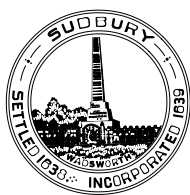




# TOWN OF SUDBURY

## 2019 ANNUAL TOWN REPORT



TOWN OF SUDBURY

278 Old Sudbury Road  
Sudbury, MA 01776

[sudbury.ma.us](http://sudbury.ma.us)

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COVER PHOTO: A Norway Spruce was generously donated for planting in Town Center. DPW, with assistance from Mayer Tree Service, planted the tree on October 24, 2019.

# SUDBURY TOWN OFFICES/DEPARTMENTS

DEPARTMENT	LOCATION	PHONE NUMBER
Accounting Office	Flynn Building	978-639-3309
Assessing Office	Flynn Building	978-639-3393
Assistant Town Mgr./HR Director	Flynn Building	978-639-3386
Board of Appeals	Flynn Building	978-639-3387
Building Department	DPW Building	978-440-5461
Conservation Office	DPW Building	978-440-5471
Council on Aging	Fairbank Community Center	978-443-3055
Dog Officer	147 Parker St, Maynard, MA	978-639-3361
Engineering/DPW	DPW Building	978-440-5421
Finance Department	Flynn Building	978-639-3376
Fire Department	FD Headquarters – 77 Hudson Rd	978-440-5301
Goodnow Library	21 Concord Road	978-443-1035
Health Department	DPW Building	978-440-5479
Highway/DPW	DPW Building	978-440-5421
Historic Districts Commission	Flynn Building	978-639-3389
Human Resources/Personnel	Flynn Building	978-639-3348
Lincoln-Sudbury Regional H.S.	390 Lincoln Road	978-443-9961
Park and Recreation Department	Fairbank Community Center	978-639-3242
Atkinson Pool	Fairbank Community Center	978-639-3232
Planning & Community Development	Flynn Building	978-639-3387
Police Department	PD Headquarters – 75 Hudson Rd	978-443-1042
Selectmen's Office	Flynn Building	978-639-3381
Social Worker	DPW Building	978-440-5476
Sudbury Housing Authority	55 Hudson Road	978-443-5112
Sudbury Public Schools	Fairbank Community Center	978-443-1058
Technology Administrator	Flynn Building	978-639-3307
Town Clerk	Town Hall	978-639-3351
Town Counsel	Flynn Building	978-639-3384
Town Manager	Flynn Building	978-639-3381
Treasurer/Tax Collector	Flynn Building	978-639-3376
Veterans Agent	Town Hall	978-639-3357
Youth Coordinator	Fairbank Community Center	978-639-3227

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

# SUDBURY AT A GLANCE

SETTLED:	1638 - Incorporated 1639	
POPULATION:	18,442	
VOTERS:	12,849	
AREA:	24.7 Square Miles	
FY2019 BUDGET:	Operating Sub-Total:	\$95,416,012
	Debt Sub-Total:	\$ 3,100,625
	Operating Capital Article:	\$ 821,318
	Total General Fund Use:	\$99,337,955
TAX RATE:	FY2019: \$17.91 Residential; \$24.30 Commercial/ Indust./Personal Property FY2018: \$17.93 Residential; \$24.30 Commercial/Indust./Personal Property FY2017: \$17.74 Residential; \$25.01 Commercial/Indust./Personal Property	
GOVERNMENT:	Selectmen/Town Manager with open Town Meeting	
PUBLIC LIBRARY:	Goodnow Library, member of Minuteman Library Network	
SCHOOLS:	4 Elementary Schools, 1 Middle School, 1 Regional High School	
PUBLIC SAFETY:	Full-time Fire Department (with three stations, EMT and paramedics) Full-time Police Department	
RECREATION:	Programs are offered year-round by CAPRA-accredited Park & Recreation Dept. Facilities include the Atkinson Town Pool and Fairbank Community Center; Davis Field, Featherland Park, Feeley Field, Cutting Field, and Haskell Recreation Area; Lyons Pride/SMILE playground, tennis courts, basketball courts, outdoor ice skating areas; and fields for baseball, field hockey, lacrosse, softball, and soccer.	
HOSPITALS	Emerson Hospital, Concord	
WITHIN 10 MILES:	MetroWest Medical Center/Framingham Union Hospital, Framingham UMASS Memorial Hospital, Marlborough	
HEALTH/HOSPICE	Parmenter Community Health Care	
CARE SERVICES:	Sudbury Pines Extended Care and Wingate Healthcare Facility Emerson Medical at Sudbury	
HOUSES OF WORSHIP:	Baptist, Catholic (2), Congregational, Episcopal, Jewish (3), Lutheran, Methodist, Presbyterian, and Unitarian Universalist.	
UTILITIES:	Electrical service:	Eversource
	Natural Gas service:	National Grid and Eversource Gas
	Water:	Sudbury Water District
	Telephone/cable service:	Verizon and Comcast



# 2019 FEDERAL, STATE & COUNTY OFFICIALS

## *United States of America*

Title/Position	Name	Phone
President	Donald J. Trump	202-456-1414
Vice-President	Michael R. Pence	202-456-2326
Senator	Elizabeth A. Warren	617-565-3170
Senator	Edward J. Markey	617-565-8519
Representative 3 <sup>rd</sup> Congressional District	Nicola S. Tsongas (Pct. 1)	978-459-0101
Representative 5 <sup>th</sup> Congressional District	Katherine Clark (Pct. 1A, 2, 3, 4 & 5)	781-396-2900

## *Commonwealth of Massachusetts*

Title/Position	Name	Phone
Governor	Charles D. Baker	617-725-4005
Lieutenant Governor	Karyn E. Polito	617-725-4005
Secretary of State	William F. Galvin	617-727-7030
Senator in General Court: 3rd Middlesex District	Michael J. Barrett (Pct 1, 4, 5)	617-722-1572
Senator in General Court: Middlesex & Worcester	James B. Eldridge (Pct 2, 3)	617-722-1120
Rep. in General Court: 13th Middlesex District	Carmine L. Gentile	617-722-2014
Attorney General	Maura Healy	617-727-2200
Auditor	Suzanne M. Bump	617-727-6200
Clerk Magistrate Middlesex Superior Court	Michael A. Sullivan	781-939-2700
Councillor 3 <sup>rd</sup> District	Marilyn Petitto Devaney	617-725-4015 x3
District Attorney Northern District	Marian T. Ryan	781-897-8300
Middlesex County Register of Deeds	Maria C. Curtatone	617-679-6300
Middlesex County Sheriff	Peter J. Koutoujian	781-960-2800
Middlesex Retirement Board Chairman	Thomas F. Gibson	978-439-3006
Registry of Probate/Insolvency	Tara E. DeCristofaro	617-768-5800
Treasurer	Deborah B. Goldberg	617-367-9333

# ELECTED TOWN OFFICIALS

Effective after Annual Town Election March 25, 2019

<b>Assessors, Board of</b>	<b><u>Term Expires</u></b>	<b>Planning Board</b>	<b><u>Term Expires</u></b>
Joshua M. Fox	2021	Peter Jon Abair	2022
Trevor A. Haydon	2022	Stephen R. Garvin	2021
Liam J. Vesely	2020	John Hincks	2020
		Justin Finnicum	2022
		Charles Karustis	2022
		Nancy Kilcoyne	2021
<b>Goodnow Library Trustees</b>			
Alan L. Gordon	2022		
Lily A. Gordon	2021		
Beth B. Whitlock	2022		
Ingrid J. Mayyasi	2020		
Barbara F. Pryor	2020		
Marie D. Royea	2021		
<b>Health, Board of</b>		<b>Selectmen, Board of</b>	
Carol J. Bradford	2022	Patricia A. Brown	2020
Linda Marie Huet-Clayton	2021	Daniel E. Carty	2021
Susan R. Sama	2020	Janie W. Dretler	2021
		Jennifer Roberts	2022
		William Schineller	2022
		Robert Haarde (Through May 2019)	2019
		Leonard Simon (Through May 2019)	2019
<b>Lincoln-Sudbury Regional School District Committee</b>		<b>Sudbury Housing Authority</b>	
Cara Endyke-Doran	2022	Sherrill P. Cline	2022
Candace Miller	2020	Amy Lepak (State Appointee)	2019
Ellen Winer Joachim	2021	Kaffee Kang	2021
Carole Marie Kasper (Lincoln)	2021	Theresa M. Layden	2023
Kevin J. Matthews	2022	Steven J. Swanger	2022
Patricia M. Mostue (Lincoln)	2020		
<b>Moderator</b>		<b>Sudbury School Committee</b>	
Elizabeth T. Quirk	2021	Christine A. Hogan	2020
		Margaret Yi Helon	2020
		Lisa V. Kouchakdjian	2021
		Silvia M. Nerssessian	2021
		Meredith Gerson	2022
<b>Park and Recreation Commission</b>			
Robert C. Beagan	2021		
Michael T. Ensley	2020		
Mara Huston	2022		
James J. Marotta	2021		
Richard C. Williamson	2022		



## Fond Farewell

Town Moderator Elizabeth Quirk (L) and Town Clerk (retired) Rosemary Harvell at Ms. Harvell's retirement reception. The two had worked closely together on Sudbury's Town Meetings.

# ADMINISTRATION

## BOARD OF SELECTMEN & TOWN MANAGER

The Board of Selectmen, in conjunction with the Town Manager, hereby submits the reports of the elected and appointed Town officials, boards, and committees for the year 2019, giving a summary of their activities and financial transactions in accordance with Article III, Section 2 of the Town Bylaws. Our report follows.

In March, Jennifer Roberts and William Schineller were elected to the Board of Selectmen. The Board reorganized following the 2019 Annual Town Meeting. Daniel Carty was elected to serve as Chairman and Patricia Brown to serve as Vice-Chairman. On April 30, former Selectmen Bob Haarde and Len Simon were recognized for their service to the Town at a reception held in their honor.

2019 marked the 60th anniversary of [Camp Sewataro](#), and the owners decided that the time had come to sell their property at 1 Liberty Ledge. The approximately 46 acres was sold through a Request for Proposals (RFP) process in March. The Town of Sudbury had submitted the winning bid. Town Meeting approved the purchase in May and the acquisition passed at Special Town Election in June. The Town then conducted an RFP for operation of a camp on the property, and Scott Brody of K&E Camp Corporation provided the successful

response. The property underwent preparations to open for public access and enroll campers for the following summer.

In September, Sudbury's [Eastern Equine Encephalitis \(EEE\)](#) Risk Level was elevated to critical after a 5-year-old child residing in Sudbury tested positive for the virus. As EEE is transmitted through mosquito bites, evening outdoor activities were cancelled during peak mosquito hours until the occurrence of a hard frost. Additional mosquito spraying was conducted by the State and the East Middlesex Mosquito Control Project. Thankfully, the child had a successful recovery after a serious bout with the infection, which can be fatal.

The disposition of the Melone Property located on Route 117/North Road to Quarry North LLC continued in 2019 as the Board signed a Land Disposition and Development Agreement for the property in February. In May, Town Meeting approved a 40R Smart Growth Overlay District at the property. The proposed [Quarry North Project](#) is a housing development which will replace the previously proposed Sudbury Station development in Town Center.

Throughout 2019, the Town continued to oppose the Sudbury to Hudson [Eversource](#)

[Transmission Line project](#), which proposes to run a 115v power line along the MBTA right of way in Sudbury. The Town continued to meet with residents about this project, and Town Counsel and Special Town Counsel continued to oppose the project in Supreme Judicial and Superior Courts.

Through a partnership with the Sudbury Historical Society, construction at the Loring Parsonage concluded in October 2019. Once the Historical Society's collection is relocated from Town Hall to the Parsonage, it will become the home of the new Sudbury History Center.

The Town received numerous grants this year, including an EEA grant of \$33,000 for the development of a Municipal Vulnerability Preparedness (MVP) Plan and \$17,000 from MEMA/FEMA for an update of Sudbury's Hazard Mitigation Plan. The Town also received \$2,342.88 through an AFG grant for the replacement of a Fire Department Air Compressor/Filling Station.

In 2019, the Town held one Town Meeting. At Annual Town Meeting in May, the Town voted to continue to fund litigation costs opposing the Eversource Transmission Line Project. The Town also voted to acquire Camp Sewataro. At a public hearing held on July 9, the Board of Selectmen voted not to hold a Special Town Meeting in the fall.

In February, Adam Duchesneau became Sudbury's new Director of Planning and Community Development. Town Clerk Rosemary Harvell retired in March after 13 years of service to the Town, and was replaced by Beth Klein. In June, Lori Capone replaced Conservation Coordinator Debbie Dineen, who retired after 36 years of service to the Town. Upon his retirement in July, Building Inspector Mark Herweck (13 years of service to the Town) was replaced by Sudbury's former Assistant Building Inspector Andrew Lewis. Having previously served as Sudbury Park & Recreation Director, Dennis Mannone returned to the position in November.

In June, Melissa Murphy-Rodrigues, Esq. notified the Board of Selectmen that she would be stepping down as Town Manager to accept a similar role in a municipality closer to home. Assistant Town Manager Maryanne Bilodeau was appointed as Interim Town Manager on August 6. In September, Community Paradigm Associates was selected as the Town Manager search firm.

In October, the Board of Selectmen met with Robert Halpin of the Collins Center for Public Management to set the [2020 Board of Selectmen Goals](#).

On Saturday, December 7, residents took part in Sudbury's second annual Winter Festival. Due to snow accumulation and ground conditions, the event was relocated from Town Center to outside of the

Fairbank Community Center. The Town partnered with the Sudbury Historical Society and the Sudbury Chamber of Commerce for the event, which included visits with Santa, music from Mr. Vic, a festively decorated fire engine, Olaf & Frosty the Snowman and nine food trucks.

In 2019, the Town received a financial reporting award from the GFOA for its 2018 Comprehensive Annual Finance Report.

We close by thanking all Town employees for their work providing services to Town residents, and all residents who have

offered to serve on the Town's many boards and committees. We are proud to serve this wonderful Town.

Respectfully submitted,  
BOARD OF SELECTMEN

*Daniel Carty, Chair*

*Patricia Brown, Chair*

*Janie Dretler*

*Jennifer Roberts*

*William Schineller*

TOWN MANAGER

*Henry L. Hayes, Jr. (effective April 1, 2020)*



Dan Carty, Chairman



Pat Brown, Vice-Chairman



Janie Dretler, Selectman



Jennifer Roberts, Selectman



Bill Schineller, Selectman



## TOWN CLERK

The Town Clerk is the Chief Election Official and responsible for compliance with Federal, State and Town laws and bylaws when organizing, overseeing and certifying elections. Votes taken at town meetings and elections are recorded, certified and submitted to the Attorney General's Office, the Department of Revenue and the Secretary of the Commonwealth's Office. Town Proceedings are recorded and the Town Bylaws are updated and certified each year.

The Town Clerk's Office appreciates the dedicated election workers who serve the voters of Sudbury with professionalism and efficiency as well as the assistance, consideration and accommodation extended by Town Departments who participate in the conduct of well-run elections and town meetings. In 2019, Sudbury held two elections, the Annual Town Election on March 25, a Special Town Election (STE) on June 4. At the June 4th STE, the Town voted to approve a property tax override to fund the purchase of Camp Sewataro.

This has been a time of change for the Town Clerk's office. Rosemary Harvell retired in March after 13 years as the Town Clerk. She was responsible for bringing a high degree of professionalism to the office, and was proud of her work preserving the historical records of Sudbury and making them available to the

public. On April 1, 2019, Beth R. Klein, the former Wayland Town Clerk, was appointed to the position.

In between town meetings and elections, the Town Clerk's Office issues marriage licenses, as well as creating, maintaining and issuing certified vital records. As Sudbury's Burial Agent, the Office issues burial permits. Other duties of our office include issuing dog licenses; receiving and processing doing business as (DBA) certificates and raffle permits; posting meetings and other official notices; filing and maintaining records of oaths of office for elected and appointed town officials; documenting filings of Open Meeting Law, Ethics Trainings and Conflict of Interest documents to facilitate compliance with State mandates for Town Employees and member of Boards and Committees; updating procedural manuals, road files, recording traffic rules and other regulations. We have also introduced a new dog licensing program that allows dog owners to renew their dogs licenses online.

Our records management program continues, as we scan and post additional documents for access on the [Town Clerk Website](#). In addition to information forms and applications, you will find documents frequently requested by the public including, Town Meeting Proceedings and Historic Bylaws posted on the website.

The Town Clerk's Office strives to provide service and assistance to residents and visitors in a timely, courteous and professional manner.

Respectfully submitted,  
*Beth R. Klein, Town Clerk*

### 2019 Town Clerk Statistics

Certified Vital Records and Burial Permits Issued	1,471
Marriage License Issued	92
Business Certificates Issued	164
Returned and Entered Yearly Census	6,395
Number of Processed and New Registered Voters	814
Official Voter Population	12,608
Official Population	18,173
Licensed Dogs	2,735
Number of Absentee Ballots Processed	378
Notary Public Services Provided	96
Certificates of Residency	38
Number of Copies	75
Oaths Administered	249
Number of Ethics Summary and Trainings Recorded	887
Number of Open meeting Law Certificates Recorded	70
Number of Early Voters	N/A

### 2019 Town Clerk Financial Report

Town Clerk Fees	\$26,384
List of Persons	\$420
Miscellaneous (Non-dog Bylaw Violations)	\$200
Dog Licenses and Kennels	\$42,875
Dog Late Fees and Bylaw Violations	\$2,715
<b>Total Revenue</b>	<b>\$72,594</b>

### 2019 State Elections/Town Elections/Town Meetings

Date	Event	% Turnout	Eligible Voters
March 25	Annual Town Election	17.38%	12,822
June 4	Special Town Election	37%	12,838
May 6	Annual Town Meeting	6.9%	12,838



The 2019 Sudbury Annual Town Election in progress at Town Hall. *March 25, 2019*

## Summary of 2019 Town Meetings

### 2019 Annual Town Meeting Vote Summary

*May 6 and 7*

#### **IN MEMORIAM RESOLUTION**

Moderator declared unanimously resolved that the Town of Sudbury extend its heartfelt sympathy to the families of these persons and recognize their service and dedication to the community: Ronald W. Barney, Elizabeth Bonney Bishop, Dennis J. Bourque, Patricia H. Bowdoin, Lorraine Shirley (Rosen) Brond, Betty Cloud, Lucille J. Dixon, Donna Johnson, Nicholas C. Lombardi, Christel E. Macleod, Esther Louise (Mcmorran) Mann, Mary Lou Marion, Robert M. Mealey, PhD, Anita Pearson, Robert Rausch, Edward P. Rawson, Walter Reed, John “Skippy” Rossley, Richard Santella, Evelyn Smith, Marjorie C. (Fiorentino) VanHouten.

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

Moderator declared unanimously voted to accept the reports of the Town boards, commissions, officers and committees as printed in the 2018 Town Report or as otherwise presented, subject to the correction of errors, if any, where found.

#### **Article 2. FY19 BUDGET ADJUSTMENTS**

Moderator declared that the article is indefinitely postponed.

#### **Article 3. FY20 BUDGET LIMITING**

Moderator declared voted by well more than a majority that the amount appropriated under the Fiscal Year 2020 budget not exceed the sum of \$101,703,034.

#### **Article 3. FY20 BUDGET**

Moderator declared that the article passed by more than a majority to appropriate the sums of money set forth in the column “FY20 Recommended” for Fiscal Year 2020 as printed in the warrant.

said sums to be raised by taxation, except that the following items to be raised and designated, by transfer from available fund balances and interfund transfers:

to transfer from Ambulance Reserve for Appropriation Account to item 200: Public Safety, \$660,000; to authorize the Town Manager to transfer, within the FY20 budget, \$10,100 from item 800: Town-Wide Operating and Transfers to the Town-Owned Synthetic Turf Fields Stabilization Fund established under Art. 17 of the 2015 Annual Town Meeting for the purpose of replacement or major repair of the synthetic turf fields solely owned and operated by the Town of Sudbury; to authorize the Town Manager to transfer, within the FY20 budget, \$1,158,832, from item 900: Employee Benefits (Town and SPS) and \$610,249 from item 1000: OPEB Trust Contribution (Town and SPS) to the OPEB Trust established to meet expenses for post-employment health and life insurance benefits for eligible retirees and to expend such funds for that purpose;

and to authorize multi-year contracts in excess of three years either by renewal, extension, or purchase options in accordance with the provisions of Massachusetts General Laws chapter 30B section 12 upon determination by the Chief Procurement Officer to be the most advantageous option.

<b>EXPENDITURES</b>		<b>FY20 Recommended</b>
300:	Education - Sudbury Public Schools (SPS)	38,535,653
300:	Education - LS Regional High School (LS) <sup>1</sup>	25,808,881
300:	Education - Vocational	615,000
<b>Total: Schools</b>		<b>64,959,534</b>
100:	General Government	3,143,637
200:	Public Safety <sup>4</sup>	8,924,924
400:	Public Works	5,460,288
500:	Human Services	871,110
600:	Culture & Recreation	1,422,707
800:	Town-Wide Operating and Transfers	483,845
<b>Total: Town Departments</b>		<b>20,306,511</b>
700:	Town Debt Service	3,110,425
900:	Employee Benefits (Town and SPS) <sup>2</sup>	12,716,315
1000:	OPEB Trust Contribution (Town and SPS) <sup>3</sup>	610,249
<b>TOTAL OPERATING BUDGET:</b>		<b>101,703,034</b>
(not including Capital or Enterprise Funds)		
<sup>1</sup> Includes \$335,067 for OPEB and \$549,861 for Debt Service.		
<sup>2</sup> Includes \$5,579,343 for Town and \$7,136,972 for SPS.		
<sup>3</sup> Includes \$198,941 for Town and \$411,308 for SPS.		
<sup>4</sup> Appropriation is partially funded by \$660,000 of ambulance receipts.		

#### Article 4. FY20 CAPITAL BUDGET

Moderator declared voted by well more than a majority to appropriate the sum of \$545,000 for the purchase or acquisition of capital items including but not limited to capital equipment, construction, engineering, design, and renovation to buildings, including equipping of vehicles and all incidental and related expenses for projects; with the sum of \$545,000 to be raised by taxation; and to authorize the Town Manager to allocate funds as needed between the underlying departments as shown in the following chart:

##### **FY20 Operating Capital Budget**

Sudbury Public Schools	\$193,000
LS Regional High School	\$ 55,000
Selectmen/Town Manager	\$ 92,000
Fire	\$ 35,000
Trees & Cemetery	\$ 85,000
Combined Facilities	\$ 45,000
Recreation	<u>\$ 40,000</u>
<b>TOTAL</b>	<u><b>\$545,000</b></u>

#### Article 5. FY20 TRANSFER STATION ENTERPRISE FUND BUDGET

Moderator declared voted by well more than a majority to appropriate the sum of \$295,432 for the Transfer Station Enterprise Fund for FY19, and further to authorize use of an additional \$17,214 of Enterprise Fund receipts for indirect costs; such sums to be raised by \$272,646 in FY20 receipts of the Enterprise and \$40,000 from Enterprise Fund retained earnings.

#### Article 6. FY20 POOL ENTERPRISE FUND BUDGET

Moderator declared voted by well more than a majority to appropriate the sum of of \$449,323 for the Pool Enterprise Fund for FY20; and further authorize \$18,956.00 for indirect costs, said sums to be raised from \$468,279 in receipts of the Enterprise.

#### Article 7. FY20 RECREATION FIELD MAINTENANCE ENTERPRISE FUND BUDGET

Moderator declared unanimously voted to appropriate the sum of \$228,040 for the Recreation Field Maintenance Enterprise Fund for FY20; to authorize use of an additional \$23,198 for indirect costs; and to authorize the Town Manager to transfer from the FY20 Enterprise Fund budget \$10,500 from Direct Costs to the Town-Owned Synthetic Turf Fields Stabilization



Fund established under Art. 17 of the 2015 Annual Town Meeting for the purpose of replacement or major repair of the synthetic turf fields solely owned and operated by the Town of Sudbury, such sums to be raised from \$226,238 in FY20 receipts of the Enterprise and \$25,000 from Enterprise Fund retained earnings.

#### **Article 8. SNOW & ICE TRANSFER FY20**

Moderator declared voted by well more than a majority that the sum of \$270,000 from Free Cash to Acct. 400 Public Works, to be expended under the direction of the Town Manager, for the purpose of funding the Fiscal Year 19 Snow and Ice deficit.

#### **Article 9. UNPAID BILLS**

Moderator declared unanimously voted to indefinitely postpone.

#### **Article 10. CHAPTER 90 HIGHWAY FUNDING**

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

#### **Article 11. WITHDRAWN**

#### **Article 12. STABILIZATION FUND**

Moderator declared unanimously voted to authorize the transfer from Free Cash \$194,894, to be added to the Stabilization Fund established under Article 12, of the October 7, 1982 Special Town Meeting, pursuant to General Laws Chapter 40, Section 5B.

#### **Article 13. STABILIZATION FUND**

Moderator declared voted by well more than two-thirds to amend the vote taken under Article 24 of the 2014 Annual Town Meeting creating a special purpose stabilization fund, and later amended under Article 12 of the 2016 Annual Town Meeting to be used for a limited capital purpose, to now be “for the purpose of funding capital projects”; to change the name of such account to the Capital Stabilization Account; and, further to transfer \$194,894 from Free Cash to the Capital Stabilization Account.

#### Article 14. STABILIZATION FUND

Moderator declared unanimously voted to amend Section 1 of Article XXXIII of the General Bylaws by establishing a new Revolving Fund to be known as the “Surplus Vehicle & Equipment Revolving Fund” for the purpose of funding the purchase of vehicles and equipment by the Police Chief, Fire Chief, and Public Works Department under the direction of the Town Manager utilizing revenue from the sale of surplus vehicles and equipment, pursuant to M.G.L., c.44, s.53E½ ; and for such purposes to insert the bold italic text as set forth below:

Program or Purpose	Authorized Representative or Board to Spend	Department Receipts
Purchase and equipping of vehicles and equipment (Police, Fire, and Public Works Departments)	Town Manager	Sale of surplus vehicles and equipment

#### Article 15. BOARD OF HEALTH REVOLVING FUND-SCOPE EXPANSION

Moderator declared voted by well more than a majority to amend Section 1 of Article XXXIII of the General Bylaws to expand the scope of expenditures for the Board of Health Revolving Fund, and for such purposes, to insert the bold italic text, as set forth below:

Program or Purpose	Authorized Representative or Board to Spend	Department Receipts
Public Health vaccinations expenses including salary and benefits and tobacco control efforts for prevention of youth access and addiction to nicotine products through participation in the MetroWest Tobacco Control Coalition	Board of Health	Reimbursement from private insurance, Medicare/Medicaid and MassHealth for vaccinations and permit fees from tobacco retail permits

### Article 16. ZBA REVOLVING FUND-SCOPE EXPANSION

Moderator declared unanimously voted to amend Section 1 of Article XXXIII of the General Bylaws to expand the scope of expenditures for the Zoning Board of Appeals Revolving Fund, and for such purposes, to insert the bold italic text, as set forth below:

Program or Purpose	Authorized Representative or Board to Spend	Department Receipts
Zoning Board of Appeals consultants and part-time employee salaries, as well as costs of training members and staff on matters within the Board's jurisdiction, such as zoning and comprehensive permits, and administering comprehensive permit applications	Zoning Board of Appeals	Application Fees

### Article 17. REVOLVING FUND LIMITS

Moderator declared unanimously voted to establish the FY2020 spending limits for the use of revolving funds under M.G.L. c.44, s.53E ½, by the following departments of the Town in accordance with each fund set forth in Article XXXIII of the Town of Sudbury General Bylaws with the deletion of the surplus vehicle and equipment fund.

<u>Fund</u>	<u>Department</u>	<u>Maximum Amount</u>
Public Health Vaccinations & Tobacco Control	Board of Health	25,000
Plumbing & Gas Inspectional Services	Building Inspector	65,000
Portable Sign Administration & Inspectional Services	Building Inspector	10,000
Conservation (Trail Maintenance)	Conservation Commission	15,000
Conservation (Wetlands)	Conservation Commission	50,000
Forestry Activities	Conservation Commission	10,000
Council on Aging Activities	Council on Aging	65,000
Council on Aging Van Transportation (MWRTA)	Council on Aging	150,000
Cemetery Revolving Fund	Public Works	20,000
Fire Department Permits	Fire	50,000
Goodnow Library Meeting Rooms	Goodnow Library	10,500
Recreation Programs	Park and Recreation Commission	542,000
Teen Center	Park and Recreation Commission	20,000
Youth Programs	Park and Recreation Commission	170,000
Bus	Sudbury Public Schools	450,000
Instrumental Music	Sudbury Public Schools	100,000
Cable Television	Town Manager	30,000
Rental Property	Town Manager	40,000
Dog	Town Clerk	75,000
Zoning Board of Appeals	Zoning Board of Appeals	35,000
Solar Energy	Combined Facilities	450,000

#### **Article 18. FUND LITIGATION COSTS - EVERSOURCE**

Moderator declared voted by well more than a majority that the sum of \$75,000 be transferred from Free Cash and expended under the direction of the Town Manager, for the purpose of legal fees, hiring of experts, and all related costs related to litigation of the Eversource/Hudson reliability project.

#### **Article 19. DPW ONE TON DUMP TRUCK**

Moderator declared voted by well more than a majority to appropriate the sum of \$130,000 to be raised by taxation, for the purchase or acquisition and equipping of a new vehicle for public works.

#### **Article 20. CONCORD ROAD CULVERT DESIGN**

Moderator declared voted by well more than a majority to appropriate the sum of \$125,000 to be raised by taxation, for the design, permitting and bidding of the Concord Road culvert project, including all incidental and related expenses.

**Article 21. PURCHASE OF FIRE ENGINE**

Moderator declared voted by well more than a majority to transfer from Free Cash the sum of \$570,000, for the purchase or acquisition and equipping of one Fire Engine, including all incidental and related expenses.

**Article 22. WITHDRAWN**

Moderator declared withdrawn.

**Article 23. FUNDING OF COMPREHENSIVE WASTEWATER MANAGEMENT PLAN**

Moderator declared voted by well more than two-thirds that the sum of \$500,000 be raised for the completion of a Comprehensive Wastewater Management Plan/Environmental Impact Report and for all incidental and related expenses, and to determine whether this appropriation shall be raised by borrowing from the Massachusetts Clean Water Trust or, pursuant to G.L. c.29C, or pursuant to G.L. c.44, §§7 or 8 or any other enabling authority, and to authorize the Treasurer, with the approval of the Board of Selectmen, to borrow said sum from the Clean Water Trust or otherwise and issue bonds or notes therefor; and that such bonds or notes shall be general obligations of the Town, unless the Treasurer with the approval of the Board of Selectmen, determines that they should be issued as limited obligations and may be secured by local system revenues as defined in G.L. c 29C, § 1; and to authorize the Board of Selectmen to enter into loan agreements and/or security agreements with the Trust or others and otherwise to contract with the Trust and the Department of Environmental Protection or others with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Board of Selectmen is authorized to execute any documents and take any other action necessary to carry out the project; and further that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

**Article 24. WITHDRAWN**

Moderator declared withdrawn.

## **Article 25. CAMP SEWATARO ACQUISITION**

Moderator declared voted by well more than two-thirds with the sum of \$11,300,000.00 to be raised by borrowing, and further to authorize the Board of Selectmen to accept a deed restriction on the property prohibiting field lighting, fixtures taller than twenty feet, and the installation of cell or similar communication towers; and further to authorize the Board of Selectmen to accept as a gift certain tangible personal property associated with the operation of Camp Sewataro, and certain intangible personal property including all right, title and interest in and to Camp Sewataro's business names and intellectual property including internet domain names, trademarks, service marks, trade names, logos, corporate names, client lists and registrations, registered and unregistered copyrights, applications of registration therefor.

## **Article 26. AMEND BYLAWS, ARTICLE XXV CAPITAL PLANNING**

Moderator declared voted by well more than a majority to amend Article XXV, Section 2 of the Town of Sudbury General Bylaws by deleting the words: "The CIAC shall study proposals from the Sudbury Town Manager, Sudbury Public Schools and the Lincoln-Sudbury Regional High School or their representatives" and inserting in place thereof the words, "The CIAC shall study all capital proposals", so that Section 2 will read as follows:

"SECTION 2. The CIAC shall study all capital proposals which involve major tangible items with a total project cost of more than \$100,000 in a single year or over \$200,000 in multiple years and which would likely require an article at Town Meeting for the project's authorization. The CIAC shall make a report with recommendations to the Finance Committee and the Board of Selectmen on these proposals."

## **Article 27. RAYMOND ROAD CONVEYANCE TO WATER DISTRICT**

Moderator declared voted by two thirds to transfer the care, custody, management and control of the land on Raymond Road shown on Assessor Map L08, Parcel 0010, consisting of approximately 8.86 acres of land, more or less, from the board or commission with custody thereof for the purpose for which said property is currently held, to the Board of Selectmen for the purpose of conveyance to the Sudbury Water District, and authorize the Board of Selectmen to convey said land; and, further, to authorize the Board of Selectmen to execute all instruments, including without limitation, land disposition or other agreements, deeds, easements, and such other documents or instruments, upon such terms and conditions as the



Board of Selectmen deems appropriate, and take all other action necessary to effectuate the vote taken hereunder.

## **Article 28. AMEND ZONING: MELONE SMART GROWTH OVERLAY DISTRICT**

Moderator declared voted by well more than two-thirds to amend the Zoning Bylaw, Article IX, by inserting a new Section 4700B, “The Melone Smart Growth Overlay District”, as set forth below; and to amend the Zoning Map as shown on a plan entitled “Melone Smart Growth Overlay District”, dated November 13, 2018, and on file with the Town Clerk:

### **4700B. MELONE SMART GROWTH OVERLAY DISTRICT**

#### **A. PURPOSE**

The purpose of this Section 4700B is to establish the Melone Smart Growth Overlay District (SGOD), to encourage smart growth in accordance with the purposes of G.L. c. 40R and to support development that meets the following objectives:

1. To provide for higher-density residential development in an area that is well suited for multifamily housing.
2. To provide for more types of housing choices in Sudbury, including affordable housing and multifamily units that meet community housing needs in a manner that advances the goals of the Sudbury Housing Production Plan.
3. To ensure high-quality Planning, architecture and landscape design that enhances the distinct visual character and identity of Sudbury.
4. To promote best practices in Planning, sustainability, and improved transportation infrastructure.
5. To the extent not in conflict with the purposes of M.G.L. c. 40S and provisions for As-of-Right development under the Governing Laws, generate positive tax and other revenues while providing opportunities for new workforce housing to meet regional needs.

#### **B. DEFINITIONS**

As used in this Section 4700B, the following terms shall have the meanings set forth below provided that that, to the extent that any material conflict should arise between the definitions applicable to the same or similar terms that are directly or indirectly set forth in Section B below or elsewhere in Section 4700B and the corresponding terms in the Governing Laws,

the terms of the Governing Laws shall govern unless DHCD has, and separately and expressly exercises, the authority to determine otherwise.

**ACCESSORY USE** - A use subordinate to a Principal Use in the District and serving a purpose customarily incidental to the Principal Use, and which does not, in effect, constitute conversion of the Principal Use of the Development Lot, site or structure to a use not otherwise permitted in the District.

**AFFORDABLE UNIT** - An Affordable Rental Unit or an Affordable Homeownership Unit that is affordable to and occupied by an Eligible Household and is approved by the Department of Housing and Community Development for inclusion in the Town of Sudbury's Chapter 40B Subsidized Housing Inventory.

**AFFORDABLE HOUSING RESTRICTION** - A deed restriction of one or more Affordable Units, in perpetuity or the maximum period allowed by law, meeting statutory requirements in G.L. c. 184 Section 3 and the requirements of Subsection F of this section.

**AFFORDABLE RENTAL UNIT** - A Dwelling Unit required to be rented to an Eligible Household in accordance with the requirements of Subsection F of this section.

**AFFORDABLE HOMEOWNERSHIP UNIT** - A Dwelling Unit required to be sold to an Eligible Household in accordance with the requirements of Subsection F of this section.

**APPLICANT** - The individual or entity that submits a Project for Plan Approval.

**APPLICATION** - A petition for Plan Approval filed with the Approving Authority by an Applicant and inclusive of all required documentation as specified in administrative rules adopted pursuant to I. PLAN REVIEW.

**APPROVING AUTHORITY or PLAN APPROVAL AUTHORITY (PAA)** - The Planning Board of the Town of Sudbury acting as the authority designated to review Projects and issue approvals under this Section 4700B.

**AS-OF-RIGHT DEVELOPMENT** - A Development Project allowable under this section without recourse to a special permit, variance, zoning amendment, or other form of zoning relief. A Development Project that is subject to the Plan Review requirement of this section shall be considered an As-of-Right Development.

**DEPARTMENT or DHCD** - The Massachusetts Department of Housing and Community Development or any successor agency.

**DESIGN AND PERFORMANCE STANDARDS OR DESIGN STANDARDS** - Provisions of Subsection M of this section made applicable to Projects within the District that are subject to the Plan Approval process, provided they comply with the limitations for Design Standards in the Governing Laws.

**DEVELOPMENT PROJECT** - A development comprising any permitted uses provided for hereunder undertaken under this section. A Development Project shall be identified on a Plan which is submitted to the Approving Authority for Plan Review.

**DISTRICT** - The Melone Smart Growth Overlay District, adopted pursuant to G.L. c. 40R in accordance with the procedures for zoning adoption and amendment under G.L. c. 40A and approved by the Department of Housing and Community Development under G.L. c. 40R and 760 CMR 59.00.

**DWELLING UNIT** - A room, group of rooms, or dwelling forming a habitable unit for living, sleeping, food storage and/or preparation and eating, and which is directly accessible from the outside or through a common hall without passing through any other dwelling unit. The term shall not include a hotel, motel, bed-and-breakfast, rooming house, hospital, or other accommodation used for transient lodging.

**ELIGIBLE HOUSEHOLD** - An individual or household whose annual income is at or below eighty percent (80%) of the area median income as determined by the United States Department of Housing and Urban Development ("HUD"), adjusted for household size, with income computed using HUD's rules for attribution of income to assets.

**GOVERNING LAWS** - G.L. Chapter 40R and 760 CMR 59.00.

**MONITORING AGENT** - The entity designated to monitor and enforce the Affordable Housing Restriction.

**MULTI-FAMILY DWELLING UNITS** - A residential building containing four or more Dwelling Units.

**PAA REGULATIONS** - the rules and regulations of the PAA adopted pursuant to Section I of this Section 4700B.

**PROJECT or DEVELOPMENT PROJECT** - A development comprising any permitted uses provided for under this Section 4700B. A Project shall be identified on a Plan which is submitted to the Approving Authority for Plan Review.

**PLAN APPROVAL** - The Approving Authority's authorization for a proposed Development Project based on a finding of compliance with this section of the Bylaw and Design and Performance Standards after the conduct of Plan Review.

**UNDERLYING ZONING** - The zoning requirements adopted pursuant to G.L. 40A that otherwise apply to the geographic area in which the District is located.

**UNDULY RESTRICT** - A provision of the District or a Design Standard adopted pursuant to G.L. c. 40R and 760 CMR 59.00 that adds unreasonable costs or unreasonably impairs the economic feasibility of a proposed Development Project in the District.

**UNRESTRICTED UNIT** - A Dwelling Unit that is not restricted as to rent, price, or eligibility of occupants.

**ZONING BYLAW or BYLAW** - The Zoning Bylaw of the Town of Sudbury.

#### C. ESTABLISHMENT AND DELINEATION OF DISTRICT

The District is an overlay district having a land area of approximately 5.95 acres in size that is superimposed over the underlying zoning district. The boundaries of the District are shown on a map entitled "Melone Smart Growth Overlay District," dated November 13, 2018, on file with

the Town Clerk, said map hereby made a part of the Zoning Bylaw and adopted as an amendment to the Sudbury Zoning Map.

#### D. AUTHORITY AND APPLICABILITY

1. The District is established pursuant to the authority of G.L. c. 40R and 760 CMR 59.00. The District is superimposed on all underlying zoning districts. The regulations for use, dimension, and all other provisions of the Zoning Bylaw governing the underlying zoning district(s) shall remain in full force, except for those Projects undergoing development pursuant to this Section 4700B. At the option of the Applicant, development of land within the District may be undertaken by means of Plan Approval under this Section 4700B, or by complying with all applicable Underlying Zoning controls in the Zoning Bylaw.

Notwithstanding anything to the contrary in the Bylaw, Development Projects proceeding under this Section 4700B shall be governed solely by the provisions of this Section 4700B and the standards and/or procedures of the Underlying Zoning shall not apply. Development Projects proposed pursuant to this Section 4700B shall not be subject to any other provisions of the Zoning Bylaw, including limitations upon the issuance of building permits for residential uses related to a rate of development or phased growth limitation or to a local moratorium on the issuance of such permits, or to other building permit or Dwelling Unit limitations.

2. The provisions of this Section 4700B shall be administered by the Building Inspector, except as otherwise provided herein. Any legal appeal arising out of a Plan Approval decision by the PAA under Sections 9 through 13 shall be governed by the applicable provisions of G. L. Chapter 40R. Any other request for enforcement or appeal arising under this Section 4700B shall be governed by the applicable provisions of G. L. Chapter 40A.

#### E. PERMITTED USES

The following Principal Uses, either alone or in any combination thereof, shall be permitted upon Plan Approval pursuant to the provisions of this Section 4700B. All uses not expressly allowed are prohibited.

1. Multifamily residential use(s);
2. Parking accessory to any permitted uses, including surface, garage-under, and structured parking (e.g., parking garages);
3. Commercial Uses accessory to the Multifamily residential use(s) that in aggregate do not exceed 10% of the Gross Floor Area of a Project, including

- a. Business or Professional Office with fewer than five employees;
  - b. Child care facility;
  - c. Personal Service Establishment - under 1,000 square feet;
  - d. Restaurant - under 1,000 square feet;
  - e. Retail Stores and Services not elsewhere set forth - under 1,000 square feet.
4. Other Accessory Uses customarily incidental to any of the above permitted uses.

#### F. HOUSING AND HOUSING AFFORDABILITY

1. Number of Affordable Units. At least 25% of all Dwelling Units constructed in a Development Project and the District shall be maintained as Affordable Units.
2. Fractional Units. When the application of the percentages specified above results in a number that includes a fraction, the fraction shall be rounded up to the next whole number.
3. Affordable Units shall comply with the following requirements:
  - a. The monthly rent payment for an Affordable Rental Unit, including applicable utility allowances, shall not exceed 30% of the maximum monthly income permissible for an Eligible Household, assuming a family size equal to the number of bedrooms in the unit plus one, unless another affordable housing program methodology for calculating rent limits as approved by DHCD shall apply;
  - b. For an Affordable Homeownership Unit the monthly housing payment, including mortgage principal and interest, private mortgage insurance, property taxes, condominium and/or homeowner's association fees, insurance, and parking (to the extent such parking is more generally included in the housing cost for the unrestricted units), shall not exceed 30% of the maximum monthly income permissible for an Eligible Household, assuming a family size equal to the number of bedrooms in the unit plus one, unless another affordable housing program methodology for calculating rent limits as approved by DHCD shall apply; and
  - c. Affordable Units required to be offered for rent or sale shall be rented or sold to and occupied only by Eligible Households.
4. Design and construction.
  - a. Design. As approved by DHCD, Affordable Units must be equitably integrated and proportionately dispersed throughout a Development Project, across all residential buildings, floors and distinct unit types in accordance with the affordable housing restriction and marketing and tenant selection plan. Affordable Units must be comparable in initial construction quality and exterior design to the Unrestricted Units. Unless



expressly required otherwise under one or more applicable state or federal housing subsidy programs, the bedroom-per-unit average for the Affordable Units must be equal to or greater than the bedroom-per-unit average for the Unrestricted Units.

b. Timing. All Affordable Units must be constructed and occupied not later than concurrently with construction and occupancy of Unrestricted Units and, for Development Projects that are constructed in phases, Affordable Units must be constructed and occupied in proportion to the number of units in each phase of the Development Project.

5. Affordable housing restriction. Each Affordable Unit shall be subject to an Affordable Housing Restriction which is recorded with the Middlesex County Registry of Deeds. The Affordable Housing Restriction shall meet the requirements of and provide for implementation of this Section 4700B and shall be approved by DHCD with regard to conformance with G.L.

c. 40R and 760 CMR 59.00. Each such restriction shall contain all of the following:

a. Description of the Development Project, including whether the Affordable Unit will be rented or owner-occupied.

b. A description of the Affordable Homeownership Unit, if any, by address and number of bedrooms; and a description of the overall quantity and number of bedrooms and number of bedroom types of Affordable Rental Units in a Development Project containing Dwelling Units or portion of a Development Project containing Dwelling Units which are rental. Such restriction shall apply individually to the specifically identified Affordable Homeownership Unit and shall apply to a percentage of rental units of a rental Development Project containing Dwelling Units or the rental portion of a Development Project containing Dwelling Units with the initially designated Affordable Rental Units identified in, and able to float subject to specific approval by DHCD in accordance with, the corresponding Affirmative Fair Housing Marketing Plan (AFHMP) and DHCD's AFHMP guidelines.

c. The term of the Affordable Housing Restriction shall be the in perpetuity or the maximum period allowed by law.

d. The name and address of a Monitoring Agent with a designation of its power to monitor and enforce the Affordable Housing Restriction.

e. Reference to an affirmative fair housing marketing and resident selection plan, to which the Affordable Unit is subject, and which includes an affirmative fair housing marketing program, including public notice and a fair resident selection process. Such plan shall be consistent with DHCD guidance and approved by the Town and DHCD. Consistent with DHCD guidance, such plan shall include a preference based on need for the number of bedrooms in a unit and a preference based on need for the accessibility

features of a unit where applicable, and may only provide for additional preferences in resident selection to the extent such preferences are also consistent with applicable law and approved by DHCD.

- f. A requirement that buyers or tenants will be selected at the initial sale or initial rental and upon all subsequent sales and rentals from a list of Eligible Households compiled in accordance with the housing marketing and selection plan;
- g. Reference to the formula pursuant to which rent of a rental unit or the maximum resale price of a homeownership unit will be set;
- h. A requirement that only an Eligible Household may reside in an Affordable Unit and that notice of any lease or sublease of any Affordable Unit to another Eligible Household shall be given to the Monitoring Agent;
- i. Provision for effective monitoring and enforcement of the terms and provisions of the Affordable Housing Restriction by the Monitoring Agent;
- j. Provision that the restriction on an Affordable Homeownership Unit shall run in favor of the Town of Sudbury, in a form approved by town counsel, and shall limit initial sale and re-sale to and occupancy by an Eligible Household;
- k. Provision that the restriction on Affordable Rental Units in a rental Project or rental portion of a Development Project containing Dwelling Units shall run with the rental Development Project containing Dwelling Units or rental portion of a Development Project containing Dwelling Units and shall run in favor of the Town of Sudbury, in a form approved by municipal counsel, and shall limit rental and occupancy to an Eligible Household;
- l. Provision that the owner(s) or manager(s) of Affordable Rental Unit(s) shall file an annual report to the Monitoring Agent, in a form specified by such agent, certifying compliance with the provisions of this Bylaw and containing such other information as may be reasonably requested in order to ensure affordability;
- m. A requirement that residents in Affordable Units provide such information as the Monitoring Agent may reasonably request in order to ensure affordability; and
- n. Designation of the priority of the Affordable Housing Restriction over other mortgages and restrictions.

#### 6. Administration.

- a. **Monitoring Agent.** A Monitoring Agent shall be designated by the Town Manager. The Monitoring Agent shall ensure the following:

- i. Prices of Affordable Homeownership Units are properly computed; rental amounts of Affordable Rental Units are properly computed;
- ii. Income eligibility of households applying for and living in Affordable Units is properly and reliably determined, and that tenants of Affordable Rental Units continue to be eligible, and that annual income recertification is completed, with results sent to the Town and DHCD;
- iii. The housing marketing and resident selection plan conforms to all requirements and is properly administered;
- iv. Sales and rentals are made to Eligible Households chosen in accordance with the housing marketing and resident selection plan with appropriate unit size for each household being properly determined and proper preference being given; and
- v. Affordable Housing Restrictions meeting the requirements of this section are recorded with the Middlesex County Registry of Deeds.

b. Housing Marketing and Selection Plan. The housing marketing and selection plan may make provision for payment by the Applicant of reasonable costs to the Monitoring Agent to develop, advertise, and maintain the list of Eligible Households and to monitor and enforce compliance with affordability requirements.

c. Age Restrictions. Age-restricted Projects restricting occupancy to households with one or more elderly individuals cannot be imposed upon the Applicant and are further prohibited within the Melone SGOD without the express written approval of DHCD.

d. Failure of the Monitoring Agent. In the case where the Monitoring Agent cannot adequately carry out its administrative duties, upon certification of this fact by the Board of Selectmen or by DHCD, the administrative duties shall devolve to and thereafter be administered by a qualified housing entity designated by the Board of Selectmen or, in the absence of such designation, by an entity designated by DHCD.

#### G. DIMENSIONAL AND OTHER REQUIREMENTS

1. Buildings and Development Lots within the District shall be subject to the dimensional and other requirements set forth in this Subsection G.

2. Density. Notwithstanding the limit on Maximum Residential Development in Paragraph 6, below, Multi-Family Dwelling Units shall be permitted As-of-Right at a density of at least twenty (20) Dwelling Units per acre of Developable Land.

3. Minimum area and setbacks. There shall be no minimum Development Lot area or setback requirements within the District except for the District Buffer described herein.
4. Height. 3 stories; 45 feet (or 50 feet, in the case of pitched roofs); provided that the Planning Board may approve a building height of up to 4 stories or 60 feet where it determines, based upon topography and the provision of adequate visual buffers, the visual impact from any adjacent public way is adequately minimized by the applicant.
5. Number of buildings on a Development Lot. In the District, more than one principal building may be erected on a Development Lot.
6. Maximum Residential Development. To the extent consistent with the Governing Laws the aggregate number of Dwelling Units that may be permitted within the District pursuant to this Section 4700B shall be 101.
7. Structured parking. Structured parking allowable pursuant to Subsection E shall be governed by this Section 4700B and by Design and Performance Standards as adopted pursuant to Subsection N.

#### H. PARKING REQUIREMENTS

1. Parking shall be provided within the District in order to meet the following minimum parking space requirements, subject to the provisions of this Subsection H.

##### Multifamily residential

1-bedroom units	1 per unit
2-bedroom units	2 per unit
3+-bedroom units	2 per unit

When application of the requirements set forth above results in a number that includes a fraction, the fraction shall be rounded up to the next whole number. The maximum number of parking spaces provided in a Development Project shall not exceed an average of 1.75 per unit.

2. Modification in parking requirements. Notwithstanding anything to the contrary herein, any minimum required or maximum permitted amount of parking may be modified by the Approving Authority through the Plan Approval process, if the Applicant can demonstrate that the modified amount of parking will not cause excessive congestion, endanger public safety, or that a modified amount of parking will provide positive environmental or other benefits, taking into consideration:

- a. The availability of public or commercial parking facilities in the vicinity of the use being served;
- b. Shared use of parking spaces serving other uses having peak user demands at different times;
- c. Age or other occupancy restrictions which are likely to resulting a lower level of auto usage;
- d. Such other factors, including the availability of valet parking, shuttle service, or a transportation management plan as may be considered by the Approving Authority. Where such reduction is authorized, the Approving Authority may impose conditions of use or occupancy appropriate to such reductions.
- e. Parking shall be designed and constructed to comply with all applicable disability access requirements including, but not limited to, the Americans with Disabilities Act.

#### I. PLAN APPROVAL

The Approving Authority shall adopt and file with the Town Clerk administrative rules (PAA Regulations) for Plan Approval Application submission requirements. Such administrative rules and any amendment thereto must be approved by DHCD before they become effective and applicable to Plan Approval Applications. The Plan Approval process encompasses the following:

1. Pre-Application Review. The Applicant is encouraged to participate in a pre-Application review at a regular meeting of the Approving Authority. The purpose of the pre-Application review is to minimize the Applicant's cost of engineering and other technical experts, and to obtain the advice and direction of the Approving Authority prior to filing the Application. At the pre-Application review, the Applicant shall outline the proposal and seek preliminary feedback from the Approving Authority, other municipal review entities, and members of the public. The Applicant is also encouraged to request a site visit by the Approving Authority and/or its designee in order to facilitate pre-Application review.

#### 2. Application Procedures:

- a. The Applicant shall file an original of the Application with the Town Clerk for certification of the date and time of filing. Said filing shall include any required forms provided by the Approving Authority. A copy of the Application, including the date and time of filing certified by the Town Clerk, as well as the required number of copies of the Application, shall be filed forthwith by the Applicant with the Approving Authority and Building Inspector. As part of any Application for Plan Approval for a Development Project, the

Applicant must submit the following documents to the Approving Authority and, as applicable, the Monitoring Agent:

- i. evidence that the Development Project complies with the cost and eligibility requirements of Subsection F.
- ii. Development Project plans that demonstrate compliance with the design and construction standards of Subsection F; and
- iii. a form of Affordable Housing Restriction that satisfies the requirements of Subsection F.

These documents in combination, to be submitted with an Application for Plan Approval, shall include details about construction related to the provision, within the development, of units that are accessible to the disabled and appropriate for diverse populations, including households with children, other households, individuals, households including individuals with disabilities, and the elderly.

- b. Upon receipt by the Approving Authority, Applications shall be distributed to the Building Inspector, Fire Chief, Police Chief, Health Department, Conservation Committee, the Town Manager, the Board of Selectmen, and the Department of Public Works. Any reports from these parties shall be submitted to the Approving Authority within thirty (30) days of filing of the Application; and
- c. Within thirty (30) days of filing of an Application with the Approving Authority, the Approving Authority or its designee shall evaluate the proposal with regard to its completeness and shall submit an advisory report in writing to the Applicant certifying the completeness of the Application. The Approving Authority or its designee shall forward to the Applicant, with its report, copies of all recommendations received to date from other boards, commissions or departments.

3. Public Hearing. The Approving Authority shall hold a public hearing for which notice has been given as provided in G.L. c. 40A, Section 11, and review all Applications in accordance with G.L. Ch. 40R, Section 11, and 760 CMR 59.00.

4. Plan Approval decision.

- a. The Approving Authority shall make a decision on the Plan Approval Application, and shall file said decision with the Town Clerk, within 120 days of the date the Application was received by the Town Clerk. The time limit for public hearings and taking of action by the Approving Authority may be extended by written agreement between the Applicant and the Approving Authority. A copy of such agreement shall be filed with the Town Clerk;

- b. Failure of the Approving Authority to take action within 120 days or extended time, if applicable, shall be deemed to be an approval of the Application;
- c. An Applicant who seeks approval because of the Approving Authority's failure to act on an Application within 120 days or extended time, if applicable, must notify the Town Clerk in writing of such approval, within 14 days from the expiration of said time limit for a decision, and that a copy of that notice has been sent by the Applicant to the parties in interest by mail and that each such notice specifies that appeals, if any, shall be made pursuant to G.L. c. 40R and shall be filed within 20 days after the date the Town Clerk received such written notice from the Applicant that the Approving Authority failed to act within the time prescribed;
- d. The Approving Authority's findings, including the basis of such findings, shall be stated in a written decision of approval, conditional approval or denial of the Application for Plan Approval. The written decision shall contain the name and address of the Applicant, identification of the land affected and its ownership, and reference by date and title to the plans that were the subject of the decision. The written decision shall certify that a copy of the decision has been filed with the Town Clerk and that all plans referred to in the decision are on file with the Approving Authority;
- e. The decision of the Approving Authority, together with detailed reasons for it, shall be filed with the Town Clerk, the Planning Board, and the Building Inspector. A certified copy of the decision shall be mailed to the owner and to the Applicant, if other than the owner. A notice of the decision shall be sent to the parties in interest and to persons who requested a notice at the public hearing; and
- f. Effective date. If 20 days have elapsed after the decision has been filed in the office of the Town Clerk without an appeal having been filed or if such appeal, having been filed, is dismissed or denied, the Town Clerk shall so certify on a copy of the decision. If the Application is approved by reason of the failure of the Approving Authority to timely act, the Town Clerk shall make such certification on a copy of the notice of Application. A copy of the decision or notice of Application shall be recorded with the title of the land in question in the Middlesex County Registry of Deeds, and indexed in the grantor index under the name of the owner of record or recorded and noted on the owner's certificate of title. The responsibility and the cost of said recording and transmittal shall be borne by the owner of the land in question or the Applicant.

5. Criteria for approval. The Approving Authority shall approve the Development Project upon the following findings:



- a. The Applicant has submitted the required fees and information as set forth in applicable regulations; and
- b. The proposed Development Project as described in the Application meets all of the requirements and standards set forth in this Section 4700B and applicable Design and Performance Standards.

For a Development Project subject to the Affordability requirements of Subsection F, compliance with condition (b) above shall include written confirmation by the Monitoring Agent that all requirements of that Section have been satisfied. Prior to the granting of Plan Approval for a Project, the Applicant must demonstrate, to the satisfaction of the Monitoring Agent, that the method by which such affordable rents or affordable purchase prices are computed shall be consistent with state or federal guidelines for affordability applicable to the Town of Sudbury.

6. Criteria for conditional approval. The Approving Authority may impose conditions on a Development Project as necessary to ensure compliance with the District requirements of this Section 4700B and applicable Design and Performance Standards, or to mitigate any extraordinary adverse impacts of the Development Project on nearby properties, insofar as such conditions are compliant with the provisions of G.L. Ch. 40R and applicable regulations and do not Unduly Restrict opportunities for development.

7. Criteria for denial. The Approving Authority may deny an Application for Plan Approval pursuant to this Section 4700B of the Bylaw only if the Approving Authority finds one or more of the following:

- a. The Development Project does not meet the requirements and standards set forth in this Section 4700B and applicable Design and Performance Standards, or that a requested waiver therefrom has not been granted; or
- b. The Applicant failed to submit information and fees required by this Section 4700B and necessary for an adequate and timely review of the design of the Development Project or potential Development Project impacts.

8. Time limit. A project approval shall remain valid and shall run with the land indefinitely provided that construction has commenced within two years after the decision issues, which time shall be extended by the time required to adjudicate any appeal from such approval. Said time shall also be extended if the project proponent is actively pursuing other required permits for the project or if there is good cause for the failure to commence construction, or as may be provided in an approval for a multi-phase Development Project.

9. Appeals. Pursuant to G.L. c. 40R Section 11, any person aggrieved by a decision of the Approving Authority may appeal to the Superior Court, the Land Court, or other court of competent jurisdiction within 20 days after the Plan Approval decision has been filed in the office of the Town Clerk.

#### J. WAIVERS

With the exception of any provision other than F.1 (which must nevertheless be at least 20%) contained in Section F or Section I.2.a. or otherwise in conflict with the Governing Laws, the Approving Authority may waive dimensional and other requirements of this Section 4700B, including the Design Standards, in the interests of design flexibility and overall Project quality, and upon a finding of consistency of such variation with the overall purpose and objectives of the District, or if it finds that such waiver will allow the Project to achieve the density, affordability, mix of uses, and/or physical character allowable under this Section 4700B.

#### K. PROJECT PHASING

The Approving Authority, as a condition of any Plan Approval, may allow a Development Project to be constructed in one or more phases for the purpose of coordinating its development with the construction of Planned Infrastructure (as that term is defined under 760 CMR 59.00), or that are required to mitigate any extraordinary adverse Project impacts on neighboring properties.

#### L. CHANGE IN PLANS AFTER APPROVAL BY THE APPROVING AUTHORITY

1. Minor Change. After Plan Approval, an Applicant may apply to make minor changes in a Development Project involving minor utility or building orientation adjustments, or minor adjustments to parking or other site details that do not affect the overall build out or building envelope of the site, or provision of open space, number of housing units, or housing need or affordability features. Such minor changes must be submitted to the Approving Authority on redlined prints of the approved plan, reflecting the proposed change, and on application forms provided by the Approving Authority. The Approving Authority may authorize such changes at any regularly scheduled meeting, without the need to hold a public hearing. The Approving Authority shall set forth any decision to approve or deny such minor change by motion and written decision, and provide a copy to the Applicant for filing with the Town Clerk.

2. Major Change. Those changes deemed by the Approving Authority to constitute a major change in a Development Project because of the nature of the change in relation to the prior approved plan, or because such change cannot be appropriately characterized as a minor change as described above, shall be processed by the Approving Authority as a new Application for Plan Approval pursuant to this Section 4700B.

#### M. DESIGN AND PERFORMANCE STANDARDS

1. The Plan Approval Authority may adopt, by simple majority vote, Design Standards which shall apply to development Projects subject to Plan Approval by the Plan Approval Authority. Such Design Standards shall not extend beyond the scope of the elements explicitly permitted under 760 CMR 59.04(1)(f). Design Standards shall be limited to the scale and proportions of buildings, the alignment, width, and grade of streets and sidewalks, the type and location of infrastructure, the location of building and garage entrances, off-street parking, the protection of significant natural site features, the location and design of on-site open spaces, exterior signs, and buffering in relation to adjacent properties.

2. Purpose. The Design Standards are adopted to ensure that the physical character of Projects within the SGOD:

- a. Will be complementary to nearby buildings and structures;
- b. Will be consistent with the master plan for the Melone property or any other plan document adopted by the Town; and
- c. Will provide for high-density, quality development consistent with the character of building types, streetscapes, and other community features traditionally found in densely settled areas of the Town or in the region of the Town.

3. DHCD approval. After adopting Design Standards, the Approval Authority shall submit Design Standards to DHCD for approval. Design Standards shall not take effect until approved by DHCD and filed with the Town Clerk. In submitting proposed Design Standards for DHCD approval, the Approval Authority shall also submit sufficient documentation clearly showing that the proposed Design Standards will not add unreasonable costs to development Projects or unreasonably impair the economic feasibility of a development Project. A letter from a developer, property owner, or other interested party indicating that the Design Standards will not add unreasonable costs or unreasonably impair the economic feasibility of a development Project shall not constitute sufficient documentation. At its discretion, DHCD may disapprove Design Standards if it finds that the Approval Authority has not adopted objective Design Standards or has not submitted such documentation.

4. Plan Approval. An application for Plan Approval that has been submitted to the Town Clerk pursuant to this Section 4700B shall not be subject to Design Standards that have not been approved by DHCD and filed with the Town Clerk.

#### N. FAIR HOUSING REQUIREMENT

All Development Projects within the District shall comply with applicable federal, state and local fair housing laws.

#### O. ANNUAL UPDATE

On or before July 31 of each year, the Board of Selectmen shall file an Annual Update with information provided by the property owner to DHCD in a form to be prescribed by DHCD. The Annual Update shall contain all information required in 760 CMR 59.07, as may be amended from time to time, and additional information as may be required pursuant to G.L. c. 40S and accompanying regulations. The Town Clerk shall maintain a copy of all updates transmitted to DHCD pursuant to this Bylaw, with said copies to be made available upon request for public review.

#### P. NOTIFICATION OF ISSUANCE OF BUILDING PERMITS

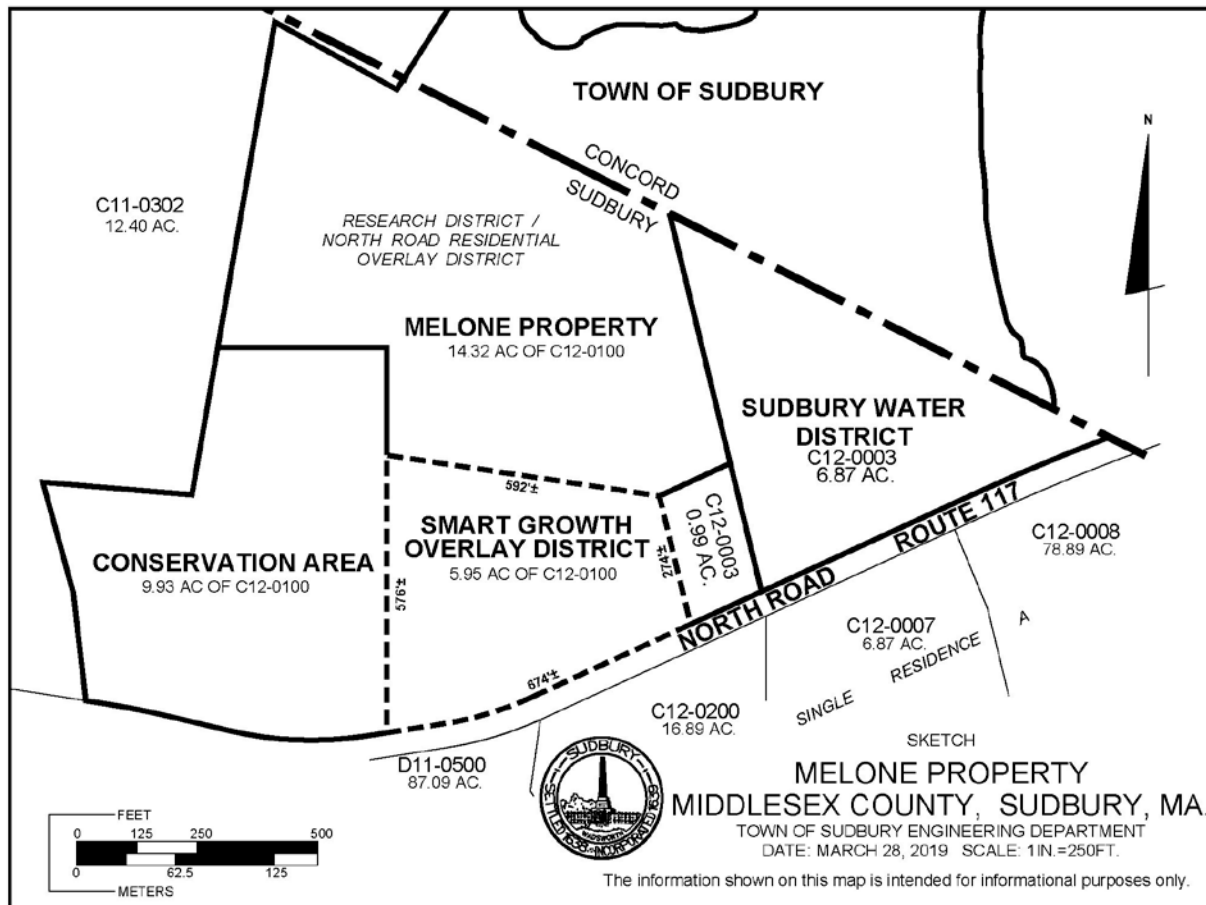
Upon issuance of a residential building permit within the District, the Building Inspector of the Town of Sudbury shall cause to be filed an application to the DHCD, in a form to be prescribed by DHCD, for authorization of payment of a one-time density bonus payment for each residential building permit pursuant to G.L. 40R. The application shall contain all information required in 760 CMR 59.00 and additional information as may be required pursuant to G.L. c. 40S and accompanying regulations. The Town Clerk shall maintain a copy of all such applications transmitted to DHCD pursuant to this Bylaw, with said copies to be made available upon request for public review.

#### Q. DATE OF EFFECT

The effective date of this Bylaw shall be the date on which such adoption is voted upon by Town Meeting pursuant to the requirements of G.L. c. 40A Section 5 and G.L. c. 40R; provided, however, that an Applicant may not proceed with construction pursuant to this Bylaw prior to the receipt of final approval of this Bylaw and accompanying Zoning Map by both the DHCD and the Office of the Massachusetts Attorney General.

## R. SEVERABILITY

If any provision of this Section 4700B is found to be invalid by a court of competent jurisdiction, the remainder of Section 4700B shall not be affected but shall remain in full force. The invalidity of any provision of this Section 4700B shall not affect the validity of the remainder of the Sudbury Zoning Bylaw.



## Article 29. COMMUNITY PRESERVATION FUND - SPS PLAYGROUND MODERNIZATION

Moderator declared voted by more than a majority to appropriate the sum \$235,000 to be allocated from FY20 Community Preservation Fund estimated annual revenues for the restoration or rehabilitation of land for recreational use, specifically to bring the Nixon School playground into compliance with accessibility requirements imposed by the Americans with Disabilities Act and Massachusetts Architectural Access Board, including but not limited to, as applicable, professional engineering/architectural services, design, construction and all other incidental and related expenses.

### **Article 30. COMMUNITY PRESERVATION FUND -FEATHERLAND PARK MULTISPORT COURT RECONSTRUCTION PHASE 2**

Moderator declared voted by well more than a majority to appropriate the sum of \$220,000 to be allocated from FY20 Community Preservation Fund estimated annual revenues for the restoration and rehabilitation of land for recreational use, particularly to reconstruct a portion of the Featherland Park tennis courts, which park is located off of Concord Road, into two multi-sport courts, including but not limited to, as applicable, professional engineering/architectural services, design, construction and all other incidental and related expenses.

### **Article 31. COMMUNITY PRESERVATION FUND - REGIONAL HOUSING SERVICES OFFICE (RHSO) ALLOCATION**

Moderator declared voted by well more than a majority to appropriate the sum of \$30,000 to be allocated to the Community Housing category, funded from FY20 Community Preservation Fund estimated annual revenues, for the support of community housing, particularly, for the Town's portion of the membership fee for the Regional Housing Services Office, which office directly supports and facilitates the Town's affordable housing activities.

### **Article 32. COMMUNITY PRESERVATION FUND- THE COOLIDGE AT SUDBURY PHASE 2**

Moderator declared voted by more than a majority to appropriate the sum of \$181,900 to be allocated to the Community Housing category from FY20 Community Preservation Fund estimated annual revenues, and the sum of \$138,100 to be allocated from FY20 Community Preservation Fund estimated annual revenues.

### **Article 33. COMMUNITY PRESERVATION FUND - SUDBURY NEWSPAPER DIGITIZATION PROJECT**

Moderator declared voted by well more than a majority to appropriate the sum of \$25,000, to be allocated to the Historic Resources category funded from FY20 Community Preservation Fund estimated annual revenues, for the purpose of preservation of historic resources, specifically to digitize and make easily accessible to the public the Goodnow Library's historic newspaper collection, including but not limited to the creation of searchable documents to be made available on-line by the Town.

**Article 34. COMMUNITY PRESERVATION FUND - SMOKE AND FIRE DETECTION FOR LORING PARSONAGE**

Moderator declared voted by well more than a majority to appropriate the sum of \$63,000, to be allocated to the Historic Resources category from FY20 Community Preservation Fund estimated annual revenues, for the preservation, restoration and rehabilitation of historic resources, specifically to design and install what is known as an Aspiring Smoke Detection (“ASD”) system for the historic Town-owned Loring Parsonage, including all incidental and related expenses.

**Article 35. COMMUNITY PRESERVATION FUND - FY20 GENERAL BUDGET AND APPROPRIATIONS**

Moderator declared voted by more than a majority to appropriate the sums as recommended by the Community Preservation Committee, in the following Community Preservation budget for fiscal year 2020 Community Preservation surtaxes:

\$ 85,000 Administrative and Operating Cost

\$1,140,210 Debt Service



## Summary of 2019 Elections

### 2019 Annual Town Election

March 25, 2019

The Annual Town Election was held at two locations. Precincts 1, 2 & 5 voted at the Fairbank Community Center, 40 Fairbank Road, and Precincts 3 & 4 voted at the Town Hall, 322 Concord Road. The polls were open from 7:00 AM to 8:00 PM. There were 2,228 votes cast, representing 17.38% of the town's 12,822 registered voters.

#### BOARD OF SELECTMEN (2) FOR THREE YEARS

CANDIDATE NAME	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	Total
JOSEPH J. LAFERRERA <sup>47</sup> WINDMILL DRIVE	272	140	142	144	101	799
JOHN D. RIORDAN <sup>12</sup> PENDLETON ROAD	146	186	207	193	200	932
JENNIFER ROBERTS <sup>14</sup> GRIFFIN LANE	186	223	241	264	247	1161
WILLIAM JOSEPH SCHINELLER 37 JARMAN ROAD	250	289	226	196	197	1158
BLANK	62	95	76	76	95	404
WRITE-IN	0	1	0	1	0	2
<b>Totals for Office</b>	<b>916</b>	<b>934</b>	<b>892</b>	<b>874</b>	<b>840</b>	<b>4456</b>

#### BOARD OF ASSESSORS (1) FOR THREE YEARS

CANDIDATE NAME	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	Total
TREVOR A. HAYDON <sup>85</sup> GOODMAN'S HILL ROAD (CANDIDATE FOR RE-ELECTION)	301	321	308	301	281	1512
BLANK	157	146	136	135	138	712
WRITE-IN	0	0	2	1	1	4
<b>Totals for Office</b>	<b>458</b>	<b>467</b>	<b>446</b>	<b>437</b>	<b>420</b>	<b>2228</b>

**GOODNOW LIBRARY TRUSTEE (2) FOR THREE YEARS**

CANDIDATE NAME	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	Total
ALAN L. GORDON <sup>209</sup> NOBSCOT ROAD (CANDIDATE FOR RE-ELECTION)	296	303	305	273	272	1449
BETH BREWER WHITLOCK <sup>83</sup> CONCORD ROAD	304	301	287	288	261	1441
BLANK	315	330	300	312	305	1562
WRITE-IN	1	0	0	1	2	4
<b>Totals for Office</b>	<b>916</b>	<b>934</b>	<b>892</b>	<b>874</b>	<b>840</b>	<b>4456</b>

**BOARD OF HEALTH (1) FOR THREE YEARS**

CANDIDATE NAME	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	Total
CAROL J. BRADFORD <sup>25</sup> MAPLE AVENUE (CANDIDATE FOR RE-ELECTION)	309	336	309	310	317	1581
BLANK	149	131	136	126	102	644
WRITE-IN	0	0	1	1	1	3
<b>Totals for Office</b>	<b>458</b>	<b>467</b>	<b>446</b>	<b>437</b>	<b>420</b>	<b>2228</b>

**PARK & RECREATION COMMISSIONER (2) FOR THREE YEARS**

CANDIDATE NAME	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	Total
MARA L. HUSTON <sup>578</sup> PEAKHAM ROAD (CANDIDATE FOR RE-ELECTION)	301	323	293	289	273	1479
RICHARD C. WILLIAMSON <sup>273</sup> LINCOLN ROAD (CANDIDATE FOR RE- ELECTION)	290	284	278	281	281	1392
BLANK	325	324	320	303	303	1578
WRITE-IN	0	3	1	1	2	7
<b>Totals for Office</b>	<b>916</b>	<b>934</b>	<b>892</b>	<b>874</b>	<b>840</b>	<b>4456</b>

### PLANNING BOARD (2) FOR THREE YEARS

CANDIDATE NAME	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	Total
CHARLES G. KARUSTIS <sup>5</sup> CANDLEWOOD CIRCLE (CANDIDATE FOR RE-ELECTION)	276	297	280	279	252	1384
JUSTIN L. FINNICUM <sup>46</sup> SINGLETARY LANE	286	286	273	274	256	1375
BLANK	353	351	338	319	329	1690
WRITE-IN	1	0	1	2	3	7
<b>Totals for Office</b>	<b>916</b>	<b>934</b>	<b>892</b>	<b>874</b>	<b>840</b>	<b>4456</b>

### SUDBURY HOUSING AUTHORITY (1) FOR THREE YEARS

CANDIDATE NAME	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	Total
SHERRILL P. CLINE <sup>84</sup> CONCORD ROAD (CANDIDATE FOR RE-ELECTION)	292	312	298	292	277	1471
BLANK	165	155	148	144	142	754
WRITE-IN	1	0	0	1	1	3
<b>Totals for Office</b>	<b>458</b>	<b>467</b>	<b>446</b>	<b>437</b>	<b>420</b>	<b>2228</b>

### SUDBURY SCHOOL COMMITTEE (1) FOR THREE YEARS

CANDIDATE NAME	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	Total
RICHARD J. TINSLEY <sup>6</sup> MEACHEN ROAD (CANDIDATE FOR RE-ELECTION)	137	138	137	119	103	634
MEREDITH C. GERSON <sup>23</sup> HILLTOP ROAD	262	286	260	280	269	1357
BLANK	59	42	49	38	48	236
WRITE-IN	0	1	0	0	0	1
<b>Totals for Office</b>	<b>458</b>	<b>467</b>	<b>446</b>	<b>437</b>	<b>420</b>	<b>2228</b>

## LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT COMMITTEE (2) FOR THREE YEARS

CANDIDATE NAME	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	Total
KEVIN J. MATTHEWS <small>137 HAYNES ROAD (CANDIDATE FOR RE-ELECTION)</small>	285	283	286	271	244	1369
CARA EILEEN ENDYKE-DORAN <small>28 BEECHWOOD AVENUE</small>	269	291	273	263	272	1368
BLANK	362	360	332	337	324	1715
WRITE-IN	0	0	1	3	0	4
<b>Totals for Office</b>	<b>916</b>	<b>934</b>	<b>892</b>	<b>874</b>	<b>840</b>	<b>4456</b>

### 2019 Special Town Election June 4, 2019

The Special Town Election was held at two locations. Precincts 1, 1A, 2 & 5 voted at the Fairbank Community Center, 40 Fairbank Road, and Precincts 3 & 4 voted at the Town Hall, 322 Concord Road. The polls were open from 7:00 AM to 8:00 PM. There were 4757 votes cast, representing 37% of the town's 12,838 registered voters.

#### BALLOT QUESTION 1

Shall the Town of Sudbury be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued for the purpose of acquiring the fee or lesser interest in all or a part of the land and the improvements thereon commonly known as "Camp Sewataro", located at 1 Liberty Ledge, consisting of a total of approximately 44.32 acres of land, more or less, for general municipal purposes including the payment of all incidental and related costs?

	PCT 1	PCT 2	PCT 3	PCT 4	PCT 5	Total
YES	825	408	405	503	420	2561
NO	304	433	546	392	521	2196
BLANK	0	0	0	0	0	0
<b>Totals for Office</b>	<b>1129</b>	<b>841</b>	<b>951</b>	<b>895</b>	<b>941</b>	<b>4757</b>

## TOWN MODERATOR

It was my privilege to serve as Town Moderator in 2019, a relatively quiet year that brought only one Town Meeting.

During the opening of Annual Town Meeting on May 6, the L-S singing group, Accent A Cappella, led the National Anthem. The Lincoln-Sudbury Civics Bee Team led the Pledge of Allegiance.

Senator Jamie Eldridge and Representative Carmine Gentile recognized the following individuals for their outstanding service to the town, as they moved on to other endeavors: Bob Haarde (Selectman), Len Simon (Selectman), Radha Gargeya (L-S School Committee member) and Susan Iuliano (former Selectman, SPS School Committee member, and member of several other boards). The Selectmen also recognized Susan Iuliano's years of dedicated service by giving her the honor of making the motion under Article 1.

Over the course of two nights, voters discussed and voted on a range of issues,

including the FY20 budget for the town and schools, the FY20 capital budget, the acquisition of Camp Sewataro, and various Community Preservation Fund allocations. For a report on the outcome of all Town Meeting votes, please refer to the Town Clerk's "Summary of 2019 Town Meetings" in this annual report.

Prior to dissolving Annual Town Meeting, I made the following appointments to the Finance Committee: Ronald Brumback (3 years), Scott Smigler (3 years), and Christopher Carmody (1 year).

During the 2019 Annual Town Meeting, the level of discussion and decorum were exemplary, even in the midst of sometimes heated debate on weighty issues. I applaud all who attended for their civility and thank everyone for their commitment to the democratic process.

Respectfully submitted,

*Elizabeth T. Quirk, Town Moderator*





## A Winter Celebration

Attendees to the 2019 Winter Festival braved frigid temperatures to enjoy holiday entertainment and warm up with delicious treats served by some of New England's finest food trucks. The event took place on December 7, 2019 in the parking lot adjacent to the Fairbank Community Center.

Photo courtesy of Patrick Rogers.

# EDUCATION

## SUDBURY PUBLIC SCHOOLS

### Superintendent's Report

For the 2018-2019 school year, SPS continued the District's momentum with a focus on the implementation of our strategic plan and strategic initiatives. Our resources, financial and human, are focused on meeting the diverse needs of all students and supporting all educators to meet identified student needs. The goals included below support overarching goals voted by the School Committee as part of our strategic planning process. Note that we have indicated three educational goals as well as two managerial goals to guide our work. These goals help us to remain focused on working together to provide a high-quality educational experience for all students in a safe and caring environment. Several specific achievements were the opening of the second of four accessible playgrounds, the Make Space for Learning initiative, project-based learning units, and new programming for students. More information on these achievements can be found in the [budget book](#). We continue working to meet the goals in the 2019-2020 school year, and the strategic initiatives will provide key leverage points for improvement.

### SPS Vision

We are committed to excellence in educating students to be knowledgeable, creative, independent thinkers who are caring, collaborative members of the school and wider communities.

### SPS Theory of Action

If SPS provides differentiated high-quality instruction that is aligned with the Common Core for every student, maintains a safe school environment, uses data to inform instruction, and supports educators through professional development, ongoing feedback, and enhanced leadership in curriculum and instruction, then our students will be challenged and their varied learning needs met, the capacity of educators will grow, and the existing achievement gaps will narrow.

### SPS FY18-21 Goals

#### *Educational Goal #1 - Wellness*

Sudbury Public Schools promote the social, emotional, and physical wellness of all students.

- Enhance and maintain district-wide safety protocols.



- Utilize research-based approaches for Social Emotional Learning (SEL).
- Implement developmentally appropriate school start times for 2020-2021 school year.

### ***Educational Goal #2 - Innovation***

Sudbury Public Schools implement innovative, research-based curriculum and educational practices.

- Implement an aligned evidence-based mathematics program at the elementary level.
- Implement an aligned evidence-based science program at the elementary and middle school levels.
- Design implementation plan for new Social Studies Standards.
- Create interactive learning classrooms that are aligned with new state standards in technology/engineering sciences.
- Follow a 6-year Curriculum Review Process document.
- Explore models for integrating curricular areas that are aligned with new state curriculum frameworks.

### ***Educational Goal #3 - Meeting the Needs of ALL Learners***

Sudbury Public Schools provides learning experiences that aim to engage and challenge at students' individual levels.

- Develop instructional support responses to narrow and/or close achievement gaps and meet the needs of advanced learners.
- Convene Working Group of educators to study SPS Homework practices and impact on student educational experience.
- Design, review and plan for playground updates that address accessibility for all students.
- Strengthen and expand inclusive classroom and school-wide practices district-wide.
- Review and update District Accommodation Plans and Instructional Support Teams.

### ***Managerial Goal #1 - Fiscal Responsibility***

- Develop Multiple Year Budget Forecast.
- Respond to evolving instructional and operational needs of the District.
- Review long-term capital plan and revise, as necessary based on evolving needs of the District.
- Identify & implement District workflow efficiencies.
- Continue to review fiscal impacts of District safety measures.

### ***Managerial Goal #2 - Professional Learning***

Sudbury Public Schools employs, develops, and supports high quality personnel.

- Implement Professional Development aligned with District Goals, state and federal mandates, and emerging staff and student needs
- Align Induction/Mentoring program with state guidelines
- Identify areas of needs with regards to health and wellness of staff and provide appropriate supports.

As we pursue our strategic goals and objectives we also, like other school systems in the Commonwealth, continue to be challenged to balance educational needs and our desire to be an innovative school system with our fiscal responsibilities. SPS has continued to maintain our strengths and strategically implement improvements through the hard work and dedicated service of our staff members and the unequalled support of a wide range of parent and community organizations. As a district, we continue to pursue structures that meet the needs of students while controlling personnel costs.

The net budget including employee benefits for FY20 is \$45,672,625, which is 3.2% greater than the prior year (FY19) budget of \$44,263,401. In FY20, SPS employs 421.94 full time-equivalent (FTE) employees; this compares with 403.75 FTE's in FY19.

Our efforts to make improvements have been enhanced by the unwavering support of our parents, parent organizations (PTOs), as well as generous grants from Sudbury Education Resource Fund (SERF), and The Sudbury Foundation. These groups have contributed hundreds of thousands of dollars to provide opportunities for our students and staff that the district's budget could not support. In some cases, core opportunities (e.g. enrichment and creative professional development) have been enhanced by local contributions. We appreciate these partnerships and the generous support of the work of our educators, which has allowed Sudbury Public Schools to continue to be a great place to learn and work.

In the space below, we offer a brief overview of our school district and invite you to visit our website at [www.sudbury.k12.ma.us](http://www.sudbury.k12.ma.us) to learn more about SPS. On our website you will find detailed information about our school district including but not limited to individual schools, teaching and learning across the district, news and upcoming events, and the school district budget. For questions, please contact Brad Crozier, Superintendent at 978-639-3211.

## Student Enrollment

As of January 1, 2020, SPS enrollment in grades pre-K to 8 was 2,670 students. This is a decrease in enrollment from 2,673 students in the 2018-2019 school year and from our highest enrollment of 3,302 students in 2007. For the 2018-2019 school year (as of January 1, 2019) Haynes served 20.96% of the elementary (PreK-5) enrollment, Loring served 27.45%, Nixon 19.80%, and Noyes served 31.79%.

## Early Childhood Education

### *Preschool*

The Sudbury Public Schools is home to an Integrated Preschool program at the Noyes School. Residents may apply as tuition preschool students on a “first-come/first-serve” basis beginning in the fall of each year. If interested in a preschool application, one may register from the district website at:

<https://www.sudbury.k12.ma.us/Domain/170>

or reach out to

[early\\_childhood@sudbury.k12.ma.us](mailto:early_childhood@sudbury.k12.ma.us) or

call the Early Childhood Office at:  
(978) 639-3204.

Our preschool is committed to a developmentally appropriate philosophy that combines a play-based, language model that is enriched by a strong academic curriculum to align with the

standards that are well established by the MA State Department of Early Education & Care (EEC) Guidelines for Preschool Learning Experiences. Our preschool team believes in educating the whole child by respecting individual needs for social, emotional, physical and cognitive development. This inclusive educational program provides all children with the opportunity to learn from each other while providing a lifelong foundation for respecting human differences.

The Sudbury Preschool Program prioritizes multiple learning modalities and methodologies. Each week, preschool classes attend an educational music class and a physical education/gross motor class. Social emotional learning is the priority while literacy skills are taught inclusively and naturally in all classrooms. Artistic development is deliberately planned with curriculum integration on thematic units, and science and math standards are incorporated with each unit of study. Outdoor learning opportunities are celebrated daily, as preschoolers play outside to practice social, gross motor and language skills with peers. In addition, there is a lunch bunch/social skills group and some students attend full day programming.

Each class is staffed with a Masters level teacher and two teacher assistants/tutors depending upon student needs. Speech and language, occupational, applied behavior analysis, and physical therapists interact with all of the classrooms. The professional staff also includes a school psychologist, social worker, guidance counselor, with regular consultation from a vision and mobility specialist. The preschool program offers community, “developmental screenings” on a regular basis, where families are able to meet with professionals to discuss the developmental milestones of their children. The preschool team is highly experienced in both general and special education practices. This integrated early childhood program is an enriching learning environment for all students.

### ***Kindergarten***

The Sudbury Public Schools provides full-day kindergarten to all students free of charge. Kindergarten registration begins in February for children who turn age five on or before September 1st for enrollment for 2020-2021. Each year the district hosts a “Kickoff to K” evening event in January for parents and guardians to learn more about the Sudbury Kindergarten Program as well as to ask questions. In the late spring a ‘Kindergarten Orientation’ event is held, and this is when families and children are

invited to visit their specific neighborhood school. The registration process begins with an online form which is accessible from the district’s “Registration” tab as of February 1st. Families will need to provide proof of residency for each child who enters the school system, even if there are older siblings who are currently enrolled. In addition, forms to address health concerns and parent information must be completed. If you have questions about the kindergarten program or your child’s readiness, please reach out to [early\\_childhood@sudbury.k12.ma.us](mailto:early_childhood@sudbury.k12.ma.us) or call the Early Childhood Office at: (978) 639-3204.

### **Teaching and Learning/Curriculum**

District curriculum is aligned with the Massachusetts Curriculum Frameworks. Clearly communicating with families about students’ learning is a priority for the District. Resources supporting families’ understanding and engagement with the various curricular areas can be found at <http://www.sudbury.k12.ma.us/>, under the Teaching & Learning tab.

### ***English Language Arts***

In the spring of 2017, The Department of Elementary and Secondary Education released a revision of the ELA Curriculum Standards. These revised standards include a greater emphasis on multicultural

literature and writing about reading. In Sudbury, the elementary English Language Arts curriculum is organized as a series of genre units in which students receive important, common instruction in different genres, as well as in the writing types and styles that match each genre. Reading and writing instruction follows the workshop model. Students receive direct instruction on key skills, strategies and understandings during a mini-lesson. Guided practice in the form of small group instruction, independent or partner work or centers is structured to meet individual-specific literacy needs. Challenge libraries including complex texts aligned to the various genre units serve as a resource for teachers differentiating for advanced learners. At the middle school level, instructional units utilizing differentiated text sets provide for consistency of theme and topical study, while also allowing students to read in texts that provide the optimal level of challenge.

A Response to Intervention (RTI) framework has been initiated in our schools, which periodically assesses student's literacy skills. Literacy support for elementary students is provided using a research-based program, Leveled Literacy Intervention (LLI).

### ***History & Social Studies***

The K-8 Social Studies program is designed to help students become informed in four main areas: geography, history, economics, and civics and government. The Massachusetts History and Social Science Standards have been revised and were formally adopted in the Spring of 2019. The Department of Elementary and Secondary Education has designated a 2-year adoption period. Sudbury has formed a History and Social Studies Steering Committee which has begun the alignment and adoption process. Eighth-grade educators attended a state-sponsored 3-day Civics Institute this summer and have begun transitioning the eighth-grade course of study to Civics. Educators at the other grade levels are reviewing the document and existing curricular units and maps. As a district, we can anticipate shifts in content and will need to budget for aligned materials and professional development. Under consideration is a state assessment for History and Social Studies and incorporation of a History and Social Studies assessment as part of the high school competency determination.

### ***Mathematics***

In the spring of 2017, The Department of Elementary and Secondary Education released a revision of the Mathematics

Curriculum Standards. The revised standards place emphasis on the mathematical practices and the development of a mathematical mindset that allows for flexibility, persistence, and application. Sudbury recently adopted Bridges in Mathematics, 2nd edition, as its core K-5 Mathematics program, and is in year three of a three-year implementation plan. Supported by the Mathematics Curriculum Coordinator, Coaches, and the Mathematics Steering Committee, elementary educators have invested significant time and effort in professional learning and program implementation.

At the middle school, educators have been working on incorporating the Mathematics Practices into instructional routines in order to increase engagement and provide opportunities for application and problem solving. The Mathematics Department has charted differentiated pathways to algebra in order to better challenge and support all students. The middle school math program, Big Ideas, includes the use of online texts.

Math Clubs at each elementary school, and a Math Team at the middle school, offer students further opportunities for math enrichment.

### ***Science, Technology and Engineering [STE]***

The Sudbury Public Schools Science and Engineering curriculum provides students in grades K-8 the valuable opportunity to investigate science and engineering with a hands-on, inquiry approach. The 2016 Science & Technology/Engineering Framework serves as a guide for student learning in science and engineering content and practices. The Science Steering Committee, a group of passionate educators and community members, serves in an advisory capacity in setting science and engineering goals for the district. The Science Curriculum Coordinator and Science Coach assist teachers with professional development, curriculum development, and coaching in the classroom. The district is integrating the 5E Instructional Model (Engage, Explore, Explain, Elaborate, Evaluate) into the science curriculum to help students develop a deep understanding of content and practices.

### ***Digital Literacy and Computer Science***

Massachusetts learning standards call for the integration of technology in all content areas as well as standards specific to the Computer Sciences and Digital Literacy.

Kindergarten and first grade students use devices for learning activities that support

the content. Through repetition and established routines, students gain independence with the devices while learning to problem solve and navigate online. Students in grades two through five use devices to produce work and collaborate with classmates and teachers.

At Curtis Middle School, students participate in a 1:1 Chromebook program. Each student is assigned a Chromebook that travels between home and school. These devices are used by students to produce work, collaborate with others, and support workflow. Schoology, our online learning management system, is used by students, educators, support staff, and parents to facilitate home/school communication, including online assignment calendars and grade books.

### ***Unified Arts***

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

schools. Students participate in visual arts in grades 1 through 8.

### ***Coordinated Health Program***

The District School Health and Wellness Program helps students learn concepts and develop skills that support healthy lifestyles through wellness education that occurs across the curriculum and in their daily interactions with adults and peers. The school-based program requires coordination of key stakeholders including teachers, administrators, counselors, psychologists, nurses, student support staff, community-based health and safety professionals, and parents. Wellness education in Sudbury Public Schools focuses on school climate and culture; social and emotional learning; health, wellness, and safety; and family engagement.

Each year, district and school-based teams develop action plans to promote safe learning environments by implementing sustainable systems and practices to support all students. Annually, the students in grades 3 - 8 complete the Connectedness Survey which provides valuable data on school climate and safety. The District Anti-Bullying Program and Policy provides a structure for addressing unsafe peer-to-peer behaviors.



The comprehensive social-emotional learning (SEL) program is founded on research and best practices identified by the Collaborative for Academic, Social, and Emotional Learning. The program includes evidence-based curricula for students in PreK through eighth grade. Educators annually assess students' social-emotional skills using the Devereux Student Strengths Assessment. Educators target instruction and monitor student progress using social-emotional competency reports generated from the assessments.

Effective district policies and implementing evidence-based curricula and best practices in grades PreK - 8 is at the core of health, wellness, and safety programming. The substance use prevention program includes staff training, the use of evidence-based curricula, problem identification, and referral services. Additionally, per Mass. Gen. Laws c. 71, s. 96, a verbal screening tool is used annually to screen seventh-graders for substance use risk. Parents and guardians are notified prior to the screening with the right to opt out of the screening with written notice. Sudbury Public Schools work collaboratively with the Town of Sudbury public safety departments. The school resource officer collaborates with the district on safety measures and teaches the Students

Thinking and Acting Responsibly in Sudbury (STARS) curriculum, which addresses digital safety and substance abuse prevention. A SAFE educator from the Sudbury Fire Department teaches students in PreK through 5th grade about fire safety and injury prevention.

Additionally, the School Wellness Policy and Guidelines serve to guide practices surrounding the food services program, and curricular activities and celebrations that incorporate food.

The initiatives and programs described above, as well as other district, school, and curricular-based activities promote student learning and well-being through effective partnerships with families.

### **Student Assessment**

As part of the Education Reform Act of 1993, the State Board of Education instituted a system of student assessments which culminates in a must-pass assessment in Grade 10 in order to graduate from high school. SPS students in grades 3-8 take MCAS 2.0 in English Language Arts and Mathematics. Additionally, students in grades 5 and 7 take MCAS 2.0 in Science, Technology and Engineering.

English Learners are assessed each winter using the ACCESS assessment. This

assessment measures student learning in the four language domains of Listening, Speaking, Reading, and Writing. Results are used to help families and educators understand students' current level of English language proficiency, and serves as one of the measures used to determine whether students are prepared to exit English language support programs.

State assessments are designed to help identify those students who need improvement in various subject areas and to provide information on those specific areas on which to focus improvement efforts. Other ways in which students are assessed include teacher-created assessments, projects, and students' in-class work products. There are extensive local assessments in literacy skills (reading, writing, speaking, and listening) at all elementary grades. Data gathered on literacy skills at several key points during the school year enable teachers working together in school-based data teams to better design instruction to meet individual student's needs. In addition, work to develop common assessments across the district in all disciplines to support

collaboration and coherence is in its second year.

### **The Schools**

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

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

School	Grades Served	Enrollment (10/01/19)	Administration
Ephraim Curtis	6-8	947	Mr. Jeff Mela, Principal Mr. William Grubb and Ms. Angela Menke, House Administrators
Josiah Haynes	K-5	375	Mr. Jeffrey LaBroad, Principal Mr. Cara Blanchette, Assistant Principal
Israel Loring	K-5	450	Ms. Sara Harvey, Principal Mr. David Gaita, Assistant Principal
General John Nixon	K-5	331	Ms. Susan Magoveny, Principal Ms. Anne Cline-Scott, Assistant Principal
Peter Noyes	PK-5	570	Ms. Annette Doyle, Principal Ms. Kristin Moffat, Assistant Principal

### The Sudbury Education Resource Fund (SERF)

The Sudbury Education Resource Fund (SERF) is a non-profit, tax-exempt organization that awards education-related grants three times yearly to the Sudbury K-12 public schools. SERF coordinates a bank of resources and expertise, providing grants for educational pursuits, curriculum support, student enrichment, and professional development. Since its establishment in 1991, SERF has granted over \$750,000 to Sudbury's schools. Current grants support the arts, engineering and mathematics initiatives, and social emotional learning. Membership in SERF is open to all individuals interested in contributing their time and energy. SERF continues to be an extremely valuable resource for enriching all aspects of the educational experience of students in

Sudbury Public Schools. Further information regarding SERF can be found at: [info@serfsudbury.org](mailto:info@serfsudbury.org).

### METCO Program

The Metropolitan Council for Educational Opportunity (METCO) was created 53 years ago by urban and suburban educational collaborators who believed that all children should have access to quality education in suburban school districts. In this program, Boston resident students receive placements in participating suburban districts, supported by state grant funding. The Sudbury K-8 system enrolled its first forty students in the METCO program on January 27, 1975 in the five Sudbury elementary schools. Currently, this grant-funded program supports up to 70 students annually. The 2019-2020 academic year marks the first time the

Sudbury Public Schools METCO Program enrolled kindergarteners due to a policy change by the Sudbury School Committee. Six new kindergarten students joined the Sudbury METCO Program and the class of 2032. Students completing grade 8, and any other student(s) leaving the Sudbury METCO Program, are replaced with the number of new elementary students needed to maintain enrollment for the next academic year.

Sandra Walters is the METCO Director for SPS K-8. She began her tenure in July 2017 in a shared role with Lincoln-Sudbury Regional High School. Both Lincoln-Sudbury Regional High School and Sudbury appointed full-time time METCO Directors in July of 2018.

The METCO Program Coordinators at the elementary and middle schools provide direct services to students from Boston during the school day.

Sudbury Public School students who reside in Boston participate in a variety of activities offered by Sudbury Public Schools. Sudbury METCO parent meetings are held in Boston several times per year; including an annual School Committee meeting. The meetings provide Boston families an opportunity to discuss issues

that are relevant to their children's academic progress and social well-being.

### **Special Education**

The Sudbury Public Schools strives to offer the highest quality programming that will allow our students to participate in their neighborhood schools. Students' educational opportunities vary from full inclusion programs to specialized classrooms to support a host of learning needs and styles. Programming is available beginning at age 3 and ending at age 14 when students advance to Lincoln-Sudbury Regional High School.

For the last several years, the district has focused on inclusionary practices that permit students with disabilities to have access to the general curriculum and school community. While the law states that all communities must place students in the least restrictive environment, the district recognizes the positive opportunities that result when students with disabilities participate in the general education classroom and when curriculum has a universal design of learning for equitable access. All schools strive to establish inclusionary opportunities for students, and enriched educational experiences for all students are priority.

The district continues to focus on the development of a district-wide tiered systems of support to meet the social, emotional, and behavioral needs of all students. A tiered system of support is defined as a data-driven, prevention-based framework for improving learning outcomes for every student through a layered continuum of evidence-based practices and systems. The district created a district-wide team, including consulting experts, to examine data and identify areas of social, emotional, and behavioral needs impacting school safety or access to education. The systems of supports are continuously being updated and adjusted.

The Sudbury Public Schools strive to be inclusive and child centered environments where individual learning needs are met. The classroom is the best location for students to be nurtured in order to develop into able learners. The multiplicity of programs in the schools offers a spectrum of learning options in order to provide for the varied needs and learning styles of our special education students. The preschool program, at the Peter Noyes School, supports students with and without disabilities from age 3 until the transition to Kindergarten. Every elementary school hosts a learning center model with one or more specialized programs. Program strands at the elementary level continue to

the middle school. Programs support students with significant learning or social and emotional challenges.

Based on the most recent official DESE headcount on October 1, 2019, 499 children in grades preschool through eight were receiving some form of special education. Of these students with disabilities, 36 were between the ages 3 and 5, and received services in the Integrated Preschool or Kindergarten program. An additional 18 students are placed in out-of-district programs because of the unique nature of their disabilities and needs.

The breakdown of SPS Special Education placement is as follows:

- 6.8% were placed in integrated preschool
- 72.1% full inclusion placements (ages 6-14)
- 12.8% partial inclusion placements (ages 6-14)
- 5% in-district specialized placements (ages 6-14)
- 3.2% out-of-district placements (ages 6-14)

The success of the programs can be attributed to the excellent teachers who continue to build their repertoire of skills. These programs allow more students to remain in their neighborhood schools enhancing the Sudbury Public Schools for all students.

## Professional Development

The Sudbury Public Schools embody a culture that is highly supportive of professional development as a key strategy for maintaining excellence in teaching. Two full-days for professional development workshops, in-service workshops throughout the year, ongoing support for conference attendance, and professional learning communities (PLCs) are some of the strategies used in growing the capacity of SPS educators. New teachers to Sudbury schools participate in a multi-day program customized to enhance their understanding of Sudbury's learning expectations and resources. Veteran teachers assume the role of mentors for newer teachers, forming professional relationships that benefit both new and veteran teachers. Sudbury educators are committed to attending a 30-hour course in IDEAS (Initiatives for Developing Equity and Achievement for Students), a program that explores racial identity development and promotes international vision within our curriculum. Additionally, Sudbury teachers assigned an EL (English Learner) student continue to engage in a rigorous 3 credit program of studies in order to earn the SEI (Sheltered English Immersion) Endorsement required by the state.

The Sudbury Public Schools implement an Improved Learning for All (ILAP) plan. ILAP

is a professional growth model that utilizes early-release days approximately twice per month, enabling educators to attend carefully planned work sessions. ILAP days foster collaborative group activities within and across schools, grade levels, and disciplines to help accomplish district-wide and school goals. This year's professional development focuses on the development of aligned curriculum social studies and history at the elementary and middle schools. In addition, cohorts of educators have been engaged in professional development focused on strategies to support students with disabilities, culturally responsive teaching, phonics and word study, writing, and project-based learning. In designing professional development, we seek to maximize opportunities for cross-district collaboration, horizontally and vertically align elementary curriculum to maximize the coherence of content and skills taught and learned, and provide opportunities for new learning while also enabling focused work on district initiatives.

## Personnel

### *Retirees*

The following SPS team members retired during the past year - Luan Dean, Maria Papetti, Marcy Perry, Karen Libby, Maria Swanton, Martine Cummings, Lynne Jones, Andrew Daitsman, and Doreen Kiefer.

### *Years of Service Awards*

On Opening Day in August of 2019, we had the honor and pleasure to acknowledge the following SPS team members: Julio Ferreira, Carol Bradford, and Richard Donaldson each completed 20 years of service; Bernie Allicandro, Erin Bearfield, Elizabeth Clark, Suzanne Friedman, Gary Grassey, Jeffrey Ilg, Carrie Kenney, Dianne McCarthy, Laura Murdock, Jennifer Vlacovsky, Jessie Winslow, and Heather Yeomans completed their 10th year of

service to the students and schools of Sudbury.

Respectfully submitted,

*Brad J. Crozier, Superintendent*

### SUDBURY SCHOOL COMMITTEE

*Lisa Kouchakdjian, Chairperson*

*Silvia Nerssessian, Vice Chairperson*

*Christine Hogan*

*Margaret Helon*

*Meredith Gerson*



## LINCOLN-SADBURY REGIONAL HIGH SCHOOL

### 2019 Superintendent's Report

The High School's core values emphasize cooperative and caring relationships, respect for differences, pursuing academic excellence, and cultivating community. Our school culture strives to personalize education for all students in order to enhance achievement by building on individual talents and creating an educational environment where students want to learn and discover their passions. Our teachers develop engaging courses, foster strong connections with students, and produce well-rounded engaging courses to prepare graduates for the best colleges and other post-graduate endeavors. We are mindful of preparing students for entry into a fast-changing global environment.

In 2019, we welcomed Peter Rowe to the administrative team as Interim Director of Finance and Operations, along with the hiring of 13 new faculty members. Our October 1, 2019 enrollment totaled 1,563 students overall with 1,512 enrolled in school and 51 students in out-of-district placements. Included in this total are students from Boston attending via the METCO Program. Class size medians range from 20-22.

Along with our two "feeder" districts, the Lincoln and Sudbury Public Schools, the High School receives 91 students from Boston annually. The Metropolitan Council for Educational Opportunity, Inc. (METCO) program was established to provide the opportunity for children from racially imbalanced schools in Boston and children from relatively isolated suburban schools to learn together in an integrated public school setting.

This past summer was another busy one for the L-S Tech Team. The school's wireless network received a complete overhaul. Over the five years since the installation of L-S's first wireless network, the number of school-owned and personal devices has exploded.

Approximately 160 access points were replaced throughout the buildings and the result is a much more robust wireless environment. We're thankful to have this in place as reliance on the wireless system continues to grow.

In addition to the wireless network upgrade, the Tech Team also rolled out the district's new website. It was a long process that began in 2018 with assistance

from the L-S Web Team (which consists of a group of students and two staff members) and became complete enough to publish this past August. It's a work-in-progress, but the result has been a cleaner site with an eye towards ADA compliance and usability.

L-S transitioned to ASPEN, a new Student Information System (SIS), in the middle of the last school year. The roll-out was smooth and fairly uneventful. Work continues to tailor and refine the Aspen interface and features for students, staff and families. We have already taken advantage of a number of features of the new system to improve and streamline our processes, such as having students enter all course requests online instead of our previous hybrid paper/online course request process. A lot of time has been put in by Virginia Blake, Seth Weiss, Tracey Lyon, Donna Cakert, Meg Notari, Dennis Phillips, and Jim Berry. Ongoing Professional Development around the new system has been a focus throughout the year and beyond as needed.

The Solar Canopy Project, completed in May 2015, continues to lead to energy benefits for the district. Along with additional energy conservation projects such as replacing lamps with L.E.D. technology in the Auditorium, Black Box

and other areas throughout the building, our energy consumption and maintenance costs continue to be reduced. We have been able to reduce our utility budget once more for the current year.

The L-S School Committee and the Teachers' Association reached an agreement for the 2018-2021 Teachers' Contract which commenced on July 1, 2018. Among other language changes in the contract, the following COLA increases over three years were agreed to for FY19, FY20, and FY21: 0.5% first half of FY19, 1.5% second half FY19; 0% first half of FY20, 3% second half of FY20; and 0.5% first half FY21, 2% second half FY21. An additional full professional day for staff training and development was added thus lengthening the school year for all faculty to 185 days.

The school participates in Minuteman Nashoba Health Group, a coalition of towns and school districts in Massachusetts that have joined together to more affordably purchase health benefits. In the most recent OPEB evaluation performed by KMS Actuaries, LLC, Lincoln-Sudbury's projected accrued net is \$48,473,481 as of June 20, 2018. OPEB liability valuation, under the new rules for GASB75, will now take place annually.

We added the following new courses to the educational program: Modern World History, History of American Culture, Mandarin 3, Treble Choir, Science of Survival, Practical Chemistry, Ballroom Dance, Fundamentals of Cooking, Stress Resiliency, Mentors in Violence Prevention, The Power of Play and Indoor Territorial Games.

We have reorganized our student services programs to not rehire one special educator following retirement and have added a new in-district program to serve L-S students with intensive social and emotional needs. This program has allowed L-S students to benefit from support while staying within district and helped the district realize significant cost savings by avoiding tuitions for out-of-district programming.

The Global Scholars Program has entered its fifth year with 45 students. We anticipate the presentation of 20 senior capstone projects during Spring 2020. The purpose of the program is to foster global competency among our students to improve their capacity to participate in and serve our global community. We appreciate especially grants received from the Sudbury Foundation and the Lincoln-Sudbury Parent Organization to support

scholarships and financial assistance for student international travel.

We embarked on a full year of self-reflection in preparation for our decennial re-accreditation by the New England Association of Schools and Colleges. This process includes a focus on the development of a portrait of a graduate and a self-reflection report informed by surveys completed by staff, students and parent/guardians. This report will serve as a basis for the NEASC visiting team who will arrive in the 2021-2022 school year.

We have also committed to an in-depth assessment of our school climate with a particular focus on race. We engaged two different sets of consultants utilizing grant funding to facilitate student and staff focus groups. Students, staff, and parent/guardians were also invited to complete surveys. An action plan for improvement based on input from students, parents/guardians and staff and recommendations from these assessments is being developed.

We appreciate the continued support of the Towns of Lincoln and Sudbury for our annual operating costs. We also appreciate the supplemental support of the Sudbury Foundation, LSPO, FELS and SERF that provide grants to fund teacher-initiated

projects to benefit teaching and learning in the school. We would also not be able to provide service at the current level of excellence without the financial support and hard work of our many parent organization groups.

Thank you.

Respectfully submitted,  
*Bella Wong, Superintendent/Principal*

# LINCOLN-SUDBURY REGIONAL HIGH SCHOOL COMMITTEE

*Ellen Joachim, Sudbury, Chair*  
*Carole Kasper, Lincoln, Vice-Chair*  
*Cara Endyke Dora, Sudbury*  
*Kevin Matthews, Sudbury*  
*Candace Miller, Sudbury*  
*Patty Mostue, Lincoln*

L-SRHS PLACEMENT OF GRADUATES										
	Class of 2015		Class of 2016		Class of 2017		Class of 2018		Class of 2019	
Four Year College	359	93.2%	344	91.0%	400	92.2%	356	95.0%	345	94.0%
Two Year College	11	3.0%	12	3.1%	8	1.8%	12	3.2%	10	2.7%
Other Post-Secondary Educ.	4	1.0%	8	2.0%	2	0.5%	1	0.3%	7	1.9%
<b>Total Post-Secondary</b>	<b>374</b>	<b>97.2%</b>	<b>364</b>	<b>96.1%</b>	<b>410</b>	<b>94.5%</b>	<b>369</b>	<b>98.5%</b>	<b>362</b>	<b>98.6%</b>
Work	2	0.5%	8	2.0%	8	1.8%	4	1.0%	3	8.0%
Military	3	0.7%	1	0.3%	1	0.2%	1	0.3%	2	0.6%
Other	6	1.6%	6	1.6%	15	3.5%	1	0.3%	0	0.0%
<b>Total Non-Post-Secondary</b>	<b>11</b>	<b>2.8%</b>	<b>15</b>	<b>3.9%</b>	<b>24</b>	<b>5.5%</b>	<b>6</b>	<b>1.6%</b>	<b>5</b>	<b>1.4%</b>
<b>Total Graduates</b>	<b>385</b>	<b>100%</b>	<b>379</b>	<b>100%</b>	<b>434</b>	<b>100%</b>	<b>375</b>	<b>100%</b>	<b>367</b>	<b>100%</b>

**L-SRHS DISTRIBUTION OF PUPILS**
*AS OF OCTOBER 1, 2019*

	2015	2016	2017	2018	2019
Lincoln	193	189	179	163	167
Sudbury	1294	1269	1240	1250	1230
METCO	91	91	91	93	91
Other Tuition/Tuition Waived	24	21	19	22	24
Boys	767	780	786	807	779
Girls	835	790	743	721	733
9th Grade	386	369	409	406	353
10th Grade	394	378	359	395	411
11th Grade	437	380	374	353	389
12th Grade	383	440	382	369	352
SP (Special Ed > Grade 12)	2	3	5	5	7
Tuition Pupils Attending Other	62	61	56	51	51
<b>Total Students (Combined)</b>	<b>1602</b>	<b>1570</b>	<b>1529</b>	<b>1528</b>	<b>1512</b>

## Lincoln-Sudbury Regional High School Class of 2019

Simon David Abdal-Khabir

Karen Susan Alex

Liibaan Ahmed Ali

Sarah Mary Alix

Lucas Allen

Matthew Lloyd Allor

Kethleen Jordana Borba Almeida

Angelina Amma Amoo

Cameron Robert Anderegg

\* Spencer Charles Andersen

Samuel Gunnar Anderson

Jacob Arthur Anthony

Zachary Charles Armour

Brian Abraham Arthur

Jamie Erin Ashkinos

Devon James Atwood

Andrew Craig Austin

Andrea Valentina Azocar

Taylor Michael Bahn

\* Caroline Elisabeth Barabell

Bastien Bauer

Matthew Ronald Becker

Robert Rowan Bennett

Georgia Claire Berry

Adalyn Rose Bigelow

Grace Cameron Bilbe

Alexandra Rose Bisson

Jackson Bernard Bleakley

\* Sofia Yvonne Block

\* Serena Lee Bradley

Joshua Tyler Brener

Chloe Shivana Devi Bridgemohan

Jenna Leigh Brockman

Andrew James Brown

Tyreke Bruce-Ranno

Abigail Jacqueline Bulens

John Arthur Bull

\* Jaden Thomas Busch

Modesty Tiffany Butler

Michael William Byrne

Joseph Mario Caloiero

Alexander Reid Cannon

Peter Gregory Cannon

Regan Elizabeth Carlin

\* Nola Rose Carlson

Calvin David Carmichael

Samantha Leigh Carroll

John Joseph Carter

\* Nicholas Patrick Carter

\* Katherine Ann Castellani

Sophia Margaret Castellani

Chloe Elizabeth Casto

Colby Anthony Cataldo

Aidan Judge Cavanaugh

Charles Nason Cavanaugh

Emily Gasek Champa

Nathan Robert Chapman

Abigail Leela Chittenden

\* Elena Findlay Christenfeld

\* Colin Nikhil Christian

\* Emma Rose Christman

Max Russell Christman

\* George Theodore Chunias  
 \* Monica Anoush Ciaffi  
 Michael Joseph Ciaffoni  
 Roberta Ciaramella  
 Peter Andrey Ciccarello  
 Daniel Joseph Cigale  
 Jennifer Morgan Cinicola  
 Fiona Susanna Clot  
 Sarah Noel Cobb  
 Jonah David Coffin  
 \* Emily Miller Cohen  
 Rebecca Rachel Cohn  
 Jack Christopher Coletti  
 Grant William Comrie  
 Julia Caroline Concannon  
 Damoni Chardae Cooper  
 Evan Hinckley Coughlin  
 Mark David Crane  
 Margaret Kathleen Crowell  
 Ryan Patrick Cullen  
 Caroline Grace Cundy  
 Matthew Paul Cunningham  
 Joseph Sam Nop Curnan-LaCava  
 George Evans Curry  
 Caitlin Bridget Dailey  
 Haley Lynn Dantin  
 \* Morgan Faye Davies  
 Sophia Jean DeFreitas  
 Ryan Charles DeLena  
 Niall Martin Dermady  
 James Lawrence Dillon  
 Sophia Violetta DiMambro  
 Delaney Kendall Dolan

Davis Michael Donley  
 Jacob Walter Donowitz  
 John Miguel Doran  
 Ian William Doyle  
 Ethan Alexander Drakulich  
 Gabrielle Monica Drumm-Schwartz  
 Jack Clark Drummond  
 Ashley Elizabeth du Toit  
 Alison Lora Dwyer  
 Erin Elise Einzig  
 Anya Louise Elder  
 Lily Katherine Elkind  
 Nicolas Dean Emerson  
 James Tennyson Ensley  
 Eliza Faye Erman  
 Isabella Rose Faber  
 Benjamin Ault Fasciano  
 \* Marielle Juliette Faucher  
 Caitlynn Chunglin Feng  
 Katherine Ling Feng  
 Brandon Joseph Fernandez  
 Coryn Natalie Fielding  
 Michael Shamill Figueroa  
 Tyler Christopher Flecke  
 Jack Galvin Fletcher  
 Timothy Watts Follmer  
 \* Sasha Leigh Forester  
 Samantha Lynn Foster  
 Brendan Phillip Frain  
 \* Seamus Costello Frey  
 \* Siobhan Costello Frey



*	Nicole Alexandra Garay	James Patrick Min-Soo Helsingius
	Santiago Garcia Lavanchy	Kelly Lynn Henley
	Meghan Maera Garrett	John Anthony Herlihy
	John Grimes Garrity	Itzel Carolina Herrera Garcia
	Dominic Lyons Garzone	Ashley Rose Hettrich
	Luke Nicholas Geel	Lars Eric Hjerpe
	Shane Thomas George	Gabrielle Mae Ho
*	Alexandra Nilsen Gies	Laura Carter Holden
	Michael Robert Gilbertson	Marissa Priscilla-Ann Honens
	Jack Ginand	Ka'ree Ja'nieya Horton
*	Luke David Glass	Adam Joseph Howard
	Maximilian Austin Glick	Brooks Spencer Howell
	Grace Caroline Glionna	Michael James Hulen
	Kenzie Caroline Gordon	Julia Babette Hultin
*	Juliet Grace Goswami	John Stephen Hutchinson
	Noelle Carolyn Gracey	Dylan Michael Hyde
	Ella Mia Grandprey	Emily Ann Hyer
	Jack Michael Gray	* Margaret Maria Hylton
	Samuel John Gray	
	Noah Howard Green	Samuel Warren Isaacson
	Benjamin Rhys Greenblatt	
	Kayla Jade Grosso	Eliza Nicole Jacobson
	Andrew Samuel Guerra	* Joshua Samuel Jacobson
*	Veronica Guo	Karina Jaffer-Diaz
	Charlie Manuel Gutierrez	Audrey Lee James
*	Daniel Thomas Guzi	Nicholas Charles Jeglinski
*	Emma Margaret Guzi	* Matthew David Joachim
	David Guzman	Samantha Lauren Johansen
	Adam Gyuris	Caroline Veronica Johnson
*	Ian Alexander Hacker	Izabella Georgia Kacprzyk
*	Jacob Soulam Hawk	* Benjamin Lerner Kateman
	Ryan Anthony Heindel	* Samantha Jamie Kateman
	Talia Elizabeth Heisey	Alexander Maximillian Kaufmann

	Adam Benjamin Kaye		Ryan John Lutz
*	Kendra Maeve Keelan		Khalil Willaddian Lynch
	Alexander William Keilen		
	Brendan Patrick Kelleher		David Tianyou Ma
*	Nicole Pearl Keller		Lucca Rose Macdonald
	Alexander Charles Kelly		Mary Scarborough MacKeen
	Jack Christopher Kelly		James Edward MacKinnon
*	Kerstin Jane Kelly		Christopher John Manente
	Hannah Elizabeth Kenn		Hunter John Mankus
	Stephen Matthew Kennedy		David John Marchand
	Caitlin Michele Kenney		Cameron John Marcoux
*	Christopher Allan Kenney		Parks Marilla
	Madison Rose Kenosian	*	Abigail Eden Marks
	Daniel Parker Kerrigan		Shalysha Monai Marks
	Aisha Aminah Khan		Kerri Ann Maron
	Alia Fatima Khan		Julia Kane Martin
	Alexey John Kilroy		Renee Ryan Martin
	Erin Moira Klapper		Kent Akira Mashimo
	Emmet Wolk Klein		Marissa Ann Massey
	Elizabeth Ruth Kleynerman		Ippolit Paul Matjucha
*	Katherine Anne Knightly	*	Paige Chandler Maxwell
	Mathew Henry Kreidberg		Liam W McCarthy
	Meydan Kronrod		Meaghan Anne McCarthy
			Jada Latha McCray
	Connor Austin Lachman		Claire Elizabeth McCready
	Jake Nicholas Laguerre		Ella Raquel McFadden
*	Evan Paul Lee		Ally Mishele McNamara
	Milind Anand Lele		Michael Jason Charles Mead
*	Aria Liu		Ryan Harlan Meal
	Kyle Richard Lombardi		Lauren Elizabeth Messina
	Ruby Marene Longtine		Christopher James Miller
	Keith Scott Lucier		Nicholas Love Mitchell
*	Stuart Martin Lustig		Katherine Anne Molloy
	Parker Jacob Luther		Brandon Eric Moreno

Declan John Morris

Ryan Cai-Tse Mulcahey

Anna Catherine Munuz

Jordyn Adelle Nash

\* Jennifer Margaret Hathaway Nathan

Savannah Patrice Nesbitt

Lucinda Nora Nevils

Ailish Marie O'Beirne

Gavin Hanssen O'Brien

Braden Andrew O'Connell

Madeline Rose Anderson O'Connell

\* Natalie Margaret O'Connor

Olachi Genes Obila

Suley Angel Oller-Guerrero

Connor Michael Jacquot Orr

Ignacio Ortiz

Nicole Elizabeth Ostrovsky

\* Katherine Domar Ostrow

William Brett Parker

Jessica Ruth Parmenter

Ethan Thomas Payne

Natalie Ann Odile Pelon

Jacob Neil Pentz

Daniella Tanya Perlov

Samantha Lia Peters

Lauren Nicole Petronio

Nolan Joseph Policano

Sophia Elise Proctor

\* Mollie Elizabeth Prosansky

Kimberly Susanne Puopolo

Susana Kristina Quintus Bosz

\* Emma Roz Rao

Jackson Everett Reading

Abigail Sarah Resnic

Deeahna Krystina Reyes

John Patrick Riordan

\* Emma Raisa Rits

\* Joseph Nathaniel Rizzo

Cristian Delmar Roby

Alexei Vladimir Rogatkin

Aidan Lewis Rogers

Victoria Love Rossillo

\* Brennan Michael Rotar

Zachary Isaac Roth

Joshua Cameron Rowlands

\* Heather Viola Rusk

\* Benjamin Homer Ryan

Christelle Gaelle Saint Louis

Sadhika Sampath

Grace Hardart Saville

Logan Lambert Scholfield

Sage Layla Sears

Adibah Amirah Shaikh

\* Sandeep Varun Shankar

\* Andrew John Sifferlen

\* Camille Ellen Slattery

Kyle Raymond Smith

\* Vanessa Grace Smith-Boyle

Kathryn Stalow Sobkowicz

Iris Yen Thi Sodowick

Marisa Lyn Spaeth

Aniko Mary Springsteel

*	Tom Stadnikov	Riley Allan Venable
*	Katrina Ann Stewart	Clara Anne Vigener
	Julia Elizabeth Stinner	* Colton Stewart Volpe
	William Montgomery Stone	Karl Friedrich von Goeler
	Walter Henry Stowell	Mina Chu Von Hoyningen Huene
	Christopher Wayne Streilein	
	Tatiana Streltsova	* Jessika Kathleen Wahlbin
*	Elizabeth Louise Strileckis	* Madison Louise Walsh
	Chloe Lyn Stubblebine	Steven Shang Wang
*	Jesse Sun	Matthew LeClerc Ward
	Ethan Michael Sussman	Treon Marcell Washington
	Emily Rose Sykes	Nathaniel Edward Weaver
		Joseph Weinstein
	Olivia Marie Tabola	Mackenzie Angela Weng
	Madison Elizabeth Tavolieri	Courtney Maureen Wessel
*	Drew Carter Teitelbaum	Davis McLean Williams
*	Irene Elisabeth Terpstra	Kahmari Ayala Williams
	Morgan Lyndsey Thomas	Courtney Madeline Wolin
	Lynde Charrone Thompson	
	Isaac Seth Tilbor	Brandon Christopher Xavier
*	Abigail Grace Tinsley	
	Jacob Steven Titus	Jessica Ye
	Brendan MacLean Toland	Alden Beckett Young
	Emilie Elizabeth Touche	Michael David Cheong Yue
	Robert Flynn Townsend	
	Howard Tsang	* Xavier Wen-Tai Zee
		Cole Volpicelli Zimmerman
	Janaii Nikole Valentine	
	Karly Landen van Leer	* Cum Laude
*	Olivia Anne Vandervelden	

**Lincoln-Sudbury Regional School District**  
**Combined Balance Sheet - All Fund Types and Account Groups**  
**as of June 30, 2019**  
**(Unaudited)**

	Governmental Fund Types			Fiduciary Fund Types	Account Groups	Totals
	General	Special Revenue	Capital Projects	Trust and Agency	Long-term Debt	(Memorandum Only)
<b><u>ASSETS</u></b>						
Cash and cash equivalents	1,630,659	1,779,538	248,699	1,383,899	-	5,042,795
Investments	-	-	-	331,775	-	331,775
Receivables:						
Departmental and other	527,699	56,942	197,890	-	-	782,531
Due to/from other funds	-	-	-	-	-	-
Due from other governments	917	668,906	-	-	-	669,823
Prepays						-
Inventory						-
Fixed assets, net of accumulated depreciation						-
Amounts to be provided for retirement						
of long-term obligations	-	-	-	-	3,555,000	3,555,000
Total Assets	2,159,275	2,505,386	446,589	1,715,674	3,555,000	10,381,924
<b><u>LIABILITIES AND FUND EQUITY</u></b>						
Liabilities:						
Deferred revenue						-
Accounts receivable						-
Due from other governments						-
Accounts payable						-
Warrants payable	-	-	-	-	-	-
Accrued payroll	-	-	-	-	-	-
Other liabilities	432,981	-	-	227,127	-	660,108
Due to other governments						-
IBNR						-
Bonds payable	-	-	-	-	3,555,000	3,550,000
Notes payable					-	-
Vacation and sick leave liability						-
Total Liabilities	432,981	-	-	227,127	3,555,000	4,210,108
Fund Equity:						
Reserved for encumbrances	210,905	-	-	-	-	210,905
Reserved for health insurance	-	-	-	-	-	-
Reserved for continuing appropriations						-
Reserved for petty cash						-
Reserved for appropriation deficit						-
Reserved for debt Service	-	-	-	-	-	-
Reserved for premiums						-
Reserved fund balance	250,000	-	-	-	-	250,000
Undesignated fund balance	1,265,389	2,505,386	446,589	1,488,547	-	5,705,911
Total Fund Equity	1,726,294	2,505,386	446,589	1,488,547	-	6,166,816
Total Liabilities and Fund Equity	2,159,275	2,505,386	446,589	1,715,674	3,555,000	10,381,924

<b><u>LINCOLN SUDBURY REGIONAL SCHOOL DISTRICT</u></b>			
<b>Treasurer's Report</b>			
<b>July 1, 2018 - June 30, 2019</b>			
<b><u>District Cash Balance</u></b>			
Cash Balance District Fund on June 30, 2019		\$	3,623,286.31
Student Activity Fund Balance on June 30, 2019			248,401.71
Cash Balance Revolving, Trust, & Grant Accounts on June 30, 2019			1,204,850.06
		\$	5,076,538.08
<b><u>OUTSTANDING DEBT</u></b>			
School Bond		Principal	\$ 3,555,000.00
(10 Year, TIC: 1.608944)		Interest Paid FY 2019	\$ 114,675.00
<b><u>EXCESS &amp; DEFICIENCY</u></b>			
Balance July 1, 2018 per Massachusetts Department of Revenue		\$	1,174,082.00
<b><u>STABILIZATION FUND</u></b>			
Voted Establishment Spring Town Meeting 1992			
Cash Balance July 1, 2018		\$	319,406.89
Interest Income			2,690.18
Dispersements			-
Cash Balance June 30, 2019		\$	322,097.07
<b><u>MISCELLANEOUS INCOME</u></b>			
Interest Income		\$	56,511.99
Misc. Receipts			114,713.78
		\$	171,225.77
<b><u>ESTIMATED RECEIPTS</u></b>			
Athletic Gate Receipts		\$	-
Cafeteria			-
Medicaid Receipts			35,000.00
Transcript Receipts			7,500.00
		\$	42,500.00
Note: Cash Balance Net of Payables			
<b>(UNAUDITED)</b>			



## Community Leaders, Past & Present

In attendance at the retirement reception for Rosemary Harvell on March 18, 2019 were (L-R): Len Simon, Board of Selectmen; Myron Fox, Town Moderator (retired); Kirsten Roopenian, Board of Selectmen (retired); Janie Dretler, Board of Selectmen; Susan Iuliano, Board of Selectmen (retired); John Drobinski, Board of Selectmen (retired).



# FINANCE

The Division of Finance consists of four departments: Treasurer/Collector, Accounting, Assessing, and Information Systems. The Department Heads for each area are as follows by name and title: Dennis Keohane (Finance Director/Treasurer-Collector), Christine Nihan (Town Accountant), Cynthia Gerry (Director of Assessing) and Mark Thompson (Technology Administrator).

## TOWN ACCOUNTANT

COMBINED BALANCE SHEET JUNE 30, 2019							
<u>ASSETS</u>	General Fund	Special Revenue	Capital Projects	Enterprise Funds	Trust & Agency	Long Term Debt	Total
Cash and Investments	14,910,185	12,113,607	2,864,491	412,692	16,674,597		46,975,572
Receivables:							
Real Estate & Personal Property Taxes	1,139,879	22,806					1,162,685
Tax Liens	1,017,160						1,017,160
Tax Deferrals	2,388,283						2,388,283
Allowance for Abatements and Exemptions	(3,197,794)						(3,197,794)
Tax Foreclosures	287,008						287,008
Excise Taxes	400,272						400,272
Intergovernmental	901,678						901,678
Other Receivable		864,954		2,400	159,070		1,026,424
Long Term Obligations						21,208,577	21,208,577
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>17,846,672</b>	<b>13,001,368</b>	<b>2,864,491</b>	<b>415,092</b>	<b>16,833,667</b>	<b>21,208,577</b>	<b>72,169,867</b>
<u>LIABILITIES AND FUND EQUITY</u>							
LIABILITIES:							
Warrants Payable	660,243	2,535		36,679	24,006		723,462
Other Liabilities	52,648	864,954			182,432		1,100,035
Accrued payroll and withholdings	5,163,847						5,163,847
Amount Due Depositors							0
Reserve for Abatements							0
Deferred Revenue	2,034,809	22,806		102,385			2,160,000
Bonds & Notes Payable						21,208,577	21,208,577
<b>TOTAL LIABILITIES</b>	<b>7,911,546</b>	<b>890,295</b>		<b>139,064</b>	<b>206,438</b>	<b>21,208,577</b>	<b>30,355,921</b>
<u>FUND EQUITY:</u>							
Retained Earnings							
Contributed Capital							
Reserved for:							
Encumbrances and Continuing Appropriations	2,552,137	286,177	914,395	8,620	11,513		3,772,842
Expenditures and Special Purpose Reserves				65,000			65,000
Nonexpendable Trust							
Budgeted Historical Reserves							0
Designated for:							
Reserve for Premium	13,874						13,874
Unreserved	7,369,115	11,824,895	1,950,096	202,408	16,615,716		37,962,230
<b>TOTAL FUND EQUITY</b>	<b>9,935,125</b>	<b>12,111,072</b>	<b>2,864,491</b>	<b>276,028</b>	<b>16,627,229</b>		<b>41,813,946</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>17,846,672</b>	<b>13,001,368</b>	<b>2,864,491</b>	<b>415,092</b>	<b>16,833,667</b>	<b>21,208,577</b>	<b>72,169,866</b>

<b>FY19</b>			
<b>SCHEDULE OF REVENUES FY19</b>			<b>Variances</b>
			<b>Favorable</b>
<b>GENERAL FUND</b>	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b><u>(Unfavorable)</u></b>
<b>Real Estate and Personal Property Taxes, Net of Reserves for Abatement</b>	85,628,067	86,194,577	566,510
<b>Excise Taxes</b>	3,600,000	4,130,610	530,610
<b>Intergovernmental</b>	8,033,091	8,196,263	163,172
<b>Departmental and Other</b>	1,216,800	2,072,766	855,966
<b>Investment Income</b>	20,000	146,208	126,208
<b>TOTAL REVENUES</b>	<b>98,497,958</b>	<b>100,740,425</b>	<b>2,242,467</b>
<b>ENTERPRISE FUNDS</b>			
<b>Atkinson Pool</b>			
<b>Revenues</b>	503,447	443,107	(60,340)
<b>Total Revenues Atkinson Pool Enterprise</b>	<b>503,447</b>	<b>443,107</b>	<b>(60,340)</b>
<b>Transfer Station</b>			
<b>Revenues</b>	327,506	319,222	(8,284)
<b>Total Revenues Transfer Station Enterprise</b>	<b>327,506</b>	<b>319,222</b>	<b>(8,284)</b>
<b>Recreation Field Maintenance</b>			
<b>Revenues</b>	239,866	210,093	(29,773)
<b>Total Revenues Field Maintenance Enterprise</b>	<b>239,866</b>	<b>210,093</b>	<b>(29,773)</b>

**SCHEDULE OF APPROPRIATIONS & EXPENDITURES FY19**

<b>Account Number</b>	<b>Title</b>	<b>Appropriation FY19</b>	<b>Transfers FY19</b>	<b>Expenditures FY19</b>	<b>Ending Balance</b>
<b>1220</b>	<b>Selectmen</b>				
	Salaries	394,703.00	(850.00)	393,829.39	23.61
	Expenses	33,180.00	(3,899.00)	29,111.40	169.60
	Expenses C/F	1,783.39		1,707.45	75.94
	Current Year Article	100,000.00		8,780.00	91,220.00
	Prior Year Articles	6,227.16			6,227.16
<b>1310</b>	<b>Human Resources</b>				
	Salaries	212,464.00	3,103.44	215,486.40	81.04
	Expenses	6,525.00	(1,853.44)	4,181.17	490.39
	Expenses C/F	624.96		432.65	192.31
<b>1320</b>	<b>Accounting</b>				
	Salaries	290,269.00	3,000.00	293,179.42	89.58
	Expenses	59,350.00	(1,700.00)	56,846.29	803.71
	Expenses C/F				0.00
<b>1330</b>	<b>Finance Committee</b>				
	Salaries	4,305.00	(2,305.00)	1,908.05	91.95
	Expenses				0.00
	Expenses C/F				0.00
<b>1370</b>	<b>Assessors</b>				
	Salaries	222,140.00	2,250.00	224,342.69	47.31
	Expenses	59,028.00	(200.00)	56,917.26	1,910.74
	Expenses C/F	0.00		0.00	0.00
<b>1380</b>	<b>Treasurer/Collector</b>				
	Salaries	377,852.00	(98,245.00)	279,603.94	3.06
	Expenses	29,350.00	(6,600.00)	22,590.58	159.42
	Expenses C/F	154.25		154.25	0.00
<b>1390</b>	<b>Information Systems</b>				
	Salaries	207,039.00	4,649.00	211,647.72	40.28
	Expenses	255,828.00	(2,750.00)	253,051.37	26.63
	Current Year Article	40,900.00		40,900.00	0.00
	Prior Year Articles	27,441.22		0.00	27,441.22
<b>1510</b>	<b>Law</b>				
	Salaries	30,889.00	(6,800.00)	23,823.79	265.21
	Expenses	145,990.00	157,800.00	300,822.54	2,967.46
	Expenses C/F	467.50		467.50	0.00
	Current Year Article	260,886.88	75,000.00	188,627.46	147,259.42
<b>1580</b>	<b>PBC</b>				
	Salaries				

Account Number	Title	Appropriation FY19	Transfers FY19	Expenditures FY19	Ending Balance
	Expenses				
	Prior Year Articles	50,002.01		50,000.00	2.01
<b>1610</b>	<b>Town Clerk</b>				
	Salaries	278,757.00	6,768.00	285,431.14	93.86
	Expenses	27,250.00	7,900.00	35,136.14	13.86
	Current Year Article	50,000.00		42,000.00	8,000.00
<b>1710</b>	<b>Conservation</b>				
	Salaries	117,497.00	9,500.00	126,781.06	215.94
	Expenses	11,700.00	2,000.00	3,579.82	10,120.18
<b>1720</b>	<b>Planning Board</b>				
	Salaries	275,199.00	(20,200.00)	254,590.53	408.47
	Expenses	25,100.00	21,800.00	9,588.02	37,311.98
	Current Year Article		75,000.00		75,000.00
<b>2100</b>	<b>Police Department</b>				
	Salaries	3,440,726.00	(3,050.00)	3,436,369.13	1,306.87
	Expenses	284,190.00	35,050.00	319,229.51	10.49
	Capital Expense	165,000.00		165,000.00	0.00
	Expense C/F	8,229.36		8,094.49	134.87
	Current Year Article	25,600.00		25,600.00	0.00
<b>2200</b>	<b>Fire Department</b>				
	Salaries	3,923,806.00	24,500.00	3,787,335.75	160,970.25
	Expenses	432,743.00	11,500.00	434,625.15	9,617.85
	Expenses C/F	66,253.78		62,779.79	3,473.99
	Current Year Article		570,000.00	0.00	570,000.00
	Prior Year Articles	5,285.77		2,826.17	2,459.60
<b>2510</b>	<b>Building Department</b>				
	Salaries	248,485.00	1,889.00	244,619.09	5,754.91
	Expenses	16,320.00		14,068.50	2,251.50
	Expenses C/F				0.00
	Current Year Article				
	Prior Year Articles				
<b>3000</b>	<b>Sudbury Schools</b>				
	Total Appropriation	37,459,173.00		37,014,826.57	444,765.84
	Carried Forward	1,515,500.23		1,259,787.58	255,712.65
	Prior Year Articles	275,000.00		227,624.86	47,375.14
	Current Year Article	142,000.00		117,711.69	24,288.31
<b>3010</b>	<b>Lincoln/Sud Reg HS</b>	24,762,716.00		24,762,715.00	1.00
	Capital Expense	167,418.00		0.00	167,418.00
	Prior Year Articles	81,182.00		0.00	81,182.00

Account Number	Title	Appropriation FY19	Transfers FY19	Expenditures FY19	Ending Balance
<b>3020 Vocational Ed</b>					
	Expenses	663,719.00		461,426.10	202,292.90
	Expenses C/F	100,000.00		35,160.35	64,839.65
<b>4100 Engineering</b>					
	Salaries	409,390.00	4,500.00	393,067.06	20,822.94
	Expenses	92,761.00		65,669.10	27,091.90
	Expenses C/F	14,847.00		5,932.08	8,914.92
	Current Year Article	38,000.00		36,223.93	1,776.07
<b>4200 Streets &amp; Roads</b>					
	Salaries	1,177,460.00	(59,788.00)	1,077,354.94	40,317.06
	Expenses	1,394,733.00		1,085,778.58	308,954.42
	Expenses C/F	26,059.90		2,107.03	23,952.87
	Capital	46,383.00		46,382.18	0.82
	Current Year Article	180,000.00		111,946.88	68,053.12
	Prior Year Articles	100,232.83		0.00	100,232.83
<b>4210 Snow &amp; Ice</b>					
	Salaries	120,750.00	144,652.24	265,402.24	0.00
	Expenses	304,000.00	207,547.76	511,457.75	90.01
<b>4300 Transfer Station</b>					
	Salaries	167,656.00		160,742.73	6,913.27
	Expenses	159,850.00		139,496.82	20,353.18
	Capital				0.00
	Expenses C/F	13,080.00		12,226.45	853.55
<b>4400 Trees &amp; Cemeteries</b>					
	Salaries	340,955.00	6,000.00	312,514.47	34,440.53
	Expenses	103,425.00		97,048.55	6,376.45
<b>4500 Parks &amp; Grounds</b>					
	Salaries	155,927.00	1,000.00	148,710.81	8,216.19
	Expenses	101,585.00		95,240.33	6,344.67
	Capital	10,100.00		10,099.73	0.27
	Expenses C/F	5,075.00		4,107.34	967.66
	Current Year Article	50,000.00		50,000.00	0.00
	Prior Year Articles	1,220.00			1,220.00
<b>4800 Combined Facilities</b>					
	Salaries	330,564.00	2,000.00	325,354.95	7,209.05
	Expenses	681,250.00	70,000.00	696,542.37	54,707.63
	Expenses C/F	4,023.92		3,646.31	377.61
	Current Year Article	100,000.00		15,917.14	84,082.86
	Prior Year Articles	206,021.37		97,884.87	108,136.50
<b>5100 Board Of Health</b>					

<b>Account Number</b>	<b>Title</b>	<b>Appropriation FY19</b>	<b>Transfers FY19</b>	<b>Expenditures FY19</b>	<b>Ending Balance</b>
	Salaries	319,704.00	2,000.00	321,533.97	170.03
	Expenses	124,552.00		112,939.78	11,612.22
	Expenses C/F	1,882.56		1,882.56	0.00
<b>5410 Council On Aging</b>					
	Salaries	252,768.00	(3,188.00)	243,504.96	6,075.04
	Expenses	8,000.00	7,000.00	12,246.03	2,753.97
	Expenses C/F				
<b>5430 Veterans Services</b>					
	Salaries	12,293.00		10,753.08	1,539.92
	Expenses	69,277.00		44,111.99	25,165.01
<b>6100 Library</b>					
	Salaries	919,692.00	(11,370.00)	890,664.64	17,657.36
	Expenses	273,750.00	22,000.00	289,749.96	6,000.04
	Expenses C/F	3,878.55		3,878.55	0.00
<b>6200 Recreation</b>					
	Salaries	152,347.00		136,126.77	16,220.23
	Expenses				0.00
	Current Year Article	95,000.00		49,187.94	45,812.06
	Prior Year Article	19,363.03		199.71	19,163.32
<b>6210 Atkinson Pool</b>					
	Salaries	284,720.00		295,989.37	(11,269.37)
	Expenses	218,727.00		185,346.75	33,380.25
	Expenses C/F				0.00
<b>6220 Field Maintenance</b>					
	Salaries	125,191.00		119,782.24	5,408.76
	Expenses	104,175.00		91,229.46	12,945.54
	Capital Expense	10,500.00		10,099.73	400.27
	Expenses C/F				
<b>6500 Historical Comm</b>					
	Expenses	5,800.00		4,038.10	1,761.90
	Expenses C/F				0.00
<b>6510 Historic Districts Comm</b>					
	Salaries	5,159.00		3,101.55	2,057.45
	Expenses	300.00		255.31	44.69
<b>7100 Debt Service</b>					
	Expenses	3,100,625.00		3,100,625.00	0.00
	Expenses C/F				0.00

<b>Account Number</b>	<b>Title</b>	<b>Appropriation FY19</b>	<b>Transfers FY19</b>	<b>Expenditures FY19</b>	<b>Ending Balance</b>
<b>8200</b>	<b>State Assessment</b>		212,999.00	209,519.00	3,480.00
<b>9000</b>	<b>Employee Benefits</b>				
	Expenses	11,994,953.00	(1,282,986.00)	10,110,842.75	601,124.25
	Expenses C/F	14,331.76		11,331.76	3,000.00
<b>9045</b>	<b>Property/Liab Ins</b>				
	Expenses	336,218.00		324,600.67	11,617.33
	Expenses C/F	5,000.00		3,655.00	1,345.00
<b>9250</b>	<b>Operations Expense</b>				
	Expenses	169,651.00	50,000.00	209,563.59	10,087.41
	Expenses C/F	3,045.00		2,672.29	372.71
<b>9500</b>	<b>Transfer Accounts</b>				
	Reserve Fund	300,608.00	(222,200.00)		78,408.00
	Salary Contingency	200,115.00	(183,411.00)		16,704.00
<b>9900</b>	<b>Interfund Transfers</b>		3,008,129.00	3,008,129.00	0.00



<b>Schedule of Unexpended Appropriation Balances Carried Forward To 2020</b>	
<b>Board of Health</b>	
<b>DPW</b>	308,676.12
<b>Facilities</b>	37,851.60
<b>Fire</b>	9,461.07
<b>Assessors</b>	45.90
<b>Human Resources</b>	487.80
<b>Info. Systems</b>	25.98
<b>Law</b>	2,898.90
<b>Town Clerk</b>	9.98
<b>Conservation</b>	8,250.00
<b>Planning</b>	37,257.11
<b>Board of Health</b>	172.64
<b>Council on Aging</b>	2,196.42
<b>Historic District</b>	16.94
<b>Selectmen</b>	74.41
<b>Sudbury Public Schools</b>	443,926.44
<b>Treasurer</b>	90.00
<b>Unclassified Operations</b>	2,252.31
<b>Vocational HS</b>	22,093.50
<b>Gen. Fund Continuing Articles</b>	1,676,439.62
<b>Total General Fund C/F</b>	<u>2,552,226.74</u>
<b>Transfer Station</b>	4,700.00
<b>Pool</b>	3,920.80
<b>Total Enterprise Fund C/F</b>	<u>8,620.80</u>

## BOARD OF ASSESSORS

Assessors are responsible for administering Massachusetts property tax laws effectively and equitably, and for producing accurate and fair assessments of property. Sudbury property taxes fund over \$89 million of the Town's operating budget. To accomplish this undertaking, all real and personal property is valued annually. Valuations provide the basis for the fair allocation of taxes. There are multiple components to the mass appraisal system in place for valuing properties, including market analysis and the physical inspection of properties.

Fiscal year 2020 assessments represent the fair market value of property as of January 1, 2019. The January 1, 2019 assessment date adjusts valuations from the prior year's assessments based on calendar year 2018 real estate sales. The

calendar year 2018 sales analysis conducted revealed little or no need to adjust the overall property valuations from fiscal year 2019 to fiscal year 2020. With a few exceptions, fiscal year 2020 residential and commercial property valuations remained unchanged from the prior fiscal year.

The FY20 **average** single-family residential **home assessment** is \$746,300.

The FY20 **median** single-family residential **home assessment** is \$681,300.

The FY2020 **Residential Tax Rate** is \$18.45.

The FY2020 **Commercial, Industrial, Personal Property Tax Rate** is \$24.97.

The following table represents page 1 of the Town's approved tax recapitulation form.

FY 2020 Tax Rate Recap (P. 1)					
Ia.	Total amount to be raised	\$ 107,835,899.85			
Ib.	Total estimated receipts and other revenue sources	18,102,006.00			
Ic.	Tax Levy (Ia minus Ib)	\$ 89,733,893.85			
Id.	Distribution of Tax Rates and levies				
CLASS	(b) Levy percentage (from LA5)	(c) Ic above times each percent in col (b)	(d) Valuation by class (from LA-5)	(e) Tax Rates (c) / (d) x 1000	(f) Levy by class (d) x (e) / 1000
Residential	91.0587	81,710,517.20	4,451,809,500.00		
Net of Exempt			4,428,831,456.00	18.45	81,711,940.36
Open Space					
Commercial	4.9936	4,480,951.72	179,424,076.00	24.97	4,480,219.18
Net of Exempt					
Industrial	0.8579	769,827.08	30,823,000.00	24.97	769,650.31
SUBTOTAL	96.9102		4,662,056,576.00		86,961,809.85
Personal	3.0898	2,772,597.85	111,016,580.00	24.97	2,772,084.00
TOTAL	100		4,773,073,156.00		89,733,893.85

The Assessors prepare annual tax rolls, and manage the commitment and abatement areas of the State (RMV) Motor Vehicle Excise Program. The office is also responsible for administering tax deferral and exemption programs. Action on

exemption and deferral applications, including the Senior Means Tested Exemption program and the Community Preservation Surcharge Exemption program, rests with the Assessors. The Board also oversees the abatement application program for real and personal property.

ABATEMENTS/DEFERRALS/EXEMPTIONS PROCESSED THROUGH DECEMBER 31, 2019			
Program Type	Number Filed	Number Approved	Tax \$ Abate/Exempt
Disabled Veteran Exemption	42	42	36,218
Senior Tax Deferrals	15	13	64,610
Community Senior/Veteran Work Program	52	52	51,516
Community Preservation Surcharge	160	160	21,974
Senior Clause 41C	10	10	16,314
Surviving Spouse Clause 17D	9	9	4,780
Blind Clause 37A	5	5	5,000
Senior Means Tested Exemption	106	106	423,996
Vehicle Excise Abatements CY 19	1310	1310	283,131
Property Tax Abatements FY 19	78	61	116,052

One of the Assessors ongoing projects is the Cyclical Inspection Program. The State requires that municipalities have in place a systematic program to inspect all properties within a 10-year cycle. Regardless of whether a property has sold, or has had building permit activity, we are required to attempt a property inspection. Inspections should include a full measure and listing of the exterior and interior data. The inspection mandate includes all property types (residential homes as well as commercial and industrial use property). Property inspections insure that current and

accurate data becomes part of the valuation process. The Sudbury program rotates visitation based on a property's last inspection date. During 2019, the Assessors conducted over 669 property inspections.

Respectfully submitted,  
*Cynthia Gerry, Director of Assessing*

BOARD OF ASSESSORS  
*Trevor Haydon, Chairman*  
*Joshua Fox*  
*Liam Vesely*

## CAPITAL IMPROVEMENT ADVISORY COMMITTEE

This report provides the CIAC's recommendations to the Finance Committee and the Board of Selectmen on the proposed capital projects for FY20. Section I provides an overview of the process. Section II provides the specific recommendations.

### I. Overview of Process

The CIAC mission is to review all capital project requests from the Town Departments, Sudbury Public Schools and Lincoln Sudbury Regional High School that are over \$100,000 in one year or over \$200,000 in multiple years ("Capital Projects").

The CIAC received a description of each project in a "Form A", where available, and in certain instances, additional information in other formats such as reports and PowerPoint presentations. During the CIAC meetings held between February and April 2019, all sponsoring departments (e.g. CPC, Park and Rec, DPW, etc.) met with the committee to discuss their projects. Appendix A includes Form As and other materials considered.

The CIAC did not receive Form As for projects with a cost of \$100,000 or less that are to be funded within the Town

Manager's capital operating budget. The CIAC did not review and discuss these projects because they do not fall under its review and recommendation mandate.

### II. Summary of CIAC Recommendations

#### 1. *Engine 4 Replacement*

- Requested by: Fire Dept.
- Estimated Cost: \$570,000
- Source of Funding: Free Cash

This purchase would replace Engine 4, a 1997 Emergency One GPM Pumper, purchased in 1997, and allow the department to assign Engine 3 as the reserve engine. Engine 3 has had significant maintenance expenses (\$10,000 over the past six months) so the department wants to take it out of regular service.

Currently the Fire Department has one pumper at each station. The new pumper would have greater water capacity, which would be helpful in areas of town without a nearby water source.

By purchasing through the MRPC there would be a much better warranty on the new pumper.

Engine 4 would be traded in, although the value would not be determined in advance. Chief Whalen did not think it would be a

significant amount but whatever it was it would be used to offset the \$570,000.

CIAC recommends approval by a vote of 6-0.

## ***2. One-Ton Dump Truck- Unit 36***

- Requested by: DPW
- Estimated Cost: \$130,000
- Source of Funding: Tax Levy

This truck request was approved at the 2018 Town Meeting but failed at the ballot. This new dump truck would replace a 2000 vehicle and would have a spreader, plow and wing. Having multiple uses is efficient because it allows trucks to be used year-round, rather than, for example, as just a plow in the winter.

This acquisition supports the DPW's long term plan to replace single purpose vehicles with trucks that can be outfitted with multiple types of equipment, providing a wider range of uses and, at some later date, may allow the department to eliminate a few trucks, saving money. Another goal is to standardize the vehicles so parts replacement and maintenance can be more efficient.

CIAC recommends approval by a vote of 6-0

## ***3. Culvert Replacement (Design)***

- Requested by: DPW
- Estimated Cost: \$125,000
- Source of Funding: Tax Levy

Following a comprehensive inventory and assessment of about 170 culverts in town the DPW plans to implement a systematic removal and replacement of drainage conduits. Some of this work can be done "in house" and some will have to be contracted out. Some of the work involves extensive permitting and multiple agencies. This project, on Concord Rd. was designated as high priority. The plan is to complete all repairs in a two- phase process: design funds will first be requested, followed by a request for construction cost based on design estimates.

CIAC recommends approval by a vote of 6-0

## ***4. Nixon School Playground***

- Requested by: SPS and PlaySudbury
- Estimated Cost: \$235,000
- Source of Funding: CPA

This is the third playground request as part of the continuing repair, upgrade and replacement of the SPS playgrounds. The goal for this playground, as with the others, is to have a physically challenging, fully accessible playground. The committee has funding from CPC (\$235,000), Cummings Foundation (100,000-\$25,000 for each of

the four playgrounds being rebuilt), Sudbury Foundation (\$75,000) and ongoing fundraising (\$10,000 for previous projects and in process for Noyes).

CIAC recommends approval by a vote of 6-0

#### **5. Featherland Multisport Court Reconstruction (Phase 2)**

- Requested by: Park & Rec
- Estimated Cost: \$220,000
- Source of Funding: CPA, remaining funds from Phase 1 and LS contribution

This request is to complete the third and fourth tennis courts, including basketball nets and pickle ball at Featherland. The original request of \$220,000, which was intended to cover all four courts, was insufficient to complete the project. Currently there is \$36,000 left from the original \$220,000. Funding for the second phase will be: \$36,000 from the first phase, \$10,000 from Lincoln Sudbury, \$220,000 (not to exceed that amount) from CPA.

The CIAC was concerned that, although funds for construction of all four courts was approved by Town Meeting in May, 2017, the decision was made to construct only two courts when it was learned that authorized funds were insufficient to build all four. This decision to move forward with

only two courts was not approved by Town Meeting. The CIAC requested that the Park and Rec Committee seek the opinion of town officials as to whether or not this was the appropriate procedure to follow. Mara Huston reported that the Town Manager consulted with Town Counsel and confirmed that Park and Rec did not act in any illegal or inappropriate way.

CIAC recommends approval by a vote of 6-0

#### **6. Camp Sewataro**

This request is for the Town of Sudbury to purchase the land currently owned by the Taylor family and operated as Camp Sewataro.

The committee generally favors the purchase of open space in Sudbury. Many if not all members indicated that they have voted in favor of open space purchase at every opportunity, in some cases for over 40 years.

But in this specific case, those opposed felt that the following issues outweighed the otherwise desirable acquisition of open space:

- There are too many unknown costs and operational questions that aren't answerable right now. These include capital projects on the property not

accounted for in the purchase price such as winterization, ADA compliance and repairs to existing buildings.

- \$11 million is a lot of money and we know there are several other major capital projects looming
- We are being asked to make a decision in a vacuum, partly due to the short time frame provided and partly because a quorum of the Board of Selectmen present at our meeting prevented any of them from sharing information with us.

The member voting in favor felt that these issues were outweighed by the fact that Sewataro is a massive property and the Town should have control over its use. Acquisition of this property will help maintain the character of the Town.

CIAC does not recommend approval of this article by a vote of 1 in favor, 4 opposed with one abstention.

The CIAC would like to thank all the Sudbury employees and department managers who participated in the FY 20 capital process for their time and support. Special thank you to William Barletta, Combined Facilities Director, for all his support during this process.

Respectfully submitted,

CAPITAL IMPROVEMENT ADVISORY  
COMMITTEE

*Susan Abrams, Clerk*

*Susan Asbedian-Ciaffi*

*Michael Cooper*

*Matt Dallas*

*Jamie Gossels, Chair*

*Joe Scanga*

*Thomas S. Travers, Vice-Chair*



## FINANCE COMMITTEE

The nine-member Finance Committee is appointed by the Town Moderator, each member typically serving for a three-year term. After completion of the Annual Town Meeting (“ATM”) each May, the terms of three existing members expire and they are either re-appointed or replaced. The Committee’s charter is to make recommendations to Sudbury residents at the Annual Town Meeting for a balanced non-override operating budget and to consider and make recommendations to ATM or Special Town Meeting on all other matters that have direct or indirect financial implications for Sudbury, including override budget requests. The Committee operates with liaisons to the Town Manager’s Office, the Sudbury Public School, Lincoln-Sudbury Regional High School, as well as the Strategic Financial Planning Committee for Capital Funding, and Capital Improvement Advisory Committee. In addition, members of the Finance Committee have been appointed to serve on the Community Preservation Committee and Budget Strategies Task Force. However, the committee serves as an independent body from the various town committees and other elected boards to provide independent financial recommendations to town meeting.

The Finance Committee recommended a No Override budget including debt service for FY20 of \$101,703,034, an increase of 3.23%. The FY20 budget increases over FY19 included the following: a 3.29% net increase in the Town budget, a 2.87% net increase in the Sudbury Public School budget, a 3.23% increase in the Lincoln-Sudbury Regional High School budget, and the share paid by Sudbury increased by 4.22%. The increase over FY19 for the Town and Sudbury Public Schools included increasing the contributions to the OPEB (Other Post-Employment Benefits) Trust Funds.

The Town’s fiscal situation continues to be constrained by increases in the cost of wages and benefits that account for much of the budget increase allowed by proposition 2 ½, together with a revenue structure that is heavily dependent upon property taxes, particularly residential property taxes. Property taxes comprise about 87% of the total revenue for Sudbury; State Aid, a little under 8% with the remainder coming from local receipts. Respectfully submitted,

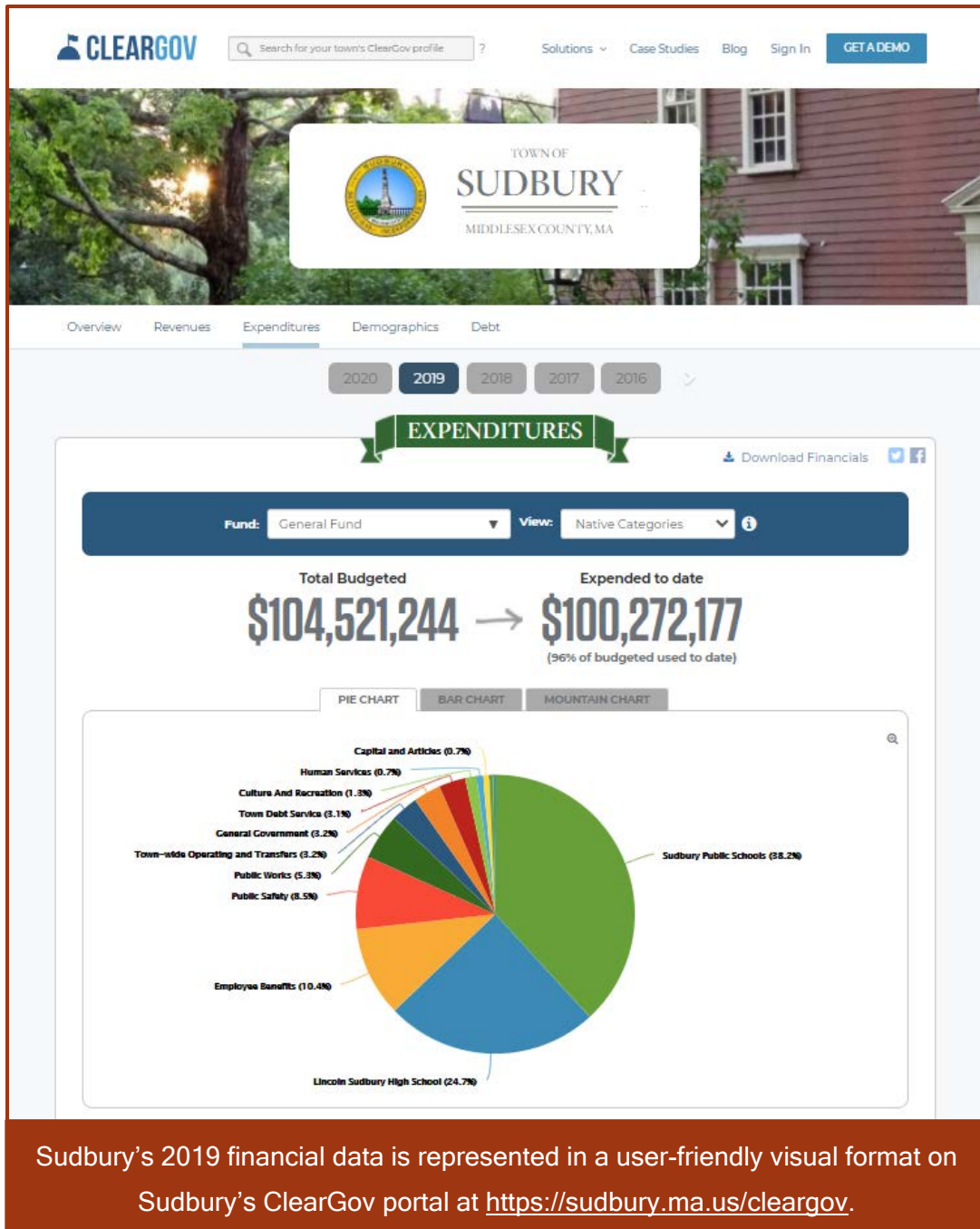
FINANCE COMMITTEE

*Jeffrey Atwater*

*Susan Berry*

Ron Brumbak  
 Christopher Carmody  
 Lisa Gutch  
 Jean Nam

Eric Poch  
 Bryan Semple  
 Scott Smigler



Sudbury's 2019 financial data is represented in a user-friendly visual format on Sudbury's ClearGov portal at <https://sudbury.ma.us/cleargov>.

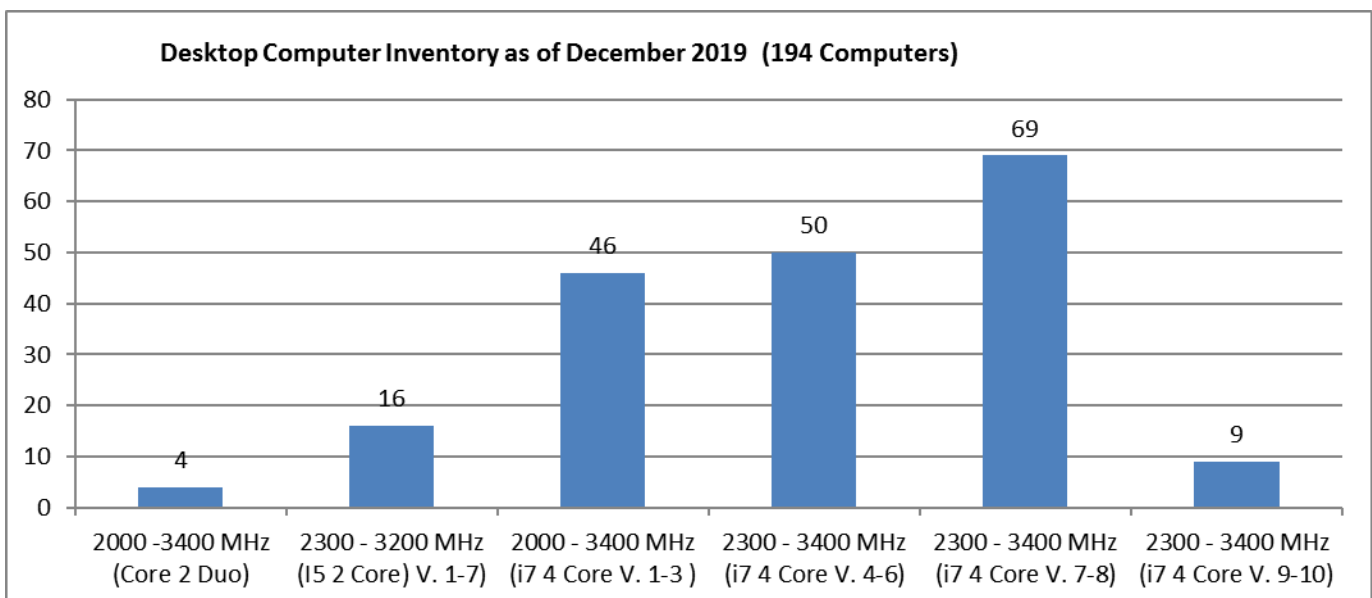
## INFORMATION SYSTEMS

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

Three new desktop computers, fourteen dual LED computer displays, and four-color printers were purchased and distributed to Town departments. Six new laptops were purchased for department supervisors and staff. This allows them to connect the laptop to a docking station in their offices, and to allow remote access as needed. One Apple 12.9" iPad was purchased for the Senior Center.

We continue to make progress establishing a network disaster recovery site at the Police Station. The fiber connection speed between the Police and our network hub, the Flynn building, is 20GB, providing ample bandwidth for data replication between the two buildings. The formation of core switch replication between the two sites copies the routing, VLANs, and networking protocols at the Flynn to the Police network, allowing it to take over that role if the core switches at Flynn were suddenly unavailable.

We have a dual virtual infrastructure in the Town. The primary virtual cluster is located at the Flynn building with a secondary cluster at the Police Station, which is our disaster recovery site. The dual virtual centers allow us to load balance our



servers between the two environments. Our backup software is set up for site replication in which the virtual servers at Flynn are copied to the Police Station's virtual network in a passive state. All virtual servers running at the Police Station are also replicated over to the Flynn Building. The establishment of virtual site replication ensures server redundancy in the event of a disaster. To protect our virtual infrastructure in the event of a town-wide disaster, we've added a cloud backup module to our data retention solutions. This module backs up the Town's mission critical virtual servers to a cloud based virtual infrastructure. These virtual standby servers can be activated, recovering our virtual infrastructure in the cloud in the event of a town-wide network disaster. Our mission critical applications will run in this cloud environment until the compromised town network is restored. We also are given a week of testing to confirm the viability of our backups and to document the procedure for cloud network recovery.

The two core switches at the Flynn Building were upgraded from 24 port SFP+ 10GB switches to 48 port SFP+ 25GB Switches. Every Town Building has dual single-mode fiber runs into the Flynn building's core switches. The dual fiber allows us to connect fiber to each switch thus preserving network connectivity if one of

the core switches fail. We were also able to increase speeds of our Virtual Server Hosts and Network Storage by 150% by upgrading our SFP+ fiber modules from 10GB to 25GB. The 24 port SFP+ 10GB switches were redeployed to the Police Station replacing their 1GB Ethernet core switches which had only 4 SFP+ 10GB ports per switch.

The upgrade of the Police Station core switches to 24 port SFP+ 10GB switches enabled us to upgrade the network storage at both the Flynn Building and the Police Station. The Flynn buildings network storage was a hybrid system which used flash drives for better performance of high bandwidth tasks and high speed SAS drives for normal operations. The network storage at Flynn was replaced with an all flash drive solution which gave us inline compression, deduplication and high-density SSD technology which greatly increased our network storage performance and reliability. The all flash system also was able to connect it's four SFP+ ports to 25GB fiber modules which the new core switches at the Flynn building supported. The all flash network storage is used exclusively in our virtual server infrastructure at the Flynn.

The hybrid network storage system at the Flynn was then redeployed to the Police

Station replacing their all SAS network storage. The previous upgrade of the core switches to SFP+ 10GB capable switches enabled us to utilize the hybrid storage's four 10GB fiber modules. The additional of the hybrid storage significantly increased the performance of the Police virtual server network. The all SAS network storage was also repurposed for backups and archiving.

The Town's external network security consists of two firewalls, one at the Flynn Building and the other at the Police Station. The firewalls are set up as a highly available (HA) pair, in an Active/Passive deployment. If the primary firewall at the Flynn building fails, the traffic will automatically failover to the secondary firewall located at the Police Station, providing maximum availability. Single-mode fiber connects to each firewall, providing the HA connection between the two firewalls. The Internet ISPs used by the Town are added to separate VLANs that connect to the primary and secondary firewalls. Combining these resources increase our internet bandwidth for maximum speed, performance and reliability. Having two of the ISPs, FLComcast and FLFiOS, in the Flynn building and the other, POFiOS, at the Police Station gives us the ability to survive a building-wide catastrophe and still have Internet access.

The firewalls include an Intrusion Prevention System (IPS) service, as well as adding subscriptions for Threat Prevention, URL Filtering, Wildfire, and GlobalProtect.

The firewall allows us to classify all traffic, including encrypted traffic, based on application, application function, user, and content. We can now create comprehensive, precise security policies, resulting in safe enablement of applications. This lets only authorized users run sanctioned applications, greatly reducing the possibility of cyber-attacks on our network.

The IT Department continues to utilize our internal data security platform which is used to protect and administer the unstructured data that the Town currently has on its file servers. The Data Advantage intelligent data use analytics (Engine) and the Data Advantage Server Probe modules give us visibility into the data, which resides on the Town's network. We also can access a complete audit trail on every file touched on our monitored servers. The software makes recommendations on file permissions by analyzing user file activity. We can then model the recommendations to see how the permission changes would affect our users.

We have also added the IDU Classification Framework, Data Transport Engine, and Data Alert modules to our data security platform.

The IDU Classification Framework module gives us visibility into the content of data, providing intelligence on where sensitive data resides across our file systems. This is done through the included classification engine, which works in conjunction with the Data Advantage interface. Actionable intelligence for data security is generated, including a prioritized report of those folders with the most exposed permissions and folders containing the most sensitive data. Built-in compliance packs allow us to quickly identify and report on data relevant to government regulations such as Credit Card information (PCI), Medical information (HIPA), Social Security Numbers (SSA) MA Driver's License data and other personal information defined in 201 CMR 17.00 (Standards for the protection of personal information of residents of the commonwealth). The software allows us to use the predefined classification rules as well as customize rules based on keywords, phrases and expression patterns. This capability is essential in order to comply with Public Records Requests. We can create a categorization, which identifies the files that match keywords, timetables, file types and other

relevant search criteria. This allows us to quickly search for the documents, thus reducing the staff time needed to respond to the request.

The Data Transport Engine module is used primarily for the copying of files that match our Public Records Request search criteria to a designated folder on the network. The IDU Classification Framework will identify where these files reside and will tag them with our search categorization. It does not have the capability of finding the tagged items and making a copy of the file in a designated location. That is why the Data Transport Engine module is required.

The DataAlert Suite detects possible security breaches, misconfigurations and other issues. The module extends the capabilities of the DataAdvantage and IDU Classification Framework with real time alerting based on file activity, Active Directory changes, permissions changes and other events. Alert criteria and output are easily configurable so that the right people and systems are notified about the activity. We are able to detect insider threats and cyber threats including Ransomware by analyzing data, account activity and user behavior. Data Alert also gives us the ability to trigger custom actions with command line execution. We have programmed the Data Alert software

to respond to Ransomware attacks by shutting down the computer and disabling the user's account. The IT staff can quickly respond to the alert, triage the computer, change the password, diagnose the source of the Ransomware and block any other potential victims from accessing it. If files are accessed late at night or when excessive amounts of files are copied to another location an alert will be generated and sent to the IT department. The Data Alert module establishes a baseline of normal activity for user, executive, administrator and service accounts. We use those behavioral baselines to flag suspicious activity, so that we can investigate potential security issues before it's too late.

We also have network traffic analysis software, which gives us insight into our network switch/router infrastructure by dynamically creating network maps based on the devices added to the interface. The software allows us to troubleshoot virtually any network problem, including slow applications and unstable networks. We can create documentation for the network that simplifies our inventory management, design reviews, and compliance audits. We can also model network changes to see the impact of new configurations on the network.

We continue to offer security training for the Town employees through a yearly training subscription with KnowBe4. Every Town employee computer user must complete an online 45-minute Security Awareness Training offered by KnowBe4 each year. During the year, the IT department launches simulated phishing email attacks targeting Town computer users. If an employee fails to recognize the attack and clicks on the compromised link or opens the malware attachment, they are required to complete reinforcement training to help them recognize the tactics used by these cyber criminals. We are also sending out weekly information emails to all employees highlighting the "Scam of the Week" or "Security Hints and Tips". When we first started the simulated phishing attacks, we saw an 11% failure rate. The current rate is now about 2.7%.

Our email server was upgraded to Exchange 2016 Enterprise. As part of the implementation we added an additional Exchange server at the Police Station our disaster recovery site. This set up allows our email to flow even if one of our email servers is down for repairs or updates. It also lets us load balance our email flow between the two mail servers. We also implemented meeting room booking through Exchange. Employees can now independently book their meeting at any



one of the meeting room locations throughout the town.

We are in the process of upgrading our ViewPermit permitting software to ViewPoint Cloud. The new permitting software is a browser based “Software as a Service” application. Since this is in the cloud, the Town will no longer need a local server to support the application. This will reduce hardware, power and cooling costs for the Town. We will also be able to eliminate the need for the Town to perform disaster recovery, retention and backup efforts on the permitting data. All this will be included in the upgrade to ViewPoint Cloud.

With ViewPoint Cloud the Town has a municipal wide application that handles Online Submissions, Mobile Inspections and all workflow processes required by the Town. The application is available anytime/anywhere via a web browser. ViewPoint Cloud will be 100% personalized to the Town’s needs. This includes any and all fields required on an application (a limitation in the ViewPermit solution), all record settings, work flows, document outputs and fees are also customizable.

ViewPoint Cloud has a responsive web design, which allows the application to adjust to various screen formats such as

smartphones, tablets and laptops. The digitized plan review component will eliminate the need to copy plans and distribute them to the departments involved in the permitting process. Instead, plans can be submitted digitally and revisions can be managed through ViewPoint Cloud’s built-in document management.

The system will reduce paperwork and improve the efficiency of town staff. It will also streamline town services to homeowners and businesses. The online accessibility of permitting applications will help reduce the number of visits that residents have to make to town departments when applying for permits.

The Town’s telephone network infrastructure consists of two Cisco Unified Communications (UC) virtual environments, one located at the Flynn and the other at Police. These telecommunication sites consist of a Cisco UCS C220 M3 virtual host that contains five virtual servers: Cisco Communications Manager (CUCM), Unity Connection (UCNX), IM & Presence, Emergency Responder, and Informacast. These dual VoIP virtual systems enable the telecommunications network to function even if a virtual host is down.



The Town has two Primary Rate Interface (PRI) telephone lines located at the Flynn Building and the Police Station. The existence of these two lines allows us to balance our inbound and outbound calling. If any one of those PRI lines were to fail, the phone traffic would automatically be redirected to the one remaining PRI line, thus creating no disruption in our phone service. If both PRI lines were to fail, the system would utilize our twenty-one (21) Centrex backup lines located at the DPW, Goodnow Library, Fairbank Community Center, Flynn, Police, and Fire locations. The redundancy of our telephony design provides the town with a reliable town-wide telecommunications system.

We have completed our goal of consolidating our telephony services into one unified system, thus allowing our buildings to share telecommunication services.

The Town moved from Verizon Wireless to AT&T as the Town's cellular provider in April of 2019. The decision was based on AT&T's FirstNet offering. FirstNet is a high-speed, nationwide wireless broadband network dedicated to public safety. This reliable, highly secure, interoperable, and innovative public safety communications platform brings 21st century tools to our public safety agencies and first responders,

allowing them to get information quickly and helping them to make faster and better decisions. The Town has also implemented two AT&T communication modules, Enhanced Push-to-Talk and Business Messenger. Enhanced Push-to-Talk (PTT) gives us lightning-fast one-to-one or group PTT calling across AT&T's nationwide network and on Wi-Fi networks. Enhanced PTT also supports high-end PTT features including fast call setup times, large contact lists and talkgroups, presence indicators for PTT contacts, and home talkgroups. Business Messenger is a mobile messaging tool for the workplace. Business Messaging allows us to do one-to-one chat, group chat and even broadcast text messages to coworkers enhancing productivity and making our communications easier.

We have been analyzing the Town's wireless network in our buildings by creating heat-maps that show the wireless coverage. We can determine where the wireless deficiencies exist and plan for the upgrades that are needed. We have also been adding new network areas in some of our Town buildings. Fiber was run underground from the Flynn Building to the Hosmer House connecting that building to the Town's Wide-Area Network. We then were able to install two wireless access points, one on the first floor and the other

on the second. The fiber connection to the Hosmer House also allowed us to install VoIP telephones in the building and connect their desktop computer and printer to the network. In the future we will be exploring adding camera and access control security to the building.

We are continuing development of the Town's website within the WordPress Content Management System (CMS). In December of 2019 we hired a new web developer, Travis Smith. Travis has been working with our previous web developer Edward Hurtig to learn the overall structure of our website. Travis will be responsible for keeping CMS up to date with the latest security and website enhancements.

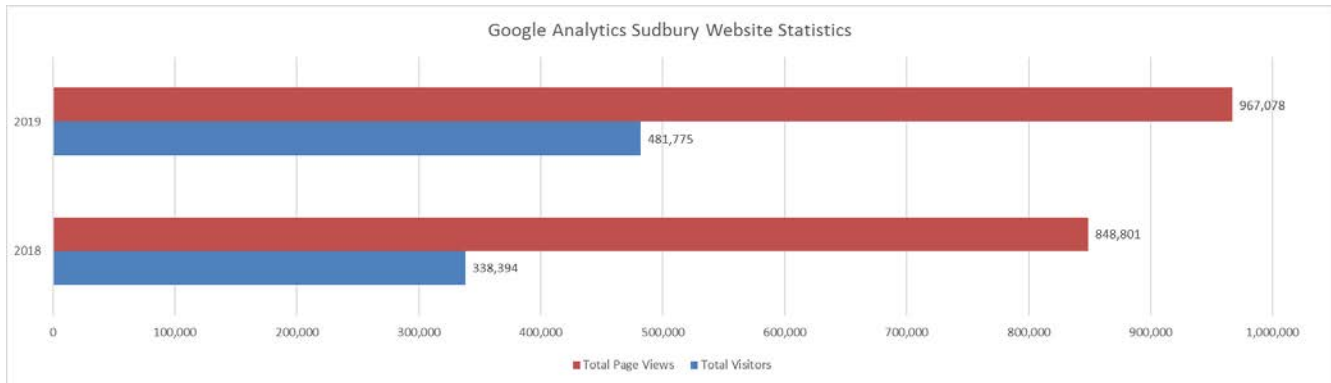
We have established a website development process that allows us to work on new enhancements without impacting the Town website. Web site functionality changes are first developed on a simulated version of the web server dedicated for development use, then combined with other projects and placed in a private source code control system hosted by GitHub for deployment to a separate beta version of the web site on its own web server and database environment.

The beta web site is then tested and reviewed by the Technology Administrator and project stakeholders, while the merged projects are reviewed by the technical stakeholders, and the cycle repeats as needed. If approved, the changes are then merged into a release version of the source code control system, then deployed to the production web server and database environment, and reviewed by the stakeholders.


The new development process allows us to scrutinize the website changes in a development environment and thus reduce any potential bugs from reaching the production web site.

The addition of Constant Contact to the website greatly improves the process of subscribing and unsubscribing to our email groups. A convenient Subscribe button is on the top right-hand corner of the Town's website. By clicking the Subscribe button, users may choose from multiple email groups. You will be given the option of unsubscribing from one or more email groups at any time. Our email subscriptions for all of groups are now at 11,235 subscribers.

Google Analytics Tracking is our website's primary statistical reporting tool. It currently captures approximately 99 percent of our



web traffic. We have seen a 42% increase in visitors to our website and 14% increase in the number of page views. We will continue to add new features that will enhance the user experience on our website.

An aerial “flyover” of Sudbury was done late in April of 2019. The flyover provided orthogonal imagery which is a true top-down view of the Town that is aligned to a map grid for the development of planimetric data. The Town also had oblique imagery created during the flyover of the Town. This aerial imagery is captured at an angle, providing a more natural perspective and making objects easier to recognize and interpret. The imagery is captured from four simultaneous directions, which produces a 360-degree view of every property and parcel. This allows the user to interact, measure and data from georeferenced images. The oblique imagery called Pictometry is available on the Town’s online mapping software, MapsOnline by  clicking the Pictometry icon. The orthogonal imagery can be found in

the mapping layers section under Base Maps in the layer titled “2019 Ortho Basemap”.

The Town’s parcel mapping layer is at L3 (Level 3) which is the standard required by MassGIS. The parcels were also updated to reflect any boundary changes that have occurred up to December 31, 2019.

Revised color and black and white tax maps were generated and the Town’s MapsOnline website was updated with the new parcel layer. The mapping updates are done on a yearly basis. The Town is using an online tool to document the changes needed. Those changes as well as the documents supporting the changes are sent to our mapping vendor during the course of the year.

The Information Systems Department continues to upgrade and add new technology to further the Town’s goal of serving its citizens in a timely and efficient manner.

Respectfully submitted,  
*Mark Thompson, Technology Administrator*

## TREASURER AND COLLECTOR

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

### **Cash Management**

The Treasurer is responsible for the receipts of all Town funds and the payment of all Town obligations. To fulfill this responsibility, the Treasurer maintains all Town bank accounts. The Town also uses a lock box account and online payment systems to accelerate the deposit of payments to the Town. The office is also relying more on electronic funds transfers (EFT) to expedite the receipts of funds into Town bank accounts, and to disburse Town funds. EFT reduces transactions costs, and allows the Town to hold onto cash for longer periods of time, thus increasing opportunities for investment income. The Town had a consolidated pooled cash & investment balance of \$46.6 million as of June 30, 2019.

### **Investment Management**

In FY19, the Town reported unrestricted investment income of \$146,208 as compared to \$82,654 in the prior year. Investment earnings depends on two factors: interest rates and the amount of cash available to invest. Depending on market conditions, and the Town's cash flow requirements, investment income may vary considerably from year to year. The Town prescribes to the municipal investment principles of Safety, Liquidity and Yield. The Town must adhere to State General Laws for investments. General investment earnings include interest, dividends, and net market value adjustment on all positions (balances) for the general fund, stabilization funds and statutory trusts for the Town of Sudbury.

### **Debt Management**

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

#### ***Short-term Debt***

Short-term debt in Sudbury is issued for three purposes: to provide cash for

construction projects before the permanent debt is issued (known as bond anticipation notes, or BANs), to provide upfront cash for projects whose costs will later be reimbursed by the state or federal government (known as Government aid anticipation notes, or GAANs) and cash flow in anticipation of tax revenues (known as revenue anticipation notes, or RAN's). As of June 30, 2019, the Town had no short-term debt.

### ***Long-term Debt***

Sudbury maintains an 'AAA' bond rating from the Standard & Poors Corporation.

This is the highest credit rating possible for municipal debt. This rating reflects the Town's Strong economic measures, driven by the town's convenient access to the deep and diverse Boston metropolitan statistical area (MSA); extremely strong per capita market values and very strong household income levels compared with U.S. levels; stable financial position and good financial management practices; and low debt burden with manageable future capital needs. The Town did not issue any new long-term debt during fiscal year 2019. The following is a schedule of general fund debt outstanding as of June 30, 2019.

**Town of Sudbury**  
**Treasurer's Debt Schedule Excluding CPF**  
**As of June 30, 2019**

Issue Types	Schools	Municipal	Pre-CPA	Total	Annual Debt Service	Principal Balance
FY18 Ending Balance	4,530,000	6,628,577	1,365,000			12,523,577
FY20 Principal	2,025,000	505,343	90,000	2,620,343		
FY20 Interest	177,075	241,545	51,463	470,082	3,090,425	9,903,234
FY21 Principal	2,060,000	509,621	85,000	2,654,621		
FY21 Interest	89,413	217,517	46,963	353,892	3,008,513	7,248,614
FY22 Principal	240,000	413,908	85,000	738,908		
FY22 Interest	13,244	194,380	42,713	250,336	989,244	6,509,706
FY23 Principal	85,000	418,503	85,000	588,503		
FY23 Interest	8,050	175,134	38,463	221,647	810,150	5,921,202
FY24 Principal	80,000	423,116	85,000	588,116		
FY24 Interest	4,600	155,772	34,213	194,584	782,700	5,333,086
FY25 Principal	40,000	427,845	85,000	552,845		
FY25 Interest	2,000	136,292	29,963	168,255	721,100	4,780,241
FY26 Principal	-	432,895	85,000	517,895		
FY26 Interest	-	116,693	25,713	142,405	660,300	4,262,346
FY27 Principal	-	438,273	85,000	523,273		
FY27 Interest	-	104,065	23,163	127,227	650,500	3,739,073
FY28 Principal	-	443,787	85,000	528,787		
FY28 Interest	-	91,300	20,613	111,913	640,700	3,210,286
FY29 Principal	-	454,642	85,000	539,642		
FY29 Interest	-	78,396	18,063	96,458	636,100	2,670,645
FY30 Principal	-	460,645	85,000	545,645		
FY30 Interest	-	65,193	15,513	80,705	626,350	2,125,000
FY31 Principal	-	360,000	85,000	445,000		
FY31 Interest	-	51,838	12,963	64,800	509,800	1,680,000
FY32 Principal	-	335,000	85,000	420,000		
FY32 Interest	-	41,038	10,413	51,450	471,450	1,260,000
FY33 Principal	-	335,000	85,000	420,000		
FY33 Interest	-	30,988	7,863	38,850	458,850	840,000
FY34 Principal	-	335,000	85,000	420,000		
FY34 Interest	-	20,938	5,313	26,250	446,250	420,000
FY35 Principal	-	335,000	85,000	420,000		
FY35 Interest	-	10,469	2,656	13,125	433,125	-
Remaining Debt Service	4,824,381	8,360,131	1,751,044	14,935,556	14,935,556	

**Town of Sudbury**  
**Treasurer's Debt Schedule for CPA Funds**  
**As of June 30, 2019**

Issues	Nobscot I & II	Cutting/ Dickson	Libby	Pantry Brook	Johnson Farm	Total	Annual Debt Service	Principal Balance
FY19 Ending Balance	3,595,000	1,140,000	735,000	2,415,000	800,000			8,685,000
FY20 Principal	340,000	240,000	130,000	125,000	50,000	885,000		
FY20 Interest	110,150	20,500	13,463	80,973	30,125	255,210	1,140,210	7,800,000
FY21 Principal	340,000	235,000	125,000	130,000	50,000	880,000		
FY21 Interest	100,075	15,700	10,863	77,148	27,625	231,410	1,111,410	6,920,000
FY22 Principal	345,000	230,000	125,000	135,000	50,000	885,000		
FY22 Interest	88,575	12,175	8,988	73,173	25,125	208,035	1,093,035	6,035,000
FY23 Principal	340,000	220,000	120,000	140,000	50,000	870,000		
FY23 Interest	78,175	8,150	6,800	69,048	22,625	184,798	1,054,798	5,165,000
FY24 Principal	340,000	215,000	120,000	145,000	50,000	870,000		
FY24 Interest	67,625	4,300	4,700	64,773	20,125	161,523	1,031,523	4,295,000
FY25 Principal	340,000	-	115,000	150,000	50,000	655,000		
FY25 Interest	54,525	-	2,300	60,348	17,625	134,798	789,798	3,640,000
FY26 Principal	345,000	-	-	155,000	50,000	550,000		
FY26 Interest	41,200	-	-	55,773	15,125	112,098	662,098	3,090,000
FY27 Principal	340,000	-	-	155,000	50,000	545,000		
FY27 Interest	30,150	-	-	50,929	13,625	94,704	639,704	2,545,000
FY28 Principal	335,000	-	-	165,000	50,000	550,000		
FY28 Interest	21,525	-	-	45,729	12,125	79,379	629,379	1,995,000
FY29 Principal	330,000	-	-	170,000	50,000	550,000		
FY29 Interest	12,588	-	-	40,030	10,625	63,243	613,243	1,445,000
FY30 Principal	100,000	-	-	175,000	50,000	325,000		
FY30 Interest	6,000	-	-	33,906	9,125	49,031	374,031	1,120,000
FY31 Principal	100,000	-	-	180,000	50,000	330,000		
FY31 Interest	2,000	-	-	27,200	7,625	36,825	366,825	790,000
FY32 Principal	-	-	-	190,000	50,000	240,000		
FY32 Interest	-	-	-	19,800	6,125	25,925	265,925	550,000
FY33 Principal	-	-	-	195,000	50,000	245,000		
FY33 Interest	-	-	-	12,100	4,625	16,725	261,725	305,000
FY34 Principal	-	-	-	205,000	50,000	255,000		
FY34 Interest	-	-	-	4,100	3,125	7,225	262,225	50,000
FY35 Principal	-	-	-	-	50,000	50,000		
FY35 Interest	-	-	-	-	1,563	1,563	51,563	-
Remaining Debt Service	4,207,588	1,200,825	782,113	3,130,026	1,026,938	10,347,489	10,347,489	

## Collections Management

The total property tax levy for FY19 was \$85,658,067. As of June 30, 2019, the Town collected \$85,658,067 or 99.45% of the current year's tax levy. The Town continues to experience very favorable collection rates. Write-offs for real estate

property taxes deemed uncollectible are very rare. Typically, unpaid real estate tax balances will undergo the Tax Taking process within 60 to 90 days after the fiscal year end. Severely overdue tax balances may result in the Town having to pursue property foreclosure in Land Court.

PROPERTY TAX LEVIES AND COLLECTIONS						
LAST TEN FISCAL YEARS						
Fiscal Year	Net Tax Levy	Collected within the Fiscal Year of the Levy		Actual Subsequent Collections	Total Collections to Date	
		Current Tax Collections (1)	Percent of Net Levy Collected		Total Tax Collections (1)	Total Collections as a % of Net Levy
2010	64,995,765	63,936,979	98.37%	432,712	64,369,691	99.04%
2011	66,989,630	65,823,252	98.26%	557,272	66,380,524	99.09%
2012	68,499,500	67,608,625	98.70%	320,887	67,929,512	99.17%
2013	70,396,267	69,641,532	98.93%	416,153	70,057,685	99.52%
2014	72,358,042	71,687,443	99.07%	514,335	72,201,778	99.78%
2015	72,987,035	72,251,311	98.99%	603,461	72,854,772	99.82%
2016	76,436,100	75,768,929	99.13%	614,187	76,383,116	99.93%
2017	78,907,941	78,956,353	100.06%	353,192	79,309,545	100.51%
2018	82,739,056	82,147,081	99.28%	465,485	82,612,566	99.85%
2019	85,658,067	85,188,157	99.45%	-	85,188,157	99.45%

Source: Department of the Treasurer/Collector

(1) Does not include taxes moved to and collected from Tax Title and Tax Deferral accounts.

## Delinquent and Deferral Account

### Collections Management

The Collector's office is responsible for collecting all taxes due to the Town. Slow or ineffective collections may reduce the Town's cash flow and overall financial stability. After the statutory deadline for payment of tax bills has passed, and additional notices requesting payment have been sent, all overdue accounts are deemed delinquent. Overdue motor vehicle

excise bills and personal property tax bills are assigned to a deputy collection service, Kelley & Ryan, for further collection actions. Eventually, the Town may request "marking" of delinquent bills at the Registry of Motor Vehicles to prevent license and auto registration renewal until all taxes and subsequent charges are paid in full. Delinquent Real Estate accounts are put into Tax Title whereby a certified lien is recorded at the Registry of Deeds against



the property's deed. Subsequent unpaid balances are added automatically at the end of each fiscal year. Once a property is in Tax Title for six months or more, the Town may exercise its legal right to foreclose. A Municipal Tax Lien supersedes any other financial encumbrances filed against real estate property. For that reason, mortgage lenders will typically require homeowners to pay off any seriously delinquent tax balances in order to protect their underlying ownership interest in real estate. Deferrals granted under Massachusetts' Temporary Hardship and Senior Tax statutes may not become due (or payable) for several years.

#### **Town Trust Funds**

The Trustees of Town Donations oversee the Town Trust Funds. The 6-member

Board of Trustees includes the members of the Board of Selectmen, plus the Treasurer. A 3-member Investment Advisory Group consisting of, David Pettit, Fred Pryor and Daniel Flanagan, make recommendations to the Town Treasurer on all pooled Trust investments. The general investment philosophy continues to focus on producing a steady stream of annual income for the beneficiaries while also protecting Trust principal to the greatest extent possible. The adjusted market value for the pooled Town trust investments as of June 30, 2019 was \$1,828,163.

#### **Tax Administration Fees**

Non-tax department fees collected for recent fiscal years are as follows:

#### **TAX ADMINISTRATION FEES**

	<u>FY2019</u>	<u>FY2018</u>	<u>FY2017</u>	<u>FY2016</u>	<u>FY2015</u>
Municipal Lien Certificates	\$ 15,090	\$ 15,775	\$ 16,725	\$ 16,725	\$ 16,880
Other Administrative	636	924	1,226	1,511	1,257
	<u>\$ 15,726</u>	<u>\$ 16,699</u>	<u>\$ 17,951</u>	<u>\$ 18,236</u>	<u>\$ 18,137</u>

## **Revolving Funds**

Receipts from a specific revenue source that are accounted for separately (segregated) from the general fund and may be spent without appropriation to support the activity, program or service that generated the revenue.

The Town maintains several revolving funds. Revolving Funds established under M.G.L. c.44, s. 53E ½, require annual spending limit authorization at Town Meeting. Each fund is accounted for separately from all other monies in the Town.

Fund Descriptions are as follows:

### ***Public Health Vaccinations***

Insurance and other reimbursements for vaccinations provided by the Board of Health to the public for the purchase of vaccines, vaccination materials, and the public health nursing administration of such vaccinations.

### ***Plumbing and Gas Inspectional Services***

Permit fees collected are used to fund services for plumbing and gas inspections.

### ***Portable Sign Administration and Inspectional Services***

Annual registration fees collected pursuant to Section 3259A, Portable Signs, of the Zoning Bylaw are used to fund administration and inspectional services.

### ***Conservation (Trail Maintenance)***

License fees collected from agricultural use of fields on conservation lands are used to fund trail maintenance on Town-owned designated conservation lands.

### ***Conservation (Wetlands)***

Application fees collected are used to fund administration of the Sudbury Wetlands Bylaw.

### ***Council on Aging Activities***

Fees collected are used to fund Senior Center classes and programs.

### ***Council on Aging Van Transportation (MWRTA)***

Payments from the MetroWest Regional Transit Authority (MWRTA) and fares are used to pay salary and benefits of van driver and van operating expenses.

### ***Cemetery Revolving Fund***

Sale of lots and other fees excepting perpetual care funds are used to fund maintenance of Town cemeteries.

### ***Fire Department Permits***

Permit fees collected are used to fund expenses related to the issuance of permits, including salaries and benefits, purchase and maintenance of equipment required.

***Goodnow Library Meeting Rooms***

Fees from non-Town agency use of Library meeting rooms are used for maintenance and utility charges for those rooms.

***Recreation Programs***

Fees collected are used to fund recreation programs and activities.

***Teen Center***

Fees collected are used for Teen Center programs and activities.

***Youth Programs***

Fees collected are used to fund youth programs and activities.

***Bus***

User fee collections are used to fund additional or supplemental school transportation.

***Instrumental Music***

User fees are used to fund additional or supplemental instrument music lessons after school hours.

***Cable Television***

Fees and other income collected in connection with cable television are used

to fund local access services and the Town institutional network (I-Net).

***Rental Property***

Receipts received from the rental of Town-owned houses are used to fund expenditures related to the upkeep of these houses.

***Dog***

Fees, fines, charges, and penalties imposed under the Town Bylaw, Art. V.3, Regulation of Dogs, and those costs required by the Massachusetts General Laws are used for making purchases or paying any expenses related to the regulation of dogs.

***Zoning Board of Appeals***

Application fees collected are used to fund consultants and part-time employee salaries.

***Solar Energy***

Receipts from the solar landfill are used for payment of electrical costs and funding of energy saving initiatives by the Energy Committee.

Respectfully submitted,

*Dennis Keohane, Finance*

*Director/Treasurer-Collector*

## TOWN REVOLVING FUNDS

	<b>Balance 6/30/2018</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Balance 6/30/2019</b>
Public Health Vaccinations	\$ 31,763.59	\$ 19,101.53	\$ 15,085.05	\$ 35,780.07
Plumbing & Gas Inspectional Services	133,847.21	57,576.00	40,222.31	151,200.90
Portable Sign Administration & Inspectional Services	56,589.26	7,812.50	3,023.27	61,378.49
Conservation (Trail Maintenance)	9,888.75	1,550.00	-	11,438.75
Conservation (Wetlands)	41,485.68	7,240.00	23,822.56	24,903.12
Council on Aging Activities	9,040.80	39,969.63	42,903.41	6,107.02
Council on Aging Van Transportation (MWRTA)	34,517.76	132,778.48	115,069.07	52,227.17
Cemetery Revolving Fund	42,908.77	17,512.00	11,050.00	49,370.77
Fire Department Permits	67,312.64	44,299.58	1,317.48	110,294.74
Goodnow Library Meeting Rooms	45,577.97	6,885.00	-	52,462.97
Recreation Programs	460,503.47	502,198.67	564,519.06	398,183.08
Teen Center	2,080.26	5,271.00	4,049.82	3,301.44
Youth Programs	146,234.49	111,204.00	147,265.98	110,172.51
Bus	201,916.92	343,944.00	104,332.85	441,528.07
Instrumental Music	7,646.69	75,938.00	71,425.00	12,159.69
Cable Television	17,577.92	-	-	17,577.92
Rental Property	47,985.32	16,380.00	15,745.49	48,619.83
Dog	93,083.52	49,728.00	54,390.07	88,421.45
Zoning Board of Appeals	2,541.00	-	-	2,541.00
Solar Energy	322,237.88	405,537.81	201,859.51	525,916.18
	<u>\$ 1,420,738.43</u>	<u>\$ 1,825,824.67</u>	<u>\$ 1,400,995.88</u>	<u>\$ 1,641,888.92</u>





## Music & Good Cheer

Crowd favorite Mr. Vic entertained audience members young and old, with an assist from Frosty the Snowman at the 2019 Winter Festival.

Photo courtesy of Patrick Rogers.

# HEALTH & HUMAN SERVICES

## CABLE ADVISOR

In 2019, the Cable Advisor helped residents resolve cable-related issues. He also monitored cable-company franchise compliance, answered questions from residents and the Town, and maintained an informational webpage (accessible from the Town website). Cable-related questions or problems should be sent to [cableadvisor@sudbury.ma.us](mailto:cableadvisor@sudbury.ma.us). Residents are encouraged to use this process to get help with cable-provider-related problems they cannot resolve through normal channels.

SudburyTV (a non-profit organization led by Sudbury residents) continued to provide Public, Governmental, and Educational Access programming on COMCAST Channels 8 & 9, Verizon Channels 31 & 32, and via their website <http://sudburytv.org> (video-on-demand, and 24/7 live stream).

SudburyTV programming included continued live coverage of Selectmen's meetings, Town Meeting, Finance Committee, SPS School Committee, and L/S School Committee meetings, as well as coverage of Zoning Board of Appeals, Planning Board, Conservation

Commission, Community Preservation Committee, Historic Districts Commission, Park and Recreation Commission meetings, and Strategic Financial Planning Committee for Capital Funding. STV also began coverage of The Master Plan Steering Committee and Commission on Disability meetings.

Special coverage was provided for the Annual Sudbury Town Forum. SudburyTV cablecast educational programming presented by groups such as FELS, L/S Music Programs, L/S Sports, and both L/S and Curtis Graduation ceremonies.

SudburyTV also continued to cablecast community programs from Protect Sudbury, the Sudbury Historical Society, Friends of Assabet River National Wildlife Refuge, Sudbury Senior Center, Sudbury League of Women Voters, L/S Civic Orchestra, the Sudbury Summer Concert Series, Holiday Parades, and the 18th Annual HOPEsudbury Telethon.

Finally, SudburyTV produced three original series programs; Global Village discusses a variety of topics including books, music, and religion, The Old Fashioned Way

explores old methods and meets modern people doing archaic things with tools and techniques that haven't changed in over a hundred years, and Game Time, produced with the LS Game Club, presents E-Sports tournaments.

At the SudburyTV studio at L/S there is a full complement of broadcast and editing equipment. After training, residents can use this equipment to create and edit quality programming at no charge, or volunteer to help cablecast existing programs. Residents can request personalized training, or attend our courses given as part of L/S Adult Education. Equipment may be used in the studio or on location. We have rooms equipped with

multiple cameras such that a single volunteer can record meetings in the Town Hall, Flynn Building and Police Station.

The essence of Access is programming produced for residents, by residents. Residents are encouraged to contact SudburyTV's Executive Director, Lynn Puorro, to discuss programming and/or training. Contact Lynn at 978 443 9507, or at [info2@sudburytv.org](mailto:info2@sudburytv.org). More information about SudburyTV (and a link to the Cable Advisor's webpage) can be found at <http://sudburytv.org>.

Respectfully submitted,  
*Jeff Winston*

## COMMISSION ON DISABILITY

### About the Commission

The Commission on Disability (COD) was revived by the Board of Selectmen in 2019. The COD works independently and in collaboration with other Town departments to create and implement programs that provide advocacy, educational resources, and remediation to promote accessibility into and within the Town's public spaces. It also seeks to assist and empower those individuals with disabilities and their families in the Town to advocate for themselves by developing a compendium of resources available locally and statewide. In addition, the Commission provides technical assistance and input to other Town departments and represents the concerns and needs of those with disabilities by serving as members on Town-wide committees. The Commission is a volunteer body that meets at least monthly to address the issues within the Town that affect those individuals with disabilities. The membership of the Commission presently is comprised of 5 members. Having 51% of its membership comprised of those individuals with disabilities is a goal toward which it is striving. The Commission receives money from the fines collected from Handicapped Parking violations to support its projects.

### Membership

The Commission on Disability currently has five members. Ideally, the Commission should be composed of up to nine members in order to be able to better meet the expanding needs of the community. Patricia Guthy continues to serve as the Commission Chair and is ably supported by Kathleen Bell as Vice Chair, and members Lisa Kouchakdjian, Doug Frey, and Caroline Santangelo. The duties of Secretary and Treasurer for the Commission continue to rotate among the members. When the Commission achieves its membership goals, a more formal assignment of these responsibilities will be made. There are four vacancies on the Commission and recruitment is ongoing. All appointments to the Commission follow the Sudbury Town application process, with final approval and appointment to the Commission made by the Board of Selectmen. We sincerely invite anyone who is interested in becoming a member of the Commission to attend our monthly meetings (the place and time of which are posted on the Town website as well as on the Commission's webpage at [www.disability.sudbury.ma.us](http://www.disability.sudbury.ma.us).) Any questions regarding the Commission and interest in joining it can be directed to the Chair or Vice-Chair of the COD by email



([disability@sudbury.ma.us](mailto:disability@sudbury.ma.us)) or telephone message (978 639 - 3265).

### **Overview of 2019 Fiscal Year**

The role of the COD can be distilled into three concepts: ASSIST, ASSESS AND EDUCATE. Operating under these concepts, the Commission has actively participated in the following projects to represent the needs and interests of the community.

#### **Assist**

The Commission has actively served and participated on several Town committees to investigate, study, and make recommendations on various issues which would affect the ability of those living with a disability to participate and have equal access to facilities, services, activities, and programs offered/sponsored by the Town. The committees on which members of the commission serve are the Transportation Committee, The Master Plan Steering Committee, the Town Hall Renovation Project, and the Adaptive Equipment Committee. In addition, members of the Commission liaise with the SEPAC at both the Sudbury Public Schools and Lincoln-Sudbury Regional High School. The Commission has also worked with the Facilities Director at the High School for physical access to the High School facility and with Sudbury TV to provide

access/adaptive equipment for the Visually and Hearing Disabled residents attending Town Meeting. The role of the Commission on these committees is to provide a voice for those in the community living with disabilities.

#### **Assess**

The Commission has spearheaded the effort for the Town of Sudbury to undertake an assessment of its facilities (including recreational facilities), programs, services, and their compliance with the ADA (Americans with Disabilities Act) regulations, both federal and state, and based on the outcome of this Self Evaluation, to develop a Transitional Plan to meet compliance requirements. To this end, the Town applied for a State Grant to fund this undertaking. The Commission sought and obtained the enthusiastic support of our State Representative Carmine Gentile. The Commission so fervently believes in this project that it unanimously voted to provide ancillary funding for it, using monies from the Handicapped Parking Fine Account. We await the outcome of the awarding of the State Grant. We have been assured, however, that the Town will seek alternate funding for this project if the State Grant is not granted. In addition, the Commission has established a close working relationship with the MetroWest Center for

Independent Living and the Massachusetts Office on Disability. Both of these agencies have provided invaluable assistance to the Commission as accessibility issues have been identified.

### **Educate**

The Commission recognizes that, in order to support the Town's efforts to cause the full integration and participation of people with disabilities in our Town services, facilities, and programs, education about the requirements of the ADA legislation is paramount. To this end, the Commission has invited the Assistant Director of the Massachusetts Office on Disability to address the Commission and also address the Master Planning Steering Committee. Commission members have attended a 2-day seminar and each member has been certified as Community Access Monitors, increasing our knowledge of requirements, and application of the ADA legislation. Based on the knowledge acquired through this program, the Commission has made presentations to both the Historical Commission and the Historic Districts Commission to consider the requirements of ADA legislation as we work together on the Town Hall Renovation Project. To inform the community of the role of the COD, the commission participated in the Sudbury Foundation event, "Sudbury, Doing Good Fair", which gave us the

opportunity to provide to the broader community information of services and opportunities available. Finally, the Commission's revamped webpage ([www.disability.sudbury.ma.us](http://www.disability.sudbury.ma.us)) has been able to provide information on resources available in the area, and the means to access them. In addition, the webpage contains data on programs, services, agencies, providers, adaptive materials and events in Town which would benefit those who live with disabilities. The webpage has been successfully developed and managed by our Vice-Chair, Kay Bell and the webpage has become an integral part in our education mandate.

### **Inter/Intra Town Partnerships**

The Commission wants to acknowledge the collegial working relationships that have been formed with all of the Town's Boards and Commissions and Committees and their assistance to us. We are particularly grateful to the Board of Selectmen, Planning Board, the Historical Commission, the Historic Districts Commission, Facilities, Building Department, Permanent Building Committee, the Council on Aging, and the Police Department. We especially want to thank the Police Department for their enforcement of the Handicapped Parking regulations and their efforts to educate the public of the need for these parking

restricted spots and to highlight their importance to those individuals living with disabilities.

COA FINANCIALS FY19	
Starting balance	\$14,760.05
Total Revenue	\$ 0.00
Total Expenditure	\$ 0.00
FY19 Ending balance	\$14,760.05

Respectfully submitted,

COMMISSION ON DISABILITY

*Patricia A. Guthy, Chair*

*Kathleen Bell, Vice-Chair*

*Doug Frey*

*Lisa V. Kouchakdjian*

*Caroline Santangelo*

## GOODNOW LIBRARY

This year brought new partnerships and programs for the Goodnow Library, fulfilling several goals of the current strategic plan:

### Library's Mission

Improving lives through the power of information, ideas and innovation.

### Library's Vision

The Goodnow Library will:

- Be a primary resource for learning and literacy
- Be socially equitable and accessible to all
- Be a valued community partner
- Be proactive and responsive to community needs

### Current Goals

1. Support learning and multiple forms of literacies
2. Create a place that cultivates diverse ideas and innovation
3. Foster community connections
4. Provide high standards of customer experience
5. Develop sustainability initiatives

### Community Information Fair

Hosted by the Goodnow Library & Sudbury Doing Good, a project of the Sudbury Foundation, the event featured nearly 50 local nonprofits, community groups and town departments. Hundreds attended the

event to learn more about "doing good" in every area that impacts our community from social services, membership options and volunteer opportunities. Attendees were energized to see neighbors, learn how to get involved, and enjoy the family-friendly afternoon featuring activities, community service opportunities and giveaways. This was the first of what is hoped to be an annual event.

### Telescope

This year, the Library was the recipient of an Orion StarBlast 4.5-inch Astro Reflector Telescope equipped with a zoom telescopic eyepiece. The telescope was donated to the Goodnow Library by the



This Astro Reflector Telescope is now available to be checked out of the library.

Aldrich Astronomical Society and made possible through funding by MathWorks of Natick, MA. The goal of the Library Telescope Program is to help foster scientific literacy, stimulate an interest in astronomy, and provide people who have never looked through a telescope the chance to experience the excitement that comes from discovery. Placing the telescopes in local public libraries allows a greater general access to telescopes since they are intended to be checked out of the Library just as a book.

### **Passports**

This year the Library added another new and exciting service for the members of the community: US Passport Application Acceptance. After the successful application to become an acceptance facility, Library staff underwent rigorous training. The program has been extremely popular, and every month use continues to grow. In its first three months of service, 180 applications were processed. The Library has plans to create a revolving fund to accept the fees received for these applications.

### **Indoor Mini-Golf**

One of the most notable events at the Library this year was a two-day, all-ages indoor mini-golf fundraiser hosted by the Goodnow Library Foundation. The interior of the Library was transformed into a colorful and fun-filled mini-golf course.

Nearly 400 friends and families attended the event over two days, raising \$40K for the Library. It featured holes, sponsored by local organizations and businesses.

### **Dementia Friends**

The Library is particularly proud of its partnership with the Sudbury Senior Center as the Goodnow reaches its goal to become certified as “Dementia Friendly.” The Library’s Assistant Director, Karen Tobin, served as the Library’s liaison to the Dementia Friendly Sudbury Action Team. The goal of the Action Team was to raise awareness and cooperation of all community members in the town of Sudbury to help make Sudbury a Dementia Friendly town. In November, the Action Team held a kick-off event for the Dementia Friendly initiative. Some of the speakers from the community and beyond included Debra Galloway, Sudbury Senior Center Director; Patty Sullivan, Dementia Friendly Mass. Coordinator, MCOA; Bianca Walker, Alzheimer’s Association; and Alice Sapienza, Sudbury Livable Community Ambassador. The Library created a brochure with materials on understanding and/or living with dementia for all ages; it purchased these and other materials for its collections, and has featured a display of them in the adult department. After attending Dementia Friends Information Sessions and a Dementia Champions training in March, the Library’s Assistant Director is now qualified to lead Dementia

Friends Information Sessions, so she provided training to all staff at its annual Staff Development Day.

### **Services to Children**

In 2019, 29,550 people attended 858 programs which made for an exciting and energizing year in the Children's Department. In January, we welcomed Heidi Wright as our new Assistant Head of Children's Services. She has brought tremendous energy and enthusiasm to our department and we are thrilled to have her on board. Winter highlights included a new partnership with the Chinese American Association of Sudbury to offer a special Chinese New Year celebration for the community. We continued our collaboration with the Wayland Library Children's Department to deliver an outreach story time every Saturday during the months of January-March at the Wayland Winter Farmers' Market. A significant amount of work was done on our physical collections with a long overdue weeding of our Fairytale and Folktale collection, the creation of a new World Language Collection and a large-scale shifting project in chapter, fiction, non-fiction and biography.

### **Services to Teens**

2019 was a year of big changes for the Teen Department at the Goodnow Library with the arrival of a new Teen Librarian and a substantial increase in teens using the

Library as a space for studying. Faced with the challenges of dealing with teen behavioral issues, the staff has been able to use them as an opportunity to strengthen bonds within the community. Through collaborations with the LSPO, local school librarians, and the LSRHS SRO, the Goodnow Library has widened its sphere of influence throughout the town while improving its services.

This year there were approximately 160 programs available for teens visiting the Goodnow Library. These programs included single-events and recurring series, such as book clubs, game nights, coding, craft programs, and more. The completion of the Sara Sherman NOW Lab has given the Teen Department an opportunity to expand the breadth of programming due to the availability of both high and low technologies. In addition, the free access to the NOW lab during Open Hours has given teens the independence to create freely in an inclusive and unique environment.

### **Historic Collections**

Work continues on the Library's rich collection of historical materials. The purpose of the Goodnow Library's Local History Collection is to preserve materials that document the history of Sudbury and to make these materials available to researchers and the general public.



The highlight of the year was the digitizing of the Library's local holdings of newspapers on microfilm. This project was made possible through Community Preservation Act funds through the Town of Sudbury Community Preservation Committee.

These newspapers are now searchable by keyword by going to

<http://sudbury.advantage-preservation.com>.

### **Sara Sherman NOW Lab**

The Library staff and community were sad to see its Teen Librarian and NOW Lab coordinator, Robert Carter, leave this summer to pursue other opportunities. To fill the void left by his absence, one of the Library staff members, Ferrell Mackey, held a six-week Craft Camp for teens during the summer. Once a week, they met for two hours to make a craft and a snack.



Craft Camp Participants focused on their projects at the Sara Sherman Now Lab.

The Library's goal through the Fall and Winter has been to educate the public's perception and invigorate the use of the space. Through weekly workshops, the Library has given people opportunities to explore the tools and machines that are available to them. By offering classes using the paper cutting machine, the laser cutter, and small hand tools, the Library has been able to recruit volunteers to host an additional 4.5 hours a week for the public.

### **Library Director Inaugurated as State Library Association President**

At its annual conference, Esmé Green, Goodnow Library Director, became the 2019-20 Massachusetts Library Association President, after being elected and serving as Vice-president/President-elect last May. In her remarks, she thanked the officers, committees and members for their hard work and participation. She commended her fellow MLA librarians, telling them to: "hold your heads high for the work you are doing, your mission to serve, and your values of equity and inclusion. Every day you make lives better, strengthen communities, build social capital and resilience."

### **Staffing and Volunteers**

An integral part of the Library's success is the caliber of the staff and its volunteer corps. In order to provide Library staff with the support and training to insure their success, the Library encourages



2019 Goodnow Library Staff.

participation in development opportunities, such as workshops and conferences. The best-loved of these is the annual Staff Development Day, when the Library staff come to learn and share together. This year, the focus was on learning to be Dementia Friends, as well as the principles of Equity, Diversity and Inclusion. Additionally, the Library's community volunteers are a crucial component to the Library's success. Helping with everything from collection management projects to craft preparation, these folks enliven the Library every day in addition to helping get the work done. In 2019, over 50 volunteers provided over 2,000 hours of service to the Library.

### **Friends and Foundation**

The Library is extremely fortunate to have the direct support of two charitable organizations whose efforts further the

Library's mission and goals for the community.

Over the past year, the Friends of the Goodnow Library have participated in the Sudbury Doing Good Community Fair, enjoyed a sold-out Trivia Night, hosted author Michael Tougias discussing his book, "Above and Beyond," about the Cuban missile crisis, heard lecturer Roxie Zwicker presenting "Haunted Road Trips of New England" and enjoyed a baroque cello and piano concert, just to name a few programs. In addition to the great array of museum passes already available to the public, this year the Friends added museum passes for The Trustees of Reservations, Historic New England, Worcester Art Museum, Edward M. Kennedy Institute and the Danforth Art Museum.



In addition to raising funds through the gala and other events, the Goodnow Library Foundation (GLF) received \$10,000 from the Sudbury Foundation for a special internship program known as "Goodnow Develops." The participating interns are learning about the inner-workings of a nonprofit to develop skills, training and awareness to become philanthropic donors and activists. They will also work with seniors to bridge the generational gap. The Main Street Bank is also supporting the program with funding. In addition, the GLF worked with the Library staff to request CPA funds to upgrade the Historical Room by securing the special collections in anticipation of opening the room full-time as a quiet workspace.

Respectfully submitted,  
*Esmé Green, Goodnow Library Director*



Goodnow Trustees L-R: A. Gordon, I. Mayyasi, L. Gordon, B. Pryor, B. Whitlock, M. Royea

## GOODNOW LIBRARY BOARD OF TRUSTEES

*Alan Gordon*

*Lily Gordon*

*Ingrid Mayyasi*

*Barbara Pryor*

*Marie Royea*

*Beth Whitlock*

Statistical Report			
FY19 (July 1, 2018-June 30, 2019)			
	FY2018	FY2019	% Change
<b>Total Circulation</b>	411,282		
<b>Number of Children's Programs</b>	796	842	5.8%
<b>Attendance of Children's Programs</b>	26,808	27,180	1.4%
<b>Number of Teen Programs</b>	69	156	126%
<b>Attendance of Teen Programs</b>	1,389	1,245	-10.3%
<b>Number of Adult Programs</b>	57	51	-10.5%
<b>Attendance of Adult Programs</b>	1,152	1,213	5.3%

Financial Report		
FY19 (July 1, 2018-June 30, 2019)		
	Revenue	Expended
<b>Lost book Fund</b>	\$ 4,963	\$ 2,097
<b>Meeting Room Revolving Fund</b>	\$ 6,885	\$ 0
<b>State Aid Funds: MEG</b>	\$ 4,616	\$ 3,786
<b>State Aid Funds: LIG</b>	\$ 13,130	\$ 5,921
<b>State Aid: Non-Resident offset</b>	\$ 10,383	\$ 23,948
<b>Fines*</b>	\$ 16,590	

\*Returned to the General Fund

## BOARD OF HEALTH

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

### **Notable 2019 Public Health Events**

In 2019, there were two significant public health events that demanded emergency responses. On Friday, September 6th, the

Massachusetts Department of Public Health notified the Board of Health of a confirmed human case of Eastern Equine Encephalitis (EEE). A 5-year old resident contracted the virus, causing town wide concern due to the severe symptoms and lasting effects of EEE.

Also in September, Massachusetts Governor Charlie Baker declared a public health emergency ordering a four month ban on the sales of all nicotine vaping devices and products. The Governor acted due to an increasing number of vaping related illnesses in Massachusetts and the US, some leading to death. The Board of Health immediately enforced the ban and ordered all vaping products removed from the 10 tobacco permit holders in Sudbury.

The Board of Health also supported major projects including the purchase of Camp Sewataro and Broadacre Farms, development of the Hazard Mitigation Plan, and stormwater management and improvement efforts.

### **Eastern Equine Encephalitis (EEE)**

The confirmed case of EEE attracted local and national media attention and demanded all staff resources for weeks following. The Board of Health convened an emergency meeting on Sunday, September 8th and voted to endorse

additional truck mounted adulticide mosquito spraying, support Massachusetts Department of Public Health recommendations, to give the Health Director authority to make emergency decisions, and support all efforts within town and schools to benefit public health of the community. The health department staff mobilized all available resources, continually updated the Town website and electronic bulletin boards with current information, supported the schools by advising the Superintendents, and attended Select Board and School Committee meetings. The Board of Health acknowledged the support of all town personnel that assisted, particularly Police Chief Scott Nix, for his public relations and public notification efforts. The Eastern Middlesex Mosquito Control Project (EMMCP) was also critical in managing emergency truck mounted adulticide spraying efforts.

### **Tobacco Control**

Town and State actions were largely in response to the growing concern over increased use of electronic cigarettes and vaporizers (vapes) within the youth population. In addition to enforcement of the vaping ban, the health department staff also informed all tobacco permit holders of the Modernizing Tobacco Control Act which was passed by the Massachusetts Legislature in November. The act, which will go into effect in June of 2020, will

among other things, ban the sales of all flavored tobacco products, restrict many vapes and e-cigarettes sales, increase fines for selling to minors, and connect lottery sales penalties to retailers selling untaxed nicotine products.

Sudbury continued to participate in the MetroWest Tobacco Control Coalition, funded by a grant from the MetroWest Foundation. Sudbury, along with 9 other Metro West towns, established a regional tobacco control program purposed to prevent nicotine addiction. The grant funding expired in 2019, but future efforts will be funded by the successful Board of Health vaccine revolving fund. The coordinator for the program continued to conduct compliance checks at tobacco retailers. One compliance check was conducted.

### **Subsurface Disposal of Sewage**

To ensure that individual septic systems will not have negative impacts on the environment and public health, thorough field evaluations were conducted for new single-family residential lots, multi-unit housing projects and commercial properties to determine groundwater elevation, suitability of soil, elevation of bedrock, and presence of wetlands. Septic system design plans were reviewed and approved prior to construction. In addition, septic replacement systems were evaluated and inspected for existing

dwellings or buildings. Proposed additions to existing buildings were reviewed for adequate septic system capacity. Under the State Environmental Code, Title 5, governing septic systems, the Board of Health is required to review septic system inspection reports prior to property transfers. One hundred and thirteen (113) permits were issued to construct, replace or repair septic systems in 2019.

### **Community Social Worker**

The Social Work office continued to assess and address community needs through supportive programming, public education, and capacity building.

***Supportive Programming:*** In addition to providing daily resource and referral services, consultation, and short-term case management, the office engaged in research and networking to increase the resource and referral database. New resource guides were developed and others translated into Spanish. Annual programs including the Coat Drive, Single

Mothers Program, Food Pantry Delivery Program, Backpack Drive, and Holiday Gift Program continued to support residents. Self-sufficiency programming that was provided included Credential to Career, Budget Buddies, Financial Fitness Sudbury individual coaching, and Holiday to Tax Day Financial Literacy program.

***Public Education:*** The website was updated and resource emails were sent regularly. Staff participated in the first annual Board of Health fair and annual Touch a Truck event to spread awareness of public health issues, services and resources. The Social Worker co-chaired the MetroWest Human Service Coalition, a regional collaborative effort to address common needs. Staff also held a series of trainings for residents and providers on trauma and its impact on functioning.

***Capacity Building:*** The Office engaged in activities to optimize human and physical resources within the community with a focus on collaboration and capacity

### **2019 BOARD OF HEALTH SERVICES - SOCIAL WORKER**

*(2018 Shown in Parentheses, Italics)*

- Referrals to Community Resources - 2403 (3272)
- Home/Office Visits - 322 (259)
- HOPE Sudbury Applications Processed - 69 (72)
- Case Management Contacts - 7451 (7302)
- Police and Fire Referrals Follow Up - 24 (25)
- Managed Donations/Volunteers - 942 (853)
- Presentations to Increase Awareness of Resources - 97 (79)

building. This included organizing and implementing a half day symposium on homelessness, facilitating quarterly housing meetings, and participating in the town Transportation Committee.

Partnerships were made with local camps and donors to provide residents with scholarships, organized monthly hygiene and toiletry drives with community groups, partnered with a wide variety of organizations to provide clothing, hygiene and menstrual supplies, diapers and other critical items. The Social Worker collaborated with local clergy for the Spring Basket Program, annual soup drive, and free home repairs. Office functioning and efficiency and delivery of services was expanded with the addition of summer and fall interns and volunteers. The additional office resources focused on updating the HOPEsudbury applications, updating the social work manual and improving BOH safety training.

### **Nursing Services and Emergency Preparedness**

The Board of Health Nurse offered services to the Town of Sudbury to support the community to maintain and foster public health. The nurse investigated and reported all communicable diseases to the Massachusetts Department of Public Health for the Town of Sudbury. The Board of Health Nurse offered weekly blood pressure and glucose screenings for all town residents, regardless of age, at the

Sudbury Senior Center. Monthly Blood Pressure screenings were also offered at housing authority sites and town buildings. The BOH nurse maintained a close monitoring system of at-risk residents as well as a deep commitment with other town departments for the greater good of the community at large. Throughout the year, the nurse coordinated public health educational seminars quarterly, health education fairs, community events on a variety of health topics, depending on community needs and interest.

As the representative for Public Health Emergency Preparedness for Region 4A, the nurse followed guidelines for CDC emergency preparedness deliverables and conducted emergency planning for the Town of Sudbury. The Sudbury Board of Health Nurse also led the Medical Reserve Corps MRC volunteer drills, recruitment efforts, and shelter opening and planning.

The Board of Health nurse licensed and inspected all recreation camps in the Town of Sudbury. The nurse submitted publications of CDC health advisories and public health education to the Town web site. The Board of Health nurse worked with schools, assisted living, and nursing facilities in town on outbreak, surveillance, and control measures for infectious disease.

The Sudbury BOH nurse organized and administered Flu immunization clinics for the Town of Sudbury residents, employees, teachers, police, and first responders. Flu Clinics were also held at the Sudbury Senior Center and housing authority sites. The Nursing Vaccine Program included: revolving fund account for vaccine purchases, Medicare, Mass Health and private insurance reimbursement, State Vaccine for Children VFC program and reporting of vaccine to the state through the Massachusetts Immunization Information System. A special thanks to Dr. Peter Hoenig, Sudbury town resident, for his commitment as the Board of Health Consulting Physician.

### **Hazardous Waste**

The Board of Health participates in the review of all environmental assessments and remediation plans for hazardous waste sites in Sudbury listed by the Department of Environmental Protection. There were two hazardous material releases initiating a clean-up response.

The Board of Health held a hazardous waste collection in November. Over 193 households participated in the safe disposal of items such as oils, acids, thinners, cleaners, fuels, and paints. This year's collection was managed by Beth Porter, Board of Health administrator, who significantly improved efficiencies through her "appointment only" approach.

### **Animal/Rabies Control**

Jennifer Condon, Animal Control Inspector/Officer, reported 1217 calls during 2019, reporting complaints, lost dogs and cats, wildlife concerns, and miscellaneous questions. Fourteen (14) animals were picked up and returned to owners, surrendered to humane shelters, or quarantined. One hundred and thirty-four (134) animals were quarantined due to bites or scratches to humans or other animals. Forty-nine (49) barn inspections were conducted and reported to the Department of Animal Health and the Department of Agricultural Resources. Potentially rabid animals that have had contact with pets or humans are submitted for testing to the State Laboratory. The removal of road kill animals along public roadways is now being contracted by Jennifer Condon. Seventy-eight (78) dead animals were disposed of, including 20 deer.

Flooding caused by beaver impoundments continue to occur throughout Sudbury. State law requires a permit from the Board of Health for trapping, breaching or removing a dam and also to install water level control devices.

### **Complaint Investigation/Surveillance**

The Board continued its program of complaint investigation and surveillance which detected, monitored, and investigated conditions which contribute to illness and/or cause a nuisance condition. Thirty-four (34) complaints were investigated.

### **Restaurant and Food Service**

Ninety (90) food service permits were granted in 2019 to restaurants, retail food stores and residential kitchens. Twenty-three (23) temporary food permits were granted to mobile food trucks and catered events. Food service establishments were inspected bi-annually to assure compliance with the State Sanitary Code. Inspections were also conducted prior to new establishments opening, to investigate complaints or illness, or for temporary events.

### **Board Members and Personnel**

Carol Bradford, Linda Huet-Clayton, and Susan Sama continued to serve as board members. Carol Bradford remained the Chairman. William Murphy served as Health Director, Phyllis Schilp, Public Health Nurse, Bethany Hadvab, Social Worker, Beth Porter, Administrative Assistant and Mitch Sanborn, part-time Senior Outreach Worker. Two part-time consultants assisted with mandated inspectional duties. Shaun McAuliffe performed bi-annual food inspections and Robert Landy assisted with environmental inspections.

Respectfully submitted,

*Bill Murphy, Health Department Director*

### **BOARD OF HEALTH**

Carol Bradford, Chairman

Linda Huet-Clayton

Susan Sama

### **2019 BOARD OF HEALTH SERVICES**

- Communicable Disease Follow-up Contacts - 141
- Home Visits/Follow up - 224
- Immunization/TB Testing - 847
- Community Screening Clinics - 985
- Health Topic/Seminars - 1,632
- Camp Inspections - 73



## EAST MIDDLESEX MOSQUITO CONTROL PROJECT

The East Middlesex Mosquito Control Project (EMMCP) conducts a program in Sudbury consisting of mosquito surveillance, adult mosquito control, larval mosquito control and public education. Sudbury appropriated \$50,722 for mosquito control services during FY19.

During the late summer and entire fall season of 2018, precipitation was well above average. With that and above average temperature and precipitation levels during 2019, mosquito populations were above average during the 2019 mosquito season. Starting in July, eastern equine encephalitis (EEE) was starting to be found in mosquito samples from Plymouth and Bristol counties. During August and September, EEE was being found in mosquito samples close to Sudbury. There were twelve residents in Massachusetts that contracted EEE during the 2019 season. One resident from Sudbury was diagnosed with EEE. In early September, the Massachusetts Department of Public Health (MDPH) determined that there was a critical risk for EEE in Sudbury. During 2019, six residents in Massachusetts contracted West Nile virus (WNV), none of those cases resided

in Sudbury. MDPH determined that there was a low WNV risk in Sudbury by the end of the 2019 season.

The adult mosquito surveillance program monitored mosquitoes from 31 Sudbury trap collections. 34 mosquito pools from those collections were sent to the State Public Health Laboratory to be tested for EEE and WNV. All of the pools tested negative for EEE and WNV.

The larval mosquito control program relied on the larvicides *Bacillus thuringiensis* var. *israelensis* (Bti) and *Bacillus sphaericus*. Bti and *Bacillus sphaericus* are classified by the Environmental Protection Agency (EPA) as relatively non-toxic. In April, a helicopter was used to apply Bti granules to 294.2 wetland acres to control spring floodwater mosquitoes. Field crews using portable sprayers applied Bti in the spring and summer to 5.75 wetland acres due to high densities of mosquito larvae found in stagnant water. *Bacillus sphaericus* was applied to 1,500 catch basins to reduce the amount of *Culex* mosquito larvae. *Culex* mosquitoes are considered the primary vectors for WNV.



For adult mosquito control, crews sprayed 7 times using truck-mounted aerosol sprayers. EMMCP uses a pesticide product called Anvil 10+10 with the active ingredient Sumithrin, and is classified by the EPA as slightly toxic. Crews also applied a perimeter treatment to control adult mosquitoes around parks, ball fields and schools. Perimeter applications were made with the pesticide product Mavrik Perimeter. The active ingredient is tau-fluvalinate and is classified by the EPA as moderately toxic. Advance notification of spraying was done through notices on the town website and emails through the town's mosquito spraying alert listserver. As directed by MDPH, the Massachusetts Department of Agriculture directed an aerial application of Anvil 10+10 over much

of Massachusetts to reduce mosquito vectors for EEE. Sudbury was included in this application due to being categorized as critical risk for EEE.

The EMMCP's public education program is designed to develop awareness within the public and the private sectors as to their roles in mosquito control. The Project serves as a resource to residents, municipal officials and the local media on mosquitoes and mosquito borne diseases. A web page located at <https://sudbury.ma.us/emmcp/> provides residents with information on mosquitoes, control programs and related topics.

Respectfully submitted,  
*Brian Farless, Superintendent*

## PARK & RECREATION

The mission of the Park and Recreation Commission is to provide recreation activities, leisure services, facilities and general amenities to the public. We strive to enhance the quality of life for the Town of Sudbury residents by providing clean, safe and attractive parks and recreation facilities that promote a strong sense of community. The Park and Recreation Commission is a five-member elected board with each member serving a three-year term. The Commission oversees recreation facilities and programs, which are managed by the Park, Recreation, and Aquatic Director. The Park and Recreation Commission is committed to working closely with both the community and director, through outreach and forums, to gain input and understand concerns towards decision making. The Park and Recreation Commission generally meets once a month at the Fairbank Community Center. The public is always welcome; input and involvement are always greatly appreciated

Park and Recreation facilities include the Atkinson Pool and the Fairbank Community Center, as well as six major field areas that host recreational programs. Featherland Park has a softball field, Little League baseball fields, public tennis courts, and an area for public ice-skating in the winter months, weather permitting. Feeley Park is

host to baseball, softball, and tennis. Davis Field has been the site for soccer, lacrosse, and the Charles River Radio Controllers for the flying of model airplanes. The Haskell Recreation Area, adjacent to the Fairbank Community Center provides fields for soccer, boys and girls lacrosse, Haskell Playground, and a full-size baseball diamond. Ti-Sales Field is used for Ultimate Frisbee teams. Lastly, Cutting Field, with its state-of-the art synthetic turf, sees many community groups using it daily for soccer and lacrosse. School fields are made available to the Park and Recreation Department during non-school hours and provide a further valuable recreational resource. We continue to work with the School Department to upgrade those fields whenever possible. The L-S Community synthetic turf field is in full use by both the L-SRHS and community youth sport groups, through the Recreation Department.

As usage demands increase, the Commission is still looking to find resources to build fields. The Town of Sudbury has identified those costs directly related to field maintenance which should be charged directly to Park and Recreation rather than the general tax levy. User fees correlate to the use and are incorporated into the Field Maintenance Enterprise

Fund. In the past year, the Park and Recreation Commission has established a capital item prioritization list of projects pertaining to fields, facilities, and programs. From this list, the top three needs have been identified and are being pursued by the Commission. In 2019, the second phase of Featherland Tennis courts was completed. This phase also added pickleball courts and basketball hoops.

The Fairbank Community Center is the home of the Park and Recreation Department, the Atkinson Pool, Teen Center, our Adaptive Sports and Recreation Program, indoor and outdoor basketball courts, indoor and outdoor pickleball courts, an outdoor sand volleyball court, and a newly added outdoor ice-skating rink weather permitting. Use of this facility is primarily for Park and Recreation senior, adult and youth programs; all facilities are available for rental. The pool is a year-round, indoor aquatics facility with an eight-lane pool and separate diving well. The pool offers a variety of aquatics programs for all ages and abilities, which are open to the public (both residents and non-residents and members and non-members) and is handicapped-accessible.

The Park and Recreation Department continues to develop new and diverse senior, adult and youth programs that are offered throughout the year. Over the last

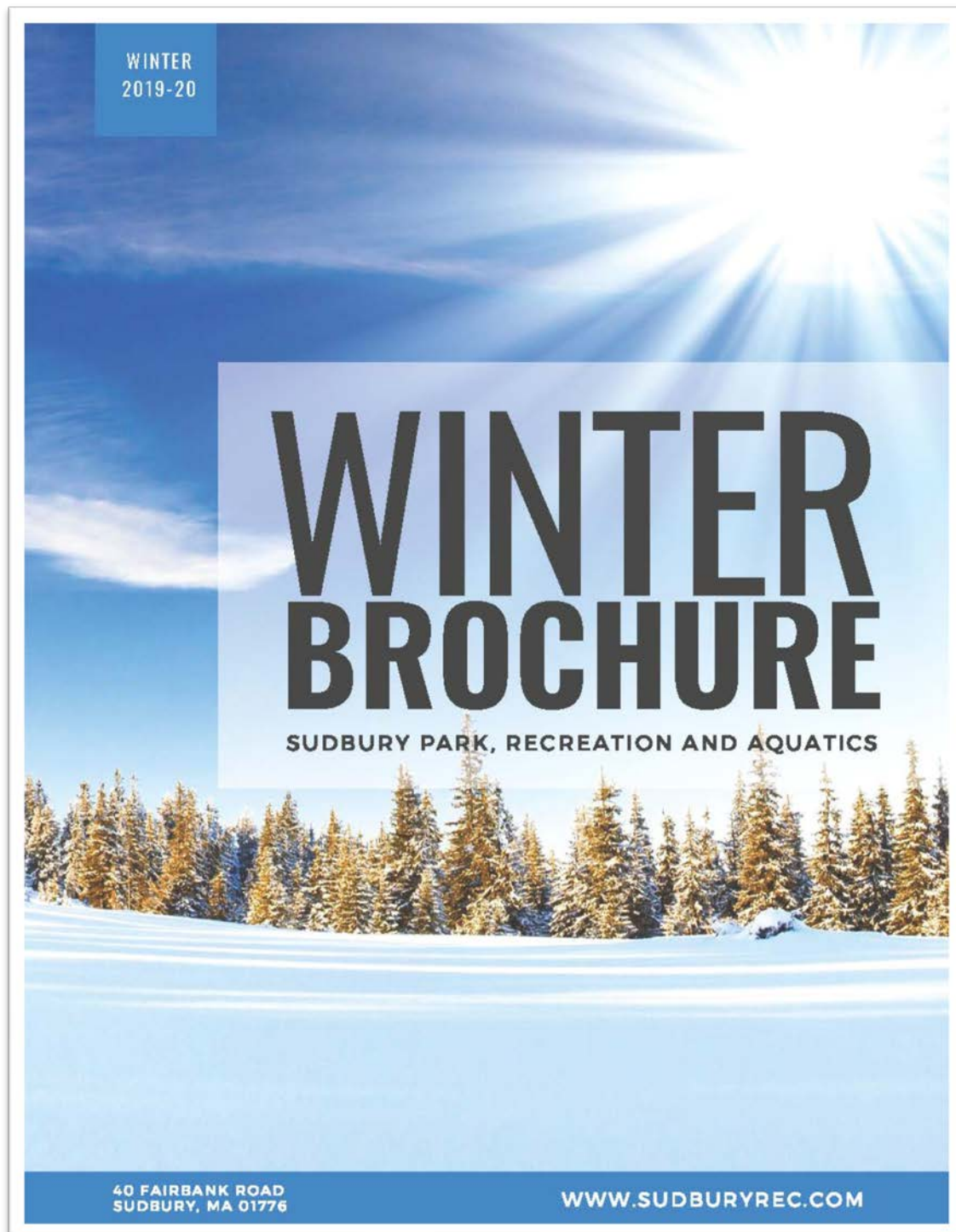
year, we have offered new programs; including new toddler programs, middle school programs and trips, senior programs, adult programs, facility open hours and family events. One of the most popular new programs is the pickleball program. Our summer day camp programs continue to fill up along with our pre-school half-day camp. We offer fun and exercise to children every summer through our wide variety of summer camps and clinics. The Teen Center hosts events throughout the year from September to June for 6th, 7th and 8th graders.

The pool is open 96 hours a week year-round, during the winter months the pool is home to 4 competitive teams, Lincoln Sudbury, Sudbury Swim Team, Nashoba swim Team, and ZAP Diving. We offer group and private swim lessons each season of the year and also offer specific training and aquatic programs during the spring and fall for adults. We offer pool memberships, daily passes to both residents and non-residents. During the summer months the pool hosts the Sudbury Summer Camp where we offer lessons, swim tests and open swim to the campers.

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

Respectfully submitted,  
*Dennis Manone, Park, Recreation, and  
Aquatic Director (Atkinson Pool)*

PARK AND RECREATION COMMISSION  
*Bobby Beagan, Chair*  
*Mara Huston*  
*Dick Williamson*  
*Jim Marotta*  
*Benjamin Carmel*



## COUNCIL ON AGING / SENIOR CENTER

In 2019, the Sudbury Senior Center continued to create a welcoming and engaging environment for our active older adult community while enhancing our community-based services to those who were in need of support at home. We recognize that our older residents are all individuals who have differing interests and needs, and we seek to provide a variety of programs and classes, as well as services, that offer opportunities to grow older in a healthy, supportive community.

Our primary goals were to advocate for and collaborate on the Fairbank Community Center project; to begin the *Dementia Friendly Sudbury* initiative with a Kick-off event and trainings; to advocate and assist in planning for an on-demand transportation pilot; and continue to provide and expand on the high-quality programs and services that the Senior Center offers.

- The Senior Center Director and the Sudbury Council on Aging members provided data and information for advocacy and promotion of new and additional space for older residents' programming, education and services in a new Fairbank Community Center. Council on Aging member Jeff Levine took the lead on meeting and

collaborating with the Fairbank Working Group, as well as meeting with Sudbury Park and Recreation Commission representative Mara Huston, to develop a shared plan for use and programming of a new Community Center building.

- The Senior Center Director and Outreach Specialist reached out to local business and community members to bring together the new *Dementia Friendly Sudbury* Action Team. Members of the team took part in Dementia training and were able to train members of local businesses and Senior Center staff on how dementia affects older adults. The *Dementia Friendly Sudbury* Action Team brought Dementia and Caregivers of those with Dementia into the spotlight by planning and holding a *Dementia Friendly Sudbury* Kick-off Event in November 2019.
- The Senior Center Director worked with the Town Transportation Committee to develop new transportation services for older residents as well as residents with a disability and those with financial need. The effort involved the coordination and work of the Sudbury Transportation Committee, the Sudbury

Planning and Community Development Department, Sudbury Town Counsel, and the Sudbury Senior Center. The Transportation Committee is hopeful that the coordination and planning will produce a pilot transportation program in 2020.

- The Senior Center staff continued to offer a welcoming atmosphere to all, offering many very popular lifelong learning programs, fitness classes and Lunch and Learn programs, as well as services such as FISH Medical Transportation, Grocery Shopping, Friendly Visitors, and the Fix-it program. The Senior Center continued to provide wheelchair-accessible van transportation along with a grant-funded Shuttle service. Some programs were expanded and new programs were added to the calendar including many cultural, intergenerational and caregiver support programs.

### **Fairbank Community Center**

The Fairbank Community Center, in which the Senior Center is located, is a former school built in 1958. There are many structural and design limitations due to the age and condition of the building. The building is not recommended for rehabilitation due to the significant cost and difficulty in making it functional for the three

user groups in the building. The Fairbank Working Group, including representatives from the 3 user groups in the building (Council on Aging, Park and Recreation, and Sudbury Public Schools) met numerous times this year to work on a new Fairbank Center proposal to bring to May 2020 Town meeting. The Senior Center Director and staff provided input and information to the Fairbank Working Group during the meeting process.

The current Senior Center space consists of two adjacent program rooms without soundproofing, a lobby area, reception area and offices. The Senior Center shares the gym and 2 other program rooms with the Park and Recreation department. Although the Senior and Park and Recreation department work well together, sharing the space is a challenge. Many ongoing Senior Center programs are scheduled for shared space and need to be moved or cancelled when Park and Recreation vacation-week and summer programs are running, or when elections take over the gym and program room. With growing participation, programming and services from the Senior Center, there is a need for more program rooms and more office and meeting space. The proposed new Community Center space could accommodate the current and new programs, including support groups,



lifelong learning, fitness classes and volunteer trainings and meetings.

COA member and Representative to the Fairbank Working Group, Jeff Levine, worked diligently and collaboratively with Park and Recreation Commission Representative Mara Huston (as the two main user groups of the Community Center), to develop a plan for both dedicated and shared space. The group developed and presented a new Fairbank Community Center conceptual design and plan to the Select Board in November 2019. The design and plan were noteworthy for efficient use of space, including reduced space required due to additional room sharing, as well as, the inclusion of the Sudbury Public School Administration office space, which was not included in previous conceptual designs.

### **Dementia Friendly Sudbury Initiative**

As part of the Age Friendly/Livable Community initiative, the Sudbury Senior Center engaged town, community and business volunteers in the *Dementia Friendly Sudbury* initiative this year. The Dementia Friendly Action Team began meeting in June 2019 and held the Dementia Friendly Sudbury kick-off event at the Senior Center on November 12, 2019. About 60 people attended the event, featuring several speakers, including: Patty

Sullivan, the Mass. Council on Aging Dementia Friendly Mass. Coordinator, Bianca Walker, Alzheimer's Association, Patricia Brown, Sudbury Select Board Vice-Chair, Maryanne Bilodeau, Sudbury Interim Town Manager, Cynthia Wirth, Bridges by Epoch Executive Director, Sudbury Police Chief Scott Nix, and Livable Sudbury Ambassador Alice Sapienza.

The *Dementia Friendly Sudbury* Action Team also offered Dementia Information Session Trainings to Shaw's Supermarket staff, Sudbury Senior Center staff and volunteers, Bridges by Epoch staff, Generations Law Group staff, and Visiting Angels Home Care staff. The team conducted an outreach to the Sudbury business community with information delivered to over 50 different businesses in town.



*Dementia Friendly Sudbury Kick-off Event*  
in November 2019.

## Sudbury Transportation

In a car-dependent community such as Sudbury, transportation services are a critical need for older residents to maintain social and community connections and help to maintain good physical and mental health. While the Senior Center does offer transportation services, there are gaps in service and not all needs are met. When the Senior Center and Town engaged in the Livable Community/Age-Friendly initiative last year, transportation was identified as a critical need. The Senior Center and Council on Aging advocated for a new Town-wide Transportation Committee to study the need and develop a plan.

The Senior Center Director is a core member of the new town-wide Sudbury Transportation Committee, and also acts as the Town's representative to the MetroWest Regional Transit Authority (MWRTA) Advisory Board.

### Sudbury Transportation Committee

The new Sudbury Transportation Committee began meeting in September 2018 with the goal of identifying transportation needs and gaps, and creating a plan to meeting those needs. The decision was made to develop a pilot transportation service to provide on-demand service and to gather data to learn

more about resident's transportation needs and use. The Transportation Committee partnered with Uber transportation to plan for subsidized on-demand rides to 4 key groups: adults 50 and older, residents with disabilities that limit driving, veterans, and residents with financial need. The project continues to move forward, and the hope is that the pilot will begin in 2020; for more information, please see the Sudbury Transportation Committee's report.

### Wheelchair Accessible Van Service - Sudbury Connection

The Sudbury Senior Center currently operates, in conjunction with the MetroWest Regional Transit Authority (MWRTA), scheduled, wheelchair-accessible van transportation Monday-Friday, from 8:30 - 4:00, available to residents 60 and older, as well as residents under 60 years of age, who have a disability. This service is called the "Sudbury Connection" and requires residents who are eligible to register and set up a debit account with the MWRTA. Rides are inexpensive: \$1.00 each way for in-town trips. \$2.00 each way for out-of-town trips. In FY 2019, there were 68 individuals who used the service for a total of 4,433 one-way rides.

### FISH Volunteer Medical Transportation

In addition, the Senior Center coordinates FISH (Friends in Service Helping)



volunteer medical transportation, in which volunteers drive residents to out-of-town medical appointments on weekdays. In FY 2019, ninety-one (91) volunteers provided 471 rides to 89 different individuals.

### *The Sudbury Shuttle*

The Senior Center continues to plan and coordinate the “Sudbury Shuttle,” funded by an Older Americans Act grant from BayPath Elder Services, in Marlborough. The Shuttle runs Tuesdays and Thursdays from 8:30-3:30 from the Target Store in



Sudbury Senior Center Connection Van with new substitute driver John Wood.

Marlborough, along Route 20 to a turnaround in Wayland at the Stop & Shop supermarket. The Shuttle stops at three housing developments along the route: Longfellow Glen Apartments, Musketahquid Village, and Coolidge at Sudbury. Ridership has been strong. There

were a total of 71 different riders and 1,364 rides provided during FFY 2019 (federal fiscal year - October 2018-September 30, 2019).

### **The Sudbury Senior Center - Programs, Services and Space**

The Sudbury Senior Center is a warm and welcoming space offering lifelong learning classes, fitness and wellness classes and programs, special events, lunches, and more. The Senior Center also plans and coordinates a number of services to older adults in the community, such as FISH (Friends in Service Helping) volunteer medical transportation, the Fix-it repair program, Friendly Visitor program, Grocery Shopping program, Goodnow to Go program and more.

An estimated 24,000 units of service were provided to an estimated 1,850 individuals in the last fiscal year (FY 2019)<sup>1</sup>. We believe our estimate of 1,850 individual participants is most likely conservative, as not all participants sign in when coming to visit the Senior Center. Although the majority of people who attend classes or receive community-based services from the Senior Center are 70 and older, we also serve many who are under 70 who

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<sup>1</sup> A unit of service is defined as one participant in one activity or program, or one client receiving one service.

benefit from SHINE Medicare assistance, who are caregivers for older parents, or who volunteer for one of our community services, such as Home Delivered meals or Friendly Visitor.

### Appropriate Space

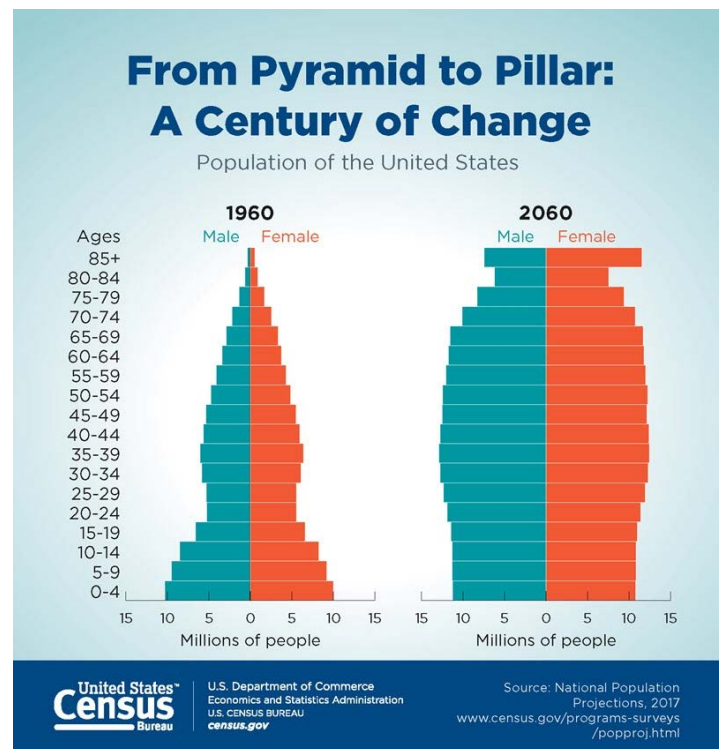
As with the rest of the state and the country, the proportion of Sudbury's population that is older continues to grow. The Senior Center space in the Fairbank Community Center opened in 1990, nearly 30 years ago. According to Sudbury Town Census data, the number of residents 60 years of age and older has increased from 1,641, or 10% of the population, in 1990, to 4,351, or 23% of the population in 2019.

As diagrammed in the Census bureau graphic shown right, the age distribution of the country and our community is shifting to a more even distribution along the age spectrum, with a larger proportion of older adults than in past years. With the growing number of older residents, the Senior Center is seeing high demand for programs such as SHINE Medicare counseling, caregiver support, lifelong learning programming, support groups, medical equipment loans and transportation

services for older adults and residents with disabilities<sup>2</sup>, among others.

Many important services offered by the Senior Center, such as SHINE Medicare counseling, Legal Clinic consultations, AARP sponsored Tax return assistance, require confidential space, often needing access to a computer, printer and/or phone. The Senior Center and Community Center do not have small conference rooms. The Senior Center staff must temporarily move out of their offices so that we can provide these services.

Senior Center fitness classes, such as Yoga, T'ai Chi, Better Balance, and more,



<sup>2</sup> Transportation services are provided for residents 60 years of age and older, as well as younger residents who have a disability. FISH volunteer medical transportation is provided to residents of

any age, younger than 18 must be accompanied by an adult. Extensive transportation planning and coordination is provided by the Director and Outreach Specialist.

take place in the Fairbank Gym. We have to move these classes to inadequate spaces, or sometimes off-site, or cancel them, to accommodate the Park and Recreation programs such as Summer Camp, Wild Wednesdays After School program, and other classes, as well as



*All About India Intergenerational Cultural Program at the Sudbury Senior Center.*

town elections (this amounts to about 3-4 months out of the year). Off-site programming diminishes Senior Center participants' opportunity for socialization and connection. Off-site locations may also lack appropriate accessibility, or safety equipment such as automated external defibrillators (AEDs), and they often create additional costs to the program; requiring additional staff time to locate, coordinate, plan, and host.

Many of our most popular programs do not have large enough space to accommodate all who are interested. This year, the fall

history course was oversubscribed by 11 people as the program room is too small for the demand. In addition, programs that we would like to offer are on hold due to space constraints. One example is the Senior Center would like to join three nearby Centers in offering a Daybreak program for individuals with dementia.

Another issue with our current layout, is that the Senior Center Volunteer Program Coordinator's office and our SHINE Medicare counseling appointments are located outside the Senior Center in another wing of the Community Center building, which makes it challenging for some of our clients to find or get to.



*Crowds during break from our Fall History Course, *Understanding Russia* from The Great Courses.*

A new Fairbank Community Center would be a solid investment for the town; providing more opportunities for healthy activities, lifelong learning, intergenerational programming, arts, and cross programming with the Park and

Recreation Department, as well as an appropriate space for elections and an Emergency Shelter. The Senior Center provides a lifeline for older residents living with a lot of change in their lives. Whether through losses, such as death of a loved one, or health changes, retirement from work, or other changes, people need information, education, connection and support. Providing an appropriate space for meeting new people, eating a nutritious lunch, learning a new skill, consulting with the Information Specialist or just connecting with others is crucial to healthy living and healthy aging.

### **New and Continuing Special Senior Center Programs**

The Senior Center staff enjoyed planning and hosting a number of special cultural, musical and educational programs and events this past year. The following is a list of enhancements, programs and services ongoing or added to the Senior Center's offerings or responsibilities in the past fiscal year:

- A new announcement screen in the lobby sponsored by the *Friends of Sudbury Senior Citizens, Inc.*
- New lounge furniture purchased by the *Friends of Sudbury Senior Citizens, Inc.*
- The Sudbury *Repair Café*- offered on a Saturday in the spring 2019 at the Senior Center

- Renewal of last year's grants:
  - Minority Outreach
  - Programming/English Learner



Repair Café volunteers and participants  
at the Senior Center in May 2019.

### **Classes**

- Sudbury Shuttle van service 2 days each week
- Volunteer Program Coordinator  
Recruitment of Volunteers - 58 new volunteers in FY 2019; a total of 297 volunteers in 18 different programs
- Increased Support and Training for our Volunteers - including several on-site trainings for the FISH, Fix-it, Friendly Visitor and Grocery Shopping volunteers to provide connection, education and an opportunity for volunteer feedback and improvement of services
- A new Medical Escort program with volunteers available to escort older



adults using wheelchairs to medical appointments and assist with getting into and out of the office

- Management and coordination of the very busy Medical Equipment Loan Closet utilized by residents of all ages
- Many new events/classes/entertainment (Chair Yoga, All About India, etc.)
- A grant was secured to install automatic door openers for our restrooms (to be installed in 2020)
- A grant was secured to install a new level walkway outside the Senior Center leading to the kitchen (to be installed in 2020)
- Ongoing collaboration with the Sudbury Fire Department to continue offering installment of “lockboxes” (small key safes for outside the home) and Home Safety Checks (checking and installation of smoke and carbon monoxide alarms)
- Advocacy for and participation in the new Town-wide Transportation Committee
- Age Friendly/Livable Sudbury/Dementia Friendly Sudbury initiatives

The following programs, that were new in 2018, continued for a successful second year:

- Sudbury Caregiver Support Group
- Low Vision Support Group
- Goodnow to Go program
- Great Decisions Discussion Course

Respectfully submitted,

*Debra Galloway, Senior Center Director*

#### 2019 SUDBURY COUNCIL ON AGING

John Beeler, Chair

Robert May, Vice Chair

Patricia Tabloski, Secretary

Sandy Lasky

Robert Lieberman

Jeffrey Levine

Connie Steward

Amy Unckless

- John “Jack” Ryan retired from the Council on Aging as of May 31, 2019.
- State Rep. Carmine Gentile retired from the Council on Aging as of May 31, 2019.
- Robert Lieberman joined the Council on Aging in November 2019.
- Carolyn Markuson joined the Council on Aging as of October 2019, but left due to a medical issue and sadly has since passed away

### Sudbury Senior Center Program Participation FY 2019

Program/Service	Number of Participants	Units of Service	Type of Service
Arts and Crafts programs	74	1175	classes/programs
Community Education	56	756	classes/talks
Fitness	250	6915	classes
General Information Services/Calls	2000	16000	Calls and contacts
Group Support	73	269	contacts
Health and Safety Education	95	200	classes/talks
A Matter of Balance - Falls Prevention Workshop	16	100	contacts
Health Clinic/Screenings	224	691	contacts
Intergenerational Programs	85	112	contacts
Legal Assistance	46	50	contacts
Lifelong Learning	189	2078	classes
Lunch: Congregate Meals	42	119	meals
Lunch: Home Delivered Meals	52	5983	meals
Outreach/Information/Referral	207	289	appointments/visits
Recreational Programs	771	5357	visits
Repair Café	115	159	repairs
SHINE Medicare Assistance	220	275	contacts
Tax Preparation Help	85	92	contacts
Tax Work Off Program	53	5300	contacts
Transportation (Sudbury Connection)	68	4433	One-way rides
Transportation - Sudbury Shuttle			
Transportation – FISH Volunteers* see next chart	89	471	One-way rides
Trips	97	155	trips
<b>Total **</b>	<b>1850</b>		<b>*</b>
**Total number of participants – estimated; includes those 60+, and those <60 who participated		* excludes General information calls	

<b>Sudbury Senior Center Volunteer Service and Programs FY 2019</b>				
<b>Volunteer Program</b>	<b>Volunteer Hours</b>	<b># of Volunteers</b>	<b>Est'd Value per Hour</b>	<b>Total Est. Dollars</b>
Baked Goods	183	6	\$15.00	\$2,745.00
Council on Aging Board members	600	9	\$75.00	\$45,000.00
FISH Volunteer Medical Rides	942	91	\$25.00	\$23,550.00
Fix-it	1056	25	\$25.00	\$26,400.00
Friendly Visitor	487.5	10	\$23.00	\$11,212.50
Goodnow to Go	102	6	\$18.00	\$1,836.00
Group facilitators	250	6	\$50.00	\$12,500.00
Health Clinics	40	6	\$15.00	\$600.00
Hearing Clinic	36	1	\$50.00	\$1,800.00
Home Delivered Meals Drivers	500	25	\$18.00	\$9,000.00
HDM Kitchen Helpers	386	12	\$15.00	\$5,790.00
Intergenerational Programs	110	17	\$20.00	\$2,200.00
Kitchen Help/Soup's On	45	3	\$15.00	\$675.00
Lawn Cleanup	401	100	\$15.00	\$6,015.00
Legal Clinic	24	3	\$200.00	\$4,800.00
Medical Equipment	-	-	-	-
Memory Café	36	5	\$20.00	\$720.00
Newsletter mailing	220	12	\$15.00	\$3,300.00
Sand buckets	100	10	\$15.00	\$1,500.00
SHINE Medicare Counselors	300	3	\$75.00	\$22,500.00
Shopping	115	3	\$20.00	\$2,300.00
Soups on	47	3	\$15.00	\$705.00
Special Events	178	43	\$15.00	\$2,670.00
Space Heaters	3	2	\$20.00	\$60.00
Tax Assistance	93.75	3	\$75.00	\$7,031.25
Trips Coordinators	200	2	\$20.00	\$4,000.00
<b>Total</b>	<b>6455.25</b>	<b>-</b>		<b>\$198,909.75</b>



## SUDBURY HOUSING AUTHORITY

The SHA's mission is to develop and manage affordable rental housing for families, senior citizens, and disabled people. The SHA currently owns and manages 64 units of housing for the elderly/disabled at Musketahquid Village and 28 units of family housing, the latter of which is scattered throughout the town. The Sudbury Housing Authority currently houses 136 vital members of the community.

The twenty-eight units of SHA-owned family housing consist of both single-family homes and duplexes. In order to qualify for this housing, income generally must be under \$64,900 for a family of two. Limits range upward in approximately \$8,000 increments, depending on family size. Rent is 27-30% of income and tenants are responsible for the cost of utilities. In 2019, the SHA had two vacancies in our family housing, against an historic average of one vacancy every three years.

At Musketahquid Village, residency is limited to elderly and disabled people with incomes under \$56,800 for one person and \$64,900 for two people. Rent is 30% of income and includes the cost of utilities. Homeownership at the time of application does not disqualify an applicant. Nine vacancies occurred in 2019, which is the recent annual average.

The SHA's operating budget is funded entirely by tenant rents. Routine maintenance is performed by housing authority staff. Considerable effort continues toward implementation of new state-wide policies and procedures, issued in response to legislative changes enacted in August 2014. Once again in 2019, the SHA met a high standard of performance on annual audits that measure financial management; budget compliance; tenant occupancy, certification and rent collection compliance; maintenance functions; procurement; capital spending; inventory control; and timely reporting.

Among the highlights in 2019 was the completion of a site improvement project at Musketahquid Village and a complete bathroom renovation at one of the single-family homes.

The SHA has permanently opened its wait lists for three of its four housing programs. Applicant demographics show the greatest need is for one- and two-bedroom non age-restricted housing. The SHA continues to look for opportunities to expand its portfolio to meet this need.

The five-member Board of Commissioners of the SHA meets at Musketahquid Village, 55 Hudson Road, generally on the second Tuesday of each month at 4:00 p.m.

Visitors are always welcome. Please call Sheila Cusolito at 978-443-5112 if you are interested in volunteering time, either as an associate or member of the Board, or to work on a special project.

Respectfully submitted,  
*Sheila M. Cusolito, Executive Director*

SUDBURY HOUSING AUTHORITY

*Steven Swanger*

*Kaffee Kang*

*Amy Lepak*

*Theresa Layden*

*Sherrill Cline*



## Flag Bearers

Scouts holding up flags during the Memorial Day ceremonies at Grinnell Park. The 2019 Memorial Day Parade was held on Monday, May 27.

# OUR HERITAGE

## HISTORIC DISTRICTS COMMISSION

In 2019, the Historic Districts Commission considered 30 requests for Certificates of Appropriateness and two Permits for Demolition or Removal. These applications included approval of plans for additions to existing structures; replacements of doors, stairs, windows, and roofs; installations of new fences, stonewalls, and landscape designs; and erection of new signage.

A Certificate of Appropriateness application for the Town Hall renovation project was submitted in April of 2019. The Historic Districts Commission continues to work with the Permanent Building Committee, Historical Commission, and Commission on Disability to review, modify, and finalize proposed changes to the Town Hall. A number of joint meetings were held between these commissions in the past year and others will be held in early 2020 in an attempt to advance the project further. The Historic Districts Commission

anticipates a Certificate of Appropriateness could be finalized for the project some time in 2020. Regular and special meeting dates of the Historic Districts Commission, some pertaining only to the Town Hall renovation project, have been well publicized so interested residents can attend and participate.

During 2019, the Historic Districts Commission received the total sum of \$725.00 from application fees which were deposited in the Town's General Fund.

Respectfully submitted,

HISTORIC DISTRICTS COMMISSION

*Fred Taylor, Chair*

*William S. Andreas*

*Linda G. Hawes*

*Frank W. Riepe*

*Lee F. Swanson*

## HISTORICAL COMMISSION

Year 2019 was a year of accomplishments and challenges for projects and efforts to preserve, protect and develop Sudbury's historical assets. The Commission completed a listing of Sudbury buildings constructed prior to 1940 which are located outside of the Sudbury Historic Districts. The Commission then evaluated this list against the existing old home surveys conducted since the 1960's by the Commission. As a result of this comparison, it was determined that many of these historic properties either lacked these surveys or needed them to be updated or expanded. The SHC applied to the CPC for funding of additional old home surveys and the CPC has agreed to place it on the Town Meeting warrant in Spring 2020 for approval. The SHC has also applied for a matching grant from the Massachusetts Historical Commission to conduct these old home surveys.

The Commission, responsible for administering the Demolition Delay Bylaw passed by the Town of Sudbury in 2004, has handled 11 applications for partial/full building demolitions of buildings built prior to 1940. As a result of these applications, the Commission determined that 2 of these full demolition applications were for very historically significant buildings - the Stone

Farm Tavern C. 1750 and Barn with Cupola C. 1850 and the Asa Puffer/Josiah Adams House C. 1750 - and enacted 6-month delays in demolition to try to encourage the building owners to investigate alternatives to demolition. Unfortunately, the Stone Farm Tavern will be partially demolished and the Red Barn with Cupola will be demolished and the Asa Puffer/Josiah Adams House is slated for demolition. In addition, the Commission also provided information to the Board of Selectmen regarding the historical significance of the Town owned Frost Farm C. 1925 prior to its demolition by the Town.

The Commission continued to provide input regarding interior aspects of the restoration and renovation of the Loring Parsonage. The Parsonage will be used by the Sudbury Historical Society as the first History Center in the Town Center. The Commission also provided input to the proposed renovation of the Sudbury Town Hall. The Commission also provided input to the Town Master Planning process for Historic and Cultural Resources. The Commission provided input including recommendations for adaptive reuse for the pre 1940 buildings associated with Broadacres Farm.



The Commission provided a tour for the Board of Selectmen of the Town owned Carding Mill reconstructed by Henry Ford in 1927 after he purchased and moved an 1800's carding mill located in North Weare, New Hampshire. This Mill sits on a magnificent high stone foundation and is situated on top of the dam for the Carding Mill Pond. The Commission remains concerned about the future preservation of this outstanding piece of Sudbury's history and will continue to work with all stakeholders to develop a plan for its protection.

The Commission submitted applications to the Massachusetts Historical Commission for two Sudbury properties (Landham Brook and Hop Brook historic bridges) both built in 1881 and rebuilt in 1908 to be considered for inclusion on the National Historic Registry.

The Commission hosted the annual "Hosmer Holiday Open House" during the

first two weekends of December 2019. This year's Hosmer Holiday theme was Story Land. Ten local nonprofit organizations participated in the decoration of the Hosmer House for the holiday season. Over 500 guests visited the Hosmer House for this year's event. At the event, the Commission received a generous donation of 2 of Miss Hosmer's paintings from her descendants and they are on display in the Hosmer House. The Commission also identified a need and defined a role for a Hosmer House Manager and will work with the Town and others to implement this.

Respectfully submitted,

SUDBURY HISTORICAL COMMISSION

*Chris Hagger, Chair*

*Fred Bautze*

*Diana Cebra*

*Jan Costa*

*Marjorie Katz*

*Taryn Trexler*

*Diana Warren*

## MEMORIAL DAY COMMITTEE

Our Memorial Day Parade and ceremonies honor veterans of all wars that involved Sudbury residents, starting with King Philip's War in 1676, through the contemporary conflicts of Operation Iraqi Freedom and Operation Enduring Freedom. Sudbury's Memorial Day was marked by both celebration and somber respect for those veterans who fought and lost their lives. Several Sudbury Girl and Boy Scout troops participated, including a new Scout Troop consisting of both boys and girls. The VFW and American Legion Post 191 veterans marched proudly with all assembled.

Ceremonies began early at 7:30 AM in the morning with commemorative musket salutes at Revolutionary War Cemetery behind the Town Hall. A school bus then took participants to the two North Cemeteries where veterans were honored with the playing of TAPS and musket salutes by the Sudbury Companies of Militia and Minute. Kenny Hiltz from the American Legion delivered prayers at each cemetery. The formal parade started at Rugged Bear Plaza at 9:30 AM led by the Color Guard, consisting of over a ten Scouts. The 2019 Memorial Day Parade Grand Marshal was CMDR Frank Publicover, US Navy (Ret.). Sudbury Scout Troops 61 and 65 provided our color guard and standard bearers for each of the flags of the Armed Forces (Army, Marine, Navy Air Force, Coast Guard).

Under the Command of Colonel James Wiegel US Army (Ret.), the parade left the Rugged Bear parking lot heading east along Route 20 and proceeded up Concord Road to the Goodnow Library. Civil War reenactors of the 12th Georgia Infantry Regiment honored the veterans of that conflict, both North and South, with several prayers sung A Cappella in Latin. The Sudbury Companies of Militia and Minute and the 12th Georgia Regiment gave rousing musket salutes followed by the playing of TAPS.

The parade moved on to Wadsworth Cemetery and the grave site of Alfred Bonazzoli, a founding member of the Sudbury Companies of Militia and Minute, WWI veteran and ring leader of the famous Framingham canon liberation which now sits in front of Sudbury American Legion Post 191. Then, the Sudbury Companies of Militia and Minute gave a musket salute.

The parade then reassembled at the King Phillip conflict monument, where a Ceremony for Peace was performed by Chief Roland and members of the United Native American Council. The Sudbury Companies of Militia and Minute and the 12th Georgia Regiment gave rousing musket salutes followed by the playing of TAPS.



The parade stopped again at the front of Wadsworth Cemetery to honor the veterans of WWII, Korea and Vietnam. Rabbi Freeman from the Sudbury Chabad delivered a prayer and a few short remarks. The Sudbury Companies of Militia and Minute and the 12th Georgia Regiment gave rousing musket salutes followed by the playing of TAPS.

The Daisy/Brownies/ Girl Scouts and Tiger/Cub Scouts joined in the parade at Our Lady of Fatima Church, and proceeded to Grinnell Park.

At Grinnell Park, Colonel James Wiegel was Master of Ceremonies. A prayer for WWI veterans was delivered by Hal Cutler. The Sudbury Ancient Fyfe and Drum Companie played the National Anthem, followed by musket salutes and the playing of TAPS.

Mr. Steve Milley delivered the prayer. The Sudbury Ancient Fyfe and Drum Companie played the Battle Hymn of the Republic. Colonel Wiegel told the audience how 75 years ago thousands of American troops were getting ready to load upon transport ships for D-Day, the invasion of Europe on 6 June 1944. He then read the names of the eight Sudbury men who died in action during WWII, two of whom died during the Normandy invasion. The Girl Scouts then sang "America" and Scouts Elizabeth Huettig and Kaleigh Gothie read a poem. CMDR Publicover delivered his remarks as Parade Marshall. The Ceremony for Peace

was again graciously performed by Chief Roland and members of the United Native American Council. Colonel Wiegel then read the names of veterans who had passed on since last Memorial Day. The Girl Scouts sang "Thank You Soldiers." The ceremony concluded with the playing TAPS. CAPT Paul Mawn, U.S. Navy (Ret.) and Bob Coe alternated playing TAPS at each of the cemeteries.

Colonel Wiegel thanked the supporters of the event: Sudbury school system buses, Herb Chambers Bentley of Boston for the Parade Marshall's Rolls Royce, the Wayside Inn for hosting the United Native American Council following the parade, the Sudbury American Legion Post 191, LT Scott Milley VFW Post 8771, and the LT Scott Milley Ranger Foundation for marching and finally J.P. Barlett Company for decorating veteran's graves in every cemetery in the town.

As always, the best way to see this parade is to be in the parade. Please come join us next year.

Respectfully submitted,

MEMORIAL DAY COMMITTEE

*Laura B. Abrams*

*Elizabeth Dow*

*Kenneth W. Hiltz*

*Suzanne Steinbach*

*COL (Ret.) James A. Wiegel*

## SEPTEMBER 11<sup>TH</sup> MEMORIAL GARDEN COMMITTEE

September 11, 2019 marked the 18th anniversary of the terrorist attacks that took the lives of Sudbury residents Geoffrey Cloud, Cora Hidalgo Holland, and Peter Morgan Goodrich, as well as Lisa Gordenstein, whose family currently lives in Sudbury.

The Committee organized a modest commemoration to be held the morning of September 11th. However, a few days before, the group reluctantly decided to cancel the event due to an elevated risk of EEE, a mosquito-borne virus which had stricken a young Sudbury girl earlier in the summer. In calling off the event, the Committee was following the Massachusetts Department of Public Health guidelines regarding EEE, which advised residents “to strongly consider cancelling or rescheduling any planned outdoor activities between dusk and dawn...”

The Committee wishes to thank the Sudbury Police and Fire Departments for presenting the Colors and lowering the flag to half-staff on September 11th despite cancellation of the public ceremony. Committee members who stopped by the Garden at various times throughout the day noted a steady stream of visitors paying their respects. For this, the Committee is extremely grateful, as the community’s spirit reaffirms the importance of this exquisite site.

At the start of the 2019 growing season, the Committee’s horticultural expert led a group of master gardeners in cleaning the Garden and readying the beds for installation of a new winterberry hedge, which was planted later in the summer to replace the damaged hedge that had been removed the previous year. The Committee greatly appreciates the generous contribution of time and labor made by this dedicated group of community gardeners.

Throughout the summer, Committee members watered and tended to existing vegetation, cared for the new hedge, planted annuals, and weeded. The Committee also worked with Parks & Grounds to ensure the main paths throughout Heritage Park were cleared; the group thanks this hard-working Town department for its responsiveness.

The Oversight Committee was proud to be of service in 2019 and looks forward to continuing to maintain the September 11th Memorial Garden in Heritage Park as a magnificent and meaningful Town resource for many years to come.

Respectfully submitted,

SEPTEMBER 11<sup>TH</sup> MEMORIAL GARDEN  
COMMITTEE

*Beth V. Farrell*

*Rachel W. Goodrich*

*Deborah Gordenstein*

*Heather Halsey*

*Connie Marotta*

*Kathy E. Newman*

*Kirsten Roopenian*

## TOWN HISTORIAN

In January of 2019, Christopher Morely was appointed by the then-named Board of Selectmen to be the new Town Historian, replacing Lee Swanson after his many years of service. In addition to an eclectic list of life experiences, Lee brought to the job most particularly his connections since his youth with Sudbury history. He and his parents made Henry Ford's Wayside Country Store in east Marlborough a must-see destination in post-war (WWII) New England tourism. Lee later created the curator/archivist function at Longfellow's Wayside Inn. Interestingly, family members of the prior Town Historian, Curt Garfield, were owners of the store before Henry Ford moved it away from Sudbury Center. Further still, the next Town Historian (me) has discovered a familial relationship with those same Garfield owners of that same store (John W. Garfield, Jr.). And yes, President James A. Garfield is indeed on the family tree. That's "history" for you!

The Town Historian's stated official capacity is to "provide authoritative information, as needed or required, based on accurate data and objective evaluation and interpretation of Sudbury's history, to town officials, boards, committees, and staff."

Also, more than one Town Historian in the past has written books about Sudbury

history, the most recent being this one by Curt Garfield:

*Sudbury, Massachusetts 1890 - 1989: 100 Years in the Life of a Town*

Curtis F. Garfield, 1999

There was not much official business to report on in 2019.

- On-going e-mail correspondence with Southborough-born Garfield descendants of Concord/Lincoln/Carlisle and Sudbury Garfields.
- April e-mail correspondences with several residents regarding the street name "Widow Rites".
- May e-mail correspondences with residents Jim Gish and Deb Bernstein, making progress to confirm or refute the story that future president James A. Garfield taught school one summer at the Garfield-Parmenter Store in town center.
- October e-mail correspondence with an author working on a book about Tantamous, a Nipmuc native of influence who lived on Nobscot Hill in the 1600's. Referred him to Jan Hardenbergh, resident of and knowledgeable expert on Nobscot Hill, and scholar of early Sudbury history.

Respectfully submitted,

*Christopher Morely, Town Historian*

# PLANNING & COMMUNITY DEVELOPMENT

## BRUCE FREEMAN RAIL TRAIL TASK FORCE

The BFRT Task Force was formed by the Board of Selectmen (BOS) in 2016 with a mission to advise the Board of Selectmen and the Town Manager and assist in advancing the design of the BFRT design project. The Selectmen are committed to developing an overall project and vision for this rail trail conversion that has the support of the community.

The Board of Selectmen is looking to this Task Force to gather information and thereby help guide the Board and Town staff in making thoughtful design decisions that:

- (1) are respectful and responsive to residents' concerns, including those of abutters, businesses, trail advocates, and future users;
- (2) support Sudbury's longstanding commitment to protect the natural environment; and
- (3) result from an open and transparent design process.

The Town acknowledges and plans for the Trail to be built with State and Federal funding under the oversight of the Massachusetts Department of Transportation (MassDOT).

Members are appointed by the BOS. There were no Task Force meetings in 2019. LeRoy Sievers resigned from the Task Force in 2019, and we thank him for his service. The information associated with the Task Force is posted on the webpage, <https://sudbury.ma.us/bftr/>.

Respectfully submitted,

BRUCE FREEMAN RAIL TRAIL TASK  
FORCE

*John Drobinski, Chair*

*Robert C. Beagan*

*Charlie Karustis*

*Charles Russo*

*Robert Schless*

*Lana B. Szwarc*

## COMMUNITY PRESERVATION COMMITTEE

Sudbury Town Meeting accepted the Community Preservation Act (CPA or Act, MGL Chapter 44B) in 2002. Sudbury had the foresight to adopt the plan at the highest level and assessed a 3% surcharge to our real estate taxes. Since then, Sudbury has therefore received the highest possible allocation of state matching funds to combine with the local taxes to appropriate for the allowable purposes. Under the Act, funds may be used for the acquisition, creation and preservation of open space; acquisition, preservation, rehabilitation and restoration of historic resources; acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; acquisition, creation, preservation and support of community housing; and the rehabilitation or restoration of open space and community housing that is acquired or created through the CPA. The CPC includes nine standing members, with representatives from the Town's Conservation Commission, Finance Committee, Historical Commission, Housing Authority, Park and Recreation Commission, Planning Board, Board of Selectmen, and two at-large citizen members appointed by the Board of Selectmen. The CPC is supported by the staff of the Department of Planning and Community Development.

The CPA funds raised in FY19 through the local tax surcharge equaled \$1,964,675. The Town also received a revenue match from the State CPA trust fund totaling \$403,176 and interest earnings of \$65,412 bringing

total FY19 revenues to \$2,433,263. From FY03 through FY19, Sudbury has received \$11,724,480 from the State in matching funds. The local surcharge raised has been \$25,465,603. Approximately \$1,844,123 has been earned in interest on these funds. Sudbury Town Meeting has approved the use of approximately 55% of these funds to conserve 554 acres of open space including the acquisition of fee ownership or restriction interests in 6 farms and the Nobscot Mountain. Town Meeting has also approved approximately 17% of funds for recreational purposes, including the recent acquisition of a portion of Broadacres Farm. As required, Town Meeting has approved or reserved for future projects the mandatory 10% of estimated annual revenue each year for community housing, open space and recreation, and historic preservation. The CPC continues to budget conservatively and reserve funds for large projects, and strives to approve a balanced project budget each year in the absence of large and/or compelling projects that require the use of reserve funds.

At the May 2019 Annual Town Meeting, CPA projects for FY20 were approved in the area of historic preservation (smoke and fire protection for the Loring Parsonage which houses the Sudbury History Center, and the digitization of historic records at the Goodnow Library), open space and recreation opportunities (Phase 2 of the Featherland Park Multisport reconstruction

and the final phase of the Playground Modernization for the elementary schools), and affordable housing (funding for The Coolidge Phase 2 and RHSO). The total of all new projects approved at the 2019 Town Meeting was \$893,000. In addition, debt service expenses of \$1,140,210 for prior land acquisition projects and \$85,000 for administrative and operational needs of the CPC for FY20 were appropriated, bringing the total anticipated expenditures for FY20 to \$2,118,210.

Since the inception of the CPA in Sudbury, Town Meeting has approved approximately 85 projects. Some projects are completed within a year and others are ongoing. To maintain oversight of these projects, the CPC requires that proponents submit an Annual Report of the status of the project stating whether the project is completed and, if so, whether there are remaining funds. Any remaining funds are returned for future use under the CPA by vote of Town Meeting, as has happened in 2010, 2014, and 2018. Any excess administrative funds not spent in the current fiscal year remain in the Community Preservation General Fund.

At the end of FY19, the CPA fund had a cash balance of \$4,733,401. Of that amount,

\$1,533,489 is reserved for projects appropriated through FY19, and \$2,118,210 is reserved for projects approved at ATM19 as stated above.

Through the efforts of our State Legislators, the long-awaited increase in funding for CPA was approved effective December 31, 2019. With the increased income at the State level, there will be an increase in the match to participating towns. Sudbury is expected to receive a 36% match for FY20 which we will receive in November, 2020.

Many CPA funded projects are underway. Look for our signs noting "Sudbury Community Preservation Funds at Work!"  
Respectfully submitted,

#### COMMUNITY PRESERVATION COMMITTEE

*Sherrill P. Cline, Chair*

*Lynne H. Remington, Vice-Chair*

*Patricia Brown*

*Thomas Friedlander*

*John Hincks*

*Mara Huston*

*Eric Poch*

*Anuraj Shah*

*Diana Warren*

## CONSERVATION COMMISSION

In 2019, the Conservation Commission held 26 meetings to evaluate numerous projects proposed in and around wetland resource areas. The Commission held 32 Notices of Intent hearings, 30 Requests for Determinations of Applicability meetings, and 1 Abbreviated Notice of Resource Area Delineation hearing. The Commission granted several Extensions to Orders of Conditions, 4 Amendments to Orders of Conditions, 2 Emergency Certificates, resolved numerous tree removal issues, and closed out many projects with the issuance of 37 Certificates of Compliance. The Commission issued 25 Notices of Violations for work that commenced within wetlands jurisdiction without approval from the Commission and have been working diligently to bring these matters to resolution.

In addition to protecting Sudbury's wetlands, the Commission is committed to improving visitor's experience to Sudbury's conservation lands. To this end, the Commission started discussions on developing a Land Stewardship Program to improve management of Sudbury's valuable open spaces. To fund these efforts, the Commission has filed for a number of grants including: the Appalachian Mountain Club Trails Grant for Nobscot Conservation Land, Community Preservation Act funding to restore the Old

Berlin Road and the foundations of the Tavern of the Damned in King Philip Woods, and also submitted a Proposal to the Sudbury Valley Trustees Terracorps program for assistance with determining and quantifying the best habitat management for the meadows at Landham Brook Marsh. One interesting land management project undertaken this year is the creation of a pollinator meadow at Davis Field. This project is intended to successfully return a meadow that had become overgrown with invasive species, woodland weeds, and opportunistic trees, back to a productive pollinator habitat of native wildflowers. The Commission also worked with landowners to protect an additional 7.57 acres of private land with Conservation Restrictions.

With the recent acquisition of Broadacre Farm in July, the Commission participated in a Charrette to discuss options for community use of the Broadacre Farms site in November. The Commission continues to oversee Agricultural Licenses to local farmers on 77 acres of conservation land, to preserve Sudbury's farming heritage, as well as manages the community garden at Lincoln Meadows. Additionally, the Commission completed its 20th year of administering the Bow Hunting Program on conservation lands, which



helps preserve the ecological health of Sudbury's forests.

In the office, the Department was busy improving its filing systems, developing guides to assist residents with working near wetlands, as well as refining online information to offer the public better access and understanding to our processes.

Long time Conservation Coordinator Debbie Dineen retired after 35 years with the town. Debbie was a passionate steward of the wetlands, negotiated numerous Conservation Restrictions to help preserve open space in private ownership, was involved in countless land acquisition deals, and lent her expertise to other Towns and Organizations over the course of her career here. She will be missed for her contributions to the environment, her extraordinary wealth of

knowledge in all areas of Conservation, and her ability to see long-term effects on the wetlands that are vital in maintaining healthy ecosystems. Following Debbie's retirement, Lori Capone, who had previously been in neighboring Concord, joined us. Lori brings 21 years of experience in municipal government, land management and conservation efforts and is excited to build on initiatives that enhance the Commission's mission.

Respectfully submitted,

CONSERVATION COMMISSION

*Thomas R. Friedlander, Chairman*

*David Henkels, Vice-Chair*

*Richard Morse*

*Bruce Porter*

*Kathleen Rogers*

*Charles Russo*

*Mark Sevier*

## DESIGN REVIEW BOARD

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

This year we received and reviewed 26 sign applications and 1 exterior building change. The Board also received and reviewed 7 architecture and landscape design applications, which included Herb Chambers Jaguar-Land Rover, Sudbury's Department of Public Works Fueling Station, Stone Farm Storage Facility and Buddy Dog Humane Society. Our

recommendations are directed to the applicants, the Building Inspector, the Town Manager, the Historic Districts Commission, the Zoning Board of Appeals, the Planning Board, and the Board of Selectmen. We appreciate the cooperation we have received from all participants.

Respectfully submitted,

DESIGN REVIEW BOARD

*Dan Martin, Chairman*

*Jennifer Koffel*

*Deborah Kruskal*

*James Parker*

*Susan Vollaro*

## EARTH REMOVAL BOARD

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

The ERB met once in 2019 regarding the following application, which it approved.

**19-01:** *Roberta Henderson, as Trustee of Henderson House of Sudbury Realty Trust, 632 & 642 Boston Post Road*

Earth Removal Permit to allow removal of up to 8,655 cubic yards of unclassified material primarily consisting of topsoil and parent material comprised of fine sand and gravel. APPROVED.

Respectfully submitted,

EARTH REMOVAL BOARD

*Jonathan W. Patch, Chair*

*David Booth*

*Jennifer K. Pincus*

*Benjamin Stevenson*

## ENERGY AND SUSTAINABILITY COMMITTEE

Sudbury's Energy and Sustainability Committee was formed by the Board of Selectmen in 2009 to help develop and implement policies, programs and projects to promote energy savings, renewable energy generation and sustainability planning. The Committee works closely with Town and School personnel, as well as regional and state authorities, to pursue Department of Energy Resources grants, identify energy and cost saving opportunities in buildings, review energy data, recommend best practices for energy procurement, and provide energy efficiency consulting to town committees, schools and the regional high school. The Energy Committee had a productive 2019, updates follow.

### **Sudbury Solar One Update**

This was a long-term project implementing a Power Purchase Agreement (PPA) for the installation of a large-scale solar array on Sudbury's closed and capped landfill.

To date, the 6,048 photovoltaic panels have generated over 9 million kWh of electricity. At the average annual usage of 8,064 kWh per Mass household the array has generated enough electricity to supply 1,116 households for a year! Also, this solar generation has offset over 7,000 tons of carbon dioxide equivalent (CO<sub>2</sub>e) thus

significantly lowering Sudbury's carbon footprint.

The landfill solar array was installed and is operated at no cost to the town. To date this facility has produced approximately \$900,000 in electricity along with healthy Payments In Lieu Of Taxes, all while utilizing a previously unused land parcel.

### **Energy Savings Performance Contract**

In collaboration with the Metropolitan Area Planning Council (MAPC) and the Mass Department of Energy Resources (DOER), Sudbury participated in a regional ESC (Energy Services Contracting) agreement to identify needed capital improvements with energy, operational and maintenance savings potential.

After approval by the voters at Town Meeting, investment grade audits were conducted at thirteen town and school buildings and a list of energy savings measures were selected. These measures, which include weatherization, lighting improvements, controls and mechanical systems upgrades, reduce Sudbury's energy expense about \$130,000 per year.

These measures were implemented as a performance contract in accordance with MGL Chapter 25A, which requires that projects be self-funding, i.e. the value of

the energy reductions must meet or exceed the cost of the contract, and be guaranteed by the Energy Services Company, so there is no increase in the tax rate to pay for this project.

All remaining energy savings measures have been completed and Sudbury is saving energy and money and is realizing operational improvements from these.

### **Green Communities Grants**

To date, the Energy Committee has been instrumental in obtaining grants, awards and rebates totaling over \$1,710,000.

The Energy Committee had requested, and was awarded, \$250,000 in 2017/18 Green Community Competitive Grant funding for a robust set of high gain energy efficiency / sustainability projects.

In addition to the grant, utility incentives provided another \$66,000 and the Committee elected to utilize \$39,000 in Town support from the Energy Savings Revolving Fund using the proceeds from the Landfill Solar Array.

These projects have reduced Sudbury's Municipal electric, natural gas and gasoline consumption, along with our greenhouse gas emissions, to a measurable degree.

Significant work was undertaken on these projects and the first four were complete in

2018 and the Library project, which proved to be more complex than expected, was completed in 2019. Following are high level descriptions of the funded projects:

a. Interior LED lighting upgrades for Loring, Curtis, Haynes, Nixon, Noyes, Atkinson and LSRHS have been completed and have received positive feedback.

b. Refrigeration improvements for Curtis and Noyes school cafeterias have been implemented.

c. Weatherization and air sealing for Curtis & Noyes have been completed.

d. A Ford Focus Electric Vehicle (EV) for the Town Building Inspections department has been delivered and the public charging station has been completed and is operational at the DPW. Positive feedback from Town staff has been received.

e. Goodnow Library EMS / Controls Upgrade - this was a very complex project, and as it was being implemented additional issues were uncovered that needed to be rectified to maintain and increase HVAC operational efficiency. The Committee reviewed the updated project and found it was well thought out, intelligently designed, and would save energy by providing better environmental control for the Library. The Committee voted to proceed and the project was completed in 2019.

### **LSRHS Canopy Solar**

The 3,600-panel solar canopy, the first of its kind at a Massachusetts high school, was completed and interconnected in May 2015. This canopy saves the Lincoln Sudbury Regional High School over \$100,000 per year in energy costs, and the solar generation offsets over 1,000 tons of carbon dioxide equivalent (CO<sub>2</sub>e).

### **Residential Energy Aggregation / Community Choice Energy Supply**

Sudbury's residential electric aggregation program was launched in 2017 and in 2019 continued to offer Sudbury residents the option of participating in a bulk aggregation electrical purchase.

Aggregation of electrical accounts and bulk electricity purchase has long been common for municipalities and larger business clients; however, it is just starting to become more widely available for residential customers and small businesses. By purchasing electricity in bulk and having flexibility with the procurement cycle aggregators can offer a fixed long-term electricity supply rate (one, two or three years) generally with a lower cost than individuals can get through their local utility.

Aggregators offer access to renewable energy so a community can select to purchase a greater percentage of their electricity from Green renewable sources.

The option to offer Sudbury residents Residential Energy Aggregation was presented to the voters and approved at Town Meeting.

Sudbury, along with several area towns, participated in the Metropolitan Area Planning Council (MAPC) collective competitive procurement for purchasing residential electrical power under an aggregation plan.

After an exhaustive evaluation, following all applicable state procurement guidelines, the MAPC committee chose Good Energy as the Aggregation Consultant as they were the most advantageous bidder in terms of technical quality, competence, experience and pricing.

A Department of Public Utilities (Mass DPU) hearing was held where Mass State approval for Sudbury, Arlington, Somerville and Winchester's residential aggregation programs was granted.

After DPU approval was obtained, Good Energy, on behalf of Sudbury, went out to bid for potential Municipal Aggregation contracts.

Multiple responses for various contract durations were received. The Committee discussed and unanimously agreed that Dynegy offered the most competitive overall rate structure, terms, and inclusion

of locally sourced green energy. Dynegy was also the Aggregation Consultant's recommendation.

The Community Choice Aggregation rate offered to Sudbury residents is \$0.10749/kWh. This rate included 19% local renewable energy in 2019 (which drives additional renewable generation in our area), vs. the Eversource rate of \$0.13157 for January through June 2019 which contained only 14% green power.

By State law, utilities adjust electricity prices every six months. The Eversource rates for the first two years of the aggregation program are known and Sudbury residents who participated saved money with less expensive electrical rates, were protected from price fluctuations and were provided greener more environmentally friendly power! Due to unknown future Eversource rates, savings cannot be guaranteed, however there have been significant savings to date.

Additional options were given to residents to receive 100% green power for a slightly increased price or receive electricity with only the State mandated green power component for a slightly lower price.

The Municipal Aggregation program is optional. Each household was given a chance to not start under the Aggregation

and those who are participating can opt out at any point penalty-free.

The Aggregation will be up for renewal in 2020, and we are targeting a significant increase in the renewable energy content.

### **Lincoln- Sudbury Regional High School Lighting Project**

The committee supported a lighting upgrade project at LSRHS.

This project replaced older, less efficient lighting with new, long lived LED's. The High School needed \$15,000 as a Town contribution to this project (total price is several times that but was funded by incentives and some school resources.) It was brought to a vote and the Energy Committee unanimously voted to fund this from the Solar Revolving account, which is targeted at energy efficiency projects in Town.

This is a strong project that has brought about better lighting levels, will reduce maintenance, and has decreased energy utilized.

### **Other Committee News**

Bill Braun, who had been the Chairman of the Committee since it was formed, relocated and resigned from the Committee in 2019. Bill's leadership and institutional knowledge of the Town will be greatly missed.



The Committee cannot thank Bill enough for his leadership. The Committee is over ten years old and has many major accomplishments, a partial list includes:

- Becoming a Green Community in 2010
- Applying for and receiving over \$1.7M in grants for Energy Efficiency projects
- Implementing an Energy Saving Performance Contract to increase energy efficiency of Town buildings, all paid for from the energy and maintenance savings from those projects.
- Launching a Town-wide Municipal Aggregation Electricity purchase Program
- Deploying solar PV and solar thermal on our Fairbanks Building
- Deploying a canopy solar array at the High School
- Deploying a first in the Commonwealth Solar Array on our closed and capped landfill

The Committee unanimously elected Rami Alwan to be the new Chairman. Rami is a long-term member and has been very involved in many of the projects.

The Committee also welcomed new member Gary Bean who was appointed in 2019.

The Energy Committee wishes to acknowledge and thank the town staff who have provided significant help and in particular William Barletta, Sudbury Facilities Director, who provides coordination between the committee and the town as well as project management.

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

Respectfully submitted,

ENERGY & SUSTAINABILITY COMMITTEE

*Rami Alwan, Chairman*

*Gary Bean*

*Jim Cummings*

*Edward Lewis*

*Joe Martino*

*Robert Morrison*

*Mark Sevier*

## LAND ACQUISITION REVIEW COMMITTEE

The Land Acquisition Review Committee was formed in 2009 with a mission to review property as it becomes available for disposition to the Town through outright offers or other means, including but not limited to the Town's exercise of right of first refusal on Chapter 61 lands. The Committee examines the appropriateness of a property for purchase or preservation by the Town using the criteria established in the Open Space and Recreation Plan and the Master Plan. Members are appointed by the Planning Board, Conservation Commission, and Board of Selectmen.

The Committee met once, on May 1, 2019, to discuss the potential acquisition of the Camp Sewataro Property at 1 Liberty Ledge. Town Manager Melissa Murphy Rodrigues presented an overview of the property and discussed the deal negotiated by the Board of Selectmen, who had signed a Letter of Intent to purchase Camp Sewataro on April 18, 2019. The Committee voted against the Town's acquisition of Camp Sewataro after a

thoughtful discussion on the opportunities and drawbacks of acquiring the property. Generally, the majority of the Committee felt the cost was too expensive, the property was not one of the higher priority open space parcels identified in the 2009 Open Space and Recreation Plan, and there were also concerns about loss of tax revenue and municipal costs for the long-term operation and maintenance of the property.

Respectfully submitted,  
Beth Suedmeyer, Environmental Planner

## LAND ACQUISITION REVIEW COMMITTEE

*Matthew Barach*

*John Cutting*

*Jan Hardenbergh*

*John Hinks*

*Thomas R. Friedlander*

*Christopher Morely*

## MASTER PLAN STEERING COMMITTEE

Newly formed in 2019, the Master Plan Steering Committee is tasked with updating the Town's Master Plan document which reflects and supports the community's priorities and goals. Last completed in 2001, the Master Plan is used as a guide for the Town in the areas of land use, economic development, housing, transportation, community services, and capital/facilities planning, among others. The Master Plan Steering Committee fosters openness and inclusion in the master planning update process through dialogue and communication with the consulting team from the Horsley Witten Group and various stakeholders in the Sudbury community.

The Master Plan Steering Committee is comprised of designated Town board, committee, and commission members, and several at-large community members. The Committee is guided and led by the Planning Board, the Horsley Witten Group, and the Planning and Community Development Department. Membership will be in existence until late into 2020 in order to complete the Master Plan update process.

In 2019, the Master Plan Steering Committee conducted a variety of public outreach activities to gather information about existing aspects of the community and to figure out where the town wanted to be in the future. These forms of outreach included a public

forum in May; a community survey during May and June; interviews with Town staff and stakeholders; a series of Community Conversations by topic in October; "Meetings In A Box" with local community groups as well as Town boards, committees, and commissions; and emails received through the Master Plan Steering Committee homepage on the Town website. The Master Plan Steering Committee is developing goals, policy direction, and actions to meet the issues and needs of the community, and is anticipating completing the Master Plan update process by mid-2020.

Respectfully Submitted,

### MASTER PLAN STEERING COMMITTEE

*John Sugrue, Chair*

*Susan Asbedian-Chiaffi, Vice-Chair*

*Daniel E. Carty*

*Janie W. Dretler*

*Natalie Forssell*

*Patricia A. Guthy*

*Jan Hardenbergh*

*David Henkels*

*Ellen W. Joachim*

*Lisa V. Kouchakdjian*

*Amy E. Lepak*

*Robert E. May*

*John D. Riordan*

*Lee F. Swanson*

*Frederick E. Taylor*

*Richard C. Williamson*

## PERMANENT BUILDING COMMITTEE

The Permanent Building Committee (PBC) began the year with the same two major projects as noted in the 2018 report: the Loring Parsonage project for repurposing the building as a history museum operated under a lease between the Town and the Sudbury Historical Society and the Town Hall restoration/rehabilitation project.

Jennifer Pincus was appointed to membership by the Board of Selectmen to fill the position vacated due to the resignation of Joseph Sziabowski who had served for four years.

The Parsonage primary construction project with its many complicated issues as would be expected with a building constructed in the 1700's, was completed by Classic Construction & Development Corporation in August. Following meetings and consent of the Historical Commission and the Historic Districts Commission's issuance of a Certificate of Appropriateness, several contracts were commenced and completed in 2019 under PBC Project Manager Michael Melnick. These included a brick walkway with associated landscaping for the main rear entry access, flooring (both pine and hardwood), finish carpentry, specialized painting, and technology infrastructure. The final work proposed for 2020 will involve the design element consisting of a trellis to be constructed and installed at the front of the building ell.

Work toward the finalization of the Town Hall restoration/rehabilitation design by Architects Bargmann, Hendries and Archetype, Inc. (BH+A) with the project coordinated by PBC Project Manager Craig Blake continued during the course of the year. Meetings were held with the Town's Commission on Disability (COD), the Sudbury Historical Commission (HC), the Sudbury Historic Districts Commission (HDC) and others involved with access considerations for the front of the building. The meetings were to discuss the design elements of the restoration project and specifically to gain a consensus on whether or not to make the front entrance publicly accessible or request a variance from the Massachusetts Architectural Access Board (MAAB) allowing the Town Hall front entrance to continue to be used as a nonconforming public entrance. Construction funding for the project is not currently available, but finalization of the design and approval process is scheduled to be completed in 2020.

Respectfully submitted,

PERMANENT BUILDING COMMITTEE

*Elaine L. Jones Co-Chairman*

*Michael E. Melnick, Co-Chairman*

*Craig E. Blake*

*William G. Braun*

*Jennifer Pincus*

*John M. Porter*

*Nancy G. Rubenstein*

## PLANNING BOARD

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

At the Annual Town Meeting in May, the Planning Board presented a Warrant Article to amend the Zoning Bylaw, Article IX, by inserting the new Section 4700B, the Melone Smart Growth Overlay District, and to amend the Zoning Map to add the Melone Smart Growth Overlay District. This new overlay zoning district, created in accordance with Chapter 40R of the Massachusetts General Laws, is intended to encourage smart growth, provide for higher-density residential development, provide more types of housing choices in the community, and to promote best practices in planning, sustainability, and improved transportation infrastructure. The vote passed by the required two-thirds. This new overlay district includes a portion of the Town-owned Melone Property along Route 117/North Road. The new bylaw supports redevelopment of the North Road corridor as envisioned in prior planning studies, and allows for additional uses and flexibility to develop a project under it, but

which does not change the underlying zoning of any property. Based upon the Master Plan submitted by the developer, the new Melone Smart Growth Overlay District will create 101 units of rental housing. Within the adjacent North Road Residential Overlay District, another portion of the same project will contain up to 2,500 square feet of commercial space, 173 units of market rate housing (including 80 units of age-restricted, active adult housing), and related infrastructure and amenities to service the development.

Additionally, at the beginning of 2019 the Planning Board kicked off the update of the 2001 Master Plan in January. With the assistance of a consultant, the Horsley Witten Group, the Master Plan Steering Committee met monthly to analyze issues facing the town, explore potential opportunities, and manage the development of the new Master Plan itself. A public forum to gather input on the community's assets and future challenges was held on May 22, 2019. Over the course of the fall, seven Community Conversation meetings were held to allow members of the public the opportunity to unpack the details of topical areas (transportation, housing, historical resources, open space and recreation, etc.) identified during the first portion of the year. It is anticipated the Master Plan

update will be completed by the early summer of 2020.

2019 was a very active year for the Planning Board with 20 applications for Stormwater Management Permits, 5 Approval Not Required (ANR) Plans, 10 Site Plan Review applications, 1 Definitive Subdivision, 2 Water Resource Protection Overlay District Special Permits, and 9 Scenic Road Permits being filed and approved by the Board. Several developments under construction or close

to completion were continually monitored for compliance with all approvals, including the former Raytheon/Meadow Walk Redevelopment project, 415 Boston Post Road (former Police Station property), Livermore Estates, Lot E and F on Maynard Road, and 212 Pratt's Mill Road.

The following table sets forth new developments under construction (or within the authority of the Planning Board) in 2019:

DEVELOPMENT NAME	DATE APPROVED	LOTS/UNITS DEVELOPED	LOTS/UNITS
Fairbank Farm	1999	3	0
Whitehall Est. II	2001	3	1
Endicott Woods	2004	2	0
Maillet Estates	2006	4	3
Peter's Way Extension	2012	1	0
Northridge Farm	2014	6	6
Northwoods	2015	19	15
Highcrest, Farmstead Lane	2017	57	57
Livermore Estates	2017	2	2
4 Maynard Road	2017	1	1
208 Concord Road	2017	1	1
Lot EF Maynard Road	2017	1	1
212 Pratt's Mill Road	2018	2	0
69-71 Brewster Road	2018	2	0
58 Carriage Way	2018	1	0
0 Goodman's Hill Road	2018	1	0
Greenscape Park	2019	3	1

The Planning Board collected the following fees for Fiscal Year 2019:

<b>PLANNING BOARD FINANCIAL DATA July 1, 2018- June 30, 2019</b>	
Grouse Hill Resale Certificates	\$ 2,000.00
ANR (Approval Not Required Application)	\$ 250.00
Stormwater Permits	\$ 1,779.75
Site Plan	\$ 6,713.70
Scenic Road	\$ 168.62
Definitive Subdivision	\$ 2,450.00
<b>Total</b>	<b>\$13,112.07</b>

The Planning Board membership experienced some turnover in 2019. Peter Abair's term expired in May and he chose not to run for re-election. With the vacancy created by Mr. Abair's departure, Associate Member Justin Finnicum ran for, and won, Mr. Abair's three-year full seat. With Mr. Finnicum becoming a full member, John Sugrue joined the Planning Board as the new appointed Associate Member in August. However, shortly thereafter, Nancy Kilcoyne resigned from the Board and Mr. Sugrue was appointed to fill the full seat in December. Anuraj Shah was then selected to be the new Associate Member. Stephen Garvin served as Chair throughout 2019, and both Peter Abair and later Charlie Karustis served as Vice Chair. John Hincks served as the Clerk.

Planning Board members continue to be active on various other Town committees

dealing with land use and planning. Nancy Kilcoyne and then John Hincks served as the Planning Board representative to the Community Preservation Committee; John Hincks was also the Planning Board's representative to the Land Acquisition Review Committee; and Charlie Karustis continued to serve as the representative on the Bruce Freeman Rail Trail Design Task Force. The Planning Board also appointed Director of Planning and Community Development Adam Duchesneau to serve as Sudbury's representative for the Metropolitan Area Planning Council's subregional committee, the Minuteman Advisory Group on Interlocal Coordination, also known as MAGIC. The Planning Board is supported by the Planning and Community Development Department.

The current projects of the Planning Board follow the recommendations of the Master



Plan in its attempt to balance the needs of the community. The Board continues to solicit citizen input regarding planning and development issues affecting the Town, and encourages public participation at meetings and regarding special projects.

Respectfully submitted,

SUDBURY PLANNING BOARD

*Stephen R. Garvin, Chair*

*Charlie Karustis, Vice-Chair*

*John Hincks, Clerk*

*Justin Finnicum*

*John Sugrue*

*Anuraj Shah, Associate Member*

## PONDS & WATERWAYS COMMITTEE

Actions taken by the Ponds & Waterway Committee in 2019 include:

- Frank Lyons resigned from the Committee and Ursula Lyons was appointed.
- The revised Mission Statement was approved by the Board of Selectmen.
- PWC members sponsored the Rubber Ducky Race as part of the RiverFest Weekend, June 22-23, 2019.
- Mimi Chandler presented information from the Municipal Vulnerability Preparedness Workshop that she attended as a representative of PWC.
- The PWC website was updated and a photographic slide show was added.
- Bill Schineller presented information about the Municipal Separate Storm Sewer System (MSSS) permitting process for Sudbury.
- The PWC Co-Chairs met with the new Conservation Coordinator and discussed a flyer to be sent out with dog licenses regarding appropriate dog waste disposal.
- The Committee is working to update the PWC Master Plan and related documents as some of the information is outdated.
- Plans were initiated to begin surveys of various waterways in town.
- One of the maps of the Sudbury Watersheds was found and hung in the Flynn Building's Thompson conference room for the Committee to reference during meetings.
- The Committee is developing ways to work with the Conservation Commission and the Hop Brook Protection Association to further our common goals of preserving and improving Sudbury's ponds and waterways.

Respectfully submitted,

PONDS & WATERWAYS COMMITTEE

*Marge Keene*

*Miriam Chandler*

*Diane Muffitt*

*Mary Addonizio*

*Ursula Lyons*

## SUASCO RIVER STEWARDSHIP COUNCIL

This year marked the 20th anniversary of the designation of your Wild and Scenic River, the Sudbury, Assabet and Concord Rivers. The River Stewardship Council celebrated this by distributing the new Conservation Plan Update, produced with the feedback of all 8 Wild and Scenic municipalities and a multitude of nonprofit, state and Federal partners. This Plan will guide our collaborative work going forward to protect river resources.

The 20-member Council was hard at work to implement this Plan. A five-year strategic plan was developed, and two work groups were formed. The Stewardship Work Group will be working to compile and coordinate Municipal Vulnerability Planning feedback from each municipality, as well as developing a river obstruction-clearing guidance paper. The Recreation and Outreach Group will be developing some communication pieces in the coming year.

In June, the 20th anniversary was the theme of our annual RiverFest celebration, with the Council and over 20 partners hosting events up and down the rivers, engaging over 1,000 people in paddles, hikes, fishing, kids events, and so much more. In Sudbury, participants enjoyed family fishing, arts and crafts, and more at Great Meadows Wildlife Refuge on

Saturday and the rubber ducky race at the Grist Mill on Sunday.

The Council funded important projects with SuAsCo's Federal Wild and Scenic budget, leveraging hundreds of hours of volunteer time and local resources and funds. The Council supported land protection by partner organization Sudbury Valley Trustees to further its work on priority parcels throughout the watershed, as well as steward acres along the rivers. The Council continued its support of water quality monitoring through partner organization OARS' long-term volunteer-based program. OARS also was supported in the development and recent unveiling of its "River Report Card", a comprehensive assessment of river data. Mass Audubon River Schools Program was funded to support students learning river science and stewardship on our River, with over 1,000 students getting field experiences across four towns including 6th grade at Curtis Middle School in Sudbury. We also funded the CISMA invasive species network, helping to combat water chestnut and other invasives in our towns.

As always, the Council welcomes Town input and participation in all of its activities. Please contact local representative Anne Slugg at [anne.slugg@gmail.com](mailto:anne.slugg@gmail.com), or

contact the National Park Service at  
[emma\\_lord@nps.gov](mailto:emma_lord@nps.gov).

**By the numbers: The impact of the Wild  
and Scenic River Program for your local  
community**

Federal dollars granted to community  
efforts: \$90,300

Federal dollars matched: \$1,700,000

Towns directly benefitting from grants: 13

Towns indirectly supported: 36

Boat access areas improved: 2 (Concord)

Progress on invasive species: 28 work  
days funded, across 4 towns, and 3  
organizations

Schools supported: 1,500 students, across  
5 school districts

Land conservation projects (through  
funding to SVT): 518 acres (conserved or  
in process)

Partner organizations engaged: 27

Events run on the River: 45

Participants engaged: Over 1,200

Respectfully submitted,

*Anne Slugg, Sudbury SuAsCo River  
Stewardship Council Representative*

## SUDBURY HOUSING TRUST

The Sudbury Housing Trust was formed by the April 2006 Town Meeting accepting MGL Chapter 44, Section 55C. The Trust was formed specifically to focus on affordable homeownership opportunities and to show performance against the 10% minimum Community Preservation Act (CPA) spending requirement on affordable housing under the statute. While Sudbury had accumulated significant housing reserves in the early years of the CPA, no housing projects had come forward. The Trust was formed to address that issue.

The Trust charter was developed with the Town's interests in mind. The charter allows a range of powers though requires Board of Selectmen approval for certain transactions. The Town Treasurer is the custodian of the funds. The purpose of the Trust is to provide for the preservation and creation of affordable housing in the Town of Sudbury for the benefit of low- and moderate-income households. The Trust feels it has taken a number of positive steps toward those goals and hopes to build on those successes.

In the years since the Trust was chartered in 2007, the Trust has directly created 14 units of housing (8 units through Home Preservation, 2 Habitat for Humanity, 3 Maynard Road Homes, 1 buy-down at Old County Road, and assisted the creation of

another 126 units (Coolidge Phase I and II, and Sudbury Housing Authority).

In the 2019 calendar year, the Trust contributed \$250,000 (from CPA funds) to the Coolidge at Sudbury Phase II, in partnership with other State funding entities.

The Trust continues to sponsor the Small Grants Program to help seniors and other moderate-income homeowners fund health and safety repairs in their homes. These repairs include window replacements, accessibility modifications, and plumbing and heating replacements. The Program has two rolling grant periods annually. So far, the Program has awarded 57 grants for over \$176,000, and 55% of the grantees are senior households. The easy-to-submit application can be found on the Town's website.

The Sudbury Housing Trust performs lottery, resale, and monitoring agent services for Sudbury and other neighboring communities. This provides a revenue stream for the Sudbury Housing Trust Small Grants Program, as well as providing local opportunities for eligible buyers with connections to Sudbury and others looking for affordable housing in our area.

The FY2019 fiscal year started with a carryover balance of \$282,346, and collected fee revenue and interest income of \$95,700, as well as \$212,500 of CPA funds. The expenses for the FY2019 fiscal year were \$364,000 including Home Preservation expenses, the Small Grants Program, lottery advertising expenses, salaries, and administration. The Trust ended the Fiscal Year on June 30, 2019, with a balance of \$224,566.

The Trust is currently organized with Cynthia Howe as Chair, Janie Dretler as the Board of Selectmen representative,

and at-large Trustees Kelley Cronin, Carmine Gentile, and Kaffee Kang. The Trust is supported by the Regional Housing Services Office (RHSO) and the Director of Planning and Community Development.

Respectfully submitted,

SUDBURY HOUSING TRUST

*Cynthia Howe, Chair*

*Kelley Cronin*

*Janie Dretler*

*Carmine Gentile*

*Kaffee Kang*

## ZONING BOARD OF APPEALS

The Zoning Board of Appeals (ZBA) is comprised of five regular members appointed by the Board of Selectmen for five-year terms. Associate members, appointed to one-year terms by the Board of Selectmen, serve in place of the regular members as necessary and also serve as full members of the Earth Removal Board. In 2019, regular members of the ZBA included John Riordan (Chair), William Ray (Clerk), Jonathan Gossels, Frank Riepe, and Nancy Rubenstein. Associate members were David Booth, Jeffrey Klofft, Jonathan Patch, Jennifer Pincus, and Benjamin Stevenson. Jonathan Patch requested to serve only as a member to the Earth Removal Board.

The ZBA derives its authority and jurisdiction from Massachusetts General Law (MGL) Chapter 40A, as well as from Sudbury's local Zoning Bylaws. The ZBA acts as one of Sudbury's Special Permit Granting Authorities, with a broad range of responsibilities on issues regarding property development and land use. The ZBA also hears applications for Comprehensive Permits for proposed housing developments under MGL Chapter 40B. The ZBA additionally considers requests for relief from the Town's Zoning Bylaws when Applicants believe literal enforcement would cause hardship, and that granting such relief would not

significantly impair public welfare, or cause detriment to adjoining lots.

The ZBA strives to provide fair and impartial hearings, and to act upon applications in a manner consistent with its interpretation of the Town's Zoning Bylaws. In 2019, ZBA members heard many different perspectives and were challenged to consider diverse views on a broad range of zoning issues. The ZBA's hearings include testimony from residents and other interested parties representing a cross-section of the community. The applications reviewed by the ZBA in 2019 continue to reflect the growth of the town.

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

All ZBA meetings are conducted as open meetings to which the public is invited. All cases are a matter of public record and the documents pertaining to them are filed with the Town Clerk. The list that follows identifies matters considered by the Board



in 2019. The denial of an application means that, except under special circumstances, an Applicant may not reapply for the same relief for a period of two years. A withdrawal without prejudice of an application enables an Applicant to reapply if desired. An asterisk indicates that a Variance or Special Permit has been granted subject to conditions, which in the ZBA's judgment, were necessary to safeguard the public good.

During the 2019 calendar year, the Zoning Board of Appeals received the total sum of \$3,575.00. Of this, \$2,825.00 was from Applicants in the form of non-refundable application fees and \$750.00 was for escrow accounts.

Thirty-Two (32) new cases were filed during 2019. The ZBA did not meet in Executive Session during 2019.

Action on new and pending cases in calendar year 2019 is summarized as follows:

- 32 cases were considered
- 27 Special Permits
- 3 Variances
- 2 Accessory Dwelling Units
- 0 Modifications of Comprehensive Permits
- 0 requests were withdrawn without prejudice
- 3 requests were denied
- 1 request was scheduled for January 2020

- 19-1 Nicola S. Payne & Robb A. Aistrup, 15 Thoreau Way  
Special Permit renewal to conduct a Home Business. APPROVED\*
- 19-2 Lisa Venuto/ADMV Management LLC, 29 Stonebrook Road  
Special Permit to construct a two car garage measuring 25 feet by 28 feet.  
APPROVED\*
- 19-3 Anne Stone, 554 Boston Post Road  
Use Variance to allow for the establishment of a self-storage facility. DENIED.
- 19-4 Anne Stone, 554 Boston Post Road  
Variance to allow for more than one principal structure on a residential lot. DENIED.
- 19-5 Marcel Maillet, 30 Summer Street  
Special Permit to construct a dwelling after demolition. APPROVED\*

- 19-6 Christopher Davey, 451 Peakham Road  
Special Permit to construct a lean-to/shed on a non-conforming single-family dwelling.  
APPROVED\*
- 19-7 Jin Xia, 40 McLean Drive  
Special Permit # 17-28 renewal to raise up to ten (10) hens. APPROVED\*
- 19-8 Haley and Kevin Bush, 128 Plympton Road  
Special Permit # 18-16 renewal to raise up to eight (8) hens. APPROVED\*
- 19-9 Meredith and Joshua Phelps, 20 Linden Road  
Special Permit to raise up to ten (10) hens. APPROVED\*
- 19-10 Ellen Hsu-Hung, 19 Raymond Road  
Special Permit to raise up to six (6) hens. APPROVED\*
- 19-11 Rachel and Paul Mandina, 36 Ledge Road  
Variance for relief from the front (east) yard setback requirement and a Special Permit  
to allow an Accessory Dwelling Unit. APPROVED\* and APPROVED\*
- 19-12 Kimberly and Ralph Babcock, 3 Greenwood Road  
Special Permit to raise up to eight (8) hens. APPROVED\*
- 19-13 Christina Hermos and Paulo Oliveira, 19 Maple Avenue  
Special Permit to construct a 24 foot by 24 foot addition with a garage and deck on a  
pre-existing non-conforming structure. APPROVED\*
- 19-14 Edward Freedlender, 280 Goodman's Hill Road  
Special Permit to construct an addition with a master bedroom, mudroom, and garage.  
APPROVED\*
- 19-15 Edward Freedlender, 24 Elsbeth Road  
Special Permit to construct a single-family dwelling after demolition. APPROVED\*
- 19-16 Marc Pepi, 60 Brookdale Road  
Special Permit # 18-17 time extension. APPROVED\*

- 19-17 Binoy Koodhathinkal and Nima Kalathil, 77 Churchill Street  
Special Permit # 18-20 renewal to raise up to ten (10) hens. APPROVED\*
- 19-18 Janice and Scott Ritter, 14 Russet Lane  
Special Permit to raise up to six (6) hens. APPROVED\*
- 19-19 Elizabeth Geisinger, 271 Boston Post Road  
Special Permit to operate a kennel. APPROVED\*
- 19-20 Lisa and Francis Tursi, 61 Maynard Farm Road  
Special Permit # 18-23 renewal to raise up to eight (8) hens. APPROVED\*
- 19-21 Lori and Daniel Arthur, 68 Hopestill Brown Road  
Special Permit # 16-17 renewal (previously # 15-17) to raise up to six (6) hens.  
APPROVED\*
- 19-22 Marcel Maillet, 94 Butler Road  
Special Permit amendment to Special Permit # 12-14 to add a screened porch.  
APPROVED\*
- 19-23 Ava Vernooy, 17 Allene Avenue  
Special Permit to construct a portico on the front of the dwelling. APPROVED\*
- 19-24 Eric and Katherine Fitzgerald, 14 Massasoit Avenue  
Special Permit # 18-28 renewal to raise up to eight (8) hens. APPROVED\*
- 19-25 Nu-Home Contractors, Inc. c/o Michael Audette, 604 Peakham Road  
Special Permit to construct a single-family dwelling after demolition. APPROVED\*
- 19-26 Lisa Venuto/ADMV Management LLC, 29 Stonebrook Road  
Special Permit amendment to Special Permit # 19-2 to modify addition. APPROVED\*
- 19-27 Joy and William Aldrich, 700 Boston Post Road  
Special Permit to raise up to six (6) hens. APPROVED\*
- 19-28 Kathleen and David DelPrete, 65 Wagonwheel Road

Special Permit to create an Accessory Dwelling Unit. APPROVED\*

- 19-29 Roberta Henderson, as Trustee of Henderson House of Sudbury Realty Trust, 632 & 642 Boston Post Road  
Appeal the decision of the Building Inspector regarding Zoning Board of Appeals Case # 16-31 and also to amend the decision for Zoning Board of Appeals Case # 16-31.  
DENIED and APPROVED\*
- 19-30 Nancy Wyrebski of Pink Dog Spa, 621 Boston Post Road  
Special Permit to operate a dog grooming business/kennel. APPROVED\*
- 19-31 Ethan Solomon, The Wilder Companies, 5-15 Concord Road  
Special Permit to amend Special Permit # 11-36 to modify the existing freestanding sign. APPROVED\*
- 19-32 Mustang Development Advisors, Inc., 16 Oakwood Avenue  
Special Permit to construct a single-family dwelling after demolition. PENDING.

Respectfully submitted,

#### ZONING BOARD OF APPEALS

*John D. Riordan, Chair*

*David Booth*

*Jonathan G. Gossels*

*Jeffrey P. Klofft*

*Jonathan F.X. O'Brien*

*Jennifer Pincus*

*William Ray*

*Frank Riepe*

*Nancy G. Rubenstein*

*Benjamin D. Stevenson*



## Holiday Lights

Sudbury Fire Engine 4 enjoyed some time in the spotlight as visitors to 2019 Winter Festival smiled for the camera with the fire truck making a handsome backdrop.

Photo courtesy of Patrick Rogers.

# PUBLIC SAFETY

## BUILDING INSPECTOR AND ZONING ENFORCEMENT AGENT

Building Permits			
Type of Permit	Number of Permits	Fees Collected	Construction Cost
Express: Roofing, Siding, Windows	176	\$30,065.00	\$2,924,591.00
Remodel, Alteration, Repair	474	\$176,367.00	\$15,547,307.35
New: Primary Building	15	\$280,185.00	\$19,557,189.00
Demolition: Primary Building	5	\$1,740.00	\$133,500.00
Addition (incl. with Remodel)	30	\$91,150.00	\$7,312,890.00
Solar	28	\$10,532.00	\$955,379.00
Foundation Only	2	\$1,000.00	\$70,000.00
Other	4	\$290.00	\$27,500.00
Pool	13	\$7,770.00	\$776,810.00
New: Accessory Building	11	\$6,855.00	\$661,048.00
Demolition: Accessory Building	4	\$220.00	\$15,500.00
Sign, Awning, Canopy	23	\$2,780.00	\$171,295.00
Deck, Porch	25	\$4,780.00	\$472,404.00
Express: Temporary Tent	16	\$775.00	\$33,279.00
Express: Solid Fuel Appliance	9	\$420.00	\$33,513.00
	835	\$614,929.00	\$48,692,205.35

### Electrical Permits

Electrical Permits Issued	Fees Collected
710	\$165,196.10

### Gas Permits

Gas Permits Issued	Fees Collected
444	\$22,103.00

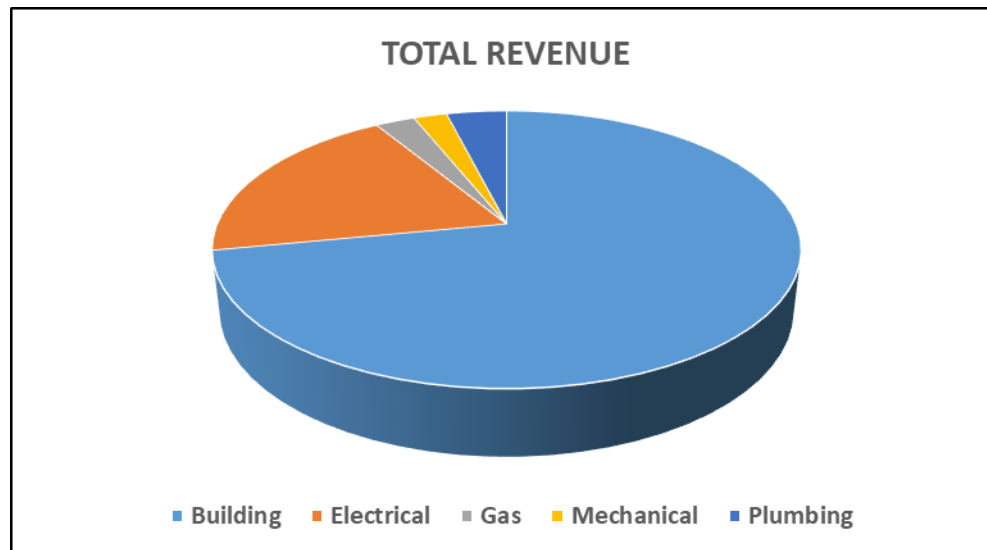
### Mechanical Permits

Mechanical Permits Issued	Fees Collected
95	\$18,614.00

### Plumbing Permits

Plumbing Permits Issued	Fees Collected
428	\$33,681.00

**Total Revenue: \$854,523.10**



Respectfully submitted,  
*Andrew Lewis, Building Inspector*



## DOG OFFICER

Barn Inspections Completed/Submitted to DAH - 49

Kennel Inspections - 51

Fines Issued - 4 (1 = No License; 2 = LLV; 1 = Quarantine Order Violation)

Respectfully submitted,

*Jennifer Condon, Dog Officer*

MONTH	TOTAL CALLS	COMPLAINT CALLS	LOST DOG	LOST CAT	CAT - OTHER	WILDLIFE
JANUARY	64	5	3		1	8
FEBRUARY	83	1	5		3	17
MARCH	108	5	8		3	10
APRIL	101	3	8		1	13
MAY	167	3	5	2	4	28
JUNE	136	6	2		2	23
JULY	85	13		2		15
AUGUST	102	4	4		2	17
SEPTEMBER	85	3	2		2	11
OCTOBER	85	4	1	1	3	13
NOVEMBER	66	5	2		1	5
DECEMBER	135	5	1	1	2	14
<b>TOTAL</b>	<b>1217</b>	<b>57</b>	<b>41</b>	<b>6</b>	<b>24</b>	<b>174</b>

MONTH	MISC CALLS	PICKUPS	BITE	QUARANTINE ORDERS ISS/REL	SUBMITTALS TO STATE LAB	DECEASED ANIMALS DISPOSED
JANUARY	28	1-(K9)	1	8		6 (3-Deer)
FEBRUARY	44	1-(Hawk)	3	6	1-Bat=Neg	2
MARCH	57	1-(K9)	4	11	1-Bat=Neg	6 (3-Deer)
APRIL	42		2	7	1-Bat=Neg	13 (4-Deer)
MAY	81	4-(K9)	6	12	1-Bat=Neg	5
JUNE	53		11	23	1-Bat=Neg	5 (1-Deer)
JULY	32		3	14		6 (1-Deer)
AUGUST	44	3-(K9)	4	11	2-Bats=Neg	11 (1-Deer)
SEPTEMBER	36	1-Feline	5	14	1-Bat=Positive	10
OCTOBER	43	3-(K9)	2	11		4
NOVEMBER	36	1-(K9)	1	7		8 (6-Deer)
DECEMBER	44		4	10		2 (1-Deer)
<b>TOTAL</b>	<b>540</b>	<b>15</b>	<b>46</b>	<b>134</b>	<b>8</b>	<b>78</b>

## FACILITIES DEPARTMENT

The Facilities Department is responsible for the facility planning of all town-owned buildings including the K-8 schools. The Department works with Town and School Departments to implement preventative maintenance programs, schedule and monitor renovations and repairs, and to apply energy conservation measures in all buildings. In addition, the Department assists with the planning for new construction and development projects that will enhance the Town's ability to support the needs of the community. The Facilities Department works closely with the Capital Improvement Advisory Committee (CIAC), the Energy and Sustainability Committee and the Permanent Building Committee (PBC).

Some of the Facilities Department projects in 2019 include the following:

### **Loring Parsonage History Center**

The Loring Parsonage construction project was completed in October 2019. The Facilities Department assisted and supported the Permanent Building Committee during construction. The Department has assisted the Sudbury Historical Society in their preparation for occupying the building and beginning operations of the History Center.

### **Loring Parsonage Aspiration Smoke Detection ("ASD") system**

The 2019 Annual Town Meeting approved funding for an Aspiration Smoke Detection system for the 300-year-old parsonage to shorten fire detection time in the newly

renovated building. The Facilities Department issued a Request for Proposals for the system design, and will be working with the selected engineer and future contractor on system for installation in the Spring of 2020.

### **Town Hall Renovation Project**

Facilities assisted the Permanent Building Committee in the final design of the proposed Town Hall renovation project. The project is currently being vetted through Town committees regarding exterior accessibility.

### **Camp Sewataro**

The Town purchased Camp Sewataro in October 2019. The property contains 24 building and structures on 44 acres. The Facilities Department worked with the Town Manager, Building Department, Fire Department and Health Department with pre and post-sale support and inspections. The Facilities Director participated in the Camp Sewataro Camp Operator RFP proposal evaluation along with Finance, Health, Planning, Park and Rec and the Town Manager. The Facilities Director is the Town staff liaison to Camp staff regarding Sewataro buildings, facilities and grounds.

### **Broadacres Farm**

In 2019 the Town purchased the Broadacres Farm former 34-acre horse farm property and buildings. The Facilities Department supported the Town Manager with pre and

post-sale inspections. The Facilities Department is responsible for securing the property.

### **Fairbank Working Group**

The Facilities Director was appointed to the Town Manager's Fairbank Working Group in June and joined representatives of Sudbury Public Schools, The Council on Aging and the Park and Rec Department. The Group worked with ICON Architects and developed a needs-based space plan and conceptual design for a new Fairbank Community Center integrating shared space among building use groups with an associated cost estimate. In November the plan was presented to a joint meeting of the Sudbury School Committee, the Parks and Rec Commission and the Council on Aging, and to the Board of Selectmen in a separate meeting later that month. The Board of Selectmen will be presenting a Fairbank Community Center article at the 2020 Annual Town Meeting.

### **Sudbury Public Schools Playground Improvements**

The Facilities Department supported School Department staff and PlaySudbury with the new Noyes Elementary School playground that was constructed over the summer. The existing playground structures were removed, new ADA compliant play components installed with a new poured in place play surface throughout. The new Noyes playground opened in the fall. Planning and design for the new Nixon Elementary School playground is in process,

and construction is scheduled for the summer of 2020.

### **ADA Self Evaluation Plan**

The Facilities Department issued an RFP in 2019 for an ADA Accessibility Self-Evaluation and Transition Plan of public facilities. A consultant will be completing the plan in early 2020. This will allow the Town to apply for The Municipal Americans with Disabilities Act Improvement Grant in 2020 for funding to address barriers identified in the Transition Plan.

### **Haynes and Noyes Elementary Schools Kitchen Equipment**

Original dishwashers and hot water boosting equipment was replaced in two elementary schools utilizing funds appropriated at the 2019 Annual Town meeting.

The Facilities Department is working with the Energy and Sustainability Committee on potential 2020 Green Communities Grant applications for funding of proposed energy savings projects.

Facilities and the Energy Committee are gathering information in preparation for determination in the 2020 renewal of the Sudbury Town-Wide Electric Aggregation program for residents and businesses.

The Facilities Department installed water bottle fillers in the Fairbank Community center pool area and at the Haskell Field playground funded by Sustainable Sudbury and the Town. Two more bottle fillers are

planned to be installed at Town facilities in 2020.

Automatic door openers were installed by Facilities at the two front entry doors to the Police Station. Automatic door openers will be installed in early 2020 at the Senior Center rest rooms. A grant will pay the cost of these openers and installation along with resetting and leveling a section of uneven paving bricks outside the Senior Center.

Facilities replaced the flooring in the Fire Department Headquarters day room and kitchen.

The rear DPW building that serves as the storm center and bunkroom during weather operations was improved with a new fire alarm panel and detectors, emergency and exit lights and new egress windows.

Kathy Plante, the Facilities Department Special Assistant to the Facilities Director,

retired in July 2019. Kathy served Sudbury for 17 years and worked as Office Supervisor in the Building Department prior to her role in Facilities. In 2013 Kathy was honored as the Sudbury Employee of the Year. That year Kathy juggled the needs of two offices - the Building Inspectors office and the newly created Combined Facilities Department - for over a year until more administrative help could be hired. Kathy was a very valued member of the Town team and will be missed by all.

Facilities Department Staff Includes:

Arthur Richard, Supervisor of Buildings

Lillian Vert, Spec. Asst. to the Facilities Dir.

Larry Jodrey, Building Maintenance Asst.

Brian Needham, Building Maint. Custodian

John Hnath, Town Electrician

Respectfully submitted,

*William Barletta, Facilities Director*

## FIRE DEPARTMENT

The Sudbury Fire Department continues to provide quality fire and advanced emergency medical service to the residents and visitors of the Town. During 2019, the Department responded to a total of 2,179 emergencies, 61.5% of these responses were Medical Emergencies and 38.5% were Fire-related responses.

The demand for our Advanced Life Support (ALS) ambulance continues to increase year-to-year. Many of our residents have experienced life-saving treatments that would not be available in some other communities.

The Department provided ALS level care for 62% of our patients with the remaining 38% receiving Basic Life Support (BLS) level care. We continue to provide transport services to the most appropriate hospitals in the region to allow our patients the best level of healthcare. These longer transports sometimes result in the need for mutual aid from neighboring towns when additional calls come in while one of our two ambulances are on a long-distance transport.

At May's annual Town Meeting, residents approved funding for the purchase of a new Fire Engine to be assigned at Station 3 in North Sudbury. With the development of the Quarry North housing project, equipment dependability is a necessity in

order for the Department to provide reliable fire and emergency services. The new Engine is being built by KME, located in Nesquehoning, PA. Design was completed in December and the Engine will be delivered in the fall of 2020.

Assistant Fire Chief Tim Choate secured many grants during the year, the largest of which was a Federal grant by the Department of Homeland Security, Staffing for Adequate Fire & Emergency Response (SAFER) secured in late 2018 to allow the Department to hire four additional Firefighter/Paramedics. This grant will provide over \$605,000 in financial support covering 75% of employee costs in the first two years and 35% in year three.

An additional Federal grant was awarded for the purchase of a new Self-Containing Breathing Apparatus (SCBA) air compressor to replace the Department's current unit after twenty-seven years of service. The Assistant to Firefighters Grant (AFG) will cover 95% of the purchase up to \$78,000 and provide our employees with the highest quality breathing air possible.

The Department also received three grants from the Commonwealth. The first was for the purchase of twelve sets of ballistic protection equipment; the second grant was for the purchase of new firefighting gloves and protective hoods; and the third

allowed for the purchase of new accountability / command board for use during fire and emergency management incidents.

In January, a resident cross-country skiing on Willis Lake found an area of thin ice, fell through into the icy water and called 911 for assistance. After locating the resident about ¼ mile away from the closest launching area, three firefighters donned cold water rescue suits and proceeded

across the ice to rescue the gentleman who was then transported to an area hospital for evaluation.

Fire Lieutenant Alex Garner, Firefighter/EMT Russell Place and Firefighter/Paramedic Michael Donoghue received a Firefighter of the Year Citation for Meritorious Conduct award from Governor Charles Baker because of their efforts in this complicated ice rescue.

During the 2019 calendar year, the Department issued many permits related to our Fire Prevention activities, collecting \$40,161.00 in permit fees.

#### 2019 FIRE DEPARTMENT PERMITS & INSPECTIONS

Smoke Detector Inspections: 386

Residential Fire Alarm and Fire Sprinkler Permits: 14

Commercial Fire Alarm and Fire Sprinkler Permits: 77

Oil Tank Removal Permits: 33

Oil Burner Permits: 73

Liquide Propane Gas Permits: 68

Welding / Grinding Permits: 23

Open Burning Permits: 736

The Department went through a number of personnel changes during the year, Lieutenant Kevin Moreau retired with over thirty-two years of service to the Town of Sudbury. We appreciate Lieutenant's Moreau's dedication to the Department and wish him well in retirement.

The Department filled a number of vacant positions with the hiring of

Firefighter/Paramedics Grant Ellerbe, Gabriel Frias, Alan Larochelle, Roland Saucer Jr, Leo Rogers, and Jaime Ragusa. Jaime is the first female Firefighter/Paramedic to work for the Town. Jamie and Roland will complete the ten-week Career Firefighter Recruit Training Program at the Massachusetts Firefighting Academy in the spring of 2020.

The Department responded to many incidents, but 2019 went by without a major fire. I cannot say the same for our neighboring communities. On July 22, an eight-alarm fire consumed an entire city block in the town of Natick. Sudbury Engine 2, Chief Whalen and Asst. Chief Choate responded mutual aid and operated at this incident for over ten hours.

On December 27th, a large historical home in the Town of Concord required four alarms. Engine 3, Ladder 1, and Chief Whalen provided mutual aid to the incident. The major issue was lack of water in the area and specialized water tankers were brought in to try to contain this fire.

### **Emergency Management**

In working with the Office of Community Development, a Municipal Vulnerability Preparedness (MVP) grant was secured by the Town to begin the process of planning for climate change resiliency and implementing priority projects. This program included hiring a consultant to assist with vulnerability assessments and developing action-oriented resiliency plans. The MVP process was completed in June and in September Sudbury was Designated an MVP Community. This designation allows the Town to apply for additional project funding.

The second major program started this year is the update of the Town's Hazard Mitigation Plan (HMP). This update is

possible due to a grant provided by the Massachusetts Emergency Management Agency (MEMA) secured by the Office of Community Development.

The Hazard Mitigation Plan (HMP) focuses on reducing or eliminating future risk to lives and property from natural hazards. The original plan, completed in 2010, identified areas for improvement. With the assistance of a consultant to provide guidance through the update process, Sudbury's updated HMP will be completed in the spring of 2020.

The ability to undertake these two projects concurrently is a major undertaking. The Fire Department was fortunate to have the assistance of Patrick Fagan, an intern through a new program with Massachusetts Maritime Academy. Patrick worked on many Emergency Management projects during the spring semester, including the HMP and MVP programs and creating a revision of the Town's Comprehensive Emergency Management Plan. Patrick also developed a concept to eliminate redundancies and duplication of services by creating an Emergency Response Commission (ERC) with the LEPC, CERT and MRC together. The function of the ERC will be to unify these three volunteer organizations for better communication and transparency.

I would like to thank all the Town organizations for providing the support that



allows us to accomplish our mission of protecting the residents of Sudbury. This supportive team approach helps provide the best services available.

Respectfully submitted,  
*John M. Whalen, Fire Chief*  
*Emergency Management Director*

#### **Assistant Fire Chief**

Timothy E. Choate

#### **Captains**

Kevin P. Cutler  
 Stephen E. Glidden  
 Brian M. Lewis  
 Douglas R. Stone

#### **Lieutenants**

Dana J. Foster  
 William J. Francis  
 Kevin J. Moreau (Retired)  
 Alex C. Gardner  
 David J. Ziehler

#### **Firefighters/EMT**

Robert J. Beer  
 Robert E. Boyd, Jr.  
 Michael R. Desjardins  
 Timothy Devoll

Kyle R. Gordon  
 Michael D. Hamill  
 Gary F. Isaacs  
 Joshua S. McLeod  
 Michael J. Murphy  
 Russell P. Place  
 John E. Salmi

#### **Firefighters/ Paramedic**

Mathew L. Boutilier  
 Michael R. Donoghue  
 Grant C. Ellerbe  
 Luis A. Forte  
 Gabriel A. Frias  
 Nicholas J. Howarth  
 Kristoffer J. Keraghan  
 Michael P. Kilgallen  
 Alan W. Larochelle  
 Matthew D. MacDonald  
 Michael E. MacGregor  
 Michael A. Matros  
 Daniel R. Mulgrew  
 Celso L. Nascimento  
 Brian R. Patterson  
 Jaime L. Ragusa  
 Leo C. Rogers  
 Roland L. Saucier, Jr.  
 Steven M. Schnepf  
 Daniel J. Stanton  
 Daniel K. Wells

## POLICE DEPARTMENT

During 2019, the Sudbury Police Department logged 15,018 incidents with walk-in interactions in the area of 12,133. During this 12-month period, 60 individuals were taken into custody for various violations of state and local laws to include 20 arrests for operating a motor vehicle under the influence of alcohol and/or drugs. As well, 157 criminal complaints for various violations of state and local laws were filed with the Framingham District Court. Officers investigated 140 larcenies, which included 8 breaking and entering incidents into dwellings/buildings and 3 breaking and entering into motor vehicles. Additionally there were 30 assaults of varying severity, 930 medicals, 38 incidents involving juveniles and 17 investigations surrounding sex offences. The department also logged 447 motor vehicle accidents; 36 of which involved varying degrees of personal injury. We are fortunate to report that we did not have any accidents resulting in a fatality.

Patrolman Owen Griffin, was assigned to the role of Juvenile Detective to assist our Student Resource Officers with following up on more in-depth investigations. Officer William Crisafulli joined us in August of 2019, followed by Officer Andrew Gower in September after completing the police academy. Dispatcher Amato transitioned to Patrolman after completing field training in June of 2019 following completion of the

police academy. We also welcomed two new dispatchers replacing those who moved on; Dispatchers Thomas Nardelli and Tenley Goodwin are welcomed additions to our Public Safety Dispatch Center.

Our mental health clinician continues to prove she is invaluable in assisting residents with substance abuse issues, those in a mental health crisis, social welfare issues and beyond. The program provides a full-time Master's Level Mental Health Clinician to respond alongside police officers to calls involving individuals who are experiencing a mental health or substance use crisis, among other circumstances. The clinician, available to Hudson and Sudbury on a rotating basis, has been facilitating arrest diversions on the scene through treatment-based alternatives with the aim of reducing costly and unnecessary referrals to hospital emergency departments. We thank Our Lady of Fatima Community Outreach Ministry for their continued support of the program. A grant received through the Department of Mental Health will continue to provide funding for the program. In 2019 the Jail Diversion Program assisted us with over 150 incidents. During this year a total of 106 individuals with behavioral health conditions were diverted from arrest by Hudson and Sudbury police officers and

placed into treatment that was facilitated by JDP clinicians, 79 individuals were also diverted from unnecessary hospital admissions due to the JDP clinician on scene, whom was able to facilitate assessment treatment recommendations. The estimates reported a cost savings of \$583,120 to the criminal justice system and the emergency departments on behalf of both Sudbury and Hudson.

We strongly encourage everyone to drive respectfully as if they are in their own neighborhood all the time. With such a philosophy we all can do our part in mitigating the concerns surrounding vehicular safety. Through education and enforcement, we continue to address residents' concerns regarding inappropriate operation which remains a quality of life concern. In an effort to support safe driving, the Sudbury Police applied for and was granted a Governor's Highway Safety Grant which allowed a financial award to participate in enforcement campaigns some of which focused on impaired operation, speed and texting while driving.

The State 911 Department continues offering grant opportunities that are utilized to offset department expenses as well as training that is required to maintain necessary certifications. We received approval for two separate grants under this funding opportunity in 2018. We applied for an additional grant from the U.S.

Department of Justice of their Bullet Proof Vest Program which is then augmented by state funds as well.

We are happy to announce that our training room is being utilized frequently, providing a perpetual savings as we host additional courses providing complimentary seats for all of our town employees. The improved safety, efficiency and stability of the station is a tremendous improvement.

The in-house training room has also allowed our department to undertake additional community policing initiatives, specifically our 1st Citizen's Police Academy. This program was a unique opportunity for residents to take a "look behind the curtain" and see the training, equipment, calls, and laws that police must be familiar with. Our inaugural class had 24 attendees and was 9 weeks in length, we look forward to continuing this program on an annual basis. We have also developed a relationship with the foster parent division of the Department of Children and Families, here the instructors offer an opportunity for perspective foster parents to learn the necessary skills and challenges associated with temporarily placing children in a healing and safe environment, until they can return home.

Our lobby still provides space for two separate kiosks, one for our prescription drug collection program as well as a sharps

disposal. The prescription disposal program has continued to grow in popularity and we have recently upgraded our kiosk to better suit the needs of the service. Our sharps disposal program is gaining further traction requiring us to increase to bi-monthly pickups. Both disposal methods are available 24/7 and we welcome residents to take advantage of the safe and easy access.

The Sudbury Police Department remains committed to the Sudbury Community. We believe in the team approach which is more beneficial for all. We look forward to the coming year in determining how to serve better, while thinking in a proactive manner.

#### **FY19 POLICE DEPT. FEES & FINES**

Licensing fees	\$ 3,645.00
Paid detail admin fees	\$50,582.76
Total	\$54,227.76

Respectfully submitted,  
*Scott Nix, Chief of Police*

#### **Police Lieutenants**

Robert F. Grady  
John Perodeau

#### **Police Sergeants**

Erin Corey  
James Espinosa  
Nathan Hagglund  
Stephanie Howe

Richard MacLean  
Wayne Shurling

#### **Police Officers**

Michael Amato  
Owen Boyle  
William Crisafulli  
Timothy DaSilva  
Andrew Gower  
Owen Griffin  
Kyle Griffin *PD Transfer 8-2-18*  
Dylan Haldiman  
Alan Hutchinson  
Paul Johnston  
Ethan Karol  
Kenneth Loyer  
Michael Lucas  
Neil McGilvray  
Christopher McKenzie *MA State Police 12/29/19*  
Steven Milley  
Patrick Motuzas  
Michael Pope  
Michael Rochette  
Zackary Shay  
Victoria Wagner  
Kimberly Walch  
Paul Wigmore

#### **Police Matrons**

Deborah Griffin  
Carol Greenwood  
Trish Longo

#### **Special Police Officers**

Erica Abro  
Jeff Beckwith

Todd Eadie  
Noel Evers  
John Harris  
John Kennedy  
Christopher Kelly  
John Longo  
Trish Longo  
Alan Mancini  
Thomas Miller  
Mathew Nardi  
Kevin Ostrander  
Michael Ott  
Brett Rand  
Thomas Reynolds  
George W. Taylor  
Eric Wenc  
Brian Willard  
Edwin Wright

**Dispatchers**

Michael Amato *Patrolman 2-4-19*  
Tenley Goodwin  
Deborah Griffin  
Bryan Keane  
Amanda Leahy  
Trisha Longo  
Brendan MacKeil *PD Transfer as officer 7-17-18*  
Christopher McKenzie *Patrolman 4-2-18*  
Thomas Nardelli  
Shannon O'Brien  
Brandon Reedy  
George Taylor  
Mark Terkelsen

**Admin Personnel**

Carol Greenwood  
Julie Nichols-Scopa





## A Magical Tradition

Sudbury was fortunate to have some extra-special guests at 2019 Winter Festival. Mr. & Mrs. Claus visited with some of Sudbury's youngest residents and carefully added each wished-for gift to the list.

Photo courtesy of Patrick Rogers.

# PUBLIC WORKS

## ENGINEERING DIVISION

The Engineering Division is responsible for the planning, design and construction of roadway projects, assists with maintaining compliance with various State and Federal programs such as National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater, managing the town's street opening permit and trench opening permit programs, reviewing development and redevelopment plans to ensure roadway and utility changes conform to the town's construction standards, and inspecting modifications and expansions to the roadway and stormwater networks.

The Division also maintains an extensive Geographical Information System (GIS) and is the custodian of a large collection of irreplaceable paper plans and documents.

The Engineering Division provided street line layout to sites throughout the town including but not limited to Dutton Road (from Tanbark Road to Hudson Road), Old Sudbury Road (at Wolbach Road), Fairbank Road and Old Framingham Road. This was to ensure the work done by the town is within the town's right of way.

Multiple boundary, topographic and design projects were also advanced or completed.

Some of the projects were: Old Framingham Road walkway, Dutton Road walkway, drainage design at Wolbach Road, and mapping of the Town lines along the Framingham City line.

Numerous construction layout projects were completed by the Engineering Department including the Christopher Lane drainage improvement, Mount Pleasant Cemetery expansion, Noyes School and various accessible ramps and various other projects throughout the town.

The Engineering Division also worked on the mapping and inventorying of the town's drainage structures for the NPDES storm water permit, the quarterly methane monitoring at the transfer station, updates to the Town's street map, performed plan/map research for town citizens, private contractors and governmental originations and the water elevation monitoring project.

In conjunction with the Town Clerk's office and the United States Census Bureau, the Engineering Department updated the 2020 Census Local Update of Census Addresses Operation (LUCA).



## HIGHWAY DIVISION

The Highway Division is responsible for the maintenance and repair of the town's roadway and sidewalk infrastructure including pavement markings, granite and bituminous curbing, street and regulatory signage, stormwater utilities and traffic islands.

### Stormwater Management

The Stormwater Management System consists of more than 58 miles of surface and subsurface drainage systems, 3,304 catch basin and manhole structures, and more than 280 drainage outfalls. In 2019 there were 82 repairs/installs made to manholes and catch basins.

In order to comply with the U.S. Environmental Protection Agency's (EPA) NPDES Phase II Stormwater Permit, the Highway Division continues to make every effort to clean all the catch basins. Infrastructure age and various deficiencies in the stormwater systems throughout the town are a major cause of unscheduled overtime and emergency repair cost incurred by the town.

In the winter months, to minimize the amount of sand entering and further diminishing the capacity of the drain system and any downstream resource areas, the Division pretreats the roadways with a liquid salt brine (anti-icing) solution then uses straight salt or a pre-treated salt

for snow and ice treatment during and after the event. In addition, an aggressive and comprehensive post-winter street cleaning program is performed annually minimizing the accumulation of debris in the drain system.

### Pavement Management

The Division performed scheduled maintenance, responded to various emergency repairs, and filled over 885 potholes in 2019. The Division maintained and replaced damaged guardrail, repaired more than 250 feet of sidewalk and installed 150 feet of berm throughout town. The Highway Division shares maintenance of the Sherman Bridge with the Town of Wayland.

Additional projects completed in 2019 include:

- Installation of new ADA ramps throughout Town
- Removal of the old playground equipment and preparation of the site for new equipment at the Peter Noyes School
- Painted crosswalks, stop lines and school/municipal parking lots
- Replaced/installed regulatory/informational signs.

A new concrete pad was installed within the DPW facility to accommodate the moving of the antique steam roller to re-

align the driveway entrance to make it safer for vehicles entering and exiting our facility. The antique roller has been hit multiple times by vehicles throughout the

years so moving it to a safer location on-site will allow us to adjust and repave the entrance.

## PARKS & GROUNDS DIVISION

The Parks & Grounds Division provides safe and well-maintained facilities along with the Parks & Recreation Division. Many of the tasks performed this year include the following:

- Installed a new dock at Willis Lake.
- Aerating and slice seeding of upper Haskell Field, upper Feeley Softball Field, Heritage and Grinnell parks.
- Installed two new tennis courts at upper Featherland Park.
- Added new bin storage area at Featherland Park.
- Removed Hedges in front of Hosmer House.
- Replaced the sandbox structure and replace handicap swings at Smile playground.
- Weed control management at Haskell Field.
- Renovated 2 softball fields at Feeley and 3 LL Fields at Featherland.
- Maintain playground at Haskell Field, added 60 yards of playground mulch.
- Maintain irrigation systems at five playing fields and buildings.
- Maintain five trucks with plows, 2 John Deere tractors, 4 trailers and various grounds maintenance equipment.
- Layout and lining of playing fields: 16 soccer, 12 baseball, 5 softball, 6 lacrosse and 1 field hockey.
- Maintain tennis courts, synthetic field at Cutting and dock at Willis Lake.
- Participate in all snow removal and ice management with the entire Department.
- Maintain Ice Rink at Featherland.
- Maintain trees on all property managed by the Parks & Grounds Department.
- Take over mowing of Broadacres Farm.
- Plant memorial tree and set bench at Haskell.
- Renovate stone dust paths in Heritage Park.
- Laser grade 1 Feeley softball and 2 Featherland little league fields.
- Replace Heritage pond fountain.
- Assist with Town center Christmas tree planting.

## TRANSFER STATION

The Transfer Station is responsible for managing the Town's solid waste to preserve and protect public health and the environment. The Division manages the collection of refuse and recycling from approximately 25% of the town.

Compacting units have enabled the Town to collect more recycling and make fewer trips to the recycling center for drop off. A new Put 'N Take building was constructed in collaboration with Assabet Valley Regional Technical High School to match

the Book Swap that was built last year. In 2019, the Division sold 2,088 sticker permits to residents providing access to the solid waste and recycling services offered at the facility. The Transfer Station continues to provide excellent customer service at reduced costs to the residents through fees collected for divisional services and marketing of the recyclables. The Transfer Station hauls approximately 485 tons a year in refuse and collected approximately 525 tons in recyclables.

## TREES & CEMETERY DIVISION

The Trees & Cemetery Division is responsible for the management of the Town's estimated 5,600 public shade trees. The Town's shade trees, while providing a great public amenity to the Town, require routine maintenance so they do not become a liability. The tree crew performs monthly surveys to determine hazardous or diseased trees and takes corrective action to minimize potential damages during severe weather events. The Division is responsible for the cleanup and removal of storm debris throughout the Town. Roadside mowing was performed on 31

roads as well as line-of-sight (at intersections) and tree pruning along various roads within the Town. The Tree Division routinely responds to resident's inquiries and requests for service. During 2019, 13 trees were removed from the town's right-of-way. In addition, 25 stumps were ground by the Town's contractor.

The Cemetery Division staff continues to perform grave openings and performed 47 interments (23 cremations and 24 full burials) at the Town's 7 cemeteries.

Respectfully submitted,

*Daniel F. Nason, Director of Public Works*

# IN MEMORIAM

## **YOSHITAKA ANDO (1962-2019)**

LSRHS Athletic Trainer: 1987-2019

## **DR. ARNOLD APPLETON BARNES, JR. (1930-2019)**

Sudbury Resident: 2007-2019

Election Officer, Inspector: 2007-2018

## **ARLETTE E. CLARK (1930-2019)**

Sudbury Resident: 1952-2019

SPS Cafeteria Manager, Curtis Middle School  
& Nixon Elementary School: 1968-1997

## **WILLIAM J. COSSART, JR. (1937- 2019)**

Sudbury Resident: 1968-2013

Board of Health: 1972-1977

Fence Viewers: 1979-1983

Mass Municipal Association: 1980-1983

Middlesex County Advisory Board: 1980-1981

Mosquito Control Study Committee: 1979-1980

Planning Board, Associate Member: 2000

Planning Board, Vice- Chair: 1997-2001

Route 20 Sewer Steering Committee: 2011-2014

Selectman: 1979-1983

Sewer Assessment Study Citizens Advisory Committee: 2003-2011

Sewer Assessment Technical Advisory Committee: 1999-2012

Strategic Planning Committee: 1996-2002

Water District Commission: 2000-2005

Water District Commission, Chairman: 2006-2014

## **JEANNE R. ERICSON (1933-2019)**

Sudbury Resident: 1964-2019

Election Officer: 2002-2019

## **CLAIRE FEELEY (1932-2019)**

Sudbury Resident: 1960-2014

SPS First Grade & Kindergarten Teacher, Loring and Noyes Elementary Schools

Retired: 1997

**DORIS M. GANNON (1929-2019)**

Sudbury Resident: 2000-2019

Election Officer: 2007-2019

**LOUIS GIANNETTI JR. (1957-2019)**

Sudbury Resident: 1957-2014

DPW, Heavy Equipment Operator: 1985-2012

**JOSEPH A. KELLY, JR. (1931-2019)**

Sudbury Resident: 1960-2019

Election Officer: 2012-2018

**DOMENICA LUCA (1922-2019)**

LSRHS Cafeteria Supervisor: 1968-1990

**ESTHER LOUISE (MCMORRAN) MANN (1923-2019)**

Sudbury Resident: 1961-2017

Council on Aging: 1998-2005

Election Officer: 2003-2013

Property Tax Equity: 2003-2004

**CAROLYN MCCREE (1927-2019)**

Sudbury Resident: 1964-2019

Assistant Tax Collector: 1989-1995

Election Officer: 2002-2015

**JOHN NIKULA (1935- 2019)**

Sudbury Resident: 1968-2019

Election Officer: 2002-2003; 2012-2019

Finance Committee: 1997-2005

Property Tax Equity Review Committee: 2003-2004

**EVELYN SMITH (1928-2019)**

Sudbury Resident: 1955-2016

SPS Peter Noyes School Employee when it was a 6<sup>th</sup> grade school: many years**JOANNA C. S. TOBER (1927-2019)**

Sudbury Resident: 1964-2011

Election Officer: 1987-2007



BACKCOVER PHOTO: Installation of the Norway Spruce in front of Town Hall in progress. *October 24, 2019*