,123	116,223	135,900	137,400	1.1%
Instruction:	FY '91 Budget	FY '92 Budget	FY '92 Expenditure	FY '93 Budget	FY '94 Proposed	% Change
Art	6,125	6,125	5,676	7,042	7,975	
Computer	31,100	37,600	40,964	36,990	81,100	
Drama	0	0	0	3,000	3,000	
English	14,500	16,720	11,403	16,155	16,955	
Foreign Language	9,100	9,600	9,670	9,382	11,110	
History	14,650	15,050	15,190	10,350	12,200	
Mathematics	8,650	9,450	13,543	9,945	11,860	
Music	6,830	20,000	20,634	10,337	22,920	
Physical Education	11,400	12,000	13,795	11,295	13,060	
Science	19,400	20,400	20,540	18,360	17,310	
Technology	6,000	8,800	6,644	7,020	10,950	
Career Center	3,450	4,175	6,307	4,050	4,200	
General Supplies	47,000	51,000	65,461	51,305	56,000	
Instruction Total	178,205	210,920	229,829	195,231	268,640	37.6%
Educational Support	FY '91 Budget	FY '92 Budget	FY '92 Expenditure	FY '93 Budget	FY '94 Proposed	% Change
House Services	17,000	20,450	18,924	20,450	20,950	
Student Services	41,592	20,650	13,433	22,450	19,050	
Audio-Visual	20,350	15,650	20,792	18,750	24,250	
Library	14,050	14,950	15,271	15,250	17,750	
Student Activities	10,000	15,000	10,995	14,650	14,650	
Athletics	104,000	124,000	109,644	118,300	127,500	
Transportation	231,955	250,000	242,619	203,648	211,291	
Cafeteria Transfer	0	0	7,500	0	0	
Development	8,000	10,000	11,708	10,000	10,000	
Educational Support Total	446,947	470,700	450,888	423,498	445,441	5.2%

## 130 LSRHS CONTINUED

Operations	FY '91 Budget	FY '92 Budget	FY '92 Expenditure	FY '93 Budget	FY '94 Proposed	% Change
Custodial	37,000	37,250	32,007	35,250	36,500	
Grounds	28,700	28,700	19,472	30,700	30,700	
Maintenance	176,500	182,500	188,269	173,000	181,500	
Utilities	294,500	339,700	267,039	301,525	296,400	
Operations Total	536,700	588,150	506,787	540,475	545,100	0.9%
Special Education	FY '91 Budget	FY '92 Budget	FY '92 Expenditure	FY '93 Budget	FY '94 Proposed	% Change
Local Services	61,250	60,500	64,016	64,355	69,850	
Transportation	137,667	137,667	118,390	123,046	98,000	
Out-of-District	892,880	696,692	564,249	686,796	610,378	
Special Ed Total	1,091,797	894,859	746,655	874,197	778,228	-11.0%
Contingency	FY '91 Budget	FY '92 Budget	FY '92 Expenditure	FY '93 Budget	FY '94 Proposed	% Change
Contingency	50,250	50,250	1,403	50,250	50,250	
Contingency Total	50,250	50,250	1,403	50,250	50,250	0.0%
Salaries & Other Compensation:	FY '91 Budget	FY '92 Budget	FY '92 Expenditure	FY '93 Budget	FY '94 Proposed	% Change
Administration	465,505	446,991	446,993	460,403	476,981	
Administrative Support	93,395	95,899	91,860	98,776	106,707	
Professional Staff	3,418,902	3,712,604	3,725,375	3,920,701	4,348,113	
Course Reimbursement	19,000	19,000	18,985	19,000	19,000	
Curriculum Development	30,000	38,945	38,704	24,000	34,000	
Extra Services	35,000	40,500	40,711	42,065	43,000	
Educational Support	172,462	230,376	212,393	219,779	275,062	
Substitutes	45,000	50,000	60,556	55,000	60,000	
Clerical	312,436	359,435	356,378	376,379	412,348	
Blg./Grds/Maint.	416,446	443,880	432,884	456,112	475,061	
Coaches/Trainer	170,000	182,000	188,735	192,523	200,985	
Unemployment Compens	96,000	40,000	21,594	40,000	40,000	
Salaries Total	5,274,146	5,659,630	5,635,169	5,904,738	6,491,257	9.9%



## 130 LSRHS CONTINUED

Regional Fixed Costs	FY '91 Budget	FY '92 Budget	FY '92 Expenditure	FY '93 Budget	FY '94 Proposed	% Change
Insurance	76,900	74,100	39,307	58,000	55,000	
Benefits	814,015	931,500	858,544	1,066,429	1,106,428	
Regional Fixed Costs Tot	890,915	1,005,600	897,851	1,124,429	1,161,428	3.3%
Debt/Stabilization	FY '91 Budget	FY '92 Budget	FY '92 Expenditure	FY '93 Budget	FY '94 Proposed	% Change
Renovation Debt	182,025	172,875	172,875	163,725	154,575	
Boiler/Short Term	0	0	0	0	40,000	
Stabilization	0	0	0	0	0	
Total Debt/Stabiliz.	182,025	172,875	172,875	163,725	194,575	18.8%
Capital Projects	FY '91 Budget	FY '92 Budget	FY '92 Expenditure	FY '93 Budget	FY '94 Proposed	% Change
Capital Project Study	25,000					
Boiler	10,000					
Rebuild Tennis Courts					43,200	
Replace Emergency Generator					26,000	
Capital Project Total	35,000	0	0	0	69,200	
TOTAL BUDGET	8,791,215	9,173,107	8,757,680	9,412,443	10,141,519	7.7%
Less Estimated Receipts:	(191,966)	(180,000)		(192,000)	(189,200)	
TOTAL LEVEL III	8,599,249	8,993,107	8,757,680	9,220,443	9,952,319	7.94%
TOTAL LEVEL II					(139,440)	
					9,812,879	6.43%
TOTAL LEVEL I					(315,823)	
					9,497,056	3.00%



**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT  
CERTIFICATION OF APPORTIONMENTS FOR THE FY '94 BUDGET  
VOTED BY THE SCHOOL COMMITTEE FEBRUARY 9, 1993**

**FY '94 Budget Apportionment Ratio**  
Lincoln = 12.48%  
Sudbury = 87.52%

**FY '92 Budget Apportionment Ratio**  
Lincoln = 12.17%  
Sudbury = 87.83%

	Lincoln	Sudbury	Total
	-----	-----	-----
OPERATING BUDGET			9,754,334.00
ESTIMATED RECEIPTS			(189,200.00)
	-----	-----	-----
OPERATING BUDGET	1,193,728.72	8,371,405.28	9,565,134.00
EQUIPMENT BUDGET	15,401.57	108,008.43	123,410.00
DEBT SERVICE BUDGET	24,282.96	170,292.04	194,575.00
CAPITAL BUDGET	8,636.16	60,563.84	69,200.00
	-----	-----	-----
TOTAL BUDGET	1,242,049.41	8,710,269.59	9,952,319.00
	-----	-----	-----
LESS STATE AID	180,044.47	1,262,619.53	1,442,664.00
	-----	-----	-----
SUBTOTAL	1,062,004.94	7,447,650.06	8,509,655.00
	-----	-----	-----
REAPPORTIONMENT ADJUSTMENT	42,150.18	304,194.73	346,344.91
	-----	-----	-----
ASSESSMENT	1,019,854.76	7,143,455.33	8,163,310.09
	=====	=====	=====

## Appendix IV

**100 EDUCATION: 140 MINUTEMAN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL**

	AMOUNT FY93	PROPOSED FY94	DIFFERENCE
Program Area			
Construction	93,145	92,175	-970
Commercial	153,222	155,412	2,190
Technology	52,753	76,526	23,773
Auto/Metals	60,635	57,262	-3,373
Academic	158,643	179,585	20,942
Instructional Sub-total	518,398	560,960	42,562
Support			0
Library	22,600	22,600	0
Audio-Visual	6,625	6,625	0
Television	400	400	0
Microcomputer Service	25,450	26,650	1,200
Special Education	10,200	10,200	0
Psychological Service	4,300	4,300	0
Guidance Service	9,625	9,625	0
Health Service	12,000	11,368	-632
Principal's Office	77,750	77,500	-250
Transportation	663,164	635,040	-28,124
Vocation Coordination	7,650	7,650	0
Computer Service, Mini	38,225	37,806	-419
Dean's Office	2,400	3,015	615
District Programs	49,900	49,900	0
Superintendent's Office	4,650	4,650	0
Planning Office	51,260	51,260	0
Business Office	10,050	15,950	5,900
Risk Insurance	120,500	121,500	1,000
Employee Benefits	1,154,702	1,134,477	-20,225
Medicare	43,000	35,000	-8,000
Business Sub-totals	1,328,252	1,306,927	-21,325
Maintenance	777,500	796,400	18,900
Debt Management	0	0	0
Equipment/Capital	142,647	281,240	138,593
Food Service	1,100	1,100	0
Support Sub-total	3,235,698	3,344,256	108,558
Salaries	6,304,656	6,483,915	179,259
TOTAL	10,058,752	10,389,131	330,379

## ESTIMATED ASSESSMENT

300,448

<u>Students (25.7)</u>	<u>Day Share</u>		<u>Flex Share</u>		<u>Afternoon Share</u>	
4.8437	<u>Operating \$</u>	+	<u>of Pupils (0)</u>	+	<u>of Pupils (12)</u>	= 300,448
	298,761		0		1,687	

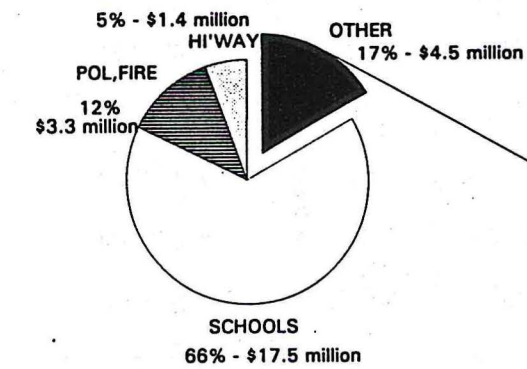
# Appendix V

## BUDGETARY STATISTICS BY DEPARTMENT

	Expend. FY92	Approp. FY93	NonOverride Rec. FY94	% Change 93 to 94	Capital & Debt Spend.	Number FTEs	Employee Benefits	Total FY94 Spending	% of 94 Budget
Sudbury Public Scis (Net) (Non-Override)	\$8,870,856	\$9,041,366	\$9,738,706	7.71%	\$67,000	194.0	\$1,327,435	\$11,066,141	38.06%
Lincoln-Sudbury R.H.S. (Sudbury Share: 87.52% of total)	\$6,367,491	\$6,539,191	\$6,942,562	6.17%	\$170,292 (Sudbury share)	124.4 (Sudbury share)	\$968,346 (Included)	\$6,942,562	23.88%
Debt Service	\$475,480	\$1,073,835	\$1,156,017	7.65%	\$1,131,017	N/A	N/A	\$1,156,017	3.98%
Protection	\$3,114,439	\$3,137,903	\$3,380,316	7.73%	\$135,000	73.8	\$747,874	\$4,128,190	14.20%
Highway/Landfill	\$1,545,112	\$1,576,382	\$1,713,614	8.71%	\$131,796	23.6	\$379,126	\$2,092,740	7.20%
General Government	\$804,617	\$788,701	\$851,790	8.00%	\$0	23.5	\$188,453	\$1,040,243	3.58%
Finance	\$435,673	\$464,584	\$526,417	13.31%	\$18,800	11.0	\$116,466	\$642,883	2.21%
Library	\$369,454	\$363,529	\$402,730	10.78%	\$0	10.7	\$89,101	\$491,831	1.69%
Recreation	\$469,911	\$462,405	\$463,524	0.24%	\$7,941	17.8	\$102,552	\$566,076	1.95%
Health	\$185,503	\$186,397	\$201,547	8.13%	\$0	3.0	\$44,591	\$246,138	0.85%
Minuteman H.S. and Misc.	\$614,261	\$848,075	\$705,912	-16.76%	N/A	N/A	N/A	\$705,912	2.43%
Employee Benefits	\$2,597,025	\$2,972,267	\$2,995,600	0.79%	N/A	N/A			
TOTAL	\$25,849,822	\$27,454,635	\$29,078,735	5.92%	\$1,661,846	481.8	\$2,995,600	\$29,078,735	100%

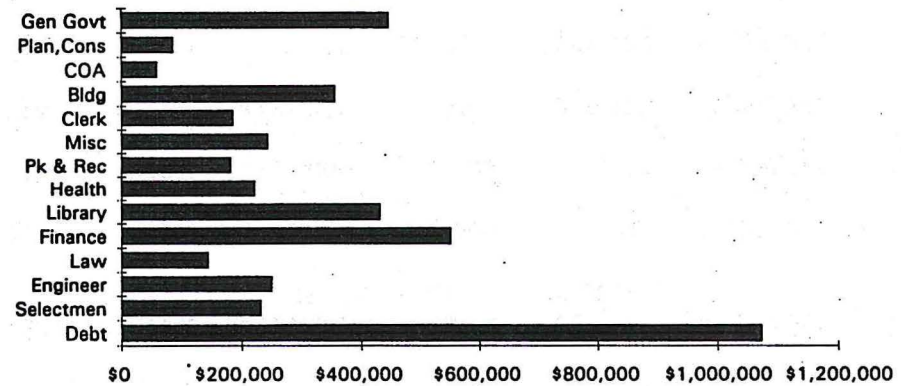
# **APPROPRIATIONS**

FY 93



Employee Benefits included. Enterprise Funds Excluded.

## **OTHER APPROPRIATIONS FY93**





## Appendix VI

**TABLE OF SALARY INCREASES  
FY91 THROUGH FY94**

BARGAINING UNIT	EFFECTIVE DATE	% INCREASE	APPROXIMATE ANNUAL COST (1)
LSRHS	7/1/90	1.0	\$ 55,000
	7/1/91	8.0	440,000
	7/1/92	3.5	190,000
	7/1/93	3.5	193,000
K-8	9/1/90	0.0	0
	2/1/91	4.0	280,000 (1)
	9/1/91	3.0	210,000
	2/1/92	3.0	210,000 (1)
	9/1/92	2.0	140,000
	2/1/93	2.0	140,000 (1)
	9/1/93	3.5	245,000
	2/1/94	0.0	0
<u>Town</u>	7/1/90	0.0	0
Fire	1/1/91	2.0	100,000
Police	7/1/91	3.0	150,000
Supervisory	1/1/92	4.0	200,000
Highway	7/1/92	4.0 (2)	200,000
Engineering(2)	1/1/93	0.0 (2)	0
Town Non Union	7/1/93	4.0	200,000
	1/1/94	0.0	0

(1) ANNUAL COST. FOR EFFECTIVE DATES HALFWAY THROUGH THE FISCAL YEAR, AMOUNT REQUIRED WAS HALF THE FIGURE SHOWN DURING THAT FISCAL YEAR AND THE FULL AMOUNT FOR SUBSEQUENT FISCAL YEARS.

(2) FOR FY93, ENGINEERING UNION SETTLED FOR 0% EFFECTIVE 7/1/92 AND 4% EFFECTIVE 1/1/93.

## Appendix VII

## MANAGEMENT COMPENSATION

FY93

## TOWN

Police Chief	\$ 76,668
Executive Secretary	75,375
Police Lieutenant	69,722
Fire Chief	65,552
Dir. of Finance/Town Accountant	63,581
Town Engineer	60,776
Highway Surveyor	58,992
Health Director	50,136

## SUDBURY PUBLIC SCHOOLS

Superintendent	\$ 78,594
Principal, Curtis	70,818
Director of Admn. Services	69,806
Director, Special Ed. & Pupil Personnel	69,806
Principal, Haynes	67,803
Principal, Noyes	65,592
Assistant Principal, Curtis	62,529
Assistant Principal, Noyes	62,529

## LINCOLN-SUDBURY REGIONAL HIGH SCHOOL

Superintendent/Principal	\$ 95,686
Housemasters (3)	64,116
Director of Student Services	64,116
Athletic Director	64,116
Business Manager/Treasurer	50,058

## Appendix VIII

### COST REDUCTION AND COST CONTAINMENT ACTIONS

#### FY91 - FY93

During FY91 - FY93, costs of delivering services to the Town of Sudbury increased at a rate well in advance of the 2 1/2% annual increase in operating budgets permitted under Proposition 2 1/2. The increased cost of services - primarily driven by contracted salary and benefit increases - reflected national and local trends. However, the gap between monies available from tax revenues and the costs of funding the full complement of Sudbury services was made worse by a sharp decrease in the funds usually received from the Commonwealth of Massachusetts.

To address the funding problem, Town departments, the K-8 Schools, and Lincoln-Sudbury Regional High School - independently as well as through collaborative efforts - undertook a series of actions to both reduce absolute levels of cost as well as to contain cost escalation. These actions fell into several categories; saving \$2 - \$3 million Townwide.

- Program reductions/service cuts
- Cost containment and cost avoidance activities
- Revenue enhancement
- User fees which shift costs from taxpayers to actual users of service.

During this three year period, hard decisions were made which did reduce Sudbury's cost of operations. Yet the surge in new building activity and increase in Sudbury residents experienced in FY93 and projected into the mid 1990's is placing a great strain on most Town departments in their ability to deliver more services with reduced funding. High backlog levels, Library closings, reduced police and fire coverage, rising class sizes, and other indicators suggest that additional funding may be necessary in some areas of school and Town government.

Additional cost savings actions are under consideration for the FY94 and FY95 operating budgets. At this point, however, achieving substantial cost savings or cost avoidance will likely require fundamental changes in organization structure and operation. Many of these changes must be contractually negotiated or will require voter approval. It is anticipated that these changes will take longer than one year to authorize and implement, but that the benefits gained would be significant.

In March 1992, the "Initiatives for Change" programs created a process for reviewing aspects of Sudbury's business operation and involving citizens and Town management in identifying cost improvement opportunities. Many excellent ideas surfaced which will have a positive impact on FY94 and FY95 operations. Initiatives for change may continue in FY94, and all citizens are encouraged to become active with a committee which best suits their interests and talents.

A partial listing of representative cost reduction/cost containment measures taken in FY91 to FY93 by Sudbury Town departments, K-8 schools, and LSRHS, is delineated in the following table.

## COST REDUCTION AND COST CONTAINMENT ACTIONS

FY91 - FY93

TOWN DEPARTMENTS	K-8 SCHOOLS	LSRHS
<input type="checkbox"/> Headcount reductions (Police, Fire, Highway, Engineering, Switchboard, Planning, Conservation, Clerical)	<input type="checkbox"/> Elimination of Catalyst Program	<input type="checkbox"/> Reduced out-of-district SPED placements, transportation and legal fees
<input type="checkbox"/> Week-long Library closings in July and December; 43% reduction in book purchases	<input type="checkbox"/> Major reduction of Remedial Reading Program	<input type="checkbox"/> Integration of LS West into the High School
<input type="checkbox"/> Administrative changes involving enterprise funds, pension programs, tenant relationships, and application of "offsets" accounts	<input type="checkbox"/> Substantial reduction of teaching and staff positions in home economics, industrial arts, curriculum development, libraries, Kindergarten aides, clerical support, custodial support	<input type="checkbox"/> Teaching of a health course by Administrators (three years)
<input type="checkbox"/> Collective purchasing and competitive bidding	<input type="checkbox"/> Increase in volunteer assistance from parents and other community members	<input type="checkbox"/> Reduction of late busses and five K-8 busses
<input type="checkbox"/> Collection of delinquent taxes	<input type="checkbox"/> Increase in class size beyond recommended levels	<input type="checkbox"/> Introduction of athletic user fees/Booster SOS campaign
<input type="checkbox"/> Privatization of some custodial and cemetery maintenance activities	<input type="checkbox"/> Improvements in accounting and financial management systems	<input type="checkbox"/> Planned consolidation of programs
<input type="checkbox"/> User fees (landfill, ambulance, wetlands, park & recreation, others)	<input type="checkbox"/> User fees (bus, music, field trips)	<input type="checkbox"/> Health insurance consortium
	<input type="checkbox"/> Collaborative purchasing	<input type="checkbox"/> Boston Edison's "Encore" Program
	<input type="checkbox"/> Transportation sharing (Senior Center van, LSRHS)	<input type="checkbox"/> SPED tuitions from newly developed programs
		<input type="checkbox"/> Joined State's deferred compensation program
Negotiated 4% salary giveback from Town, K-8 Schools, and LSRHS yielded close to \$1 million of cost savings over two years.		



## Appendix IX

## Report From Finance Director

We are implementing a replacement of the Town's financial management software. This includes payroll, accounts payable, budget, revenue, personnel and general ledger. This also provides for a local area network for five personal computers and the necessary hardware and licenses. The financial system supports both Town and schools. The operating system, software and hardware is non proprietary. The current system is nine years old, is obsolete and will become expensive to support.

## Appendix X

## 1992 - 1993 RESERVE FUND TRANSFERS

<u>Account Number/Description</u>	<u>Amount</u>
Reserve Fund Appropriation	\$100,000
900-100 Veterans' Agent Technical Correction	218
340-510 Building Department Vehicle Repair	4,000
900-613 Veterans Benefits	3,534
800-919 Mental Health Services	5,000
900-613 Veterans Benefits	6,000
370-130 Board of Appeals Clerical Salary	1,820
800-215 Board of Health - Racoons	1,000
Balance as of 01/31/93	\$ 78,428

## QUESTIONNAIRE ON TOWN WARRANT

**How are we doing?** We value your opinion. Please take a minute to give us your comments, criticism and suggestions.

### **Part I - Selectmen's Warrant**

Was it clear? Yes ☐ No ☐ Comments \_\_\_\_\_

Was it detailed enough? \_\_\_\_\_

Is there additional information you'd like us to include? \_\_\_\_\_

Is there too much information in any area? \_\_\_\_\_

Other comments/criticism/suggestions: \_\_\_\_\_

### **Part II - Financial Section of Warrant**

Was it clear? Yes ☐ No ☐ Comments \_\_\_\_\_

Was it detailed enough? \_\_\_\_\_

Is there additional information you'd like us to include? \_\_\_\_\_

Is there too much information in any area? \_\_\_\_\_

What did you like best? \_\_\_\_\_

What did you like least? \_\_\_\_\_

Other comments/criticism/suggestions \_\_\_\_\_

Have we improved the format since last year? Yes ☐ No ☐

*Please drop in box at lobby of Town Meeting  
or mail to Selectmen's Office, Town Hall, Sudbury, MA 01776*

# 1993 DOG LICENSES

LICENSING PERIOD - - - JANUARY 1st - DECEMBER 31st

To obtain or renew a dog license by mail, please fill out this form and mail it with your check to the Town Clerk, Town Hall, Sudbury. Evidence of dog having been vaccinated for rabies and spayed (or neutered) must be presented for licensing. Evidence may be veterinarian's certificate or a notarized letter from veterinarian. A metal tag, with unexpired expiration date indicated, may be used for rabies verification. A spay or neuter certificate MUST accompany the fee for a spayed or neutered dog licensed before in another community and being licensed in Sudbury for the first time. All evidence will be returned to dog owner.

A \$25.00 fine per dog must be imposed on April 1st for non-compliance with Town Bylaw (V, s.3).

OWNER'S NAME \_\_\_\_\_ TELEPHONE NO. \_\_\_\_\_

ADDRESS \_\_\_\_\_

NAME OF DOG \_\_\_\_\_ BREED \_\_\_\_\_ AGE \_\_\_\_\_ COLOR \_\_\_\_\_

MALE NEUTERED \_\_\_\_\_ MALE \_\_\_\_\_ FEMALE SPAYED \_\_\_\_\_ FEMALE \_\_\_\_\_  
                   \$6.00           \$10.00                   \$6.00                   \$10.00

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## VOLUNTEER TO SERVE YOUR TOWN! REGISTER NOW!

Following the conclusion of the Annual Town Meeting, the term in office of many persons currently serving on various boards and committees will expire. The Moderator and the Board of Selectmen will be looking for people to fill those vacancies. If you would like to serve on a Town committee, please fill in the form below and mail it to: Board of Selectmen, Town Hall, Sudbury, MA, 01776.

NAME \_\_\_\_\_ TEL. NO. \_\_\_\_\_

ADDRESS: \_\_\_\_\_ YRS. RES. \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

EDUCATION/TRAINING: \_\_\_\_\_

EXPERIENCE IN GOV'T: \_\_\_\_\_

INDICATE INTERESTS BELOW:

- |   |  |   |
|---|--|---|
| <input type="checkbox"/> Administration         | <input type="checkbox"/> Finance             | <input type="checkbox"/> Parks and Recreation   |
| <input type="checkbox"/> Ancient Documents      | <input type="checkbox"/> General             | <input type="checkbox"/> Personnel              |
| <input type="checkbox"/> Board of Appeals       | <input type="checkbox"/> Health              | <input type="checkbox"/> Planning               |
| <input type="checkbox"/> Cable Television       | <input type="checkbox"/> Historical          | <input type="checkbox"/> Regional               |
| <input type="checkbox"/> Celebrations           | <input type="checkbox"/> Housing             | <input type="checkbox"/> Resource Recovery      |
| <input type="checkbox"/> Conservation           | <input type="checkbox"/> Industrial Dev.     | <input type="checkbox"/> Town Report            |
| <input type="checkbox"/> Cultural Affairs       | <input type="checkbox"/> Insurance           | <input type="checkbox"/> Transportation         |
| <input type="checkbox"/> Education              | <input type="checkbox"/> Landscaping (Town)  | <input type="checkbox"/> Veterans               |
| <input type="checkbox"/> Elderly                | <input type="checkbox"/> Library             | <input type="checkbox"/> Youth                  |
| <input type="checkbox"/> Facilities             | <input type="checkbox"/> Memorial Day        | <input type="checkbox"/> Rt. 20 Revitalization  |
| <input type="checkbox"/> New Revenue Generation | <input type="checkbox"/> Anything (call Us!) | <input type="checkbox"/> (Sud. Village Project) |

# TELEPHONE DIRECTORY

Accounting Dept., 40 Fairbank Road		443-1052	ext. 208
Assessors, 278 Old Sudbury Road		443-8891	ext. 393
Budget & Personnel Officer, 288 Old Sudbury Road		443-8891	ext. 386
Building & Inspections Dept., 278 Old Sudbury Road		443-8891	ext. 361
Civil Defense, 77 Hudson Road		443-1039	
Conservation Dept., 278 Old Sudbury Road		443-8891	ext. 370
Council on Aging/Senior Center, 40 Fairbank Road		443-3055	
Dog Officer, 56 Dakin Road		443-8632	
Engineering Dept., 278 Old Sudbury Road		443-8891	ext. 389
Fire Dept., 77 Hudson Road			
To Report a Fire/Ambulance	911 or	443-2323	
All Other Fire Dept. Business		443-2239	
Goodnow Public Library, 21 Concord Road		443-1035	
Children's Dept.		443-1037	
Health Dept., 278 Old Sudbury Road		443-8891	ext. 379
Highway Dept., 275 Old Lancaster Road		443-2209	
Housing Authority, 55 Hudson Road		443-5112	
Planning Dept., 278 Old Sudbury Road		443-8891	ext. 387
Park & Recreation Dept.			
Parks Maintenance, Concord Road		443-3213	
Recreation Director, 40 Fairbank Road		443-8049	
Atkinson Pool, 40 Fairbank Road		443-5658	
Police Dept., 415 Boston Post Road			
Emergency	911 or	443-2121	
All Other Police Dept. Business		443-1042	
Schools:			
Administration Offices, K-8, 40 Fairbank Road		443-1058	ext. 215
Curtis Middle School, 22 Pratt's Mill Road		443-1071	ext. 330
Haynes School, 169 Haynes Road		443-1093	ext. 244
Peter Noyes School, 280 Old Sudbury Road		443-1085	ext. 400
Lincoln-Sudbury Regional High Sch., 390 Lincoln Rd.		443-9961	
Minuteman Regional Vocational Tech. High School		617-861-6500	
Selectmen, 288 Old Sudbury Road		443-8891	ext. 382
Social Worker, 278 Old Sudbury Road		443-1040	ext. 358
Tax Collector, 278 Old Sudbury Road		443-8891	ext. 377
Town Clerk, Town Hall, 322 Concord Road		443-8891	ext. 351
Town Counsel, 288 Old Sudbury Road		443-8891	ext. 384
Town Treasurer, 278 Old Sudbury Road		443-8891	ext. 375
Veterans Agent		443-2165	
Visiting Nurse Association, 490 Boston Post Road		443-2545	
Water District, P. O. Box 111		443-6602	
Zoning Enforcement Agent, 278 Old Sudbury Road		443-8891	ext. 361



## NOTES

## NOTES


# SUDBURY RECYCLING GUIDE

Winter/Spring 1993

**NOTE:** Markets constantly change.

This is a general guide only.

Follow instructions on signs at recycling center for up-to-date information.

Material	What to Recycle	How to Recycle	Not Acceptable
Newspapers	Newspapers including inserts and supplements.	Newspapers must be loose. <u>No</u> bags, cord or twine.	No corrugated boxes. No phone books, hard or soft cover books. No magazines, catalogs, mail, school or office paper. No plastic bags.
Glass bottles and jars	Clear, green, brown.	Remove lids, corks, caps, metal or plastic screw tops, neck rings, metal or plastic neck labels. (Paper labels are OK.) Place glass on tables in front of glass bin.	No window glass, Pyrex, mirrors, drinking glasses, light bulbs, chinaware, or pottery. No returnables in this bin.
Plastic bottles	Bottles with necks only. Must have plastic industry's recycling symbol imprinted on bottom. Symbol is a number inside a triangle of arrows.  Only milk and water bottles accepted without symbol.	Remove caps and lids. Rinse out containers and flatten if possible. Place in appropriate receptacle by recycling symbol numbers. Well drained motor oil and antifreeze bottles are accepted.	No plastic jars, cups, tubs, trays, lids, etc. No polystyrene (Styrofoam). No plastic bags. No pesticide bottles. No used motor oil in bottles.
Corrugated cardboard and brown bags	Corrugated cardboard in any color. Brown paper grocery bags only.	Please flatten bags and boxes. Deposit in designated bin.	No food or diaper boxes. No six-pack boxes, cereal boxes, egg cartons, pizza boxes, etc.
Scrap metal and appliances	All metal items: cast iron, light iron, some appliances (see <u>not acceptable</u> column), copper, brass, lead.	Deposit in scrap metal bin.	No paint cans, no propane tanks, no auto or truck tires, no TV sets. No refrigerators, dehumidifiers or air conditioners; these are collected separately by monitor.
Tin and steel cans, metal jar lids	Food and beverage cans. Can tops and bottoms are OK.	Rinse and flatten if possible. Paper labels OK. Deposit in designated bin.	No aerosol or paint cans.

## SUDBURY RECYCLING GUIDE (con't) Winter/Spring 1993

Material	What to recycle	How to recycle	Not acceptable
Aluminum cans, foil, and lids	Clean aluminum cans, foil, pie plates, food containers, trays.	Deposit in designated bin with tin and steel cans. <u>Do not</u> put in scrap metal bin.	No returnable cans in this bin.
Deposit bottles and cans	Donated deposit bottles and cans appreciated.	Rinse and leave at designated area.	All other bottles and cans go to glass and metal bins.
Motor oil*	Car motor oil, lawnmower oil.	Empty into designated collection tank.	No antifreeze*, brake fluid* or gasoline*.
Batteries*	Automotive batteries, Button batteries.	Leave auto batteries in designated area. Leave button batteries with recycling monitor.	No household*, dry cell* or emergency lighting batteries*.
Tires	Car or truck tires.	Drop off at designated area. Deposit \$2.00 for auto tires, \$5.00 for truck tires in collection box.	No rims on tires.
Leaves	Leaves only.	Bring to designated area in spring and fall. Please dump leaves out of bags.	No brush or grass. No plastic bags.
Used Clothes	Wearable used clothing.	Put in blue collection bin.	Only clothing accepted.
Mixed paper	Junk mail, mixed office papers, magazines, catalogs, note paper, copy paper, drawing paper.	Deposit loose in designated bin.	<u>No</u> tissue, napkins, paper cups and plates, boxboard (e.g. cereal boxes), carbon paper, plastics or plastic-coated paper (Tyvek). No newspapers, corrugated cardboard, or brown paper bags.

\*These are hazardous materials and should never be put into a landfill (or poured down a storm drain).  
Items not accepted at recycling center should be saved for Hazardous Waste Day.

The following materials are banned from the landfill:

glass containers  
 metal containers  
 aluminum  
 automobile batteries  
 leaves and yard waste  
 tires (unshredded)  
 white goods (appliances)  
 in accordance with the Commonwealth Solid Waste Master Plan  
 Reg. # 310 CMR 19.000

Sudbury Landfill and Recycling Center Boston Post Road Info: 443-2209  
Open Tues.-Sat. 8:00am-3:00pm



Board of Selectmen  
Sudbury  
Massachusetts 01776

U. S. POSTAGE  
PAID  
Permit No. 4  
Sudbury, MA 01776

RECYCLING INFORMATION  
TOWN TELEPHONE DIRECTORY  
ENCLOSED

Postal Patron  
Sudbury  
Massachusetts 01776