



The Town of Sudbury, Massachusetts  
Town Manager's EMAIL Newsletter – August 8, 2006

*Town staff and committees are constantly working to improve the quality of life in Sudbury. This email is designed to share information with Town staff and committee members about the many programs and efforts that are underway.*

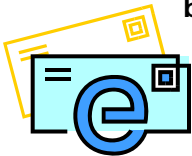
### Email Newsletter Take a Vacation!

You probably noticed this newsletter took a vacation for the month of July, as I was away on three separate family events in June and July – my oldest daughter graduated from college, then we took a family vacation together before she started her new job, and finally my side of the family held a reunion get together in California. For everyone who has emailed or written to me while I was out, I will be getting back to all of you as quickly as I can. I hope all of you are having an enjoyable summer and are getting the chance to get away somewhere nice and recharge your batteries.



### Selectmen Establish Code of Conduct and Email Policy

The Board of Selectmen voted to establish a new Code of Conduct and an Email Policy and both are applicable to all volunteers who have been appointed to serve on a board, committee, task force, or commission by either the Board of Selectmen or the Town Manager. Sudbury is fortunate to have committee members who already understand and follow the important tenets contained in these policies, but as members of the Board said, adopting these policies sets a positive tone of respect and professionalism. They also help to educate new committee members, who may not understand the many rules that govern deliberations for Town committees. I have attached both of these documents to this newsletter, and they are also found on the Town's website.



### Kris Kiesel Receives Certification

Congratulations to Kristin Kiesel, Director of the Sudbury Senior Center, for being granted certification in her field by the Massachusetts Association of Councils on Aging. To be certified, an individual must have been a Senior Center Director for at least two years, and submit a portfolio demonstrating competence in at least six broad areas of center operations. Kris, who has a master's degree in Gerontology, will receive her certificate at the group's annual conference in October.



### Grant to Police Department Secures Valuable Equipment

Police Chief Peter Fadgen was notified that his application to the Department of Homeland Security for an infrared imaging camera was recently approved. These types of cameras are valuable tools for police departments, offering tracking capabilities for a wide variety of law enforcement applications. Handheld and easy to use, the camera is ideal for search and rescue, patrol or SWAT operations. This new infrared camera allows officers



to see suspects or victims clearly in complete darkness or fog, through foliage and in other hard to see situations, often times from 300 feet away.

Town department heads have been very successful recently in obtaining grants to help with the cost of expensive equipment. This grant also covers the cost of training an officer in the use of the camera.

### Summer Concerts Are Back!

Sudbury Park and Recreation Department is offering the 2nd annual Summer Concert Series this summer. As of the writing of this newsletter, only the two August ones are left, but these are wonderful community events. Thanks again to Dennis Mannone, Park and Recreation Director, and Peter Coleman, Program Coordinator, for giving so much energy and enthusiasm to creating fun family and community options in Sudbury. Thanks also to the



**Sudbury businesses and entities who have contributed to the Summer Concerts:**

Sudbury Farms  
Middlesex Savings Bank  
T.D. Banknorth  
Bank of America  
Sudbury Cultural Council  
Emerson Medical at Sudbury  
Next Generation Children's Center

Sovereign Bank  
Graphic Connections  
Stone Hearth Pizza Co.  
Bosse Sports/Soma Spa  
The Optical Place  
Sudbury Mobil  
Bullfinchs Restaurant

Ace Jewelers  
N.B. Taylor & Co., Inc.  
Realtors  
Marlborough Savings Bank  
Sudbury Podiatry  
Giorgio's Health & Fitness Connection

***August 8th - Family Fun Night (originally planned for August 7th) A night for the whole family to enjoy! Activities will include several fun carnival games, a moonwalk, face painting, & watching a movie on the big screen after sunset.***

***August 14th - The Reminisants Boston's Best Oldies and Request Band—Great Music from the 50s and 60s. (Rain date: August 15).***

***Both concerts will be held at 7:00pm at Haskell Field and are FREE, so the entire family is welcome to come.***

### Goodbye and Happy Retirement

This is the last week of work for Sue Petersen, our fabulous Finance Director/Town Accountant, who has chosen to retire and live a life of ease rather than continuing to work long hours, attend night meetings and listen to the rest of us complain. I can't imagine what she is thinking!

Be sure to let Sue know how much you appreciate her many years of service to the Town and how hard she has worked to insure that the high goals the Town's great financial management team set for themselves have all been achieved, and how much we will miss her!



***My thanks to all the staff and volunteers who work hard to make these things happen. You make Sudbury such a special place.***

***Maureen Valente, Town Manager***



**Code of Conduct for Town of Sudbury Committees  
Whose Members are appointed by  
the Sudbury Board of Selectmen or the Sudbury Town Manager**

**A member of any committee who has been appointed by the Board of Selectmen or the Town Manager to that position is expected to comply with the following code of conduct.**

1. Realize that his or her function is to follow the mission statement of the committee.
2. Realize that he or she is one of a team and should abide by all decisions of the Committee once they are made.
3. Be well informed concerning the duties and responsibilities of the Committee.
4. Remember that he or she represents the entire community at all times.
5. Accept the role of a committee member is a means of unselfish service, not to benefit personally or politically from his or her Committee activities.
6. Abide by the ethics guidelines established by the State
7. Abide by all policies established by the Board of Selectmen, ESPECIALLY the email communications policy.
8. Request assistance from Town staff only through the staff person assigned to the committee.
9. Not make statements or promises of how he or she will vote on matters that will come before the Committee until he or she has had an opportunity to hear the pros and cons of the issue during a public meeting of the Committee.
10. Make decisions only after all facts on a question have been presented and discussed.
11. Refrain from communicating the position of the committee to reporters or state officials unless the full Committee has previously agreed on both the position and the language of the statement conveying the statement.
12. Treat with respect all members of the Committee despite differences of opinion.
13. Never publicly criticize an employee of the Town. Concerns about staff performance should only be made to the Town Manager through private conversation.
14. Insure that any materials or information provided to a committee member from Town staff should be made available to all committee members.
15. If circumstances change so that meeting attendance on a regular basis becomes difficult, the committee member will offer his or her resignation to the Board, so that someone who can regularly attend meetings can be selected by the Board.

Adopted by the Board of Selectmen July 11, 2006

*Please note: This code of conduct was originally developed based on similar codes used by other elected boards and committees in other communities.*



## **Email Communications Policy for all**

### **Members of all Committees of the Town of Sudbury**

Email is an expedient and easy means of communication, but must be used carefully, both to avoid conflicts with the Open Meeting Law and the Public Records Law and to insure that the public and members of committees can rely on the fact that deliberative discussions will always be held at public meetings. Email communications deprive the public of the chance contemporaneously to monitor a Committee's discussion. Therefore, the Board of Selectmen has established the following policy, which is meant to augment and emphasize the importance of the laws of the Commonwealth of Massachusetts.

#### **GENERAL POLICY**

- All Email use by the any member of any committee, board or commission of the Town of Sudbury will comply with the requirements of the Open Meeting Law. A copy of this statute is given to all committee members by the Town Clerk when they take the oath of office.
- Email communications by, between, or among Committee members will not address substantive policy issues, decisions, or deliberations. Email may not be used to discuss policy issues on an item coming before the Committee for discussion, to make decisions, or carry on deliberations.
- Email communication by, between or among Committee members may only be used to schedule meetings, send informative messages, request information or similar administrative type communications.
- The Town will establish a committee group email address for receipt and sending of all Committee related email. All committee members must use this email address for email related to the Committee and may not create their own email list for Committee related correspondence. The Town will be responsible for retaining copies of these emails in accordance with the Public Records Law (see below). The Town cannot be responsible for retaining or producing any Committee email which is sent using other than the group email address, and members of Committees should be prepared to allow access to their own personal computers if they choose to bypass the Town committee group email address for email correspondence.
- The Town Manager (or her designee) and one member of the Board of Selectmen will be included on the Town created email distribution list for all committees created or appointed to by the Board of Selectmen, and they will monitor email correspondence to insure this policy is followed. Committee members who violate any part of this policy will be cautioned on the first violation if unintentional and

may be asked by the Board of Selectmen to leave the committee if there are repeated violations.

#### **PUBLIC RECORDS APPLICABILITY**

The term “public records” is defined by statute to include all documentary materials or data, regardless of physical form or characteristics, made or received by an officer or employee of any agency or municipality of the Commonwealth, unless falling within a statutory exemption (M.G.L. C.4, S.7). Therefore, the Secretary of the Commonwealth advises that the Public Records Law clearly applies to government records generated or received electronically. All electronic mail sent, and all electronic mail received by principal addressees (not received as a “cc”) at a Town-issued address, or any address when in an official capacity, should be considered a public record subject to inspection and disclosure and scheduled retention and disposition. ***Employees and committee members acting in their official capacity should have no expectation of privacy in their use of electronic mail.***

Adopted by the Board of Selectmen July 11, 2006

*Please note: Sections of the material in this policy were adopted from guidelines established by the Middlesex District Attorney's Office for committees' use of electronic mail*