



2012 Annual Town Report

Sudbury, Massachusetts

Sudbury Town Offices/Departments

| <u>Department</u> | <u>Location</u> | <u>Phone Number</u> |
|----------------------------------|--------------------------------|---------------------|
| Accounting Office | Flynn Building | 978-639-3309 |
| Assessing Office | Flynn Building | 978-639-3393 |
| Board of Appeals | Flynn Building | 978-639-3387 |
| Building Department | DPW Building | 978-443-2209 x1361 |
| Conservation Office | DPW Building | 978-443-2209 x1370 |
| Council on Aging | Fairbank Community Center | 978-443-3055 |
| Design Review Board | Flynn Building | 978-639-3387 |
| Dog Officer | ---- | 978-639-3361 |
| Engineering/DPW Department | DPW Building | 978-443-2209 x1389 |
| Finance Department | Flynn Building | 978-639-3376 |
| Fire Headquarters | 77 Hudson Road | 978-443-2239 (bus.) |
| Goodnow Library | 21 Concord Road | 978-443-1035 |
| Health Department | DPW Building | 978-443-2209 x1379 |
| Highway/DPW | 275 Old Lancaster Road | 978-443-2209 x1221 |
| Historic Districts Commission | Flynn Building | 978-639-3399 |
| 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 | 415 Boston Post Road | 978-443-1042 (bus.) |
| Selectmen's Office | Flynn Building | 978-639-3381 |
| Social Worker | Flynn Building | 978-639-3358 |
| Sudbury Housing Authority | 55 Hudson Road | 978-443-5112 |
| Sudbury School Department | Fairbank Community Center | 978-639-3211 |
| Sudbury Water District | 199 Raymond Road, P.O. Box 111 | 978-443-6602 |
| 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 |
| Asst. Town Manager | Flynn Building | 978-639-3386 |
| Treasurer/Tax Collector | Flynn Building | 978-639-3377 |
| Veterans Agent | Town Hall | 978-639-3357 |
| Youth Coordinator | Fairbank Community Center | 978-639-3227 |

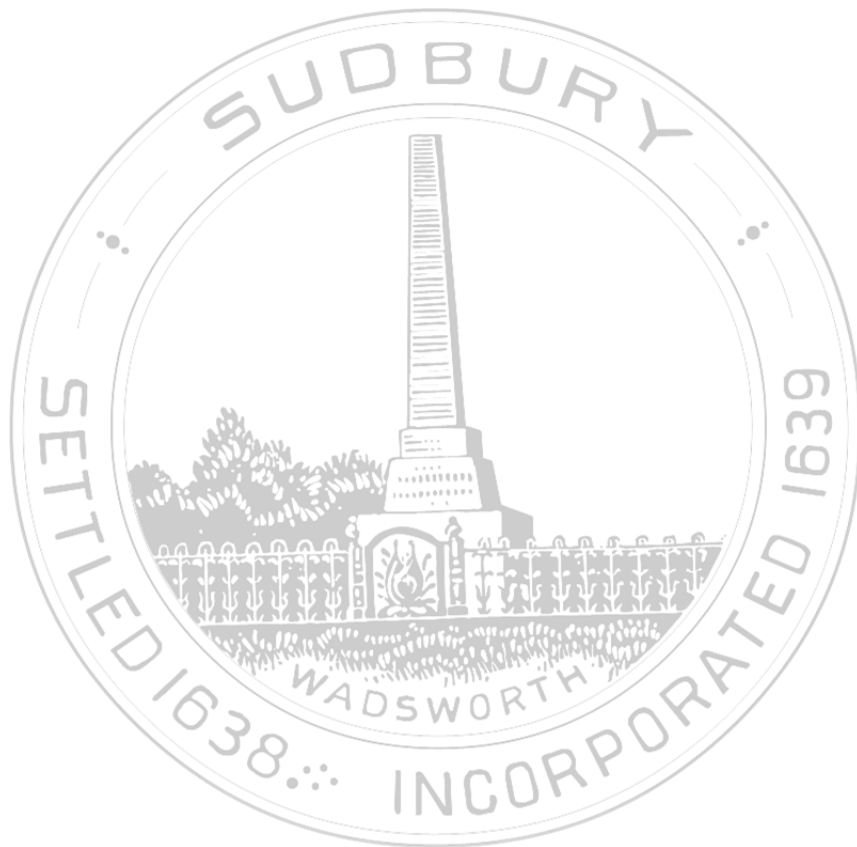
Addresses

| | |
|---------------------------|------------------------|
| DPW Building | 275 Old Lancaster Road |
| Fairbank Community Center | 40 Fairbank Road |
| Flynn Building | 278 Old Sudbury Road |
| Town Hall | 322 Concord Road |

Cover Photo by Larry Jobson, Sudbury, MA

Sudbury Town – 373 years of caring for our straying animals, our fallen soldiers, our spiritual journeys, and our freedoms.

**373rd Annual Report
of the Official Boards**



**Sudbury, Massachusetts
Year Ending December 31, 2012**

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Sudbury at a Glance

| | | |
|-------------------------------|--|------------------------|
| SETTLED: | 1638 - Incorporated 1639; 373 years old in 2012 | |
| POPULATION: | 18,103 Voters: 11,879 | |
| AREA: | 24.7 Square Miles | |
| FY2013 BUDGET: | Operating Budget: | \$75,340,158 |
| | Debt Service: | 5,937,549 |
| | Other items to be raised: | <u>863,140</u> |
| | Total General Fund Budget: | \$82,140,847 |
| TAX RATE: | FY2013: \$17.99 Residential; \$23.52 Commercial/Industrial/Personal Property FY2012: \$17.60 Residential; \$22.95 Commercial/Industrial/Personal Property FY2011: \$17.03 Residential; \$22.27 Commercial/Industrial/Personal Property | |
| GOVERNMENT: | Selectmen/Town Manager with open Town Meeting | |
| PUBLIC LIBRARY: | Goodnow Library, member of Minuteman Library Network | |
| SCHOOLS: | Four elementary schools, one middle school, Lincoln-Sudbury Regional High School and Minuteman Regional Vocational Technical High School | |
| PUBLIC SAFETY: | Full-time Fire Department with three stations, also provides emergency ambulance service to hospitals; Full-time Police Department | |
| RECREATION: | Programs offered year round; informational brochures mailed to all Sudbury residents four times a year. Recreation buildings include the Atkinson Town Pool, the Fairbank Community Center, which houses the Teen Center, Park and Recreation Office and the Fairbank Senior Center. Major recreation areas include Davis Field, Featherland Park, Feeley Field, Cutting Field, and Haskell Recreation Area. Facilities include a toddler playground, tennis courts, basketball courts, golf putting green, sand volleyball court, outdoor ice skating area, and fields for: baseball, field hockey, lacrosse, softball, and soccer. | |
| HOSPITALS WITHIN 10 MILES: | Emerson Hospital, Concord MetroWest Medical Center/Framingham Union Hospital, Framingham UMASS Memorial Marlborough Hospital, Marlborough. | |
| HEALTH/HOSPICE CARE SERVICES: | Parmenter Community Health Care | |
| HOUSES OF WORSHIP: | Baptist, Catholic (2), Congregational, Episcopal, Jewish (2), Lutheran, Methodist, Presbyterian, and Unitarian. | |
| UTILITIES: | Electrical service: | NSTAR |
| | Natural Gas service: | National Grid |
| | Water: | Sudbury Water District |
| | Telephone/cable service: | Verizon, Comcast |

Federal, State and County Officials

| Title/Position | Name | Phone |
|---|--|--------------------------------|
| President | Barack H. Obama | 202-456-1414 |
| Vice-President | Joseph R. Biden, Jr. | 202-456-2326 |
| Senators | Scott P. Brown | 202-224-4543 |
| | John F. Kerry | 617-565-8519 |
| Representative 5 th Congressional District | Nicola S. Tsongas | 978-459-0101 |
| Governor | Deval Patrick | 617-725-4000 |
| Lt. Governor | Timothy Murray | 617-725-4005 |
| Secretary of State | William F. Galvin | 617-727-7030 1-800-392-6090 |
| Registrar of Deeds Middlesex Southern District | Eugene C. Brune | 617-679-6310 |
| Treasurer and Receiver General County Treasurer/Chairman, Retirement Board | Steven Grossman | 617-367-6900 |
| Middlesex Retirement Board Chairman | Thomas F. Gibson | 978-439-3006 |
| Attorney General | Martha Coakley | 617-727-2200 |
| Auditor | Suzanne M. Bump | 617-727-6200 |
| Clerk Magistrate Middlesex Superior Court | Michael A. Sullivan | 781-939-2700 |
| Councillor 3 rd District | Marilyn Petitto Devaney | 617-725-4015, x3 |
| District Attorney Northern District | Gerard T. Leone, Jr. | 781-897-8300 |
| Registry of Probate/Insolvency | Tara E. DeCristofaro | 617-768-5800 |
| Senators in General Court: 3 rd Middlesex District Middlesex & Worcester | Susan C. Fargo (Precincts 1, 4) James B. Eldridge (Precincts 2,3, 5) | 617-722-1572 617-722-1120 |
| Representative in General Court: 13 th Middlesex District | Thomas P. Conroy | 617-722-2000 |
| Middlesex County Sheriff | Peter J. Koutoujian | 781-960-2800 |

Elected Town Officials

(Effective after Annual Town Election March 26, 2012)

| | <u>Term</u> <u>Expires</u> | | <u>Term</u> <u>Expires</u> |
|---|---|-------------------------------------|---|
| Assessors, Board of | | Planning Board | |
| Joshua M. Fox | 2015 | Patricia A. Brown | 2015 |
| Trevor A. Haydon | 2013 | Michael C. Fee | 2013 |
| Liam J. Vesely | 2014 | Michael J. Hunter | 2014 |
| | | Christopher Morely | 2015 |
| | | Joseph J. Sziabowski | 2013 |
| Goodnow Library Trustees | | Selectmen, Board of | |
| Jill W. Browne | 2015 | John C. Drobinski | 2014 |
| Phyllis Cullinane | 2013 | Robert C. Haarde | 2013 |
| Lily A. Gordon | 2015 | Lawrence W. O'Brien | 2015 |
| Carol Hull | 2013 | | |
| Robert W. Iuliano | 2014 | Sudbury Housing Authority | |
| Barbara F. Pryor | 2014 | Sherrill P. Cline | 2014 |
| | | Judith Deutsch (State apptee.) | 2014 |
| Health, Board of | | Kaffee Kang | 2016 |
| Carol J. Bradford | 2013 | Lydia Pastuszek | 2013 |
| Linda Marie Huet-Clayton | 2015 | Steven J. Swanger | 2017 |
| Brian J. McNamara | 2014 | | |
| Lincoln-Sudbury Regional School District Committee | | Sudbury School Committee | |
| Radha Raman Gargeya | 2013 | Robert CG Armour | 2015 |
| Elena M. Kleifges | 2014 | Lisa Ann Gutch | 2013 |
| Nancy F. Marshall (Lincoln) | 2015 | Lucie Swigart St. George | 2015 |
| Kevin J. Matthews | 2013 | Richard J. Robison | 2014 |
| Patricia M. Mostue (Lincoln) | 2014 | Ellen S. Winer | 2014 |
| Gerald E. Quirk | 2015 | | |
| Moderator | | Water District Commissioners | |
| Myron J. Fox | 2015 | William J. Cossart | 2014 |
| | | Michael C. Fee | 2015 |
| | | Robert H. Sheldon | 2013 |
| Park and Recreation Commission | | Water District Officers | |
| Robert C. Beagan | 2013 | Craig E. Blake | 2013 |
| Thaddeus T. Gozdeck | 2014 | Robert K. Coe | 2013 |
| Paul Griffin | 2013 | Clark Taylor | 2013 |
| James J. Marotta | 2013 | | |
| Richard C. Williamson | 2013 | | |

Administration

Board of Selectmen and 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 2012 giving a summary of their activities and financial transactions in accordance with Article III, Section 2 of the Town Bylaws. Our report follows.

Lawrence O'Brien was re-elected for a fifth term as Selectman. The Board continued with the same officers, with Lawrence O'Brien serving as Chairman, Robert Haarde as Vice Chairman and John Drobinski as the third member. Maureen G. Valente continues as Town Manager, entering into her thirteenth year in this position. In August, after serving the Town well for 14 years, Director of Assessing, Maureen Hafner retired to spend more time with family and winters in Florida.

A Special Act to increase the membership of the Board of Selectmen from three to five members was signed into law by Governor Patrick, following approval of an article at a Special Town Meeting held on September 24th. The new law, Chapter 410 of the Acts of 2012, provides that this change will take effect upon the approval by a majority of registered voters at the Annual Election to be held on March 25, 2013. The actual election of new Selectmen, if the law changing to a five-member Board is approved, would be held no later than the next Annual Election in 2014 but could be held sooner if the Board schedules a Special Election.

As reported last year, the Board used calendar year 2012 to focus on seven major "overarching" previously established goals, as these are long-term strategic projects that have the potential to profoundly affect the direction of the Town for many years to come. Further, with achieving progress toward accomplishment of these goals, it will be clearer and easier to set other goals that are consistent and use resources in a coordinated fashion. These seven overarching goal areas and their current status are discussed below.

Develop long-term plans for older Town Buildings and monitor and address problems with physical condition of Police Station. A number of actions came together to unify and make substantial progress in development of long-term plans on addressing this overarching goal. First and perhaps most important,

the Town and SPS finalized the creation of a Combined Facilities Department by executing a Memorandum of Agreement between the Board of Selectmen and the Sudbury Public School (SPS) Committee. Recruitment for position of Facilities Director was undertaken. The position was accepted by James Kelly, who resigned as the Town's Building Inspector and was replaced by Mark Herweck, the former Assistant Building Inspector, now serving as the Interim Building Inspector. Mr. Kelly has provided the needed time, energy and focus to begin developing the short and long range plans to address the needs of 22 buildings owned by the Town, worth \$98,045,473. He provides a critical link among the Board of Selectmen/Town Manager, the SPS Committee/Superintendent, the Permanent Building Committee (PBC), the Energy and Sustainability Green Ribbon Committee, the Community Preservation Committee and the Capital Improvement Planning Committee. All of these entities have responsibility and involvement in projects and efforts to maintain and upgrade Town and SPS buildings. Mr. Kelly is now working on several major projects with the PBC (1) an overall systematic repair and replacement program for Town and SPS building roofs; (2) installation of a new HVAC unit and associated roof at the Atkinson Pool building/natatorium, partially funded by a \$250,000 State grant secured by the Energy and Sustainability Green Ribbon Committee; (3) selection of design services for the Town Hall restoration and adaptive reuse of the building for Town departments; (4) preparing the Police Station project for consideration at the 2013 Annual Town Meeting. Mr. Kelly is also involved in evaluating an Energy Services Company (ESCO) project which could provide up to \$1.5 million in energy improvements to Town and SPS buildings to be paid for through savings from the improvements in connection with the Energy and Sustainability Green Ribbon Committee, and also with the installation of a new solar generating facility at the Town's closed landfill. Additionally, the Board of Selectmen created a new task force at the end of 2012 to consider whether or not to put a new roof on a section of the Fairbank Community Center, given that it did not seem likely that the building would receive a new design or construction efforts until after the Police Station and Town Hall projects have commenced. That task force will be making a report to the Board of Selectmen in February 2013. Finally, the Board approved the efforts of a

Town/SPS/L-S staff working group to develop options for financing the Town's multi-year capital improvement program.

Develop a Master Plan for Town Recreational Fields. During the year, a number of efforts were completed that are providing key pieces of information and/or resources for accomplishment of this overarching Town goal. First the "Master Field Study" was completed by a consultant under the direction of the Recreation Commission using privately raised funds. The report provides information regarding the number of users and demands for various types and configurations of playing fields and provides options for development of various Town owned properties. That report is now being vetted and corrected by Town staff, working with more detailed "as-built" plans to update dimensions of potential playing fields sites. A second major effort focused on determining the future of the Melone gravel pit, which is the last major vacant property owned by the Town. The Town commissioned what is known as a "highest and best use" study of the Melone land to provide information on what kinds of redevelopment benefits the Town could see on this property. Limited Board discussion revolved around a mixed use that would combine recreation fields and affordable housing without any definitive conclusion being reached. Third, staff began developing concept plans for physical improvements to the Davis and Feeley playing fields to determine if they can be improved or expanded to meet more of the demands for playing fields. With a change in the Community Preservation Act (CPA) legislation allowing creation of new or expanded recreational assets on land already owned by the Town, the option to reconfigure these two existing playing areas are being looked at to determine if through better engineered solutions to wetland and high water table land can become additional playing fields. Fourth, a proposal to redevelop a softball playing field at Lincoln-Sudbury Regional High School has been studied and might lead to better capacity on land at the High School. This year, staff will continue the efforts already underway at this location, but also develop a plan to set aside funds so that turf can be replaced as needed on the existing turf fields. The total cost of all this expansion and replacement of playing fields could add up to several million dollars and use all the land available for recreation. The Town/SPS/L-S staff working group to develop options for financing the Town's multi-year capital improvement program is also addressing the financing options for playing fields.

Continue affordable housing efforts to achieve 10% of housing stock as required by State mandate. The Board and staff continue efforts toward achieving this threshold protecting the Town from having land on its open space preservation list turned into 40B housing projects. As part of the overall strategy, the Town became certified by the Department of Housing and Community Development under its Housing Production Plan. This one year status allows the Town to stay any affordable housing applications brought forth under Ch. 40B within the year after the certification date. Certification was extended a second year due to the permit granted to the Johnson Farm Project. The efforts of the Sudbury Housing Trust assist in the progress towards the 10% goal with the creation of one affordable unit each year under the Home Preservation Program.

Achieve Town goals using the Community Preservation Act. The Board of Selectmen sees the CPA as a key asset in three of the other overarching goals. First, planning for the preservation of the Town's older, historical buildings, particularly those in the historic Town Center, as well as preservation of the Town Center intersection itself, with its parks, cemeteries and open space. Second, planning for and achieving the optimum use of Sudbury's existing and future recreational playing fields, particularly now that the CPA law has been amended to allow for redevelopment of playing fields to create expanded uses. Third, the continued development of affordable housing units to continue Sudbury's progress toward achievement of the State-mandated 10% target. Finally, the Board has continually championed the use of CPA dollars to preserve the parcels on the Town's open space priority list. With the purchase of a conservation restriction on nearly 100 acres of the Pantry Brook Farm on Concord Road, Sudbury has made significant progress toward achieving the original goals set forth when the Act was adopted in 2002. The Pantry Brook Farm, the Fairbank Farm, and the Nobscot Scout Reservation were among the highest priority parcels to save from development, as they preserve the Town's rural and historic character, protect the environment, and prevent the addition of new large housing units, which can further overcrowd the Town's schools.

Continue the work of the Energy and Sustainability Green Ribbon Committee. Similar to the Community Preservation Committee, the work of this committee has been instrumental in assisting the progress toward accomplishment of several of the other overarching goals of the Town. Since Sudbury was designated a Green Community, one of the first

in the Commonwealth, a number of projects have been initiated that benefit the buildings: a solar PV array was installed on the roof of the Fairbank Community Center as well as solar hot water thermal panels. Under the PBC assisted by the Energy Committee, a new roof, double pane, low E windows, new exterior doors, and a new boiler plant has been installed at the Noyes Elementary School, and a new energy efficient roof will be installed on a portion of the Nixon Elementary School, both with the financial support of the Massachusetts School Building Authority energy grant program. The Committee, along with Town and SPS staff, have undertaken an investment grade audit of Town and SPS facilities and determined that up to \$1.4 million of improvements can be made that will reduce the energy costs of operating Town and School buildings with the energy savings paying for the borrowing costs. The plan is to take this proposal to the 2013 Annual Town Meeting. The Town selected a vendor and signed a contract to install a large-scale solar field on the Town's closed landfill on Boston Post Road to generate energy savings for Town use. Also, Jim Kelly, the Facilities Director for the Town/SPS, was selected by the State for a *Leading by Example* award for his dedication to achieving energy conservation projects working with the Energy Committee.

Determine if the Route 20 Wastewater Project is appropriate for Sudbury. While progress was made on studying the viability of a decentralized wastewater project for the Route 20 area, there is still much left to be studied before we arrive at any preferred outcomes. In 2010, it was confirmed by the Technical Advisory Committee that a feasible site for wastewater discharge was found and is available at the Curtis Middle School site, and in 2011 the Steering Committee and Citizens Advisory Committees were established and began to meet. In 2012, efforts picked up to address the many questions that need to be resolved in determining if establishing a sewer system is right for the Sudbury commercial area along Route 20. The Steering Committee, which provides high level oversight and coordination to the two other committees studying this issue, and the Citizens Advisory Committee met jointly for most of the year, which was effective in addressing issues in a systematic and logical progression. The Citizens Advisory Committee met eight times, the Steering Committee met six times, and has collected information on alternatives, cost allocation, financing, governance, operation, economic development, public health and downtown redevelopment potential associated with this major initiative. As it is expected that the total cost of this project could be at least \$15 million, and affect many aspects of the

future of Sudbury, this issue will continue to be a major focus of the Board of Selectmen.

Develop plans to address the Other Post-Employment Benefits (OPEB) unfunded liability.

This is a major unfunded liability for nearly all local governments in the Commonwealth, as well as the nation. Beginning in 2008, the Town set up a Fund via Special Act to start setting funds aside to meet this liability; and in Fiscal Year 2012, the Town began adding money to this Fund. Significant effort was put into converting Town and SPS employees and retirees to the State-run Group Insurance Committee (GIC) health insurance plan early this year, and a benefit from making that change is a substantial decrease in the unfunded liability for the Town/SPS. The Board of Selectmen invited the Finance Committee, Sudbury Public School Committee and the Lincoln-Sudbury Regional High School Committee to a joint meeting in November to hear updated actuarial reports on the unfunded liability for the Town/SPS and L-S. The Selectmen approved a plan for Town, SPS and L-S staff to work together to develop options for a 10 to 15 year strategic financial plan to address both the OPEB unfunded liability, as well as financing the sizeable list of capital projects requested by various Town committees and departments.

A number of other activities and accomplishments of note for the Board of Selectmen/Town Manager in 2012 are as follows.

The Special Act for Senior Tax Relief was approved by voters at the Special Election and the Finance Department will implement this new program in fiscal year 2014. The Senior Tax Exemption program is the first of its kind in the State. After three years, the Legislature may consider using Sudbury's program as the model for a State-wide local option for senior tax exemption.

Working toward improved relations with NSTAR during major storms

continued to take significant time for the Town Manager, Fire Chief and Board of Selectmen. While NSTAR attempted to make improvements in working with Sudbury in communications and post-storm management of public safety issues, efforts fell short when Hurricane Sandy hit Massachusetts. Ongoing meetings between Town staff and NSTAR have been more positive in recent months, and we are hopeful lessons have been learned by NSTAR from the major storms of 2011 and 2012.

NSTAR revealed plans to clear cut all trees and vegetation beneath transmission lines on private property where they held easements. Affected residents learned that decades old trees on their property, as well as screening foliage they had planted and nourished for years would be removed without their agreement. The Board of Selectmen and staff, as well as local legislators, stepped in to work with NSTAR and eventually the utility agreed to work with each affected homeowner to develop a mitigation and re-planting plan to help homeowners deal with the severe impacts of losing all their shade and privacy plantings.

The Selectmen established a “Sudbury Celebrates 375/Sudbury Day Committee” to celebrate Sudbury’s upcoming 375th birthday. The Committee is comprised of several Town residents who are willing and able to make Sudbury proud of its deep-rooted heritage. Plans for several fundraising efforts and celebrations are underway. September 2014 is the official 375th anniversary but events (some with the Town of Wayland) will be kicking off in the spring of 2013.

Following approval at the Annual Town Meeting, **property at 15 Hudson Road was purchased** in order to expand the Town’s property holdings in the historic Town Center. Restoration of the site will be completed in 2013.

The Board placed non-binding Rail Trail Public Opinion Advisory Questions on both the Annual Town election ballot and at Annual Town Meeting, in an effort to gauge the opinion of Sudbury voters on the proposed Bruce Freeman Rail Trail in Sudbury. Previous questions had asked for specific items, such as funding for studies, in order to provide more information for voters on what a rail trail would cost, what surfaces it might have, and other details. This was the first Town-wide vote on how residents felt on the overall concept, and the results showed residents do want a rail trail for Sudbury. Since that time, Town staff have been meeting with State transportation officials and developing different concept plans for the trail, which will be presented to the Selectmen in 2013.

Town and SPS employees transitioned to the State-run Group Insurance Commission health plan. Through the new regulations that were part of the Municipal Healthcare Reform passed in 2011, the Town worked together with a Public Employee Committee (PEC) composed of representatives from each union and a retiree to negotiate transitioning all employees and retirees to the Group Insurance

Commission health plan. In doing so, the Town and employees saved over \$1.9 million dollars in FY13.

The Town began issuing a Comprehensive Annual Financial Report (CAFR) for the fiscal period ending June 30, 2012 having met or exceeded the legal requirements for this expanded view of Sudbury’s financial results of all funds of the period (year) with previous years’ accumulations. A CAFR shows the total of all financial accounting for a state, municipal or other governmental entity in accordance with the standards promulgated by the Governmental Accounting Standards Board (GASB).

The Town applied for and was awarded a \$400,000 LAND Grant from the Massachusetts Office of Energy and Environmental Affairs towards the preservation of Pantry Brook Farm.

A Combined Public Safety Dispatch Center was opened at the Police Station replacing the previously separate Police and Fire dispatching operations. Combining the two dispatching functions into one is considered a best practice and had long been planned for a new Police Station, but the change had to be implemented earlier due to new State regulations that towns and cities begin to offer Emergency Medical Dispatch (EMD) beginning July 1, 2012. After examining alternatives, Police Chief Glavin and Fire Chief Miles recommended that combined dispatch was the best way to meet the new requirements for the Town.

The Regional Public Safety Dispatch Study was completed in 2012. This study of the feasibility of creating an eight-town regional dispatch center was hosted by Sudbury and coordinated by Sudbury Police Chief Glavin and his staff, assisted by Fire Chief Miles. Consultant L.R. Kimball completed the study with issuance of a report with recommendations. It was determined that such a plan was feasible as was the concept of creating two smaller regional centers with Sudbury regionalized with Wayland, Weston and Lincoln. A number of concerns and issues were noted in the report, among them that there would be significant capital costs and equipment for a new regional dispatch center. Further, it appears that since Sudbury is the largest town among the four mentioned, Sudbury would carry the highest costs for operating the dispatch center and would likely not see any savings from this approach, while the smaller towns could see savings. The study recommended that towns should continue discussing and evaluating the option of regionalized dispatching.

The Board and Town Manager continue to follow and participate in discussions regarding the future of the **Minuteman Regional Vocational High School**. Sudbury is one of 16 member towns, but of the total 739 students at the school as of October 2012, only 401 are from member towns and 338 are from non-member towns and cities. Those non-member towns pay less per student than member towns, and they will pay nothing toward capital repairs or debt service for the school facility requiring a substantial subsidy from member towns to help educate students from non-member towns. As a major project to renovate the building is being discussed, Sudbury officials must remain concerned about the wisdom of continuing as a part of this school district.

The Town has worked collaboratively with the **Sudbury Military Support Network** in welcoming home more than eight of our soldiers with banners hung on the Town Hall and the Board of Selectmen signing proclamations naming a special day in each soldier's honor. The Board of Selectmen also declared May 2012 as Military Appreciation Month in the Town of Sudbury for the second year. In November we held our second Veterans' Apprecia-

tion Luncheon at the Senior Center to honor our veterans who have served our country.

Enhancements to Route 20 came with completion of construction of the new **TD Bank site at 407 Boston Post Road**. This redevelopment produced an attractive streetscape in conformance with Route 20 plans, and will provide enhanced real estate tax revenue. A second new building for Northern Bank and Trust Company at 430 Boston Post Road was also reviewed and approved.

Finally, with additional funding donated by residents, the winter lights on trees at the **Grinnell Park** were converted to warm white LEDs, replacing the older bluish lights that many residents were not pleased with. If further donations are made, additional trees in Grinnell Park can also be lit with these newer lights.

Respectfully submitted,
BOARD OF SELECTMEN
Lawrence W. O'Brien, Chairman
Robert C. Haarde, Vice-Chairman
John C. Drobinski
TOWN MANAGER
Maureen G. Valente

**Board of Selectmen Receipts
 July 1, 2011 to June 30, 2012**

| | |
|---|--------------|
| Common Victualler Licenses | \$ 1,150 |
| Copying and Notary Fees | 453 |
| Lease of Cell Tower Sites | 213,063 |
| License Application Fees | 800 |
| Liquor Licenses | 59,238 |
| Limousine/Taxi License | 100 |
| Motor Vehicle Licenses (Classes I, II, III) | 750 |
| Public Entertainment Licenses, Lord's Day | 250 |
| Rental of Town Buildings | 16,540 |
| Sale of Obsolete Equipment | 13,946 |
| Weekly Entertainment Licenses | 1,150 |
| September 11 Memorial | 650 |
| Electric Charging Station | 2,500 |
| Historical Commission Bravo Film Donation | <u>1,000</u> |
| Total | \$ 311,590 |

Grants and Gifts

GRANTS

| | |
|---------|---|
| \$3,600 | to the Town of Sudbury from NStar for the installation of Digital Controls in the Fairbank Boiler room as part of the Green Community Grant |
| 15,000 | to the Fairbank Senior Center from The Sudbury Foundation for support of a Senior Volunteer Coordinator |
| 9,788 | to the Council on Aging from the Executive Office of Elder Affairs for a Formula Grant payment |
| 150,000 | to the regional towns to study a Lock-Up Grant for regional telecommunications and emergency medical dispatches |
| 104 | to the Council on Aging from the Massachusetts Rural Transit Assistance Program for safety and cleaning equipment for the Sudbury Senior Center van |
| 10,000 | to the Town of Sudbury for technical assistance related to a project to install solar panels at the landfill |
| 15,000 | to the Goodnow Library from The Sudbury Foundation to support a website redesign |
| 250,000 | to the Town of Sudbury a Green Communities Grant from the Department of Energy Resources to offset the cost of the Atkinson Pool rooftop-mounted Heat Recovery Ventilation (HRV) unit |
| 2,170 | to the Sudbury Senior Center from Bay Path Elder Services for training to seniors for chronic disease and balance and fall prevention |
| 2,000 | to the Town of Sudbury from Solarize Massachusetts to streamline the marketing expense reimbursement process to assist with the Solarize Massachusetts program |
| 5,000 | to the Town of Sudbury from the Massachusetts Interlocal Insurance Association (MIIA) Loss Control for the roof inspection program |

GIFTS

| | |
|--------------|---|
| \$860 | to the Cheri-Anne Cavanaugh Trust Fund from the United Methodist Church Rebecca Circle |
| 1,000 | to the Sudbury Historical Commission for the EB Hosmer Fund from Andrea Roessler in memory of her mother Shirley Roessler |
| 2,500 | to the Park and Recreation Department from the Sudbury Commission on Disability for the Adaptive Sports and Recreation Program |
| 16,250 | to the Town of Sudbury from Grouse Hill LLC for the Walkway Account to construct walkways on Nobscot Road or Old Framingham Road |
| 2,500 | to the Town of Sudbury from G-R Lexington LLC toward construction of an automobile electrical charging station |
| 450 | to the Town of Sudbury from John Sklenak for a photo to be used on the Sudbury website |
| 1,199 | to the Town of Sudbury from the Friends of the Sudbury Youth Commission to be used for youths experiencing financial hardship in participating in Town programs |
| Flagpole | to the Town of Sudbury from HOPEsudbury for a flagpole at the Goodnow Library |
| 1,000 | to the Sudbury Historical Commission from Bravo Platoon Film Prods. LLC in appreciation for permission to temporarily change historic signs in Town Center |
| 1,073 227 | to the Town of Sudbury from the National Society of Daughters of Founders and Patriots of America and from Wilma Wadsworth Halterman to be used toward the preservation of documents from Sudbury's Colonial Period |
| 2,900 | to the Park and Recreation Revolving Account to support Park and Recreation's Summer Concert Series |
| 80 | to the Town of Sudbury Walkway Account from Kirsten Van Dijk on behalf of Mill Village Businesses |
| 94,250 | to the Town of Sudbury from West Concord Development LLC for pedestrian improvements and traffic light along Powdermill and nearby roads |
| 1,000 | to the Memorial Day Committee from Frank's Pie Company LLC for the use of the Town Hall parking lot on July 19 |
| 10,000 | to the Town of Sudbury from TD Bank for Rt. 20 traffic improvements and vehicular and Pedestrian safety |

Town Counsel

Town Counsel's Office has been uniquely involved in a number of green projects including proposed solar panel construction at the Landfill site, likewise affordable housing issues and projects, one of which has been appealed to the Superior Court.

While litigation was not as intense this year, Counsel was involved in continuing zoning and land use matters internally and pending in the various courts. Each year there are a number of Appellate Tax Board matters which are filed which require either trial or settlement.

The Town was active in pursuing desired properties, conservation restrictions and negotiation of cell tower lease renewal matters, all requiring substantial time and involvement.

The office coordinates with other Town Departments in regard to all facets of Town operation and is available for consultation on a myriad of subjects, review of contracts, assistance with procurement matters, and the issuance of legal opinions on a regular basis for all departments.

Respectfully submitted,
Paul L. Kenny

Town Moderator

In my ninth year as Sudbury's Moderator, I was privileged to preside at this year's Annual Town Meeting which began its review of 35 warrant articles over six hours on May 7, 2012 and continued on May 8th. We had a total of 442 voters attend, which totals approximately 4% of our registered voters. At the beginning of Town Meeting we were led in the Pledge of Allegiance by outstanding L-S student, Paul Tocci. Then, the honor of reading Article 1 was bestowed on Peg Whittemore, a 52 year resident who has served on many committees promoting conservation, environmental, senior and charitable issues. Near the end of Annual Town Meeting James Rao, William Kneeland, Jr., and Joan Carlton were reappointed to the Finance Committee.

This year I was also pleased to preside on September 24 at a one-night, six warrant article Special Town Meeting attended by 752 voters.

I also updated the summary of Town Meeting procedures for the Town Warrant and for the League of Women Voters pamphlet entitled "Sudbury Town Meetings and You." On March 25, I was one of three

adult advisors to Sudbury's three teams which repeated as the League of Women Voters' Civics Bee Champions. I attended the opening of the Wayland April 9 Approval Town Meetings as a guest of the current and previous moderators to review their use of electronic voting, the first open Town Meeting in Massachusetts to use that method.

After evaluating different methods used by various moderators to foster fair debate among voters, I am pleased to inform you that Sudbury's long standing open Town Meeting has successfully stood the test of time, back to Colonial Days.

I wish to thank the many people who contribute to the efficient running of the world's purest form of democracy, particularly those voters who attend Town Meeting and exercise their right to legislate. I invite those of you who did not attend to try it. It's government by the people at its best.

Respectfully submitted,
Myron J. Fox

Town Clerk

This was an exceptionally busy year for the Town Clerk's Office.

In addition to the Annual Town Election and Annual Town Meeting, we had a Presidential Primary Election, State Primary Election, State Election, Special Town Election and Special Town Meeting.

The Town Clerk's office sent out 6,156 census forms including those hand-delivered to the assisted living and nursing home facilities. Based upon the returns from the census, the official number of residents in Sudbury as of May 1st was 18,103, the official number of registered voters was 11,879. Residents must return the census to the Town Clerk each year in a timely fashion, as required by Massachusetts General Law, to maintain a current and accurate voting list.

A dog license form is included in the census mailing, as a courtesy to residents, enabling residents to return the completed form with payment in a timely manner. As a result, the majority of the dog registrations are received with the completed census forms. This year, 2,322 dogs were licensed in Sudbury. Dogs must be licensed no later than March 31st to avoid a \$25 late fee. The licensing fee is \$15 for spayed and neutered dogs, and \$20 for unaltered dogs.

Our Annual Town Election was held March 26th, followed by the Annual Town Meeting on May 7th, held at Lincoln-Sudbury Regional High School. There were 35 articles on the warrant and the meeting continued for two nights, May 7th and 8th. Special extended office hours for voter registration were held 20 days prior to each of the five elections and the two town meetings. The Town Clerk's office works with election workers and many other Town departments to conduct well-run elections. Their diligence and hard work is appreciated.

The Town Clerk's office continued to work updating procedural manuals, road files, traffic rules and regulations, accepting permit applications, maintaining and issuing certified birth certificates and other vital records. The Town Clerk's office utilized additional Community Preservation Funding to provide restoration, preservation and digitization for several additional volumes of ancient records and provided expanded access to documents entrusted to our care. We are continuing our project to scan historic documents and make them available on the departmental website: sudbury.ma.us/departments/Clerk. Town Meeting Proceedings and other records and forms frequently referenced by the public can be accessed there. The Town Clerk's office strives to provide service and assistance to residents and visitors in a timely, courteous and professional manner.

Statistics

| | |
|--|--------|
| Certified Vital Records and Burial Permit Issued | 905 |
| Business Certificates Issued | 116 |
| Generated and Delivered Yearly Census | 6,156 |
| Returned and processed | 98% |
| Number of processed new registered voters | 1321 |
| Official Voter Population | 11,879 |
| Official Population | 18,103 |
| Registered Dogs | 2322 |
| Number of Absentee Ballots Processed | 2439 |
| Notary Public Services Provided | 210 |

2012 State Elections/Town Elections/Town Meetings

| Date | Election | Turnout | Registered Voters |
|--------------|------------------------|---------|-------------------|
| March 6 | Presidential Primary | 17% | 11,827 |
| March 26 | Annual Town Election | 29% | 11,843 |
| September 6 | State Primary Election | 14% | 12,064 |
| November 6 | State Election | 86% | 12,426 |
| December 4 | Special Town Election | 15% | 12,179 |
| May 7 and 8 | Annual Town Meeting | 4% | 11,865 |
| September 24 | Special Town Meeting | 6% | 12,192 |

Town Clerk Financial Report

| | |
|--|---------------|
| Town Clerk Fees | 20,772 |
| List of Persons | 890 |
| Extract on Disk | 780 |
| Bylaws (Zoning & General) | 80 |
| Maps | 75 |
| Copies | 203 |
| Other (Postage) | 25 |
| Miscellaneous (Non-dog Bylaw Violations) | 1,300 |
| Dog Licenses and Kennels | 36,565 |
| Dog Late Fees and Bylaw Violations | 8,500 |
| Replacement Dog Tags | 13 |
| Planning Board Rules and Regulations | 15 |
| Total Revenue | 69,218 |

Summary of Annual Town Meeting May 7 and 8, 2012

The following is a summary of the actions taken by the Annual Town Meeting. A more detailed Town Meeting Proceedings appears in a separate document prepared by the Town Clerk.

IN MEMORIAM RESOLUTION

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: Francis J. Avery, Donald A. Bacon, Armando J. Caira, Robert G. Curtis, Barbara O'Toole Fitzgerald, Robert A. Gottberg, John J. Lacroix, Patricia M. Linton, John S. MacKinnon, Jr., Patrick J. McDermott, Helen J. McNally, Robert G. Mugford, Elizabeth W. Newton, Avis Price, Thomas Puchalskey, John O. Rhome, Jr., Shirlee J. Roessler, Iain H. Ryrie, Janet Hunter Smith, Ilene D. Whelpley, Virginia White and Anthony Zarella.

Article 1. HEAR REPORTS

Voted to accept the reports of the Town boards, commissions, officers, and committees as printed in the 2011 Town Report or as otherwise presented, subject to the correction of errors, if any, where found.

Article 2. FY12 BUDGET ADJUSTMENTS

Unanimously Voted to amend the votes taken under Article 4, FY12 Operating Budget, of the 2011 Annual Town Meeting, by adding to or deleting from line items thereunder, by transfer between or among accounts or by transfer from available funds as follows:

Transfer from 400, Snow and Ice, a total of \$163,050 to be allocated to:

| | |
|------------------------|----------|
| 100 General Government | \$31,050 |
| 200 Public Safety | \$44,000 |

| | |
|--------------------|----------|
| 400 Public Works | \$70,000 |
| 500 Human Services | \$18,000 |

Transfer from 900, Unclassified Benefits, a total of \$194,941 to be allocated to:

| | |
|--|-----------|
| 300 Education, Sudbury Public Schools | \$178,500 |
| 300 Education, Minuteman Regional Vocational Technical High School | \$16,441 |

Article 3. STABILIZATION FUND

Unanimously Voted to indefinitely postpone.

Article 4. FY13 BUDGET LIMITING

Unanimously Voted that the amount appropriated under the FY13 Budget no override budget not exceed the sum of \$81,509,219.

Article 4. FY13 BUDGET

Unanimously Voted to appropriate the sums of money set forth in the column "FY13 No Override" for FY13 as shown on the Viewgraph and the Finance Committee Town Meeting Handout 5/7/2012; the following items to be raised and designated by transfer from available fund balances and interfund transfers: from Ambulance Reserve for Appropriation Acct. to 200: Public Safety \$711,673; from Overlay Surplus to 100: General Government \$26,000; the sum of \$6,105,243 set forth as Sudbury Public Schools Employee Benefits to be immediately transferred and added to Item 900: Town Employee Benefits total will be \$10,525,613 to be expended under the Town Manager to transfer \$904,884 of the funds from Item 900 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; the sum of \$100,000 set forth as Sudbury Public Schools Employee Benefits Reserve to be immediately transferred and added to Item 1000: SPS/Town Employee Benefits Reserve, so that the Employee Benefits Reserve total will be \$175,000; to be expended under the Town Manager for the purpose of increasing the amount required for Item 900 to the extent necessary for those purposes; any balance may be expended at the direction of the Town Manager with the approval of the Finance Committee, subject to the provision that any balance of the funds transferred from the School budget and receiving such approval shall be returned to the Sudbury Public Schools budget.

Article 5. FY13 CAPITAL BUDGET

Unanimously Voted to appropriate the sum of \$569,312 for the purchase or acquisition of capital items including but not limited to capital equipment, continuing payments of existing lease-purchases, construction, engineering, design and renovation to buildings; said sum to be raised by transfer of \$9,800

from Capital Budget Art. 5 of the 2009 Annual Town Meeting, by transfer of \$7,091 from Capital Budget Art. 5 of the 2011 Annual Town Meeting, and the sum of \$552,421 to be raised by taxation; the sum of \$55,000 to be immediately transferred and added to Item 300: Sudbury Public Schools: Net appropriated under the FY13 No Override column of Article 4, FY13 Budget; to allow the purchase of equipment hereunder by entering into lease-purchase agreements; and to authorize the Town Manager to allocate funds between the underlying departments as needed.

Article 6. FY13 TRANSFER STATION ENTERPRISE FUND BUDGET

Unanimously Voted to appropriate the sum of \$297,461 for the Transfer Station Enterprise Fund for FY13, and further to authorize use of an additional \$20,062 of Enterprise Fund receipts for indirect costs; such sums to be raised by \$317,523 in receipts of the Enterprise.

Article 7. FY13 POOL ENTERPRISE FUND BUDGET

Unanimously Voted to appropriate the sum of \$516,197 for the Pool Enterprise Fund for FY13; such sum to be raised from \$515,000 in receipts of the Enterprise and use of retained earnings of \$1,197 of the Enterprise; and further to authorize the use of an additional \$64,441, appropriated under Acct. 900, FY13 Town Employee Benefits, for indirect costs.

Article 8. FY13 RECREATION FIELD MAINTENANCE ENTERPRISE FUND AND BUDGET

Unanimously Voted to appropriate the sum of \$217,260 from the Recreation Field Maintenance Enterprise Fund for FY13; such sum to be raised from \$189,000 in receipts of the Enterprise and use of retained earnings of \$28,260 of the Enterprise.

Article 9. UNPAID BILLS Indefinitely postponed.

Article 10. CHAPTER 90 HIGHWAY FUNDING

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. REAL ESTATE EXEMPTION

Unanimously Voted to allow for an increase of up to 100% of the current exemption amounts under Clauses 17D, 17E, 22, 37A, 41C and 41D, of Chapter 59, Section 5, pursuant to Chapter 73, Section 4, of the

Acts of 1986, as amended by Chapter 126 of the Acts of 1988 for fiscal year 2013.

revolving funds under M.G.L. c.44, s. 53E ½, by the following Departments of the Town in accordance with the description for each fund placed on file with the Town Clerk, said funds to be maintained as separate accounts set forth as follows:

Article 12. TOWN/SCHOOL REVOLVING FUNDS

Unanimously Voted to authorize for FY13 the use of

| <u>Fund</u> | <u>Department</u> | <u>Maximum Amount</u> |
|--|--------------------------------|-----------------------|
| Plumbing & Gas Inspectional Services | Building Inspector | \$ 45,000 |
| Portable Sign Administration & Inspectional Services | Building Inspector | \$ 10,000 |
| Conservation (Trail Maintenance) | Conservation Commission | \$ 5,000 |
| Conservation (Wetlands) | Conservation Commission | \$ 35,000 |
| Council on Aging Activities | Council on Aging | \$ 35,000 |
| Council on Aging Van | | |
| Transportation (MWRTA) | Council on Aging | \$ 70,000 |
| Cemetery | DPW Director | \$ 20,000 |
| Fire Department Permits | Fire Department | \$ 45,000 |
| Goodnow Library | Goodnow Library | \$ 10,500 |
| Recreation Programs | Park and Recreation Commission | \$ 582,000 |
| Teen Center | Park and Recreation Commission | \$ 20,000 |
| Youth Programs | Park and Recreation Commission | \$ 50,000 |
| Bus | Sudbury Public Schools | \$ 450,000 |
| Instrumental Music | Sudbury Public Schools | \$ 75,000 |
| Cable Television | Town Manager | \$ 30,000 |
| Regional Housing Services | Town Manager | \$ 150,000 |
| Rental Property | Town Manager | \$ 40,000 |
| Dog | Treasurer/Collector | \$ 50,000 |
| Treasurer/Collector Passport Fees | Treasurer/Collector | \$ 13,000 |
| Zoning Board of Appeals | Zoning Board of Appeals | \$ 25,000 |

and to confirm that said funds have been established in accordance with M.G.L. c.44 s. 53E ½.

Article 13. STABILIZATION FUND ESTABLISHMENT – MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT

Defeated

Article 17. ROOF REPLACEMENT AND REPAIR – NIXON ELEMENTARY SCHOOL, MSBA PROGRAM

Unanimously Voted to indefinitely postpone

Article 14. TOWN CENTER TRAFFIC IMPROVEMENTS

Unanimously Voted to indefinitely postpone

Article 18. NATATORIUM HVAC & ASSOCIATED ROOFING

Unanimously Voted to appropriate the sum of \$300,000, to be expended under the direction of the Permanent Building Committee for the purpose of constructing, reconstructing, or making extraordinary repairs to the Atkinson Pool, and roof area #2 at the Fairbank Community Center/Pool Complex, and all expenses therewith including professional and engineering, the preparation of plans, specifications and bidding documents, and supervision of work, said sum to be raised by transfer of the following funds:

Article 15. FIRE DEPARTMENT SAFETY EQUIPMENT PURCHASE

Unanimously Voted to appropriate the sum of \$22,000 and to raise this appropriation by transfer of \$22,000 from Article 5 of the 2009 Annual Town Meeting Capital Budget for the purpose of meeting a 5% funding match and upgrading to additional safety options for equipment to be acquired through a FEMA Assistance to Firefighters Grant for funding for a new Self Contained Breathing Apparatus (SCBA) for the Fire Department

\$72,559 from 900: Town Employee Benefits, FY12 Operating Budget, Article 4 of the 2011 ATM; \$27,441 from 200: Public Safety, Building Department, FY12 Operating Budget, Article 4 of the 2011 ATM; and \$200,000 from

Article 16. (Withdrawn)

900: Town-wide Operating & Transfer, Town Reserve Account, FY12 Operating Budget, Article 4 of the of the 2011 ATM.

Article 19. TOWN AND SCHOOL ROOFS

Unanimously Voted to indefinitely postpone

Article 20. AMEND ZONING BYLAW, ART. IX, APPENDIX A - UPDATE DEFINITION OF AGRICULTURAL USE

Unanimously Voted to amend Article IX (the Zoning Bylaw), as follows:

Appendix A, use #B.6 (Exempt and Institutional Uses), to change the words “on a parcel of more than five acres in area” to “in accordance with M.G.L. c. 40A, s.3”.

Article 21. AMEND ZONING BYLAW, ART. IX, SECTION 2313 AND APPENDIX A - REGULATE RAISING OF ROOSTERS

Defeated

Article 22. AMEND ZONING BYLAW, ART. IX, SECTION 5331 - REVISE MINIMUM TRACT SIZE FOR SENIOR RESIDENTIAL DEVELOPMENTS

Moderator Declared Voted By More Than Two-Thirds to amend Article IX (the Zoning Bylaw), as follows:

Section 5331 (Senior Residential Community – Tract Qualifications) by substituting the number “10” for the number “20” in that section, effectively changing the allowable size of such developments from 20 acres to 10 acres.

Article 23. AMEND BYLAWS, ARTICLE V (F) – STORMWATER MANAGEMENT BYLAW

Unanimously Voted to amend the Town of Sudbury Bylaws, Article V (F) (Stormwater Management Bylaw), as follows:

- A. Section 5.B.2 (General Stormwater Management Permit (GSMP) Thresholds) by deleting the words “including paving, repaving or resurfacing, of from 500 square feet to 2,000 square feet” and substituting “including paving or resurfacing of any pervious surface, of from 500 square feet to 5,000 square feet” so that section reads as follows:

5.B.2 Disturbance or alteration, including paving or resurfacing of any pervious surface, of from 500 square feet to 5,000 square feet of land in a commercial, industrial, institutional

or exempt use provided there is no net increase in impervious surface; unless such use is an existing non-conforming use prohibited under Section 4242 of the Town of Sudbury Zoning Bylaw (Water Resource Protection District).

- B. Section 5.B.3 to add the word “sewer or septic,” after the word “water” so that section reads as follows:

5.B.3 Construction or maintenance and repair of utility lines (gas, water, sewer or septic, electric, telephone, etc.) other than drainage lines or systems, which will alter terrain, ground cover, or drainage patterns.

- C. Section 5.C.4 by changing the number “200” to “1,000” so that section reads as follows:

5.C.4 Any activity, including clearing or removal of vegetation, that will disturb or alter 1,000 square feet or more of land in areas with 20% or greater slopes.

- D. Section 5.C.5 by deleting that paragraph in its entirety and replacing it with the following:

5.C.5 Any activity, including paving or resurfacing of any pervious surface, on any parcel of land in a commercial, industrial, institutional or exempt use that will disturb or alter greater than 5,000 square feet of land.

- E. Section 5.D. by adding a new #4 and renumbering the sections thereafter, which reads:

5.D.4 Normal maintenance of Town roads, walkways and other infrastructure.

- F. Section 4.A by adding the words “hereby known as the “Reviewing Agent” at the end of that section.

- G. Sections 4.E, 4.F and 4.G by adding the words “or its Reviewing Agent” after the words “Planning Board” throughout those sections.

Article 24. COMMUNITY PRESERVATION FUND – TOWN HALL ARCHITECTURAL AND DESIGN STUDY

Moderator Declared Overwhelmingly Voted to appropriate \$50,000 from the Community Preservation Act funds, as recommended by the Community Preservation Committee, for the purpose of completing an architectural and design study of the Town Hall for the renovation, including historic

rehabilitation and restoration, of the building. All appropriations will be allocated to the Historic category and funded from FY13 Revenue.

Article 25. COMMUNITY PRESERVATION FUND – TOWN CENTER LANDSCAPING RESTORATION

Unanimously Voted to indefinitely postpone

Article 26. COMMUNITY PRESERVATION FUND – HISTORIC PROJECTS

Unanimously Voted to appropriate \$67,000 from the Community Preservation Act funds, as recommended by the Community Preservation Committee, for the purpose of completing the following projects as recommended by the Sudbury Historical Commission: install a fire suppression system at the Hosmer House; restore timbers and wooden gate at the Town Pound; and survey no less than ten (10) Old Homes as directed by the Massachusetts Historical Commission. All appropriations will be allocated to the Historic category and funded from Historic reserves.

Article 27. COMMUNITY PRESERVATION FUND – TOWN-WIDE WALKWAYS

Unanimously Voted to appropriate \$100,000 from the Community Preservation Act funds, as recommended by the Community Preservation Committee, for the purpose of constructing new walkways within the Town, such design and construction to be guided by the spirit and intent of the Town of Sudbury 2001 Master Plan, the February 2000 Report of the Walkway Committee, the July 2005 Sudbury Board of Selectmen directive regarding public works projects on Scenic Roads, and by recommendation of the Town of Sudbury Planning Board, the Director of Planning and Community Development, and the Director of the Department of Public Works. All appropriations will be allocated to the Recreation category and funded from FY13 Revenue.

Article 28. COMMUNITY PRESERVATION FUND – TOWN CLERK HISTORIC DOCUMENT PRESERVATION

Unanimously Voted to appropriate \$106,000 from the Community Preservation Act funds, as recommended by the Community Preservation Committee, for the purpose of restoring and preserving historic Town records, said work to be performed under the direction of the Town Manager with the involvement of the Sudbury Historical Commission. All appropriations will be allocated to the Historic category and funded from Historic reserves

Article 29. COMMUNITY PRESERVATION FUND – SUDBURY HOUSING TRUST 10% ALLOCATION

Voted to appropriate \$200,000 of Community Preservation Act funds, as recommended by the Community Preservation Committee, for the purpose of providing funds to the Sudbury Housing Trust in support of its efforts to provide for the preservation and creation of affordable housing. All appropriations will be allocated to the Community Housing category and funded from FY13 Revenue.

Article 30. COMMUNITY PRESERVATION FUND – PANTRY BROOK FARM PRESERVATION RESTRICTION

Unanimously Voted to approve the recommendation of the Community Preservation Committee and appropriate the sum of \$7,822,500 from Community Preservation Act Funds for the purpose of purchasing development rights to 94+/- acres of land known as Pantry Brook Farm and lying on both sides of Concord Road at 652 and 667 Concord Road, (shown as Parcels 0200 and 0201 on Assessors Map E10) and for all expenses connected therewith including bond and note issuance expense; and to raise this appropriation, the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$7,822,500 under M.G.L. c.44B, s.11 and M.G.L. c.44, s.7(3) or any other enabling authority; and that the Board of Selectmen, Town Manager and Conservation Commission are authorized to take any other action necessary to carry out this project including execution of a permanent Conservation Restriction or other similar form of permanent restriction pursuant to M.G.L. c. 184, s. 32 for permanent conservation, agriculture and public passive recreation under the control of the Conservation Commission and Sudbury Valley Trustees, and submittal of grant applications under the Self-Help Act (MGL c. 132A, s. 11) or any other applications for funds in any way connected with the scope of this project, and to enter into and execute any and all agreements, contracts and instruments as may be necessary on behalf of the Town of Sudbury to affect such project. All appropriations shall be allocated to the category of Open Space.

Article 31. COMMUNITY PRESERVATION FUND – PURCHASE AND RESTORE PROPERTY, 15 HUDSON ROAD

Moderator Declared Passed By Greater Than Two-Thirds Vote to appropriate the sum of \$300,000 from the Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of purchasing in fee simple the property located at 15 Hudson Road containing

approximately one acre of land (shown as Parcel 0003 on Assessors Map H09), and demolition of the structure thereon, subject to all rights and easements, to be used for historic, recreation or open space purposes allowable under the Community Preservation Act; said appropriation to be allocated to Historic and Recreation categories and funded from FY13 revenue.

Article 32. COMMUNITY PRESERVATION FUND – AMEND ARTICLE 43 OF THE 2006 ATM, SUDBURY HOUSING AUTHORITY UNIT BUY-DOWN

Unanimously Voted to amend Article 43 of the 2006 Annual Town Meeting which authorized the expenditure of \$360,000 for the purchase by the Sudbury Housing Authority of housing units within the Town for use as affordable rental residences, expending no more than \$90,000 on any one unit. The amendment seeks to increase the per-unit subsidy so that no more than \$180,000 per unit can be expended under this article, as recommended by the Community Preservation Committee

Article 33. COMMUNITY PRESERVATION FUND – GENERAL BUDGET AND APPROPRIATIONS

Unanimously Voted to appropriate the sums as recommended by the Community Preservation Committee, in the following Community

Preservation budget for FY13 Community Preservation Surtaxes:

\$82,750 Administrative and Operating Costs, \$1,171,498 Debt Service; and to transfer the sum of \$4,350,000 from Unrestricted Reserves to Debt Service; and further to reserve the following funds: \$47,752 for Budgeted Unrestricted CPC Uses.

Article 34. RESOLUTION (NON-BINDING): RAIL TRAIL – CONCORD TOWN LINE TO UNION AVENUE

Voted to advise the Selectmen to create a recreational rail trail more or less on the old rail right of way in Sudbury known as the Bruce Freeman Rail Trail (BFRT).

Article 35. RESOLUTION (NON-BINDING): RAIL TRAIL – 0.5 MILE PORTION, RT. 117 (NORTH ROAD) AT DAVIS FIELD TO CONCORD TOWN LINE

Voted to advise the Selectmen to move forward with designing a 0.5 mile segment of the Bruce Freeman Rail Trail (BFRT) in north Sudbury from Rt. 117 at Davis Field to the Concord Town border.

Summary of Special Town Meeting September 24, 2012

Article 1. ROOF REPLACEMENT AND REPAIR - NIXON ELEMENTARY SCHOOL

Moderator Declared Voted by More Than Two-Thirds to appropriate the amount of eight hundred and eight thousand dollars (\$808,000) for the purpose of paying costs of partial roof repair/replacement at the General John Nixon Elementary School, 472 Concord Road, including the payment of all costs incidental or related thereto (the “Project”), which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program, and for which the Town of Sudbury has applied for a grant from the Massachusetts School Building Authority (“MSBA”), said amount to be expended under the direction of the Permanent Building Committee/School Building Committee. To meet this appropriation the Treasurer

is authorized to borrow said amount under M.G.L. Chapter 44, or pursuant to any other enabling authority. The Town of Sudbury acknowledges that the MSBA’s grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and if the MSBA’s Board of Directors votes to invite the Town to collaborate with the MSBA on this proposed repair project, any project costs the Town of Sudbury incurs in excess of any grant that may be approved by and received from the MSBA shall be the sole responsibility of the Town of Sudbury; provided that any appropriation hereunder shall be subject to and contingent upon an affirmative vote of the Town to exempt the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. Chapter 59, Section 21C (Proposition 2 ½); and that, if invited to collaborate with the MSBA on

the proposed repair project, the amount of borrowing authorized pursuant to this vote shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed by the Town of Sudbury and the MSBA.

Article 2. FAIRBANK COMMUNITY CENTER ROOF PROJECT

Defeated

Article 3. COMMUNITY PRESERVATION FUND - ADDITIONAL FUNDS FOR PURCHASE OF 15 HUDSON ROAD

Voted to appropriate \$18,000 of Community Preservation Act Funds for the purpose of increasing the appropriation for the purchase of property located at 15 Hudson Road. All appropriations will be allocated equally to the Open Space and Historic categories and funded from FY13 revenue.

Article 4. SPECIAL ACT - REVISE c. 131 OF THE ACTS OF 1994 TO INCREASE SELECTMEN MEMBERSHIP TO 5

Moderator Declared Overwhelmingly Voted to petition the Great and General Court of the Commonwealth of Massachusetts to revise Part III, Section 5 (a) of Chapter 131 of the Acts of 1994 by substituting the following: "There shall be a Board of Selectmen composed of five members elected for terms of three years each. At the next ensuing

election held as part of the Annual Town Meeting after approval of the Special Act, three Selectmen shall be elected, one for two years, and two for three years, and thereafter electing their successors for three years."; said legislation to take effect without further submissions to a Town Meeting.

Article 5. CHEMICAL USE ON PROPERTY

Voted that the Town of Sudbury request that their State Representatives and Senators file legislation that will require: the Utilities to only place on their property chemicals approved by the Board of Health and/or the Towns Health Officer, but only after a public hearing and written approval from said authority to use such chemical; if any chemicals have been used in the past then the Utility must clean up said site to the approval of the Board of Health and/or the Towns Health Officer; and copies of all filings that are now required OF THE UTILITIES by the present State Department of Agricultural Resources (DAR) shall be sent to the Board of Selectmen, as well as the Board of Health and/or the Town's Health Officer. The draft of such legislation need not be submitted to town meeting for its approval before being submitted to the General Court.

Article 6. ELIMINATION OF UNFUNDED FEDERAL AND STATE MANDATES

Defeated



ANNUAL TOWN ELECTION

March 26, 2012

Official

The Annual 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 3,400 votes cast, representing approximately 29% of the town's 11,843 registered voters. There were 2 contested races. Results of Subprecinct 1A are included in Precinct 1 totals.

| | Precinct | 1 | 2 | 3 | 4 | 5 | Total |
|---|---------------|------------|------------|------------|------------|------------|--------------|
| Board of Selectmen (1) for three years | | | | | | | |
| Blanks | | 31 | 31 | 26 | 39 | 24 | 151 |
| LAWRENCE W. O'BRIEN (Candidate for re-election) | | 349 | 349 | 309 | 372 | 318 | 1,697 |
| DANIEL A. DEPOMPEI | | 310 | 253 | 410 | 302 | 273 | 1,548 |
| Write-Ins | | - | 1 | 1 | - | 2 | 4 |
| | Totals | 690 | 634 | 746 | 713 | 617 | 3,400 |

| | | | | | | | |
|---|---------------|------------|------------|------------|------------|------------|--------------|
| Board of Assessors (1) for three years | | | | | | | |
| Blanks | | 230 | 217 | 258 | 219 | 237 | 1,161 |
| JOSHUA M. FOX (Candidate for Re-election) | | 458 | 410 | 487 | 490 | 377 | 2,222 |
| Write-Ins | | 2 | 7 | 1 | 4 | 3 | 17 |
| | Totals | 690 | 634 | 746 | 713 | 617 | 3,400 |

| | | | | | | | |
|--|---------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Goodnow Library Trustee (2) for three years | | | | | | | |
| Blanks | | 470 | 418 | 541 | 448 | 457 | 2,334 |
| JILL W. BROWNE (Candidate for Re-election) | | 461 | 414 | 472 | 506 | 389 | 2,242 |
| LILY A. GORDON (Candidate for Re-election) | | 448 | 434 | 476 | 472 | 384 | 2,214 |
| Write-Ins | | 1 | 2 | 3 | - | 4 | 10 |
| | Totals | 1,380 | 1,268 | 1,492 | 1,426 | 1,234 | 6,800 |

| | | | | | | | |
|--|---------------|------------|------------|------------|------------|------------|--------------|
| Board of Health (1) for three years | | | | | | | |
| Blanks | | 258 | 226 | 278 | 243 | 235 | 1,240 |
| LINDA MARIE HUET-CLAYTON (Candidate for Re-election) | | 429 | 405 | 466 | 469 | 379 | 2,148 |
| Write-Ins | | 3 | 3 | 2 | 1 | 3 | 12 |
| | Totals | 690 | 634 | 746 | 713 | 617 | 3,400 |

| | | | | | | | |
|--|---------------|------------|------------|------------|------------|------------|--------------|
| Moderator (1) for three years | | | | | | | |
| Blanks | | 221 | 203 | 246 | 216 | 224 | 1,110 |
| MYRON J. FOX (Candidate for Re-election) | | 464 | 421 | 498 | 492 | 388 | 2,263 |
| Write-Ins | | 5 | 10 | 2 | 5 | 5 | 27 |
| | Totals | 690 | 634 | 746 | 713 | 617 | 3,400 |

| | | | | | | | |
|--|---------------|--------------|--------------|--------------|--------------|--------------|--------------|
| Planning Board (2) for three years | | | | | | | |
| Blanks | | 412 | 378 | 482 | 466 | 371 | 2,109 |
| CHRISTOPHER MORELY (Candidate for Re-election) | | 396 | 366 | 389 | 391 | 358 | 1,900 |
| ERIC D. POCH (Candidate for Re-election) | | 267 | 234 | 270 | 259 | 219 | 1,249 |
| PATRICIA A. BROWN | | 305 | 286 | 350 | 308 | 283 | 1,532 |
| Write-Ins | | - | 4 | 1 | 2 | 3 | 10 |
| | Totals | 1,380 | 1,268 | 1,492 | 1,426 | 1,234 | 6,800 |

| | Precinct | 1 | 2 | 3 | 4 | 5 | Total |
|---|----------|------------|------------|------------|------------|------------|--------------|
| Sudbury Housing Authority (1) for five years | | | | | | | |
| Blanks | | 266 | 229 | 305 | 248 | 242 | 1,290 |
| STEVEN J. SWANGER (Candidate for Re-election) | | 420 | 401 | 439 | 463 | 370 | 2,093 |
| Write-Ins | | 4 | 4 | 2 | 2 | 5 | 17 |
| Totals | | 690 | 634 | 746 | 713 | 617 | 3,400 |

| | Precinct | 1 | 2 | 3 | 4 | 5 | Total |
|---|----------|--------------|--------------|--------------|--------------|--------------|--------------|
| Sudbury School Committee (2) for three years | | | | | | | |
| Blanks | | 563 | 507 | 642 | 573 | 544 | 2,829 |
| ROBERT CG ARMOUR | | 404 | 376 | 439 | 417 | 339 | 1,975 |
| LUCIE SWIGART ST. GEORGE | | 406 | 377 | 408 | 434 | 350 | 1,975 |
| Write-Ins | | 7 | 8 | 3 | 2 | 1 | 21 |
| Totals | | 1,380 | 1,268 | 1,492 | 1,426 | 1,234 | 6,800 |

| | Precinct | 1 | 2 | 3 | 4 | 5 | Total |
|---|----------|--------------|--------------|--------------|--------------|--------------|--------------|
| Lincoln-Sudbury Regional District School Committee (2) for three years | | | | | | | |
| Blanks | | 556 | 499 | 644 | 575 | 537 | 2,811 |
| NANCY F. MARSHALL (Lincoln) (Candidate for Re-election) | | 406 | 364 | 393 | 428 | 344 | 1,935 |
| GERALD E. QUIRK | | 410 | 402 | 453 | 420 | 346 | 2,031 |
| Write-Ins | | 8 | 3 | 2 | 3 | 7 | 23 |
| Totals | | 1,380 | 1,268 | 1,492 | 1,426 | 1,234 | 6,800 |

Non- Binding Public Opinion Advisory Question 1

"Should the Town of Sudbury create a recreational Rail Trail more or less on the old rail right of way in Sudbury known as the Bruce Freeman Rail Trail (BFRT)?"

| | Precinct | 1 | 2 | 3 | 4 | 5 | Total |
|---------------|----------|------------|------------|------------|------------|------------|--------------|
| Yes | | 495 | 441 | 463 | 467 | 422 | 2,288 |
| No | | 181 | 184 | 260 | 234 | 181 | 1,040 |
| Blanks | | 14 | 9 | 23 | 12 | 14 | 72 |
| Totals | | 690 | 634 | 746 | 713 | 617 | 3,400 |

Non- Binding Public Opinion Advisory Question 2

"Should the Town of Sudbury move forward with designing a 0.5 mile segment of the Bruce Freeman Rail Trail (BFRT) in north Sudbury from Rt. 117 at Davis Field to the Concord Town border?"

| | Precinct | 1 | 2 | 3 | 4 | 5 | Total |
|---------------|----------|------------|------------|------------|------------|------------|--------------|
| Yes | | 490 | 426 | 468 | 465 | 412 | 2,261 |
| No | | 186 | 196 | 256 | 231 | 187 | 1,056 |
| Blanks | | 14 | 12 | 22 | 17 | 18 | 83 |
| Totals | | 690 | 634 | 746 | 713 | 617 | 3,400 |

SPECIAL TOWN ELECTION

December 4, 2012

Official

The Special Town Election was held at two locations. Precincts 1, 2 & 5 and Sub-Precinct 1A voted at the Fairbank Community Center, 40 Fairbank Road, and Precincts 3 & 4 voted at the Town Hall, 322 Concord Road.

Precinct 1 and Sub-Precinct 1A are tallied together. The polls were open from 7:00 a.m. to 8:00 p.m. There were 1800 votes cast representing approximately 15 percent of the Town's 12,179 registered voters.

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 bonds issued in order to remodel, reconstruct, or make extraordinary repairs consisting of partial roof repair/replacement at the General John Nixon Elementary School at 472 Concord Road, including the payment of all costs incidental or related thereto?

| | <u>Pct 1</u> | <u>Pct 2</u> | <u>Pct 3</u> | <u>Pct 4</u> | <u>Pct 5</u> | <u>TOTAL</u> |
|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| BLANKS | 2 | 2 | 3 | 0 | 0 | 7 |
| YES | 248 | 264 | 250 | 282 | 235 | 1279 |
| NO | 104 | 92 | 126 | 95 | 97 | 514 |
| <u>Total</u> | <u>354</u> | <u>358</u> | <u>379</u> | <u>377</u> | <u>332</u> | <u>1800</u> |

QUESTION 2

Shall the Town of Sudbury accept Chapter 169 of the Acts of 2012, An Act Authorizing the Town of Sudbury to Establish a Means Tested Senior Citizen Property Tax Exemption, enacted by the Senate and House of Representatives in General Court and approved by the Governor on July 27, 2012?

| | <u>Pct 1</u> | <u>Pct 2</u> | <u>Pct 3</u> | <u>Pct 4</u> | <u>Pct 5</u> | <u>TOTAL</u> |
|---------------------|-------------------|-------------------|-------------------|-------------------|-------------------|--------------------|
| BLANKS | 0 | 1 | 0 | 3 | 4 | 8 |
| YES | 238 | 246 | 285 | 271 | 217 | 1257 |
| NO | 116 | 111 | 94 | 103 | 111 | 535 |
| <u>Total</u> | <u>354</u> | <u>358</u> | <u>379</u> | <u>377</u> | <u>332</u> | <u>1800</u> |

Respectfully submitted,
Rosemary B. Harvell, Town Clerk



Finance

Finance Committee

The nine-member Finance Committee is appointed by the Town Moderator, each member serving for a three-year term. After completion of the Annual Town Meeting (ATM) in May, the terms of three existing members expire, and they are either re-appointed or replaced by the Town Moderator. 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 on all other matters that have direct or indirect financial implications to Sudbury. The Committee operates with liaisons to each of the Town's major departments, the Sudbury Public Schools, Lincoln-Sudbury Regional High School, as well as the Capital Planning and Community Preservation Committees.

The Finance Committee recommended a No Override Budget including debt service for FY13 of \$81,509,219, an increase of \$2,080,973 or 3.0%, from the FY12 appropriated budget.

Over the past several years, the Town's fiscal situation has been severely constrained by increases in the cost of wages and benefits, which have risen much faster than the rate of inflation, together with a revenue structure that is heavily dependent upon property taxes. On the revenue side, non-property taxes (i.e. local receipts) amount to less than 5% of Sudbury's total tax revenues, whereas property taxes comprise nearly 85% of the total. Fortunately, for the first time in several years, State Aid, excluding debt service reimbursement, is projected to increase by approximately 4% in FY13 from the level originally appropriated for FY12.

By contrast, the level of taxes is heavily driven by the large number of school-age children in Sudbury. With one of the highest levels of school-age children per household in the State, we have much higher school budgets per household and, therefore, a much higher total budget per household. While our spending on schools and services measured on a per student basis is in line with or lower than our peers, the absolute dollar amount is higher given that we have more children to educate for the same number of households.

The rate of growth in taxes, on the other hand, is driven by our cost structure. Wages and benefits represent nearly 80% of our Town's operating

expense budget and prior to FY10, were growing at rates above 3.5%. As a result, it was impossible to keep expenses within the limit of Proposition 2½ without making changes to our current cost structures. It is this dilemma that was often referred to as our structural deficit.

In particular, the significant rate of growth in health insurance costs for current and retired employees over the past decade has placed significant pressure on municipal operating budgets. Historically, making changes to these plans has been constrained by the requirements of collective bargaining. Fortunately, changes negotiated in our labor contracts three years ago helped to decrease that rate of growth in healthcare from prior levels. This resulted in significant savings from prior budget levels for the Town and SPS as well as for L-S.

Heading into FY13, however, the Legislature provided municipalities with an important tool to continue to reign in the significant growth of healthcare costs and provide significant and immediate savings to local governments. On July 12, 2011, Governor Deval Patrick signed An Act Relative to Municipal Health Insurance which amends Massachusetts General Laws Chapter 32B. This legislation provided a mechanism for municipalities to move to the Group Insurance Commission (the "GIC") outside the collective bargaining process. Prior to this recent change in legislation, entry into the GIC was subject to approval by all labor unions. While there are many details to this new legislation, the highlights of the new law are as follows:

- Provides greater flexibility to local governments over their health insurance decisions;
- Preserves a role for labor in the process;
- Provides a process outside of collective bargaining for changes in co-pays, deductibles and other cost-sharing features only; changes in contribution rates are still subject to collective bargaining; and
- Savings are shared with subscribers who are most affected by changes.

The law requires that all Massachusetts municipalities do an assessment of their healthcare costs and compare it to benchmark plans provided by the GIC. The purpose of this exercise is to discover the maximum possible savings if a municipality offered

insurance coverage under the GIC benchmark plan. Once done, the local process that municipalities follow to implement healthcare design changes is to choose one of two options, either (a) join the GIC, or (b) change local plans (adjust local plan co-pays, deductibles and/or other cost-sharing features) to bring them within 5% of the prescribed GIC benchmark.

In November 2011, the Board of Selectmen voted to accept the provisions of sections 21-23 of Chapter 32B of the General Laws. After following the prescribed process, the outcome for the Town and SPS was a decision to join the GIC. The year-over-year savings generated by joining the GIC were estimated at approximately \$1.2 million as compared to FY12 budget levels with approximately \$0.8 million and \$0.4 million attributed to SPS and the Town, respectively.

Similarly, the L-SRHS School Committee embarked on a process to determine what changes to make to their health insurance coverage. The outcome of this process was for the School Committee to choose the second option: to drive savings by making change to the local plans offered by their current purchasing coalition, Minuteman Nashoba Health Group. By making these changes, year-over-year savings are estimated at approximately \$339,000, or a reduction of approximately 11%, as compared to the FY12 budget levels. The Finance Committee commends the actions taken by the Town, SPS and L-S to implement these healthcare changes.

We encourage the Selectmen and School Committees to continue their efforts to reduce our structural costs. They have already begun the process of implementing several initiatives including reductions in the rate of growth in wages, reductions in the cost of employee health insurance, enhancing cooperation among school administrations, achieving clean energy benefits through the new Green Ribbon Energy and Sustainability Committee, and sharing staff with neighboring communities. Moreover, we continue to support the Selectmen's ongoing efforts to sustain and grow our commercial sector, so that we might diversify our tax base and secure revenue opportunities beyond the traditional residential property tax is critical. Residents who wish to learn more about the efforts of the municipal government and school administrations in this area can review the tracking reports for expense reduction and revenue generation, which are also on the Town's web site.

Respectfully submitted,
Joan M. Carlton
Jamie M. Gossels
Robert N. Jacobson
William E. Kneeland, Jr.
Douglas Kohen
Mark Minassian
James V. Rao
Robert G. Stein
Charles Woodard

Finance Department

The Department of Finance consists of four divisions: Accounting, Assessing, Treasurer/Collector, and Information Systems. Maureen R. Hafner, the Director of Assessing, retired in August 2012. Mark Thompson is the Technology Administrator. The Town Accountant is Barbara Chisholm. Andrea Terkelsen is the Treasurer/Collector and also serves as Director of Finance and Town Clerk Operations.

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. This office also routinely offers Notary and U.S. Passport Processing Agency services to the public.

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 \$34.3 million as of June 30, 2012.

Investment Management. In FY12, the Town reported general investment income of \$127,018 as

compared to \$221,586 in the prior year. Investment earnings depend 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 includes any interest, dividends and net market value adjustment on all positions (balances) for the General, Stabilization 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 two purposes only: 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). The Town borrowed \$1.8 million in BAN's at the end of fiscal 2011 for the Noyes Elementary School Green Repair project. The project's BAN's were paid off during fiscal 2012.

Long-term Debt. Sudbury maintains an 'AAA' bond rating from the Standard & Poor 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 issued new debt during FY12 for the school project mentioned above. Sudbury paid out \$3,826,949 in General fund long-term debt service (e.g. bond principle and interest) in FY12. The following is a schedule of General fund debt outstanding as of June 30, 2012.

**Town of Sudbury
Treasurer's Debt Schedule excluding CPF
As of June 30, 2012**

| | 2003 | 2005 | 2011 | 2012 | Total | Annual Debt Service | Remaining Principal |
|----------------|------------------|-------------------|------------------|------------------|-------------------|---------------------|---------------------|
| | | | | | | | 22,530,000 |
| FY12 Principal | 525,000 | 1,880,000 | 575,000 | | 2,980,000 | | |
| FY12 Interest | 42,000 | 619,500 | 185,449 | | 846,949 | 3,826,949 | 21,130,000 |
| FY13 Principal | 525,000 | 1,850,000 | 495,000 | 160,000 | 3,030,000 | | |
| FY13 Interest | 21,000 | 555,131 | 152,938 | 39,452 | 768,521 | 3,798,521 | 18,100,000 |
| FY14 Principal | | 1,830,000 | 490,000 | 160,000 | 2,480,000 | | |
| FY14 Interest | | 491,044 | 138,088 | 30,388 | 659,519 | 3,139,519 | 15,620,000 |
| FY15 Principal | | 1,810,000 | 490,000 | 160,000 | 2,460,000 | | |
| FY15 Interest | | 424,800 | 118,488 | 27,188 | 570,475 | 3,030,475 | 13,160,000 |
| FY16 Principal | | 1,695,000 | 485,000 | 160,000 | 2,340,000 | | |
| FY16 Interest | | 356,925 | 98,888 | 23,988 | 479,800 | 2,819,800 | 10,820,000 |
| FY17 Principal | | 1,615,000 | 480,000 | 160,000 | 2,255,000 | | |
| FY17 Interest | | 292,900 | 79,488 | 19,988 | 392,375 | 2,647,375 | 8,565,000 |
| FY18 Principal | | 1,605,000 | 480,000 | 160,000 | 2,245,000 | | |
| FY18 Interest | | 228,400 | 60,288 | 15,188 | 303,875 | 2,548,875 | 6,320,000 |
| FY19 Principal | | 1,365,000 | 470,000 | 155,000 | 1,990,000 | | |
| FY19 Interest | | 168,800 | 44,688 | 11,238 | 224,725 | 2,214,725 | 4,330,000 |
| FY20 Principal | | 1,445,000 | 455,000 | 155,000 | 2,055,000 | | |
| FY20 Interest | | 118,400 | 29,413 | 8,138 | 155,950 | 2,210,950 | 2,275,000 |
| FY21 Principal | | 1,515,000 | 450,000 | 155,000 | 2,120,000 | | |
| FY21 Interest | | 30,300 | 14,625 | 5,038 | 49,963 | 2,169,963 | 155,000 |
| FY22 Principal | | | | 155,000 | 155,000 | | |
| FY22 Interest | | | | 1,744 | 1,744 | 156,744 | - |
| All Principal | 1,050,000 | 16,610,000 | 4,870,000 | 1,425,000 | 23,955,000 | | |
| All Interest | 63,000 | 3,286,200 | 922,349 | 180,602 | 4,452,151 | | |
| TOTAL | 1,113,000 | 19,896,200 | 5,792,349 | 1,605,602 | 28,407,151 | | |

THIS SCHEDULE EXCLUDES CPA

Collections Management. The total property tax levy for FY2012 was \$69,007,532. As of June 30, 2012 the Town collected \$67,608,625 or 97.97% of the current year's tax levy. The Town continues to experience a very high collection rate. 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.

Results as of June 30, 2012

| Fiscal Year | Net Tax Levy* | Collected within the Fiscal Year of the Levy | | |
|-------------|---------------|--|-------------------------------|--|
| | | Current Tax Collections ¹ | Percent of Net Levy Collected | Actual Subsequent Collections ¹ |
| 2012 | \$ 69,007,532 | \$ 67,608,625 | 97.97% | \$ n/a |
| 2011 | 67,418,506 | 65,823,252 | 97.63% | 560,055.51 |
| 2010 | 65,529,153 | 63,936,979 | 97.57% | 435,228.27 |
| 2009 | 63,263,124 | 62,126,272 | 98.20% | 323,524.53 |
| 2008 | 60,539,786 | 59,381,429 | 98.09% | 352,051.60 |
| 2007 | 57,246,758 | 56,037,401 | 97.89% | 472,665.91 |
| 2006 | 55,432,935 | 54,468,106 | 98.26% | 358,261.73 |
| 2005 | 49,961,616 | 49,067,952 | 98.21% | 351,159.31 |
| 2004 | 49,200,858 | 48,396,414 | 98.36% | 277,163.16 |
| 2003 | 48,628,889 | 47,859,262 | 98.42% | 277,139.25 |

*Net Tax Levy is Total Levy from Tax Recap (no overlay factored in)

¹ Collections excludes tax balances moved to Tax Title and Senior 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.

Fiscal Year-end Balances

| Fiscal Year | Tax Liens Receivable | Senior Deferrals Receivable | Real Estate & Personal Property Receivable |
|-------------|----------------------|-----------------------------|--|
| 2012 | \$ 646,910 | \$ 2,293,633 | \$ 793,831 |
| 2011 | 740,109 | 2,156,750 | 937,437 |
| 2010 | 596,039 | 1,797,839 | 934,872 |
| 2009 | 447,665 | 1,413,236 | 623,464 |
| 2008 | 479,711 | 1,111,437 | 663,603 |
| 2007 | 431,402 | 822,234 | 709,421 |

Town Trust Funds. The Trustees of Town Donations oversee the Town Trust Funds. The four-member Board of Trustees includes the members of the Board of Selectmen, plus the Treasurer. A three-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 market value for the pooled Town trust investments as of June 30, 2012 was \$1,643,670.

Passport and Tax Administration Fees. Non-tax department fees collected for recent fiscal years are as follows:

| | <u>FY2012</u> | <u>FY2011</u> | <u>FY2010</u> | <u>FY2009</u> |
|-----------------------------|---------------|---------------|---------------|---------------|
| Passport Processing | 14,181 | 14,216 | 16,085 | 11,646 |
| Municipal Lien Certificates | 26,450 | 24,200 | 19,425 | 20,800 |
| Other Administrative | 987 | 1,012 | 7,554 | 11,284 |
| | <u>41,619</u> | <u>39,428</u> | <u>43,064</u> | <u>43,729</u> |

Town Revolving Funds

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 1/2*, require annual spending limit authorization at Town Meeting. Each fund is accounted for separately from all other monies in the Town.

Fund Descriptions:

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

Conservation – 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 – sale of lots and other fees excepting perpetual care funds are used to fund maintenance of Town cemeteries;

Fire Department – 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 – 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 – 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);

Regional Housing Services – membership fees of other towns and other external sources collected by the Regional Housing Services Office are used to fund all Regional Housing Services Office costs, inclusive of salaries, administrative expenses and other staffing costs;

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;

Treasurer/Collector – processing fees for passport applications are used to fund salaries, benefits and expenses therefor;

Zoning Board of Appeals – application fees collected are used to fund consultants and part-time employee salaries.

**Town of Sudbury
Annual Report
Active 53E 1/2 Revolving Funds Report
Fiscal Year 2012**

| Fund# | Fund Description | Beginning Balance | Revenues | Expenditures | Ending Balance |
|--------------|---------------------------------|------------------------------|-----------------|---------------------|---------------------------|
| 1103 | BUS FEES | \$ 543,035.04 | \$ 420,890.75 | \$ 392,889.39 | \$ 571,036.40 |
| 1111 | MUSIC LESSONS REVOLVING FUND | 13,150.00 | 72,737.50 | 74,855.97 | 11,031.53 |
| 1151 | REC PROGRAMS REVOLVING 53E1/2 | 542,512.68 | 404,079.28 | 467,236.23 | 479,355.73 |
| 1153 | TEEN CENTER | 3,607.75 | 16,071.92 | 11,996.54 | 7,683.13 |
| 1162 | LIB MULTI PURP REVOLVING | 29,127.99 | 5,098.50 | 5,711.95 | 28,514.54 |
| 1163 | CABLE TELEVISION REVOLVING FND | 17,577.92 | - | - | 17,577.92 |
| 1166 | DOG LICENSES-CLERK | 84,785.12 | 39,804.00 | 33,402.01 | 91,187.11 |
| 1170 | FIRE PERMITS REVOLVING | 10,481.62 | 38,421.00 | 30,051.16 | 18,851.46 |
| 1171 | COA REVOLVING | 5,204.76 | 25,006.00 | 22,650.00 | 7,560.76 |
| 1173 | MWRTA REVOLVING-COA | 14,638.82 | 65,450.17 | 64,754.54 | 15,334.45 |
| 1174 | CONSERV TRAIL MAINT REVOLV | - | 475.00 | - | 475.00 |
| 1175 | CEMETERY MAINT REVOLV | - | 33,253.50 | 17,156.04 | 16,097.46 |
| 1176 | REGIONAL HOUSING SERVICE REVOLV | - | 88,001.00 | 76,224.29 | 11,776.71 |
| 1184 | TOWN-WETLANDS BYLAW REVOLVING | 2,413.55 | 3,252.50 | 1,204.00 | 4,462.05 |
| 1185 | YOUTH REVOLVING FND | 71,397.98 | 91,663.00 | 45,274.49 | 117,786.49 |
| 1189 | GAS AND PLUMBING INSP | 35,744.49 | 47,621.00 | 40,024.32 | 43,341.17 |
| 1190 | RENTAL PROP REVOLVING FUND | 32,781.41 | 16,540.00 | 7,656.16 | 41,665.25 |
| 1191 | ZONING APPEALS REVOLVING FUND | 1,000.00 | 12,000.00 | 10,459.00 | 2,541.00 |
| 1192 | TEMPORARY SIGNS BLDG REVOLVING | 7,622.58 | 13,250.00 | 1,734.44 | 19,138.14 |
| 1193 | PASSPORT REVOLVING-TREASURER | 14,479.93 | 14,181.35 | 10,264.58 | 18,396.70 |
| | | \$ 1,429,561.64 | \$ 1,407,796.47 | \$ 1,313,545.11 | \$ 1,523,813.00 |

Respectfully submitted,
Andrea L. Terkelsen
Finance Director/Treasurer-Collector

Town Accountant

In accordance with the provisions of Chapter 41, Section 60 and 61 of the General Laws of the Commonwealth, the following is the statement of all financial transactions during Fiscal Year July 1, 2011 to June 30, 2012. Included in this report are receipts, fund accounts, the balance sheet, and appropriations and expenditures.

FY12 Schedule of Revenues

| | <u>Budget</u> | <u>Actual</u> | <u>Variances</u> <u>Favorable</u> <u>(Unfavorable)</u> |
|---|---------------------|---------------------|--|
| GENERAL FUND | | | |
| Real Estate and Personal Property Taxes, Net of Reserves for Abatement | \$68,499,500 | \$68,843,890 | \$ 344,390 |
| Excise Taxes | 2,682,000 | 3,012,907 | 330,907 |
| Intergovernmental | 7,084,011 | 7,058,410 | (25,601) |
| Departmental and Other | 955,000 | 1,460,029 | 505,029 |
| Investment Income | 20,000 | 17,191 | (2,809) |
| TOTAL REVENUES | \$79,240,511 | \$80,392,427 | \$1,151,916 |
| ENTERPRISE FUNDS | | | |
| Atkinson Pool Revenues | \$ 480,000 | \$ 475,960 | \$ (4,040) |
| TOTAL REVENUES Atkinson Pool Enterprise | \$ 480,000 | \$ 475,960 | \$ (4,040) |
| Transfer Station Revenues | \$ 323,536 | \$ 226,157 | \$ (97,379) |
| TOTAL REVENUES TRANSFER STATION ENTERPRISE | \$ 323,536 | \$ 226,157 | \$ (97,379) |
| Recreation Field Maintenance Revenues | \$ 309,614 | \$ 218,320 | \$ (91,294) |
| TOTAL REVENUES FIELD MAINTENANCE ENTERPRISE | \$ 309,614 | \$ 218,320 | \$ (91,294) |



**Combined Balance Sheet
June 30, 2012**

| <u>ASSETS</u> | General Fund | Special Revenue | Capital Projects | Enterprise Funds | Trust & Agency | Long Term Debt | Total |
|--|-------------------------|----------------------------|-----------------------------|-----------------------------|-------------------------------|---------------------------|-------------------|
| Cash and Investments | 8,692,325 | 13,295,833 | 2,220,946 | 604,666 | 11,064,224 | | 35,877,994 |
| Receivables: | | | | | | | |
| Real Estate & Personal Property Taxes | 669,300 | 13,501 | | | | | 682,801 |
| Tax Liens | 646,910 | | | | | | 646,910 |
| Tax Deferrals | 2,293,633 | | | | | | 2,293,633 |
| Tax Foreclosures | 257,442 | | | | | | 257,442 |
| Excise Taxes | 247,029 | | | | | | 247,029 |
| Intergovernmental | | 19,487 | | | | | 19,487 |
| Other Receivable | | 299,759 | | 5,500 | 111,874 | | 417,133 |
| Long Term Obligations | | | | | | 31,970,000 | 31,970,000 |
| TOTAL ASSETS AND OTHER DEBITS | 12,806,639 | 13,628,580 | 2,220,946 | 610,166 | 11,176,098 | 31,970,000 | 72,412,429 |
| <u>LIABILITIES AND FUND EQUITY</u> | | | | | | | |
| LIABILITIES: | | | | | | | |
| Warrants Payable | 367,201 | 2,023 | | 25,942 | | | 395,166 |
| Other Liabilities | 758,840 | | | | 491,112 | | 1,249,952 |
| Amount Due Depositors | | | | | 509,460 | | 509,460 |
| Reserve for Abatements | 1,105,825 | | | | | | 1,105,825 |
| Deferred Revenue | 3,008,488 | 501,634 | | 143,974 | 111,874 | | 3,765,970 |
| Bonds & Notes Payable | | | | | | 31,970,000 | 31,970,000 |
| TOTAL LIABILITIES | 5,240,354 | 503,657 | 0 | 169,916 | 1,112,446 | 31,970,000 | 38,996,373 |
| <u>FUND EQUITY:</u> | | | | | | | |
| Retained Earnings | | | | | | | 0 |
| Contributed Capital | | | | | | | 0 |
| Reserved for: | | | | | | | 0 |
| Encumbrances and Continuing Appropriations, Reserves | 3,910,308 | | | | | | 3,910,308 |
| Expenditures and Special Purpose Nonexpendable Trust | 26,000 | 711,673 | | 29,557 | | | 767,230 |
| Designated for: | | | | | | | 0 |
| Snow & Ice Appropriation Deficit | | | | | | | 0 |
| Unreserved | 3,629,976 | 12,413,251 | 2,220,946 | 410,694 | 10,063,651 | | 28,738,518 |
| TOTAL FUND EQUITY | 7,566,284 | 13,124,924 | 2,220,946 | 440,251 | 10,063,651 | | 33,416,056 |
| TOTAL LIABILITIES AND FUND EQUITY | 12,806,638 | 13,628,581 | 2,220,946 | 610,167 | 11,176,097 | 31,970,000 | 72,412,429 |

Schedule of Appropriations & Expenditures FY12

| Account Number | Title | Appropriation FY12 | Transfers FY12 | Expenditures FY12 | Ending Balance |
|----------------|----------------------------|-----------------------|-------------------|----------------------|-------------------|
| 1220 | Selectmen | | | | |
| | Salaries | 303,135.00 | | 301,032.11 | 2,102.89 |
| | Expenses | 10,670.00 | 14,750.00 | 9,828.74 | 15,591.26 |
| | Expenses C/F | 0.00 | | | 0.00 |
| | Current Year Articles | 90,300.00 | (90,000.00) | 150.00 | 150.00 |
| | Prior Year Articles | 109,331.04 | | 24,996.50 | 84,334.54 |
| 1310 | Human Resources | | | | |
| | Salaries | 116,007.00 | (9,600.00) | 67,512.61 | 38,894.39 |
| | Expenses | 4,150.00 | 9,600.00 | 4,586.58 | 9,163.42 |
| | Expenses C/F | 2,265.00 | | 2,265.00 | 0.00 |
| 1320 | Accounting | | | | |
| | Salaries | 234,477.00 | | 231,183.44 | 3,293.56 |
| | Expenses | 39,080.00 | | 36,579.23 | 2,500.77 |
| | Expenses C/F | 435.56 | | 421.68 | 13.88 |
| 1330 | Finance Committee | | | | |
| | Salaries | 1,851.00 | | 1,232.33 | 618.67 |
| | Expenses | 204.00 | | 76.08 | 127.92 |
| | Expenses C/F | 0.00 | | | 0.00 |
| 1370 | Assessors | | | | |
| | Salaries | 269,235.00 | 1,473.62 | 270,708.62 | 0.00 |
| | Expenses | 15,212.00 | (1,473.62) | 13,183.02 | 555.36 |
| | Expenses C/F | 218.37 | | 218.37 | 0.00 |
| 1380 | Treasurer/Collector | | | | |
| | Salaries | 271,536.00 | | 266,500.01 | 5,035.99 |
| | Expenses | 29,869.00 | | 27,251.22 | 2,617.78 |
| | Expenses C/F | 0.00 | | | 0.00 |
| 1390 | Information Systems | | | | |
| | Salaries | 171,756.00 | | 171,754.13 | 1.87 |
| | Expenses | 158,416.00 | 16,300.00 | 174,716.00 | 0.00 |
| | Expenses C/F | 0.00 | | | 0.00 |
| 1510 | Law | | | | |
| | Salaries | 85,529.00 | (180.00) | 82,370.50 | 2,978.50 |
| | Expenses | 75,137.00 | | 60,533.75 | 14,603.25 |
| | Expenses C/F | 12,329.22 | | 329.22 | 12,000.00 |
| 1610 | Town Clerk | | | | |
| | Salaries | 219,712.00 | | 207,580.93 | 12,131.07 |
| | Expenses | 22,051.00 | | 21,460.80 | 590.20 |
| | Expenses C/F | 619.07 | | 615.65 | 3.42 |
| 1710 | Conservation | | | | |
| | Salaries | 111,739.00 | (4,050.00) | 95,612.50 | 12,076.50 |
| | Expenses | 2,930.00 | 4,050.00 | 5,053.29 | 1,926.71 |
| | Expenses C/F | 0.00 | | | 0.00 |

| Account Number | Title | Appropriation FY12 | Transfers FY12 | Expenditures FY12 | Ending Balance |
|-----------------------|----------------------------|---------------------------|-----------------------|--------------------------|-----------------------|
| 1720 | Planning Board | | | | |
| | Salaries | 181,194.00 | (2,394.06) | 157,567.53 | 21,232.41 |
| | Expenses | 1,745.00 | 2,394.06 | 3,483.72 | 655.34 |
| | Expenses C/F | 0.00 | | | 0.00 |
| 2100 | Police Department | | | | |
| | Salaries | 2,435,169.00 | (8,000.00) | 2,393,772.54 | 33,396.46 |
| | Expenses | 229,669.00 | 78,408.00 | 245,551.45 | 62,525.55 |
| | Capital Expense | 94,300.00 | 8,000.00 | 101,753.00 | 547.00 |
| | Expense C/F | 7,935.85 | | 6,488.32 | 1,447.53 |
| 2200 | Fire Department | | | | |
| | Salaries | 2,813,109.00 | (103,948.50) | 2,701,364.52 | 7,795.98 |
| | Expenses | 410,928.00 | 99,265.50 | 423,740.59 | 86,452.91 |
| | Expenses C/F | 49,635.21 | | 48,092.17 | 1,543.04 |
| | Current Year Article | 50,000.00 | | 47,808.99 | 2,191.01 |
| | Prior Year Articles | 0.00 | | | 0.00 |
| 2510 | Building Department | | | | |
| | Salaries | 444,505.00 | (9,999.00) | 374,494.49 | 60,011.51 |
| | Expenses | 564,255.00 | (22,442.00) | 516,434.70 | 25,378.30 |
| | Expenses C/F | 16,043.76 | | 15,310.02 | 733.74 |
| | Current Year Article | 82,003.00 | | 31,698.90 | 50,304.10 |
| | Prior Year Articles | 72,643.73 | | 26,625.00 | 46,018.73 |
| 3000 | Sudbury Schools | | | | |
| | Total Appropriation | 28,734,794.00 | | 25,395,827.61 | 3,338,966.39 |
| | Carried Forward | 3,572,057.41 | | 3,488,926.54 | 83,130.87 |
| | Current Year Article | | 90,000.00 | 90,000.00 | 0.00 |
| 3010 | Lincoln/Sud Reg HS | 20,273,027.00 | | 20,273,027.00 | 0.00 |
| 3020 | Minuteman Tech | 321,590.00 | 16,441.00 | 338,031.00 | 0.00 |
| 3025 | Other Regional | 0.00 | | | 0.00 |
| 4100 | Engineering | | | | |
| | Salaries | 398,600.00 | (36,845.00) | 310,992.00 | 50,763.00 |
| | Expenses | 12,386.00 | 31,845.00 | 17,418.11 | 26,812.89 |
| | Expenses C/F | 7,235.00 | | 7,235.00 | 0.00 |
| 4200 | Streets & Roads | | | | |
| | Salaries | 932,100.00 | | 895,115.16 | 36,984.84 |
| | Expenses | 1,025,543.00 | 33,300.00 | 984,796.36 | 74,046.64 |
| | Expenses C/F | 33,331.39 | | 26,830.19 | 6,501.20 |
| | Current Year Article | 316,944.00 | | 308,002.21 | 8,941.79 |
| | Prior Year Articles | 6,816.96 | | 0.00 | 6,816.96 |
| 4210 | Snow & Ice | | | | |
| | Salaries | 120,750.00 | (66,680.16) | 54,069.84 | 0.00 |
| | Expenses | 304,000.00 | (96,369.84) | 207,471.90 | 158.26 |
| 4300 | Transfer Station | | | | |
| | Salaries | 118,889.00 | | 114,218.08 | 4,670.92 |
| | Expenses | 204,646.00 | | 179,025.82 | 25,620.18 |
| | Expenses C/F | 0.00 | | | 0.00 |

| Account Number | Title | Appropriation FY12 | Transfers FY12 | Expenditures FY12 | Ending Balance |
|-----------------------|--------------------------------|---------------------------|-----------------------|--------------------------|-----------------------|
| 4400 | Trees & Cemeteries | | | | |
| | Salaries | 289,607.00 | | 279,996.34 | 9,610.66 |
| | Expenses | 48,378.00 | 45,000.00 | 91,448.85 | 1,929.15 |
| | Expenses C/F | 10,500.00 | | 10,300.00 | 200.00 |
| 4500 | Parks & Grounds | | | | |
| | Salaries | 130,257.00 | | 121,192.53 | 9,064.47 |
| | Expenses | 42,525.00 | | 41,448.55 | 1,076.45 |
| | Expenses C/F | 2,998.75 | | 2,998.75 | 0.00 |
| 5100 | Board Of Health | | | | |
| | Salaries | 218,794.00 | | 204,571.35 | 14,222.65 |
| | Expenses | 158,843.00 | 18,000.00 | 138,722.97 | 38,120.03 |
| | Expenses C/F | 367.03 | | 367.03 | 0.00 |
| 5410 | Council On Aging | | | | |
| | Salaries | 133,187.00 | | 127,355.05 | 5,831.95 |
| | Expenses | 6,000.00 | | 4,422.49 | 1,577.51 |
| | Expenses C/F | 265.65 | | 265.65 | 0.00 |
| 5430 | Veterans Services | | | | |
| | Salaries | 11,965.00 | | 11,964.94 | 0.06 |
| | Expenses | 5,450.00 | 11,441.84 | 15,600.52 | 1,291.32 |
| 6100 | Library | | | | |
| | Salaries | 691,673.00 | | 669,821.32 | 21,851.68 |
| | Expenses | 323,635.00 | | 323,635.00 | 0.00 |
| | Expenses C/F | 0.00 | | | 0.00 |
| 6200 | Recreation | | | | |
| | Salaries | 94,753.00 | | 86,467.63 | 8,285.37 |
| | Expenses | 47,888.00 | | 40,101.69 | 7,786.31 |
| | Expenses C/F | 0.00 | | | 0.00 |
| | Prior Year Article | 42,000.00 | | 23,892.97 | 18,107.03 |
| 6210 | Atkinson Pool | | | | |
| | Salaries | 334,230.00 | | 325,667.82 | 8,562.18 |
| | Expenses | 163,000.00 | | 160,191.64 | 2,808.36 |
| | Capital | 20,000.00 | | 4,618.47 | 15,381.53 |
| | Expenses C/F | 0.00 | | | 0.00 |
| 6220 | Field Maintenance | | | | |
| | Salaries | 143,571.00 | | 63,697.91 | 79,873.09 |
| | Expenses | 131,000.00 | 30,482.00 | 57,065.80 | 104,416.20 |
| | Capital Expense | 4,561.00 | | 4,560.15 | 0.85 |
| | Expenses C/F | 20,000.00 | | 20,000.00 | 0.00 |
| 6500 | Historical Comm | | | | |
| | Expenses | 5,309.00 | | 5,248.67 | 60.33 |
| | Expenses C/F | 0.00 | | | 0.00 |
| 6510 | Historic Districts Comm | | | | |
| | Salaries | 2,465.00 | 180.00 | 2,607.88 | 37.12 |
| | Expenses | 286.00 | | 200.71 | 85.29 |
| | Expenses C/F | 0.00 | | | 0.00 |

| Account Number | Title | Appropriation FY12 | Transfers FY12 | Expenditures FY12 | Ending Balance |
|----------------|--------------------------------|--------------------|----------------|-------------------|----------------|
| 7100 | Debt Service Expenses | 3,883,860.00 | | 3,826,948.94 | 56,911.06 |
| | Expenses C/F | 0.00 | | | 0.00 |
| 8200 | State Assessment | 188,605.00 | | 186,114.00 | 2,491.00 |
| 9000 | Employee Benefits Expenses | 10,811,571.00 | (1,463,896.00) | 9,167,226.89 | 180,448.11 |
| | Expenses C/F | 30,083.06 | | 1,042.07 | 29,040.99 |
| 9045 | Property/Liab Ins Expenses | 284,096.00 | (65,000.00) | 218,576.15 | 519.85 |
| 9250 | Operations Expense Expenses | 142,100.00 | 13,292.76 | 114,542.00 | 40,850.76 |
| | Expenses C/F | 204.11 | | 204.11 | 0.00 |
| 9500 | Transfer Accounts Reserve Fund | 248,983.00 | (228,034.60) | | 20,948.40 |
| | Salary Contingency | 10,065.00 | | | 10,065.00 |
| | Health Insurance | 67,812.00 | (67,812.00) | | 0.00 |
| 9900 | Interfund Transfers | | 1,561,396.00 | 1,561,396.00 | 0.00 |

Schedule of Unexpended Appropriation Balances Carried Forward to 2013

| | |
|----------------------------------|-----------------------|
| Accounting | \$ 523.00 |
| Building | 24,949.85 |
| COA | 331.10 |
| Conservation | 1,900.00 |
| DPW | 97,023.90 |
| Fire | 86,452.91 |
| Health | 33,108.57 |
| Historic District | 9.68 |
| Human Resources | 344.99 |
| Law | 375.69 |
| Planning | 57.35 |
| Police | 58,725.23 |
| Selectmen | 15,378.00 |
| Sudbury Public Schools | 3,336,861.16 |
| Town Clerk | 589.89 |
| Treasurer | 1,080.00 |
| Unclassified Operations | 21,232.23 |
| Unclassified Employee Benefits | 14,825.00 |
| Gen. Fund Continuing Articles | 216,864.36 |
| Total General Fund C/F | \$3,910,632.91 |
| Transfer Station | \$ 100.00 |
| Total Enterprise Fund C/F | \$ 100.00 |

Board of Assessors

The Board of Assessors consists of three members elected by the Town's registered voters. Liam Vesely, Joshua Fox and Trevor Haydon continued to serve as members of the Board of Assessors during 2012.

The Assessors are charged with valuing property in Sudbury fairly and equitably. Each year the Sudbury Board of Assessors assigns a "full and fair cash value" to every parcel of real estate in the town.

Sudbury operates on a fiscal year which runs from July 1 to June 30. Property assessments are determinations of the full and fair cash value of each property on January 1 prior to the beginning of the fiscal year. The data used to establish those values are compiled from sales of the preceding calendar year. Only "arm's-length" sales are used (i.e., sales involving a willing buyer and a willing seller unrelated to each other and free from compulsion to buy or sell).

FY13 was a triennial certification (revaluation) year for the Town of Sudbury. In accordance with the requirements set forth by the Massachusetts Department of Revenue, the Town of Sudbury was required to update all property assessments to comply with the Commonwealth's full and fair cash value assessment mandate. The assessment date for all property types (commercial, industrial and residential real property, and personal property) is the first day of January prior to the fiscal tax year. The assessment date for FY13 was January 1, 2012. Consequently, property assessments for the fiscal year 2013 reflect the fair market values on January 1, 2012.

The FY13 average residential value increased from \$621,410 in FY12 to \$622,862 in FY13. Two of the areas experiencing the impact of a valuation increase are properties located in densely populated and the heavy traveled main thoroughfares making up Sudbury's neighborhood 4. The other residential property type experiencing increases are residential condominiums.

The Assessors' office processed the following exemptions in FY13 through December 31, 2012: 206 Community Preservation Surcharge exemptions in the aggregate amount of \$25,402; 50 Senior Work abatements in the aggregate amount of \$35,876; 43 Senior Tax Deferrals processed in excess of \$115,581; 42 Disabled Veteran exemptions in the aggregate amount of \$46,984; six Surviving Spouse exemptions in the aggregate amount of \$3,097; 23 Clause 41C Senior exemptions in the aggregate amount of \$39,632; and six Blind Person exemptions in the aggregate amount of \$5,500.

Voters at the 2012 Annual Town Meeting voted in favor of continuing the "Local Option" additional exemption as sponsored by the Board, which vote doubled the exemption amount for eligible tax payers for certain exemptions.

The final hurdle to implementing Chapter 169 of the Acts of 2012 was satisfied by the Special Town Election held on December 4, 2012. Voters approved acceptance of the Means Tested Senior Citizen Property Tax Exemption enacted by the Senate and House of Representatives in General Court and approved by the Governor on July 27, 2012. The new exemption will be implemented for 2014.

The Assessor's Office experienced two retirements within the department during 2012. Dave Tucker retired from his position as Data Collector following fourteen years of service to the Town. Maureen Hafner retired from her position as Director of Assessing on August 31, 2012. Maureen had served as the Town's Director of Assessing since 1998. We thank Maureen and Dave for their years of dedicated service and wish them well in their future pursuits.

We welcome all real property owners to view their assessments on the Town Website www.sudbury.ma.us or, by visiting us on the first floor of the Flynn Building.

Respectfully submitted,
Liam Vesely
Joshua Fox
Trevor Haydon

Capital Improvement Planning Committee

Capital budget for FY14

The FY14 CIP budget is set to \$567,336 or a 2.7% growth over the adjusted FY13 CIP budget of \$552,421. The Committee held one hearing January 16th. Following its review, the Committee voted to unanimously recommend that the following capital items be funded through FY14 Operating Budgets subject to available funding.

On-going leases:

| | | |
|---|---------------------|--------------|
| 2012 Freightliner 6 Whl Dump Truck (#4) | Started FY13 | \$29,000 |
| 2012 Prinoth Multi-Purpose Tractor | Started FY13 | 29,041 |
| 2011 Chevy One Ton Rack Body (#37) | Started FY12 | 10,015 |
| 2011 Freightliner 10-Wheel Dump | Started FY12 | 28,187 |
| Kubota Tractor/Boom Flail Mower (#35) | Started FY11 | 15,664 |
| Elgin Pelican Sweeper (#54) | Started FY11 | 33,236 |
| 2009 John Deere 544K Loader (#54) | Started FY11 | 27,315 |
| 2009 Chevy Pick-Up (#14) | Started FY10 | 6,715 |
| 2009 Volvo 6-Wheel Dump Truck (#10) | Started FY10 | 25,595 |
| Landscape Tractor w/ Bucket (PR6) | Started FY10 | 4,560 |
| <u>2011 Chevy Pickup (Unit PR-2)</u> | <u>Started FY12</u> | <u>8,347</u> |
| Total for on-going leases | | \$217,674 |

DPW:

| | | |
|--------------------------|-----------|----------|
| Bombadier Tractor (#33) | New Lease | \$31,300 |
| 6-Wheel Dump Truck (#11) | New Lease | \$34,300 |
| Chevy 1 Ton (#6) | | \$50,000 |

Fire:

| | |
|-------------------------|----------|
| Skid Tank and Pump Unit | \$20,000 |
|-------------------------|----------|

Building:

| | |
|-------------------------------|----------|
| Various building improvements | \$62,062 |
|-------------------------------|----------|

SPS:

| | |
|---------------------------------------|-----------|
| Capital Roof Repairs (schools) | \$32,000 |
| School Classroom Flooring Replacement | \$100,000 |
| Peter Noyes Septic Engineering Study | \$20,000 |

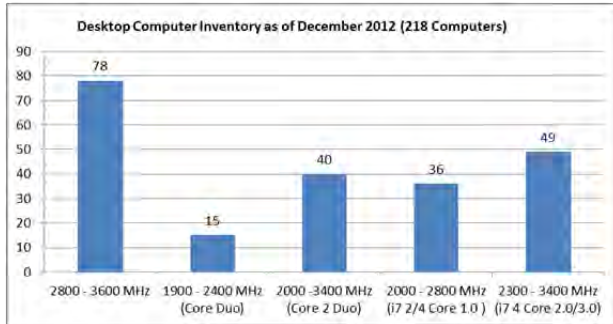
The Committee voted to support the use of \$122,000 from the Transfer Station Enterprise Fund for the replacement of three compacting units at the Transfer Station; and \$4,560 from the Park & Recreation Enterprise Fund for the ongoing lease of a 2010 John Deere Tractor. The Committee also voted to support using \$220,000 RRA funds for an Ambulance replacement, as well as \$100,000 CPA funds for continued walkway construction by the DPW.



Respectfully submitted,
Pascal Cleve
Eric Greece
Larry J. Rowe
Thomas S. Travers
Maryanne Bilodeau, Ex-officio
Andrea L. Terkelsen, Ex-officio

Information Systems

The goal 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 work with Town departments so that information generated from one can be utilized by many.



Eighteen new desktop computers, two LCD's and six printers were purchased and distributed to Town departments. Four 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 bring them home or to meetings when needed.

Five Apple iPads were purchased and distributed to supervisors. The low cost, portability and long battery life make these devices invaluable tools for meetings, presentations and trainings. We also purchased Apple TVs for both the Flynn Building and Town Hall meeting rooms. Apple TV connects to the projection system and, through Airplay Mirroring, iPad and iPhone users can replicate their displays wirelessly to the meeting room projection system. The Fire Department also purchased an iPad to use in the field for inspections.

An EMC VNXe 3100 NAS/SAN storage device was added to our network which increased our network storage capacity by 10TB. We will be migrating our virtual server storage (currently housed on the EMC NS22) to the new device. When the migration is complete, the NS22 will be moved over to the Police Station for redeployment as part of a virtualization project including both Police CAD (Computer Aided Dispatch) and Domain Controller servers. In the future, we hope to setup site replication so that the virtual servers at the Flynn will be replicated to the Police Station's virtual network in a passive state. All virtual servers running at the Police Station will also be replicated over to the Flynn Building. The replication of our virtual servers will ensure that we

have server redundancy in place in the event of a disaster.

We have upgraded our virtual platform, VMWare to version 5 and have continued to virtualize our physical servers. One of the physical servers virtualized was our SQL 2005 server. Microsoft SQL Server is a relational model database server which is the backbone of many of the Town's databases, including the Website, Patriot Properties and ViewPermit. Our virtual environment consisting of VMWare are running on a cluster of three hosts (Servers) which utilize our EMC network storage LUNs to create virtual servers. We have also created a new virtual SQL 2008 server. We will be migrating our SQL 2005 databases to the new platform. One of the first applications migrated was the Documentum Application Extender archiving solution, which was moved and then updated to the application's latest version.

The virtualization of our servers has allowed us to upgrade physical servers at various locations throughout the Town. The latest server to be upgraded is the domain controller at the main Fire Station. The former SQL server was virtualized and the physical SQL server was redeployed to the Fire Station replacing their domain controller server. The upgrade has given the Fire Department a server that is six times faster and has three times more memory than the previous server.

We continue to improve the performance, reliability and security of our Town Wide-Area Network. Our internet load balancer, which balances our outgoing internet connections between the FiOS and Comcast lines, was replaced with a newer model.

In September the Police and Fire Dispatch Services were combined and moved to the Police Station. The Combined Dispatch area needed to communicate with the Fire Department's radio system. To accomplish this connectivity we utilized our fiber network to connect. We also moved emergency lines from the Fire Department to the Police Station and redirected all incoming calls for the Fire Station to the combined dispatch personnel as part of the project.

The TUT modems which are used to establish a network connection between the Hosmer House and Town Hall failed. The modems were purchased back in 1999 and the company no longer was in business. We found replacement equipment through a company

called RAD. We used their modems to reestablish the network connection to the Hosmer House. In addition we increased their connection speed to the Town's network from 2.2 Mbps to 5.7 Mbps.

The DPW Fuel Management system is used to report the fuel usage of the various departments. The DPW department would run the management software on a DPW PC and then connect to the fuel pumps through modems located at the gas pump area and in the DPW office. The modems were replaced with Lantronix Ethernet/Serial Device servers which access the gas pumps through a network Ethernet connection. This upgrade eliminated the phone line that was needed to connect to the pumps and now the Fuel Management software can be run on any computer in the DPW department.

The Town of Sudbury has installed a Cisco Unified Communications VoIP telephony infrastructure which encompasses the Flynn Building, Town Hall, Hosmer House and Fairbank Community Center. We will be upgrading our existing infrastructure to the latest 9.1 version release. We will be replacing our six-year-old physical servers with two new virtual server hosts, one at Fairbank and the other at the Flynn. These virtual servers will be running the latest versions of Call Manager (Phone), Unity Connection (Voicemail) and Cisco Emergency Responder (identifies the location of 911 callers).

Once that upgrade is complete, we will include two (2) new sites: the Library and DPW which will add an additional sixty (60) users to our telephony environment. The Library and DPW locations will have new Cisco 2921 Survivable Remote Site Telephony (SRST) routers installed, which will be able to function on their own in the event of a fiber break or other network disruption. We expect work to begin on this project in the spring of 2013. In anticipation of these upgrades, the IT Department has been working on ensuring the network infrastructure at the Library and DPW is ready for the new system. We have added numerous network connection drops in areas of the buildings where IP phones needed to be connected. We have verified with Cisco that the current paging system at the DPW will interface with the Cisco VoIP system. We have also added a new PA system to the Library which will allow library staff to make announcements through the PA with their VoIP telephone.

When the VoIP projects are completed, the DPW's Nortel BCM phone system will be redeployed to the Fire Station. The Fire Department's Nortel BCM will then be able to communicate with the Nortel

BCM located at the Police Station. This will allow our combined dispatchers to dial four (4) digit extensions numbers instead of ten (10) digit dialing. The Police Dispatchers will also be able to page through the Fire Department's phones and PA system.

The Town of Sudbury's website was developed in 1998. The website was designed so that every department/committee was given the responsibility for posting and updating their information. By giving web responsibilities to all departments/committees we provided the public with comprehensive and timely information without taxing the resources of one person or department.

When this project began there was no web Content Management Systems (CMS) available. This home-grown web design has worked well for the Town over the past 15 years. Today a number of web Content Management Systems have been developed and millions of businesses are using these systems for their websites.

Over the past few years we have been researching the Content Management Systems available in anticipation of migrating our website to an established open-source CMS. We met with various web developers who specialize in different content management systems. They all agreed that migrating the website with its 15 years of content and its specialized functionality would be expensive, but not impossible.

We decided that a phased-in approach would make the most sense. This approach would allow the web designer to develop sections of the website on the new platform, and we would then migrate that section into the Town's website and decommission the home-grown section. We would have to initially maintain two Content Management Systems until the entire migration was complete. We estimate the entire project will take four years before it is completed.

The first step in the process was to have a Website Evaluation done to determine the feasibility of the migration. We hired Embolden, a website development company to create this evaluation which was completed in December. The report determined that a website migration was possible and gave us three approaches to accomplishing this goal. Approach One was to develop the new CMS with No Custom programming and just use the functionality within the CMS. Approach Two was to develop the CMS with Extensive Custom Programming, which would preserve the home-grown CMS functionality and

ease of use in the new CMS. Approach Three would be a Hybrid approach which utilizes many of the open-source content management capabilities as well as adding some custom modules in order to make the website easier to manage for our end users.

We decided that the best approach would be the Hybrid approach. It would give us the functionality and ease of use we wanted, and would allow us to upgrade to newer versions of the CMS in the future. Approach One did not provide all of the functionality that we currently have in our website. It also would be a dramatic change in the way departments and committees would post information on the website. Approach Two gave us all of the existing functionality and ease of use that now exists in our current website. The extensive customization would not allow us to easily upgrade the CMS when new versions are developed.

We knew the process we wanted to take but we still had to determine which CMS was similar to our existing website structure. Embolden gave us a proposal for migrating to a CMS called Dot-Net-Nuke. We also received a proposal from 10up.com for migrating to a CMS called WordPress. Our intern, Edward Hurtig, who worked for us during the summer of 2012 on our website, is very familiar with our current content management system and he has been looking at the Dot-Net-Nuke and the WordPress platforms to determine which one of these resembles our current CMS structure. We determined that the WordPress CMS would provide the functionality we needed and would be able to mimic the structure we currently have in place.

Now that we know the CMS we would like to migrate to, the next step was to establish a Proof of Concept mini website built on the open source WordPress platform. The purpose of this work is to determine if the core WordPress platform and/or existing WordPress modules will meet the requirements and needs of the future Town website and will give us a test website where we can evaluate the WordPress platform and existing WordPress modules. Edward Hurtig has begun work on the mini WordPress website, and we hope to have it completed by the end of June 2013.

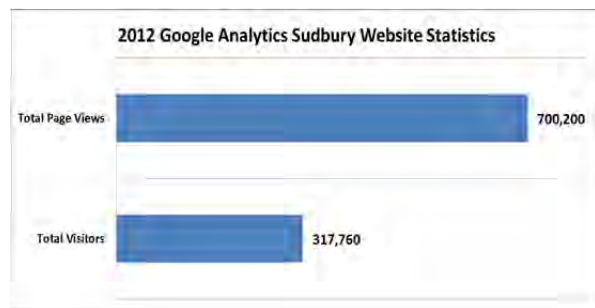
A number of new features have been added to the Town Website, including a new Contact search capability. A contact icon now appears on every webpage in the top right-hand corner. Residents can search for Staff or Committee Members by name or by Department or Committee name. It will return their Name, Department/Committee and Telephone

number. Keywords have also been added, for example, if you search for Absentee Ballots it will return a listing of staff at the Town Clerk's office. If you find there are keywords that are missing, send them to infosystems@sudbury.ma.us and we'll add them to the search database. We have also added a new Staff tab on the department webpages which lists all staff names, job titles, location, email address and phone number for the department.

We have also unveiled a new Election Archive section at <http://sudbury.ma.us/elections>. All election results from 1960 – present are listed on this page. You can use our Search engine to find Candidates or Ballot questions listed in the election archives. All elections that the searched Candidate name appears in will show under the Other Column. The extensive election results section was a result of numerous hours of database entry by our Senior Workers.

The Town's Building Directory has been redesigned: http://sudbury.ma.us/about/town_building_directory.asp. Clicking on the Town Building's name brings you to the newly redesigned building information section. There you will find the building floor plans, photographs, and a listing of Department and Committees who reside in that building. You can also get Google Directions by clicking on the Building name under the Contact section of the webpage.

In July we introduced Google Analytics Tracking as the website's primary statistical reporting tool. In order to implement this statistical tool, the Google tracking code was inserted into the various sections of our website. Approximately 75% of web traffic is now being captured by Google Analytics. Since we started its implementation in July, we have estimated the web traffic based on the average monthly statistics. As we continue to add the tracking code into our website we hope to expand on the representation of our website activity over the next year.



The Town of Sudbury continues to update and improve our Geographical Information Systems (GIS). The Information Systems Department assisted

the Historical Commission with a ground-penetrating radar (GPR) survey at the Revolutionary Cemetery located in the Town Center. Topographix was awarded the contract to use ground penetrating radar to survey the unmarked portions of the cemetery and temporarily mark the location of buried headstones, footstones, and graves with numbered flags supplied by the Town. The GPR vendor flagged 977 areas of interest in the cemetery. Our GIS vendor, PeopleGIS, arrived with their GPS equipment and plotted the exact location of each flag and named the mapped point with the unique number on the flag.

The Historical Commission received a report from the GPR vendor Topographix which included an assessment of each numbered flagged anomaly. PeopleGIS created a cemetery map layer which contained the location of each of the flags and the numbers associated with them. This map can be viewed at <http://sudbury.ma.us/cemetery/gpr/revolutionary/>. You will need to navigate to the cemetery location by zooming into the map (Click + in map tool bar).

Information Systems summer interns were used to replace the flags with 10" spikes in which a ½ "washer" was attached and labeled with the flag number. The Historical Commission can now locate these points using the map to navigate to the location and then find the spiked points with a metal detector.

The IT department has been working in conjunction with PeopleGIS to expand the reporting capabilities of our Service Request/Work Order/Time Tracking system for the Department of Public Works. The program has allowed us to reach our goal of creating a system which centralizes the DPW workflow, streamlines processes and increases department efficiency. The DPW has generated over 4,900 work orders using this software. The need for comprehensive reporting became apparent. To accomplish this goal the IT Department and PeopleGIS met with the Town Manager, DPW Staff and Director about their reporting needs. The results are an online reporting system which the DPW Director and Town Manger can use to generate daily, weekly, yearly or custom date range reports for all DPW divisions or specific ones. Summary or detail reports can be chosen. The summary shows the number of man hours expended and the number of work orders generated during the time range chosen. When choosing multiple divisions it will also display a pie chart showing the percentage man hours expended for each division chosen, as well as man hours and work order numbers. The detail breaks down the

reporting by type of task for each division chosen. Each DPW Division has approximately 20 tasks defined. Each of these tasks are job types that the department performs on a routine basis. The detail reporting shows each of the tasks for the division in a pie chart which shows the percentage of the division's time devoted towards each of the tasks defined. It also generates a table with each task, the man hours devoted to that task and the number of work orders generated for that type of task. A Special Project reporting section was developed for large projects that require work from multiple divisions. The DPW Director adds these projects to the Special Project peopleform and these projects are displayed on a drop down list when the Foreman clicks on the Special Project field. The use of the Special Project field helps the DPW Director to determine all the work that is associated within any Special Project. The reporting section compiles all of the work orders associated with the special project and displays a pie chart which shows the percentage of time each division worked. It also displays a table for each division which shows each of service tasks performed, the number of man hours and work orders associated with each task. Special Projects can also be used in the event of a major weather event, such as Hurricane Sandy. The ability to compile and document the Department's work effort during a major storm is a tremendous time-saver when applying for FEMA (Federal Emergency Management Agency) reimbursement. The reporting gives the DPW Director and the Town Manager an overall view of the work that is done by the DPW Department. It helps with budgeting and determining the future needs of the department. All division Foremen and Crew Leaders have access to this reporting for their division. They have the same reporting capabilities as the Town Manager and DPW Director, except they are limited to viewing reports on only their division's data.

We are also in the process of implementing a Field Work application for the DPW Division Foremen and Crew Leaders. We started the process by meeting with the DPW Staff, PeopleGIS and the IT Department to discuss how the DPW software will be used in the field and defined the needs and uses for the equipment. The IT Department then met with PeopleGIS to diagram the DPW Field Application's workflow process. A pilot DPW Field application was created and an Android tablet with the needed accessories for the pilot program was purchased. We selected the Highway Division to participate in the pilot program. We met with Pat Tarves, the Highway Division Foreman to train him on the new DPW Field software. We then monitored his progress in using

the software in the field and made the necessary changes based on his feedback. We are now in the process of finalizing the software and will soon roll-out this to all the DPW Division Foremen and Crew Leaders in early 2013.

The Information Systems Department continues to upgrade and add new technology to further the goal

of ensuring that the Town serves citizens in a timely and efficient manner.

Respectfully submitted,
Mark Thompson
Technology Administrator

Education

Sudbury Public Schools

Superintendent's Report

For the 2012-13 school year, Sudbury Public Schools (SPS) developed and implemented a Vision and Theory of Action that supports our school system focus on the instructional core and our theme of "improving on excellence."

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 Strategic Objectives

- Ensure that all students have access to high quality, research-based, differentiated content and high quality instructional practices in a safe environment.
- Align curriculum, assessments and professional development to meet Common Core Standards.
- Analyze student-learning data consistently to inform instruction and improve student achievement.

- Align resources to Instructional Core needs in a manner that sustains excellence and enhances the effective and efficient use of limited resources.

As we pursue our strategic objectives we also, like every organization and family in the Commonwealth, continue to work through the consequences and extreme challenges caused by several years of difficult economic times. In addition, this has been a year of increased demands on resources and staff due to the implementation of State and Federal mandates (i.e.: Common Core Curriculum, New Educator Evaluation System). SPS has continued to "improve on excellence" through the hard work and dedicated service of our staff members and the unequalled support of a wide range of parent and community organizations. During 2012-13 and the years prior, decisions to control labor costs, redistrict and restructure our schools and programs, active pursuit and awarding of grants, and sound business practices have mitigated the declining resource impact on our budget.

The 2012-13 operating budget reflects the continued pressure on services due to the challenging economic conditions within the Commonwealth and the impact of cuts to school system programs and services over a long period. Due to this pressure, we find our ability to address unforeseen needs, meet the growing Federal and State mandates, or take advantage of other opportunities to enhance our program significantly affected. These conditions exist despite concessions from our employee groups and due to, in part, the loss of one-time Federal stimulus funds which are no longer available to districts. The budget for 2012-13 is \$36,593,725, which is 3.35% greater than the prior year (2011-12) budget of \$35,407,571. In 2012-13, SPS employs 385.91 fulltime- equivalent (FTE) employees; this compares with 379.21 FTE in 2011-12.

Interest in our fee-based, full-day kindergarten program continues to grow. In its first year, 55% of the kindergarten students enrolled in the full-day program; in 2009-10, 68% took advantage of the opportunity. For 2012-13, 85% of our K students attend the full-day program. We continue to offer parents a choice between full and half-day kindergarten programs; however, based on the popularity of the full-day program we had half-day programs at only two of our four elementary schools in 2012-13. Those opting for the full-day program pay fees to cover the cost of the extended day. The program is cost neutral to the operating budget.

Despite economic challenges, SPS has been able, to some degree, to continue our efforts to improve because of the unwavering support of our parents, parent organizations (PTO's), our foundation (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 maintained by local contributions. This has allowed Sudbury Public Schools to continue to be a great place to learn and work and why "*Improving on Excellence*" remains our mission.

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 to learn more about SPS. For more information or to discover ways to assist us to "*Improve on Excellence*," please contact Superintendent Dr. Anne S. Wilson at 978-639-3211.

Student Enrollment

SPS enrollment in grades pre-K to 8 for the 2012-13 school year was 3,008. This is down from the 3,074 in the previous year and from our highest enrollment of 3,302 students in 2007. This decline appears to be a result of declining birth rates, the challenging economy, and the uncertainty in the housing and labor market. Based on an Enrollment and Demography Study completed during the 2012-13 school year, enrollment projections indicate a continued slight decline of our enrollment. The redistricting plan implemented in the 2010-11 school year has served to reduce the enrollment gap between elementary schools. For the 2012-13 school year Haynes served 21.7% of the elementary enrollment, Loring served 26.6%, Nixon 21% and Noyes 30.7%.

Early Childhood Education

Preschool: The Sudbury Public Schools is home to the Integrated Preschool with three classrooms housed at the Noyes and Nixon Schools. Residents may apply as tuition preschool students on a "First-come/First-serve" basis beginning in the fall of each year. If interested in an integrated preschool application, one may download a copy from the website www.sudbury.k12.ma.us under Early Childhood Department pull-down menu or call the Early Childhood Office (978) 639-3204.

Kindergarten: The Sudbury Public Schools continue to offer a full-day, fee-based kindergarten experience and a tuition-free half-day kindergarten option. Kindergarten registration begins in November for children who turn age five on or before October 1st (of the following year) with a pre-registration packet mailed to families listed on the Sudbury census. Parent preference for Full-Day or Half-Day is requested with a comprehensive registration packet available after the pre-registration forms are returned. **Required Documentation:** Both preschool and kindergarten registration processes require a child's birth certificate, proof of residency and current immunological record.

Further questions may be emailed to Linda.Karpeichik@sudbury.k12.ma.us, Early Childhood Director.

Curriculum

This year the District has begun a multi-year adoption of the Common Core State Standards in English Language Arts and Mathematics. These changes, part of curriculum revisions involving 46 U.S. States, are intended to bring about improved cohesion and rigor to our state Curriculum Frameworks, with a focus on preparing students for college and career readiness in the 21st Century.

English Language Arts: The District continues to address curriculum enhancement in the area of literacy, including reading, writing, and Language Arts. At the elementary level, teachers are moving forward with instruction to improve reading fluency and reading comprehension skill development. Sudbury's approach to literacy instruction takes into consideration each student's reading level. Time is provided for teachers to meet with small groups of students on a regular basis to address their individual literacy needs. In writing instruction, our elementary schools have adopted *Calkin's Units of Study*, a program that focuses on skill development in various writing genres. A framework called Response to Intervention (RTI) has been initiated in our schools,

which periodically assesses a student's literacy skills. Research-based strategies for improvement are implemented for students identified as being in need. Much of the professional development for teachers at the elementary school level has been committed to this initiative.

Mathematics: As a part of the Common Core implementation, we are in the process of supplementing and revising our adopted core programs in mathematics to ensure alignment, cohesion, and rigor for all students. At the middle school level, *Impact Math* is the adopted math program in grades 6 through 8. Similarly, *Investigations*, our K-5 Mathematics program, continues to be implemented in all elementary classrooms. Differentiating instruction to meet the needs of all students, from struggling to advanced, is an ongoing endeavor. Additionally, Data Teams and Professional Learning Communities (PLC's) offer teachers opportunities to collaborate and use data to inform instruction. Math Clubs at each elementary school, and a Math Team at the middle school, offer students further opportunities for math enrichment.

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. In 2008-09, The Sudbury Foundation funded a grant involving the Sudbury Public Schools and the Sudbury Historical Society on Colonial Sudbury. Using authentic maps and historical documents, students tour various sites throughout the town and participate in re-enactments and other activities at each location. In 2011, the Sudbury Foundation funded a grant for the revision of Bridges, an intergenerational curriculum that brings together 4th grade students and senior citizens. Connecting literacy, math, science, and social studies through a variety of lessons at each grade level provides students the opportunity to learn in a multi-disciplinary way.

Science, Technology and Engineering [STEM]: The Sudbury Public Schools Science and Technology/Engineering curriculum provides students in grades K-8 the valuable opportunity to investigate science with a hands-on, inquiry approach. We are excited about the recent release of proposed new national STEM standards and the upcoming release of corresponding Massachusetts standards. A group of Sudbury educators will work together to examine how these will support continuous improvement in all of our STEM programs.

The State Frameworks for Science provide teachers with information regarding what students should know and be able to do at each of the grade levels and within our local units of study. Topics are covered within the three domains of science: earth and space, physical, and life, while encouraging students to apply their science content knowledge to the application of technology/engineering design scenarios.

Technology continues to be integrated at increasing levels in all of our schools. Ongoing professional development opportunities, through a variety of methods, are available to staff throughout the year to support that effort. Interactive whiteboards have been identified as an effective method for student learning in our classrooms. PTO donations have enabled teachers in grades 3 through 5 at each of our elementary schools and in all math/science classrooms in the middle school to utilize this effective technology. The iSAFE (a digital citizenship, cyber safety) curriculum is implemented at all schools and the Sudbury Public Schools is piloting mobile devices for student use as well as web 2.0 tools for classroom and home use.

In addition, we have been researching ways in which neighboring, high-performing districts are implementing 1:1 technology devices at various levels. In our research we are asking about how teachers are able to change their practice with these tools and how they are able to raise the leverage of student learning with such programs. A preliminary report will inform next steps, if any, for this effort in Sudbury.

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 throughout 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 7.

The Coordinated School Health Program is designed to help students learn concepts and develop skills that support healthful lifestyles through wellness education that occurs across the curriculum. Wellness education is organized into four major areas: personal health, mental and social health, personal safety, and community and environmental health. Within the District, an Anti-Bullying Program has been implemented that endeavors to prevent negative

behaviors among students. Its aim is to provide a structure for intervening in negative peer-to-peer behaviors and to foster a welcoming and inclusive school climate. In addition, the School Wellness Policy and Guidelines serve to inform decisions surrounding the food services program, curricular activities and celebrations that incorporate food. Instruction around healthy food choices and physical activity education are available to address nutrition and physical activity education.

Student Assessment

The Massachusetts Comprehensive Assessment System (MCAS) currently requires students to participate in MCAS testing in grades 3 through 8 and grade 10. The grades and content areas of testing in SPS are:

- Reading: Grade 3
- English/Language Arts and Writing: Grades 4 through 8
- Mathematics: Grades 3 through 8
- Science/Technology Engineering: Grades 5 and 8

MCAS tests 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. New to the 2012 MCAS testing, the state introduced new reporting systems as part of Massachusetts' waiver from some elements of the *No Child Left Behind* legislation. This reporting system includes traditional measures of proficiency, as well as measures related to growth, closing of proficiency gaps, and improved comparisons of similar schools across the state.

Each of the five Sudbury Schools received a School Percentile score (which summarizes the performance of the school as a whole compared with schools with similar grade spans) above the 90th percentile.

Some notable Sudbury MCAS results include performances in the top 5% of the state in seventh-grade math at ECMS, Grade 5 ELA at Nixon School, Grade 5 Science at Loring School, Grade 4 ELA at Haynes School, and for all *High Needs* students at Noyes School. In addition, Nixon School was named a Commendation School from the Governor for high progress. MCAS results are thoroughly analyzed, and grade levels and/or schools that receive results lower than expectations in any area are provided extensive information upon which to develop improvement strategies. Students identified as being in need of improvement typically have either an Individual Education Plan (IEP) or have an Individual Student Success Plan (ISSP) to guide support services.

Other ways in which students are assessed include teacher-created assessments, projects, and students' in-class 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 has begun this year to develop common assessments across the district in all disciplines to support collaboration and coherence, as well as the implementation of the new educator evaluation system.

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 adopting of educational goals for the school and formulating 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.

The **Ephraim Curtis Middle School** serves students in grades 6 through 8 and has a 2012-13 enrollment of 1069 students. Mr. Stephen Lambert is serving his fourth year as Principal. A team of three House Administrators include: Elizabeth Greer, Grade 6; Angela Menke, Grade 7; and Paul Lamoureux, Grade 8. This year, Curtis Middle School's mission is dedicated to providing an environment of excellence where academic, creative, social, and physical development is achieved through active learning, respect for individuals, and responsibility to self, peers, and community. One important initiative this year involves all staff collecting and examining data taken from state tests as well as school-wide common assessments to identify problem areas and fine-tune curriculum to improve learning for all students. The staff is also working throughout the year to align their curriculum to the new Common Core Standards.

The **Josiah Haynes Elementary School** served 411 students in 2012-13, kindergarten through grade 5. As of September, Kim Swain is in her fifth year as principal. Important initiatives for the 2012-13 school year include: using data to inform instruction, establishing classroom and school-wide educational routines to support the development of students' executive functioning skills, identifying and utilizing the most effective methods of home/school communication, and promoting a safe and positive learning environment for students.

The **Israel Loring Elementary School** presently serves 492 students in grades K–5. For the 2012-13 school year Steve Silvestri is serving as Interim Principal. Stephen Wiltshire is the Assistant Principal and will be the Loring Principal next year. There is much emphasis on developing social competency in our students. Students and staff meet at least twice a month in Community Celebrations to highlight student strengths and talents. Students are very comfortable in their learning environment and daily demonstrate core values of Respect, Responsibility, Caring and Best Effort. A talented staff is committed to meeting the needs of all students. Through the use of student data, teachers are able to collaboratively plan and differentiate instruction. Parent support and involvement at Loring is very strong and greatly appreciated. There is much pride in the Loring Community!

The **General John Nixon School** served 405 students in grades K-5 in 2012-2013. The School Principal, Joni Jay, is in her eighth year, and Assistant Principal, Eula Walsh, is in her sixth year. During 2012-13, the Nixon faculty continues implementing the new Common Core standards in literacy and mathematics and using student data to improve instruction. A new initiative is the use of the Reading Workshop as a flexible approach for providing rigorous and differentiated instruction in the Common Core. We are proud of our new Core Values that serve as the foundation of our school culture: C.A.R.E.S. = Cooperation—Aim High—Respect and Kindness—Effort—Safety.

In 2012-13, the **Peter Noyes Elementary School** serves 642 students, preschool through grade 5. The school Principal, Annette Doyle, is in her thirteenth year, and Assistant Principal, Kristin Moffat, is in her tenth year. The school is engaged in collaborative inquiry as teachers work on Professional Learning Communities to improve mathematics instruction for all students. Additionally, teachers are making effective use of ActivBoard technology for improved instruction. ActivBoards exist in all classrooms in

grades 2-5, with additional ActivBoards in music, Spanish, and one Kindergarten classroom. As with other elementary schools, there are efforts to improve reading instruction through the use of research-based assessments and quality, targeted interventions. The school continues to improve its communication through technology, and parents receive a weekly newsletter on-line to keep them apprised of Noyes events and initiatives. Across the district, teachers and administrators are implementing the new state-wide Educator Evaluation system as well.

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 \$700,000 to Sudbury's schools. Current grants support the elementary school libraries, literacy initiatives, music and social studies curricula, and technology. 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. Information regarding SERF can be found at: info@serfsudbury.org.

METCO Program

The Metropolitan Council for Educational Opportunity (METCO) was created 44 years ago by urban and suburban educational collaborators who believed that all children should have access to quality education in suburban school districts. The Sudbury K-8 system enrolled its first students on January 27, 1975, when forty students were placed in the five Sudbury Elementary Schools. Currently, this grant-funded program supports up to 70 students annually. 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 fiscal year.

The position of K–12 METCO Director, in partnership with Lincoln-Sudbury Regional High School, was established in the summer of 2010. Janine Dailey joined as the SPS/L-S METCO Director in July 2011. Three additional positions, Academic Advisors, were also established to provide

direct services to Boston students during the school day.

Sudbury students residing in Boston participate in the variety of activities of the Sudbury Public Schools. Middle School students take advantage of the scheduled after school program held twice weekly at ECMS. Sudbury METCO parent meetings are held in Boston several times per year and provide Boston parents with an opportunity to discuss issues that are relevant to their children's academic progress and social well-being.

Special Education

Sudbury prides itself on being an inclusive school community placing a high priority on meeting the unique needs of diverse and challenged learners within the context of the rich general education program and classroom. Inclusion fosters social, emotional, and academic growth for all and allows all children to be full members of our school community. Several professional development activities were offered this past year to support teachers in providing access to the general curriculum and increasing achievement for all students with disabilities. The staff continued to work on improving math learning for students with disabilities. In addition, staff members increased their capacity and skills in areas such as specialized reading and writing approaches, data collection, and conducting Functional Behavioral Assessments.

Every six years, as one part of its accountability system, the Department of Elementary and Secondary Education (DESE) oversees local compliance with special education requirements through the Coordinated Program Review (CPR) process. The Program Review begins with the district conducting a self-assessment across fifty-two current special education criteria. Sudbury's self-assessment was submitted in June. DESE's Program Quality Assurance then completes desk review procedures examining the district's self-assessment submission to determine which criteria will be followed up on through onsite verification activities. There are two on-site visits. The first consisted of a record review at the central office to determine if Sudbury Public School System meets compliance with its process and procedures. The second consisted of an on-site visit from a team from DESE. This activity included staff interviews, school visits, and opportunities for parents to provide input. A final report of findings will be available in summer 2013.

In accordance with Massachusetts Special Education Law 603 CMR 28.00 and the Federal Individuals with Disabilities Education Act (IDEA), Sudbury offers a continuum of services designed to identify and serve children with disabilities. Annually, new programs are expanded, adjusted or created to meet the specific and changing needs of the student population.

Based on the most recent official DESE headcount on October 1st, 413 children in grades preschool through eight were receiving some form of special education. This represents a decline of 16 students from the previous year. Of the 413 students in special education, 29 are preschool age students receiving service through the Sudbury Public Schools with 66% of the preschool population identified with a Communication Disability. Of the remaining 384 students in kindergarten through grade eight:

- 33% are identified with Specific Learning Disabilities,
- 17% are identified with Communication Disabilities,
- 10% are identified with a Health Disability
- 8% are identified with Developmental Disabilities
- 8% are identified with Emotional Disabilities
- 7% are identified with Autism

Other disability categories (Intellectual, Hearing, Vision, Multiple Disabilities, Physical and Neurological) are represented by less than 1% identified in each area.

When Sudbury is not able to provide for the services and/or needs outlined in a child's Individualized Education Program (IEP), children may be referred to an out-of-district public, private or collaborative program. At the last headcount, 7% of students on IEP's were outplaced.

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 (PLC's) are some of the strategies used in growing the capacity of student learning for our staff. 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 Empowering Multicultural Initiatives (EMI), a program that explores racial identity development and promotes international vision within our curriculum.

The Sudbury Public Schools implements an *Improved Learning for All* (ILAP) plan. This is a professional growth model, which utilizes early-release days 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. A major focus of this year's ILAP program is the implementation of the Common Core State Standards in literacy and mathematics at the elementary level and the use of data to improve instruction and student performance. In other disciplines, such as Unified Arts, work has likewise focused on increasing the coherence and alignment of curricula in order to support student learning outcomes and faculty collaboration. In all areas this year, a focus has been placed on developing and relying on the expertise that exists amongst the Sudbury faculty to support this work, with nearly all ILAP groups facilitated by Sudbury educators.

Personnel

Retirees: Elizabeth Beloff–37 years of service; Jan Binus–11 years of service; Ronald Darzen–8 years of service; Cyril Doppelt–12 years of service; Gail Keene–13 years of service; Joanne Longo–25 years of service; Roy Mathews–13 years of service; Lynn Osganian–16 years of service; Virginia Perkins–25 years of service; Rita Skog–28 years of service; Carol Sokoloff–13 years of service; Mary Taylor–19 years of service; Jeannette Willey–36 years of service; Katherine Zito–13 years of service.

Years of service awards: Audrey Swennes completed her 25th year of service in education; Ronald Fullen–40 years; Steven Donaldson–30 years; Joanne Bennett, Marilyn Holmes, Janice Love, and Shawn Maguire–20 years of service; Richard Gross and Joseph Kupczewski–10 years of service to the students and schools of Sudbury.

Respectfully submitted,
Dr. Anne S. Wilson, Superintendent

School Committee
Robert C. G. Armour
Lucie St. George
Lisa A. Gutch
Richard J. Robison
Ellen S. Winer

Lincoln-Sudbury Regional High School

Superintendent's Report

Lincoln-Sudbury Regional High School's core values emphasize cooperative and caring relationships, respect for differences, and maintenance of a purposeful and rigorous academic program. The school culture strives to personalize education for all its 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 graduates who are prepared for the best colleges.

We strive to be efficient in how we operate and deliver services, but 2012 extended the recent stretch of difficult fiscal years for the High School. The out-of-district placements for students with profound learning needs continued to rise over the previous

year's unprecedented increase. At its peak, 64 students were out-placed from a high school-aged population of 1,664 students. In the past two fiscal years, the amount of funds used for out-of-district tuitions and transport-ation to these placements had increased by over \$2 million, which strained the ability of the school to meet the needs of the 1,600 students being educated at Lincoln-Sudbury. Given the unprecedented increase in out-of-district expenditures, the High School qualified for \$421,006 in Extraordinary Relief from the State.

Despite budget challenges, the High School continued to provide a rigorous and challenging academic program and maintained a wealth of extracurricular options for students. Over the course of the 2011-12 academic year, the school developed specialized programming to better serve students with Language-Based Learning Differences (LBLD)

and created a new program, ACE, built on the strengths of the Central Program and a Special Education program (the Annex). The LBLD and ACE program were in place for the start of the 2012-2013 school year. Additionally, grants from the Codman Trust and Sudbury Foundation funded a teacher professional development day during the summer of 2012 and provided teachers strategies to support students with learning differences. Ideally, with this professional development and added programming, the High School may bring back students and tuition dollars from certain “out-of-district” placements.

Our school goal during the 2011-2012 academic year was to “preserve what’s best about Lincoln-Sudbury while continuing to improve as we look toward the future.” Lincoln-Sudbury promoted teachers sharing best practices and explored how staff can better meet the needs of all learners. The school embarked on a quest to survey its alumni for feedback on how well Lincoln-Sudbury had prepared them for college and their futures, with over 93% of the 1,300 respondents rating Lincoln-Sudbury as Good to Excellent. The school’s Counseling Department implemented the Naviance software system, which is an excellent resource for students and families during the college selection and admission process. Lincoln-Sudbury’s Web Team also rolled out an update of the lsrhs.net website and generated a smartphone portal to L-S information.

In line with legislation, the School Committee worked with our Teachers Association to redesign health plans for employees, retirees, and dependents to mirror plan designs of the State’s Group Insurance Commission (GIC). Lincoln-Sudbury opted to continue its participation in Minuteman Nashoba Health Group, a coalition of Massachusetts towns and school districts that have joined together to more affordably purchase health benefits. The agreement additionally better positions the district to avoid cost in future years by increasing employee contribution to expensive indemnity-type plans from 30% to 49%. The negotiated redesign of health plans will save Lincoln-Sudbury \$437,000 over FY13 and FY14 combined – these savings are largely realized because our teachers are now shouldering higher copays for their health insurance.

With no appetite for an override in Sudbury, sustaining staffing at the 2010-11 levels required the High School to use money from reserves to balance its budget and avoid teacher layoffs. Using these one-time funds, the High School did not lay off staff for the first time in five years. The High School

enrollment from FY12 to FY13 remained virtually level, as did its staffing.

Based on a Massachusetts Supreme Judicial Court’s ruling on assessment in another regional school district, the district worked with the towns of Lincoln and Sudbury to follow the findings of this court order and use the statutory method of billing each town for the operation and debt service of the High School. By following this court ruling and not using the assessment protocol outlined in the school’s regional agreement, Lincoln’s assessment increased from the previously approved \$3.75 million to \$3.85 million. A Special Town Meeting was called in Lincoln and the citizens voted to approve the additional funds for the High School.

One of the hallmarks of Lincoln-Sudbury has been the breadth of opportunities for students in its extracurricular program. Whether a student’s interests are academic, athletic, artistic, or musical, there is something in our extracurricular offerings for each individual. The school’s drama productions during the 2011-12 school year included *Twelfth Night*, *Footloose*, and a comedy film series *Laugh Out Loud*. Many student musicians in choral and instrumental programs won accolades at the Eastern District Music Festival and some earned All-State honors. Our students earned three Gold Key and six Silver Key Awards in the Boston Globe Scholastic Arts Competition. We also had one Gold Key and three Silver Key winners in the Globe’s Art and Writing Contest.

During the 2011-12 academic year, Lincoln-Sudbury continued to be the home of many athletic champions. The school took home the Massachusetts’ State Championship for Boys Alpine Skiing. The boys’ teams earned Dual County League Championships in Alpine Skiing, Cross Country, Volleyball, Lacrosse, Swimming and Diving, Indoor Track, Nordic Skiing, Wrestling, and Football. The girls’ teams earned Dual County titles for Volleyball, Indoor Track, Lacrosse, Nordic Skiing, and Cross Country. The co-ed Sailing team was also the Dual County League Champion.

The overall budget for Lincoln-Sudbury Regional High School, not including debt service, was \$23,966,006 in FY11 and increased by 2.45% in FY12 to \$24,552,616. The overall FY11 per-pupil cost was \$16,375, which was less than the average per pupil cost at some of the high schools to which L-S is typically compared. This per-pupil spending was higher than the state’s average of \$13,361. Within the constraints of Prop 2½ and minimal

budget growth, L-S has continued to provide a robust and rigorous academic program within a nurturing school environment.

This Department has one or more active revolving funds established under M.G.L. c.44, s. 53E ½. Please refer to the Finance Department section for more information on these funds.

Respectfully submitted,
Scott Carpenter, Superintendent/Principal

Lincoln-Sudbury Regional High School Committee
Radha Gargeya
Elena Kleifges
Nancy Marshall
Kevin Matthews
Patricia Mostue
Gerald Quirk

Distribution of Pupils Attending Lincoln-Sudbury Regional High School

| | <u>2008</u> | <u>2009</u> | <u>2010</u> | <u>2011</u> | <u>2012</u> |
|------------------------------------|-------------|-------------|-------------|-------------|-------------|
| Lincoln | 237 | 233 | 212 | 216 | 198 |
| Sudbury | 1294 | 1275 | 1292 | 1278 | 1273 |
| METCO | 91 | 91 | 91 | 92 | 91 |
| Other Tuition/Tuition Waived | 18 | 15 | 14 | 14 | 13 |
| Total | 1640 | 1614 | 1609 | 1600 | 1575 |
| Boys | 840 | 814 | 813 | 815 | 783 |
| Girls | 800 | 800 | 796 | 785 | 792 |
| Total | 1640 | 1614 | 1609 | 1600 | 1575 |
| 9th Grade | 425 | 423 | 406 | 391 | 399 |
| 10th Grade | 398 | 409 | 417 | 400 | 390 |
| 11th Grade | 402 | 390 | 409 | 402 | 393 |
| 12th Grade | 415 | 392 | 377 | 407 | 393 |
| Total | 1640 | 1614 | 1609 | 1600 | 1575 |
| Tuition Pupils Attending Elsewhere | 30 | 33 | 39 | 50 | 51 |

L-SRHS Placement of the Last Five Graduating Classes

| | Class of 2008 | | Class of 2009 | | Class of 2010 | | Class of 2011 | | Class of 2012 | |
|--------------------------------|----------------------|--------------|----------------------|--------------|----------------------|--------------|----------------------|-------------|----------------------|--------------|
| Four Year college | 373 | 92% | 374 | 91.9% | 348 | 90% | 328 | 87.7% | 385 | 94% |
| Two Year College | 16 | 4% | 12 | 3.0% | 11 | 3% | 16 | 4.2% | 10 | 2.4% |
| Other Post Secondary Education | 1 | 0.2% | 1 | 0.2% | 7 | 1.8% | 4 | 1.1% | 2 | 0.5% |
| Total Post Secondary | 390 | 96.2% | 387 | 95.1% | 366 | 94.8% | 348 | 93% | 397 | 96.9% |
| Work | 9 | 2.2% | 13 | 3.2% | 11 | 2.9% | 13 | 3.5% | 8 | 1.9% |
| Military | 1 | 0.2% | 1 | 0.2% | 1 | 0.2% | 1 | 0.3% | 2 | 0.5% |
| Other | 5 | 1.2% | 6 | 1.5% | 8 | 2.1% | 12 | 3.2% | 3 | 0.7% |
| Total Non-postsecondary | 15 | 3.7% | 20 | 4.9% | 20 | 5.2% | 26 | 7% | 13 | 3.1% |
| Total Graduates | 405 | 100% | 407 | 100% | 386 | 100% | 374 | 100% | 410 | 100% |

LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT
FY12 BALANCE SHEET (UNAUDITED)
JUNE 30, 2012

| | |
|---------------------------------|---------------------|
| ASSETS | |
| Current Assets | |
| Checking/Savings | |
| Eastern Bank | 110,394.86 |
| Eastern Bank Payroll | 21,083.00 |
| Eastern Bank Vendor | 31,144.24 |
| MMDT -Other | 227,084.25 |
| MMDT Stabilization Fund | 310,273.51 |
| MMDT Kirschner Artist Trust | 40,394.68 |
| MMDT | 279,953.54 |
| TD Bank | 373,394.54 |
| Unibank | 268,314.40 |
| Unibank-Online | 210,186.82 |
| BofA Student Activity | 249,332.98 |
| Bank of America Deposit | 1,022,198.96 |
| Citizen Bank | <u>1,000.00</u> |
| Total Checking/Savings | 3,144,755.78 |
| Accounts Receivable | |
| A/R - FY12 Grant Pymts Due | 141,651.38 |
| A/R - FY12 Circuit Breaker Supp | <u>22,611.00</u> |
| Total Accounts Receivable | <u>164,262.38</u> |
| Total Current Assets | <u>3,309,018.16</u> |
| TOTAL ASSETS | <u>3,309,018.16</u> |
| LIABILITIES & EQUITY | |
| Liabilities | |
| Current Liabilities | |
| Other Current Liabilities | |
| Employee Withholdings | |
| Health Insurance Premiums | 179,478.84 |
| 574 Aetna/Dental | 5,032.05 |
| 511 Teacher Retirement | 15,255.41 |
| 573 Great Western | -107.74 |
| 512 County Retirement | 1,574.08 |
| 541 403B/Investment Deductions | -4,003.88 |
| 505 Teacher Dues | -15.16 |
| 332 MA Tax | <u>908.15</u> |
| Total Employee Withholdings | 198,121.75 |
| Student Activity Fund | <u>249,332.98</u> |
| Total Other Current Liabilities | <u>447,454.73</u> |
| Total Current Liabilities | <u>447,454.73</u> |
| Total Liabilities | 447,454.73 |
| Equity | |

FY12 BALANCE SHEET
JUNE 30, 2012 (cont.)

| | |
|-----------------------------------|-----------------------|
| GENERAL FUND | |
| 112-Stabilization Revenue | 310,273.51 |
| MSBA Payment (Res Debt Payment) | 25,161.60 |
| Capital Project Premiums | 38,197.94 |
| Reapportionment | 420,206.30 |
| Excess & Deficiency | 859,670.52 |
| FY12 Encumbrance | 35,610.53 |
| Operating Revenue | |
| FY12 Charter School Reimbursement | 2,639.00 |
| FY12 Chapter 70 | 2,513,855.00 |
| Transportation | 272,292.00 |
| Sudbury Assessment | |
| Debt Service Offset-Sudbury | 47,717.82 |
| Sudbury Assessment - Other | <u>20,273,028.78</u> |
| Total Sudbury Assessment | 20,320,746.60 |
| Lincoln Assessment | |
| Debt Service Offset-Lincoln | 8,500.15 |
| Lincoln Assessment - Other | <u>3,609,345.42</u> |
| Total Lincoln Assessment | 3,617,845.57 |
| Operating Revenue - Other | <u>463,783.87</u> |
| Total Operating Revenue | 27,191,162.04 |
| 101-Operating Budget | |
| FY12 School Choice Assessment | -4,810.00 |
| FY12 Charter School Assessment | -14,631.00 |
| Medicare Penalty | -27,962.70 |
| Debt Service Interest | -489,950.00 |
| Debt Service Principal | -2,150,000.00 |
| Pensions & Insurance | -427,252.00 |
| Health Insurance | -2,728,132.10 |
| 101-Operating Budget - Other | <u>-21,069,370.11</u> |
| Total 101-Operating Budget | <u>-26,912,107.91</u> |
| Total GENERAL FUND | 1,968,174.53 |

**FY12 BALANCE SHEET
JUNE 30, 2012 (cont.)**

| | |
|-------------------------------|----------------------------|
| SPECIAL REVENUE | |
| 410-Community Field Rental | 3,543.75 |
| 416-Exams | 12,445.82 |
| Circuit Breaker FY12 | 66,244.48 |
| 404-L-S Sports | 86,632.57 |
| 675-FY12 SPED Improvement | 12,512.65 |
| 674-FY12 Academic Support | 74.05 |
| 673-FY12 Title II T.Q. | 1,642.50 |
| 446-Science Field Trip | 764.00 |
| 409-User Van Fees | 1,141.28 |
| 460-Tuition | 28,065.60 |
| 385-Transcripts | 5,257.43 |
| 408-Summer Wellness Fees | 2,030.83 |
| 422-Summer Conditioning | 4,828.93 |
| 403-Parking | 328.42 |
| 445-Nursery School | 15,299.51 |
| 475-Medicaid | 1,320.69 |
| 431-Lost Books | 29,715.79 |
| 430-Library Copy Machine | 9,740.54 |
| 470-Kirschner Artist Fund | 40,668.18 |
| 402-Fitness Center User Fees | 1,489.29 |
| 414-Energy Rebate Account | 14,749.74 |
| 470-Donations | 84,074.74 |
| 413-Damage to School Property | 323.54 |
| 471-Computer Contract | 1,558.88 |
| 407-Civic Orchestra User Fees | 2,474.50 |
| 420-Capital Outlay | 28,257.54 |
| 415-Cafeteria | 151,569.92 |
| 412-Building Use | 110,424.39 |
| 406-Athletic User Fee | 124,093.70 |
| 401-Adult Education | 23,529.46 |
| 405-Athletic Gate Receipts | <u>20,635.70</u> |
| Total SPECIAL REVENUE | 885,438.42 |
| Disability Insurance | 3,775.94 |
| Tailings | 3,920.96 |
| Opening Balance Equity | <u>253.58</u> |
| Total Equity | <u>2,861,563.43</u> |
| TOTAL LIABILITIES & EQUITY | <u>3,309,018.16</u> |

**LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT
TREASURER'S REPORT
JULY 1, 2011 - JUNE 30, 2012**

DISTRICT CASH BALANCES

| | |
|--|----------------------------|
| CASH BALANCE DISTRICT FUND ON JUNE 30, 2012 | 1,659,316.19 |
| STUDENT ACTIVITY FUND BALANCE ON JUNE 30, 2012 | 249,332.98 |
| CASH BALANCE REVOLVING TRUST & GRANT ACCOUNTS ON JUNE 30, 2012 | <u>1,236,106.61</u> |
| TOTAL CASH BALANCE JUNE 30, 2012 | <u>3,144,755.78</u> |

OUTSTANDING DEBT

| | | |
|---|-----------|--------------|
| School Bond (10 year, TIC: 3.930263) | Principal | 2,800,000.00 |
| | Interest | 132,349.45 |
| School Bond (20 year, TIC: 3.954145) | Principal | 7,700,000.00 |
| | Interest | 2,177,450.00 |
| School Bond (5 year, TIC: 3.846000) | Principal | 200,000.00 |
| | Interest | (20,411.60) |

EXCESS & DEFICIENCY FUND

| | | |
|--|--|---------------------|
| Balance July 1, 2011 | | FY12 859,670.52 |
| E&D allocated for FY2013 Budget | | (275,000.00) |
| FY12 Operating Budget Surplus | | 268,015.52 |
| FY12 Regional Transportation Aid over revenue estimate | | 37,990.00 |
| FY12 Interest Income, Misc. Receipts & Voids | | 412,696.00 |
| FY12 School Choice/Charter Assessments | | (19,441.00) |
| FY13 E & D Usage | | (251,875.98) |
| General Fund Revenue Medicaid & Other Rebates | | 6,746.00 |
| Balance June 30, 2012 | | 1,038,801.06 |

STABILIZATION FUND

| | | |
|--|--|-------------------|
| Voted establishment spring town meeting 1992 | | FY12 - |
| Cash Balance July 1, 2011 | | 348,612.13 |
| FY11 Funding | | - |
| Interest Income | | 1,060.38 |
| Disbursements | | (39,399.00) |
| Cash Balance June 30, 2012 | | 310,273.51 |

MISCELLANEOUS INCOME

| | | |
|-----------------|--|-------------------|
| Interest Income | | FY12 7,203.12 |
| Misc. Receipts | | <u>201,625.40</u> |
| | | 208,828.52 |

ESTIMATED RECEIPTS

| | | |
|---|--|-------------------|
| Athletic Gate Receipts | | - |
| Cafeteria | | 5,000.00 |
| Medicaid Receipts | | 35,000.00 |
| Transcript Fees | | <u>10,000.00</u> |
| | | 50,000.00 |
| Total FY12 Est. Receipts, Misc Income & Voids | | 258,828.52 |

Lincoln-Sudbury Regional High School
Class of 2012
Graduation June 3, 2012

Daniel Robert Abend
 Madison Emily Acton
 Verity Jean Ahlin
 Kyle Louis Edward Anderson
 Richard Timothy Antonellis
 Matthew Henry Aranow
 Kyle O'Connell Ashley
 Ashkeeya Atwood-Campbell
 Nnemdi Obinwanne Azubuko

Alexander Benjamin Bader
 Sasha Machealla Bain
 Samuel Douglas Bajgot
 Brittany Gail Baltay
 Victoria Rachel Bane
 Olivia Marie Bankuti
 Elizabeth Marianna Barbiasz
 Stephanie Tess Barbuto
 Matthew Robert Barnes
 Ryan Michael Bassinger
 Melissa Catherine Baxter
 Nicholas Joseph Bellini
 Stephen Joseph Bellini
 Jeremy Simon Bernstein
 Michael Joseph Biggins
 Sydney Kate Bigwood
 Matthew Henry Birtwell
 Matthew Van Cleef Blair
 Adam Dalton Blake
 Theodore William Blanchette
 Jennifer Irene Bleck
 Courtney Lee Bochicchio
 Emma Jane Bodell
 Elizabeth Lee Bougoulas
 Christopher Donald Bowler
 Cristo Alexander Brambila
 Ebed Manuel Brambila
 Sean Michael Brodeur
 Alexander Brown
 Grace O. Brown
 Caroline Diana Brusger
 Steven Bu
 Danielle Nicole Budreau
 Daniel Joseph Burger
 William Joseph Bursaw

Christopher William Cadogan
 Matthew Paul Cahill
 Brian Paul Cain
 William Marshall Carlough
 Ian Clifford Carlson
 Tanashia Amaris Casado
 Emily Elizabeth Casey
 Alana Rose Caso
 Alex Peter Castagna
 Daniel Carver Cellucci
 Fiona Elizabeth Anne Chadwick
 Ryan Paul Chaffin

Margaret Frances Chan
 Thanh Kieu Chau
 Clarissa Cheng
 Justin Chi
 Lauren Kimberly Chunias
 Louise Jennifer Clear
 Alex Harris Cohen
 Shannon Kathryn Connelly
 John Patrick Connors
 Alysa Gainsboro Cooper
 Jason Richard Cooper
 Megan Elizabeth Coppola
 Cara Emma Corin
 Eric Michael Costa
 Hannah Ruth Coste
 Sydney Alexis Croteau
 Marika Catherine Crowe
 Matthew Grover Constantine Crowe
 John Joseph Cusano

Connor Shankar Daley
 José David Darias
 Tyler George Daway
 Davies Allyn DeCesare-Fousek
 Colin Edward DeFrancesco
 Nicole Alexandra DeMarco
 Erin Elizabeth Deneen
 Mitchell Ngozichukwuka Dimunah
 Kathleen Aryn Dionne
 William Joseph Doran
 Andres Juan Driscoll
 George Vernon Dyck
 Gregory James Dykes

Harrison James Elder
 Steven Ray Ellersick
 Erik Alexander English II
 Charles Matthäus Schrenk Eyermann

Raphael Fabisiewicz
 Stephanie Eden Faecher
 Kathryn Mary Fahey
 Timothy William Farnsworth
 Caroline Anne Fay
 Hannah Rae Feinberg
 Rachel Sarah Ferrelli
 John Robert Fitzgerald
 Tomas James Fitzsimons
 Taylor Lindsay Flanagan
 Ryan Douglas Fleming
 Margaret Anne Fogarty
 Rachel Marie Fogarty
 Jennifer Christina Foley
 Tereza Nicole Foscolos
 James Joseph Burton Freedlender
 Scott Stern Friedman
 Lealah Jalynn Fulton

Jacob Eric Gaines
 Tiahana Carolyn Kala Gaines
 Phoebe Alessandra Gallo
 Sarah Nicole Ganio
 Maria Mercedes Garcia
 Meghan Elizabeth Garvin
 Bryn Cordelia Gingrich
 Sarah Amelia Gitlin
 Andrew William Glaser
 Talia Beth Glickman-Simon
 Samantha Jordan Glowacki
 Theodore Jaeho Goetemann
 Randall Jay Goldfarb
 Daniel Patrick Gorman
 Daniel Seth Gossels
 Alec Charles Grater-Cafiero
 Asher Reuben Gray
 Alex James Santiago Greenberg
 Megan Celia Greenlaw
 Megan Griffin
 Joseph Richard Gruber
 David Michael Guillet
 Nathaniel Paul Gyory

Julia Douglas Haartz
 Jennifer Laine Haberstroh
 Robert Fred Hacker
 Abigail Olivia Ellen Haggard
 Jason Donald Halsted
 Brian Robert Hamel
 James Reginald Hamilton
 Emily Ruth Hanchett
 Alyssa Theresa Hansen
 Conor Wolfgang Harris
 John Robin Harris
 Benjamin Rivers Harvey
 Benjamin Zaff Hatfield
 Shelley Derick Hawkins
 Courtney Connors Hayes
 Claire Kelly Heaps
 Madison Patricia Herel
 Samantha Zoe Hodian
 Victoria Ashley Hogan
 Gregory Reid Holdman
 Julia Elizabeth Holzwasser
 Alissa Hai-En Hong
 Caroline Anne Hopland
 Edward Benton Houser
 Stephen Edward Howd
 Bronte Rose Howorth

Matthew Wayne Jacobson
 Peter Edward Jandl
 Shumika Jean-Baptiste
 James Kyungbae Jhun
 Bryan Daniel Johnson
 Jahnea Johnson
 Malcolm Arden Joseph

Christopher Jay Kafina
Paraskevi Evelyn Kambanis
Dana Kang
Michael Jonah Karon
Jeffrey Alan Kasle
Emily Margaret Kawola
Marissa Lily Kaye
Griffin Ward Keane
Rachel Matthew Keating
Allison Denise Kelly
Randique Jamillia Kemp
Colin Ross Kenley
Ryan Joseph Kenney
Johnny Denzel Kent III
Ariana Pauline Kerber
Vladimir Vadimovich Kesler
Azeem Khan
Adib Jihad Khoury
Brendan Richard Kieffer
Kerry Elizabeth Kittelsen
Megan O'Donoghue Kleeman
Madeleine Coe Klein
Emily Kissam Knaul
Anderson Knight Koenig
Steven Spaulding Kozak
Evan Alexander Krentzel
Timothy James Krumsiek
Abigail June Kukura
Anne Meredith Kundert
Aleksander Scott Kusik

Christopher Jerome Laferriere
Mary Veronica Langley
Whitney Ann LaRow
Alexander William Lassen
Megan Ann Latta
Thomas Francis Laviolette
Benjamin Robert Lawhorn
Neil Anthony Lawson
Jeremy Tyler LeBlanc
Sara Melena Ledbetter
Nichole Angelina Leger
Ariana Theresa Leonelli
Catherine Elizabeth Lewis
Emily Theresa Lewis
Marrissa Jeanette Lewis
Stephanie Megan Lewis
Zachary Tyler Lieberman
Yaraslau Loban
Annie Jaye Loeb
Matthew David Loomes
Jessica Kristen Lowe
Alexandra Nicole Luce
Meghan Lyn Lutz

Ally Rae MacArthur
Sophie Carro Macdonald
Virchel Deña Mack-Jackson
Samuel Schofield Mackie
Jacqueline Sartor Maloof
William Peter Mannherz
Charlotte Patricia Marcoux

Jennifer Paige Marshall
Glenn Anthony Matot
Claire Campbell McCallum
Devon Nicole Donahue McCann
Patrick Kevin McCarthy
Tyler John McCarthy
Blake Elizabeth McCartney
David Gaub McCullough
Bryan Michael McCarthy McDermott
Marina Payette McGarry
Mitchell Alan McGinty
Daniel Michael McGuire
Sarah Elizabeth McInnis
Steve McKenzie
Cassia Jeanne McKinnon
James Jude McMann
Timothy Joseph McManus
Mitchell Andrew McNamara
Kaitlin Ann McPhee
Emma Kate McVicar
Sara Lorraine Meier
Joseph Anthony Merullo
Gina Sofia Miele
Nadine Beth Miller
Samuel Stevens Miller
Gregory William Mills
Nina Victoria Mills
Charles Joseph Moineau
John Francis Mooney
Andrew Dehner Moorman
Dylan Whittlesey Mortimer
Kathryn Teresa Mueller
Patrick Joseph Mullin
Dylan Joseph Tedesco Murphy
John Thomas Murphy
Patrick Paul Murphy
Katelyn Renee Muse

Abigail Sara Nathan
Matthew Todd Nathin
Haley Elise Neil
Daniel Robert Neiterman
Jonas John Newis
John Starratt Newton
Christopher John Nicholson
Jeremy Ryan Noller
Annika Elizabeth Nygren

Casey Ellen O'Brien
Katherine Rose O'Brien
Andrew Ellard O'Connell
Louisa Katherine O'Kelly
Kevin Joothan Oh
Helene Leah Oshlag
Sherie Elizabeth Ouellet
Wyatt Patrick Owens

Scott David Papapietro
Alexi Elisabeth Pappas
Madeline Lovering Parker
Devin Sanjay Patel
Kishan Sanjiv Patel

Mario Payne
Emma Leigh Pearson
Tessa Anne Pennington
Allison Marie Pepi
Jake Manuel Perry
Matthew Patrick Piazza
Leah MacFarlane Potter
Lena Allison Pransky
Shannon Elizabeth Prenetta
Connor Jamison Presti
Tyler James Prince
Robert Lemos Pringle

Alessandra Caroline Quadri
Michael Jesse Quint
Codi Hutchins Quirk
Terese Rose Quirk

Robyn Kathlyn Ralli
Conor Frederic Rault
Kyle Ann Rautiola
Steven Louis Ravanis
Ori Ravid
Catherine Alexandra Hope Reading
Eric Patrick Reale
Hasan Ali Reid
Jordan Weinstein Richmond
Oshea Joe Riley
Nicholas Alexander Rizzo
Tracy Robergeau
Samantha Joan Roberts
Alex Matthew Robiner
Jeremy Buttolph Robson
Maria Antoinette Rodrigues
Jordan Kyle Rogers-Hatcher
Efrain Joshua Roman
Casey Robert Romeo
Jessica Ilyse Rose
Patrick Francis Rosseel
Miles Breuer Rothstein
Lain Martin Rourke
Julie Zeder Rub
Michael Avery Rudder
John Kevin Ruymann

Rachel Kenyon Sadowsky
Sophie Emma Sagan-Guthertz
Kaitlyn Leigh Saint
Isabella Saiz
Kelvin Sanders
Meghan Cecelia Sanford
Hilary Jane Savit
Olivia Louise Schellenberg
Michael Alexander Schwalm
Jessica Anne Seaver
Fergal Ethan Seiferth
Ethan Abraham Sennett
Iris Man-Yai Seto
Rachel Frances Sexton
Sabriya Amirah Shaikh
Daniel Patrick Shaughnessy
Jodie Elizabeth Shea

William George Shimkus
Jacob Benjamin Shobin
Conor Paul Shortell
Jonathan Ober Sidari
Alexander Romanski Singer
Jessica Lyne Singer
Ikjot Singh
Kyle Allen Sinnigen
Forest Geronimo Sisk
Brett Lyle Skloff
Alexander Olaf Skramstad
Aaron Leonhard Sliski
Alicia Connors Smith
Victoria Eve Sorkin
Reed Walter Spencer
Demi Marie Sperazza
Christopher Emerson St. George
Yonatan Ben-Avram Sternberg
Adam Robert Stevens
James Campbell Stevenson
Kianie Marina Stewart
Corey Doyle Stock
Nicholas Lathrop Strahan
Gregory Bernard Strait

Chase Cole Stuart
Justice Jared Stuart
Daniel Visagan Subramaniam
Elaine Marie Sullivan
Ryan McCleary Swan
Grace Rose Sweetser

Karissa Tabtieng
Joshua L. Tarr
Danielle Samantha Teig
Maika Josselyn Tello
Kathryn Addy Thomas
Michael Paul Tobin
Paul Louis Tocci
Elaine Janice Tomlinson
Brooke Taylor Trefry
Cecilia Anne Tripoli
Jonathan David Thao Tuxbury
William Robert Twyman

Isabelle Frances Valentine
Alexa Rose Vercollone
Justin Wesley Veren
Thomas Zeke Vesely

Anthony Joseph Vicente
MacKenzie Joyce Vogel

Ariel Jasmyne Weinstein
Else Metzger Weisberg
Alexandria Rose Welsch
Jacob Andrew Weltman
Kelley Elizabeth White
Christopher Catlin Whitehouse
Caitlin Rose Whitney
Emily Wilkinson
Spencer Charles Willey
Paul Frederick Winschel
Michael Aaron Wolkon
Elizabeth Elliott Wolozin
Sarah Stephany Woodbury
John Michael Woodward
Jessica Lynn Wright

Rowan Ziliang-Lowe Yelton
Connor Chadwick Young

James Zhen



Minuteman Regional Vocational Technical School District

About Minuteman

Minuteman is a four-year public high school in Lexington, Massachusetts founded in the Career and Technical Education tradition. Minuteman serves the member towns of: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston and teaches more than 700 diverse young men and women from local communities across eastern Massachusetts. Minuteman is a REVOLUTION IN LEARNING, preparing every student for success in college, industry and life.

Enrollment

As of October 1, fourteen (14) high school students and two (2) post graduates were enrolled at Minuteman providing a full-time equivalent (FTE) of sixteen (16) Sudbury residents.

Minuteman offers technical training programs to adults who are looking for rewarding jobs in high demand careers. Adults may apply to the Minuteman Technical Institute programs to hone skills in a technical area, retrain for new employment, or learn new technical skills for the first time.

Class of 2012 Graduate Achievement Highlights

- 66% college bound or advanced Technical Training, 27% career bound and 3% military.
- 100% of Dental graduates passed the National Dental Board examination.
- 100% of Early Education and Care Infant/Toddler and Preschool graduates achieved Teacher Certification.
- 100% of Cosmetology graduates passed State Board examinations.
- 100% of Health Occupation graduates achieved college acceptance or career placement.
- 100% of Environmental Technology graduates were certified in OSHA 40-Hour HAZWOPER training, and confined-space entry training.

Capital Projects

- MSBA Update: Minuteman moves forward in the “pipeline” of the MSBA Vocational School Repair and Renew program announced by the State Treasurer’s office in 2010. On December 3, 2012 Minuteman was approved by MSBA to hire SKANSKA as the Owner’s Project Manager (OPM) for the Feasibility Study. The OPM and School Building Committee will work together to review various models of enrollment as stated in the Request for Service for the OPM. In January 2013 a link to the School Building Project will keep all towns informed of our progress.

Student Access, Participation and Support

- The Special Education Department continuously develops individualized programs and provides services so that all our students succeed. The Special Education department successfully implemented the Student Learning Center (SLC). The SLC allows students to understand their disability, develop skills, and to promote independence and personal responsibility.
- The Music and Art department continues to grow. The Visual Arts Department offers eight different elective courses, including traditional studio courses and Digital Photography to over 200 students. The program continues to grow as student interest and enthusiasm is high.
- Minuteman offers 16 sports with three levels (Varsity, Junior Varsity and Freshman) throughout the school year. Over the past 12 years the number of participants has doubled in many of the sports offered.
- The Minuteman Parent Association (MPA) meets monthly and supports all aspects of the Minuteman community. In addition, the Grant-a-Wish program supports numerous initiatives and incentives for student achievement.

Respectfully submitted,
Dr. Edward A. Bouquillon, Superintendent
David R. Manjarrez, Representative

Human Services

Goodnow Library

We have been living out of the country for the past two years. The Goodnow Library has been my lifeline! Between e-books, audiobooks and all of the resources available online, I have been able to survive in a country without libraries. Thank you!

--Community Survey respondent

The Goodnow Library continues to strategize ways to keep up with the rapid changes of today's world, protect our history, and bring people together. Our long-term goal is to keep the library as vibrant and relevant in the future as it is today. Some steps we have taken this year include using an online event calendar - where patrons can register for events from home, exploring a mobile app for the library, planning a website redesign, increased e-book purchasing and classes, as well as continued efforts of the Foundation and Friends to support the library. With the increase in attendance of children's programs, we adjusted staffing and merged two circulation desks—adult and children's—into one streamlined and more efficient service point. We offered more book groups, The Bookies, Books in Bloom, and the Goodnow Book Club Grown Up Girls, co-sponsored with the Park and Recreation Department. We increased our visibility by actively using Facebook and Twitter in addition to the online event calendar. We are excited about the changes and hope you are too.

Projects for the upcoming year

- Design and implement a new library website and mobile application
- Complete, present and implement a new Strategic Plan
- Celebrate the Sesquicentennial from April through December
- Upgrade our phone system
- Continue to develop community partnerships with local groups, schools and Town departments

Highlights

Staff Development Day

The theme of this year's staff development was Strategic Planning. We were led through two exercises with a facilitator. One was the "SOAR" exercise where we examined four factors about our institution: Strengths, Opportunities, Aspirations and Results. Below is a word cloud with the results of the Aspiration exercise. For the second exercise we broke into four groups, Children's/School Collaboration, Programming, Online Presence, and History/Genealogy. Each group discussed ways to focus on our stakeholders, the community and collaboration.



Results of "Aspirations" exercise

Library Card Sign-Up Week

October is National Library Card Sign up Month, and the library celebrated with special events and programs, but best of all was capturing new and seasoned library card holders alike on film holding our giant library card or their favorite book!



Owls at the Library

Thanks to the generosity of the Friends of the Goodnow Library, several owls paid a visit to the Children's Room this year. *Eyes on Owls*, a Dunstable-based educational organization, brought live owls into the library, allowing patrons of all ages to see these magnificent wild creatures up close. Our oldest patron that attended the event was 92 years young!

Many of the visiting owls were injured and needed medical attention and rehabilitation services. Although they have been brought back to good health, they cannot survive in the wild. Instead, these disabled animals help *Eyes on Owls* founders Marcia and Mark Wilson educate the public about these large birds of prey. Along with Great Horned and Barred Owls native to New England, the organization also introduces the public to non-native species such as the Spectacled Owl and Eurasian Eagle Owl. Audience members learned about owl habitats, daytime and nighttime behaviors, favorite foods (insects and small rodents), and the fascinating research being done on owl pellets. *Eyes on Owls* staffers also offered tips on owl identification and led everyone in a quick hooting lesson. Did you know that the distinctive eight-note call of the Barred Owl sounds a bit like, "Who cooks for you? Who cooks for you all?"?)

Members of a Sudbury Boy Scout Troop assisted with set-up and clean-up, helping to transport many of the birds in their cages. A Girl Scout troop also attended the event and expressed their appreciation for being able to attend such a unique program.



Eyes on Owls co-founder Marcia Wilson shares information about the habitats and behavior of owls

BRAIN FOOD FOR FINALS

Enjoy free snacks and great study spaces
At the Goodnow Library

Monday, June 18 - Wednesday, June 20
We'll stay open until 11:00 PM
21 Concord Road, Sudbury / 978-443-1035

GOOD LUCK ON YOUR FINALS!

Sponsored by the Friends of The Library

Brain Food for Finals

Lincoln-Sudbury students were treated to some unique study assistance for finals this year at the library. For five days, the library stayed open late, brought in free pizza and handed out granola bars, water and candy to students putting in long hours of studying. With an average of 60-90 kids per day, the experiment was a resounding success. Surveys were handed out in exchange for pizza and it was evident from the results that we hit upon a jackpot of an idea. Here are some typical reactions we received:

"I really appreciate you staying up late and doing all this for us!!"

"Having the library open this late, and providing food so we don't have to leave during exams week is so helpful, thank you."

"I LOVE GOODNOW!"

"Staying open late for finals is extremely helpful!! Thank you so much! :)"

"I really appreciate the extended hours. The change of scenery from my typical bedroom studying helps a lot. Thanks!"

"My son loved the pizza last week - I was delighted that he finally realized studying with others can be effective. Thanks for luring him out!" -Kathy Bauzte

“As the demand for library resources continues to increase annually, the Foundation will fund key initiatives that strengthen and transform the Library’s ability to serve the Sudbury community.” –GLFI website

The Goodnow Library Foundation

The Goodnow Library Foundation (GLFI) had a very busy and productive year. Some of the highlights are as follows:

- A strong Board has been established, consisting of seven people with varied experience and strengths.
- A Capital Campaign Committee has been formed, with 6 members, most of whom have previous fundraising experience.
- Using monies from a Sudbury Foundation grant, a Development Director and a part-time administrator were hired.
- A logo and website were designed.
- A major decision was made to use profits for both immediate projects and to build an endowment.
- The GLFI met with many prospective large donors and to date, have received donations, stocks and pledges from many totaling approximately \$220,000.
- The Board decided to move from a silent phase to public phase sooner than anticipated, as it was recognized that most townspeople were unaware that there was a Goodnow Library Foundation. A fundraising event was held in October, which was jointly a kick-off and the library's first 150th birthday celebration. Invitations were mailed to each household and most businesses in Sudbury. The event was extremely successful, netting in excess of \$50,000, and raising the foundation’s exposure tremendously.



The GLFI has not actually funded anything as yet. Expenses from this year are:

- Development Director Services: \$10,300
- Administrator: \$1,550
- Marketing and Design: \$4,550
- Printing and Marketing: \$8,336

Goals for the upcoming year:

- Submitting an application for a continuation of the grant from the Sudbury Foundation.
- To hire a new development person.
- To continue to build database.
- To build on positive feedback and promote whenever possible: social media, events, meetings with residents and businesses.
- To fund a few special projects, as well as contributing to the endowment.



Peter and Rosemary Harvell place their bid at the Foundation Gala in October



Library Director Esmé Green greets Betsey and Hal Cutler

Friends of the Library

It's good to have Friends! This year, the Friends supported programs for children, paid for our copiers, and of course, funded our hugely popular museum pass program. Not only that, but they contributed \$7,000 towards the purchase of e-books for the library, allowing patrons greater access to free downloadable digital audiobooks and e-books. They continued their great work on our front gardens, hosted the Volunteer Luncheon and held another successful book sale. In December, the Friends became an Amazon.com Affiliate. This means that by shopping at Amazon via the library website a small commission on the items you purchase will be sent to the Friends.



2012 Holiday card



The Friends of the Goodnow Library have their library card – do you?

Looking to 2013, the Friends are pitching in to help the library in celebrating its sesquicentennial. Even now, they are busy assembling committees and working with library staff to plan year-long events. Look for more news throughout the year!

*“I love the welcoming, friendly staff. It is always nice to have a chat-- I don't like libraries that are super quiet and don't like people talking--I think the library should be a social place.”
--Community Survey Respondent*

| Financial Report | | |
|------------------------------------|---------------------|------------------------|
| FY12 (July 1, 2011-Jun 30, 2012) | | |
| Source | Fees, State Revenue | Receipts, Expenditures |
| Lost Books Fund | \$ 4,065 | \$ 4,332 |
| Multi-Purpose Revolving Fund | \$ 5,099 | \$ 5,712 |
| MA Equalization Grant (MEG) Fund | \$ 3,420 | \$ 7,066 |
| Library Incentive Grant (LIG) Fund | \$ 8,429 | \$ 7,615 |
| Non-Resident Circulation Fund | \$ 10,112 | \$ 2,575 |
| Fines | \$ 22,571 | |

| Statistical Report | | | |
|-----------------------------------|---------|---------|-------|
| FY12 (July 1, 2011-June 30, 2012) | | | |
| | FY2011 | FY2012 | % Ch. |
| Total Circulation | 414,780 | 419,575 | 1.15% |
| Circulation of e-book & e-audio | 2,635 | 6,050 | 129% |
| Number of Children's Programs | 269 | 293 | 9% |
| Attendance of Children's Programs | 4,000 | 7,000 | 75% |
| Self-checkout | 70% | 74% | 4% |

Respectfully submitted,

Senior Library Staff
Esmé Green, Director
Karen Tobin, Assistant Director
Michael Briody, Circulation Manager
Heather Wilkinson, Children's Librarian
Elizabeth Rose, Head of Technical Services
Board of Trustees
Robert Iuliano, Chair
Jill Browne, Phyllis Cullinane
Lily Ann Gordon, Carol Hull, Barbara Pryor

Council on Aging

The Council on Aging (COA) is a nine-member board whose duties are as follows: to identify the total needs of the community's older adult population; to educate the community and enlist the support and participation of all citizens concerning these needs; to design, promote or implement services to fill these needs, or coordinate existing services in the community; and to promote and support any other programs which are designed to assist older adults in the community.

Council on Aging members help guide the planning and policy making of the Sudbury Senior Center. Their mission is also to advocate for the needs of Sudbury residents who are 60 years of age and older. The latest Town Census indicates that there are 3,370 residents 60 years of age and older representing 18.5% of the total population.

In May, the Council on Aging participated in a strategic planning session. The results of the session are in a report entitled: *Results of the Sudbury Council on Aging Planning Session May 19, 2012* and are available on the Sudbury Senior Center webpage. The planning session resulted in seven objectives:

- 1) To establish with the Town of Sudbury Board of Selectmen and other Town Boards a formal integration of Council on Aging input into any discussion impacting seniors (within 6 months);
- 2) To design, promote and implement a defined community educational/public relations program (within 2 years);
- 3) To develop a formal proposal to the Town Manager to significantly increase the budget of the Senior Center (by January 2013);
- 4) To assemble a series of criteria to meet the needs of the senior citizens in a community center (within 3 years);
- 5) To create a capital development plan to accumulate \$1 million in 5 years (by December 31, 2012);
- 6) To develop one new strategy to improve opportunities for seniors to have appropriately

affordable housing and to advocate for it (within one year);

- 7) To develop one new strategy to address high property taxes in Sudbury (within one year).

The COA has made progress on the May 19, 2012 Plan objectives:

- 1) Council members attended the Board of Selectmen meetings and gained recognition from Selectmen that COA input will be sought on articles relevant to seniors in town.
- 2) The Public Relations subcommittee met several times and has begun to interview community members about their knowledge of the Senior Center in an effort to design an effective public relations plan.
- 3) The Council on Aging approved a proposal to request from the Town an increase in the Senior Center budget to include a new part-time Program Coordinator, as well as an increase in the Information Specialist position.
- 4) The Council on Aging has begun to research Community/Senior Centers in Massachusetts in order to develop criteria for a Sudbury Senior/Community Center.
- 5) The Council on Aging has begun working with the Friends of Sudbury Seniors group on the Capital Development plan.
- 6) The Council on Aging proposed to the Planning Board a change to the criteria for developers that will increase the number of single bedroom apartments allowable from a maximum of 10% to 25% in order to promote development of additional affordable options for seniors.
- 7) The Council on Aging helped to advocate for and educate the community about the recently passed Senior Tax Exemption that will allow financially eligible seniors to receive an additional Property Tax exemption. The COA has also begun advocating for a bill to allow seniors who opt for Tax deferral to also be eligible to apply for the state Circuit Breaker tax relief program.

The Sudbury Senior Center

With the guidance of the Council on Aging, the Sudbury Senior Center serves the social, recreational, health and educational needs of people aged 60 and older in the community. This is accomplished through a variety of programs, activities and services. In FY12, the Senior Center served approximately 2,000 individual seniors and 120 people younger than age 60.

While programs and activities are most visible at the Senior Center, many services are delivered in other settings. The Senior Center van provides door-to-door service to residents age 60 and over and younger residents with disabilities. Hot meals are delivered Monday through Friday to seniors who are eligible. Our Volunteer Coordinator oversees a number of programs that help people in their homes including: the Fix-it program, Friendly Visitor program, Grocery Shopping program, Medical Equipment Loan Closet, Sand Bucket delivery, the Lawn Cleanup program, the Mercury Recovery program, the Lockbox and Space Heater programs and the FISH (Friends in Service Helping) volunteer medical transportation program.

Special Focus Activities

Education/Advocacy: This year the COA continued a process of inviting members of Town Departments and Committees to their meetings. The goal of this process is to increase communication and understanding between the COA and various Town Departments and Committees and to share information about the needs of the growing population of residents over 60 years of age in Sudbury. This year, the Council on Aging met with Planning Board Chairman Michael Fee, Goodnow Library Director Esme Green, Chairman of the Community Preservation Committee Christopher Morely, and Park and Recreation Director Nancy McShea. The Council on Aging members will continue this education process into 2013.

Property tax relief: The Council on Aging continues to advocate for property tax relief measures to ensure that Sudbury remains affordable for people of all ages. This year the COA helped to educate about and advocate for the new Senior Tax Exemption proposal, which was approved by the Town electorate in December 2012.

Transportation: The Senior Center Director continues to serve as Sudbury's representative to the MetroWest Regional Transportation Authority (MWRTA) with the aim of improving public transportation for seniors and other Sudbury residents. The MWRTA continues to assume the

costs of running the Senior Center van, including the van driver's salary, benefits, van insurance, and other expenses, while maintaining the van service for seniors and people with disabilities. The Senior Center van provided 2,300 one-way rides to ambulatory and non-ambulatory seniors and 1,283 one-way rides to people with disabilities.

Space Limitations: Senior Center programs continue to be well-utilized. In fact, there are times when seniors are put on a waiting list when a class or program is full due to space limitations in the Senior Center (this happens most often with Lifelong learning classes in which the room limitation is 55 people). Having enough meeting space is also a challenge. Some of the services we provide such as assistance with health insurance issues, tax return preparation, legal advice, flu clinic and blood pressure checks, and Information and Referral assistance require office space for privacy. There are times when staff persons need to move out of their offices to allow these services to be provided, or the Senior Center utilizes Park and Recreation rooms that are not well designed for this type of service. In addition, the Senior Center also coordinates and shares space with the Park and Recreation Department in order to schedule fitness classes.

New Activities

Current Events Group: The Senior Center started a Current Events group due to popular demand. A volunteer facilitator leads the Current Events group twice each month. Twenty-six different seniors participated in this group this year.

Mercury Collection and Removal Program: The Senior Center Volunteer Coordinator, Ed Gottmann, spearheaded a Mercury Recovery Program this year. Seniors and others in town were invited to bring their mercury-containing items to the Senior Center on three different Saturdays, and were able to receive in exchange a digital fever thermometer donated by Kaz, Inc. of Southborough. Thirty-eight families brought items to the collection; 96 different mercury-containing items were collected.

“Powerful Tools for Caregivers” series: This “Healthy Aging” evidence-based program offers caregivers support and education about keeping themselves energized and healthy as they care for a chronically ill parent, spouse or friend. Fifteen individuals participated in this valuable program offered in conjunction with BayPath Elder Services.

Summary of Activities and Programs for 2012:

Veterans: For the second year in a row, the Senior Center, in collaboration with the Sudbury Military Support Network, hosted a Veterans' Day luncheon. The Senior Center was honored to have a local veteran, Capt. Thom Kenney speak at the luncheon about his tour in Afghanistan. Longfellow's Wayside Inn sponsored the luncheon with a delicious hot meal. Ninety-five people attended the Veterans' luncheon.

Lifelong learning classes and lessons: One of the greatest strengths of the Sudbury Senior Center is its focus on continued intellectual development throughout the life span. Two hundred and six (206) individuals took part in various lifelong learning classes, including: American Art, The American Revolution DVD Series, Milestones in the History of Military Aviation, Great American Film Classics, Irving Berlin "Say It with Music!", History of Ancient Egypt, The 1960s, the Poetry of Robert Frost, and "Significant Speeches of the 20th Century."

Entertaining/Informational Talks: The Senior Center also invites interesting speakers to provide entertaining and educational talks. Some of this year's offerings included: "From Purgatory to Podunk", Consumer Assistance Bureau, "My Dear Girl: The Art of Florence Hosmer," "Atticus" and "Weather and Meteorology." Approximately 155 seniors took part in these programs.

Intergenerational Activities: As of this year, there are now three intergenerational programs ongoing at the Senior Center. New this year is a special intergenerational program between the Senior Center and Lincoln-Sudbury Regional High School, initiated by Council on Aging member Bob Diefenbacher. Three retired Sudbury entrepreneurs from the Senior Center shared their personal business stories with L-S students in history teacher James Raffel's Economics & Finance class during May and June. They attended eight class sessions during which students made their business plan presentation plans. Along with the students and the teacher, the entrepreneurs asked questions and made observations on each plan. This intergenerational program was arranged by the Council on Aging as a way to "give back" in appreciation for the generosity of L-S students who come to the Senior Center regularly on Teen Tech day to help seniors learn to use their electronic devices (see Teen Tech program below).

Bridges Together Program: The award winning Bridges Together intergenerational program has been ongoing in each 4th grade classroom in Sudbury for over 10 years. This program brings older adult volunteers from the community into the classrooms

to collaborate with children, forming friendships and increasing understanding while working on a curriculum that fits into the Massachusetts school standards. This year this program engaged 124 older adults with 380 4th grade students.

Teen Tech Workshops: An ongoing monthly Teen Tech Day has continued at the Senior Center in collaboration with Susan Frommer at Lincoln-Sudbury Regional High School. As of September 2012, the Teen Tech workshops are now scheduled for two Wednesdays a month. Thirty-nine older adults took advantage of our local high school students' expertise with tech gadgets, cell phones, laptops and social networking during the year.

Health and Safety information and screenings: The Senior Center has a special focus on information and programs to maintain the health of Sudbury seniors and give them the tools they need to maintain their well-being as they move into their later years.

A sampling of the health and safety talks this year includes: Brown Bag Medication Checkup, Get Ready to Get Fit, Focus on Your Eyes, "Eating Healthy, Living Healthy," Mind Games: Techniques to Boost Your Memory, Life's Little Emergencies, Learn about Acupuncture, Fall Prevention and Fall Recovery workshops, and "Understanding Osteoporosis." 168 seniors took part in Health and Safety informational programming.

The Senior Center participates in National Memory Screening Day in November each year. Interested participants can schedule a confidential screening with the Sudbury Board of Health Nurse. This year 13 people were screened.

Every week, the Sudbury Board of Health Nurse offers blood pressure screenings and glucose tests. This year 126 individuals participated in these screenings.

The center also collaborates with the SHINE (Serving the Health Information Needs of Elders) volunteer counseling program to offer assistance to seniors who would like help in assessing their health insurance choices. 132 individuals visited our SHINE Counselors for health insurance and Medicare counseling this year.

Arts and Crafts: The Senior Center continued its successful watercolor classes, and several series of these classes were held. We also have a weekly Crafts group and the Sudbury Garden Club offers an annual Boxwood Holiday Tree workshop. New arts programs this year included: Create Your Own

Beads, Jewelry Making Workshop, and Beginner Drawing classes.

Together these programs provided arts programming for 90 individuals.

Physical Activity: In recognition of the important role physical fitness plays in successful aging, the Senior Center offered several opportunities for seniors to exercise. The Fit for the Future aerobics class continued to be offered four times a week, the Yoga class meets twice a week, while the Tap Dancers, the Better Bones strength class, and a new Zumba aerobics/dance class meet once a week. Zumba was new this year. In addition, during the fall and spring the Board of Health Nurse supervises a Walking club. Walkers cross the street to circle the one-mile walking path around Haskell Field. Nine seniors participated in the Walking club.

Combined, 231 individual seniors participated in Fitness programs this year.

Legal and financial information and services: The Senior Center offered seminars on legal and financial issues and provided specially trained volunteers to assist seniors with income tax preparation free of charge. Together, these programs and services provided service to 104 individual seniors.

Socialization/Recreation: To provide seniors with a chance to meet others, socialize, and reduce their isolation, the Senior Center hosts card games, including bridge and bridge lessons, and cribbage; and offers bingo, movies and special luncheons and entertainments, often in conjunction with holidays such as Christmas, Independence Day, and St. Patrick's Day. With the assistance of two special volunteer chefs, the Senior Center is also able to offer a Men's Breakfast twice a year. The two breakfasts brought together 35 men this past year.

Other events that offer a chance to socialize and enjoy music were: "An Afternoon of Jazz," Silent Movie Show (with live piano), The Music of Barry Shapiro, The Sherborn Music Makers, and The Winiker Brothers Band. A total of approximately 325 individual seniors participated in recreational/entertainment programs.

Outreach and advocacy services: The Senior Center provided simple telephone referral information to approximately 700 callers this year, and 220 individuals were provided in-depth consultation with our Information Specialist.

Volunteer and Support services: Through the efforts of our Volunteer Coordinator (funded by the Sudbury Foundation), this year the Senior Center provided:

- 307 grocery shopping trips for homebound seniors
- 402 friendly visits for socialization
- 82 minor home repairs
- 818 rides to medical appointments (FISH)
- 154 loans of durable medical equipment
- 96 sand bucket deliveries
- 20 emergency lockboxes were placed at residents' homes
- 4 seniors received new space heaters to replace old, unsafe ones (data is from last winter season-- this winter season already 18 people have exchanged space heaters)
- 32 lawns were cleaned up by a total of 250 volunteers
- 96 items containing mercury were collected

In addition to services provided by volunteers listed above, the Volunteer Coordinator oversees volunteers to assist the Senior Center in holding luncheons, picking up donated baked goods, and delivering home delivered meals. Taking into account all volunteer services, more than 11,159 hours were donated in 2012 with an equivalent value of \$186,825 according to a formula from the Executive Office of Elder Affairs. Each year the Senior Center hosts a Volunteer Appreciation Luncheon to provide a small thank you to the 248 volunteers who help us provide all of our services and programs. We hosted 92 volunteers at our spring luncheon this year. This doesn't include the volunteers (students, scouts, church groups) who assist with our biannual lawn cleanups (250 adult and child volunteers).

Trips: The Senior Center's volunteer Trip Coordinator planned both day and overnight trips, 182 individual seniors participated in a trip activity during FY12. Some of the trips this year included: Celtic Nights, Snowbird Escape to Florida, San Antonio Getaway, and a wonderful trip to Ireland.

Cultural Trips: The Senior Center is also fortunate to have a Cultural Trips committee. Cultural Trips offered this year included: John Adams Historic Park and the Cape Ann Museum. Overall, approximately 40 different individuals participated in the cultural trips this year.

Nutrition: The Senior Center continues to offer home delivered meals and a hot lunch at the Center. This past year 603 meals were served at the Senior Center and 5,010 meals were delivered to homebound elders. Lunch was offered on Tuesdays and Wednesdays. Home delivered meals are delivered by volunteers Monday through Friday.

Outreach to the Oldest Survey Report: The Outreach to the Oldest Survey Report was completed this year and shared with BayPath Elder Services, the

Town Manager, Board of Selectmen and posted on the Sudbury Senior Center website. Participants in the survey reported that they are for the most part vital, active citizens who appreciated the opportunity to share information about themselves. A small proportion indicated some needs that are not being met such as: transportation outside of Senior Van hours, more socialization for homebound persons, and a podiatry clinic.

Newsletter: The *Sudbury Senior Scene* newsletter is mailed free of charge to each Sudbury household where a resident is aged 60 or older. Postage for this mailing is provided by the *Friends of Sudbury Seniors*. Approximately 22,000 copies were mailed in 2012.

Hours of operation

The Senior Center is open from 9 AM to 4 PM Monday through Friday. It is staffed by a Director, Administrative Assistant, Van Driver, (all full-time), and a Receptionist, Information and Referral Specialist, Volunteer Coordinator, and a Meal Site Manager (all part-time). The Director, Administrative Assistant and part-time Information and Referral Specialist positions are funded by the Town. In addition, we are fortunate to receive the assistance of many devoted volunteers, without whom we would not be able to provide the kind of responsive service that best benefits Sudbury residents.

Council on Aging Accounts with the Town of Sudbury FY12

The Town of Sudbury financially supports the Senior Center by funding salaries of the Director, Administrative Assistant, and part-time Information and Referral Specialist, and providing support for general operating expenses as well as for operating the physical plant. (See the Town Accountant's report in another part of this Annual Report.) The following COA accounts are not reported in the Town budget because the revenue sources are not from the Town, but are nevertheless administered through the Accounting Office. Account activities for FY12 are listed in the table below.

| Account Number | Title | Beginning Balance FY12 | Revenue FY12 | Expenditures FY12 | Ending Balance |
|----------------|--|------------------------|--------------|-------------------|----------------|
| 1171 | COA Revolving - Activities ¹ | \$5,204 | \$25,006 | \$22,650 | \$7,560 |
| 1172 | Transportation ⁶ | \$1,223 | \$0 | \$0 | 1,223 |
| 1173 | MWRTA Revolving ² | \$14,638 | \$65,450 | \$64,754 | \$15,334 |
| 1323 | State Aid/Formula Grant ³ | \$2,207 | \$19,172 | \$17,371 | \$4,007 |
| 1411 | COA – Federal Title III-BayPath Grant ⁶ | \$95 | \$453 | \$0 | \$548 |
| 1412 | Camcorder Grant ⁶ | \$160 | \$0 | \$0 | \$160 |
| 1413 | Volunteer Coordinator Grant ⁴ | \$6,704 | \$15,000 | \$11,781 | \$9,923 |
| 1951 | Friends' Gift Account ⁵ | \$2,593 | \$0 | \$0 | \$2,593 |
| 1969 | LEPC/VIP Gift ⁶ | \$31 | \$0 | \$0 | \$31 |

¹ Activities/Program fees are collected and instructors and class expenses are paid from this account. The Town of Sudbury does not subsidize Senior Center events or activities. Student payments pay for instructors.

² Account for collection of reimbursement from the MetroWest Regional Transit Authority for the expenses of running the Senior Center van.

³ Annual Formula Grant Funds from the Executive Office of Elder Affairs: Helps to fund the Receptionist, the Sudbury Senior Community Work Program Coordinator, Bridges Coordinators, and FISH Coordinators.

⁴ Grant from the Sudbury Foundation for the part-time Volunteer Coordinator position.

⁵ Friends' of Sudbury Seniors gift account, utilized when State Aid grant is distributed late in the year.

⁶ Dormant accounts.

This Department has one or more active revolving funds established under M.G.L. c.44, s. 53E ½. Please refer to the Finance Department section for more information on these funds.

Respectfully submitted,
Debra Galloway, COA Director
John Beeler
Phyllis Bially
Barry David
Robert Diefenbacher
Mary Lee Mahoney-Emerson
David Levington
Robert May
Sam Merra
John Ryan

Sudbury Housing Authority

The Sudbury Housing Authority's (SHA) mission is to develop and manage affordable rental housing for families, senior citizens, and disabled people. Preference is given to applicants who live or work in Sudbury.

The SHA celebrated the completion of its duplex family housing project on November 1 with a ribbon cutting ceremony at one of the new homes. All ten two-bedroom units were built on SHA-owned land and will be occupied this winter. The project marks the culmination of two decades of advocacy by Sudbury residents to create affordable housing and eight years of direct effort to see this project to completion.

The acquisition by the SHA of condominiums designated for affordable housing, which was approved at 2006 Annual Town Meeting, proved to be unworkable. An article passed by 2012 Annual Town Meeting allows purchase of single-family houses instead of condos, for rental to families on the SHA's waiting list.

The SHA is investigating the possibility of reducing energy consumption by converting from inefficient electric heat at Musketahquid Village, and will explore a variety of funding sources for this endeavor.

Sixteen units of SHA-owned state-assisted family housing are located on scattered sites throughout Sudbury in the form of either single-family houses or duplexes. In order to qualify for this housing, income must be under \$52,000 for a family of two, and limits range upward in approximately \$6,000 increments, depending on family size. Rent is 27% of income and tenants are responsible for the cost of utilities. There have been no vacancies among these units since 2010, and the waiting lists are closed to new

applicants because of the very long wait for those already on the lists. The newly-built duplexes provide housing for ten additional families who were selected by lottery from approximately 100 applicants. Those who were not selected will comprise the waiting list for that housing.

The SHA's Musketahquid Village consists of 64 one-bedroom apartments in Sudbury Center, which are designated for seniors over age 60 and younger disabled people who meet state guidelines for low-income rental housing. Residency is limited to those with incomes under \$45,500 for one person and \$52,000 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. In contrast to the long wait for family housing, qualified Sudbury seniors can generally expect to be housed at the Village within two years.

No local taxes are used to subsidize the Sudbury Housing Authority's operating budget because it is supported by the rents paid by tenants. Routine maintenance is performed by SHA staff.

The Board of Commissioners of the SHA meets at 7:30 p.m. at Musketahquid Village, 55 Hudson Road, generally on the second Tuesday of each month. Visitors are always welcome. Please call Jo-Ann Howe at (978)443-5112 if you are interested in volunteering time, either as a member of the Board or to work on a special project.

Respectfully submitted,
Sherrill Cline
Judith Deutsch
Jo-Ann Howe, Director
Kaffee Kang
Lydia Pastuszek
Steven J. Swanger

Park and Recreation Commission

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 and Recreation Director. The Park and Recreation Commission generally meets once a month at the Fairbank Community Center. The public is always welcome.

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, includes the newly renovated 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.

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. This year the Park and Recreation Commission completed a study of usage at all existing facilities and determined needs of our community for the next several years. From this study information

was put together to develop a 10-year capital master plan that, once completed, will address many outstanding needs in our community.

The Fairbank Community Center is the home of the Park and Recreation Department, the Atkinson Pool, Teen Center, Youth Coordinator, the Adaptive Sports and Recreation Program, indoor and outdoor basketball courts, and an outdoor sand volleyball court. Use of this facility is primarily for Park and Recreation adult and youth programs. 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 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 adult and youth programs that are offered throughout the year. This year the Park and Recreation Department conducted an online participant survey that helped identify potential new programs and activities. Another major success was the 5K held on October 28th with 150 runners and 100 fun run/senior striders participating. Over the last year we have offered 70 new programs, including one day workshops run by Park and Recreation staff, which has been extremely popular. We have also offered combined programming with the Goodnow Library. Our summer day camp programs continue to sell out on the first day of registration along with our pre-school half-day camp. We offer fun and exercise to over 1000 children every summer through our wide variety of summer camps and clinics. Our successful Summer Concert Series once again brought some great events to the residents of Sudbury and surrounding communities, including a family fun night with over 500 in attendance.

The Adaptive Sports and Recreation Program had another very successful year. Led by Anna Wood, Certified Therapeutic Recreation Specialist, the Adaptive Sports & Recreation Program offers comprehensive and varied programs, services, and resources for community members with disabilities and their families. Recognizing the importance of recreation and leisure in the lives of all community members, the Adaptive Sports and Recreation program continually strives to improve the quality of life for children and adults with disabilities through sustained and successful involvement in sports and recreation programs. Over 200 people registered for

programs in 2012, traveling from communities all over Massachusetts to participate.

New to the Adaptive Sports and Recreation Program this year is the Fairbank Therapeutic Garden Program. This horticulture program, funded by a grant, consists of three accessible, raised cedar beds and two whiskey barrel planters located outside the main entrance of the Fairbank Community Center and three whiskey barrel planters outside the Council on Aging. These garden beds have cultivated not only flowers and herbs but a greater sense of community around the Park and Recreation Department. The program is managed and facilitated by Anna, and has been used with many different groups including the high school special education class, the Council on Aging, children from the Sudbury Summer Inclusion Program, local Garden Clubs, and the Recreation Department's preschool program. Herbs and flowers were harvested by participants all summer, dried, and then used in arts and crafts projects this fall. Additionally, the High School special education class and the Council on Aging craft group prepared lavender and mint sachets that were later sold at the Council on Aging's Craft Bazaar. The garden has received donations from local nurseries, community members, and groups helping it to remain self-sustaining.

In March, Anna Wood was awarded the Therapeutic Recreation Professional of the Year award by the Massachusetts Recreation and Park Association. This award recognizes the therapeutic recreation professional member who has rendered outstanding service to the Massachusetts Recreation and Parks Association and to the therapeutic recreation profession.

In October, Anna was selected to receive a National Excellence in Inclusion Award by the National Recreation and Park Association (NRPA). The award recognizes and honors an individual who has rendered significant service to the inclusion process. The awards highlight the efforts in providing inclusive opportunities to children, youth, and adults with disabilities. Each year, NRPA national awards are presented to individuals and agencies across the U.S. to honor their efforts—both professional and personal—in the field of parks and recreation. “NRPA is pleased to honor our nation's park and recreation heroes—agencies and individuals who work tirelessly and with passion to improve the lives of their citizens and make their communities great,” said Barbara Tulipane, CEO of NRPA.

The Jean Lind Teen Center is a Park and Recreation program located at the Fairbank Community Center. The Teen Center provides Sudbury 7th and 8th grade youth with the option to socialize on Friday nights in a safe, fun, and well-equipped setting. The Teen Center Director, Anna Wood, hosts events for Sudbury Teens one or two Friday nights per month during the school year. These two-and-a-half-hour-long events draw in anywhere between 250-400 kids per event. The total attendance for the 12 events that were run during the 2011/2012 school year was 3,094 kids. On average, that was about 258 kids per event. This number increased slightly from the 2010/2011 school year.

New to the Teen Center this year is the Teen Advisory Board (TAB) comprised of 7th and 8th grade students, the Teen Center Director, and Friends of the Jean Lind Teen Center volunteers. The goal of the TAB is to empower teens to develop and implement programs and activities for continued growth at the Jean Lind Teen Center. These students will assist in event planning, marketing, fundraising, and other Teen Center goals throughout the school year. This group is open to any 7th or 8th grade student (free of charge) who is interested in furthering the mission of the Teen Center, developing their leadership skills, increasing their involvement in the community, and assuring that the Teen Center is a safe, fun, and welcoming environment for all. The Center is a popular social venue for 7th and 8th grade Sudbury residents.

The Youth Coordinator works primarily with the middle school-aged population in Sudbury. New offerings this year included Middle School Dodgeball, Middle School Basketball, Middle School Volleyball, Community Cooking, and Game On!, all run by the Youth Coordinator. The Wild Wednesday programs held on SPS Early Release days have remained very successful. This year the Middle School Nashoba Ski and Snowboard program had enough interest that we added an additional coach bus for the first time for this six-week program.

Lastly, this past summer we also expanded our middle school program, Sudbury Adventure, increasing participation from 209 children in 2011 to 388 in 2012 over a six-week period, an 85% increase.

The Atkinson Pool is currently preparing for a large environmentally-friendly project slated for spring 2013. With direction from the Combined Facilities Director and the Green Energy Committee, the rooftop unit that heats and dehumidifies the pool area will be replaced with a new unit connected to two

high-efficiency boilers and heat exchangers which will heat the water in both pools. With the help of the Green Energy Committee, we were able to secure a \$250,000 green communities grant towards this project.

The pool is open 96 hours a week year-round. During the winter months the pool is home to six competitive teams, Lincoln-Sudbury, Sudbury Swim Team, Nashoba Swim Team, Bromfield, ZAP Diving, and Dolphin Diving. We offer swim lessons each season of the year and also offer specific training programs during the spring and fall for adults. During the summer the pool hosts the Sudbury Summer Camp where we offer lessons and free swim to the campers.

This year the pool serviced 1192 individuals in our learn-to-swim program and adult exercise programs. The pool attendance was 82,269, and there were 1506 active memberships. The triathlon training program created last year has blossomed into a year round program, and a 5K training program was added last fall. Programming has increased with lifeguard training and babysitter training courses.

This past year was also spent working through the CAPRA accreditation process. This is the national accreditation program for Park and Recreation

agencies. We hope to be the first accredited department in the Commonwealth of Massachusetts, and this will show our customers that we hold ourselves to the highest standards of Park and Recreation services available. We anticipate an onsite visit from the accreditation team in the spring of 2013.

This Department has one or more active revolving funds established under M.G.L. c.44, s. 53E ½. Please refer to the Finance Department section for more information on these funds.

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

Respectfully submitted,
Nancy McShea
Park and Recreation Director

Robert C. Beagan
Thaddeus Gozdeck
Paul Griffin
James J. Marotta
Richard C. Williamson
Park and Recreation Commission

Cable Advisor

This year, the Cable Advisor helped many 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. 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, and Verizon Channels 31 & 32. SudburyTV programming can also be accessed on the web (via YouTube-style video-on-demand, or 24/7 live stream), at <http://sudburytv.org>.

SudburyTV programming included a variety of monthly programs including a regular newscast and three new regular programs: *Arts Local*, *Coach Cate's Healthy Adventures*, and *Yum 101*. The channel also continued its live coverage of Board of Selectmen's

meetings, Annual Town Meeting, and continued to cablecast committee meetings including Finance Committee, SPS School Committee, and L-S School Committee. Additions this year included coverage of the Zoning Board of Appeals and Conservation Commission. Finally, SudburyTV continued to cablecast community programs from the Sudbury Historical Society and Sudbury League of Women Voters, as well as L-S Music Programs, L-S Sports, the Sudbury Summer Concert Series, Holiday Parades, and the HOPEsudbury Telethon, which raised over \$70,000 this year.

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 cablecast other 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. The Town Hall main meeting room and the Silva Room in the Flynn Building are both configured so that a single volunteer can record meetings with multiple cameras.

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 email info1@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

Board of Health

The Board of Health is responsible for addressing the health needs of the community. 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 Parmenter Health Services for the Board of Health. Mental health-care services are provided through the Community Social Workers. The Board of Health continues to update and disseminate the most current information on public health concerns and issues via the Town website, brochures, cable TV and local newspapers.

Subsurface Disposal of Sewage

To assure that individual septic systems will not have an impact on the environment and public health, thorough field evaluations were conducted for new single-family residential lots and multi-unit housing projects 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 systems. 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. The Board of Health is actively involved in the evaluation of a proposed Route 20 wastewater sewer project.

Community Social Worker

Services continued to be provided for residents of all ages by our Community Social Workers. These included: case management, information and referral,

advocacy and support. Crisis intervention and on-call availability were provided as well. Collaboration with other Town departments (Police/Fire, Schools, COA) occurred regularly. Community outreach activities were conducted throughout the year. Several projects targeting residents in need were completed in cooperation with school classrooms, church/citizen groups and local businesses. Intake services were provided for state programs such as fuel assistance. The Community Assistance Fund (operating in conjunction with HOPEsudbury) provided financial assistance for sixty-two Sudbury families. Contractual agreements were maintained with area therapists to ensure that all residents could receive outpatient treatment regardless of income/ insurance coverage. Outreach services were also provided through contractual agreements for frail and "at risk" seniors. Martha Lynn and Mitch Sanborn shared Community Social Work responsibilities this year.

Nursing Services

Parmenter Health Services, Inc. was contracted to supply nursing services, including home healthcare, communicable disease follow-up, flu, pneumonia inoculations, adult clinics for testing of blood pressure and cholesterol monitoring, pandemic flu planning, and emergency preparedness planning. Seasonal flu vaccination clinics were held at the Senior Center.

Mosquito Control

To avoid an outbreak of Eastern Equine Encephalitis and control nuisance mosquitoes, the Board of Health continued to provide licensed mosquito control through the East Middlesex Mosquito Control Project. Mosquitoes submitted for testing by the Massachusetts Department of Public Health found one positive test for Eastern Equine Encephalitis (EEE) in Sudbury this year. Control of West Nile Virus carried by mosquitoes has required catch basin treatments throughout Sudbury.

Hazardous Waste

A Household Hazardous Waste Collection Day was held October 27th and 217 vehicles delivered waste to the collection site. 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. The Minuteman Hazardous Product Facility in Lexington processed hazardous waste for Sudbury residents from April to November for a fee. Residents disposed of waste oil in the storage tank located at the transfer station. Latex paint was collected at the Sudbury Transfer Station.

Animal/Rabies Control

An animal rabies clinic is conducted for the Board of Health by Paula Adelson, Animal Inspector, and Sudbury Animal Hospital, twenty-two (22) dogs and eight (8) cats were vaccinated. State law requires all cats as well as dogs be vaccinated. Rabies in Massachusetts continues to pose a threat to humans and domestic animals from wild animals (but not limited to) raccoons, skunks, woodchucks, foxes and bats. Potentially rabid animals that have had contact with pets or humans are submitted for testing by the State Laboratory. 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 installation of water level control devices. The removal of road kill animals along public roadways is contracted by the Board of Health.

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.

Restaurant and Food Service

Thirty five (35) licensed food service establishments were inspected to assure compliance with the State Sanitary Code.

Emergency Preparedness

The Board of Health participates as a member of the Massachusetts Department of Public Health’s Region 4A which has been established to promote local and regional emergency preparedness for Boards of Health. Emergency dispensing site planning and the establishment of a local Medical Reserve Corps has been the primary focus of the Board of Health’s local emergency preparedness program. Medical Reserve Corps Executive Committee members are appointed by the Board of Health. Medical and non-medical volunteers are needed to assist the Town in conducting functions such as an emergency medical dispensing site or a Town emergency shelter.

Linda Huet-Clayton was elected to a three-year term in March. Brian McNamara continued to serve as Chairman and Carol Bradford continued to serve as a board member. Robert C. Leupold served as the Director and Michele Korman served as Health Coordinator. Martha Lynn and Mitch Sanborn shared the Community Social Worker responsibilities. Paula Adelson served as Animal Inspector.

**Board of Health
Financial Report: July 1, 2011- June 30, 2012**

| | |
|----------------------|--------------------|
| Receipts: | |
| Sewerage Permits | \$15,530.00 |
| Installer Permits | 4,150.00 |
| Hauler Permits | 1,850.00 |
| Food Service Permits | 8,280.00 |
| Milk & Cream Permits | 20.00 |
| Stable Permits | 140.00 |
| Site fees | 1,000.00 |
| Well Permits | 900.00 |
| Permit Renewals | 325.00 |
| Camp Permits | 550.00 |
| Pool/Pond Permits | 280.00 |
| Copies | 161.25 |
| BOH Trench | <u>1,600.00</u> |
| Total | \$34,786.25 |

Respectfully submitted,
Robert C. Leupold, Director
Brian J. McNamara
Linda Huet-Clayton
Carol Bradford, RN

East Middlesex Mosquito Control Project

The East Middlesex Mosquito Control Project conducts a program in Sudbury consisting of mosquito surveillance, larval and adult mosquito control, ditch maintenance and public education.

Extraordinarily warm and dry conditions during the 2012 winter and spring resulted in low numbers of spring floodwater mosquitoes but contributed to a buildup of West Nile virus and EEE disease risk. Massachusetts recorded 30 human cases of West Nile Virus and 7 human cases of EEE.

The adult mosquito surveillance program used traps to collect mosquitoes from five Sudbury locations. Data was compiled from 25 mosquito trap collections. During the summer, mosquitoes from eight batches of mosquitoes from Sudbury were tested for West Nile Virus and EEE by the Mass. Dept. of Public Health. In mid-July, mosquitoes from one Sudbury trap collection tested positive for EEE.

The larval mosquito control program relied on the larvicides *Bacillus thuringiensis var. israelensis* (Bti) and methoprene, which are classified by the EPA as relatively non-toxic. Field crews using portable sprayers applied Bti in the spring and the summer to 17 wetland acres when high densities of mosquito larvae were found in stagnant water. Due to abnormally dry conditions, the annual spring helicopter application of Bti to control spring

floodwater mosquitoes was cancelled. In August, Project personnel applied methoprene to control *Culex* mosquito larvae at 1,235 roadside catchbasins. *Culex* mosquitoes are considered the primary West Nile virus vectors.

The adult mosquito control program used 10 spray crews to apply Sumithrin to 6,490 acres at night using truck mounted aerosol sprayers, when survey traps indicated high mosquito populations. Advance notification of the spray program was done through notices on the Town website.

Hand tools were used to remove debris and maintain 398 linear feet of a waterway adjacent to Willard Grant Road.

The Project'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. The Town's website www.sudbury.ma.us/services/health/emmcp/ provides residents with information on mosquitoes, control programs and related topics.

Respectfully submitted,
David Henley, Superintendent

Veterans Services

The Office of Sudbury Veteran's Services provides Federal, State, and Local benefits information and services to the Town's Veterans who served from World War II through the Global War on Terror. Their spouses and widows/widowers of Veterans may also be eligible for benefits on behalf of the Veteran.

This office assists Sudbury residents with Federal applications requests for Service-Connected Disabilities, Non-Service Connected Pensions, Health-care Benefits, requests for discharge documents, replacement medal requests and a host of other Federal benefits. For a complete list of Federal benefits please go to the website www.va.gov or <http://sudbury.ma.us/departments/VeteransAgent/>. You may also stop by the Veteran's Office at the Town Hall.

The Veteran's Office also administers the State benefits programs available to Sudbury Veterans. Some of these benefits include Outreach and Counseling, Housing, Financial Assistance, Employment, and Education.

There are also local benefits available to Sudbury resident Veterans such as tax abatements for individuals rated by the VA as Service-Connected (at least 10% S/C), which is administered through the Tax Assessor's office.

The Town of Sudbury is very active in honoring our soldiers and Veterans. In this past year we have welcomed home to Sudbury many soldiers with banners and proclamations naming a special day in their honor. The month of May was declared as Military Appreciation Month. In November we held

our second Veterans Appreciation Luncheon at the Senior Center to honor our Sudbury Veterans.

The Town also has a Military Album available for all to view at the Goodnow Library. Sudbury Military families are welcome to submit pages of their military loved one to be added to this Album.

The Town of Sudbury thanks all those who serve our country!

Respectfully submitted,
The Veteran's Office

Parmenter VNA & Community Care, Inc./Wayside Hospice

Overview

Parmenter VNA & Community Care/Hospice (formerly the Sudbury Visiting Nurse Association) continues a long tradition of homecare excellence to the Town of Sudbury by virtue of the commitment of the staff, Board members, volunteers, the continuing support of community residents and the Sudbury Board of Health. A local, non-profit community health care provider, Parmenter VNA & Community Care carries forward the 60-year commitment of the former Sudbury VNA to Town residents. Parmenter VNA & Community Care is a Medicare/Medicaid certified homecare and hospice agency.

Home Health Care

Home health care is the heart of the wide range of services provided by Parmenter VNA & Community Care. Under the order of a physician, Parmenter provides nursing, physical therapy, occupational therapy, speech therapy, medical social work and personal care services to individuals recovering from an illness, injury, surgery, disability or life-limiting illness. We provide a specialty wound nurse, a psychiatric nurse as well as chronic disease management and palliative care. We also offer an in-home tele-health program, helping individuals at risk of unplanned hospitalizations because of some type of cardiac or respiratory disease to effectively manage their health in their own home. In addition, Parmenter is also a Lifeline provider--a personal emergency response system. The Sudbury Board of Health, in part, provides a safety-net to Town residents whose home care needs are not covered by insurance and who are unable to pay privately. Approximately 15% of all services provided by Parmenter are un-funded or under-funded. Grants, gifts and donations to Parmenter VNA & Community Care/Hospice from hundreds of community residents help support free and subsidized care to neighbors in need in Sudbury and other MetroWest communities.

Hospice Care/Bereavement

The close working connection between Parmenter's Hospice and the Agency's home care program means

that clients benefit from continuity of care. The same staff who care for patients in the earlier stages of a life-threatening illness, if needed, follow patients through the final stages of living – working hand-in-hand with other members of the hospice team who introduce specialized care for the entire family. While most hospice care is provided in the home, sometimes this is not possible. Parmenter operates a lovely ten-bed hospice residence, the Miriam Boyd Parlin Residence. One of only eight such residential hospices in the state, this residence provides an important resource for area residents who are dealing with end-of-life care issues. In 2010, Parmenter undertook an expansion of the Parlin Hospice Residence from six private bedrooms to ten. The cost of this expansion has been covered by private donations. Parmenter provides bereavement support for families and loved ones and offers a unique children's bereavement program, Heart play, utilizing the expressive arts, for children who have suffered the loss of a parent or sibling. Upcoming is a new children's bereavement program, Camp Erin Boston. Created and funded by the Moyer Foundation, Camp Erin is the largest network of free bereavement camps in the country designed for children and teens ages 6-17 who have experienced the death of someone close to them. This is a weekend-long experience filled with traditional, fun camp activities that are combined with grief education and emotional support led by grief professionals and trained volunteers.

Community Services and Public Education

Supported by the Sudbury Board of Health and in cooperation with the Sudbury Council on Aging, the Board of Health Nurse from Parmenter offered services to the Town of Sudbury to support the community and maintain and foster public health. The nurse was trained by the Massachusetts Department of Health for the Maven System of reporting and followed and reported communicable diseases for the Town of Sudbury. Weekly blood pressure and glucose screening for all Town residents regardless of age was offered at the Sudbury Senior

Center and Parmenter Community Health Care in Wayland free of charge. The Parmenter nurse also conducted monthly blood pressure screenings for Orchard Hill Assisted Living, Sudbury Town employees at the Flynn Building and the Department of Public Works. In the fall, the Sudbury BOH nurse organized and administered Flu/Pneumonia immunization clinics for Town and School employees. Flu/Pneumonia Clinics were also held at the Sudbury Senior Center for the senior population. For the homebound population, the BOH nurse made home visits for vaccinations and basic nursing care. Partnering with Metro West Mobile Clinic, the BOH nurse held monthly Flu clinics from September through January at their Sudbury location vaccinating both adults and children. In the spring and fall at the Council on Aging, the nurse organized walking clinics and educational efforts on the benefits of diet and exercise for preventing chronic disease and aging successfully. Throughout the year, the nurse coordinated public health educational events on a variety of health topics depending on community needs and interest. This past year topics included: Walk for Wellness, Tick Talk, Soups On: Falls Discussion, Fall Prevention Program, Fit Walk, Memory Screening and Memory Educational Program. The BOH nurse maintained a health education board at the Senior Center to include hot topics of concern and interest in public health. Articles were written for the Senior Center Newsletter to further educate the public.

Parmenter additionally offered classes for the preteen population at a nominal fee including Home Alone and Babysitting Courses. In addition to the screening, vaccination clinics, and wellness efforts, the BOH nurse provided individual education and disease

management for residents dealing with reportable communicable diseases, and was a resource to Sudbury Public School nurses on communicable disease issues in the pediatric population. As a member of the Medical Reserve Corps and the Vulnerable In-Town Population Committee, the BOH nurse helped register any vulnerable residents with the Town's Emergency Planning website.

Next year's plans for the BOH nurse include: continue all current BP/Glucose screenings and health coaching, conduct monthly health topic/health seminars at the Senior Center with videotaping for broadcast to reach the homebound population, form a focus group at the Senior Center to discuss health topics and services offered by the BOH nurse, continue and enhance a monthly health education topic board at the Senior Center, continue the Public Health Education Course through Boston University, continue community outreach and education through the BOH nurse web page, contribute to the Senior Center Newsletter, continue the flu/pneumonia vaccination clinics, as well as the walking programs for the spring and fall, and monitor surveillance and reporting of all communicable diseases for the Town of Sudbury to the state Board of Health agency.

Services provided by Board of Health and number of attendees are listed below:

- Health Guidance/Education Home Visits - 899
- Communicable Disease Follow-up Contacts - 56
- Immunization/TB Testing - 509
- Community Screening Clinics - 1,049
- Health Topic/Seminars - 137

Total encounters: 2,650

Respectfully submitted:
Denise McQuaide, CEO

Phyllis Schilp RN, BSN, Board of Health Nurse

Commission on Disability

About the Commission

The Sudbury Commission on Disability is an active, member driven Commission that works to advocate for people with disabilities in the community while promoting accessibility in the Town's public places. The Commission on Disability works independently and in collaboration with other Town departments to create and implement programs to provide advocacy, education, and remediation. The Commission does this through independent projects and campaigns, as well as by providing technical assistance to other

town departments and to people with disabilities and their families. This volunteer Commission meets monthly and is composed of five to nine members, 51% of whom must have a disability. The Commission receives money from Handicapped Parking violations to support projects.

Membership

The Commission on Disability currently has six members. Lotte Diomedede currently serves as the Commission Chair and is supported by five other

members. Peter Sargent is Secretary, Stephen Parker is Treasurer, Anna Wood is the Town Representative, and Dina Johnson and Peter Schaer serve as supporting members. There are two vacancies on the Commission and recruitment is ongoing. Frequently guests and potential new members sit in on our monthly meetings. All appointments to the Commission on Disability are made by the Town Manager with approval of the Board of Selectmen.

Website

Information of interest to people with disabilities is posted on the Commission's webpage at www.disability.sudbury.ma.us. This page is updated and monitored by the Town Representative weekly. All meetings, agendas, and meeting minutes can be found on this website.

Braille Signage Survey at Sudbury Public Schools

The final reports regarding the braille signage at the Sudbury Public Schools were submitted to all school Principals and the District's Superintendent in March. The Commission was pleased with the findings at the schools as there were very few errors. Upon completion of the project, the Commission publicized the findings to local newspapers to educate the public on this project. School Administrators and the Superintendent of Schools were asked to update all errors to assure accessibility and safety. The Commission on Disability will continue to be available to these Administrators moving forward should they need support or guidance in making the appropriate and necessary changes to their school's braille signage.

Accessible Restaurant Guide

The Commission is currently working on an accessible restaurant guide that will provide residents and visitors with a free publication outlining the accessibility features of all 30+ restaurants here in Sudbury. This guide is not intended to indicate compliance or non-compliance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG) or the Architectural Barriers Act (ABA) requirements. Instead, this guide will be an informative document allowing families and visitors to make appropriate dining arrangements according to their needs. The Commission has created a restaurant grid showing whether or not a restaurant has 14 specific accessibility features. These features include large print menus, online ordering, and wheelchair accessible bathrooms. Once approved by Town Management, the Commission hopes to start surveying restaurants in March 2013.

Scholarship Program

In February, the Board of Selectmen approved allocation of \$2,500 to the Adaptive Sports and Recreation Program at the Sudbury Park and Recreation Department. This money serves as scholarship funds for people with disabilities wishing to participate in Adaptive Sports and Recreation Programs. To date, these funds have allowed seven community members with disabilities to participate in programs that they otherwise would not have been able to due to financial constraints. The scholarship fund still has approximately \$1,000 available to offer community members with disabilities.

Electric Door Openers

Always looking to support the community, the Commission on Disability voted to support the installation of electric door openers at the main entrance of the Fairbank Community Center. The Commission allocated \$2,500 to this project in August. A high volume facility, the door openers now allow patrons with disabilities easier access to the facility for recreation programs, voting, and more.

Publicity

The Commission continues to publish articles and press releases in the local media regarding Commission happenings, projects, and topics regarding disability awareness. The Commission's intent is to raise awareness about issues relating to disability, publicize the work of the Commission, and solicit help for our projects and for new members.

Financial Information

The Commission continues to collect monies from Handicap Parking violations to fund projects that work to make the Town of Sudbury more accessible and disability friendly. The chart below summarizes financial transactions during fiscal year 2012:

| | |
|----------------------------|--------------------|
| FY12 Starting Balance | \$11,924.48 |
| Total Revenue | + 3,335.00 |
| Total Expenditure | - 1,397.98 |
| FY12 Ending Balance | \$13,861.80 |

Respectfully submitted,
Lotte Diomede
Dina N. Johnson
Jacqueline S. Kilroy
Steven L. Parker
Peter Sargent
Peter D. Shaer
Anna Wood

Our Heritage

Town Historian

My name is Lee Swanson, and I was appointed last year by the Selectmen. I have a unique perspective on Sudbury's History, recent and ancient. My parents, Edna and Milton Swanson, purchased the closed empty 'General Store' from the heirs of Henry Ford in 1947. The store was just over the Sudbury line in Marlborough on Route 20, and was closed by Mr. Ford in 1938. My parents reopened it as the Wayside Country Store in September 1947 and stocked it with everything a country store needed as of 1910. It was an almost immediate success, and still survives today, although my parents sold it in 1971.

The reopened Country Store attracted people from all walks of life, and our first customer was Jimmy Cagney! We sold real penny candy, and some items were even 3 for a penny! Vermont cheddar cheese was two years old, and only 79 cents a pound. In a couple of years we aged it ourselves, and kept an inventory of two tons of different kinds of cheeses. On most Sundays, the closest a customer could get to the store was parking a quarter mile away.

I was nine years old, and worked on opening day, and every available non-school day. It was a great

education as I served the public, and met the people who turned out to be Sudbury residents who were big supporters of the store. I talked with Sudbury people who helped make Sudbury history over the past 100 years; or as we would say, I heard it from the "Horse's Mouth."

Longfellow's Wayside Inn used to send down interesting guests to the store. I met them, and heard their stories. You never knew who you were waiting on. Later I worked at the Wayside Inn, and became Curator, then Archivist, and was the spokesman for the Inn.

Regarding current Sudbury history, this is a reminder that the 375th Anniversary of the founding and incorporation of the Town of Sudbury starts this year in Wayland in June (the original Sudbury). The Sudbury Celebrates 375/Sudbury Day Committee is working with them, however, we're celebrating the anniversary in 2014. Go to <http://sudbury.ma.us/departments/Sudbury375/> to find out more.

The Town Historian can be reached by email at: Historian@sudbury.ma.us.

Respectfully submitted,
Lee Swanson, Town Historian

Historic Districts Commission

Sudbury has changed greatly from its beginning as a farming community, but the Town has been fortunate to have preserved many of its older houses and landscapes. As Sudbury grew, the Historic Districts Commission (HDC) was formed to ensure that the properties in the Historic Districts would continue to be protected from substantial or detrimental changes.

Today, this five-member committee continues to ensure that changes made to properties in a Historic District do not detract from the historic value of a neighborhood. We all lose when historic buildings are torn down or rehabbed beyond recognition or when historic landscapes are destroyed.

Prior to starting any exterior alterations on structures or landscapes that are visible from a public way, property owners in any of the five Historic Districts must obtain a Certificate of Appropriateness from the

HDC. This year there were nineteen applications for Certificates of Appropriateness, and sixteen Certificates were issued. The Certificates covered a wide variety of changes to properties, including major constructions, additions, replacement of windows, changes in paint color, changes to the landscape, and solar panels to meet the standards of our Green Community.

In addition to issuing Certificates of Appropriateness, through regular contact with the State Preservation Office and the Mass Historical Commission, the HDC acts as an information resource for property owners in the districts. The HDC website has been expanded to include not only our guidelines, but useful resources for owners of historic homes, including how to weatherize older homes and replace older windows.

At the end of 2012, Carole Wolfe, a valued member of the Commission, declined renewal of membership for a new term. We thank her for five years of dedicated service. The HDC welcomes applications from all qualified residents interested in the preservation of Historic Districts. Please visit the Town website at www.sudbury.ma.us/committees/HistoricDistricts

Respectfully submitted,
William S. Andreas
Linda Hawes
Frank W. Riepe
Lee F. Swanson
Carole Wolfe

Historical Commission

The Historical Commission received Community Preservation Committee (CPC) funding to perform a ground-penetrating radar survey on the Revolutionary Cemetery. Over 976 buried sites were revealed, and the possibility of 70 head stones may be buried in the cemetery. The effort to repair the slate grave stones continued. Other foot and head stones were straightened.

Five chimneys at the Hosmer House were repaired and the door and lock at the back hall door was repaired.

The annual Memorial Day tribute to employees and volunteers who passed away this year was held in the parlor of the Hosmer House. The Lt. Scott Milley VFW Post 8771 of Sudbury displayed military memorabilia in the ballroom.

On the Fourth of July a display of Dr. Adelson's art work was held in the ballroom, and the artwork of Rachel Childs was held in the parlor. Outside the Hosmer House books, pies and a yard sale was held. Before and after the parade the public toured the house and were given refreshments.

The Holiday Open House this year had a theme of "Old Fashioned Holiday." The Hosmer House was open the second and third weekends of December and drew a large audience. Musical entertainment took place each Saturday and Sunday put on by local talent. Eleven rooms were decorated by local clubs and Girl Scout troops. The storeroom displayed the books, cup plates, mugs, throws and decorations

which bring in funds to restore Miss Florence Hosmer's many paintings. This year we were able to purchase one of her paintings which was for sale on EBay. This painting of Dorothy Knauss playing a harp was on display for the public viewing during the holidays. Over 1,554 people came through the house during the holiday period.

Landscaping work continued around the Haynes Garrison Site, Training Field and Railroad Shack. Many new plantings were placed around the Hosmer House. The Faerie Garden has been completely replanted by the Girl Scouts and the Thursday Garden Club.

The Commission continues to work on the next phase of the "Old Homes Survey." Homes built before 1900 have been completed.

The Sudbury Historical Commission once again thanks the public for their support in keeping this historical gem in operation by their generous contributions.

Respectfully submitted,
Barbara Bahlkow
Diana Cebra
Maurice Fitzgerald
James Hill
William Johnson
Marilyn MacLean
Elizabeth Radoski

Memorial Day Committee

Sudbury's Memorial Day was a delightful combination of festive and somber respect. There were activities, great enthusiasm from Sudbury youth organizations; the Daisy and Tiger Scouts, Girl and Boy Scout troops. The veterans marched proudly and the 151 Regional Support Group, Massachusetts Army National Guard from Framingham provided an "up armored" HUMVE and an Armored LMTV.

Ceremonies began early in the morning with commemorative ceremonies at the Old and New North Cemeteries, and with a salute by the Sudbury Minute and Militia at the Minuteman statue in the New Town Cemetery overlooking the Town Common. The Parade started at Rugged Bear Plaza led by the American Legion Color Guard. The Memorial Day Parade Grand Marshal was Edward Kreitsek, a WWII signalman who was an operator of one of the first front line Early Warning Radars ever used by the US Army Air Defense Artillery. Ed's technical training had him travelling between First Army units trying to repair enough critical mine detectors to have on hand for the crossing the Rhine River.

The Parade left from the Rugged Bear parking lot headed east along Route 20, and a wreath provided by the Sudbury Garden Club was thrown into Hop Brook to commemorate servicemen that died at sea. The parade proceeded up Concord Road to the Goodnow Library; Civil War re-enactors of the 12th Georgia Infantry Regiment honored the veterans of that conflict both North and South. At Wadsworth Cemetery the parade moved to the King Phillip conflict monument where a Ceremony for Peace was performed by members of the Native American Council. This was a very moving and inspiring ceremony. At the conclusion of this ceremony the Parade moved to the front of Wadsworth Cemetery to honor the veterans of WWII, Korea and Vietnam. The Daisy/Brownies and Tiger/Cub Scouts joined in the parade at Our Lady of Fatima Church, and proceeded to Grinnell Park. At Grinnell Park, a Gold Star flag was hoisted to signify that Sudbury has lost a son in our nation's current conflicts. In a change from past years the Parade continued to Heritage

Park and ceremonies were held at the 911 Memorial to commemorate the current Iraq and Afghanistan campaigns. This concluded the Memorial Day Parade.

Heritage Park also became the site for the traditional Town Hall ceremonies. These ceremonies were moved to create a more crowd friendly environment, and lots of shade and cool grass to sit on. Ceremonies began with prayers and greetings from Town Officials, and the reading of veterans who had passed on since last Memorial Day. Grand Marshal Ed Kreitsek said a few words. The Ceremony for Peace was again graciously performed by members of the Native American Council. This was the first opportunity to have the young Scouts see this ceremony. Robert Coe also played taps for the crowd. Hot dogs and soda were provided to marchers by the American Legion Post 191.

The Sudbury Military Support Network and HOPEsudbury hosted activities on the Town Green following the Memorial Day events. People were encouraged to send messages of thanks and encouragement to deployed service personnel. The Sudbury Historical Commission and Hosmer House sponsored an eclectic show of militaria. There was a station for children to try on various military helmets from around the world as well as displays of identification models, toy soldiers, trench art, US Navy/NASA Apollo Recovery Task Force memorabilia, swords and bayonets. Thank you to the supporters of the event: the Sudbury school buses, The Wayside Inn, Sudbury Farms, Sudbury American Legion Post 191, and the Lt Scott Milley VFW Post 8771.

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

Respectfully submitted,
Laura B. Abrams
Spencer R. Goldstein
Peter R. Harvell
James A. Wiegel

September 11th Memorial Garden Oversight Committee

September 11, 2012 marked the 11th anniversary of the terrorist attacks that took the lives of Sudbury residents Geoffrey Cloud, Cora Hidalgo Holland, and Peter Morgan Goodrich. The Committee organized a modest commemoration, which included the tolling of bells at First Parish of Sudbury at 8:46 a.m. (the time the first hijacked plane hit the World Trade Center in 2001), the raising of the flag by Sudbury police and fire personnel, and the placement of a wreath and flowers at the Memorial Garden.

The Committee wishes to thank Lieutenant Scott Nix, Detective Michael Curran, and Detective Wayne Shurling from the Sudbury Police Department, Fire Chief William Miles, Captain Tim Choate, Firefighter Luis Forte, and Firefighter Michael Matros from the Sudbury Fire Department, and former flight attendant Connie Marotta for their participation in the ceremony, as well as the approximately 25 citizens who attended the event.

Throughout 2012, Committee members focused on maintenance of the Garden: caring for existing plantings, installing new plantings, replacing shrubs damaged by insect infestation, weeding, pruning, mulching, and arranging for seasonal leaf and snow removal. After receiving approval from the Conservation Commission, the Committee also arranged for poison ivy growing into and around the Garden to be

removed using environmentally sensitive practices and materials.

In addition, thanks to a generous donation from HOPEsudbury, a stone platform was installed around the flagpole adjacent to the Garden, and plans for 2013 include designing and planting a small flower garden around the platform. Repairs to the light that illuminates the flag also are planned.

The Oversight Committee was proud to be of service in 2012 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,

Bette E. Cloud

Barbara Clifton

Beth V. Farrell

Rachel W. Goodrich

Deborah B. Kruskal

Kirsten Roopenian

Lawrence W. O'Brien, Ex-officio

I. William Place, Ex-officio

Maureen G. Valente, Ex-officio



Cultural Council

This year, the Sudbury Cultural Council (SCC), part of a network of 329 Local Cultural Councils (LCCs) serving all 351 cities and towns in the Commonwealth of Massachusetts, awarded nine grants totaling \$3,870 for cultural programs exclusively in Sudbury, representing an increase of nearly \$200 in available monies from the state.

For the third and final year, the Sudbury Art Association received a generous grant to help make their Open Studios an annual event that Sudbury residents and others can look forward to for years to come. On another art-related note, Yael Kupiec-Dar, an art teacher at Ephraim Curtis Middle School, received the second largest grant for her project that involves leading teams of students in creating 2-D pixelated images or 3-D sculpture reproductions of famous art works using Lego blocks. The works will be displayed at the schools, the Fairbank Center, a local cafe, Goodnow Library, and Town Hall and will ultimately be donated to a children's hospital or other charitable organization for permanent display.

Several of the grants are connected to different aspects of Goodnow Library: Stephen Lewis, who plans to display part of his collection of international anti-war posters at the library in January 2013; the Sudbury Garden Club for providing landscaping to the Civil War statue that was renovated earlier in 2012; the Solstice Sackbuts, a brass trio that plans to perform a free concert of renaissance music in March 2013; and the library itself, which will present "Welcome to the Spring," on April 16, 2013, a children's story and music event for children featuring the original story "Katie's Acorn" that includes sing-alongs and participatory tales.

Other Sudbury institutions receiving grants include: the Josiah Haynes Elementary School PTO for "George W. Russell, Jr. & Co. - Clap Your Hands," a presentation in the fall of 2013 demonstrating the changing roles of music in the African-American community and describes its function as a mental

release from bondage, a vehicle for communication in the Underground Railway, and a "common ground" during the Civil Rights Movement; The Sudbury Grange for screening the film "Praying Town" with the film's director on November 21, 2012; and the Sudbury Senior Center for "Theater of the 30s, 40s and 50s," featuring Stephen Collins performing monologues from plays from these eras, as well as singing Cole Porter and George Gershwin tunes in the fall of 2013.

Applications for projects taking place between July 2013 and December 2014 must be submitted by October 15, 2013. Information and forms are available online at www.massculturalcouncil.org. For more information about the Sudbury Cultural Council, visit the Town's website at <http://www.sudbury.ma.us/departments/CulturalCouncil/> or email culturalcouncil@sudbury.ma.us.

The Sudbury Cultural Council welcomed one new member this year and is looking for additional members. Interested residents may email culturalcouncil@sudbury.ma.us.

The LCC Program is the largest grassroots cultural funding network in the nation, supporting thousands of community-based projects in the arts, sciences and humanities every year. The state legislature provides an annual appropriation to the Massachusetts Cultural Council, a state agency, which then allocates funds to each community. Decisions about which activities to support are made at the community level by a board of municipally appointed volunteers.

Respectfully submitted,
Ellen M. Gitelman
Michele H. Latimer
Jeanne M. Maloney
Cynthia Nelissen-Nihart
Anne Riesenfeld
Susan Rushfirth
Helen C. Velie



Public Safety

Police Department

The Sudbury Police Department logged 15,498 incidents and received 3,404 9-1-1 calls between January 1st and December 31st. The Department assisted an average of 866 people per month at the station, for a total of 10,388 “walk ins” for the 2012 calendar year. During this 12-month period 128 individuals were taken into custody for various violations of state and local laws, including 17 arrests for operating a motor vehicle under the influence of alcohol and/or drugs. Also, 144 criminal complaints for various violations of state and local laws were filed with the Framingham District Court. Officers investigated 64 larcenies, 30 breaking and entering (dwelling), 26 breaking and entering (motor vehicle), 12 assaults, 68 domestic disturbances, 114 vandalisms, 809 alarms, 880 medical aids, 14 juvenile matters, 35 fraud/identity thefts and five search warrants were executed. The Department also investigated 519 motor vehicle accidents; 335 property damage accidents, 58 involving personal injury and 126 where officers may have been dispatched to assist but accident reports were not required. Unfortunately, there was one motor vehicle accident resulting in a fatality.

Enforcing state and local traffic laws to ensure the safety of our residents is a high priority for the Department. We continue to look for opportunities to utilize technology in this area through the use of electronic traffic calming devices. We worked with Sudbury Public Schools, the Town Manager and Building Department to purchase and install new modern electronic school zone signage at the Noyes and Nixon schools. The Department issued a total of 2,913 traffic citations, of which 437 were issued for civil violations, 144 were issued for criminal/arrestable motor vehicle violations, and 2,332 were written warnings.

This year, the Sudbury Police Department Detective Bureau investigated 115 cases, and assisted the Patrol Division with numerous calls and cases which include crime scene processing, evidence collection, photographing and general assistance. The Detective Bureau is also assigned the duties of court liaison involving daily court activity, as well as probable cause hearings on criminal cases and appeal hearings on civil motor vehicle cases. The following is a brief summary of the different types of cases investigated this year.

Narcotics cases

Six narcotics cases were investigated this year. Four cases are closed with all individuals charged with narcotics related crimes. The remaining case is still currently under investigation.

Breaking and Entering cases

Thirty-one breaking and entering cases were investigated. These cases were actual break-ins as well as attempted break-ins. The cases involved residential, commercial and motor vehicle break-ins. Eighteen cases remain under investigation, and 13 cases were solved resulting in five arrests/charges.

Larceny cases

Seventeen larceny cases were investigated. Seven cases were solved resulting in five arrests/charges, three cases were closed upon the completion of the investigation without charges/arrests, and seven cases remain open and under investigation.

Sex crimes

Ten sex crimes were investigated. These cases involved a variety of crimes including statutory rape, indecent assaults, dissemination of harmful material to a minor, sex for a fee, as well as assisting other jurisdictions with rape cases. Two arrests were made as a result of these investigations.

Death Investigations

The Detective Bureau was assigned to five death investigations. Four of the cases were ruled as non-suspicious. The Detective Bureau assisted Palm Bay Florida with a homicide investigation where the suspect had been a resident of Sudbury.

Fraud

Nineteen fraud cases that were referred by the patrol division were investigated. These cases consisted of credit card fraud, personal identification fraud and counterfeit money.

Armed Robbery

One armed robbery case was investigated. This case involved narcotics as the motive. Six arrests were made upon completion of this investigation.

General detective activity

The remaining 26 cases can be described as general detective investigations which would include, motor vehicle accident investigations, warrant arrests,

missing person cases, medical aid cases, employee background investigations as well as assisting the patrol division with everyday activity.

Statistics

6- Narcotics cases
31- Breaking and Entering cases
17- Larceny cases
10- Sex crime cases
5- Death investigations
19- Fraud case
1- Armed robbery case
26- General investigations/follow up cases
22-Arrests (this number includes arrests which are the result of an investigation, arrest warrants issued and arrest warrants served)

In the past, officers have been required to attend a 32-hour block of training each year provided by the state at the local police academies. Due to budget cuts, the state no longer provides this training to municipalities. In order to keep current, the Department has had its own personnel certified as trainers in the areas of Legal Update, CPR/First Responder and Speed Measurement Devices. Additionally, officers utilize the Municipal Police Training Council's online training program as well as specialized training provided by private entities. All officers are now registered and able to receive online training through the Municipal Police Training Council's Distance Learning Program. The following is an example of training received by members of the Department this year.

- Sergeants attended both a two-day and four-day Sergeants Leadership Program
- Detectives attended a three-day conference held by the New England Narcotics Enforcement Officers Association and received training in new and upcoming drugs including "bath salts" as well as training in gangs, stress management and undercover operations.

Patrol officers also received the following training:

- Police Motorcycle Operations
- Command and Control Overview
- Introduction to Drug Investigation Narco Pouch Field Testing Certification
- Crash Data Retrieval
- Firearms Legal Update
- Safe School Summit Training through Middlesex District Attorney's Office.
- Recent Case Law and Legal Update

- Vehicle Fire Investigation
- Arson Investigation

Dispatch Training

- Ten dispatchers and six Police officers received 24 hours of Emergency Medical Dispatch Training
- Three dispatchers and six firefighters received 40 hours of Public safety Telecommunications training.
- Three dispatchers received 16 hours of E-911 Training.
- Seven police dispatchers and three fire dispatchers received 24 hours of cross-training prior to combined dispatch taking effect.

This year saw the completion of a regional dispatch feasibility study which included eight area towns. The feasibility study was paid for by a state grant and completed in the spring.

There were several changes in the way the Town of Sudbury delivered public safety dispatching. This year, the Commonwealth of Massachusetts mandated cities and towns to provide pre-arrival emergency medical dispatch (EMD) by July 1, 2012. The mandate to provide emergency medical dispatch forced both the Police and Fire Departments to examine the current dispatch operations and come up with a plan to implement the Emergency Medical Dispatch protocols. It became clear that combining the fire and police dispatch operation would make the state mandated transition to Emergency Medical Dispatch more effective for both agencies and provide a better quality of service to the Town. In addition, the Regional Dispatch study recommended that the Fire and Police operation be combined.

Emergency Medical Dispatch began on July 1, 2012 after dispatchers completed mandated training provided by the state. There were several capital purchases made to combine the fire dispatch at the police station. In October, equipment was installed which was required to combine the Police and Fire dispatching operations that met the requirements of EMD, and also created a more efficient system that no longer required residents' 9-1-1 calls to be transferred for fire and medical calls.

We continue to work closely with both school systems and their respective administrations to ensure a safe learning environment. School safety protocols are a high priority and are reviewed and practiced at all our schools.

We received two grants from the SETB--one for \$34,409 to offset dispatcher salaries, and another for \$10,885 to help pay for 9-1-1 training.

Patrolman Owen Griffin, Dispatcher Trisha Longo, and Dispatcher Ryan Miller joined the Department this year. Sergeant John Harris retired in October after 32 years of service to the community. John worked for four different Chiefs during his tenure and his knowledge and experience will be difficult to replace.

The Police Department collected the following fees and fines during FY12:

| | |
|-------------------------|-----------------|
| Traffic and court fines | \$ 30,970 |
| Licensing fees | \$ 3,263 |
| Paid detail admin fees | \$ 29,216 |
| False Alarms | \$ 330 |
| Copier fees | \$ 2,264 |
| Total | <hr/> \$ 66,043 |

We greatly appreciate the support the community continues to show our Department. We look forward to the challenges ahead, knowing that our cooperative efforts will help ensure the continued safety of our community.

Respectfully submitted,
Richard J. Glavin, Chief of Police
Robert F. Grady, Lieutenant
R. Scott Nix, Lieutenant

Police Sergeants
Todd F. Eadie
James G. Espinosa
Nathan Hagglund
John F. Harris - Retired
Richard A. MacLean

Police Officers
Ronald B. Conrado
Erin Corey
Michael Curran
Kerriann Fagerquist
Kyle Griffin
Owen Griffin
Kenneth Hanchett
Stephanie P. Howe
Alan J. Hutchinson
Paul Johnston
Kenneth G. Loyer
Michael A. Lucas
Neil McGilvray, III
John Perodeau
Michael Pope
Michael Rochette
Wayne Shurling, Jr.
Paul Wigmore

Police Matrons
Pamela Conrado
Carol Greenwood
Deborah Griffin
Trish Longo

Special Police Officers
William Carroll
Anthony Deldon
Noel Evers
Jeffrey Gogan
Christopher Kelly
John Longo
Trisha Longo
Thomas Miller
Bruce Noah
Charles R. Quinn
Wayne M. Shurling, Sr.
George Taylor
Peter Walsh
Brian Willard
David J. Whooley

Fire Department

The Sudbury Fire Department responded to 2,063 calls during the year 2012. Of these calls, 57 per cent were ambulance related. Under this umbrella are calls for medical assistance, ambulance transports to area hospitals, motor vehicle accidents, lift assists, well-being checks, and response to medical alarms.

We had a number of building fires during the year, the most significant being a house fire on Minebrook Road. A quick and efficient response by the Sudbury Fire Department to a Dutton Road garage fire saved the attached house. The residents were able to move back into their home just four days later. Other incidents included fires caused by improper disposal of smoking materials and fireplace ashes. The Fire Department reminds all residents that good house-keeping habits are a key to fire safety in the home.

The Sudbury Public Safety Dispatch Center was successfully launched on October 1. All land based 911 emergency calls are now answered and dispatched from the Police Station. Combining Fire and Police Dispatch has been a long standing goal of the Board of Selectmen and was helped along by our need to comply with the State Mandated Emergency Medical Dispatch Regulations. We received a great deal of cooperation from the Town Manager's Office, the Finance Committee, the Technology Department, and the Police Department in working out all the issues needed to complete this important project.

With the dispatch function removed from the Fire Department, we feel fortunate to have additional numbers of personnel available for emergency response. Since October 1, we were able to run our second ambulance more often, which greatly reduced our need for mutual aid ambulances from neighboring towns. For the past few years we have relied heavily on this outside help, finding that we received aid more than twice as many times as we were able to provide it. With the ability to run our second ambulance more often, we are in a better position to take care of our own responsibilities and provide more efficient service to the citizens of Sudbury.

The Town was hit by Hurricane Sandy on October 29, 2012. The storm blew in and was responsible for a lot of tree and power line damage. A few Sudbury homes were struck by falling trees and severely compromised. Although the Town suffered a fair amount of physical harm, we felt fortunate there were no injuries to residents or responders.

Permit Funds received were based on the following numbers of permits issued in Fiscal Year 2012:

- 910 Burning Permit
- 290 Smoke Detector
- 104 Fire Alarm
- 26 Commercial Fire Alarm
- 23 Tank Removal
- 63 Oil Burner
- 31 LPG

A total of \$ 38,421 was collected in FY12 in permit fees.

This Department has one or more active revolving funds established under M.G.L. c.44, s. 53 E ½. Please refer to the Finance Department section for more information on these funds.

In September, we took delivery of a new 2013 Ford Explorer for use by the Fire Chief. The Chief passed his former vehicle to the Assistant Chief, then that vehicle was given to the Sudbury Department of Public Works to be kept in continued service. We certainly appreciate the support of our citizens in updating our reliable fleet of emergency response vehicles.

Our Student Awareness of Fire Education (SAFE) Program was given continued support with a state grant. Fire safety programs were presented in every Sudbury K-5 class, and to other private kindergartens, civic organizations, and youth groups. In September, Fire Prevention Officer Lieutenant Kevin Cutler held a Public Safety Open House at Fire Headquarters.

Two new Firefighter/Paramedics were hired in 2012. Matthew MacDonald and Daniel Mulgrew started in the department in October. They will spend a few weeks training with us then attend the Recruit Class at the Massachusetts Firefighting Academy in April 2013. Firefighters Timothy Howe and Adam Salmon resigned.

We continue to place an emphasis on training. In addition to classes provided by Training Officer Captain Timothy Choate, we were able to send a few individuals to outside programs. Firefighter/Paramedic William Francis graduated from the 13 week Recruit Training Program at the Fire Academy in March. Fire Lieutenants Kevin Cutler and Dana Foster attended a three-day Incident Command System class and were certified at the ICS 300 level.

in June. Captain Brian Lewis and Lieutenant Kevin Cutler were also re-qualified as Hazardous Materials Technicians by the Fire Academy. In July, Captain Lewis was appointed to the District 3 State Hazardous Materials Team. Lieutenant Cutler also attended a two-day Public Fire and Life Safety Education Conference in September. The department also took advantage of an invitation to participate in live training in the Jones and Bartlett building, which was slated for demolition.

Assistant Fire Chief John Whalen completed the Fire Instructor II and Fire Officer III Certifications. Material for these examinations is based on requirements of the National Fire Protection Association.

In December, Fire Chief William Miles completed the Chief Fire Officer Management Program at the Massachusetts Firefighting Academy. This comprehensive course is provided by the Academy in partnership with the Edward J. Collins Center for Public Management at the University of Massachusetts, and provides training in the non-fire suppression aspects of managing fire department organizations.

The protection of lives and property requires a large investment in personnel, training, buildings, apparatus, and equipment. As Chief of the Department, I continue to be grateful for the cooperation we receive from town officials and departments, and for the moral and financial support we receive from our citizens and business owners.

Respectfully submitted,

*William L. Miles, Fire Chief
John M. Whalen, Assistant Fire Chief*

Captains

*Timothy E. Choate
Stephen E. Glidden
Brian M. Lewis
Douglas R. Stone*

Lieutenants

*Kevin P. Cutler
Dana J. Foster
Kevin J. Moreau
David J. Ziehler*

Firefighters

*Gary O. Bardsley
Robert J. Beer
Robert E. Boyd, Jr.
Michael R. Desjardins
Timothy Devoll
Luis A. Forte
William J. Francis
Alex C. Gardner
Kyle R. Gordon
Michael D. Hamill
Nicholas J. Howarth
Gary F. Isaacs
Michael P. Kilgallen
Jason D. Lucier
Matthew MacDonald
Michael A. Matros
Joshua S. McLeod
Shane R. Medeiros
Daniel Mulgrew
Michael J. Murphy
Russell P. Place
John E. Salmi
Daniel K. Wells*

Call Firefighter

Harold R. Cutler

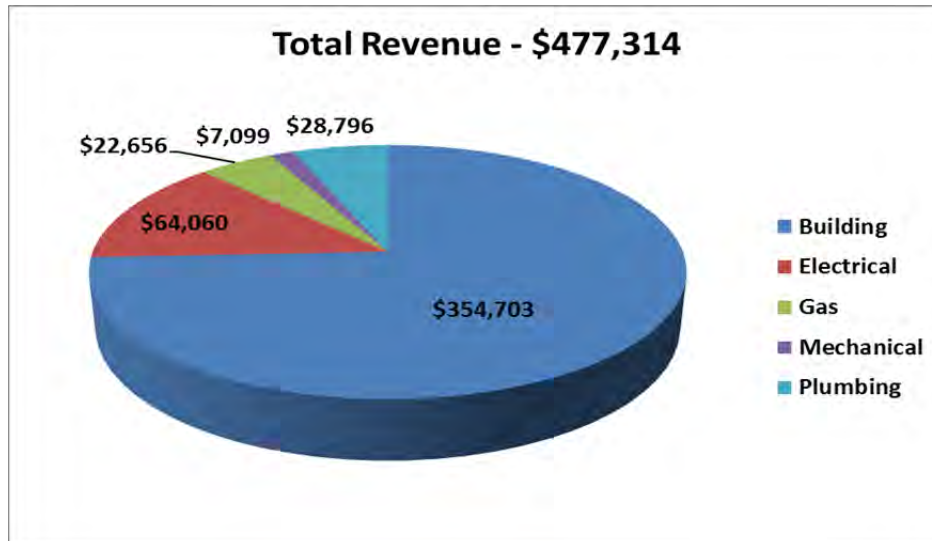


Building Department

Building Department - Permits and Fees

| Type of Permit | Number of Permits | Fees Collected | Construction Cost |
|---|-------------------|-------------------|----------------------|
| Express: Roofing, Siding, Windows Addition (incl. with Remodel) | 176 | 24,230 | 2,249,547 |
| Remodel, Alteration, Repair | 57 | 48,905 | 6,211,689 |
| New: Accessory Building | 289 | 82,110 | 7,185,342 |
| New: Primary Building | 13 | 9,445 | 779,500 |
| Other | 54 | 165,864 | 13,682,831 |
| Deck, Porch | 44 | 10,939 | 1,088,323 |
| Express: Solid Fuel Appliance | 24 | 3,860 | 397,000 |
| Express: Temporary Tent | 14 | 570 | 41,895 |
| Demolition: Primary Building | 24 | 2,490 | 153,270 |
| Pool | 13 | 935 | 93,500 |
| Sign, Awning, Canopy | 9 | 4,110 | 411,000 |
| Foundation Only | 10 | 705 | 40,900 |
| | 3 | 540 | 53,000 |
| | 730 | \$ 354,703 | \$ 32,387,797 |

| Type of Permit | Number of Permits | Fees Collected |
|----------------|-------------------|-------------------|
| Electrical | 667 | 64,060 |
| Gas | 429 | 22,656 |
| Mechanical | 74 | 7,099 |
| Plumbing | 411 | 28,796 |
| | 1581 | \$ 122,611 |



This Department has one or more active revolving funds established under M.G.L. c.44, s. 53E ½. Please refer to the Finance Department section for more information on these funds.

Respectfully submitted,
Mark Herweck, Interim Building Inspector

Energy and Sustainability Green Ribbon Committee

Sudbury's Energy and Sustainability Green Ribbon 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 (DOER) 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 an active and productive 2012, with several large projects comprising the bulk of the Committee's work.

Landfill Solar PPA – This is an exciting project pursuing a Power Purchase Agreement (PPA) for the installation of a large-scale solar array on Sudbury's closed and capped landfill to offset electric utility costs.

This project will consist of over 6,000 photovoltaic (PV) panels installed on 5.3 acres of the landfill and will yield approximately 1.5 megawatts (MW). The PPA savings model estimates the Town will save over \$100,000 annually in electricity costs.

The landfill PPA will be installed and operated at no cost to the Town, will ensure ongoing savings in energy costs and will reduce greenhouse gasses from power generation, all while utilizing an unused land parcel. This project is in the final approval process and it is anticipated to break ground in the spring of 2013.

ESC agreement - In collaboration with the Metropolitan Area Planning Council (MAPC) and the MA DOER, Sudbury has participated in a regional ESC (Energy Services Contracting) agreement to identify needed capital improvements with energy, operational and maintenance savings potential. Preliminary audits have been conducted and more detailed investment-grade energy audits (with in-depth engineering of projects) are underway to identify worthwhile energy savings opportunities in the Public School and Municipal buildings.

Green Communities Grants – After successfully completing its initial \$136,238 Green Community Grant, Sudbury was qualified to apply for the next round of funding. Under the initial grant, Sudbury successfully installed, brought up to operation and received State sign-off on lighting efficiency controls in all the Sudbury Public Schools, HVAC control improvements for the Fairbank Community Center and LSRHS, support for a high-efficiency Town vehicle purchase, and procurement of an infrared camera for the Building Department.

An application for a Green Community Grant to help replace the malfunctioning air handling and heat recovery unit at the Fairbank Community Center pool was submitted to and approved by the MA DOER. This unit has exceeded its functional life and is believed to be the largest single energy waster in Town. Sudbury has been awarded a Green Communities Grant for \$250,000 to be applied to the Fairbank heat recovery and ventilation unit and control systems. To date, the Energy Committee has obtained grants/awards/rebates totaling over \$600,000.

Solarize MA – The Committee partnered with Lincoln and Wayland's Energy Committees to successfully implement the Mass Clean Energy Center's Solarize Mass program. This bulk purchasing program provided Sudbury residents the opportunity to purchase and lease residential solar arrays at volume-based pricing. The committee provided substantial support to the program's marketing effort by offering "Solar 101" events, hosting open houses and participating in the Fourth of July parade. This was a very successful joint effort; the three towns achieved the lowest pricing tier in record time and together added 137 solar systems totaling 1,281 kW. As of this writing they are the only group in the state-wide solarize program to surpass a megawatt in contracted capability.

In addition to thanking the Energy Committee volunteers for their hard work, the Committee also wishes to acknowledge and thank the Town staff who have provided significant help and, in particular, Jim Kelly, Sudbury Facilities Director, who provides coordination between the Committee and the Town as well as project support.

The Energy Committee meets at least 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,
Rami Alwan
William G. Braun
Edward W. Lewis
Joe Martino
Michael E. Melnick
Robert Morrison
Kurt Reiss
Mark Sevier

Community Emergency Response Team (CERT)

CERT was established in 2007 by former Fire Chief Ken MacLean. Since then, CERT made major progress in helping train Town residents to better respond to emergency situations in their community. Should a major emergency unfold, such as a pandemic flu, earthquake, tornado, hurricane, etc., members can provide critical support to our first responders and provide assistance to victims. CERT members can also help with non-emergency projects that help improve the safety of the community.

Sudbury's CERT operates as part of the Local Emergency Planning Committee (LEPC) and also under the umbrella of Citizen Corps. CERT is only deployed upon request by Sudbury's Emergency Management Director, Fire Chief Bill Miles.

Volunteers are provided specialized training, free of charge, by the Massachusetts Emergency Management Agency (MEMA) and Federal mandates. Today CERT has about 30 members.

CERT's accomplishments are significant in the areas of Education and Outreach to the Community and building our Deployable CERT Teams as follows:

- The Shelter Team is trained and has conducted training drills at the Fairbank Community Center. We are ready to help in an actual Emergency—and have, in fact, opened the shelter on several occasions.
- The Medical Team supports shelter operations and is coordinated with Sudbury's Medical Reserve Corps.

- Informed the public on “Personal Emergency Preparedness” via many presentations to community groups and Houses of Worship.
- Introduced the “72 Hour Go-Bag” program in coordination with the Senior Center.
- Communicated our mission and accomplishments through many news and informational articles in the *Sudbury Town Crier* and other newspapers.
- Conducted a special Emergency Preparedness Workshop via LSRHS Adult Education.
- Completed a survey of overflow shelter sites in addition to the Fairbank Community Center.
- Equipped our CERT members using a MEMA Grant and a generous donation from the Sudbury Permanent Fire Fighters Association, Local 2023.
- Received a grant from The Sudbury Foundation, donations from Bank of America, and many local businesses and organizations helped with CERT initiatives.

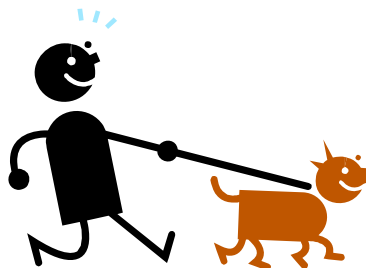
Additional volunteers are needed to join Sudbury CERT to increase our ability to achieve our mission. For more information, visit our website <http://cert.sudbury.ma.us> or email us at cert@sudbury.ma.us. You may also call Sudbury Fire Department Headquarters at 978-443-2239.

Respectfully submitted,
William L. Miles, Fire Chief
Marie Royea, Co-Chair

Dog Officer/Animal Control

| | |
|--------------------------------------|-------------|
| <u>TOTAL CALLS RECEIVED</u> | 1155 |
| Complaint Calls | 99 |
| Lost Dog Calls | 80 |
| Animal/Wildlife Calls | 108 |
| Human Bite Calls | 7 |
| Miscellaneous Calls | 582 |
| <u>TOTAL DOGS IMPOUNDED</u> | 36 |
| Not Licensed | 15 |
| Not Claimed | 3 |
| Still At Kennel | |
| Surrendered To Shelter | 3 |
| <u>TOTAL CITATIONS ISSUED</u> | 232 |
| No License Violation | 210 |
| Leash/Control Violation | 7 |
| Other | 15 |
| Court Citations/Hearings | 5 |
| <u>QUARANTINE ORDERS</u> | 1 |
| Human Bite | 1 |
| Transferred out of Sudbury | |

Respectfully submitted,
Leslie E Boardman, Dog Officer/Animal Control Inspector



Public Works

Engineering

Drainage easement plans were prepared from Haynes Road to North Road, and for 210 Concord Road.

An as-built survey of North Road walkway was completed, and a design plan of the Peakham Road walkway, south of Robert Best Road was prepared.

An as-built survey of the Boston Post Road walkway was completed from Sullivan Tire to CVS Pharmacy.

The street line of Powdermill Road was staked out for a proposed walkway.

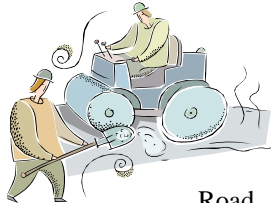
The Veterans' section at Mt. Pleasant Cemetery was laid out.

An existing conditions plan of Melone Borrow Pit for site evaluation was prepared by Larry Koff & Associates.

Field surveyed edge of wetlands at Transfer Station for proposed solar array.

Highway

\$787,984.20 of Chapter 90 funds were spent on paving 5.0 miles of roads. Those roads were Bowker Drive, Saunders Road, Brentwood Road, Briar Patch Lane, Hollow Oak Drive, Hop Brook Lane, Oak Hill Road, Gerry Drive, Pine Ridge Road, Metacomet Way, Washbrook Road, Meadow Drive, Pheasant Avenue, Nashoba Road, portions of Hudson Road, Nobscot Road, Old Lancaster Road and Wayside Inn Road.



A safety trailer was received from a grant given by the Massachusetts Interlocal Insurance Agency.

The Peakham Road walkway was repaired from Homestead Road to the intersection of Hudson Road; the Hudson Road walkway was repaired from Teakettle Lane to Fairbank Road.

The intersection of North Road and Great Road was reconstructed.

Drainage

A 2' x 5' x 50' box culvert was installed under Old Lancaster Road at the intersection of the entrance to the Department of Public Works.

Leach pits were installed in Dutton Road, Gerry Drive, Old Lancaster Road and Whispering Pine Road.

With the free use of a Federal Fish and Wildlife harvester, water chestnuts were removed from Carding Mill Pond and Stearns Mill Pond.

34 catch basins were repaired, and 323 catch basins were cleaned of sump debris.

Replaced the flashboards at Carding Mill Dam and located the Henry Ford gate valve – both of which will allow lowering the level of Carding Mill Pond.

Trees & Cemeteries

67 interments were performed by the Cemetery Department, and 271 trees were removed from within the Town's right of way.

Parks & Grounds

An electrical conduit was installed to the ice rinks at Featherland Park.

Scoreboards were set at Curtis Middle School's baseball and softball fields, and shade trees were planted at Haskell Field.

Dept. of Public Works Receipts 2012

| Engineering | |
|--------------------|---------------------------|
| Copies | \$ 70.00 |
| Plans | 290.00 |
| Maps | 25.00 |
| Driveway Permits | 400.00 |
| Total | \$ 785.00 |
| Cemetery | |
| Grave Openings | 20,400.00 |
| Foundation Charges | 2,959.50 |
| Total | \$ 23,359.50 |
| Highway | |
| Road Openings | \$3,900.00 |
| Trench Permits | 750.00 |
| Total | \$ 4,650.00 |
| Grand Total | <u>\$28,794.50</u> |

Respectfully submitted,
I. William Place, P.E.
 Director of Public Works/Town Engineer

Planning and Community Development

Planning Board

The Sudbury Planning Board exists under Section 81A of Chapter 41 of the Massachusetts General Laws. Its five 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 the Sudbury Annual Town Meeting, including long term planning studies, traffic circulation plans and bylaw codification.

Applications for Planning Board permits were light again for the fourth straight year, but activity picked up in the second half of the year. The Board reviewed one 1-lot subdivision application, and two applications for Senior Residential Communities proposing 26 new homes at 40 Tall Pine Drive and five new homes at Maple Meadows. 17 applications for Stormwater Management Permits were reviewed. Six Approval Not Required plans were reviewed, as well as two applications for changes to Scenic Roads. The Board participated in the review of three major commercial site plans – Village Green, Northern Bank and Buddy Dog - providing recommendations to the Board of Selectmen on site design. The construction of a walkway on Old Framingham Road was permitted and construction is about to commence, and the planning for the Dudley Road walkway will begin in 2013. The Board proposed three zoning bylaw amendments in 2012 which were adopted at the Annual Town Meeting: (1) revision of the definition of exempt agricultural use to mirror the state definition, (2) revision to the Senior Residential Community Bylaw to decrease the minimum acreage necessary for an SRC to 10 acres, and (3) revisions to the Stormwater Management Bylaw to raise the thresholds for minor permits for single family house construction and small businesses. The Board continued its work on Route 20 zoning and developed a survey to businesses which will be sent out in 2013. The Board also revised its regulations for the Stormwater Management Bylaw to be consistent with the Town Meeting vote.

Planning Board members continue to be active on various town committees dealing with land use and planning. Christopher Morely continued to serve as the Planning Board representative to and chair of the Community Preservation Committee (CPC), and is also a member of the Land Acquisition Review Committee. Joseph Sziabowski serves on the Sudbury Center Improvement Advisory Committee. Patricia Brown is the Town's representative to the

Minuteman Advisory Group on Inter-Location Communication (MAGIC). Jody Kablack was appointed the Planning Board representative to the Route 20 Sewer Steering Committee, replacing Eric Poch.

The Planning Board is supported by the Planning and Community Development (PCD) Department. The Department is staffed with a part-time secretary, part-time Planning and Zoning Coordinator, full-time Community Housing Coordinator and full-time Director. All the activities of the department, including all major residential and commercial development, community housing initiatives, zoning, and special projects follow the Master Plan goals and recommendations. The PCD Department spends considerable time working with various Town boards, including the Selectmen, Zoning Board, Community Preservation Committee, Historical Commission and Sudbury Housing Trust, as well as project specific committees. This year the Department, providing guidance to the Zoning Board of Appeals, completed the review of three Comprehensive Permits applications. Two major land projects were completed using Community Preservation Act Funds – preservation of Pantry Brook Farm and acquisition of 15 Hudson Road. The PCD Department submitted a grant application to the Executive Office of Energy and Environmental Affairs for the Local Acquisitions for Natural Diversity (LAND) grant program and was awarded \$400,000 towards the Pantry Brook Farm project. An application to the Massworks Infra-structure Program for the Town Center intersection project was also submitted, but was not awarded for the second year. Similarly, a grant application to the Mass. Historical Commission for funds to prepare a design study for the Town Hall was also not awarded this year. Under the direction of the Community Housing Coordinator, the Town was certified under the Department of Housing and Community Development for planning and creation of affordable units, and the Regional Housing Services Office continued its service to six (6) area towns in providing monitoring and oversight of affordable housing units in those towns. The Regional Housing Services Office was honored to be invited to showcase its program at the National League of Cities annual conference held in Boston.

The following table sets forth those developments under construction (or within the authority of the Planning Board) this year:

| Subdivision | Date Approved | Lots/Units Approved | Lots/Units Developed | Protected Open Space | Ft. Of Walkways |
|-----------------------|----------------------|----------------------------|-----------------------------|-----------------------------|------------------------|
| Fairbank Farm | 1999 | 3 | 0 | | |
| Whitehall Est. II | 2001 | 3 | 1 | | 400 |
| Endicott Woods | 2004 | 2 | 0 | | |
| Maple Meadows SRC | 2004 | 28 | 28 | 8.2 acres | 1500 |
| Zingale | 2004 | 1 | 0 | | |
| The Arboretum | 2004 | 10 | 0 | 7 acres | 1600 |
| Mahoney Farms SRC | 2005 | 33 | 26 | 12.2 acres | 1300 |
| Maillet Estates | 2006 | 4 | 3 | | 400 |
| Olde Bostonian Est. | 2007 | 3 | 0 | | |
| Pine Grove | 2011 | 5 | 2 | 1.8 acres | 550 |
| Peter's Way Extension | 2012 | 1 | 1 | | |

The Board reorganized following the 2012 Annual Town Election, where Michael Hunter was elected to his third three-year term, and Patricia Brown succeeded Eric Poch for the second seat.

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 remains committed to working on these issues as implementation of the strategies in the Master Plan continues over the next decade. The Board continues to solicit citizen input regarding planning and

development issues affecting the Town, and encourages participation in meetings and special projects.

Respectfully submitted,
Patricia Brown
Michael C. Fee
Michael Hunter
Craig Lizotte
Christopher Morely
Joseph Sziabowski

Permanent Building Committee

Work on the Massachusetts School Building Authority (MSBA) Noyes Elementary School Green Repair Project involving replacement of the roof, windows and boilers was finalized during the year. Permanent Building Committee (PBC) members utilized their problem solving skills resulting in significant cost reduction in connection with the structural enhancement of the roof approved by a contracted registered structural engineer. A National Grid Incentive program award was received in the amount of \$48,800, a portion of which was reserved by the MSBA based upon the work funded by the Authority. The remainder will be utilized for

additional controls enabling additional energy savings at Noyes.

The PBC was instrumental in assisting Sudbury Public Schools in applying for and obtaining a 36.89% grant from the MSBA for the General John Nixon Elementary School partial roof replacement/repair project under the Massachusetts Accelerated Repair Project Green Repair Program. Utilizing the designer and project manager pre-qualified and chosen by the MSBA, a design study verified the Russo Barr Roof Report and test results previously commissioned by the PBC. This study, accompanied with a proposed budget, determined eligibility for the

MSBA project funding. Town funding authorization for the MSBA Green Repair Program for the Nixon School, a pre-requisite of the MSBA process, was approved at the September Special Town Meeting and validated in the Special Town Election held in December. Mr. Melnick was designated as the PBC Project Liaison.

The Committee welcomed John Porter as an Associate member, and accepted the resignation of Thomas Scarlata with thanks for his service as the School Committee designee.

The Committee members and associates have worked with the Facilities Director on various projects during the year with input from the Energy Committee. Pursuant to Article 18 of the 2012 Annual Town Meeting, engineering was completed, and the Natatorium HVAC bid was awarded in July with the associated roofing project bid awarded in November. The Energy Committee was successful in securing a \$250,000 grant from the State toward the HVAC portion of the project. Coordination with the pool schedule mandates that most of the work will take place in March 2013.

The Committee assisted with the bidding for the fire suppression system for the Town Hall vaults approved by Town Meeting and conferred on various capital projects, both proposed and potential. Upon funding at the 2012 Annual Town Meeting, a development of a Request for Qualifications was commenced for an architectural and design study of the Town Hall for the renovation and adaptive reuse of the building. The Committee continues to facilitate implementation of various department capital or CPC funding building projects voted at Town Meeting requiring professional services or other assistance. Implementation of Police Headquarters construction is recommended as the Town's number one priority.

Respectfully submitted,
Michael E. Melnick
Elaine L. Jones
Craig E. Blake
William G. Braun
R. Thomas Joyner
W. Gifford Perry

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 the Board reviewed 13 sign applications and 4 building design applications and site plans. Recommendations are directed to the applicants, the Building Inspector, the Town Manager, the Zoning Board of Appeals, the Planning Board and the Selectmen. We appreciate the cooperation we

have received from all participants.

The members of the Board would like to express their heart-felt thanks to Chris O'Halloran, who resigned this year after dedicating 2 years of service and to Jane Roddy who also resigned this year after dedicating 1½ years of service on the Design Review Board.

Respectfully submitted,
Dan Martin
Jennifer Koffell
Deborah Kruskal
Juan Cruz Molina

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.

No applications for earth removal were received during the year.

Respectfully submitted,
Jonas D.L. McCray
Jonathan F. X. O'Brien
Jonathan W. Patch
Nancy Rubenstein

Community Preservation Committee

The Community Preservation Committee (CPC) is in its eleventh year of reviewing proposals for funding under the Community Preservation Act (CPA or Act, MGL Chapter 44B). 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 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 Department of Planning and Community Development.

The CPA funds raised in FY12 through the local tax surcharge equaled \$1,530,700. For FY12 the Town also received \$431,743 in October 2011, a 28% revenue match from the state CPA trust fund, interest earnings of \$102,682, bringing total FY12 revenues to \$2,065,125. The CPC continues to forecast 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 use of reserve funds.

At the 2012 Annual Town Meeting, the Town voted overwhelmingly to use CPA funds to permanently preserve Pantry Brook Farm through the purchase of two conservation restrictions on almost 100 acres. Preservation of this property, located on both sides of Concord Road just north of the high school, with its rolling meadows among stately colonial stone walls, extensive agricultural fields, woodlands and wetlands, connecting to a large network of protected

town, state, and federal lands, was a long time open space goal of the Town.

The other CPC projects approved in 2012 were presented in the areas of historic preservation (Town Hall architectural study, fire suppression system for the Hosmer House, restoration of the Town Pound, additions to the Old Home Survey, historic document preservation), open space and recreation opportunities (Pantry Brook Farm preservation, purchase of 15 Hudson Road, walkway construction), and the creation of affordable community housing (funding for the Sudbury Housing Trust). The total face value cost of all projects approved at Town Meeting was \$823,000, not including the Pantry Brook Farm preservation project which was approved for long term bonding of \$7,822,500. In addition, debt service expenses of \$1,171,498 for prior land acquisition projects and \$82,750 for administrative and operational needs of the CPC for FY13 were appropriated, bringing the total anticipated expenditures for FY13 to \$2,077,248. Any excess administrative funds not spent in a fiscal year are returned to the Community Preservation General Fund.

CPA monies accumulated over the last ten years and held in reserve were approved for use in the Pantry Brook Farm project, which will decrease the unreserved fund balance by approximately \$4.35 million at the end of fiscal year 2013 to approximately \$2.7 million.

The State CPA legislation, MGL c. 44B, was amended this year after many years of discussion and debate. The primary impacts to Sudbury's CPA program include modifying the allowable uses of CPA funds to permit the rehabilitation and restoration of existing recreational land not created or acquired with CPA funds, as well as the prohibition on using CPA funds to acquire artificial turf for athletic fields. Due to the changes in the state legislation, the Community Preservation Committee held a public

forum on the needs and possibilities for CPA uses. Over twenty five residents attended and spoke about important projects in all CPA-eligible categories for the near and short term.

CPA funded projects that are underway or have recently been completed around Sudbury include the purchase of 15 Hudson Road, mapping of unidentified graves at the Revolutionary Way Cemetery in the Town Center, harvesting of invasive weeds in the Carding Mill and Stearns Mill ponds, removal of invasive weeds on stone walls in the Town Center, continued restoration of historic Town Clerk documents, restoration of Town Hall windows, construction of the Sudbury Housing Authority duplex units, upgrading of the vaults in Town Hall, and construction of the Old Framingham Road walkway. When there are projects happening, look for our signs

noting “Sudbury Community Preservation Funds at Work.”

Respectfully submitted,
Bobby Beagan
Richard O. Bell
Sherrill P. Cline
John C. Drobinski
James A. Hill
William Kneeland
Christopher Morely
Seamus O’Kelly
Lynne H. Remington

Rail Trail Conversion Advisory Committee

The Rail Trail Conversion Advisory Committee (RTCAC) was created by the Selectmen in November 2004, to provide a mechanism for the Town to examine the conversion of the unused Framingham-Lowell rail line into a recreational path and alternative transportation corridor, to help identify and address the many questions and concerns of Sudbury residents concerning this project, and to support town staff as they study the feasibility of such a conversion. The section of the rail trail in Sudbury would continue the Bruce Freeman Rail Trail whose most northern 6.8 miles opened in Chelmsford in 2009.

On September 27, 2011 the Friends of the Bruce Freeman Rail Trail presented to the Selectmen an offer of \$50,000 for the 25% design of a half-mile extension into Sudbury of the trail proposed in Concord. To gauge the support of Sudbury citizens for a rail trail and for this proposed extension the Board of Selectmen placed two non-binding questions on the March 26 Town Election ballot:

1. Should the Town of Sudbury create a recreational Rail Trail more or less on the old rail right of way in Sudbury known as the Bruce Freeman Rail Trail (BFRT)?
2. Should the Town of Sudbury move forward with designing a 0.5 mile segment of the Bruce Freeman Rail Trail (BFRT) in north Sudbury from Route 117 at Davis Field to the Concord Town border?

While the Selectmen created these questions and the summary information, the RTCAC was provided the arguments in the warrant in support of and opposed to both measures. The RTCAC also participated in the March 19 informational session hosted by Selectman O’Brien to allow citizens to ask questions, raise concerns, and voice support of or opposition to these proposals. Both questions passed by about a 2 to 1 margin in the March election.

These two questions were also presented as non-binding resolutions at Annual Town Meeting; members of the RTCAC supplied both the presentation in support of and in opposition to these resolutions. Both resolutions were approved by Town Meeting.

On August 15 the Board of Selectmen directed that Conservation Coordinator Debbie Dineen, DPW Director Bill Place, and Director of Planning and Community Development Jody Kablack to develop three concepts for a trail in Sudbury. Town staff plans to develop these concepts by the end of 2012 using information collected by the RTCAC and potentially consulting the RTCAC for specific expertise.

The information compiled by the RTCAC is posted on the committee page of the Town website where citizens can find an up-to-date account of our activities.

Respectfully submitted,
Patricia A. Brown
Madeline R. Gelsinon
Robert D. Hall
Bridget Hanson
Christopher D. McClure
Jennifer K. Pincus
Nancy J. Powers
Richard C. Williamson
Carole R. Wolfe

Sewer Assessment Technical Advisory Committee

The Sewer Assessment Technical Advisory Committee's efforts have been suspended while the Route 20 Sewer Citizen's Advisory Committee and the Route 20 Sewer Steering Committee work to build public support for the project. Several members of the TAC participated in these committees, which are gathering additional information so that informed decisions can be made on a variety of issues related

to the sewer project, with the goal of requesting design and/or construction funds at a future Town Meeting.

Respectfully submitted,
Parker Coddington
John Drobinski
Elizabeth Eggleston
Robert Leupold

Ponds and Waterways Committee

Committee membership: The Ponds and Waterways Committee (PWC) began the year with seven members. Two members' terms expired without renewal in April – one due to relocation out of Sudbury and the other to increasing professional obligations. In September one new, talented member joined who is of great value for education outreach and appreciation of Sudbury waters. At the end of the year, the PWC had six members and is in need of a new member. We have been actively looking for new members and posted vacancy notices at events and online. We acknowledge the significant contributions of our former members and the ongoing contributions of those continuing on.

Master Plan Update: The PWC began updating the Master Plan and Appendices with emphasis placed on filling in missing information and making updates where appropriate. The PWC hopes to have the updates completed early in 2013.

Connections to other organizations: Our full and associate members have made contact with a number of related organizations in the area including:

- Assabet River National Wildlife Refuge

- Hop Brook Protection Association (HBPA)
- Massachusetts Audubon Society
- Mass. Congress of Lakes and Ponds (COLAP)
- Organization for the Assabet River (OARS)
- River Stewardship Council (RSC), including participation in activities such as the annual "Duck Race" at the Grist Mill during Riverfest
- Sudbury Valley Trustees (SVT)

Hop Brook Watershed: The PWC continues to monitor the activities of the City of Marlborough, the USEPA, and the Town of Sudbury regarding the Marlborough Easterly Sewage Treatment Plant and its discharge into the Hop Brook watershed. The majority of this information comes as reports from the efforts of the HBPA. The PWC reviewed the history and plans for continued harvesting of invasive aquatic plants on Carding Mill and Stearns Mill Ponds prior to a Community Preservation Committee (CPC) meeting and unanimously voted to recommend additional funding for harvesting. A brief statement of support was made at the CPC meeting in December. The PWC is continuing to engage itself in

the review of various options for remediation of the Hop Brook watershed.

Education: The PWC would like to develop educational material to be used by middle school science and math teachers. The PWC met with Curtis Middle School science and math teachers to get their input on developing materials for their classrooms that would tie their curriculum with Sudbury's ponds and waterways. We are still working on developing this. The PWC also met with the Lincoln-Sudbury Regional High School Environmental Club and the education manager at the Mass Audubon Society to see if there is an interest in working with the PWC.

The PWC hopes to collaborate with SVT and RSC on upcoming family education events and plans to develop a map with types of recreational activities and public access points to ponds and waterways in Sudbury.

Respectfully submitted,
Mary L. Addonizio
Alan P. Bascom
Paul B. Greenspan (Associate)
Robert S. Hershfield
Francis T. Lyons
Diane Muffitt
Anne M. Slugg

Route 20 Sewer Steering Committee and Citizens Advisory Committee

The Route 20 Sewer Steering Committee (SSC) and Citizens Advisory Committee (CAC) continued working together in accordance with their assigned duties and responsibilities as chartered by the Board of Selectmen (BOS).

The SSC is responsible for coordinating all work by each group associated with the proposed Route 20 Sewer project including the Technical Advisory Committee (TAC), any redevelopment initiatives proposed by the Planning Board, and any other committee or subcommittee. SSC reports progress directly to the BOS monthly or more frequently as appropriate.

The Citizens Advisory Committee has formed several subcommittees to pursue specific tasks including but not limited to defining the structure and promulgating regulations necessary to operate and maintain the proposed district, investigating cost allocation scenarios to develop the most appropriate capital construction cost recovery scenario-namely property taxes, user betterment assessment or some combination of the two. Various incentive development programs and financing mechanisms have been investigated by subcommittee and reported on to SSC and CAC.

Public education and community outreach is again a key component assigned to the CAC. As a result, CAC sub-committees were asked to investigate alternatives to the proposed decentralized wastewater collection, treatment, transport and groundwater recharge system plan. Several alternatives have been considered including a connection to the East Marlborough Wastewater Treatment Plant and a "Framingham extension" tie-in to the Massachusetts Water Resources Authority (MWRA).

Significant outreach to other municipalities having faced similar planning efforts was also made by subcommittees as assigned. These and other efforts have been documented in a growing reference collection for use in the public outreach effort.

SSC and CAC committees are evaluating the need to consider zoning changes associated with potential commercial development in the proposed sewer district before bringing the sewer proposal back to Town Meeting for consideration. The Planning Board has undertaken the necessary first steps in this process and shared their preliminary findings with both Committees.

Administrative challenges for the committees that surfaced were overcome in good order. SSC recruited new CAC members to replace those who for personal reasons were unable to make the time commitment required to accomplish the work. Resources, personnel and conference rooms were shared by holding joint CAC-SSC committee meetings to reduce duplication of effort and create efficiencies.

Respectfully submitted,
Sewer Steering Committee
Joan Carlton
Michael Coutu
Michael Fee
Stephen E. Grande, Esq.
Robert C. Haarde
Jody Kablack
Brian J. McNamara
Ted Pasquarello
Eric D. Poch
Richard J. Robison

Citizens Advisory Committee
Peter J. Abair
John K. Baranowsky
Craig E. Blake
Peter J. Cramer
Jon L. Danielson
Steven Eppich

Ellen W. Joachim
Daniel Kenn
Jonathan Lapat
Mark Minassian
Neil B. Minkoff
Kirsten Roopenian
Andrew R. Sullivan

Sudbury Center Improvement Advisory Committee

The Sudbury Center Improvement Advisory Committee (SCIAC) did not meet this year, however, design of the intersection plan proceeded under the direction of the DPW Director and Planning and Community Development Director. The Town's consultant, World Tech Engineering, worked on the drainage design for the intersection. The final configuration of the intersection leaves the roadway basically in its current location, with minor adjustments to both the east-west alignment, as well as the north-south alignment in order to facilitate flow through the intersection. New signals, drainage, curbing, shoulders and pedestrian improvements are included in the plan. A Mass-works Infrastructure Grant was submitted by the Town to the Executive Office of Housing and Economic Development for

construction funds in 2012, but was not awarded. An FY14 capital budget request was submitted requesting approximately \$600,000 for construction of the intersection to be voted on at the 2013 Annual Town Meeting.

Respectfully submitted,
June E. Allen
Scott Carpenter
Richard H. Davison
W. James Hodder
Deborah Kruskal
Eva H. MacNeill
Lawrence W. O'Brien
Frank Riepe
Joseph Sziabowski

Land Acquisition Review Committee

The Land Acquisition Review Committee (LARC) 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. Recommendations are submitted to the Board of Selectmen.

The LARC began its work by familiarizing itself with parcels on the 2009-2013 Open Space and Recreation Plan, which have been identified as important to fulfilling municipal needs for both of these uses, as

well as parcels that are currently enrolled in MGL Chapter 61. These parcels are taxed favorably for remaining undeveloped, and the Town is given a right of first refusal if they are converted to a different use or sold for development.

The LARC did not meet this year, as the acquisition and preservation of 15 Hudson Road and Pantry Brook Farm were both completed and no other properties were presented as opportunities for the Town.

Respectfully submitted,
Matthew Barach
John Cutting
Jan Hardenbergh
Christopher Morely

Sudbury Housing Trust

The Sudbury Housing Trust was formed by Town Meeting accepting the MGL chapter 44, s.55C at the 2006 Annual Town Meeting. The Trust was formed specifically to focus on affordable homeownership opportunities and to show performance against the CPA housing requirements. 10% of the CPA revenue MUST be spent on affordable housing. 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 Selectmen approval for certain transactions. The Town Treasurer is the custodian of the funds. The purpose of the Trust shall be 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 last six years since the Trust was chartered (February 2007), the Trust has committed resources towards the creation of 79 units of housing at an average subsidy of \$21,000; and all these units have been added to the State Subsidized Housing Inventory. The Trust has directly created nine units of housing and assisted another 70 units since its formation.

This year, the Trust also completed another home under the successful Home Preservation Program. In this program, smaller, less expensive homes are purchased and sold, subject to a permanent deed restriction, to eligible first-time homeowners selected from a lottery. In this way, homes are converted to affordable housing, preserving existing housing stock. The Housing Trust is able to work 'real time' to put offers on the property and use their own funds for required health and safety repairs. At least one additional home is planned for 2013, and a lottery to produce a list of potential buyers will be held January 31, 2013.

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. The Program has three rolling grant periods annually, and has awarded over \$66,500 for 26 grants over the life of the program, and 77% of the grantees are senior households. In FY12, the Trust awarded

four grants for a total of \$7,000; the easy-to-submit application can be found on the Town's website.

The Trust continues to pursue development at Maynard Road consistent with the terms of the Comprehensive Permit for the construction of three units. The Trust is considering options for developing the property with a new developer, provided that the plans and budget meet its approval. The project will be sent out to bid in early 2013.

The Sudbury Housing Trust performs lottery, resale and monitoring agent services for Sudbury and other neighboring communities, providing local opportunities for eligible buyers with connections to Sudbury and others looking for affordable housing in our area, as well as generating a revenue stream for the Sudbury Housing Trust. Through this activity, the Trust has developed unique expertise, leading to a regionalization effort to share housing administrative services with Acton, Bedford, Concord, Lexington, Sudbury and Weston, with Sudbury as the service provider. The Regional Housing Services Office was implemented in July 2011 through an Inter-Municipal Agreement between the member towns, and was awarded the 2011 Massachusetts Municipal Association Kenneth Pickard Municipal Innovation Award, and was asked to participate as a showcase entity at the National League of Cities Annual Convention in November 2012.

The Trust ended the Fiscal Year on June 30, 2012 with a balance of approximately \$618,000 and one acre parcel of land at 278 Maynard Road, valued at \$310,000. The fiscal year in financial terms started with a carryover balance of \$820,000, and collected fee revenue of \$72,000, CPA appropriation of \$190,000, and interest of \$11,000. The expenses for the fiscal year included \$467,000 (small grants, Home Preservation, Maynard Road, lottery expense, and administration), and \$8,000 of salaries, resulting in a FY12 ending with an audited fund balance of approximately \$618,000. The audited financial statements are posted on the Trust website.

The Board is organized with Michael Buoniconti as Chair, Lydia Pastuszek as Vice-Chair, Larry O'Brien as Selectman representative and at-large Trustees Peter Abair, Peter Crowe, Daniel Hewett, Andrew Kaye, Amy Lepak and Robert Morrison. The Trust is supported by Beth Rust, Community Housing Coordinator, and Jody Kablack, Director of Planning and Community Development.

Respectfully submitted,
Peter Abair
Michael Buoniconti
Peter Crowe
Daniel Hewett

Andrew Kaye
Amy Lepak
Robert Morrison
Larry O'Brien
Lydia Pastuszek

Conservation Commission

The Conservation Commission was pleased to work with the Department of Planning and Community Development on the permanent protection of the 94-acre Pantry Brook Farm on Concord Road. This property is rich in historic, scenic, agricultural, and natural environmental resources. The purchase of development rights for this priority parcel was passed at the Annual Town Meeting. Successful preservation of this working farm continues the long tradition of agriculture in Sudbury.

The Commission began a new program for long overdue trail maintenance using the \$2,025 in revenue generated from agricultural license fees. Eagle Scout Erik Lloyd completed the planning and construction of a new bridge over the inlet to Duck Pond in the Hop Brook Conservation Land. Raymond Shea, of Intel in Hudson, coordinated an Intel team building project which provided the labor and equipment necessary to install environmentally-friendly bridge foundations for an elevated bridge crossing wetlands in the Hop Brook conservation land. This new structure will replace the unsafe, and often underwater, boardwalks. In addition to Raymond Shea, we wish to thank Jeffrey Fadden and John Toland of Intel, who approved this project.

The Commission issued and enforced fourteen violation notices for illegal work in wetland jurisdictional areas. Of these violations, eleven were issued to homeowners. These were mostly for clearing of vegetation and tree removal without a permit. Three businesses had enforcement action for illegal disposal of materials in wetlands. Enforcement action was also taken to clean up a wetland area in Sudbury that resulted from the breach of erosion controls by a contractor in the Town of Framingham. It is the duty of the Commission to seek and obtain compliance for every violation.

The Johnson Farm 40B project on Landham Road was approved in October with numerous conditions which required plan amendments. This decision was issued after one year and over thirteen hours of public

hearings on this controversial project. The decision has been appealed to the state Department of Environmental Protection by both the applicant for being too restrictive, and by an abutters group for not being restrictive enough. The Commission believed that they permitted only what is allowed under the thresholds and definitions in state Wetlands Protection Act.

During the past year, the Commission met twenty times, held fifty-three public hearings, collected \$6,015 in local wetland bylaw fees and \$2,262 in state wetland fees. These fees are used to pay for consultants, legal work, attendance at conferences and workshops, and other activities related directly to administering the wetland laws.

On a very sad note, John Sklenak, Commission Member since 2007 and Chairman since 2009, passed away on Jan. 4, 2013. His leadership, knowledge, professionalism, and enthusiasm helped earn the Commission the reputation of strictly, but fairly, protecting the local natural resources and the ecological integrity of Sudbury's wetlands and the surrounding landscape through implementation and enforcement of the Massachusetts Wetlands Protection Act and the Sudbury Wetlands Administration Bylaw.

This Department has one or more active revolving funds established under M.G.L. c.44, s. 53E ½. Please refer to the Finance Department section for more information on these funds.

Respectfully submitted,
Deborah Dineen, Conservation Coordinator
Elizabeth Armstrong
Richard O. Bell
Parker L. Coddington
Sharon Rizzo
John S. Sklenak
Samuel L. Webb II

Zoning Board of Appeals

The Zoning Board of Appeals (ZBA) is comprised of five members appointed by the Board of Selectmen for five-year terms. Associate members, appointed to one-year terms, serve in place of the regular members as necessary and also serve as full members of Sudbury's Earth Removal Board. In 2012 members of the ZBA included Elizabeth T. Quirk (Chair), Benjamin D. Stevenson (Clerk), Jonathan G. Gossels, Jeffrey P. Klofft, and Jonathan F.X. O'Brien. Associate members were Jonas D.L. McCray, Jonathan W. Patch, Stephen A. Garanin, and Nancy G. Rubenstein. At the close of the year one Associate Member position was vacant.

The ZBA derives its authority and jurisdiction from Massachusetts General Law (MGL) c.40A, as well as from Sudbury's own 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 Board also hears applications for comprehensive permits for proposed housing developments under MGL c.40B, and considers requests for relief from the Town's Zoning Bylaws when applicants believe that 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. This year Board 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 Board this year continue to reflect the growth of the Town. There were only slightly fewer applications in 2012 as compared with 2011 with several requests to renew business permits and for renovation and new construction. While the Bylaws provide guidance to both the ZBA and the applicants, actions of the ZBA and the Town are limited by state regulations. The Board approved two Comprehensive Permits this year to help the Town reach its affordable housing goals.

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. Meetings are typically held on the first or third Monday of each month. As a convenience to applicants, the Board generally conducts deliberations immediately after each case is heard, often eliminating lengthy waits to learn the Board's judgment on routine matters. All cases are a matter of public record, and the documents pertaining to them are filed at the office of the Town Clerk. The list that follows identifies the matters considered by the Board in 2012. A denial 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 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 Board's judgment were necessary to safeguard the public good.

Thirty-nine new cases were filed this year with action on new and pending cases as follows:

- 34 requests were approved
- 0 requests were denied
- 3 requests were withdrawn without prejudice
- 1 request was fully withdrawn
- 3 requests are currently pending

11-16 LANDHAM CROSSING LLC
192 Boston Post Road
Comprehensive Permit to construct thirty-one townhouse condominiums yielding eight affordable and twenty-three market rate units.

APPROVED*

11-40 MADISON PLACE SUDBURY LLC 189
Landham Road
Comprehensive Permit to construct fifty-six townhouse apartment rental units in ten principal structures on a parcel consisting of approximately thirty-five acres of land.

APPROVED*

- 12-1 JANICE RUDOLF, 37 Atkinson Lane
Renewal of Special Permit to conduct a home business for art classes and swim instruction. APPROVED*
- 12-2 RICHARD MORRELL
41 Lincoln Lane
Special Permit for reconstruction of an existing residence on a non-conforming lot which will result in a front yard setback deficiency. WITHDRAWN WITHOUT PREJUDICE
- 12-3 STACEY AND MICHAEL NEUSTADT
35 Birchwood Avenue
Special Permit to construct a porch on a nonconforming lot which will result in a side yard setback deficiency. APPROVED
- 12-4 HERB CHAMBERS OF SUDBURY, INC., DBA JAGUAR SUDBURY
83 Boston Post Road
Special Permit to allow affixed wall signage and a freestanding business sign. WITHDRAWN WITHOUT PREJUDICE
- 12-5 TAILS BY THE WAYSIDE, LLC
882 Boston Post Road
Renewal of special permit to operate a kennel on the premises. APPROVED*
- 12-6 KAREN A. BUDREAU
86 Woodmere Drive
Special Permit for a 799 square foot Accessory Dwelling Unit. APPROVED*
- 12-7 RICHARD MORRELL
41 Lincoln Lane
Special Permit for reconstruction of an existing residence on a non-conforming lot which would result in a front yard setback deficiency. APPROVED*
- 12-8 ELIZABETH ORLANDO
163 Barton Drive
Renewal of Special Permit to operate a kennel on the premises. APPROVED*
- 12-9 SARAH DEFREITAS, 39 Elaine Road
Special Permit for reconstruction of an existing residence on a non-conforming lot which would exceed the area of the original structure. APPROVED*
- 12-10 FIRST COLONY NORTHWOOD, LLC,
10-20 Northwood Drive
Appeal of the Building Inspector's denial of application for a building permit. APPROVED
- 12-11 CAMBRIDGE EATING DISORDER CENTER, PC, 40 Tall Pine Drive
Special Permit to allow use of the site as a convalescent home. WITHDRAWN
- 12-12 HERB CHAMBERS OF SUDBURY, INC. DBA JAGUAR SUDBURY
83 Boston Post Road
Special Permit to allow affixed wall signage and a freestanding business sign. APPROVED*
- 12-13 DENNIS MARSICANO
120 Old Lancaster Road
Special Permit for a 1,043 square foot Accessory Dwelling Unit. APPROVED*
- 12-14 MARCEL MAILLET, 94 Butler Road
Special Permit for reconstruction of an existing residence on a non-conforming lot which would exceed the area of the original structure and result in a side yard setback deficiency. APPROVED*
- 12-15 DR. GAIL W. MCNEILL
21 Union Avenue
Renewal of Special Permit to allow the continued operation of a kennel and veterinary clinic. APPROVED*
- 12-16 JAMES AND GERALDINE APOSTLE,
395 Boston Post Road
Renewal of Special Permit to conduct a home business for the sale of antiques, fine art and framing. APPROVED*
- 12-17 BRUCE AND EUGENIA QUIRK
236 Concord Road
Renewal of Special Permit to conduct a home business for the sale of antiques, used furniture and accessories. APPROVED*

- 12-18 ROBERT AND AMY LAHAIT
276 Old Sudbury Road
Special Permit to construct a deck on a nonconforming lot resulting in a rear yard setback deficiency. APPROVED*
- 12-19 BILL AND MARIA ALIFERIS
27 Mossman Road
Special Permit for a 720 square foot Accessory Dwelling Unit and two-car garage. APPROVED*
- 12-20 WILLIAM AND ALISON SMITH-VANIZ,
29 July Road
Special Permit to construct a porch on a nonconforming lot resulting in a rear yard setback deficiency. APPROVED*
- 12-21 SUDBURY AMERICAN LEGION POST
191, INC., 676 Boston Post Road
Use Variance to use the building and property as a private clubhouse and meeting hall. APPROVED*
- 12-22 NORTHERN BANK AND TRUST
COMPANY, 430 Boston Post Road
Variance to conduct and operate a commercial bank building with a drive-thru window.
WITHDRAWN WITHOUT
PREJUDICE
- 12-23 NORTHERN BANK AND TRUST
COMPANY, 430 Boston Post Road
Dimensional Variance to construct a commercial bank building with a front yard setback deficiency.
DECISION PENDING
- 12-24 NORTHERN BANK AND TRUST
COMPANY, 430 Boston Post Road
Variance to allow two access driveways within 200 feet of one another.
APPROVED
- 12-25 NORTHERN BANK AND TRUST
COMPANY, 430 Boston Post Road
Variance to allow less than 20 feet of a landscape buffer.
DECISION PENDING
- 12-26 NORTHERN BANK AND TRUST
COMPANY, 430 Boston Post Road
Variance to allow a detached drive-thru structure at a location greater than ten feet from the main building. APPROVED
- 12-27 WILLIAM AND LORI CADDON
631 Boston Post Road
Use Variance to conduct and operate a medical/professional office on a parcel of land zoned for residential use.
APPROVED
- 12-28 JAMES AND SARAH KELLY
19 Oakwood Avenue
Special Permit to construct a porch on a nonconforming lot which would result in a side yard setback deficiency.
APPROVED*
- 12-29 SARAH DEFREITAS, 39 Elaine Road
Modification to Special Permit 12-9.
APPROVED*
- 12-30 SPRINT SPECTRUM, LP
20 Boston Post Road
Special Permit to allow modifications to an existing wireless facility in the Wireless Overlay District. APPROVED
- 12-31 SPRINT SPECTRUM, LP
16 North Road
Special Permit to allow modifications to an existing wireless facility in the Wireless Overlay District. APPROVED
- 12-32 SPRINT SPECTRUM, LP
36 Hudson Road
Special Permit to allow modifications to an existing wireless facility in the Wireless Overlay District. APPROVED
- 12-33 WILLIAM F. CURLEY
460 Dutton Road
Special Permit for reconstruction of an existing residence on a non-conforming lot which would exceed the area of the original structure. APPROVED*
- 12-34 BRIAN E. WHITE
215 Mossman Road
Special Permit for a 522 s.f. Accessory Dwelling Unit. APPROVED*
- 12-35 ANNE STONE, SHARON
SUTHERLAND, AND JAMIE DENN
554 Boston Post Road
Renewal of Special Permit to operate a kennel on the premises. APPROVED*

12-36 SCOTT SIMON, 53 Pine Street
Special Permit to construct a single-bay
garage on a nonconforming lot resulting in a
side yard setback deficiency.
APPROVED*

12-37 JAMES AND SUE IDELSON
96 Morse Road
Renewal of Special Permit to maintain an
80-foot amateur radio tower.
APPROVED*

12-38 MATTHEW ROMAN
15 Maplewood Avenue
Special Permit for reconstruction of an
existing residence on a non-conforming lot
which would exceed the area of the original
structure and would result in side and front
yard setback deficiencies.
APPROVED*

12-39 VIEWPOINT SIGN AND AWNING 501
Boston Post Road
Special Permit to allow an LED-illuminated
exterior wall sign which would exceed the
total amount of signage allowed under the
bylaw.
DECISION PENDING

Respectfully submitted,
Jonathan G. Gossells
Jeffrey P. Klofft
Jonathan F.X. O'Brien
Elizabeth T. Quirk
Benjamin Stevenson



In Memoriam

CLAYTON F. ALLEN (1917-2012)

Sudbury resident: 1960-2012
Council on Aging: 1996-2002
Historical Commission: 1992-2012
Permanent Landscape Committee: 1994-2006
Sept. 11 Memorial Garden Committee: 2002-2004
Town Report Prep. Committee: 1967-74, 1985-88
Zoning Enforcement Field Agent: 1996-2012

FRANCIS AVERY (1961-2012)

Firefighter: 1985-2009

BARBARA E. BELL (1920-2012)

Sudbury resident: 1957-2012
SPS Center School and
Nixon School Teacher: 1957-1976

YVONNE FOX (1936-2012)

Sudbury resident: 1966-2009
Town Clerk's office; Selectmen's office: 1986-1998

REBECCA N. HEDIN (1954-2012)

Sudbury resident: 1969-1975
Peter Noyes School Teacher: 1999-2006

DIANE LEE (BROWN) HORNE (1954-2012)

L-SRHS Buildings & Grounds: 1986-2001

VIRGINIA HOWARD (1926-2012)

Sudbury resident: 1955-2006
SPS SPED Asst./Learning Ctr. Specialist: 1968-1981
Goodnow Library Trustee: 1962-1982
Town Needs Committee: 1966-1967
Sudbury Housing Authority: 1992-1996

ELISABETH A. KOPP (1938-2012)

Sudbury resident: 1964-2012
Senior worker - SPS & Assessors Office: 1999-2005

JOHN S. MACKINNON, JR. (1956-2012)

Lifelong Sudbury resident
Loring School Custodian: 2009-2012

DAVID S. PARR (1931-2012)

L-SRHS Maintenance: 1969-1992

DIANNE ELIZABETH PULLO (1944-2012)

L-SRHS Wellness Teacher and
Field Hockey Coach: 1966-2002

JANET HUNTER SMITH (1922-2012)

Moved to Sudbury: 1971
Goodnow Library Asst. Director: 1973-1981

PETER G. SULLIVAN (1939-2012)

Police Officer: 1966-1989

MARGARET L. TRISTAN (1923-2012)

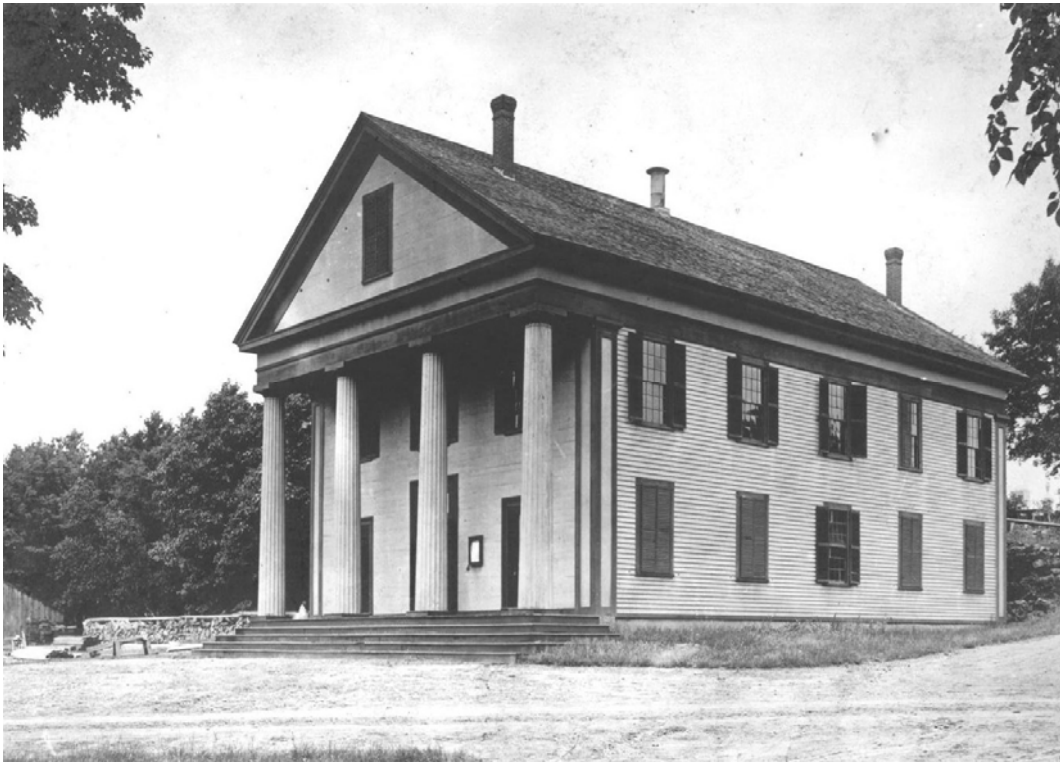
Sudbury resident: 1958-2012
Election Officer: 1994-2008

ILENE D. WHELPLEY (1921-2012)

Sudbury Resident: 1949-2012
L-SRHS Admin. Asst: 1969-1985

WARREN J. WRIGHT (1924-2012)

Lifelong Sudbury resident
Horse Pond Road School and
Loring School Custodian: 1958-1979



Sudbury's first Town Hall was built in 1848 and burned to the ground in 1929.



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