



# Town of Sudbury

## Town Manager Newsletter

### September 2013

#### **Message from the Town Manager**

Greetings! Don't you love September for the great weather and the feeling that it's the time to return to hard work after (hopefully) you had some time to relax during the summer? Summer months are tough to schedule meetings with folks taking vacations at different times, but it's a good time for staff to get all the end of one fiscal year/start of the new fiscal year squared away. This year that process has been complicated with the election of two new Selectmen and the retirement of Mary McCormack from the Town Manager/Selectmen's office.

In a start to the FY14 goal setting, the Board met on August 21 to familiarize the new members on votes previously taken by the Board that are forming the basis of the Board's "to do" list for FY14. Titled as a "pre-goal setting" meeting, the Board met with senior Town staff and discussed 14 separate projects/efforts that the Board had directed staff to work on this fiscal year. This is an extensive list which will require a great deal of staff effort, given that staff and Town Committees are already working on a number of projects that were approved at Town Meeting this year. The 14 major efforts already initiated by the Board for FY14 include:

- Developing an RFP and search process in connection with making an appointment of Town Counsel services effective January 1, 2014
- Planning and implementing a "state of the town" forum
- Preparing an article requesting funding for construction of a new police station and address the question of disposition of the existing police station on Route 20
- Creating a long term financing strategy for Town and school capital needs
- Developing a long term strategy for addressing the unfunded liability the Town and L-S have for providing state mandated health insurance benefits for their retirees, including focusing on balances remaining in the Town's health claims trust fund at 6/30/14
- Restarting the negotiations with CSX to purchase the right of way, and determining a funding plan for purchase of the right of way
- Updating the Board of Selectmen's rules and regulations for issuance of alcohol licenses
- Choosing an overall concept for the Bruce Freeman Rail Trail in Sudbury
- Protecting Sudbury's interests in the Minuteman Regional Vocational Technical High School as the Minuteman School Committee make final decisions about the planned renovation/replacement of the school building
- Determining if an agreement between Sudbury and Marlborough for treatment of Sudbury business district effluent is desirable and can be achieved and if so, creating such an agreement
- Developing an article for the 2014 Annual Town Meeting to replace the roof on a segment of the Fairbank Community Center if that is determined to be feasible given ongoing planning for future use of the building
- Developing plans to expand use of Davis Recreational Fields if recommended by the Recreation Commission
- Working with the Town of Lincoln and the Lincoln-Sudbury School Committee to address the question of the Inter-municipal Agreement between parties for use of L-S playing fields.

The Board indicated this is not their complete list of goals for FY14 and there are several more important areas they might still set an FY14 goal, including addressing affordable housing questions, and issues regarding Lincoln-Sudbury Regional High School. The Board will be meeting with the Sudbury Finance Committee and the L-S School Committee soon as part of their continued goal setting efforts.

### **From the Selectmen's office**

The Selectmen met three times for regular Board meetings since the last newsletter – on August 20, September 3 and September 17.

The Board has been discussing a number of issues over these meetings. Of particular interest is their intentions regarding the question of starting engineering and design work on the northernmost ½ mile of the rail line right of way, from the Concord Town border down to near the Davis Recreation area on Route 117 in Sudbury. The Friends of the Bruce Freeman Rail Trail, a non-profit group which supports the development of the rail trail, has offered the Town up to \$58,700 to enable the Town to pay for engineering services to begin the design work for this section of the right of way. On September 17<sup>th</sup>, the Board voted to indicate their willingness to accept the gift of the Friends of the Bruce Freeman Rail Trail for the purposes of funding a 25% design study for the northernmost ½ mile of the right of way.

The Board has also been discussing and deliberating the details of an updated Citizen's Comment period for Selectmen's meetings. The Board approved a new Citizen's Comment policy after putting on the Town's website for residents to review and offer comments. The new procedure is included at the end of this newsletter.

The Board approved the creation of two working committees to address the issues of long-term financing of Town and School capital needs and developing an overall plan for addressing the unfunded liability the Town and L-S have for providing state mandated health insurance benefits for their retirees. These two committees will begin their work in October.

At the spring 2013 Annual Town Meeting, a new bylaw was adopted requiring an annual "state of the town" meeting between Town officials and residents. The Board began discussing and planning for this meeting on September 3, and initially determined that it would best be held closer to the time that articles are submitted for next year's Annual Town Meeting. The Board chairman and vice-chairman will be working on this effort.

And the Board decided to initiate a request for proposals (RFP) process before they make an appointment for Town Counsel services beginning January 1, 2014. A committee has been formed to help develop the RFP and receive initial proposals of interest from interested individuals or law firms who specialize in municipal law.

In other actions, the Board accepted a \$400,000 grant from the state toward the preservation of the Pantry Brook Farm project, authorized spending requests from beneficiaries of the Town Trusts, and together with the Goodnow Library Trustees, elected Nancy Vetstein Hershfield as a new member of the Goodnow Library Trustees due to the resignation of Jill Browne from this position.

## Personnel News

This month we said goodbye to retiring senior worker, Marion “Dev” Glaser, and we are grateful to her for many years of faithful service. Thank you, Dev!

On August 1<sup>st</sup>, we welcomed Leila Frank as Selectmen’s Office Supervisor. Leila was formerly Sudbury’s Assistant Town Clerk and we are pleased to have her join our office. Please stop by the Flynn Building to welcome her!

Sincerely, *Maureen G. Valente, Town Manager*

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### **Sudbury Board of Selectmen Citizen’s Comment Procedure**

The Chair will schedule a “Citizen’s Comment” timed agenda item for each meeting. The Chair of the Board has the discretion as to when to schedule this item on an agenda.

1. In order to facilitate the process, at the beginning of each meeting the Recording Secretary for the Board will place a sign-up sheet at the rear of the meeting room. Residents are asked to write their names on the sign-up sheet and note the topic on which they wish to address the Board. Residents will be called to speak in the order of sign-up.
2. Upon being called up, the citizen shall approach a microphone and introduce him/herself clearly by name and address. This is intended to ensure that citizen input is fully audible to attendees of the meeting and people viewing the meeting via SudburyTV.
3. As the topic of a “Citizen’s Comment” may not be on the agenda as required by the 48 hour Open Meeting Law, the Board members may not be able to deliberate or take votes on the topic and may only listen, comment and ask questions during the “Citizen’s Comment” time. The Board may, at the Chair’s discretion, schedule the topic for a later Board meeting as an agenda item. The citizen who made the comment or suggestion shall be notified of the date of such meeting.
4. The Chair shall be sensitive to the subject matter under discussion and if it involves the performance of an official of the Town who has not previously been advised that a matter may be discussed, the citizen’s comments will be noted but further discussion may be curtailed. The Board may, at the Chair’s discretion, ask follow up questions and/or schedule the topic for a later Board meeting as an agenda item. The citizen who raised the performance issue shall be notified of the date of such meeting.
5. If the citizen has comments about a Town employee’s performance, the citizen’s comments will be curtailed and the citizen will be directed to discuss this topic with the Town Manager outside of a Selectmen’s meeting.
6. The Chair may, at his/her discretion, because of the lateness of the hour or time spent on a single item, close the Citizen’s Comment in order to finish the Board’s business meeting.
7. Any citizen may also petition the Board to be given time on a future agenda to discuss a particular issue. Whether the citizen will be given such time and, if given, what information or material will be required to be submitted in advance, shall be at the discretion of the Chair.
8. Citizens have the option of emailing the Board with their questions and comments. The Board’s email address is [Selectmen@sudbury.ma.us](mailto:Selectmen@sudbury.ma.us). Please note that the Chair of the Board will endeavor to answer all emails sent to this address within 48 hours of receipt, but may not always be able to do so.
9. Citizens have the option of attending one of the Board’s monthly “Office Hours” to discuss items with members of the Board. Please check the Board’s Sudbury webpage to see the next scheduled Office Hours session – <http://sudbury.ma.us/departments/BoardOfSelectmen>

## **Sudbury Board of Selectmen's Office Hours**

As a new option for Sudbury residents to meet with members of the Board of Selectmen, the Board will begin offering monthly "Office Hours" where no more than two members of the Board will be at different sites in the Town. These office hours are not public meetings with an agenda, but rather a casual, open time for general discussions with Board members. The Board of Selectmen's Office Hours shall be posted on the Town's web site at least one week before each session.

The Board will begin offering these Office Hours in October 2013 on a trial basis.

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### **Finance Department**

The budget process for fiscal year 2015 will soon be underway. The Finance Committee is expected to issue budget instructions to all cost centers by the end of October. Even before then the cost centers will begin by submitting all capital expenditures requests for the coming year within the greater context of a multi-year strategic financial plan.

Sudbury's real estate tax levy for fiscal year 2013 totaled \$69.4 million. Of that, to date, the Town has collected approximately 99% of the tax levy with the remaining 1% being comprised of new senior deferrals, subsequent and new tax title amounts. The Town is required by law to advertise delinquencies prior to establishing new tax titles for FY2013 balances. A first round of advertising is scheduled to take place by the end of September and the (new) tax takings will be created 14 days thereafter.

*Submitted by: Andrea Terkelsen, Finance Director*

### **Accounting Department**

The Accounting Office has been very busy the last few months. The Accounting office processes accounts payable and payroll, and at this time of year we are also happy to report that Fiscal Year 2013 has been closed and Fiscal Year 2014 is open. With the successful closing of FY13, we will now take on the tasks of getting Free Cash certified and start Schedule A. Schedule A and Free Cash are year-end mandates by the DOR (Department of Revenue).

During the months of September and October, we will be preparing for our annual financial audit. Also we will start our part of the Tax Rate Recapitulation process.

*Submitted by: Barbara Chisholm, Town Accountant*

### **Assessors Department**

Each new season carries with it new projects and programs in the Assessing Department. During the summer months of July and August much time and attention was devoted to the new “Means Tested Senior Exemption Program”. Those seniors requesting consideration for the new initiative needed to have all documentation filed with the Assessor’s Office by the end of August. We are pleased to report that by the application deadline of August 29, 2013; 125 applications had been received. During the months of September and October the Assessors will be embarking on the application review process for that program. With the “Means Tested Senior Exemption Program” application season now concluded for the year, the Assessing Department is currently accepting applications for the (FY 2014) established statutory exemption and senior tax deferral programs including: Community Preservation Surcharge Exemption; Senior Tax Deferral and the Chapter 59 Section 5 (Disabled Veterans, Blind, etc.) Exemption Program. Please contact our office for further information: 978-639-3393 or [assessors@sudbury.ma.us](mailto:assessors@sudbury.ma.us).

*Submitted by: Cynthia Gerry, Director of Assessing*

### **Board Of Health**

The Board of Health has been working on revisions and updates to their Regulations for Restrictions on the Use, Sale, Vending and Distribution of Tobacco that were originally adopted in January 4, 1999. Significant revisions are expected to include a ban on the sale of tobacco in retail establishments that have a health care institution within it, such as a pharmacy or drug store; raising the minimum age to purchase tobacco products and electronic cigarettes to 19 years old; and ban blunt wraps sales and non-residential roll-your-own machines. Final revisions are expected to be reviewed and voted on at the October 8, 2013 Board of Health meeting and take effect January 1, 2014.

*Submitted by: Robert Leupold, Board of Health Director*

### **Building Department**

As we head into the fall, the Building Department continues to see an increase in new construction for single family and multifamily residential projects, as well as an increase in commercial projects. Construction at 29 Hudson Road continues with occupancy permits being issued for new businesses at that location. New residential projects at 189 Boston Post Road and 40 Tall Pine Drive are under way and moving right along, as the current projects at 192 Boston Post Road and 30 Nobscot Road are close to completion.

We would like to announce that the Building Department has two new employees. I am pleased to welcome Tom Moberg as the new Assistant Building Inspector. Tom has been in the construction building trade in the Sudbury area for over 26 years. He brings to the Building Department his expertise in energy conservation as a Hers Rater and his years of working on and building fine homes.

We are also pleased to welcome back Krista Butler as a part-time office assistant. Krista is originally from Sudbury and previously worked for Sudbury DPW. She left in 2007 to spend time with her new daughter Erin. She received a warm welcome from all of the people in this building as well as many residents who come into our office. Krista and Tom are both great additions to our team!

*Submitted by: Mark Herweck, Building Inspector*

### **Facilities Department**

Here's news about the soon to be powered Solar PV system at the landfill. The energy committee, with Chairman Bill Braun championing the effort, is looking forward to powering up the new 1.5 megawatt solar PV array at the landfill very soon, we are just waiting for NStar to finish the final connection. Once up and running, the solar field will save the town an estimated \$100,000 a year in electricity costs. Sudbury has agreed to buy the electricity from the system over the next twenty years as part of a power purchase agreement with Framingham energy company Ameresco, which built and will maintain the array at no cost to the town. The solar field consists of just over 6,000 photovoltaic modules, covers about 5.3 acres of the total 17 acre landfill site on Route 20.

*Submitted by: James Kelly, Director of Facilities*



### **Department of Public Works**

The Department of Public Works (DPW) hired three new Light Equipment Operators: Anthony Zanco for the Highway Division, Joe DeMarco for the Drainage Division, and Jack McCormack for the Parks & Grounds Division.

On September 13<sup>th</sup>, Landham Road was open to through traffic after the road was closed to repair three metal pipe culverts that were unsafe to drive on.

After the headwalls are poured, the water main replaced, the gas main replaced and the road resurfaced, the road and traffic will be back to normal. I would like to thank the residents for their patience during this time. I would also like to thank the Police Department for their due diligence directing traffic.



The DPW has completed 700 feet of walkway adding Old Framingham Road from the Framingham Town line to the entrance of Mahoney Farms.



In addition, 800 feet of walkway was built along Peakham Road south of Robert Best Road. 850 feet of walkway was rebuilt along Hudson Road from Peakham Road to Grinnell Park and from Musketahquid Village to 51 Hudson Road.





The Town Center is also starting to see activity. We have begun widening Hudson Road from Village Green easterly to Grinnell Park, and have begun to install drainage in the area. Within the next two weeks, that section will see granite curbing and a portion of the road resurfaced.

*Submitted by: I. William Place, P.E./Director of Public Works/Town Engineer*

### **Goodnow Library**

The Goodnow Library has had an amazing summer! The Children's Department held a wildly successful summer reading program, "Dig Into Reading". Possibly the library's most successful summer reading program on record that showed an increase of 38 % more participation in the reading program (413 participants), 34% increase in program attendance for Truck Day (536 participants), a marquee summer event, and 23% increase in program offerings (77 programs), which 3,785 patrons attended! Over 1,500 books were tracked and read over the summer!

We have several new employees. Kat Liddle served as Interim Children's Librarian from June-August and was recently appointed permanently to the position. Megan Statza was hired as our new Young Adult Librarian. We have several new part-time staff around the library, including Kelly Townsend in Technical Services, Kacee Rimer in Children's, and Elizabeth Sobol in Circulation.

The composition of the Board of Trustees has recently undergone some changes as well. Phyllis Cullinane and Jill Browne both stepped down. Sarah Sogigian was elected to Cullinane's spot, while Nancy Hershfield was voted to fill out Browne's term.

The Library is continuing to celebrate its sesquicentennial in 2013 and most recently held a town employee appreciation day. All attendees received information about the library's services and a "goodie bag." Anyone who didn't have a library card already was signed up for one, and everyone got to choose a free book. We also invited everyone to participate in a special "Book Bingo" scavenger hunt, which led them



to various parts of the library where they learned about our iPads, Historical Collection, and other interesting facts. Those who completed the bingo sheet were eligible for a raffle to win a Kindle. Jeanne Kriger of the Accounting Department was the big winner!

Looking forward, we have some exciting events coming up. Beginning Monday, Oct. 7, the Children's Room at the Goodnow Library will be closed for a makeover that includes new paint, carpet, furniture, toys and more to create an exciting new community space. It will reopen on Wednesday, Oct. 16.

During renovations Children's Room materials will not be available for check-out, but patrons can still make returns. The work will not interfere with normal library services for adults and young adults, however meeting room programs will be relocated for that week.

The makeover was jump-started by an initial \$25,000 donation from an anonymous Sudbury couple to the Goodnow Library Foundation, a non-profit organization that funds ongoing capital projects for the library.

This donation will fund Phase I of the renovations that include a dramatic new play area, a new computer arrangement, and booth seating in the brick Octagon area.

*Submitted by: Esmé Green, Library Director*

### **Park and Recreation Department**

The Sudbury Park and Recreation Department just completed another extremely busy and fun summer season. We hope you all had an opportunity to join us at one of our summer concerts this past summer, a big thanks to all who sponsored these fabulous artists. The Park and Recreation Department is busy getting all of our fall programs started. Our Terrific Twos program is off to a blazing start having filled all open spots for the year, wow!

The pool recently reopened after going through their annual shutdown. If you are at the Fairbank Center take a look at the pool deck, staff worked hard to liven up the tiles and give it a fresh look. The pool staff also put in new blue and white lane lines over the summer and cleaned up the locker rooms and lobby areas. When you come into the lobby be sure to check out our lobby tv which highlights events and information about the pool and recreation departments.

Our department will be sponsoring the 2<sup>nd</sup> annual Halloween 5K/Fun Run on Sunday October 27<sup>th</sup>. We hope you will join us for this family focused event. Wear your favorite costume and complete either the Fun Run or the 5K. If you'd like to volunteer at this event please contact the director, Nancy McShea at [mcshean@sudbury.ma.us](mailto:mcshean@sudbury.ma.us).

Our teen center has undergone some improvements and upgrades under the new leadership of Jessica Bendel, our department youth coordinator. A new lobby area on that side of the building has been set up and Jessica has been busy planning unique events for all our teens.

Nancy McShea, Park and Recreation Director, recently returned from a week long Graduate Institute sponsored by the National Recreation and Park Association Director's School. In October the department will find out about their pending national accreditation. If granted we will become the first department in Massachusetts and the second in New England to gain accreditation. Joining a mere 110 departments across the country, quite a feat at that!

Finally the Park and Recreation Commission is beginning the design work for Davis and Featherland fields and will be seeking public input regarding these designs from the users and public at large. All of us at the Park and Recreation Department hope you have a wonderful fall and we look forward to seeing you at one of our programs or events in the coming months.

*Submitted by: Nancy McShea, Park and Recreation Director*

## **Public Safety**

### **Fire Department**

The Sudbury Fire Department has a target date of November 1 for launching our Advanced Life Support Service. Over the summer, we have been working on all the final details needed to secure our ALS operating license from the State Office of Emergency Medical Services. Under the direction of Assistant Fire Chief John Whalen, we purchased the necessary equipment such as intravenous bags and needles, cardiac monitors and cabling, and a host of other supplies. In addition, our cardiac monitors will be equipped with the Life Net System which allows Paramedics to send an EKG strip from the field directly to the hospital or to a physician. This process streamlines the entry into the cardiac catheterization Lab at Metrowest Framingham Medical Center for affected patients.

This new service will have our own Department Paramedics responding in our primary ambulance and will make us less dependent on outside ALS intercept services. At this time, we have ten Paramedics on the Department and currently have two additional personnel in the paramedic medicine program at Mass Bay Community College.

There has been a tremendous amount of effort expended by many people in order to bring the ALS Program on line. It will be a huge asset to the Town, the Sudbury Fire Department, and most importantly, our ambulance patients and their families. I am excited about it.

In concert with the start of our ALS Program, we are pleased to announce the receipt of a grant from the Sudbury Foundation to purchase a Lucas Chest Compression Machine. This unit attaches around the chest of a patient in cardiac arrest and provides chest compressions at a consistent rate and depth. The use of this machine during a cardiac arrest transport also frees up a medical person to perform other necessary lifesaving skills. The Sudbury Fire Department expresses our sincere thanks to Executive Director Marilyn Martino and the Board of the Sudbury Foundation.

Earlier in the summer, Assistant Fire Chief John Whalen secured a \$ 192,168 grant from the Federal Emergency Management Agency to replace all our self-contained breathing apparatus. To comply with FEMA guidelines, the Town must provide a match of \$22,000 which has already been appropriated at Town Meeting. John completed the bidding process and has issued the purchase order. This much needed equipment will replace our breathing units that have been in service since 1989.

Assistant Chief Whalen has also completed the bidding for the purchase of a new skid tank and pump to replace an aging unit in one of our brush firefighting pick-up trucks. Funds for this purchase were appropriated at May Town Meeting. As always, we are grateful for the support of our residents in keeping our equipment up to date.

A portion of the front façade of our Headquarters Station was suffering from poor drainage off the roof and some wood rotting issues. Facilities Director Jim Kelly arranged for a local contractor to remove the rotted wood then replace the window trim and re-install new clapboards and larger gutters. In addition, we

recently replaced two exterior doors, four interior metal doors, and completed the second phase of repainting the interior of the building. We feel fortunate to have Jim's help with these maintenance projects.

Our most recent hire, Firefighter/Paramedic Daniel Stanton, started his nine week recruit training class at the Massachusetts Firefighting Academy at the beginning of September. He will complete the program and resume his duties here at the Department on November 1.

*Submitted by: Bill Miles, Fire Chief*

### Police Department

The Police Department Design kickoff meeting occurred September at a Permanent Building Committee Meeting. The Operating Project Manager and Architect had been previously select by the Permanent Building Committee. They also met with The Carell Group on refining the interior design to better fit the operation of the department while using all available space.

Student Officer Christopher MacKinnon began the Reading Police Academy on Monday, September 16<sup>th</sup>. Chris is a Sudbury resident whose family has been in Sudbury for a number of generations. We believe Chris will be a great addition to our department who has a stake in the community.

Landham Road has once again reopened which we are grateful for. We will continue monitoring the area, targeting Landham Road.

The Chief recently attended a Superintendent's/Chief's breakfast hosted by the Middlesex District Attorney's Office in further collaboration for the safety of our youth.

The age relative to who would be tried as an adult versus a juvenile has been moved to eighteen. Therefore, any individuals under eighteen will be brought before the juvenile court for criminal matters.

*Submitted by: Scott Nix, Police Chief*

### **Planning and Community Development**

On October 9, 2013, the Planning Board will hold a public hearing at Town Hall beginning at 7:30 PM regarding the development of the vacant lot at the corner of Wyman Drive and Maynard Road. The plan is to construct one single family dwelling at this location. On the same night, the Planning Board will also discuss the adoption of Procedures and amendments to the Stormwater Management Bylaw Regulations, Regulations Governing the Subdivision of Land, Rules and Regulations for Senior Residential Communities, Rules and Regulations for Incentive Senior Developments, and Rules and Regulations for Special Permits in the Water Resource Protection Districts. Copies of the full wording of the Procedures are available in the Planning and Community Development Office and on the Town's website at <http://sudbury.ma.us/departments/Planning/news4417>.

The Planning Board is also going to discuss development proposals for 4 vacant lots on Widow Rite's Lane into 4 single family lots, as well as the subdivision of approximately 10 acres of property located between at 312 and 334 Maynard Road into 2 lots. Hearings on these 2 proposals will be held on Wednesday, October 23, 2013. Check the town's website for additional details and the times of these hearings.

The Community Preservation Committee (CPC) is now soliciting proposals for projects that may qualify for Community Preservation Act funding to be presented at the May 2014 Annual Town Meeting. Proposals

can be submitted under any of the four topic areas of: 1) acquisition, creation and preservation of open space; 2) acquisition, preservation, rehabilitation and restoration of historic resources; 3) acquisition, creation, preservation, rehabilitation and restoration of land for recreational use; and 4) acquisition, creation, preservation and support of community housing. The [FY15 Project Form](#) can be found on the town's website. Applications are due no later than Friday, November 1, 2013. Public hearings about the proposals will be held during the late fall of 2013.

The Town received 10 responses to our Request for Qualifications for Stormwater Consultants advertised over the last several weeks. It is hoped that a decision will be made by October 1. The Town also received 5 responses to our Request for Proposals for Housing Consultants, and again hopes to make a decision by October 1.

*Submitted by: Jody Kablack, Director Planning and Community Development*

### **Senior Center**

#### *Sudbury Council on Aging:*

The Sudbury Council on Aging, the advisory body to the Sudbury Senior Center, wishes to share with the community information about the Fairbank Community Center Task Force. COA Chair Jack Ryan, sits on the Fairbank Community Center Task Force with representatives from the Park and Recreation Commission, Richard Williamson, several community members and Jim Kelly, Facilities Director. The Task Force has chosen an architectural firm to conduct a Feasibility Study of expansion of the Fairbank Community Center. The study will take place in the over the next three months. Part of the process will involve public hearings to allow for community input into the plan. A report will have recommendations for possible expansion of the Community Center and Senior Center in January of 2014. The Council on Aging is continuing to seek feedback from the community about the expansion and the priorities for any change/expansion to the Senior Center. Please see the form online at the Town website at <http://sudbury.ma.us/departments/SeniorCenter/news4333/> and feel free to call the Senior Center with any questions at (978) 443-3055. Be on the lookout for Public Hearings!

The Sudbury Council on Aging meets monthly on the first Tuesday of the month at 3:00 PM. The public is welcome.

#### *October at the Senior Center:*

While three popular classes continue into October, U.S History 1912 – 1950, Spanish Art and Its Origins and America and Iraq, the Senior Center also has many new programs! We are pleased to have the Sudbury Police come to talk about “Home Safety and You Questions” on October 10 at 1:00 PM. Michael Punzak, Math and Music Teacher, will be here with a program: the “Unknown Secrets of Elementary Math” on October 17 at 1:00 PM. And Phyllis Schilp, R.N., Sudbury's Board of Health Nurse, will provide us with “All You Need to Know about Cholesterol” on October 22 at 1:00 PM. Please sign up for these programs in advance.

Enjoy hot homemade soup and learn more about “Staying Safe at Home” from the Physical Therapist, Leslie Olender at Joint Ventures of Wayland on Thursday, October 24 (soup at noon, talk at 12:30 PM). And, a new class begins on Monday, October 21 at 10:30 AM, “U.S. Immigration Law and Policy” with Prof. Jason Giannetti. Please register for these programs in advance at the Senior Center.

During September we held our “Fall Prevention Workshop” featuring a panel of speakers and a mini Tai Chi and Balance class. In October, we offer “A Matter of Balance” a series of workshops (8 weeks, 2 hours each) that will provide support, education and confidence to those who have a fear of falling, or have fallen. This class features exercises designed to improve balance, and encourages changes to prevent falls in the future. Please sign up early, as we need a minimum number of participants to offer the classes. Call the Senior Center for more information at (978) 443-3055.

Don't miss our semi-annual Men's Breakfast on Thursday, October 31<sup>st</sup>! This breakfast features special pancakes offerings in honor of Halloween. And Sudbury resident, Don Sackman will be here to share his experience with the Eastern Mass. Senior Softball Team including their trip to Cuba in 2010. This is sure to be a popular breakfast! Sign up in advance! \$3.00 at the door.

The Senior Center continues to enjoy our cross generational relationship with Lincoln-Sudbury High School. We have students who volunteer to provide technical assistance at our Teen Tech workshops twice each month on Wednesday afternoons, and others who volunteer to help out in the summer. One of our summer volunteers, Kate Weiler, is bringing her dance group to the Senior Center gym on Tuesday afternoons to offer a dance class. They're calling it “Dance Across the Community”. Learn some simple dance steps, get a little exercise and meet these wonderful teens! Sign up at (978) 443-3055.

*Submitted by: Deb Galloway, Council on Aging Director*

### **Technology Department**

The Information Systems department has completed a major upgrade of the Town's telephone network. The 7 year old Cisco Voice over IP (VoIP) telephone system which serves the Flynn Building and Fairbank Community Center was designated as end-of-life by Cisco. Two new Cisco servers were purchased and VMWare was installed and configured on each of the servers creating two virtual hosts. Virtual instances of both the Call Manager (Telephone) and Unity Connection (Voicemail) servers were created on each of the hosts. The data on the old telephone system was migrated to the new servers and the telephone software was upgraded from version 6.0 to 9.1. The new version of the software required the replacement of our voice routers with new integrated services routers which were compatible with the new VoIP system. The redundant telephone servers located at the Flynn and Fairbanks buildings provide us with call load balancing and failover capabilities.

The stand-alone telephone systems at the Library and the DPW buildings were replaced with Cisco Survivable Remote Site Telephony (SRST) VoIP systems. The SRST utilize the Fiber Optic lines that connect all of our Town buildings. This allows users to make outside calls using the Flynn Building digital PRI (Primary Rate Interface) line which allows up to 23 outside calls to occur. Any overflow of calls will use the 14 Centrex backup lines located in the Flynn, Fairbank, DPW and Library buildings. The sharing of lines gives the DPW and Library access to more lines than the stand-alone system provided and allowed us to reduce the total number of physical lines in the buildings from 22 to 7. The DPW and Library also now use DID (Direct Inward Dialing) numbers which provide 10 digit numbers for each telephone and analog device in the buildings. Residents can now dial a department or person directly instead of going through a lengthy Automated Attendant. A list of these new numbers can be found in the Town's Telephone Directory located on the website at [http://sudbury.ma.us/about/telephone\\_dept.asp](http://sudbury.ma.us/about/telephone_dept.asp). The implementation of the DID numbers also allows us to setup direct numbers for Storm Emergency (978-440-5411), Hazardous Waste Day (978-440-5449), Museum Passes (978-440-5592) and many other information lines. Another benefit of the VoIP system is the ability for staff to call any Town building phone with a 4-digit internal extension eliminating the need for an outside line, thus freeing these lines for public calls. The SRST's are able to operate independently in the event of a fiber break or other network disruption. The addition of the

new SRST's provides greater functionality as well as a reduction in the Town's annual telecommunication costs.

We also added the Cisco Emergency Responder (CER) which provides Advance E911 services on our VoIP network. E911 service alone can trace the location of an emergency call only to the building address from which the call originated. CER services can trace the location of an emergency call to the specific phone and/or location within the building, from which the emergency call was placed. The system will automatically relocate a VoIP phone if it is moved from one building to another. The Cisco Emergency Responder is also fully compliant with the Massachusetts State 911 Department regulations governing enhanced 911 service for multi-line telephone systems.

The Nortel BCM 400 telephone system was replaced by the Cisco SRST at the DPW building. This system was redeployed to the main Fire Station on Hudson Road replacing their 14 year old telephone system. Both the Fire and Police stations now have BCM 400 telephone systems at their locations which are connected to each other via IP trunking. The BCM's have also been integrated with the Cisco VoIP system, allowing the BCM's to extension dial to all Town building locations and freeing lines for public calling. New Emergency Medical Dispatch (EMD) Regulations require that all Emergency Medical Dispatch occur in the location in which the Enhance 911 system resides. This requirement made it necessary to combine the dispatch operations of the Town at the Police Station. Since all calls now go through the Police Station the ability to transfer the Fire calls to the appropriate person or area within the Fire Department is necessary. The addition of the BCM at the Fire Department allows us to easily transfer calls between Fire and Police. The Nortel BCM has VoIP capabilities. VoIP telephones have been deployed to the satellite Fire Stations located at Route 20 and 117 creating better communication between the sites, and eliminated the need for land lines at these locations. Because there are times that the Fire Station will be unmanned when responding to emergencies, any calls to the station will automatically bounce back to the Police Dispatcher if not answered after 6 rings. The dispatcher will answer any questions or offer to transfer the person to fire employee's voicemail.

We have made significant strides in consolidating our telephony services into one unified system thus allow our buildings to share telephony services. This will result in annual telecommunication cost savings and help streamline the management and functionality of the Town's telecommunications network.

*Submitted by: Mark Thompson, Director of Technology*

### **Town Clerk**

#### **New Assistant Town Clerk**

We are pleased to announce we have hired an Assistant Town Clerk, Veronica Craven. Veronica worked for many years in an administrative office at Wellesley College and brings with her excellent skills, enthusiasm and community spirit. We are thrilled that she has joined us. Please stop by the Town Hall to welcome Veronica!

#### **Special State Primary and Election in 2013**

With the vacancy caused by Edward J. Markey's resignation from 5<sup>th</sup> Congressional District Representative, a Special State Primary and Special State Election have been scheduled. The 5<sup>th</sup> Congressional District Representative seat represents precincts 1A, 2, 3, 4 and 5 in Sudbury. Voters in Precinct 1 are not eligible to participate in this election. Precinct 1 is part of the 3<sup>rd</sup> Congressional District, currently represented by Nicola S. Tsongas.

Below are the dates for the two upcoming elections.

**Special State Primary: Tuesday, October 15, 2013**  
**Special State Election: Tuesday, December 10, 2013**

Polls open on Election Day at 7:00 a.m. and close at 8:00 p.m. For absentee ballot information, click here:  
[Absentee Ballot Information](#)

**Voter Registration: Office Open till 8PM on September 25 and November 20**

In order to vote in an upcoming election, qualified voters must register 20 days prior to the election. The Town Clerk's office will offer extended hours (9am-8pm) on the last days to register to vote in time for each election of these elections.

2013 SCHEDULED SPECIAL PRIMARY AND ELECTION:

| <b>Primary/Election</b> | <b>Election Date</b> | <b>Voter Registration Deadline</b> |
|-------------------------|----------------------|------------------------------------|
| Special State Primary   | 10/15/2013           | 9/25/13                            |
| Special State Election  | 12/10/2013           | 11/20/2013                         |