

# 2017 ANNUAL TOWN REPORT SUDBURY, MASSACHUSETTS



## Sudbury Town Offices/Departments

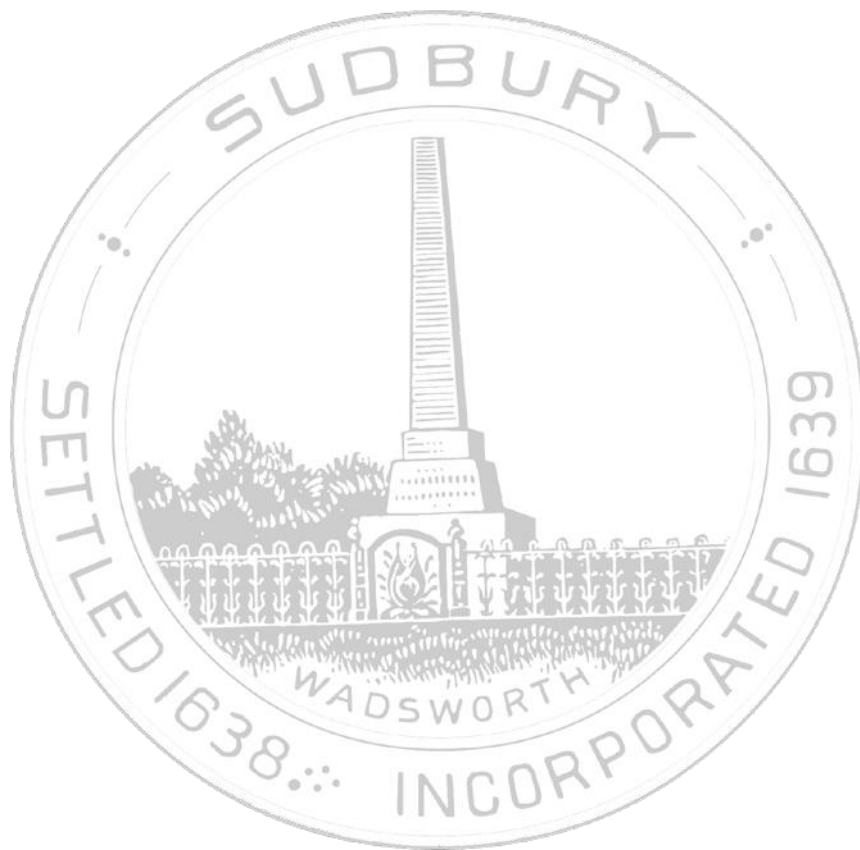
<u>Department</u>	<u>Location</u>	<u>Phone Number</u>
Accounting Office	Flynn Building	978-639-3309
Assessing Office	Flynn Building	978-639-3393
Assistant Town Mgr./HR Director	Flynn Building	978-639-3386
Board of Appeals	Flynn Building	978-639-3387
Building Department	DPW Building	978-440-5461
Conservation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

### **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: The Flynn building received a “new” flag & pole from the former police headquarters site. The installation crew included Chuck Melanson, Brian Hawes, Adam Kulic, and Joe Demarco of the DPW.***

# **378<sup>th</sup> Annual Report of the Official Boards**



**Sudbury, Massachusetts  
Year Ending December 31, 2017**

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## Sudbury at a Glance

SETTLED:	1638 - Incorporated 1639	
POPULATION:	18,274 Voters: 11,855	
AREA:	24.7 Square Miles	
FY2017 BUDGET:	Operating Sub-Total:	\$87,414,801
	Debt Sub-Total:	\$ 3,628,425
	Operating Capital Article:	<u>\$ 404,000</u>
	Total General Fund Use:	\$91,447,226
TAX RATE:	FY2017: \$17.74 Residential; \$25.01 Commercial/Industrial/Personal Property FY2016: \$17.80 Residential; \$25.11 Commercial/Industrial/Personal Property FY2015: \$17.60 Residential; \$24.88 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, EMT and paramedics) Full-time Police Department	
RECREATION:	Programs are offered year round by CAPRA-accredited Park & Recreation Dept. Facilities include the Atkinson Town Pool and Fairbank Community Center; Davis Field, Featherland Park, Feeley Field, Cutting Field, and Haskell Recreation Area; toddler playground, tennis courts, basketball courts, golf putting green, sand volleyball court, outdoor ice skating areas; 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 Sudbury Pines Extended Care and Wingate Healthcare Facility Emerson Medical at Sudbury	
HOUSES OF WORSHIP:	Baptist, Catholic (2), Congregational, Episcopal, Jewish (2), Lutheran, Methodist, Presbyterian, and Unitarian Universalist.	
UTILITIES:	Electrical service:	Eversource
	Natural Gas service:	National Grid and Eversource Gas
	Water:	Sudbury Water District
	Telephone/cable service:	Verizon and Comcast

## 2017 Federal, State and County Officials

### *United States of America*

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

### *Commonwealth of Massachusetts*

<b>Title/Position</b>	<b>Name</b>	<b>Phone</b>
Governor	Charles D. Baker	617-725-4005
Lt. Governor	Karyn E. Polito	617-725-4005
Secretary of State	William F. Galvin	617-727-7030
Registrar of Deeds Middlesex Southern District	Maria C. Curtatone	617-679-6300
Treasurer and Receiver General	Deborah B. Goldberg	617-367-6900
Middlesex Retirement Board Chairman	Thomas F. Gibson	978-439-3006
Attorney General	Maura Healy	617-727-2200
Auditor	Suzanne M. Bump	617-727-6200
Clerk Magistrate Middlesex Superior Court	Michael A. Sullivan	781-939-2700
Councillor 3 <sup>rd</sup> District	Marilyn Petitto Devaney	617-725-4015 x3
District Attorney Northern District	Marian T. Ryan	781-897-8300
Registry of Probate/Insolvency	Tara E. DeCristofaro	617-768-5800
Senator in General Court: 3rd Middlesex District	Michael J. Barrett (Pct 1, 4, 5)	617-722-1572
Senator in General Court: Middlesex & Worcester	James B. Eldridge (Pct 2, 3)	617-722-1120
Representative in General Court: 13th Middlesex District	Carmine L. Gentile	617-722-2014
Middlesex County Sheriff	Peter J. Koutoujian	781-960-2800

## Elected Town Officials

Effective after Annual Town Election March 27, 2017

<b>Assessors, Board of</b>	<b><u>Term Expires</u></b>	<b>Planning Board</b>	<b><u>Term Expires</u></b>
Joshua M. Fox	2018	Peter Jon Abair	2019
Trevor A. Haydon	2019	Daniel Carty (Resigned)	2019
Liam J. Vesely	2020	Stephen R. Garvin	2018
		John Hincks	2020
<b>Goodnow Library Trustees</b>		Christopher Morely (Resigned)	2018
Alan L. Gordon	2019	Justin Finnicum	2018
Lily A. Gordon	2018	Charles Karustis	2018
Susan H. Johnson	2019	Nancy Kilcoyne	2018
Ingrid J. Mayyasi	2020		
Barbara F. Pryor	2020	<b>Selectmen, Board of</b>	
Marie D. Royea	2018	Patricia A. Brown	2020
		Robert C. Haarde	2019
<b>Health, Board of</b>		Susan Iuliano	2018
Carol J. Bradford	2019	Leonard A. Simon	2019
Linda Marie Huet-Clayton	2018	Charles C. Woodard (Resigned)	2018
Susan R. Sama	2020	Daniel E. Carty (Elected 5/9/17)	2018
<b>Lincoln-Sudbury Regional School District Committee</b>		<b>Sudbury Housing Authority</b>	
Radha Raman Gargeya	2019	Sherrill P. Cline	2019
Craig W. Gruber	2020	Amy Lepak (State Appointee)	2019
Nancy F. Marshall (Lincoln)	2018	Kaffee Kang	2021
Kevin J. Matthews	2019	Lydia Pastuszek	2018
Patricia M. Mostue (Lincoln)	2020	Steven J. Swanger	2022
Gerald E. Quirk	2018		
		<b>Sudbury School Committee</b>	
<b>Moderator</b>		Christine A. Hogan	2020
Michael C. Fee (Resigned)	2018	Margaret Yi Helon	2020
		Lisa V. Kouchakdjian	2018
<b>Park and Recreation Commission</b>		Lucie Swigart St. George	2018
Robert C. Beagan	2018	Richard Tinsley	2019
Michael T. Ensley	2020		
Mara Huston	2019		
James J. Marotta	2018		
Richard C. Williamson	2019		

# ADMINISTRATION



*Members of the Board of Selectmen, Lt. Gov Polito, Town Manager Rodrigues and Town Staff gathered for the Community Compact signing on January 26, 2017.*



## 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 2017, giving a summary of their activities and financial transactions in accordance with Article III, Section 2 of the Town Bylaws. Our report follows.

The composition of Board changed after Chuck Woodard resigned due to a change in residency. In March, Pat Brown was re-elected to the Board. In May, Daniel Carty was elected to fill the vacancy left by Woodard. The Board reorganized following the 2017 Annual Town Meeting. Robert Haarde was elected to serve as Chairman and Leonard Simon to serve as Vice- Chairman.

In January 2017, Lt. Governor Karen Polito visited Sudbury for a formal signing of a Community Compact Program with the Town. On January 23, 2015, Governor Baker signed his first executive order creating the Community Compact Cabinet and prioritizing the Administration's partnership with municipalities. Lt. Governor Polito chairs the Community Compact Cabinet and oversees the effort to provide more resources to local governments, through grants and technical assistance. By entering into a Compact Community Agreement, Sudbury agrees to implement at least one best practice selected from numerous available subjects. These best practices show a commitment to the Commonwealth and to residents. Sudbury chose three best practices initiatives that will allow them to focus on three important initiatives, cyber security, storm water management and production of an updated master plan. Recognition as a compact community also opens up other grant opportunities each year.

In January, the Town also held the annual Town Forum. The forum was held for the first time on a Saturday to allow more people to take part in the event. The topic of the forum was Town budgeting and residents received a presentation on how the Town budgets and a tutorial on how to use the Town's Cleargov website.

In 2017, the Board of Selectmen started their quarterly newsletter, with each Selectmen drafting an article on a different topic.

Throughout 2017, the Town continued to oppose the Sudbury Station project, a large residential housing unit planned for historic town center. The Town has hired both Special Counsel and Town Counsel to follow multiple legal options to oppose the project.

Throughout 2017, the Town continued to oppose the Sudbury to Hudson Eversource project, which proposes to run a 115v power line along the MBTA right of way in Sudbury. The Town met with residents often about this project, and hired Town Counsel and Special Town Counsel to oppose the project at the Energy Facility Siting Board and in Land Court. The Town filed a lawsuit against the MBTA arguing that the lease of the land to Eversource required legislative approval due to the change in use. Town staff testified at the Energy Facilities Siting Board and stated that the project was detrimental to the Town in so many ways.

In May, the Town voted for an override of \$1,077,270 at a Town election. The override includes funds for both the Sudbury Public Schools and Sudbury Public Safety departments. The Schools used the funding to maintain some services and the Town used the funding for the hiring of four new firefighters and one new police officers. The increased staffing allowed the Town to run a second ambulance during most hours of the day. This has allowed the Town to improve services and reduce the need for mutual aid.

In December, the Town voted against the bonding to construct a new Fire Station #2 on Route 20. As part of the Meadow Walk Development and the development agreement, the Town negotiated to receive a portion of land on which to expand its current fire station. The Town also negotiated for the developer to accept the town's storm water and waste water from the station. The fire station needs to be expanded to allow for a second ambulance to be run from the station and to allow for adequate space for staffing.

In April, the Board of Selectmen met with the clergy to discuss important issues in town. They also entered into a license for the use of the Frost Farm House. The Board of Selectmen completed their first formal evaluation of the Town Manager.

At May Town Meeting, along with the usual town business, the Town voted to ban the sale of bottled water and to ban the use of plastic shopping bags in Town. The Town also voted for a temporary moratorium on the sale of recreational marijuana.

In June, the Town held a dangerous dog hearing for Boomer the dog. The Town held interviews for Town Counsel and voted to continue to use KP Law.

In August, the Town signed a lease for the Loring Parsonage with the Sudbury Historical Society. The SHS will build and run a Sudbury Historical Museum in the historical building.

At October Town Meeting, the Town considered several articles including the new fire station, the bottle ban and the playground modernization project.

In October, the Town Manager presented the state of the town's finances as well as a three year forecast. She announced to the Town that the Town had once again been awarded a AAA rating from its bond agency due to its good financial condition and strong financial management.

In December, the Board of Selectmen held their annual goal setting meeting, this year with the assistance of a facilitator from the Collins Center at the University of Massachusetts. They named six top goals, including sewer, capital planning, the study of school structure options, the Fairbanks Center, SPS administrative space, and the reuse of Melone.

Throughout the year, the Bruce Freeman Rail Trail continued to progress. Despite some delays in late 2015 and early 2016, preliminary 25% design was submitted. The project was placed on the MPO Tip for 2022 funding. The Town Manager also continued discussions with the Town of Framingham and the Trust for Public Land regarding purchase of the CSX corridor, which will enable the Bruce Freeman Rail Trail to continue south into Framingham.

The Town continued to advocate for the state to make public safety enhancements at the intersection of Landham Road and Route 20. After a letter writing campaign and working with local legislators, the design is nearing completion and the Town will continue to advocate until the intersection is completed.

Throughout the year, the Town continued to discuss the future use of the Melone gravel pit. The Board hosted a charette led by Town Planner Meagen Donoghue and elicited town input through the use of a survey. The board also contracted with an environmental engineer to do additional environmental testing on the site.

The Fairbank Community Center Study Task Force (FCCTF) continued its work and hired a consultant to do a design of the new center as well as estimate operating costs. That report is due in early 2017.

The Town also received a financial reporting award from the GFOA for its 2016 Comprehensive Annual Finance Report.

We close by thanking all Town employees for their work providing services to Town residents, and all residents who have offered to serve on the Town's many boards and committees. We are proud to serve this wonderful Town.

Respectfully submitted,

BOARD OF SELECTMEN

*Robert C. Haarde, Chair*

*Leonard A. Simon, Vice Chair*

*Daniel E. Carty*

*Patricia A. Brown*

*Susan N. Iuliano*

TOWN MANAGER

*Melissa Murphy-Rodrigues, Esquire*

## Town Clerk

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

The Town Clerk's Office appreciates the dedicated election workers who serve the voters of Sudbury with professionalism and efficiency as well as the assistance, consideration and accommodation extended by Town Departments who participate in the conduct of well-run elections. In 2017, Sudbury held three elections, the Annual Town Election on March 27 and two Special Town Elections, May 9 and December 11.

The May 1 Annual Town Meeting was completed in two nights, concluding on May 2, followed by a Special Town Meeting on October 16.

In between town meetings and elections, the Town Clerk's Office issues marriage licenses, as well as creating, maintaining and issuing certified vital records. As Sudbury's Burial Agent, the

Office issues burial permits. Other duties of our office include issuing dog licenses; receiving and processing doing business as (DBA) certificates and raffle permits; posting meetings and other official notices; filing and maintaining records of oaths of office for elected and appointed town officials; documenting filings of Open Meeting Law, Ethics Trainings and Conflict of Interest documents to facilitate compliance with State mandates for Town Employees and member of Boards and Committees; updating procedural manuals, road files, recording traffic rules and other regulations.

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

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

Respectfully submitted,  
*Rosemary B. Harvell, Sudbury Town Clerk*

## Statistics

Certified Vital Records and Burial Permits Issued	1,494
Business Certificates Issued	140
Returned and Entered Yearly Census	6,530
Number of Processed and New Registered Voters	643
Official Voter Population	12,226
Official Population	18,410
Licensed Dogs	2,636
Number of Absentee Ballots Processed	182
Number of Copies	730
Notary Public Services Provided	144
Certificates of Residency	64

**2017**  
**State Elections/Town Elections/Town Meetings**

<b>Date</b>		<b>% Turnout</b>	<b>Eligible Voters</b>
March 27	Annual Town Election	15%	12,590
May 9	Special Town Election	23%	12,545
December 11	Special Town Election	9.4%	12,582
May 1, 2	Annual Town Meeting	4.4%	12,589
October 16	Special Town Meeting	3.6%	12,612

**Town Clerk Financial Report**

Town Clerk Fees	\$24,147
List of Persons	\$480
Maps	\$55
Copies	\$38
Other	\$16
Miscellaneous (Non-dog Bylaw Violations)	\$750
Dog Licenses and Kennels	\$40,205
Dog Late Fees and Bylaw Violations	\$5,345
Replacement Dog Tags	\$10
<b>Total Revenue</b>	<b>\$71,046</b>

## *Summary of 2017 Town Meetings*

### **Annual Town Meeting May 1 and 2**

#### IN MEMORIAM RESOLUTION

Moderator declared unanimously resolved that the Town of Sudbury extend its heartfelt sympathy to the families of these persons and recognize their service and dedication to the community: Robert C. Albee, Ruth Hall Forbes, Sandra T. Hall, Royal E. Haynes, Jr., Paul A. Hurd, Sr., Raymond S. Martin, Ann E. Mosher, Harriet P. Ritchie, Donel Roberts, Sr., Virginia Marie Trocchi, Mary H. Norton Walsh, Margaret Whittemore and Leon Zola.

#### Article 1. HEAR REPORTS

Moderator declared unanimously voted to accept the reports of the Town boards, commissions, officers and committees as printed in the 2016 Town Report or as otherwise presented, subject to the correction of errors, if any, where found.

#### Article 2. FY17 BUDGET ADJUSTMENTS

Moderator declared indefinitely postponed.

#### Article 3. FY18 BUDGET LIMITING

Moderator declared that the amount appropriated under the Fiscal Year 2018 Budget not exceed the sum of \$95,474,975.

#### Article 3. FY18 BUDGET

Moderator declared voted by well more than a majority that the Town appropriate the sums of money set forth in the column "FY18 Override" for Fiscal Year 2018 as printed in the handout, provided that, of this amount, the appropriation of \$1,077,270 in the amounts and for the line items as listed in the column "Override Request" is appropriated expressly contingent upon the approval of a Proposition 2 ½ override at a town election:

said sums to be raised by transfer of \$282,359 from Free Cash and the remainder to be raised by taxation and receipts, except that the following items to be raised and designated, by transfer from available fund balances and interfund transfers:

from Ambulance Reserve for Appropriation Account to (200) Public Safety, \$659,912; the sum of \$6,730,875 set forth as Sudbury Public Schools Employee Benefits to be immediately transferred and added to item 900: Town Employee Benefits, so that the Employee Benefits total will be \$11,803,118, to be expended under the Town Manager; the sum of \$291,477 set forth as Sudbury Public Schools OPEB Normal Cost to be immediately transferred and added to item 1000: (SPS/Town) OPEB Normal Cost, so that the OPEB Normal Cost total will be \$471,036; and to authorize the Town Manager to transfer \$1,165,151 of the funds from item 900 Employee Benefits and \$471,036 from item 1000 (SPS/Town) OPEB Normal Cost to the OPEB Trust established to meet expenses for post employment health and life insurance benefits for eligible retirees and to expend such funds for that purpose;

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

said sums to be raised by transfer of \$225,000 from Free Cash and the remainder to be raised by taxation except that 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, \$641,912; the sum of \$6,156,384 set forth as Sudbury Public Schools Employee Benefits to be immediately transferred and added to item 900: Town Employee Benefits, so that the Employee Benefits total will be \$10,935,429, to be expended under the Town Manager; the sum of \$194,328 set forth as Sudbury Public Schools OPEB Normal Cost to be immediately transferred and added to item 1000: (SPS/Town) OPEB Normal Cost, so that the OPEB Normal Cost total will be \$314,094; and to authorize the Town Manager to transfer \$1,117,907 of the funds from item 900 Employee Benefits and \$314,094 from item 1000: (SPS/Town) OPEB Normal Cost to the OPEB Trust established to meet expenses for post employment health and life insurance benefits for eligible retirees and to expend such funds for that purpose; and to authorize the purchase of equipment funded under this budget by entering into lease purchase agreements; and to authorize multi-year contracts in excess of three years either by renewal, extension, or purchase options in accordance with the provisions of M.G.L. c.30B § 12 upon determination by the Chief Procurement Officer to be the most advantageous option.

		FY18	Override	FY18
EXPENDITURES		Recommended	Request	Override
300: Sudbury Public Schools: Net		35,480,969	675,078	36,156,047
300: SPS Employee Benefits (1)		6,730,875	-	6,730,875
300: SPS OPEB Normal Cost (2)		291,477	-	291,477
	Sub-total SPS Net	42,503,321	675,078	43,178,399
300: LS Operating Assessment: Net		22,813,695	-	22,813,695
300: LS OPEB Normal Cost Assessment		308,380	-	308,380
300: LS Operating Debt Service Assessment		576,687	-	576,687
	Sub-total LS Assessments Net	23,698,762	-	23,698,762
300: Vocational Education		754,226	-	754,226
	<b>Total: Schools</b>	66,956,309	675,078	67,631,387
100: General Government		2,893,759	-	2,893,759
200: Public Safety (3)		7,598,771	494,833	8,093,604
400: Public Works		5,358,109	-	5,358,109
500: Human Services		732,771	-	732,771
600: Culture & Recreation		1,305,443	-	1,305,443
900: Employee Benefits		5,072,243	-	5,072,243
900: Other & Transfers		847,691	(92,641)	755,050
1000: OPEB Normal Cost (2)		179,559	-	179,559
	<b>Total: Town Departments</b>	23,988,346	402,192	24,390,538
700: Town Debt Service		3,453,050	-	3,453,050
<b>TOTAL: OPERATING BUDGET</b>		94,397,705	1,077,270	95,474,975
(not including Capital or Enterprise Funds)				
1	To be transferred to 900: Town Employee Benefits			
2	To be transferred to 1000: SPS/Town Normal Cost for OPEB			
3	Ambulance reserve funds to be transferred to 200: Public Safety (direct revenue offset)			

#### Article 4. FY18 CAPITAL BUDGET

Moderator declared voted by well more than a majority to appropriate the sum of \$413,190 for the purchase or acquisition of capital items including but not limited to capital equipment, construction, engineering, design, and renovation to buildings; said sum to be raised by taxation; and to authorize the Town Manager to allocate funds as needed between the underlying departments as shown in the following chart:

FY18 Operating Capital Article by Department

Fire	\$ 40,000
DPW	\$ 37,190
DPW/Engineering	\$ 38,000
Facilities	\$150,000
Facilities/SPS	\$123,000
Facilities/Curtis	\$ 25,000
TOTAL	\$413,190

Article 5. FY18 TRANSFER STATION ENTERPRISE FUND BUDGET

Moderator declared unanimously voted to appropriate the sum of \$297,392 for the Transfer Station Enterprise Fund for FY18, and further to authorize use of an additional \$16,700 of Enterprise Fund receipts for indirect costs; such sums to be raised by \$314,092 in receipts of the Enterprise.

Article 6. FY18 POOL ENTERPRISE FUND BUDGET

Moderator declared unanimously voted to appropriate the sum of \$574,434 for the Pool Enterprise Fund for FY18; such sum to be raised from \$574,434 in receipts of the Enterprise.

Article 7. FY18 RECREATION FIELD MAINTENANCE ENTERPRISE FUND BUDGET

Moderator declared unanimously voted to appropriate the sum of \$217,762 for the Recreation Field Maintenance Enterprise Fund for FY18; and to authorize use of an additional \$22,575 of Enterprise Fund receipts for indirect costs; such sums to be raised from \$240,337 in receipts of the Enterprise.

Article 8. UNPAID BILLS

Moderator declared unanimously voted to indefinitely postpone.

Article 9. CHAPTER 90 HIGHWAY FUNDING

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

Article 10. TOWN/SCHOOL REVOLVING FUNDS (Consolidated)

Moderator declared unanimously voted to authorize for FY18 the use of 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 Board of Selectmen, said funds to be maintained as separate accounts set forth as follows:

<u>Fund</u>	<u>Department</u>	<u>Maximum Amount</u>
Public Health Vaccinations	Board of Health	\$ 15,000
Plumbing & Gas Inspectional Services	Building Inspector	\$ 65,000
Portable Sign Administration & Inspectional Services	Building Inspector	\$ 10,000
Conservation (Trail Maintenance)	Conservation Commission	\$ 7,500
Conservation (Wetlands)	Conservation Commission	\$ 35,000
Council on Aging Activities	Council on Aging	\$ 50,000
Council on Aging Van Transportation (MWRTA)	Council on Aging	\$ 135,000
Cemetery Revolving Fund	DPW Director	\$ 20,000
Fire Department Permits	Fire Chief	\$ 50,000
Goodnow Library Meeting Rooms	Goodnow Library	\$ 10,500
Recreation Programs	Park and Recreation Commission	\$ 542,000
Teen Center	Park and Recreation Commission	\$ 20,000
Youth Programs	Park and Recreation Commission	\$ 170,000
Bus	Sudbury Schools	\$ 450,000
Instrumental Music	Sudbury Schools	\$ 100,000
Cable Television	Town Manager	\$ 30,000
Rental Property	Town Manager	\$ 40,000
Dog	Town Clerk	\$ 70,000
Zoning Board of Appeals	Zoning Board of Appeals	\$ 25,000
Solar Energy	Facilities Director	\$ 330,000

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

**Article 11. AMEND BYLAWS BY ADDING A NEW ARTICLE XXXIII ESTABLISHING REVOLVING FUNDS**

Moderator declared unanimously voted pursuant to the provisions of G.L. c.44, §53E½, as most recently amended, to amend the General Bylaws by inserting a new bylaw establishing various revolving funds, specifying the departmental receipts to be credited to each fund, the departmental purposes or programs for which each fund may be expended, and the entity authorized to expend each fund, such bylaw to provide as follows:

“ART. XXXIII \_\_\_ REVOLVING FUNDS

1. There are hereby established in the Town of Sudbury pursuant to the provisions of M.G.L. c.44, §53E½, the following Revolving Funds:

<u>Program or Purpose</u>	<u>Authorized Representative or Board to Spend</u>	<u>Department Receipts</u>
Public Health vaccinations expenses including salary and benefits	Board of Health	Reimbursements from private insurance, Medicare/Medicaid and Mass Health for vaccinations
Plumbing and gas inspectional services	Building Inspector	Permit fees
Portable sign administration	Building Inspector	Annual registration



and inspectional services		collected pursuant to the Zoning Bylaw, Art. IX. s. 3259A
Conservation trail maintenance on Town-owned designated conservation lands	Conservation Commission	License fees collected from agricultural use of conservation land
Wetlands Bylaw administration	Conservation Commission	Permit application fees
Senior Center classes and programs	Council on Aging	Fees collected
Van transportation driver salary and benefits and van expenses	Council on Aging	Payments from MWRTA and fares
Cemetery maintenance	DPW Director	Sale of lots and other fees excepting perpetual care funds
Permit expenses including salaries, benefits, purchase and maintenance of required equipment	Fire Chief	Permit fees
Library maintenance and utility charges for room use	Goodnow Library	Fees from non-Town agency use of meeting rooms
Recreation programs and activities	Park and Recreation Commission	Fees collected
Teen Center programs and activities	Park and Recreation Commission	Fees collected
Youth programs and activities	Park and Recreation Commission	Fees collected
School bus transportation, additional or supplemental	Sudbury Public Schools	User fees collected
School additional or supplemental instrument music lessons after school	Sudbury Public Schools	User fees collected
Local Access TV services – Town institutional network (I-Net)	Town Manager	Fees and other income collected
Upkeep of Town-owned houses	Town Manager	Rental receipts
Purchases or payment of expenses required for regulation of dogs	Town Clerk	Fees, fines, charges, and penalties imposed under Town Bylaw, Art. V.3

Zoning Board of Appeals costs of consultants and part-time employee salaries

Zoning Board of Appeals

Application fees

Payment of Town electrical costs and funding of energy saving initiatives by the Energy Committee

Facilities Director

Receipts from the solar landfill

2. Expenditures from each revolving fund set forth herein shall be subject to the limitation established annually by Town Meeting or any increase therein as may be authorized in accordance with G.L. c.44, §53E½.”

And, further, to set FY2018 spending limits for such revolving funds as follows:

<u>Fund</u>	<u>Department</u>	<u>Maximum Amount</u>
Public Health Vaccinations	Board of Health	\$ 15,000
Plumbing & Gas Inspectional Services	Building Inspector	\$ 65,000
Portable Sign Administration & Inspectional Services	Building Inspector	\$ 10,000
Conservation (Trail Maintenance)	Conservation Commission	\$ 7,500
Conservation (Wetlands)	Conservation Commission	\$ 35,000
Council on Aging Activities	Council on Aging	\$ 50,000
Council on Aging Van Transportation (MWRTA)	Council on Aging	\$135,000
Cemetery Revolving Fund	DPW Director	\$ 20,000
Fire Department Permits	Fire Chief	\$ 50,000
Goodnow Library Meeting Rooms	Goodnow Library	\$ 10,500
Recreation Programs	Park and Recreation Commission	\$542,000
Teen Center	Park and Recreation Commission	\$ 20,000
Youth Programs	Park and Recreation Commission	\$170,000
Bus	Sudbury Schools	\$450,000
Instrumental Music	Sudbury Schools	\$100,000
Cable Television	Town Manager	\$ 30,000
Rental Property	Town Manager	\$ 40,000
Dog	Town Clerk	\$ 70,000
Zoning Board of Appeals	Zoning Board of Appeals	\$ 25,000
Solar Energy	Facilities Director	\$330,000

Article 12. FUND LITIGATION COSTS - EVERSOURCE

Moderator declared unanimously voted to transfer \$200,000 from the Stabilization Fund, to be expended under the

direction of the Town Manager, for the purpose of legal fees, hiring of experts, and all related costs related to litigation of the Eversource/Hudson reliability project.

**Article 13. FUND LITIGATION COSTS – SUDBURY STATION PROJECT**

Moderator declared voted by well more than 2/3 to transfer \$150,000 from the Stabilization Fund, to be expended under the direction of the Town Manager, for the purpose of legal fees, hiring of experts and all related costs related to litigation of the Sudbury Station project.

**Article 14. BRUCE FREEMAN RAIL TRAIL DESIGN FUNDING**

Moderator declared voted by well more than a majority to transfer from free cash, \$330,000, to be expended under the direction of the Town Manager for the purpose of advancing the ongoing design to Mass DOT standards of the 4.4-mile Bruce Freeman Rail Trail.

**Article 15. WITHDRAWN**

**Article 16. GOODNOW LIBRARY CHARTER AMENDMENT**

Moderator declared unanimously voted to Indefinitely Postpone.

**Article 17. AMEND ZONING BYLAW, ART. IX, ADD NEW SECTION 4800, TEMPORARY MORATORIUM ON MARIJUANA ESTABLISHMENTS**

Moderator declared voted by well more than 2/3 to amend the Town’s Zoning Bylaw by adding a new Section 4800, to provide as follows:

**“Section 4800. TEMPORARY MORATORIUM ON MARIJUANA ESTABLISHMENTS**

**Section 4810 Purpose**

On November 8, 2016, the voters of the Commonwealth approved a law regulating the cultivation, processing, distribution, possession and use of marijuana for personal use (new G.L. c. 94G, Regulation of the Use and Distribution of Marijuana Not Medically Prescribed). The law, which allows certain personal use and possession of marijuana, is effective on December 15, 2016 and (as amended on December 30, 2016; Chapter 351 of the Acts of 2016) requires a Cannabis Control Commission to issue regulations regarding the licensing of commercial activities by March 15, 2018 and to begin accepting applications for licenses on or before April 1, 2018. Regulations to be promulgated by the Cannabis Control Commission may provide guidance on certain aspects of local regulation of Marijuana Establishments. The regulation of marijuana for personal use raises novel legal, planning, and public safety issues and the Town needs time to study and consider the regulation of Marijuana Establishments and address such issues, as well as to address the potential impact of the State regulations on local zoning and to undertake a planning process to consider amending the Zoning Bylaw regarding regulation of Marijuana Establishments. The Town intends to adopt a temporary moratorium on the use of land and structures in the Town for Marijuana Establishments so as to allow the Town sufficient time to address the effects of such structures and uses in the Town and to enact bylaws in a consistent manner.

**Section 4820 Definition**

"Marijuana Establishment" shall mean a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business as defined in G.L. c. 94G.

**Section 4830 Temporary Moratorium**

For the reasons set forth above and notwithstanding any other provision of the Zoning Bylaw to the contrary, the Town hereby adopts a temporary moratorium on the use of land or structures for a Marijuana

Establishment and other uses related to personal use of marijuana. The moratorium shall be in effect through June 30, 2018 or until such time as the Town adopts Zoning Bylaw amendments that regulate Marijuana Establishments, whichever occurs earlier. During the moratorium period, the Town shall undertake a planning process to address the potential impacts of recreational marijuana in the Town, consider the Cannabis Control Commission regulations regarding Marijuana Establishments, and shall consider adopting Zoning Bylaw amendments in response to these new issues. This temporary moratorium shall not affect in any way the use of land or structures for Medical Marijuana Establishments, which are governed by Section 4600 of this Zoning By-law.”;

and further to amend the Table of Contents to add Section 4800, “Temporary Moratorium on Marijuana Establishments”.

**Article 18. AMEND ARTICLE XVIII OF THE TOWN OF SUDBURY BYLAWS – LICENSES AND PERMITS SUBJECT TO UNPAID TAXES AND FEES**

Moderator declared voted by well more than a majority to amend Article XVIII of the Town of Sudbury Bylaws as follows:

Section 1: Insert after the word “annually”, the following: “, and may periodically,”; and delete the words: “for not less than a twelve-month period”.

**Article 19. AMEND TOWN BYLAWS, ART. XXVII.4 - IN-GROUND IRRIGATION SYSTEMS**

Moderator declared unanimously voted to Indefinitely Postpone.

**Article 20. AMEND ZONING BYLAWS, SECTION 1230, CONFORMANCE**

Moderator declared unanimously voted to amend Section 1230 of the Zoning Bylaw, Art. IX, as follows:

Amend Section 1230, by replacing the words “six months” with the words “one year” to read as follows:

1230. Conformance. Construction or operations under a building permit or special permit shall conform to any subsequent amendment of this Bylaw unless the use or construction is commenced within a period of one year after the issuance of the permit, and in cases involving construction, unless such construction is continued through to completion as continuously and expeditiously as possible.

**Article 21. DPW ROLLING STOCK REPLACEMENT**

Moderator declared voted by well more than a majority to transfer from Free Cash, \$182,000 for the purchase or acquisition of rolling stock/vehicles/equipment for the Department of Public Works.

**Article 22. PURCHASE OF FIRE DEPARTMENT LADDER TRUCK**

Moderator declared unanimously voted to transfer from Free Cash, \$670,000 to be expended under the direction of the Fire Chief toward the purchase or acquisition of one Ladder Truck/Pumper combination and associated equipment.

**Article 23. TOWN AND SCHOOL ROOFTOP HVAC UNIT REPAIRS**

Moderator declared voted by more than a majority to transfer \$55,000 from Free Cash, to be expended under the direction of the Facilities Director for the purpose of constructing, reconstructing, or making extraordinary repairs to the Sudbury Public Schools and Town rooftop HVAC units.

**Article 24. TOWN AND SCHOOLS PARKING LOTS, AND SIDEWALKS IMPROVEMENTS**

Moderator declared voted by more than a majority to transfer \$250,000 from Free Cash, to be expended under the direction of the Public Works Director for the purpose of constructing, reconstructing, or making extraordinary repairs to the Sudbury Public Schools and Town driveways, parking lots and sidewalks.

**Article 25. WIRELESS TECHNOLOGY INFRASTRUCTURE IMPROVEMENTS - SUDBURY PUBLIC SCHOOLS**

Moderator declared voted by more than a majority to transfer \$175,000 from Free Cash, to be expended under the direction of the Sudbury Public Schools for the purpose of purchasing technology infrastructure equipment, installing, constructing, reconstructing, or making extraordinary repairs to the school facilities and all expenses therewith including professional and engineering, the preparation of plans, specification and bidding documents and supervision of work.

**Article 26. SUDBURY PUBLIC SCHOOLS PLAYGROUND IMPROVEMENTS**

Moderator declared voted by more than a majority to transfer \$25,000 from Free Cash, to be expended under the direction of the Facilities Director for the purpose of constructing, reconstructing, or making extraordinary repairs to the Sudbury Public Schools playgrounds.

**Article 27. STABLIZATION FUND**

Moderator declared unanimously voted to transfer \$113,532 from Free Cash to the Stabilization Fund established under Article 12 of the October 7, 1982 Special Town Meeting.

**Article 28. LYONS PRIDE S.M.I.L.E. HASKELL FIELD PLAYGROUND SURFACING**

Moderator declared unanimously voted to indefinitely postpone.

**Article 29. FEATHERLAND MULTISPORT COURT RECONSTRUCTION**

Moderator declared voted by more than a majority to appropriate an amount not to exceed \$220,000 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of reconstructing the former Featherland Park tennis courts into four multi-sport courts. The appropriation is to be allocated to the Recreation category and funded from Unrestricted Reserves.

**Article 30. WITHDRAWN**

**Article 31. TOWN HALL RESTORATION/REHABILITATION**

Moderator declared voted by more than a majority to appropriate \$600,000 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of preparing design and construction documents and associated cost estimates for the restoration/rehabilitation of Town Hall. The appropriation is to be allocated to the Historic category, and funded from: \$16,335 from Historic Reserves, \$212,600 from FY18 Revenue, and \$371,065 from Unrestricted Reserves.

**Article 32. REGIONAL HOUSING SERVICES OFFICE ALLOCATION**

Moderator declared unanimously voted to appropriate \$30,000 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of funding the Town's portion of Sudbury's Regional Housing Services Office (RHSO) membership fee supporting the Town's affordable housing activities. The appropriation is to be allocated to the Community Housing category and funded from FY18 Revenue.

**Article 33. SUDBURY HOUSING AUTHORITY ALLOCATION**

Moderator declared voted by more than a majority to appropriate \$212,600 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of contributing

to other Sudbury Housing Authority funding to affect the acquisition and/or creation of at least one newly affordable housing unit in Sudbury. The appropriation is to be allocated to the Community Housing category and funded from FY18 Revenue.

**Article 34. FY18 COMMUNITY PRESERVATION FUND GENERAL BUDGET AND APPROPRIATIONS**

Moderator declared unanimously voted to appropriate the sums as recommended by the Community Preservation Committee, in the following Community Preservation budget for fiscal year 2018  
Community Preservation surtaxes:

\$ 57,500	Administrative and Operating Cost
\$1,229,779	Debt Service

**Article 35. PROPOSED BYLAW: PLASTIC CHECK-OUT BAG BAN**

Moderator declared voted by more than a majority to amend the General Bylaws by adopting a bylaw entitled “Plastic Bag Ban” as follows:

“Section I. Findings and Purpose

Plastic check-out bags have a significant impact on the marine and terrestrial environment, including but not limited to: 1) harming marine and terrestrial animals through ingestion and entanglement; 2) polluting and degrading the terrestrial and marine environments; 3) clogging storm drainage systems; 4) creating a burden for solid waste disposal and recycling facilities; 5) requiring the use of non-renewable fossil-fuel in their composition. Studies have shown that even alternative “compostable” or “biodegradable” bags require very specific and controlled conditions in order to biodegrade, and have potentially negative environmental effects similar to conventional plastic bags. Such bags should therefore be subject to the same restrictions as conventional plastic check-out bags.

The purpose of this Bylaw is to protect the Town’s unique natural beauty and irreplaceable natural resources by reducing the number of single-use plastic checkout bags that are distributed in the Town of Sudbury and to promote the use of reusable bags.

Section II. Definitions

The following words shall, unless the context clearly requires otherwise, have the following meanings:

“Check-out bag” shall mean a bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or check out area of the store.

“Health Agent” shall mean the Health Agent for the Sudbury Board of Health or his/her designee.

“Recyclable paper bag” shall mean a paper bag that is 100% recyclable and contains at least 40% post-consumer recycled content, and displays in a visible manner on the outside of the bag (1) the word “recyclable” or a symbol identifying the bag as recyclable and (2) a label identifying the bag as being made from post-consumer recycled content and the percentage of postconsumer recycled content in the bag.

“Reusable Check-out bag” shall mean a sewn bag with stitched handles that is specifically designed for multiple reuse and that (1) can carry 25 pounds over a distance of 300 feet; (2) is machine washable; and, (3) is either (a) made of natural fibers (such as cotton or linen); or (b) made of durable, non-toxic plastic other than polyethylene or polyvinyl chloride that is generally considered a food-grade material that is more than 4 mils thick.

“Retail Establishment” shall mean any business facility that sells goods directly to the consumer whether for or not for profit, including, but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, seasonal and temporary businesses.

“Thin-Film, Single-Use Plastic Check-Out Bags” shall mean those bags typically with handles, constructed of high-density polyethylene (HDPE), low density polyethylene (LDPE), linear low density polyethylene (LLDPE), polyvinyl chloride (PVC), polyethylene terephthalate (PET), or polypropylene (other than woven and non-woven polypropylene fabric), if said film is less than 4.0 mils in thickness.

### Section III. Regulated Conduct

a. No Retail Establishment in the Town of Sudbury shall provide Thin-Film, Single-Use Plastic Check-Out Bags to customers after June 30, 2018, for Retail Establishments with a floor area equal to or exceeding 3,500 square feet or with at least two locations under the same name within the Town of Sudbury that total 3,500 square feet or more, or after June 30, 2018 for Retail Establishments less than 3,500 square feet.

b. If a Retail Establishment provides or sells Check-Out Bags to customers, the bags must be one of the following:

1. Recyclable paper bag; or
2. Reusable Check-Out bag. For reusable bags, public information advising customers to sanitize reusable bags to prevent food-borne illness must be displayed at point of checkout.

### Section IV. Exemption

Thin-film plastic bags typically without handles which are used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items, and other similar merchandise are not prohibited under this bylaw.

### Section V. Enforcement

Health Agents shall have the authority to enforce this bylaw. This bylaw may be enforced through any lawful means in law or in equity, including but not limited to, noncriminal disposition pursuant to G.L. c. 40 § 21D and Article VI of the General Bylaws. Violations of this bylaw are punishable by a fine of up to \$300 per violation.

If non-criminal disposition is elected, then any Retail Establishment that violates any provision of this bylaw shall be subject to the following penalties:

First Offense: written warning

Second Offense: \$50 penalty

Third and subsequent offense: \$200 penalty

### Section VI. Exemptions

The Board of Health may exempt a Retail Establishment from the requirements of this bylaw for a period of up to six months upon a finding by the Director that (1) the requirements of this section would cause undue hardship; or (2) a Retail Establishment requires additional time in order to draw down an existing inventory of thin-film, single-use check-out plastic bags.

### Section VII. Regulations

The Board of Health may adopt and amend rules and regulations to effectuate the purposes of this bylaw.

### Section VIII. Severability

If any provision of this bylaw is declared invalid or unenforceable the other provisions shall not be affected thereby.”

Article 36. PROPOSED BYLAW: PLASTIC BOTTLED WATER REGULATIONS

Moderator declared voted by more than a majority to amend the General Bylaws by adopting a bylaw entitled “The Regulation of Sale and Use of Bottled Water” as follows:

“Section I. Findings and Purpose

Plastic “disposable” water bottles made of polyethylene terephthalate (PET) contribute hazards to human health, societal economies, wildlife, and the environment. Examples of these problems include:

- 1) Americans discard more than 30 million tons of plastic a year. Only 8 percent of that gets recycled. The rest ends up in landfills, is incinerated, or becomes the invasive species known as 'litter.' The amount of solid waste created by one-use plastic water bottles is staggering.
- 2) Chemicals leached by plastics are in the blood and tissue of nearly all of us. Exposure to them is linked to cancers, birth defects, impaired immunity, endocrine disruption and other ailments.
- 3) There are thousands of landfills in the United States. Buried beneath each one of them, plastic leachate full of toxic chemicals is seeping into groundwater and flowing downstream into lakes and rivers.
- 4) Manufacturers' additives in plastics, like flame retardants, BPAs and PVCs, can leach their own toxicants. These oily poisons repel water and stick to petroleum-based objects like plastic debris.
- 5) Entanglement, ingestion and habitat disruption all result from plastic ending up in the spaces where animals live. In our oceans alone, plastic debris outweighs zooplankton by a ratio of 36-to-1. Plastic cannot biodegrade; it breaks down into smaller and smaller pieces over time, but is still plastic.
- 6) In the face of a growing global water crisis, water bottling corporations are turning water into a profit-driven commodity when it needs to be regarded as a human right.

The Town of Sudbury has high quality tap water, and provides regular governmental reports on its quality. The recommended eight glasses of water a day, at U.S. tap rates equals about \$.49 per year; that same amount of bottled water is about \$1,400.

The purpose of this Bylaw is to protect the town’s beauty, reduce litter, protect the health of present and future generations, and save the citizens of the Town money that is needlessly spent on packaged water from distant sources in one-use bottles.

SECTION II. Regulated Conduct

It shall be unlawful to sell non-reusable polyethylene terephthalate (PET) bottles of 1 litre (34 ounces) or less containing uncarbonated, unflavored drinking water in the Town of Sudbury on or after the effective date of this bylaw. Water may be provided for free in any form. Proposed effective date of this bylaw: June 30, 2018

In the event of a declaration (by Emergency Management Director, other duly-authorized Town, Commonwealth, or United States official) of an emergency affecting the availability and/or quality of drinking water to Sudbury residents, citizens and officials shall be exempt from this bylaw until seven days after such declaration has ended.

SECTION III. Enforcement

Health Agents shall have the authority to enforce this bylaw. This bylaw may be enforced through any lawful means in law or in equity, including but not limited to, noncriminal disposition pursuant to G.L. c. 40 § 21D and Article VI of the General Bylaws.

Violations of this bylaw are punishable by a fine of up to \$300 per violation.

If non-criminal disposition is elected, then any person that violates any provision of this bylaw shall be subject to the following penalties:

First Offense: written warning

Second Offense: \$25 penalty



Third and subsequent offense: \$50 penalty

**SECTION IV.**

If the Town Manager determines that the cost of implementing and enforcing this Bylaw has become unreasonable, then the Town Manager shall so advise the Board of Selectmen and the Board of Selectmen shall conduct a Public Hearing to inform the citizens of such costs. Subsequent to the Public Hearing, the Board of Selectmen may continue this Bylaw in force or may suspend it permanently or for such length of time as the Board may determine.

**SECTION V.**

If any provision of this bylaw shall be held to be invalid by a court of competent jurisdiction, then such provision shall be considered separately and apart from the remaining provisions of this bylaw, which shall remain in full force and effect.

**Special Town Meeting  
October 16**

**Article 1. FY18 BUDGET ADJUSTMENTS**

Moderator declared unanimously voted to amend the vote taken under Article 3, Fiscal Year 2018 Budget, of the 2017 Annual Town Meeting by transferring \$30,000 from Article 3, Fiscal Year 2018 Budget, 900 Others & Transfers (Fiscal Year 2018 Salary Reserve) to 100 General Government and by transferring \$62,500 from Article 3, Fiscal Year 2018 Budget, 900 Other & Transfers (Fiscal Year 2018 Salary Reserve) to 200 Public Safety.

**Article 2. CONSERVATION REVOLVING FUND**

Moderator declared voted by well more than a majority to amend Article XXXIII of the Town Bylaws, Establishing Revolving Funds, by adding a new revolving fund.

Amend Section 1 by adding under the column “Program or purpose” the following words: “Forestry activities”; and by adding under the column “Authorized Representative or Board to Spend” the following words: “Conservation Commission”; and by adding under the column “Departmental Receipts” the following words: “Funds generated from forestry activities”.

**Article 3. TRANSFER CARE & CUSTODY OF TOWN-OWNED LANDHAM ROAD PARCEL TO CONSERVATION COMMISSION**

Moderator declared unanimously voted to transfer the care, custody, management and control of the following parcel of land from the Board of Selectmen to the Conservation Commission for conservation and passive recreation purposes pursuant to General Laws Chapter 40 Section 8C: a parcel of land located on Landham Road constituting approximately 33.48 + acres, said parcel having been purchased by the Town for conservation and passive recreation purposes and described in a deed recorded in the Middlesex South Registry of Deeds at Book 64967, Page 93, and shown as “Parcel A” on a plan of land entitled “Plan of land in Sudbury, Mass, Owner and Applicant Madison Place Sudbury LLC” prepared by Thompson-Liston Associates, Inc. Dated December 16, 2014, recorded at the Middlesex South Registry of Deeds as Plan 131 of 2015.

#### Article 4. LAND CONVEYANCE TO FISH AND WILDLIFE SERVICE

Moderator declared voted by more than two-thirds to transfer to the Board of Selectmen for the purpose of conveying and authorize the Board of Selectmen to convey, on the terms and conditions established by the Board of Selectmen, the following parcels of Town land: Assessors Parcel G12-0013, Water Row and Assessors Parcel G12-0015, Water Row, said real estate disposition to be made in compliance with General Laws Chapter 30B to the extent applicable, and further to authorize the Board of Selectmen and other Town officials to take all actions to carry out this Article.

#### Article 5. AMEND BYLAW – TOWN PROPERTY

Moderator declared unanimously voted to amend the Town’s General Bylaws by deleting Section 1 of Article XII Town Property in its entirety and replacing it with:

“SECTION 1. DISPOSAL OF TOWN-OWNED PERSONAL PROPERTY. Any board or officer in charge of a department of the Town may, with the approval of the Town Manager for property having an aggregate value of less than \$10,000\* or with the approval of the Board of Selectmen for property having an aggregate value of \$10,000\* or more, transfer to another Town department or another municipality, or transfer by sale any personal property of the Town within the possession or control of the department which has become obsolete or is not required for further use by the department or any other Town department; provided, however, that in the case of transfer by sale of such property which has, in the opinion of the Town Manager, an aggregate value in excess of \$2,000, or in the case of transfer by sale of personal property (regardless of its value) which, in the opinion of the Board of Selectmen, the Historical Commission and the Committee for the Preservation and Management of Town Documents and is contained in a list maintained by them, is historically significant to the Town, the sale shall be by public bid in a manner prescribed by said Board of Selectmen; and provided further that in the case of transfer by sale of such historically significant property the Board of Selectmen shall send advance written notice of such transfer by sale and such public bid to the Historical Commission and to the Committee for the Preservation and Management of Town Documents. For purposes of this Section 1, all personal property located in the Hosmer House shall be deemed to be historically significant to the Town. The disposal of personal property with an estimated resale or salvage value of \$10,000 or more shall also be in accordance with all requirements of General Laws, including but not limited to General Laws chapter 30B, section 15.

Procedures for Disposition of Surplus Supplies Valued at less than \$10,000 can include any one or combination of the following methods:

- Advertised<sup>1</sup> solicitation of at least three oral or written quotations;
- Advertised<sup>1</sup> silent auction;
- Advertised<sup>1</sup> yard sale;
- Use of an established market, such as an on-line auction service (eBay, e.g.).

<sup>1</sup>“Advertised” as used in these procedures for surplus supplies with a resale or salvage value of less than \$10,000\*, means that the advertisement is posted for at least two weeks on the Town website and/or advertised at least twice in a newspaper of general circulation in the community.

\*The disposal and dollar threshold of these goods must conform to all Massachusetts General Laws as amended.”

#### Article 6. AMEND LEGAL AFFAIRS BYLAW – TOWN COUNSEL

Moderator declared unanimously voted to amend its General Bylaws, Article VII Legal Affairs, Section 5. Selection of Town Counsel, by deleting the first two sentences and inserting the following in its place:

“At least every 36 months, at the time of appointment, the Board of Selectmen shall discuss the performance of Town Counsel in regular session, and determine whether it would be in the best interest of the town to issue a request for proposals for Town Counsel candidates. If the Board of Selectmen votes to request proposals for the position of Town Counsel, the following competitive review procedure shall be utilized.”

#### Article 7. STABILIZATION FUND

Moderator declared unanimously voted transfer \$167,354 from Free Cash to the Stabilization Fund established under Article 12 of the October 7 1982 Special Town Meeting.

#### Article 8. CONSTRUCTION OF NEW FIRE STATION #2

Moderator declared voted by well more than two-thirds to appropriate the sum of \$7,100,000, to be expended under the direction of the Permanent Building Committee, for the purpose of constructing a new Fire Station #2 and appurtenant structures on Town-owned land located at its present location on the Boston Post Road, purchasing additional equipment, technology, and furniture, landscaping and all expenses connected therewith, including professional, engineering and architectural services and preparation of plans, specifications and bidding document, supervision of work, relocation, and borrowing costs and expense, and to raise this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow \$7,100,000 under General Laws Chapter 44, Section 7 or any other enabling law; provided however that this vote shall not take effect until the town votes to approve of a Proposition 2 ½ Debt Exclusion in accordance with General Laws Chapter 59 Section 21C(k).

Any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Chapter 44, Section 20 of the General Laws, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

#### Article 9. FUND EVERSOURCE LITIGATION

Moderator declared voted by well more than a majority to transfer \$300,000 from Free Cash, to be expended under the direction of the Town Manager, for the purpose of legal fees, hiring of experts, and all related costs related to litigation of the Eversource/Hudson reliability project.

#### Article 10. FUND SUDBURY STATION LITIGATION

Moderator declared voted by well more than a majority to transfer \$55,000 from Free Cash, to be expended under the direction of the Town Manager, for the purpose of legal fees, hiring of experts, and all related costs related to litigation of the Sudbury Station project.

#### Article 11. SUDBURY PUBLIC SCHOOLS ADMINISTRATIVE OFFICES

Moderator declared voted to indefinitely postpone by well more than a majority.

#### Article 12. SUDBURY PUBLIC SCHOOLS PLAYGROUND MODERNIZATION

Moderator declared voted by well more than a majority to transfer 275,000 from Free Cash, to be expended under the direction of the Facilities Director for the purpose of constructing, reconstructing, or making extraordinary repairs to the Sudbury Public Schools Playgrounds; and all expenses therewith including professional and engineering, the preparation of plans, specifications and bidding documents, and supervision of work.

#### Article 13. WITHDRAWN

#### Article 14. UPDATE MASTER PLAN

Moderator declared voted by well more than a majority to transfer from Free Cash the sum of \$75,000, as recommended by the Planning Board, for the purpose of updating the 2001 Master Plan.

**Article15. REPLACE GYM 4 FLOOR – LINCOLN-SUDBURY REGIONAL HIGH SCHOOL**

Moderator declared voted by well more than a majority to transfer from Free Cash, the sum of \$42,985, to be expended under the direction of the Lincoln-Sudbury School Committee for the purpose of constructing, reconstructing, or making extraordinary repairs to the Lincoln-Sudbury Regional High School for the purpose of replacing the rubber flooring located in Gym 4.

**Article 16. COOLING TOWER RECONSTRUCTION SERVICE - LINCOLN-SUDBURY REGIONAL HIGH SCHOOL**

Moderator declared voted by well more than a majority to transfer from Free Cash, the sum of \$94,567, to be expended under the direction of the Lincoln-Sudbury School Committee for the purpose of constructing, reconstructing, or making extraordinary repairs to the Lincoln-Sudbury Regional High School for the purpose of reconstruction service to the cooling tower.

**Article17. BOTTLE BAN REPEAL**

Moderator declared motion failed.

**Article18. ADOPT SUDBURY WELCOMING TOWN POLICIES**

Moderator declared voted by well more than a majority to indefinitely postpone.

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# Summary of 2017 Town Elections

## March 27, 2017 Annual Town Election

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 1,859 votes cast, representing 15% of the town's 12,590 registered voters.

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

Candidate Name	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Total
PATRICIA BROWN <small>34 WHISPERING PINE RD. (CANDIDATE FOR RE-ELECTION)</small>	291	259	249	248	277	1324
BLANK	108	117	94	92	103	514
WRITE-IN	5	3	4	7	2	21
<b>Totals for Office</b>	<b>404</b>	<b>379</b>	<b>347</b>	<b>347</b>	<b>382</b>	<b>1859</b>

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

Candidate Name	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Total
LIAM J. VESELY <small>10 POKONOKET AVE. (CANDIDATE FOR RE-ELECTION)</small>	276	262	246	248	268	1300
BLANK	128	115	101	99	113	556
WRITE-IN	0	2	0	0	1	3
<b>Totals for Office</b>	<b>404</b>	<b>379</b>	<b>347</b>	<b>347</b>	<b>382</b>	<b>1859</b>

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

Candidate Name	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Total
BARBARA F. PRYOR <small>221 NOBSCOT RD. (CANDIDATE FOR RE-ELECTION)</small>	279	256	254	249	266	1304
INGRID J. MAYYASI <small>65 POKONOKET AVE.</small>	231	211	225	201	228	1096
BLANK	295	289	215	244	270	1313
WRITE-IN	3	2	0	0	0	5
<b>Totals for Office</b>	<b>808</b>	<b>758</b>	<b>694</b>	<b>694</b>	<b>764</b>	<b>3718</b>

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

Candidate Name	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Total
SUSAN R. SAMA <small>247 HUDSON RD. (CANDIDATE FOR RE-ELECTION)</small>	272	262	246	242	270	1292
BLANK	131	116	100	105	111	563
WRITE-IN	1	1	1	0	1	4
<b>Totals for Office</b>	<b>404</b>	<b>379</b>	<b>347</b>	<b>347</b>	<b>382</b>	<b>1859</b>

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

Candidate Name	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Total
STEVEN J. SWANGER <small>14 BENT BROOK RD. (CANDIDATE FOR RE-ELECTION)</small>	275	261	243	242	265	1286
BLANK	128	117	104	104	116	569
WRITE-IN	1	1	0	1	1	4
<b>Totals for Office</b>	<b>404</b>	<b>379</b>	<b>347</b>	<b>347</b>	<b>382</b>	<b>1859</b>

### PARK & RECREATION COMMISSIONER (1) FOR 3 YEARS

Candidate Name	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Total
MICHAEL T. ENSLEY <small>598 PEAKHAM RD. (CANDIDATE FOR RE-ELECTION)</small>	270	259	242	239	268	1278
BLANK	133	117	105	107	112	574
WRITE-IN	1	3	0	1	2	7
<b>Totals for Office</b>	<b>404</b>	<b>379</b>	<b>347</b>	<b>347</b>	<b>382</b>	<b>1859</b>

**PARK & RECREATION COMMISSIONER (1) FOR 2 YEARS**

<b>Candidate Name</b>	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Precinct 3</b>	<b>Precinct 4</b>	<b>Precinct 5</b>	<b>Total</b>
MARA L. HUSTON 578 PEAKHAM RD	277	253	239	239	267	1275
BLANK	126	122	106	104	114	572
WRITE-IN	1	4	2	4	1	12
<b>Totals for Office</b>	<b>404</b>	<b>379</b>	<b>347</b>	<b>347</b>	<b>382</b>	<b>1859</b>

**PLANNING BOARD (1) FOR THREE YEARS**

<b>Candidate Name</b>	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Precinct 3</b>	<b>Precinct 4</b>	<b>Precinct 5</b>	<b>Total</b>
JOHN M. HINCKS 83 BELCHER DR	267	250	242	236	259	1254
BLANK	137	127	105	111	122	602
WRITE-IN	0	2	0	0	1	3
<b>Totals for Office</b>	<b>404</b>	<b>379</b>	<b>347</b>	<b>347</b>	<b>382</b>	<b>1859</b>

**SUDBURY SCHOOL COMMITTEE (2) FOR THREE YEARS**

<b>Candidate Name</b>	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Precinct 3</b>	<b>Precinct 4</b>	<b>Precinct 5</b>	<b>Total</b>
CHRISTINE A. HOGAN 49 BLUEBERRY HILL LN (CANDIDATE FOR RE-ELECTION)	164	229	207	174	216	990
MARGARET YI HELON 25 BULKLEY RD	135	242	209	163	223	972
SILVIA M. NERSSESIAN 555 DUTTON RD	229	149	136	173	160	847
MANDY SIM 11 MOSSMAN RD	248	102	116	141	130	737
BLANK	32	35	26	43	35	171
WRITE-IN	0	1	0	0	0	1
<b>Totals for Office</b>	<b>808</b>	<b>758</b>	<b>694</b>	<b>694</b>	<b>764</b>	<b>3718</b>

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

<b>Candidate Name</b>	<b>Precinct 1</b>	<b>Precinct 2</b>	<b>Precinct 3</b>	<b>Precinct 4</b>	<b>Precinct 5</b>	<b>Total</b>
PATRICIA M. MOSTUE 3 LEXINGTON RD (LINCOLN) (CANDIDATE FOR RE-ELECTION)	250	227	225	223	244	1169
CRAIG W. GRUBER 187 GOODMAN'S HILL RD	249	240	238	225	254	1206
BLANK	309	287	230	245	266	1337
WRITE-IN	0	4	1	1	0	6
<b>Totals for Office</b>	<b>808</b>	<b>758</b>	<b>694</b>	<b>694</b>	<b>764</b>	<b>3718</b>

**A TRUE COPY, ATTEST:**



**ROSEMARY B. HARVELL  
TOWN CLERK**

### May 9, 2017 Special Town Election

The Special Town Election was held at two locations. Precincts 1, 2 & 5 voted at the Fairbank Community Center, 40 Fairbank Road, and Precincts 3 & 4 voted at the the Town Hall, 322 Concord Road. The polls were open from 7:00 AM to 8:00 PM. There were 2829 votes cast, representing 22.5% of the Town's 12,545 registered voters.

#### BOARD OF SELECTMEN (1) FOR ONE YEAR

Candidate Name	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Total
BLANKS	30	24	21	25	15	115
WRITE-INS	1	4	1	4	4	14
EVANS J. CARTER <small>177 NOBSCOT RD</small>	17	8	42	21	14	102
DANIEL E. CARTY <small>15 STONEBROOK RD</small>	250	298	283	222	272	1325
JANIE WILSON DRETTLER <small>286 GOODMAN'S HILL RD</small>	233	237	216	318	269	1273
<b>Totals for Office</b>	<b>531</b>	<b>571</b>	<b>563</b>	<b>590</b>	<b>574</b>	<b>2829</b>

#### BALLOT QUESTION

Shall the town of Sudbury be allowed to assess an additional \$1,077,270 in real estate and personal property taxes for the purposes of funding the Sudbury Public Schools and Sudbury public safety operating budgets for the fiscal year beginning July first, two thousand and seventeen?

Ballot Question	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Total
Yes	316	320	294	358	321	1609
No	209	236	259	223	246	1173
Blanks	6	15	10	9	7	47
<b>Totals</b>	<b>531</b>	<b>571</b>	<b>563</b>	<b>590</b>	<b>574</b>	<b>2829</b>

A true copy, Attest:



Rosemary B. Harvell  
Town Clerk

## December 11, 2017 Special Town Election

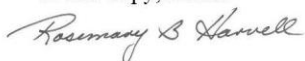
The Special Town Election was held at two locations. Precincts 1, 1A, 2 & 5 voted at the Fairbank Community Center, 40 Fairbank Road, and Precincts 3 & 4 voted at the Town Hall, 322 Concord Road. The polls were open from 7:00 AM to 8:00 PM. There were 1,176 votes cast, representing 9.4% of the town's 12,582 registered voters.

### BALLOT QUESTION 1

Shall the Town of Sudbury be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bonds issued in order to construct a new Fire Station #2 and appurtenant structures on Town-owned land, for site development, purchasing additional equipment, technology, furniture, landscaping, and all expenses connected therewith, including professional, engineering, and architectural services and preparation of plans, specifications and bidding documents, supervision of work, relocation, and borrowing costs and expenses?

	Precinct 1	Precinct 2	Precinct 3	Precinct 4	Precinct 5	Totals
Yes	77	106	119	98	109	<b>509</b>
No	125	140	141	117	144	<b>667</b>
Blanks	0	0	0	0	0	<b>0</b>
<b>Totals</b>	<b>202</b>	<b>246</b>	<b>260</b>	<b>215</b>	<b>253</b>	<b>1176</b>

A true copy, Attest:



Rosemary B. Harvell  
Town Clerk



# Town Moderator

## Moderator Report

I was honored to serve as Sudbury's Moderator in 2017. During Annual Town Meeting proceedings on May 1 and 2 residents discussed and voted on a total of 36 Warrant Articles, and 715 voters participated.

On the opening night of the 2017 Annual Town Meeting we were treated to an excellent rendition of our National Anthem by L-S sophomore Jennifer Cinicola, and thanks to the efforts of State Representative Gentile and others, for the first time in Sudbury's history the Annual Town Meeting was close-captioned for the hearing impaired.

State Representative Gentile also presented a proclamation to Ellen Winer Joachim for her service to the Sudbury Public School Committee, read a proclamation for Judy Deutsch for her years of service to the Sudbury Housing Authority, recognized Robert Iuliano for his 15 years of service as a Trustee of the Goodnow Library, and presented a proclamation to Elena Kleifges for her years of service to the L-S School Committee. The honor of reading Article 1 was also bestowed upon Ms. Kleifges.

During the two nights of Annual Town Meeting spirited and eloquent debate took place on a broad array of topics. Notable results included the passage of Article 3, an override budget of \$95,474,975; the unanimous passage of Article 12 to transfer \$200,000 from the Stabilization Fund for costs related to litigation involving the proposed Eversource/Hudson reliability project; the passage of Article 14 approving transfer of \$350,000 in free cash for Bruce Freeman Rail Trail Design funding; and the passage of Articles 35 and 36, spearheaded by the L-S Environmental Club, to ban the use of plastic bags and water bottles in Town. Prior to dissolving Annual Town Meeting on May 2, 2017, I appointed Eric Poch to a three (3) year term on the Finance Committee.

Without exception, and as usual, all voters presented their arguments in a respectful and civil

fashion, ensuring that all viewpoints had an opportunity to be heard. As Moderator, I was most grateful for the courteous manner in which all participants conducted themselves. I also wish to thank the many people who worked tirelessly to ensure an effective and safe Town Meeting process. Outstanding contributions were made by Town Manager Melissa Rodrigues, Assistant Town Manager Maryanne Bilodeau, Patty Golden, Leila Frank, Elaine Jones, the special assistant to Town Counsel, as well as Police Chief Nix and Fire Chief Miles. As always, the contributions of Town Clerk Rosemary Harvell and Town Counsel Barbara Saint André were invaluable in ensuring that the proceedings ran smoothly and in accordance with all legal requirements.

Finally, I thank all the voters who attended Town Meeting and exercised their right to legislate. For all of its limitations, it is important to recognize the unique opportunity we have as Americans, and as residents of this community, to meaningfully participate in our own governance. It has been a great honor and privilege for me to serve as your Moderator.

Respectfully submitted,  
*Michael C. Fee, Town Moderator*

## Temporary Moderator Report

It was my privilege to serve as Temporary Moderator for the October 16, 2017 Special Town Meeting. During the course of almost four hours, voters considered a range of issues, including land conveyance, bylaw amendments, funding for litigation regarding Sudbury Station and Eversource, and funding for improvements to a gym and cooling tower at the high school. Voters also spent considerable time debating the merits of constructing a new Fire Station #2, funding for elementary school playground modernization, as well as whether or not to repeal the recent bottle ban. I am grateful to everyone who attended this meeting, and applaud all present for carrying on the proud Sudbury tradition of passionate, yet civil, debate. It was truly a pleasure to moderate proceedings for such

an engaged group of voters and I thank you for giving me that opportunity.

I also wish to thank all town staff members for the countless hours that go into preparing for Town Meeting, especially with a novice moderator at the helm. In particular, Town Manager Melissa Rodrigues and her staff, Town Clerk Rosemary Harvell and her staff, and Town

Counsel Barbara Saint André provided critical guidance in ensuring that the proceedings ran smoothly and in accordance with all legal requirements.

Respectfully submitted,  
*Elizabeth T. Quirk*



*Michael C. Fee, Sudbury's Town Moderator from 2015-2017.*

# EDUCATION



*Goodnow Library Children's Department ran a summer reading program - 807 kids signed up and collectively read over 7,300 hours. All participants were invited to the end of summer party with free ice cream at Haskell Field. Staff & volunteers for the event are pictured above.*

# Sudbury Public Schools

## Superintendent's Report

For the 2017-2018 school year, SPS maintains a focus on the instructional core (interaction between student, teacher, and curriculum) through implementation of our Vision, Theory of Action, and Strategic Objectives and Initiatives. Our resources, financial and human, are focused on meeting the diverse needs of all students and supporting all educators to meet identified student needs. We are engaged in a process begun last fall to develop a published multi-year strategic plan. The goals included below support overarching goals voted by the School Committee as part of our strategic planning process. Note that we have indicated three educational goals as well as two managerial goals to guide our work. These goals help us to remain focused on working together to provide a high quality educational experience for all students in a safe and caring environment.

## SPS Vision

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

## SPS Theory of Action

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

## SPS FY18 Goals

### *Educational Goal #1 - Wellness*

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

- Devise enhanced district-wide safety protocols
- Implement Second Step Curriculum at ECMS.

- Continue exploration of later school start time.
- Implement Phase I of Inclusion Training across the district. Training designed by Inclusion Team will be presented at each school.

### *Educational Goal #2 - Innovation*

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

- Implement Phase One (of three) of the Bridges in Mathematics program at the elementary level.
- Integrate Phase One (of three) of STEMscopes programming into middle school and elementary school science.
- Establish a middle school Makerspace.
- Create a 6-year Curriculum Review process document.

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

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

- Continue work of the Challenge for ALL Working Group:
  - Create and administer a student survey.
  - Gather input from the community.
  - Gather more information from educators regarding the intersection of learning domains and content areas.
  - Pilot extension components of Bridges in Mathematics for advanced learners in grades 4 and 5.
  - Investigate acceleration policies for middle school mathematics and prepare recommendations.
- Convene Working Group of educators to study SPS Homework practices and impact on student educational experience.

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

- Create a 3-year Budget Planning Document to be aligned with District Strategic Planning.

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

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

- Implement Bridges in Mathematics professional development to facilitate transition to new elementary mathematics program.
- Implement STEMPscopes professional development to facilitate transition to new science, technology, and engineering standards at the elementary level.
- Provide inclusion training for Teacher Assistants and Tutors.

As we pursue our strategic goals and objectives we also, like other school systems in the Commonwealth, continue to be challenged to balance educational needs and our desire to be an innovative school system with our fiscal responsibilities. SPS has continued to maintain our strengths and strategically implement improvements through the hard work and dedicated service of our staff members and the unequalled support of a wide range of parent and community organizations. During 2017-2018 and the years prior, actions to control labor costs, restructure our schools and programs, pursue grants, and implement sound business practices have been employed.

The net budget for FY18 is \$43,178,399, which is 5.2% greater than the prior year (FY17) budget of \$41,033,324. In FY18, SPS employs 403.82 fulltime-equivalent (FTE) employees; this compares with 431.59 FTE's in FY17.

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

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

### **Student Enrollment**

As of January 1, 2018, SPS enrollment in grades pre-K to 8 was 2,705 students. This is a decrease in enrollment from 2,740 students in the 2016-2017 school year and from our highest enrollment of 3,302 students in 2007. For the 2017-2018 school year (as of January 1, 2018) Haynes served 21.76% of the elementary (PreK-5) enrollment, Loring served 26.34%, Nixon 19.38%, and Noyes served 32.52%.

### **Early Childhood Education**

**Preschool:** The Sudbury Public Schools is home to an Integrated Preschool program with six classes at the Noyes School. Residents may apply as tuition preschool students on a “first-come/first-serve” basis beginning in the fall of each year. If interested in a preschool application, you may register from the district website, contact [Stephanie Juriansz@sudbury.k12.ma.us](mailto:Stephanie.Juriansz@sudbury.k12.ma.us) or call the Early Childhood Office at: (978) 639-3204.

Our preschool is committed to a developmentally appropriate philosophy that combines a play-based, language model that is enriched by a strong academic curriculum to align with the standards that are well established by the MA State Department of Early Education & Care (EEC) Guidelines for Preschool Learning Experiences. Our preschool believes in educating the whole child by respecting individual needs for social, emotional, physical and cognitive development. We believe our inclusive educational program provides all children with the opportunity to learn from each other while providing a lifelong foundation for respecting human differences.

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

Each class is staffed with a Masters level teacher and two teacher assistants/tutors depending upon student needs. Speech and language, occupational, applied behavior analysis, and physical therapists are involved in all of the classrooms along with support personnel. Our professional staff also includes a school psychologist, social worker, guidance counselor, with consult from a vision and mobility specialist. The team is very experienced, and offers the community developmental screenings on a regular basis.

**Kindergarten:** The Sudbury Public Schools provides full-day kindergarten to all students free of charge. Kindergarten registration begins in February for children who turn age five on or before October 1st (of the following year). Each year the district hosts a “Kickoff to K” evening event in January for families to learn more about the Sudbury Kindergarten Program as well as to ask questions. The registration process begins with an online form accessible from the district’s “Registration” tab, along with needed forms to address health concerns and to establish proof of residency. If you have questions about the kindergarten program or your child’s readiness, please call the Early Childhood Office at: (978) 639-3204 or contact [Stephanie Juriansz@sudbury.k12.ma.us](mailto:Stephanie.Juriansz@sudbury.k12.ma.us).

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

District curriculum is aligned with the Massachusetts Curriculum Frameworks. Clearly

communicating with families about students’ learning is a priority for the District. Resources supporting families’ understanding and engagement with the various curricular areas can be found at <http://www.sudbury.k12.ma.us/>, under the curriculum tab. The newly revised student site: [sudburystudents.org](http://sudburystudents.org) contains a wealth of online resources for students. Elementary school level progress reports include standards-based reporting in Mathematics and English Language Arts. The learning objectives detailed by the grade level progress reports reflect end-of-year benchmarks aligned to key state standards. At the middle school level, families can access student grades and assignments in real time using the Schoology platform.

**English Language Arts:** In the spring of 2017, The Department of Elementary and Secondary Education released a revision of the ELA Curriculum Standards. These revised standards include a greater emphasis on multicultural literature and writing about reading. In Sudbury, the elementary English Language Arts curriculum is organized as a series of genre units in which students receive important, common instruction in different genres, as well as in the writing types and styles that match each genre. Reading and writing instruction follows the workshop model. Students receive direct instruction on key skills, strategies and understandings during a mini-lesson. Guided practice in the form of small group instruction, independent or partner work or centers is structured to meet individuals specific literacy needs. Challenge libraries including complex texts aligned to the various genre units serve as a resource for teachers differentiating for advanced learners. At the middle school level, instructional units utilizing differentiated text sets provide for consistency of theme and topical study, while also allowing students to read in texts that provide the optimal level of challenge.

A Response to Intervention (RTI) framework has been initiated in our schools, which periodically assesses student’s literacy skills. An early literacy program that moves between school and home supports students who arrive in kindergarten without pre-reading skills. Literacy support for older elementary students is provided using a

research-based program, Leveled Literacy Intervention (LLI).

**Mathematics:** In the spring of 2017, The Department of Elementary and Secondary Education released a revision of the Mathematics Curriculum Standards. The revised standards place emphasis on the mathematical practices and the development of a mathematical mindset that allows for flexibility, persistence, and application. Sudbury recently adopted Bridges in Mathematics, 2nd edition, as its core K-5 Mathematics program, and is in year one of a three-year implementation plan. Supported by the Mathematics Curriculum Coordinator, Coaches, and the Mathematics Steering Committee, elementary educators have invested significant time and effort in professional learning and program implementation, starting with summer Mathematics Institutes and continuing on ILAP days.

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

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

**History & Social Studies:** The K-8 Social Studies program is designed to help students become informed in four main areas: geography, history, economics, and civics and government. The Massachusetts History and Social Science Standards have been revised and issued in draft form for comment. The Department of Elementary and Secondary Education anticipates an adoption vote in June of 2018, after the comment period. Sudbury has begun the alignment and adoption process, as educators are reviewing the document and existing curricular units and maps. DESE has designated a two year adoption window. Under consideration is a state

assessment for History and Social Studies and incorporation of a History and Social Studies assessment as part of the high school competency determination.

**Science, Technology and Engineering [STE]:** 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. The revised State Frameworks for Science, Technology and Engineering were adopted in April of 2016. These standards are intended to 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 science, physical science, and life science, and technology/engineering. A Steering Committee comprised of educators and a community member serves in an advisory capacity and has supported the adoption of STEMscopes as the primary curriculum at the elementary level. Supported by the Curriculum Coordinator and a Science Coach, elementary educators have participated in professional development and are structuring their instruction along the 5E model (Engage, Explore, Explain, Elaborate, Evaluate). The 5E learning cycle encourages students to develop a deep understanding of content and practices through inquiry-based learning experiences. Thanks to support from the Sudbury Education Resource Fund (SERF), the middle school engineering program has been augmented through the development of additional courses and an additional engineering lab.

**Digital Literacy and Computer Science:** Massachusetts learning standards call for the integration of technology in all content areas as well as standards specific to the Computer Sciences and Digital Literacy. During the 2017-18 school year, professional learning opportunities focused on technology integration have included summer and school year opportunities. Offerings include Google Camp, Countdown to Chrome (an online course), embedded coaching, building-based workshops and ASPEN operational functions.

Middle School students participate in a 1:1 Technology program. In a 1:1 program, each student is assigned a technology device (in Sudbury we are using the Chromebook) that travels between home and school with the student. Devices are used by students to produce work, collaborate with others, and support workflow. Teachers in 1:1 models also use the same technology to support instruction and deliver content. Schoology, our online learning management system, is used by ECMS educators and students to facilitate home/school communication, including online assignment calendars and grade books.

Computer Science teachers and the Library Media Specialist have collaborated with the Middle School Technology Integration Specialist to develop updated courses aligned with the 2016 Massachusetts Digital Literacy and Computer Science standards, including Robotics and Library Pathways. Through the generosity of the ECMS PTO and SERF, respectively, Makerspaces have been created at Curtis Middle School and Haynes Elementary School.

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

**Coordinated Health Program:** The 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. The aim of the program is to

provide a structure for intervening in negative peer-to-peer behaviors and to foster a welcoming and inclusive school climate.

The Sudbury Public Schools offers a comprehensive social-emotional program which includes evidence-based curricula (preK-GOLD Program, K-5 Open Circle, 6-8 Second Step). To support educators' efforts to tailor instruction to meet student needs, the District is in the third year of a three-year implementation of universal benchmarking assessment of social emotional skills using the DESSA (Devereux Student Strengths Assessment). The DESSA is a standardized, strength-based measure of the social and emotional competencies. The platform provides educators with resources and tools to meet student needs. The District is also in the process of developing a more fully articulated system of tiered supports to meet students' emotional and behavioral needs and universal crisis response protocols.

Sudbury Public Schools enjoy a collaborative and supportive relationship with public safety departments. Officer Alan Hutchinson serves as the full-time School Resource Officer (SRO) for the Sudbury Public Schools. His work with SPS focuses on collaborating on safety measures and assisting with health education at both the elementary and middle schools. Officer Hutchinson works with fifth grade students to deliver the STARS program (Students Thinking and Acting Responsibly in Sudbury), a safety program focused on digital safety, anti-bullying and substance abuse prevention. Lieutenant Kevin Cutler visits PreK - 5 classrooms to teach fire safety and evacuation.

In addition, the School Wellness Policy and Guidelines serve to inform decisions surrounding the food services program, curricular activities, and celebrations that incorporate food.

### **Student Assessment**

As part of the Education Reform Act of 1993, the State Board of Education instituted a system of student assessments which culminates in a must pass assessment in Grade 10 in order to graduate from high school. This legacy MCAS (Massachusetts Comprehensive Assessment



System) will be used through the graduating class of 2019 to make a Competency Determination (CD) for high school graduation.

In the spring of 2017, the Department of Elementary and Secondary Education introduced the next generation MCAS (MCAS 2.0) for ELA and Mathematics. This iteration of the MCAS is aligned with the most current Massachusetts Mathematics and English Language Arts standards. Next Generation test items for a revised Science Technology and Engineering MCAS 2.0 are in development. In the spring of 2018, approximately half of the test items will be aligned with the new Science, Technology and Engineering standards and by 2019, all will.

MCAS 2.0 is designed to be administered on a computer. This year students in Grades 4, 5, 7, and 8 will take the Mathematics and English Language Arts MCAS 2.0 on a computer-based platform. Students in Grades 3 and 6 will test using paper and pencil. Additionally, Grades 5 and 8 will take the Science, Technology and Engineering MCAS on a computer-based platform. All state tests will be administered using a computer-based platform by the spring of 2019.

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

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

**The Schools**

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

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

SCHOOL	Grades Served	Enrollment (10/01/17)	Administration
Ephraim Curtis	6-8	942	Mr. Jeff Mela, Principal Mr. William Grubb and Ms. Angela Menke, House Administrators
Josiah Haynes	K-5	380	Ms. Sharon MacDonald, Principal Ms. Sara Harvey, Assistant Principal
Israel Loring	K-5	469	Mr. Scott Johnson, Principal

			Ms. Sara Harvey, Assistant Principal
General John Nixon	PK-5	342	Ms. Jennifer LaMontagne, Principal Ms. Kristin Moffat, Assistant Principal
Peter Noyes	PK-5	567	Ms. Annette Doyle, Principal Ms. Kristin Moffat, Assistant Principal

**The Sudbury Education Resource Fund (SERF)**

The Sudbury Education Resource Fund (SERF) is a non-profit, tax-exempt organization that awards education-related grants three times yearly to the Sudbury K-12 public schools. SERF coordinates a bank of resources and expertise, providing grants for educational pursuits, curriculum support, student enrichment, and professional development. Since its establishment in 1991, SERF has granted over \$700,000 to Sudbury’s schools. Current grants support the arts, classroom accommodations for students, and social emotional learning. Membership in SERF is open to all individuals interested in contributing their time and energy. SERF continues to be an extremely valuable resource for enriching all aspects of the educational experience of students in Sudbury Public Schools. Further information regarding SERF can be found at: [info@serfsudbury.org](mailto:info@serfsudbury.org).

**METCO Program**

The Metropolitan Council for Educational Opportunity (METCO) was created 50 years ago by urban and suburban educational collaborators who believed that all children should have access to quality education in suburban school districts. In this program, students in large urban districts receive placements in participating suburban districts, supported by state grant funding. The Sudbury K-8 system enrolled its first students in the METCO program 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. Sandra Walters is the METCO Director, beginning her tenure in July 2017. Academic Advisors at each of the schools provide direct services to students from Boston during the school day.

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

**Special Education**

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

For the last several years, the district has focused on inclusionary practices that permit students with disabilities to have access to the general curriculum and school community. While the law states that all communities must place students in the least restrictive environment, the district recognizes the positive opportunities that result when students with disabilities participate in the general education classroom with their nondisabled peers. All schools strive to establish inclusionary opportunities for all students.

This year the district continues to focus on the development of a district-wide tiered system of support to meet the social, emotional, and

behavioral needs of all students. A tiered system of support is defined as a data-driven, prevention-based framework for improving learning outcomes for EVERY student through a layered continuum of evidence-based practices and systems. The district created a district-wide team, including consulting experts, to examine data and identify areas of social, emotional, and behavioral needs impacting school safety or access to education. The experts have been supporting our faculty so the students have a richer experience in the classroom.

Based on the most recent official DESE headcount on October 1, 2017, 464 children in grades preschool through eight were receiving some form of special education. Of these students with disabilities, 42 were between the ages 3 and 5, and received services in the Integrated Preschool or Kindergarten program. An additional 26 students are placed in out-of-district programs because of the unique nature of their disability and needs.

The breakdown of primary disabilities served is as follows:

- 119 (25.6%) are identified with Specific Learning Disabilities
- 72 (15.5%), Health Disability (which includes ADD/ADHD)
- 69 (14.9%), Developmental Disabilities
- 71 (15.3%), Communication Disabilities
- 49 (10.6%), Autism
- 34 (7.3%), Emotional Disabilities
- 22 (4.7%), Neurological Impairment

Other categories taken together - Intellectual, Hearing, Vision, Multiple Disabilities, Physical and Multiple - represent 6% of those students with disabilities.

The breakdown of placement is as follows:

- 9% were placed in integrated preschool
- 70.2% in full inclusion placements
- 11.6% in partial inclusion placements
- 5% in in-district specialized placements
- 4% in out-of-district placements

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

identified in each area.

As always, the Sudbury Public Schools endeavor to be child-centered. The classroom is the best location for our students to be nurtured in order to develop into able learners. The multiplicity of programs in the schools offers a spectrum of learning options in order to provide for the varied needs and learning styles of our special education students. The success of the programs can be attributed to the excellent teachers who continually build their repertoire of skills. In the next several years, the district will expand programming options in order to meet the varied needs of our learners. These programs will allow more students to remain in their neighborhood schools enhancing the Sudbury Public Schools for all students.

### **Professional Development**

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

The Sudbury Public Schools implement an Improved Learning for All (ILAP) plan. ILAP is a professional growth model that utilizes early-

release days approximately twice per month, enabling educators to attend carefully planned work sessions. ILAP days foster collaborative group activities within and across schools, grade levels, and disciplines to help accomplish district-wide and school goals. This year's professional development focuses on the implementation of new aligned curriculum in mathematics and science at the elementary schools and an evidence-based social and emotional curriculum at the middle school. In designing professional development we seek to maximize opportunities for cross-district collaboration, horizontally and vertically align elementary curriculum to maximize the coherence of content and skills taught and learned, and provide opportunities for new learning while also enabling focused work on district initiatives.

**Personnel**

**Retirees:** The following SPS team members along with their years of service in Sudbury retired during the past year – Paul Berardi, 23 years; Erin Collins, 12 years; Robin Goldberg, 10

years; Bob Mealey, 35 years; John Mistretta, 17 years; and Joan Scott, 11 years.

**Years of Service Awards:** On Opening Day in August of 2017 we had the honor and pleasure to acknowledge the following SPS team members: Florence Aldrich-Bennett began her 54th year as an educator; Jacquelyn Cournyn and Adeline Meagher completed 20 years of service and Jaime Campbell and Lisa Nigrelli completed their 10th year of service to the students and schools of Sudbury.

Respectfully submitted,  
*Dr. Anne S. Wilson, Superintendent*

**SUDBURY SCHOOL COMMITTEE**  
*Christine Hogan, Chairperson*  
*Richard Tinsley, Vice Chairperson*  
*Lucie St. George*  
*Lisa Kouchakdjian*  
*Maggie Helon*

# Lincoln-Sudbury Regional High School

## 2017 Superintendent's Report

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

In 2017, we welcomed Art Reilly to the administrative team as Director of Athletics and Activities and Sandra Walters, METCO Director, along with the hiring of 13 new faculty members. Our October 1, 2017, enrollment totaled 1,585 students overall with 1,529 enrolled in school and 56 students in out-of-district placements. Included in this total are 91 students from Boston attending via the METCO Program. Class size medians range from 21-24 for "core academic" classes, which means that many of our students are in classes larger than 24.

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

Over the summer the Tech Team and the AV Department upgraded and replaced the digital signage throughout the school. The displays allow the school to better deliver information in a continuous and paperless manner as well as show off impressive student work. Technology

resources continued to grow again for this current school year. L-S is now in our third year using Google G-Suite (formerly Google Apps for Education), and it has allowed for an impressive amount of collaboration between all staff as well as new ways to stay connected with the students. Continuing education is provided throughout the year for all staff members and those skills are then applied to the classroom (and Classroom, for those familiar with that G-Suite app!). Thanks to the successful adoption of G-Suite the Tech Team was able to work with the Librarians to begin a program where students can check out a Chromebook for the day just like they would a book. This has been met warmly and helps get technology into the hands of any of our students.

The Solar Canopy Project, completed in May 2015, continues to lead to energy benefits for the district. Along with additional energy conservation projects such as replacing lamps with L.E.D. technology in the Auditorium, Black Box and other areas throughout the building, our energy consumption and maintenance costs continue to be reduced. We were able to level fund our utility budget once more for the current year.

The LS School Committee and the Teachers' Association have reached agreement for the 2018-2021 Teachers' Contract which will commence on July 1, 2018. Among other language changes in the contract, the following was agreed to for FY19, FY20, and FY21: 2%, 3%, and 2.5% COLA increases over the three years. Additional funds to support activity and athletic stipends will be funded through user fees. The length of the school year for faculty will be increased in order to conduct critical professional development programs.

The school participates in Minuteman Nashoba Health Group, a coalition of towns and school districts in Massachusetts that have joined together to more affordably purchase health benefits. Due in large part to this positive experience and membership, in the most recent OPEB evaluation performed by KMS Actuaries,

LLC, Lincoln Sudbury's projected accrued OPEB liability decreased from \$46,124,163 to \$27,234,223 effective July 1, 2013. The projected accrued OPEB liability effective July 1, 2015, was further decreased to \$24,669,372. This additional reduction is attributed to the establishment of an OPEB Trust, funding of the OPEB Trust and negotiation of a reduction in employer health care contribution for active employees and retirees. The OPEB liability valuation takes place every two years.

We were also able to add the following new courses to the educational program: Mandarin II; AP Computer Science Principles, Shakespeare II; History of Art - Global Perspective; Street Law; Full year Calculus; Graphic Design; Black/White Film Photograph; and Transition Skills. We were also able to reorganize our behavioral supports programs to improve student outcomes and retention in school. We continue to enhance our specialized supports for students on the autistic spectrum.

The Global Scholars Program has entered its third year with 69 students. We anticipate the presentation of 29 senior capstone projects during Spring 2018. The purpose of the program is to foster global competency among our students to improve their capacity to participate in and serve our global community. We appreciate especially grants received from the Sudbury Foundation and the Lincoln-Sudbury Parent Organization to support scholarships and financial assistance for student international travel.

Development of a Hub for Innovation led by a working group of 32 staff representing a cross-

section of all school departments began Spring 2016. The mission is to encourage students to think of themselves as social entrepreneurs for the future and to develop teams of problem solvers that create helpful solutions. Applications for proposed projects from teachers for students in the Hub for Innovation are currently being accepted. We thank the Sudbury Foundation for funding stipends to teachers working with students on innovation projects.

We appreciate the continued support of the Towns of Lincoln and Sudbury for our annual operating costs. We also appreciate the supplemental support of the Sudbury Foundation, FELS and SERF that provide grants to fund teacher initiated projects to benefit teaching and learning in the school. We would also not be able to provide service at the current level of excellence without the financial support and hard work of our many parent organization groups.

Thank you.

Respectfully Submitted,  
*Bella Wong, Superintendent of  
Schools/Principal*

LINCOLN-SUDBURY REGIONAL HIGH  
SCHOOL COMMITTEE  
*Kevin Matthews, Chair  
Gerald Quirk, Vice-Chair  
Radha Gargeya  
Craig Gruber  
Nancy Marshall (Lincoln)  
Patricia Mostue (Lincoln)*

### L-SRHS Distribution of Pupils as of October 2, 2017

	2013	2014	2015	2016	2017
Lincoln	213	226	193	189	179
Sudbury	1321	1279	1294	1269	1240
METCO	91	91	91	91	91
Other Tuition/Tuition Waived	15	20	24	21	19
<b>Total</b>	<b>1640</b>	<b>1616</b>	<b>1602</b>	<b>1570</b>	<b>1529</b>
Boys	790	777	767	780	786
Girls	850	839	835	790	743
<b>Total</b>	<b>1640</b>	<b>1616</b>	<b>1602</b>	<b>1570</b>	<b>1529</b>
9th Grade	452	399	386	369	409
10th Grade	403	449	394	378	359
11th Grade	389	383	437	380	374
12th Grade	393	383	383	440	382
SP (Special Ed > Grade 12)	3	2	2	3	5
<b>Total</b>	<b>1640</b>	<b>1616</b>	<b>1602</b>	<b>1570</b>	<b>1529</b>
<b>Tuition Pupils Attending Other</b>	<b>60</b>	<b>60</b>	<b>62</b>	<b>61</b>	<b>56</b>

### L-SRHS Placement of Graduates

	Class of 2013		Class of 2014		Class of 2015		Class of 2016		Class of 2017	
Four Year College	356	90.8%	366	92.7%	359	93.2%	344	91%	400	92.2%
Two Year College	14	3.6%	9	2.3%	11	3%	12	3.1%	8	1.8%
Other Post-Secondary Educ.	6	1.5%	2	0.5%	4	1%	8	2%	2	0.5%
<b>Total Post-Secondary</b>	<b>376</b>	<b>95.9%</b>	<b>377</b>	<b>95.5%</b>	<b>374</b>	<b>97.2%</b>	<b>364</b>	<b>96.1%</b>	<b>410</b>	<b>94.5%</b>
Work	11	2.8%	10	2.5%	2	0.5%	8	2%	8	1.8%
Military	1	0.3%	4	1%	3	0.7%	1	0.3%	1	0.2%
Other	4	1%	4	1%	6	1.6%	6	1.6%	15	3.5%
<b>Total Non-Post-Secondary</b>	<b>16</b>	<b>4.1%</b>	<b>18</b>	<b>4.5%</b>	<b>11</b>	<b>2.8%</b>	<b>15</b>	<b>3.9%</b>	<b>24</b>	<b>5.5%</b>
<b>Total Graduates</b>	<b>392</b>	<b>100%</b>	<b>395</b>	<b>100%</b>	<b>385</b>	<b>100%</b>	<b>379</b>	<b>100%</b>	<b>434</b>	<b>100%</b>

### Lincoln Sudbury Regional High School Class of 2017

Meredith Hannah Ackley  
 Marie Elizabeth Alden  
 Caroline Lynde Alexander  
 Abdirahmaan Ahmed Ali  
 Colin MacCharles Alie  
 Emmett Tarik Alkasab  
 Gutemberg Borba Almeida  
 \*Breylen David Ammen  
 \*Emma Catherine Andersen

Catherine Anne Appleby  
 Alexandra Arias  
 Emma Frances Arrighini  
 Caroline Elizabeth Austermann  
 Jose Agustin Azocar  
  
 \*Alexa Nell Babick  
 Antoine Jim Baize  
 Sara Ashley Bakacs

Olivia Pietra Bane  
 \*Cecilia Elizabeth Barnes  
 \*Jenna Elizabeth Barnes  
 Scott Mason Barnes  
 \*Sydney Marissa Barnett  
 Julianne Baron  
 \*Allison Ann Barth  
 Nicholas Sargent Beard  
 Annabelle Olsson Bennett

\*Iris Anna Bennett  
 Lillian Spring Bennett  
 Nathan H. Bennett  
 Michael Anthony Berardino  
 Gabriel Philip Berger  
 Leah Haydn Berger  
 Jeffrey Harris Berlowitz  
 Allegra Spire Bernene  
 Isaac Ross Bernstein  
 Olivia Ann Bibbo  
 \*Elizabeth Gates Bigelow  
 Camille Michele Blanc  
 \*Claire Bronwyn Blazewicz  
 \*Michael Philip Blicher  
 Jenna Olivia Block  
 Marisa Jane Bloom  
 Kara Rose Bolli  
 Nathan Daniel Borovick  
 Matthew C. Bowen  
 Thomas Justin Boyd  
 Melanie Nicole Brener  
 \*Abigael Sarita Bridgemohan  
 \*Nicholas David Broadbent  
 Ryan Douglas Brockway  
 \*Courtney Alexandra Brown  
 Kristen Elizabeth Brown  
 \*Olivia Mary Brown  
 \*Tess Hildegard Brunner  
 Serena Leah Burke  
 Christopher Ogilvie Bursaw  
 Sophia Teresa Buzanis  
  
 Megan Nelson Cain  
 Dorothea Morrell Callen  
 Marissa Ann Cannistraro  
 Ben Ellis Cargill  
 Margaret Gatewood Carlough  
 John Michael Carlson  
 \*Nils Montgomery Carlson  
 Leah Anne Carney  
 Julia Ann Carroll  
 \*Caitlin Elizabeth Carter  
 Myles Joseph Carter  
 \*Anna Louise Cass  
 Matthew Paul Castellani  
 Louise Victoria Jane Chadwick  
 Hannah Elizabeth Chen  
 Sammi Chen  
 Felicia Ringsea Cheng  
 \*Nicole Chili Cheung  
 Tara Chandra Christian  
 Megan Mary Chunias  
 Michael James Ciampa  
 \*David Edward Cincotta  
 Marni Porter Clary  
 Alice Grace Clements

Caleb Walter Coffin  
 Caroline Murphy Cohen  
 Emma Murphy Cohen  
 \*Rebecca Miller Cohen  
 Lauren E. Cole  
 Francisco Jiovanni Colon  
 Blake Henry Comrie  
 Elizabeth Sara Concannon  
 Brian Lyle Cooper  
 Shawn Patrick Corcoran  
 Evan Christopher Coronado  
 Jason Correia  
 Lucy Rose Cousins  
 Gregory Warren Crane  
 Christopher James Crean  
 \*Kara Elizabeth Cromwell  
 Dayana Cruz  
 Anna Sothea Curnan-LaCava  
  
 Jarrett Matthew Darcy  
 John William Darley Jr  
 \*Kendall Christina Dawson  
 Quincee Sarpong Day  
 Yoann Jean Baptiste Delisle  
 Aidan Parker Dermady  
 Joseph Emilio DeSantis  
 Jeffrey Chimdiebere Dimunah  
 Julia Nicole DiStefano  
 Jack William Doherty  
 \*Ryan Beldotti Donlan  
 Aidan Byrne Doyle  
 Katherine Sokny Drumm-  
 Schwartz  
 Caylie Elizabeth Dueker  
 Ruby Wheeler Dunlea  
 William Connor Dunn  
 Timothy Newton Dunphy  
 Frank Anthony Durant III  
  
 Eliot Popper Eckhouse  
 Eva Lynn Elder  
 \*Olivia Hillstrom Elliot  
 Ian Anders Engstrom  
  
 Marilyn Suzanne Fallo  
 \*Jillian Grace Farabaugh  
 Ian Andrew Fay  
 Vivienne Chungyu Feng  
 Neandra Alves Fernandes  
 Danielle Marie Fernandez  
 Leanne Nicole Fitzpatrick  
 Jake Edward Flecke  
 Abigail Grace Flynn  
 Kathleen Elizabeth Fogarty  
 Rylan Lewis Forester  
 Jacqueline Sophia Foster

Anna Mae Frey  
 Hayden Douglas Frey  
 Mia Carolyn Fryling  
 \*Marissa Fae Fuhrman  
  
 \*Lia Regrut Gallo  
 Trishla Gandhi  
 Taylor Perrin Gardent  
 Emma Mattison Garrett  
 Anna Catherine Garzone  
 \*Fady Antonio Gemayel  
 Tyler Edward George  
 Ariannah Janay Gervais  
 Miranda Isabel Gieg  
 Joseph Kelly Gilberto  
 Rachel Anca Glatt  
 Olivia Leigh Glick  
 Alexander Robert Gogan  
 Ava Wells Gonzalez  
 Marissa Ann Goodman  
 Kayla Reed Granahan  
 Abigail Isabella Santiago  
 Greenberg  
 Meredith Margaret Grimes  
 Matthew William Guerra  
 \*Rohini Neha Guin  
 Alex Anthony Gullotti  
 Samantha Autumn Gutch  
 Cecilia Marie Gutierrez  
 Samuel Thomas Guzi  
  
 Michelle Rose Haley  
 Patricia Marie Hamilton  
 Katherine Anne Hardwick  
 Amelia Nicole Harvey  
 \*Austin Todd Heisey  
 Tessa Margaret Heller  
 Darcy Ann Helsingius  
 \*Grace Irene Henderson  
 Larsen Amanda Henken  
 Matthew David Herlihy  
 Katie Miles Hession  
 \*Adele Elizabeth Hinkle  
 \*Daniel Phillip Hoenig  
 Talia Volkema Hollowell  
 \*Ella Hamilton Houlihan  
 \*Darcy Eleanor Howell  
 Devin Roswell Hubbard  
 Jackson Moss Hudgins  
 \*Francoise Anne-Marie Hultin  
 Matthew Daniel Hyer  
  
 Victoria Rose Jackson  
 Katharine Layne Jacobs  
 \*Maia Isabel Jaffer-Diaz  
 Navissia Antonette Jaggan



Caroline Anne James  
Evan Matthew Jefts  
Rachel Elizabeth Johnson  
Kylee Marie Joiner  
Lauren Caroline Joyner  
Jessica Abby Julian

Nicholas Kambanis  
Joshua Bailen Kateman  
Meryl Bari Katz  
Elizabeth Catherine Kaufmann  
Molly Eileen Kavanagh  
Kate Yuriko Kawachi  
Ari Daniel Kaye  
Zachary Aaron Kaye  
Fallon Elizabeth Keane  
\*Grace Anne Keilen  
Teresa Keka  
Michael Thomas Kelleher  
Christopher Michael Kelly  
Ta'Cori Karen De'Ann Kelly  
\*Michael David Kennedy  
Caroline McManus Kenney  
Marianne Marie Kenney  
Cameron Louis Kessler  
Caroline Julia Klureza  
Lauren Elizabeth Kneeland  
\*Brian Robert Knightly  
Lauren Taylor Koenig  
Andre Kotikian  
Tina Kotikian  
Isabel Glen Koumjian  
Mollie Kay Krensky  
Stephen Donald Kurtz

\*Sarah Elizabeth Laferrera  
Jacqueline Lee Laferriere  
John Thanos Lannan  
Sophie Eva Lannon  
\*Andrew James LaScaleia  
Sarah Azar Lavari  
Christian Joseph Laviolette  
Julie Anne Lawton  
Alyssa Nancy Lee  
James Ryan Lee  
\*Nikhil Shantanu Lele  
Hannah Louise Lepordo  
Samuel Charles Lepordo  
\*Haley Henderson Levesque  
Anne Helen Levoy  
Eric Wolfe Lifson  
\*Sophiya Litovchick  
Jason Jia Hui Liu  
\*Shelley Snow Liu  
Michael Martin Long  
Gabriel Edward Longtine

Rangel Filho Madrona Lopes  
James Thomas Loughlin  
Max Samuel Lustig  
Brian Denis Lynch  
Thalia Chyanne Lynch

Jack Cargill MacKeen  
Scott William MacLeish  
Bayley Elizabeth Macnamara  
Conor Scott Madden  
Myisha Majumder  
Matthew Wills Maloney  
Oscar David Maltez  
\*Lauren Taylor Mandt  
\*Maddison Marie Manente  
Amelia Jane Mangini  
\*Trevor Mannherz  
William Matthew Marchand  
Rachel Wheeler Marchica  
Julia Faye Marks  
Evan Pappas Marrow  
Charlotte Emerson Marshall  
Ashly Marson  
\*Linnea Grace Martin  
Caleb Alexander Martin-  
Rosenthal  
Eliza Mallory Martin-Rosenthal  
Marielle Monique Mason  
Gabrielle Glenn Massey  
Matthew Robert McCabe  
William Shane McCart  
John Spencer McCarthy  
Elliot McCauley  
Sage Nowlan McClure  
Ethan Thomas McCullough  
Zaniel Leneir McFadden  
\*Peter Joseph McGurk  
Denis Melnic  
Aiden J. Merrill-Skoloff  
Christina Ashley Miller  
\*Julie Elizabeth Miller  
\*Matthew Charles Milton  
James Peter Missirian  
Lara John Mokdad  
Morgan Patrick Molloy III  
Tyler John Moran  
Charlotte Amelia Morgan  
Catriona Marie Morris  
Kora Brionna Melissa Mosley  
\*Dana Marie Tedesco Murphy  
Dillon Robert Murphy  
\*Dante Alexander Muzila

Georgia Reilly Neale  
\*Alexandra Neeser  
\*Isabelle Soo Jee Yoon Nelson

\*Marie Christine Nevils  
Patrick Christopher Newcombe  
Aire Elizabeth Nifong  
James Andrew Nifong  
Mikala Charlene Nims  
\*Cara Elizabeth Nobile  
Tyler Burke Noone  
Sarah Elizabeth Noyes

Patrick Thomas O'Beirne  
Allison Paige O'Brien  
\*Jack D. O'Connell  
Marguerite Michelle Oldroyd  
Catherine Joy Oppenheim  
Elizabeth Mary Orié  
\*Jessica Kate Orofino

Natalie Elizabeth Pace  
Kaila Jasemin Pamir  
Mirrah Papovsky  
\*Daniel Matariki Parangi  
Cameron Yungjoon Park  
\*John Hood Parker  
\*Nicole Elizabeth Parmenter  
Daniel Maher Pastel  
Deven Brickman Pathak  
\*Erica Francesca Pellegrino  
Shauna Monique Peters  
Alexander Francis Turiano  
Petridis  
Kyle Henry Phelan  
\*Melody Katherine Phu  
Caitlyn Mei Phung  
Alexander Felix Picarella  
\*Elizabeth Rose Pier  
Amelia Jane Halligan Poch  
Lorelei Kier Halligan Poch  
Joshua Matthew Podolsky  
Alana May Polcari  
Jessica Joy Puopolo

Isabel Angela Quintus Bosz  
Courtney Miller Quirk  
Dylan Lincoln Quirk

\*Daniel Rabinovich  
Mahek Arvind Ramani  
Sawyer Atkins Reagan  
Christopher Charles Reilly  
Sarah Elizabeth Reilly  
Jacob Reznik  
\*Helen Elizabeth Rhines  
Kathleen Nicole Rice  
Andrew Michael Richard  
Victoria Leigh Rodrigues  
Abigail Reddington Rogers

Ryan Thornton Rogers  
Alyssa Rose Rossillo  
Brendon Patrick Roth  
Jonathan Alexander Rottman  
Christian Virginia Rowan  
Elizabeth Jane Rowe  
Katelyn Marie Russo  
Daniel Emmett Ryan  
\*Samuel James Ryan

Daniel Evan Sacher  
Melanie Ann Samojsla  
Aiyana Jean Santana  
Laura Slasman Sarnie  
Callie Linville Sconyers  
Brooke Sara Sebell  
Alanna Marguerite Semerjian  
\*Avery Marie Serven  
Rohan Paul Sharma  
\*Ana Maria Shaughnessy  
Jackson Parker Shaw  
Brenna Dorothy Sherrer  
Benjamin Ryan Short  
Emma Katherine Silva  
Olivia Anne Silva  
\*Caleigh Jane Simons  
Heidi Anne Simons  
Sloan Madison Singer  
Meghan Hannah Singh  
George Christian Smerlas  
\*Raquel Anais Smith  
Jacob Michael Snyder  
Evan John Stakutis  
Mitchell James Stearns  
Brianna Maureen Stokes

Amber Nicole Stoller  
Michael Townsend Stoller  
Thomas Patrick Stranberg  
Claire Elizabeth Sullivan  
Taylor Rachel Sussman  
Jaclyn Elizabeth Sutherby  
John Arthur Sutherland III  
Abbey May Sykes  
Charles F. Sykes

Vincent James Tabola  
Allyson Elizabeth Talerico  
\*William Paul Tarini  
Curtis Andre Taylor  
Calvin Victor Terpstra  
\*Nicole Elizabeth Testa  
Ashley Tham  
Max Harrison Thébaud  
Barrie Anna Tilbor  
Ryan Patrick Tobin  
Sophie Isabel Anny Touche  
Matthew Vincent Troughton  
Vivienne Grace Turner  
Sophia Kathryn Twyman

Trevor Thomas van Leer  
\*Justin Peter Vandervelden  
Tyler Nicholas Venable  
Kerani Alisha Verma  
Lauren Asiena Verweij  
Andrew Joseph Vroman

\*Devin Kathleen Walker  
Tiauna Divine Walker  
\*Morgan Elizabeth Walsh

Mason Russell Ward  
Rebecca Shannon Ward  
\*Samantha Alix Washburn  
Steven Eliot Weiman  
Jacob Weinstein  
\*Connor Michael Weintraub  
Lauren Elisabeth Weintraub  
Ryan Davis Weintraub  
Paige Elizabeth Wessel  
Katherine O'Toole Whalen  
Rachel Renee Wiesler  
Abigail Noel Wight  
Bretton Mario Williams  
Jacob Edward Williams  
Tatum Jane Wise  
Ashley Yee Wen Wong  
Jayla Elena Wright-Diggs  
\*Sydney Jeanne Wry  
Julia Anne Wyatt

\*Benjamin Robert Yamron  
Steven Kai-Hao Yao  
Elizabeth Rena Yeager  
Kayla Maleah Yee  
Wyatt Louis Lopez Young

\*Michael Alvin Zhang  
Felix Lufan Zhao  
Samuel Lan Zhou  
\*Tomer Dov Zur  
\*Yonatan Moshe Zur

*\*Cum Laude*



**LINCOLN SUDBURY REGIONAL SCHOOL DISTRICT**

**Treasurer's Report  
July 1, 2016 - June 30, 2017**

**District Cash Balance**

Cash Balance District Fund on June 30, 2017	\$	3,203,246.52
Student Activity Fund Balance on June 30, 2017		429,953.55
Cash Balance Revolving, Trust, & Grant Accounts on June 30, 2017		372,959.32
		<hr/>
	\$	<u>4,006,159.39</u>

**OUTSTANDING DEBT**

School Bond	Principle	\$	5,175,000.00
(10 Year, TIC: 1.608944)	Interest Paid FY 2017	\$	231,675.01

**EXCESS & DEFICIENCY**

Balance July 1, 2015 per Massachusetts Department of Revenue	\$	1,405,633.00
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**STABILIZATION FUND**

Voted Establishment Spring Town Meeting 1992

Cash Balance July 1, 2016	\$	314,989.66
Interest Income		2,209.61
Dispersements		-
		<hr/>

Cash Balance June 30, 2016	\$	317,199.27
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**MISCELLANEOUS INCOME**

Interest Income	\$	24,377.66
Misc. Receipts		9,578.74
		<hr/>

\$ 33,956.40

**ESTIMATED RECEIPTS**

Athletic Gate Receipts	\$	-
Cafeteria		-
Medicaid Receipts		35,000.00
Transcript Receipts		7,500.00
		<hr/>

\$ 42,500.00

Note: Cash Balance Net of Payables  
**(UNAUDITED)**

**GOVERNMENTAL FUNDS**  
BALANCE SHEET

JUNE 30, 2017

<b>ASSETS</b>	General	Circuit Breaker	Turf Field Capital Project	Nonmajor Governmental Funds	Total Governmental Funds
Cash and cash equivalents.....	\$ 1,936,814	\$ 874,960	\$ 695,544	\$ 802,380	\$ 4,309,698
Receivables, net of uncollectibles:					
Departmental and other.....	71,626	-	-	154,424	226,050
Intergovernmental.....	-	-	-	207,959	207,959
Prepaid expenses.....	605,786	-	-	-	605,786
<b>TOTAL ASSETS.....</b>	<b>\$ 2,614,226</b>	<b>\$ 874,960</b>	<b>\$ 695,544</b>	<b>\$ 1,164,763</b>	<b>\$ 5,349,493</b>
<b>LIABILITIES AND FUND BALANCES</b>					
<b>LIABILITIES:</b>					
Warrants payable.....	\$ 554,465	\$ -	\$ 347,348	\$ 60,756	\$ 962,569
Accrued liabilities.....	-	-	-	1,683	1,683
Accrued payroll.....	21,651	-	-	-	21,651
Payroll withholdings.....	9,906	-	-	-	9,906
Abandoned property.....	38,712	-	-	-	38,712
<b>TOTAL LIABILITIES.....</b>	<b>624,734</b>	<b>-</b>	<b>347,348</b>	<b>62,439</b>	<b>1,034,521</b>
<b>FUND BALANCES:</b>					
Restricted.....	6,047	874,960	348,196	1,102,324	2,331,527
Assigned.....	375,472	-	-	-	375,472
Unassigned.....	1,607,973	-	-	-	1,607,973
<b>TOTAL FUND BALANCES.....</b>	<b>1,989,492</b>	<b>874,960</b>	<b>348,196</b>	<b>1,102,324</b>	<b>4,314,972</b>
<b>TOTAL LIABILITIES AND FUND BALANCES..</b>	<b>\$ 2,614,226</b>	<b>\$ 874,960</b>	<b>\$ 695,544</b>	<b>\$ 1,164,763</b>	<b>\$ 5,349,493</b>

See notes to basic financial statements.

# FINANCE



*In 2017, Sudbury introduced web-based CLEARGOV to provide more transparency into the town's finances.*

<https://sudbury.ma.us/cleargov>

## 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, 2016 to June 30, 2017. Included in this report are receipts, fund accounts, the balance sheet, and appropriations and expenditures.

<b>SCHEDULE OF REVENUES FY17</b>	<b>Variances</b>		
	<b><u>Budget</u></b>	<b><u>Actual</u></b>	<b>Favorable (Unfavorable)</b>
<b>GENERAL FUND</b>			
<b>Real Estate and Personal Property Taxes, Net of Reserves for Abatement</b>	79,350,325	78,999,079	(351,246)
<b>Excise Taxes</b>	3,430,000	4,183,568	753,568
<b>Intergovernmental</b>	7,722,327	7,740,904	18,577
<b>Departmental and Other</b>	1,105,000	1,751,112	646,112
<b>Investment Income</b>	10,000	40,404	30,404
<b>TOTAL REVENUES</b>	91,617,652	92,715,066	1,097,414
 <b>ENTERPRISE FUNDS</b>			
<b>Atkinson Pool</b>			
<b>Revenues</b>	574,279	486,635	(87,644)
<b>Total Revenues Atkinson Pool Enterprise</b>	574,279	486,635	(87,644)
 <b>Transfer Station</b>			
<b>Revenues</b>	286,996	294,037	7,041
<b>Total Revenues Transfer Station Enterprise</b>	286,996	294,037	7,041
 <b>Recreation Field Maintenance</b>			
<b>Revenues</b>	190,000	180,366	(9,634)
<b>Total Revenues Field Maintenance Enterprise</b>	190,000	180,366	(9,634)

COMBINED BALANCE SHEET JUNE 30, 2017

<u>ASSETS</u>	General Fund	Special Revenue	Capital Projects	Enterprise Funds	Trust & Agency	Long Term Debt	Total
Cash and Investments	13,357,959	10,476,736	2,168,077	457,443	14,441,464		40,901,679
Receivables:							
Real Estate & Personal Property Taxes	602,501	16,525					619,026
Tax Liens	901,962						901,962
Tax Deferrals	2,329,110						2,329,110
Tax Foreclosures	287,008						287,008
Excise Taxes	276,101						276,101
Intergovernmental		53,691	56,713				110,404
Other Receivable	38,497	568,768		10,750	134,959		752,974
Long Term Obligations						28,433,585	28,433,585
<b>TOTAL ASSETS AND OTHER DEBITS</b>	<b>17,793,138</b>	<b>11,115,720</b>	<b>2,224,790</b>	<b>468,193</b>	<b>14,576,423</b>	<b>28,433,585</b>	<b>74,611,849</b>
<u>LIABILITIES AND FUND EQUITY</u>							
LIABILITIES:							
Warrants Payable	4,207,878	10,036		43,660			4,261,574
Other Liabilities	1,024,690						1,024,690
Amount Due Depositors					261,707		261,707
Reserve for Abatements	2,794,483						2,794,483
Deferred Revenue	1,602,200	638,984	56,713	92,270	134,959		2,525,126
Bonds & Notes Payable						28,433,585	28,433,585
<b>TOTAL LIABILITIES</b>	<b>9,629,251</b>	<b>649,020</b>	<b>56,713</b>	<b>135,930</b>	<b>396,666</b>	<b>28,433,585</b>	<b>39,301,165</b>
<u>FUND EQUITY:</u>							
Retained Earnings							0
Contributed Capital							0
Reserved for:							0
Encumbrances and Continuing Appropriations	2,213,927			28,680			2,242,607
Expenditures and Special Purpose Reserves	320,213	882,180					1,202,393
Nonexpendable Trust							0
Designated for:							0
Snow & Ice Appropriation Deficit	(123,068)						(123,068)
Unreserved	5,752,815	9,584,520	2,168,077	303,583	14,179,757		31,988,752
<b>TOTAL FUND EQUITY</b>	<b>8,163,887</b>	<b>10,466,700</b>	<b>2,168,077</b>	<b>332,263</b>	<b>14,179,757</b>	<b>0</b>	<b>35,310,684</b>
<b>TOTAL LIABILITIES AND FUND EQUITY</b>	<b>17,793,138</b>	<b>11,115,720</b>	<b>2,224,790</b>	<b>468,193</b>	<b>14,576,423</b>	<b>28,433,585</b>	<b>74,611,849</b>

**SCHEDULE OF APPROPRIATIONS & EXPENDITURES FY17**

<b>Account Number</b>	<b>Title</b>	<b>Appropriation FY17</b>	<b>Transfers FY17</b>	<b>Expenditures FY17</b>	<b>Ending Balance</b>
<b>1220</b>	<b>Selectmen</b>				
	Salaries	360,121.00	(26,295.90)	324,260.62	9,564.48
	Expenses	25,180.00	3,800.00	25,306.96	3,673.04
	Expenses C/F	44,148.46		31,648.46	12,500.00
	Prior Year Articles	6,227.16			6,227.16
<b>1310</b>	<b>Human Resources</b>				
	Salaries	182,776.00	17,120.06	199,791.46	104.60
	Expenses	8,335.00		3,113.06	5,221.94
	Expenses C/F	911.74		911.74	0.00
<b>1320</b>	<b>Accounting</b>				
	Salaries	253,989.00	750.00	254,693.40	45.60
	Expenses	54,557.00	(750.00)	49,596.61	4,210.39
	Expenses C/F	409.65		257.23	152.42
<b>1330</b>	<b>Finance Committee</b>				
	Salaries	1,779.00	4,575.84	6,354.84	0.00
	Expenses				0.00
	Expenses C/F				0.00
<b>1370</b>	<b>Assessors</b>				
	Salaries	206,135.00	650.00	206,741.60	43.40
	Expenses	58,520.00	(650.00)	54,889.81	2,980.19
	Expenses C/F				0.00
<b>1380</b>	<b>Treasurer/Collector</b>				
	Salaries	355,543.00		350,800.85	4,742.15
	Expenses	36,169.00		22,761.15	13,407.85
	Expenses C/F	360.25		15.00	345.25
<b>1390</b>	<b>Information Systems</b>				
	Salaries	197,386.00		195,646.05	1,739.95
	Expenses	228,710.00		192,725.05	35,984.95
	Expenses C/F	62.40		62.40	0.00
	Prior Year Articles	32,750.00		3,825.00	28,925.00



<b>Account Number</b>	<b>Title</b>	<b>Appropriation FY17</b>	<b>Transfers FY17</b>	<b>Expenditures FY17</b>	<b>Ending Balance</b>
<b>1510</b>	<b>Law</b>				
	Salaries	28,397.00		18,650.25	9,746.75
	Expenses	126,500.00	25,000.00	135,949.68	15,550.32
	Expenses C/F	43,732.00		43,732.00	0.00
	Current Year Article		350,000.00	58,847.19	291,152.81
	Prior Year Articles		185,000.00	143,327.29	41,672.71
<b>1580</b>	<b>PBC</b>				
	Salaries				
	Expenses				
	Prior Year Articles	50,002.01			50,002.01
<b>1610</b>	<b>Town Clerk</b>				
	Salaries	255,003.00	10,500.00	265,437.70	65.30
	Expenses	17,383.00	7,800.00	25,155.30	27.70
	Expenses C/F				0.00
<b>1710</b>	<b>Conservation</b>				
	Salaries	110,278.00		106,535.87	3,742.13
	Expenses	11,700.00		2,040.45	9,659.55
	Expenses C/F	2,480.00		0.00	2,480.00
<b>1720</b>	<b>Planning Board</b>				
	Salaries	293,590.00	(71,208.37)	221,520.05	861.58
	Expenses	13,375.00	71,208.37	84,556.76	26.61
	Expenses C/F	24.20		24.20	0.00
<b>2100</b>	<b>Police Department</b>				
	Salaries	3,086,190.00	(25,000.00)	3,009,207.95	51,982.05
	Expenses	275,505.00		270,807.64	4,697.36
	Capital Expense	160,000.00		160,000.00	0.00
	Expense C/F	83,468.24		82,096.42	1,371.82
<b>2200</b>	<b>Fire Department</b>				
	Salaries	3,157,685.00		3,157,685.00	0.00
	Expenses	426,139.00		385,591.21	40,547.79
	Expenses C/F	111,524.90		109,211.05	2,313.85
	Current Year Article	96,000.00		93,851.75	2,148.25
	Prior Year Articles	3,005.14			3,005.14

<b>Account Number</b>	<b>Title</b>	<b>Appropriation FY17</b>	<b>Transfers FY17</b>	<b>Expenditures FY17</b>	<b>Ending Balance</b>
<b>2510</b>	<b>Building Department</b>				
	Salaries	235,090.00		225,964.02	9,125.98
	Expenses	16,520.00		16,507.52	12.48
	Expenses C/F	25.00		25.00	0.00
	Current Year Article				
	Prior Year Articles				
<b>3000</b>	<b>Sudbury Schools</b>				
	Total Appropriation	34,682,619.00		34,357,371.00	325,248.00
	Carried Forward	3,406,009.00		3,405,747.00	262.00
	Current Year Article	175,000.00			175,000.00
<b>3010</b>	<b>Lincoln/Sud Reg HS</b>	22,879,134.00		22,879,135.00	(1.00)
	Current Year Article		128,235.00	0.00	128,235.00
<b>3020</b>	<b>Minuteman Tech</b>	728,141.00		623,943.00	104,198.00
<b>4100</b>	<b>Engineering</b>				
	Salaries	402,774.00	8,400.00	403,259.25	7,914.75
	Expenses	66,816.00	4,000.00	36,357.40	34,458.60
	Expenses C/F	14,739.70		14,739.70	0.00
<b>4200</b>	<b>Streets &amp; Roads</b>				
	Salaries	1,051,998.00	(10,865.73)	1,034,570.44	6,561.83
	Expenses	1,369,903.00	(221,214.00)	810,852.30	337,836.70
	Expenses C/F	28,883.68		27,503.23	1,380.45
	Capital	185,659.00	(28,186.00)	157,472.74	0.26
	Current Year Article	81,000.00	392,000.00	279,803.17	193,196.83
	Prior Year Articles	49,664.50		0.00	49,664.50
<b>4210</b>	<b>Snow &amp; Ice</b>				
	Salaries	120,750.00	149,686.66	270,436.66	0.00
	Expenses	304,000.00	198,179.07	625,247.07	(123,068.00)
<b>4300</b>	<b>Transfer Station</b>				
	Salaries	140,332.00		140,150.71	181.29
	Expenses	135,700.00	16,700.00	128,731.53	23,668.47
	Capital				0.00

Account Number	Title	Appropriation FY17	Transfers FY17	Expenditures FY17	Ending Balance
	Expenses C/F	6,404.00		1,872.79	4,531.21
<b>4400</b>	<b>Trees &amp; Cemeteries</b>				
	Salaries	318,445.00		309,294.80	9,150.20
	Expenses	97,907.00		82,024.69	15,882.31
	Expenses C/F	21,000.00		21,000.00	0.00
<b>4500</b>	<b>Parks &amp; Grounds</b>				
	Salaries	144,155.00		140,435.16	3,719.84
	Expenses	77,325.00		73,609.84	3,715.16
	Capital	10,100.00		10,099.73	0.27
	Expenses C/F	2,000.00		2,000.00	0.00
	Prior Year Articles	1,220.00			1,220.00
<b>4800</b>	<b>Combined Facilities</b>				
	Salaries	306,928.00	7,000.00	310,815.36	3,112.64
	Expenses	756,799.00	(7,000.00)	716,131.80	33,667.20
	Expenses C/F	57,557.78		55,916.57	1,641.21
	Current Year Article	227,000.00	175,000.00	136,522.01	265,477.99
	Prior Year Articles	318,233.08		244,989.55	73,243.53
<b>5100</b>	<b>Board Of Health</b>				
	Salaries	306,059.00		301,693.32	4,365.68
	Expenses	99,582.00		98,009.18	1,572.82
	Expenses C/F	36.55		36.55	0.00
<b>5410</b>	<b>Council On Aging</b>				
	Salaries	238,502.00	(18,613.73)	218,983.00	905.27
	Expenses	9,000.00	113.73	9,113.73	0.00
	Expenses C/F				
<b>5430</b>	<b>Veterans Services</b>				
	Salaries	12,051.00		11,850.31	200.69
	Expenses	48,718.00	30,500.00	73,613.27	5,604.73
<b>6100</b>	<b>Library</b>				
	Salaries	865,012.00	(3,791.60)	853,649.81	7,570.59
	Expenses	259,592.00	3,791.60	259,592.00	3,791.60
	Expenses C/F	9,931.36		9,931.36	0.00

<b>Account Number</b>	<b>Title</b>	<b>Appropriation FY17</b>	<b>Transfers FY17</b>	<b>Expenditures FY17</b>	<b>Ending Balance</b>
<b>6200</b>	<b>Recreation</b>				
	Salaries	146,618.00		131,793.90	14,824.10
	Expenses				0.00
	Prior Year Article	19,363.03		0.00	19,363.03
	Current Year Article				0.00
<b>6210</b>	<b>Atkinson Pool</b>				
	Salaries	395,934.00	(155.00)	327,940.50	67,838.50
	Expenses	178,500.00		184,886.02	(6,386.02)
	Expenses C/F	8,000.00		4,711.86	3,288.14
<b>6220</b>	<b>Field Maintenance</b>				
	Salaries	122,083.00		120,206.52	1,876.48
	Expenses	81,600.00	22,575.00	92,464.29	11,710.71
	Capital Expense	10,500.00		10,099.73	400.27
	Expenses C/F	1,853.68		1,853.68	0.00
<b>6500</b>	<b>Historical Comm</b>				
	Expenses	5,720.00		5,695.85	24.15
	Expenses C/F				0.00
<b>6510</b>	<b>Historic Districts Comm</b>				
	Salaries	4,990.00		2,849.62	2,140.38
	Expenses	300.00		227.48	72.52
	Expenses C/F				
<b>7100</b>	<b>Debt Service</b>				
	Expenses	3,628,425.00		3,578,425.00	50,000.00
	Expenses C/F				0.00
<b>8200</b>	<b>State Assessment</b>	217,989.00		192,255.00	25,734.00
<b>9000</b>	<b>Employee Benefits</b>				
	Expenses	10,630,469.00	(1,102,907.00)	9,502,374.00	25,188.00
	Expenses C/F	16,351.97		13,949.97	2,402.00

<b>Account Number</b>	<b>Title</b>	<b>Appropriation FY17</b>	<b>Transfers FY17</b>	<b>Expenditures FY17</b>	<b>Ending Balance</b>
<b>9045</b>	<b>Property/Liab Ins</b>				
	Expenses	304,960.00		300,610.25	4,349.75
	Expenses C/F	11,695.00		1,000.00	10,695.00
<b>9250</b>	<b>Operations Expense</b>				
	Expenses	155,430.00		125,983.19	29,446.81
	Expenses C/F	5,559.60		4,534.90	1,024.70
<b>9500</b>	<b>Transfer Accounts</b>				
	Reserve Fund	260,181.00	(204,500.00)		55,681.00
	Salary Contingency	92,515.00		46,315.20	46,199.80
<b>9900</b>	<b>Interfund Transfers</b>	3,440,723.00		3,440,723.00	0.00

**Schedule of Unexpended Appropriation Balances Carried Forward To FY 2018**

<b>Assessors</b>	2,600.00
<b>Conservation</b>	9,659.55
<b>DPW</b>	389,906.80
<b>Facilities</b>	33,486.46
<b>Fire</b>	39,845.70
<b>Historic District</b>	32.67
<b>Info. Systems</b>	35,984.37
<b>Law</b>	8,079.60
<b>Library</b>	3,791.60
<b>Police</b>	4,645.59
<b>Selectmen</b>	3,591.00
<b>Sudbury Public Schools</b>	322,066.40
<b>Treasurer</b>	270.75
<b>Unclassified Operations</b>	15,196.00
<b>Unclassified Employee Benefits</b>	15,975.00
<b>Gen. Fund Continuing Articles</b>	<u>1,328,533.96</u>
<b>Total General Fund C/F</b>	<u><u>2,213,665.45</u></u>
<b>Transfer Station</b>	10,253.35
<b>Field Maint.</b>	<u>1,482.36</u>
<b>Total Enterprise Fund C/F</b>	<u><u>11,735.71</u></u>

Respectfully submitted,  
*Christine Nihan, Town Accountant*

## Board of Assessors

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

Fiscal year 2018 assessments take into account the calendar year 2016 real estate market, and

reflect fair market value as of January 1, 2017. While the overall average increase in residential property values was approximately 3%, certain other property types, including but not limited to commercial condominium units, experienced increases outside the average range.

The FY18 average single-family residential home assessment is \$726,900.

The FY18 median single-family residential home assessment is \$662,100.

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

<b>FY 2018 Tax Rate Recap (P. 1)</b>					
<b>Ia.</b>	<b>Total amount to be raised</b>	<b>103,531,385.54</b>			
<b>Ib.</b>	<b>Total estimated receipts and other revenue sources</b>	<b>20,207,942.00</b>			
<b>Ic.</b>	<b>Tax Levy (Ia minus Ib)</b>	<b>83,323,443.54</b>			
<b>Id.</b>	<b>Distribution of Tax Rates and levies</b>				
<b>CLASS</b>	<b>(b) Levy percentage (from LA5)</b>	<b>(c) Ic above times each percent in col (b)</b>	<b>(d) Valuation by class (from LA-5)</b>	<b>(e) Tax Rates (c) / (d) x 1000</b>	<b>(f) Levy by class (d) x (e) / 1000</b>
<b>Residential</b>	<b>91.0104</b>	<b>75,832,999.26</b>	<b>4,252,412,677.00</b>		
<b>Net of Exempt</b>			<b>4,229,373,333.00</b>	<b>17.93</b>	<b>75,832,663.86</b>
<b>Open Space</b>					
<b>Commercial</b>	<b>5.0251</b>	<b>4,187,086.36</b>	<b>172,317,688.00</b>	<b>24.3</b>	<b>4,187,319.82</b>
<b>Net of Exempt</b>					
<b>Industrial</b>	<b>0.8717</b>	<b>726,330.46</b>	<b>29,891,300.00</b>	<b>24.3</b>	<b>726,358.59</b>
<b>SUBTOTAL</b>	<b>96.9072</b>		<b>4,454,621,665.00</b>		<b>80,746,342.27</b>
<b>Personal</b>	<b>3.0928</b>	<b>2,577,027.46</b>	<b>106,053,550.00</b>	<b>24.3</b>	<b>2,577,101.27</b>
<b>TOTAL</b>	<b>100</b>		<b>4,560,675,215.00</b>		<b>83,323,443.54</b>

The FY18 Residential Tax Rate is \$17.93.

The FY18 Commercial, Industrial, Personal Property Tax Rate is \$24.30.

The Assessors prepare annual tax rolls, and manage the commitment and abatement areas of the State (RMV) Motor Vehicle Excise Program. The office is also responsible for administering tax deferral and exemption programs. Action on exemption and deferral applications including the Senior Means Tested Exemption program and the Community Preservation Surcharge Exemption program rests with the Assessors. The Board too oversees the abatement application program for real and personal property.

Abatements/Deferrals/Exemptions processed through December 31, 2017:

<b>Program Type</b>	<b>Number Filed</b>	<b>Number Approved</b>	<b>Tax \$ Abate/Exempt</b>
Disabled Veteran Exemption	42	42	38,857
Senior Tax Deferrals	24	24	125,335
Community Senior/Veteran Work Program	55	55	56,735
Community Preservation Surcharge	187	187	26,978
Senior Clause 41C	21	21	30,119
Surviving Spouse Clause 17D	6	6	3,339
Blind Clause 37A	5	5	4,938
Senior Means Tested Exemption	114	113	414,074
Vehicle Excise Abatements CY 17		1287	279,445
Property Tax Abatements FY 17	57	31	65,109

One of our ongoing projects is the Cyclical Inspection Program. Municipalities are required by law to have in place a systematic program to inspect all properties within a 10-year cycle. Regardless of whether a property has sold, or has had building permit activity, we are required to attempt a property inspection. The inspection is expected to include a full measure and listing of the exterior and interior data. The inspection mandate includes all property types, including residential condominiums and commercial and industrial use property. The property inspection program ensures that current accurate data is used in the valuation process. In Sudbury, our program is designed to rotate visitation based on last inspection date. During 2017, we conducted over 550 property inspections.

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

Respectfully submitted,  
*Cynthia Gerry, Director of Assessing*  
*Liam Vesely, Chairman*  
*Joshua Fox*  
*Trevor Haydon*



## Capital Improvement Advisory Committee

### ANNUAL TOWN MEETING (May 2017)

This report provides the CIAC's recommendations to the Final Finance Committee and the Board of Selectmen on the proposed capital projects for FY18. Section I provides an overview of the process. Section II provides the specific recommendations.

### I. Overview of Process

The CIAC mission is to review all capital project requests from the Town Departments, Sudbury Public Schools and Lincoln Sudbury Regional High School that are over \$50,000 in one year or over \$100,000 in multiple years (“Capital Projects”).

The CIAC received a description of each project in a “Form A”, and in certain instances, additional information in other formats such as reports and PowerPoint presentations. During the ten CIAC meetings held between October 2016 and April 2017 all sponsoring departments (e.g. CPC, Park and Rec, DPW, etc) met with the committee to discuss their projects. When additional information was needed, a revised Form A was requested. The Form As and other materials considered are attached to this report in Appendix A. [Note that revised Form As are to follow this

memo for Town and School Parking Lots and School Playgrounds.]

The CIAC also received Form As for ten projects with a cost of \$50,000 or less that are to be funded within the town’s operating capital budget. The CIAC reviewed and discussed each of these projects even though they do not fall under its review and recommendation mandate. The committee believes that these town operating capital projects requested for FY18 are reasonable; however it does not provide specific recommendations for each of these projects.

In addition, the CIAC reviewed the Library renovation project. Given that this is being funded through a private source, it does not fall within the CIAC's review mandate.

The Strategic Financial Planning Committee for Capital Funding (SFPC) provided guidance on the total funding levels and specific funding sources for each of the Capital Projects. The guidance provided by the SFPC on January 19, 2017 is below. The recommended projects and projects outside the CIAC's prevue are generally within this guidance, also shown below.

### SFPC Preliminary Guidance and CIAC Recommended Projects

	SFPC Guidance	Recommended Projects
Capital budget inside the operating budget	\$413,190	\$413,190
National Development mitigation payments toward public safety (out of \$850K total public safety payments)	\$325,000	\$325,000
Private sources (Library renovation)	\$200,000	\$200,000
CPA funds	\$1,258,000	\$820,000
Free cash	<u>\$1,573,000</u>	<u>\$1,662,000</u>
<b>Total</b>	<b>\$3,769,190</b>	<b>\$3,420,190</b>

**II. CIAC Recommendations:**

CIAC’s recommendation for each Capital Project is presented below. Where the opinion was not unanimous, justifications for and against support identified by the CIAC are provided.

The table below lists each project, estimated cost, funding source, and CIAC recommendation. The Form A for each Capital Project and other supporting materials are included in Appendix A.

<b>Projects and Funding Sources for Capital Projects Under CIAC Review Mandate</b>				
	CPC	Free Cash	Mitigation	
Town Hall Restoration Design Funds	600,000			Recommends
Poured in Place Playground Surface	70,975			Does Not Recommend
Featherland Recreation Project	220,000			Recommends
Bruce Freeman Rail Trail Design		330,000		Recommends
Repairs to HVAC Equipment		55,000		Recommends
Multi-Purpose Holder Unit		182,000		Recommends
Wireless Infrastructure for Elementary Schools		175,000		Recommends
Town and School Parking Lots		250,000		Recommends
School Playgrounds		150,000		Does Not Recommend
Ladder Truck		670,000	325,000	Recommends
<b>Total</b>	<b>890,975</b>	<b>1,812,000</b>	<b>325,000</b>	
<b>Total of Recommended Projects</b>	<b>820,000</b>	<b>1,662,000</b>	<b>325,000</b>	

**A. CPA Funded Projects**

The CIAC reviewed the following three projects, with a total funding through CPA funds of \$890,975.

**1. Town Hall Restoration-Design Funds (\$600,000)**

Architectural and engineering design services for Town Hall, as recommended by Town Hall Blue Ribbon Committee (“BRC”), are estimated at \$600,000. The request is for approximately 10% of the total estimated cost of the project. A further description of this project is below:

- The 84 year old building is in need of major repairs, including replacing the roof and windows and updating the heating and electrical systems. The renovated building would be ADA compliant through the addition of an elevator and would be energy efficient.
- The main floor is currently used for board meetings and other community events. This would be renovated and used for similar purposes.
- The upper floor is currently used by the Historical Society for storage. Storage would be relocated to the basement. The upper floor would be used for board meeting space for larger events,

rentals, and other community events, such as Historical Society talks.

- o The BRC discussed deficiencies in appropriately sized meeting spaces for the Town. For example, there are times when the existing space on the first floor of Town Hall is insufficient and a larger space at the schools is not available. The BRC did not have an estimate of how often a larger upper hall would be used for committee meetings or other functions.

- The basement would have added storage space for the town clerk, Historical Society storage, and a catering kitchen.

- The BRC explored a number of other options, including:

- o Relocating town employees to an expanded Town Hall and relocating SPS to the Flynn building and an addition put on the back which would impinge on the parking area. The renovation would require an entire gut of the existing building. The BRC provided an estimate of \$10 million for such a project. However, there is uncertainty given the age of the building.

- o Relocating SPS administration from Fairbanks to a renovated Town Hall. The BRC committee provided an estimate of \$8.3 million to renovate and move SPS administration to Town Hall.

The CIAC recommends this project.

Something needs to be done to Town Hall. Currently it is energy inefficient, not ADA compliant, and is not being used to its potential. While the CIAC recommends this project, there are dissenting opinions. The various positions are summarized below.

Justification for Support

- This project and ultimate recommendation was studied by the BRC, which constituted members with a broad range of backgrounds. After such study, the BRC concluded that the proposed plan is the highest and best use for Town Hall.
- There is a lack of sufficient meeting spaces in town of this type, and it is believed that the renovated Town Hall would be sufficiently utilized, for example by Historical Society, seniors, and others.
- The current space cannot be utilized for meeting spaces given top floor is not ADA compliant.
- This project would attract people to use town center. Renovating Town Hall would restore historic pride and inject excitement into the center of town.
- The Town Clerk currently has insufficiently configured storage and office space.
- While the 2002 space study was reviewed, many other sources of information were considered.

Justification for Opposition

- Sudbury is resource constrained.
- The demand for the upper and lower floors has not been sufficiently estimated. For example, there is no utilization information from other towns that renovated their Town Halls and are used for similar purposes or an estimate of Sudbury's potential utilization. The argument made was "if it is there, people would use it." For some members, this was an insufficient justification.
- Town Hall should be used for town government offices serving all residents and not for private entities.
- The use for town services would bring people into town center.
- The BRC used a 2002 space study, which is believed to be outdated.

Supporting Documents

- Form A (pp. 1-3 of Appendix A)
- Town Hall Blue Ribbon Committee Report (pp. 4 – 39 of Appendix A)

**2. Poured in Place Surfacing for Playground at Haskell (\$70,975)**

Remove the remaining wood safety fiber from the Lyons Pride/SMILE Sudbury playground at Haskell Field and replace it with Poured in Place Surfacing. Currently, only a portion of the playground has Poured in Place Surfacing. The estimated lifespan of Poured in Place Surfacing is 8 - 15 years, if properly installed. There will be a 5-year warranty.

Park and Rec's justification for this project is improved safety and cost savings. Weekly maintenance is required to provide the safest environment if woodchips are used. Currently, there are no funds available at Park and Rec to do such maintenance.

As of the writing of this report, we understand that Park and Rec may be postponing this article in order to collect additional information.

The CIAC currently does not recommend this project.

- The CIAC supports the improved safety this project would provide. However, as of its last meeting, there were a number of outstanding questions. Given such uncertainty, the CIAC does not recommend at this time.

Supporting Documents

- Form A (pp. 40 to 41 of Appendix A)

**3. Featherland Recreational Project (\$220,000)**

Reconstruct the tennis courts at Featherland and add basketball and pickle ball courts.

The CIAC recommends this project

- The National Park and Recreation Association found youth living in neighborhoods with multiple recreational facilities are more likely to be active and that distributing recreational opportunities throughout the town encourages residents to use the facilities.

- The Park and Rec Committee surveyed Sudbury residents and found that sports courts were a high priority for 261 of the 540 respondents.
  - A subsequent survey showed interest in the project by town residents.
  - The tennis courts will be used by JV tennis at LS as the current courts often do not allow for JV matches.
  - Cost estimates were provided by a third-party.
- Supporting Documents
- Form A (pp. 42 to 50 of Appendix A)

### **B. Free Cash and Mitigation Funded Projects**

The following seven projects, with a total funding of \$1,812,000 from free cash and \$325,000 from the National Development mitigation payments toward public safety, were reviewed by the CIAC.

#### ***1. Bruce Freeman Rail Trail Design (\$330,000)***

Complete the 75% design cost for the BFRT. There will likely be additional requests from Sudbury in future years to cover costs to complete the 100% design.

*The CIAC recommends this project.*

- The town has expressed its desire for this project through its approval of funding for 25% of the design cost and other Town Meeting votes.
- Once Sudbury has completed 100% design it is anticipated that the State and Federal funds will be available to fund construction, which is estimated to be \$7 million.
- Delaying implementation could affect cost of the project, as wetland resources surveyed in the 25% design phase are only valid for three years.
- Sudbury will be next in line if the trail is designed within the current timeline. Delay could lower the project's priority on the state list of projects.

#### Supporting Documents

- Form A (pp. 51 to 52 of Appendix A)
- PowerPoint presentation to the CIAC (pp. 53 to 61 of Appendix A)

#### ***2. Capital Repairs to HVAC Equipment (\$55,000)***

This project would address issues with various HVAC equipment.

- Curtis Middle School: Replace rusted pans that collect water and can leak through the ceiling and cause further damage, replace wearing coils that will need to be removed to fix the pans, and replace the supply fan motors, which are 17 years old. The estimated cost is \$30,000.
- Goodnow Library: Replace compressor at due to failing compressor valves. The estimated cost is \$17,739.
- Senior Center: Replace AC unit that is 27 years old if it fails. The estimated cost is \$10,784.
- The cost estimates for all of these projects is greater than the funding request. This article provides some flexibility to address the most critical issues. For example, the AC unit at the Senior Center would not be replaced if it does not fail.

*The CIAC recommends this project.*

- Extends the useful life of the units.
- Fixes known leaking problems on certain units.

#### Supporting Documents

- Form A (pp. 62 to 73 of Appendix A)

#### ***3. 2005 Multi-Purpose Holder Unit 46 (\$182,000)***

Replace existing 2005 multi-purpose tractor and associated attachments with a new similar model. This equipment has many uses, including: clearing snow from walkways; cleaning debris off roads at construction sites; and roadside mowing.

*The CIAC recommends this project.*

- The existing equipment is experiencing increased downtime due to malfunctions and fluid leaks.
- The existing equipment is severely corroded (e.g. the floor of the cab has rusted through) and the cab is twisted, creating a safety issue.
- Given the state of the equipment, the Town may be unable to provide the necessary services efficiently if the equipment is not replaced.

#### Supporting Documents

- Form A (pp. 74 to 75 of Appendix A)

#### **4. Wireless Infrastructure for the Elementary Schools (\$175,000)**

This project would replace the existing wireless access points at the four elementary schools.

The CIAC recommends this project.

- The current wireless system is inadequate given the increased demand at the schools (e.g., the district now has 1,000 laptops and other devices). For example, there are times when students have to move to another classroom to get wireless reception, especially at times of on-line assessments.
- The current system does not have sufficient controls to monitor where students are going on the web.
- The new system would be similar to the technology at the middle school, which has proven to support that school's need.
- The total cost of the project is estimated to be \$250,000. Up to 40% reimbursement may be available through a grant. (Note that included in the request is a \$25,000 contingency associated with the project given the grant has not yet been secured.)

#### Supporting Documents

- Form A (pp. 76 to 77 of Appendix A)

#### **5. Town and School Parking Lot (Loring and Fire Station) (\$250,000)**

Resurface parking lot at fire station on Hudson Road (\$200,000) and prepare Loring School design (\$50,000).

The CIAC recommends this project.

- The fire station is now 23 years old and the pavement is cracking. In addition, when built, the drainage was insufficiently planned and pooling occurs in bad weather, which caused further deterioration.
- Regulations require a tight tank be installed at the Fire Station, which will require pavement to be torn up and then repaired. It is more cost effective to do all pavement repairs at once.
- Loring's parking lot is cracked and has potholes. While certain areas have been patched, continually filling in holes provides uneven surfaces. In addition, the curbs are deteriorating.

Both are safety issues. It is believed that the Loring project can be done more cost effectively if we bid for the entire project at one time. The design would address drainage issues; determine which elements need replacement v. resurfacing; and address accessibility issues for the playgrounds and the parking lot. The \$50,000 is based on the DPW director's experience. If the study is less than the \$50,000, the money will revert to Town.

#### Supporting Documents

- Form A (pp. 78 to 83 of Appendix A)

#### **6. School Playgrounds (\$150,000)**

This long-term project would enhance the accessibility and social emotional learning opportunities to all students in the Sudbury district. Over the course of several years each of the four school playgrounds would have improved surfacing and additional pieces of equipment that are ADA accessible in order to promote access to all children and to replace dated equipment pieces due to wear. Some playgrounds may need surfacing and small additions while others require a larger plan.

Costs will differ by school. This year's request is \$150,000. The total estimate for all schools is approximately \$322,000.

While the CIAC generally supports this project, we currently do not recommend.

The CIAC believes this project has merit. However, we believe alternative funding sources should be investigated, including CPC and/or PTO. In addition, while there is great progress on this project, we believe more planning on phasing and construction would be beneficial.

#### Supporting Documents

- Form A (pp. 84 to 86 of Appendix A)

#### **7. Ladder Truck (\$995,000)**

The existing ladder truck also serves as a pumper and is 19 years old. It currently has approx. 50K miles, but the mileage is less of a concern than aging hydraulic lines, gears and valves, and other equipment. Sudbury has only one ladder truck. Of the total amount, \$670,000 will be funded through Free Cash and the remaining \$325,000 through public safety mitigation.

The CIAC recommends this project.

- A reliable ladder truck is important for our fire safety. Without a ladder truck, it takes 4 firefighters a significant amount of time to manually set up ladders against a house. Therefore, if the truck were not operational for any period of time, services would be reduced creating a safety issue.
- While the current truck is operational, as it ages, repairs are inevitable. Parts become harder to find and are more expensive as the equipment ages.
- The new ladder truck will increase the range of operations. The current truck has a 75 ft. stick, while the new truck will expand to 103 ft. The difference in cost between these options is approximately \$150,000. The fire chief explained that the additional \$150,000 is a worthwhile expense, as it allows for the fire department to address fires from further away. For example, it will allow the truck to work from driveways, which will reduce the time it takes to begin addressing fires at certain residences.
- The new equipment is more agile so better able to navigate narrow roads and long, narrow driveways, which are common in Sudbury.
- The new truck will hold more water.

Supporting Documents

- Form A (p. 87 of Appendix A)

The CIAC would like to thank all the Sudbury's employees and department managers who participated in the FY 18 capital process for their time and support. We also want to thank the SPFC for helping provide guidance on cost targets and potential sources.

Special thank you goes to Jim Kelly for all his support during this process.

**SPECIAL TOWN MEETING (October 2017)**

This memo provides the CIAC's recommendations to the Final Finance Committee and the Board of Selectmen on the proposed capital projects for 2017 Fall Town Meeting. Section I provides an overview of the process. Section II provides the specific recommendations.

**I. Overview of Process:**

The CIAC mission is to review all capital project requests from the Town Departments, Sudbury Public Schools and Lincoln Sudbury Regional High School that are over \$50,000 in one year or over \$100,000 in multiple years ("Capital Projects"). The CIAC received a description of each project in a "Form A", and in certain instances, additional information in other formats such as reports and PowerPoint presentations. The sponsoring entity presented to the CIAC and the merits and details of the projects were considered in the CIAC's deliberations. The Strategic Financial Planning Committee for Capital Funding (SFPC) did not provide guidance on the total funding levels and specific funding sources for each of the Capital Projects. Given this, the CIAC reviewed each project on its merits without regard to funding capacity, and assessed whether the project posed sufficient risk/reward such that the article should be approved in the October meeting, without regard to the town's funding capacity. Where relevant, potential funding sources are mentioned.

**II. CIAC Recommendations:**

CIAC's recommendation for each Capital Project is presented below. Where the opinion was not unanimous, justifications for and against support identified by the CIAC are provided.

***1. Study of Options and Costs for SPS Administrative Offices (\$150,000)***

The SPS Administration has been housed in the Fairbanks Community Center. This article will fund the study of SPS Administration needs and viable options for buildings to meet such needs.

The CIAC supports this project.

Arguments for support

- The SPS Administration is being evicted, although a timeline has not been sent. The issue of alternatives is complex and given the current information, there is no obvious existing space where the administration could be housed in the same location. There is a real and present need for this study, with uncertainty about the value of a town wide study that overrides the expected benefit of a town wide study.

Arguments against support

- This only studies space needs for one department. This should be studied by looking at all town office needs and functions. For example, are there pressures on other buildings and should this project address all issues.

**2. Fire Station 2 Replacement (presently estimated at \$7 million)**

Replace Fire Station 2.

The CIAC recommends this project.

- The Fire Department demonstrated deficiencies in the current facility that compromise their ability to deliver necessary services. These needs include the addition of another ambulance, more storage space, appropriate sleeping quarters, and safety and convenience issues regarding the entrance and exit into the station.
- The additional ambulance that would be housed in the fire station is expected to be funded in large part through ambulance receipts.
- This article includes funds for temporary space.
- The permanent building committee makes decisions regarding construction material options. This decision had not yet been made at the time of the CIAC's recommendation.
- The ultimate cost of the project will be determined by the bidding process.
- There is sufficient demonstrated needs to address this issue now rather than wait until Annual Town Meeting. The CIAC understands that this project will be funded through a debt exclusion.

**3. Playground Modernization for Sudbury Public Schools (\$940 total over two years; \$275 this year)**

This overall project is for the rehabilitation of the playgrounds at public elementary schools to improve safety and make ADA compliant. This includes providing a poured in place surface and new equipment.

Existing structures that are compliant and pose no safety issues would remain. This year's project is for Haynes.

The CIAC recommends this project.

- The CIAC supports this multi-year process and supports the approach of taking on one project first to use the experience to benefit the other playgrounds.

- This project improves the safety of the playground.

- It brings us into compliance with ADA regulations.

- Based on the approval of October Meeting, the work would start next summer. If this article were to be approved at the Annual Town Meeting, the project would be delayed a year.

- Cost estimates were provided by a third-party.

- 5-year warranty; expect to see some drying that can paint on with roller (approx. 10K per playground at year 8-10; Current woodchips cost 23k per year, 345k in 15 years. There is a question about whether 5-year warranty on materials or materials and installation. This information will be provided to the BOS and FinCom at their meetings.

- Grant funds are being explored. By doing the first project with only Town funds, there is a higher probability of getting grants. Funding the project is not believed to reduce the total amount of available grant funds.

- In the past, we have asked projects eligible for CPA funding to apply to the CPC. This is in process at the time of this report. The CIAC believes this project has merit and should be supported even if the CPC determines they cannot fund this project.

**4. LSRHS Gym Floor (\$50,000; Sudbury Share \$42,985)**

This project is to replace the surface in Gym 4, which is worn and may present a safety issue. This project would not go forward unless Lincoln pays its 15% share. It is not clear when Lincoln would decide on this project, given its Town Meeting is in March. Even if Lincoln could not approve funding until March, moving forward before Sudbury's Annual Town Meeting in May would insure the project is completed over the summer.

The CIAC recommends this project.

**5. LSRHS Cooling Tower (\$110,000; Sudbury Share \$94,567)**

This is an essential component of the HVAC system. The external structure is rusted and there are concerns about the equipment's reliability if it is not replaced. If the system failed, LSRHS would have to rent equipment while doing an emergency replacement, which would cost more than a scheduled replacement. This unit is 15 years old, which is the normal life expectancy. It is possible that Lincoln will be able to find funding and this unit could be replaced this winter. [Note that winter is the usual replacement time for cooling towers.]

*The CIAC recommends this project.*

Respectfully submitted,  
*Susan Abrams – Clerk*  
*Susan Ciaffi*  
*Michael Cooper*  
*Jamie Gossels - Vice Chairperson*  
*Eric Greece*  
*Mark Howrey - Chairperson*  
*Michael J. Lane*  
*Joe Scanga*  
*Thomas S. Travers*



## Finance Committee

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

The Finance Committee recommended a No Override budget including debt service for FY18 of \$94,397,705, an increase of 3.68%. At town meeting, the Board of Selectmen put forward an override budget that was supported by the Finance Committee. The override budget passed at both town meeting and the polls. The resulting override budget is an increase of approximately \$4.4 million or an approximately 4.87% increase over the FY17 appropriated budget. The FY18 budget increases over FY17 include the

following: a 5.3% net increase in the Town budget, a 3.58% net increase in the Sudbury Public School budget, and a 3.36% increase in the Lincoln-Sudbury Regional High School budget. The Town increase included an increase to the reserve fund related to the projected need to fund unemployment compensation related to potential layoffs at Sudbury Public Schools. The LS budget increase resulted in a 3.58% increase in Sudbury’s assessment for LS due to a shift upward of Sudbury’s share of the required minimum contribution as calculated the Department of Elementary and Secondary Schools. The increase over FY17 for the three major cost centers included increasing the funding of the OPEB (Other Post-Employment Benefits) to the recommendation of the full normal cost from the town’s OPEB committee.

The Town’s fiscal situation continues to be constrained by increases in the cost of wages and benefits that account for much of the budget increase allowed by proposition 2 ½ , together with a revenue structure that is heavily dependent upon property taxes, particularly residential property taxes. Property taxes comprise about 86% of the total revenue for Sudbury; State Aid, a little over 8% with the remainder coming from local receipts.

Respectfully submitted,  
*Bryan Semple, Chairman*  
*Jeffrey Atwater*  
*Jeffrey Barker*  
*Susan Berry*  
*Joan Carlton*  
*Adrian Davies*  
*Tammie Dufault*  
*Jose Garcia-Meitin*  
*Eric Poch*

## Finance Division

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

### **Treasurer and Collector**

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

### **Cash Management**

The Treasurer is responsible for the receipts of all Town funds and the payment of all Town obligations. To fulfill this responsibility, the Treasurer maintains all Town bank accounts. The Town also uses a lock box account and online payment systems to accelerate the deposit of payments to the Town. The office is also relying more on electronic funds transfers (EFT) to expedite the receipts of funds into Town bank accounts, and to disburse Town funds. EFT reduces transactions costs, and allows the Town to hold onto cash for longer periods of time, thus increasing opportunities for investment income. The Town had a consolidated pooled cash & investment balance of \$40.9 million as of June 30, 2017.

### **Investment Management**

In FY17, the Town reported unrestricted investment income of \$40,404 as compared to \$21,667 in the prior year. Investment earnings depends on two factors: interest rates and the amount of cash available to invest. Depending on market conditions, and the Town's cash flow requirements, investment income may vary considerably from year to year. The Town prescribes to the municipal investment principles of Safety, Liquidity and Yield. The Town must

adhere to State General Laws for investments. General investment earnings includes interest, dividends, and net market value adjustment on all positions (balances) for the general fund, stabilization funds and statutory trusts for the Town of Sudbury.

### **Debt Management**

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

### **Short-Term Debt**

Short-term debt in Sudbury is issued for three purposes: to provide cash for construction projects before the permanent debt is issued (known as bond anticipation notes, or BANs), to provide upfront cash for projects whose costs will later be reimbursed by the state or federal government (known as Government aid anticipation notes, or GAANs) and cash flow in anticipation of tax revenues (known as revenue anticipation notes, or RAN's). As of June 30, 2017 the Town had no short-term debt.

### **Long-Term Debt**

Sudbury maintains an 'AAA' bond rating from the Standard & Poors Corporation. This is the highest credit rating possible for municipal debt. This rating reflects the Town's Strong economic measures, driven by the town's convenient access to the deep and diverse Boston metropolitan statistical area (MSA); extremely strong per capita market values and very strong household income levels compared with U.S. levels; stable financial position and good financial management practices; and low debt burden with manageable future capital needs. During FY17, the Town did not issue any long-term debt. The following is a schedule of general fund debt outstanding as of June 30, 2017.

**Town of Sudbury  
Treasurer's Debt Schedule Excluding CPF  
As of June 30, 2017**

Issue Types	Schools	Municipal	Pre-CPA	Total	Annual Debt Service	Principal Balance
FY17 Ending Balance	8,040,000	6,725,000	2,155,000			16,920,000
FY18 Principal	1,765,000	455,000	510,000	2,730,000		
FY18 Interest	324,550	262,838	69,663	657,050	3,387,050	14,190,000
FY19 Principal	1,745,000	455,000	280,000	2,480,000		
FY19 Interest	250,325	243,638	57,863	551,825	3,031,825	11,710,000
FY20 Principal	2,025,000	455,000	90,000	2,570,000		
FY20 Interest	177,075	220,888	51,463	449,425	3,019,425	9,140,000
FY21 Principal	2,060,000	455,000	85,000	2,600,000		
FY21 Interest	89,413	198,138	46,963	334,513	2,934,513	6,540,000
FY22 Principal	240,000	355,000	85,000	680,000		
FY22 Interest	13,244	176,388	42,713	232,344	912,344	5,860,000
FY23 Principal	85,000	355,000	85,000	525,000		
FY23 Interest	8,050	158,638	38,463	205,150	730,150	5,335,000
FY24 Principal	80,000	355,000	85,000	520,000		
FY24 Interest	4,600	140,888	34,213	179,700	699,700	4,815,000
FY25 Principal	40,000	355,000	85,000	480,000		
FY25 Interest	2,000	123,138	29,963	155,100	635,100	4,335,000
FY26 Principal	-	355,000	85,000	440,000		
FY26 Interest	-	105,388	25,713	131,100	571,100	3,895,000
FY27 Principal	-	355,000	85,000	440,000		
FY27 Interest	-	94,738	23,163	117,900	557,900	3,455,000
FY28 Principal	-	355,000	85,000	440,000		
FY28 Interest	-	84,088	20,613	104,700	544,700	3,015,000
FY29 Principal	-	360,000	85,000	445,000		
FY29 Interest	-	73,438	18,063	91,500	536,500	2,570,000
FY30 Principal	-	360,000	85,000	445,000		
FY30 Interest	-	62,638	15,513	78,150	523,150	2,125,000
FY31 Principal	-	360,000	85,000	445,000		
FY31 Interest	-	51,838	12,963	64,800	509,800	1,680,000
FY32 Principal	-	335,000	85,000	420,000		
FY32 Interest	-	41,038	10,413	51,450	471,450	1,260,000
FY33 Principal	-	335,000	85,000	420,000		
FY33 Interest	-	30,988	7,863	38,850	458,850	840,000
FY34 Principal	-	335,000	85,000	420,000		
FY34 Interest	-	20,938	5,313	26,250	446,250	420,000
FY35 Principal	-	335,000	85,000	420,000		
FY35 Interest	-	10,469	2,656	13,125	433,125	-
Remaining Debt Service	8,909,256	8,825,106	2,668,569	20,402,931	20,402,931	

**Town of Sudbury  
Treasurer's Debt Schedule for CPA Funds  
As of June 30, 2017**

Issues	Nobscot I & II	Cutting/ Dickson	Libby	Pantry Brook	Johnson Farm	Total	Annual Debt Service	Principal Balance
FY17 Ending Balance	4,405,000	1,640,000	1,005,000	2,660,000	900,000			10,610,000
FY18 Principal	355,000	255,000	135,000	120,000	50,000	915,000		
FY18 Interest	143,644	30,500	18,863	87,148	34,625	314,779	1,229,779	9,695,000
FY19 Principal	350,000	245,000	135,000	125,000	50,000	905,000		
FY19 Interest	134,013	25,400	16,163	84,098	32,625	292,298	1,197,298	8,790,000
FY20 Principal	350,000	240,000	130,000	125,000	50,000	895,000		
FY20 Interest	123,888	20,500	13,463	80,973	30,125	268,948	1,163,948	7,895,000
FY21 Principal	350,000	235,000	125,000	130,000	50,000	890,000		
FY21 Interest	113,513	15,700	10,863	77,148	27,625	244,848	1,134,848	7,005,000
FY22 Principal	350,000	230,000	125,000	135,000	50,000	890,000		
FY22 Interest	102,700	12,175	8,988	73,173	25,125	222,160	1,112,160	6,115,000
FY23 Principal	350,000	220,000	120,000	140,000	50,000	880,000		
FY23 Interest	91,475	8,150	6,800	69,048	22,625	198,098	1,078,098	5,235,000
FY24 Principal	350,000	215,000	120,000	145,000	50,000	880,000		
FY24 Interest	79,844	4,300	4,700	64,773	20,125	173,741	1,053,741	4,355,000
FY25 Principal	350,000	-	115,000	150,000	50,000	665,000		
FY25 Interest	67,750	-	2,300	60,348	17,625	148,023	813,023	3,690,000
FY26 Principal	350,000	-	-	155,000	50,000	555,000		
FY26 Interest	55,219	-	-	55,773	15,125	126,116	681,116	3,135,000
FY27 Principal	350,000	-	-	155,000	50,000	555,000		
FY27 Interest	42,250	-	-	50,929	13,625	106,804	661,804	2,580,000
FY28 Principal	350,000	-	-	165,000	50,000	565,000		
FY28 Interest	28,844	-	-	45,729	12,125	86,698	651,698	2,015,000
FY29 Principal	350,000	-	-	170,000	50,000	570,000		
FY29 Interest	15,000	-	-	40,030	10,625	65,655	635,655	1,445,000
FY30 Principal	100,000	-	-	175,000	50,000	325,000		
FY30 Interest	6,000	-	-	33,906	9,125	49,031	374,031	1,120,000
FY31 Principal	100,000	-	-	180,000	50,000	330,000		
FY31 Interest	2,000	-	-	27,200	7,625	36,825	366,825	790,000
FY32 Principal	-	-	-	190,000	50,000	240,000		
FY32 Interest	-	-	-	19,800	6,125	25,925	265,925	550,000
FY33 Principal	-	-	-	195,000	50,000	245,000		
FY33 Interest	-	-	-	12,100	4,625	16,725	261,725	305,000
FY34 Principal	-	-	-	205,000	50,000	255,000		
FY34 Interest	-	-	-	4,100	3,125	7,225	262,225	50,000
FY35 Principal	-	-	-	-	50,000	50,000		
FY35 Interest	-	-	-	-	1,563	1,563	51,563	-
Remaining Debt Service	5,411,138	1,756,725	1,087,138	3,546,271	1,194,188	12,995,459	12,995,459	

### Collections Management

The total property tax levy for FY17 was \$78,907,941. As of June 30, 2017 the Town collected \$76,610,282 or 97.09% of the current year's tax levy. The Town continues to experience very favorable collection rates. Write-offs for real estate property taxes deemed uncollectible are very rare. Typically unpaid real estate tax balances will undergo the Tax Taking process within 60 to 90 days after the fiscal year end. Severely overdue tax balances may result in the Town having to pursue property foreclosure in Land Court.

PROPERTY TAX LEVIES AND COLLECTIONS						
LAST TEN FISCAL YEARS						
		Collected within the Fiscal Year of the Levy			Total Collections to Date	
Fiscal Year	Net Tax Levy	Current Tax Collections (1)	Percent of Net Levy Collected	Actual Subsequent Collections	Total Tax Collections (1)	Total Collections as a % of Net Levy
2008	60,048,888	59,381,429	98.89%	352,052	59,733,481	99.47%
2009	62,554,275	62,126,272	99.32%	144,303	62,270,575	99.55%
2010	64,995,765	63,936,979	98.37%	432,712	64,369,691	99.04%
2011	66,989,628	65,823,252	98.26%	557,272	66,380,524	99.09%
2012	68,499,500	67,608,625	98.70%	320,887	67,929,512	99.17%
2013	70,396,267	69,641,532	98.93%	416,153	70,057,685	99.52%
2014	72,358,042	71,687,443	99.07%	514,335	72,201,778	99.78%
2015	72,987,035	72,165,654	98.87%	581,423	72,747,077	99.67%
2016	76,436,100	75,645,748	98.97%	510,067	76,155,815	99.63%
2017	78,907,941	76,610,282	97.09%	-	76,610,282	97.09%
Source:	Department of the Treasurer/Collector					

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

### Delinquent and Deferral Account Collections Management

The Collector's office is responsible for collecting all taxes due to the Town. Slow or ineffective collections may reduce the Town's cash flow and overall financial stability. After the statutory deadline for payment of tax bills has passed, and additional notices requesting payment have been sent, all overdue accounts are deemed delinquent. Overdue motor vehicle excise bills and personal property tax bills are assigned to a deputy collection service, Kelley & Ryan, for further collection actions. Eventually, the Town may request "marking" of delinquent bills at the Registry of Motor Vehicles to prevent license and auto registration renewal until all taxes and subsequent charges are paid in full. Delinquent Real Estate accounts are put into Tax Title whereby a certified lien is recorded at the Registry of Deeds against the property's deed. Subsequent unpaid balances are added automatically at the end of each fiscal year. Once a property is in Tax Title for six months or more, the Town may exercise its legal right to foreclose. A Municipal Tax Lien supersedes any other financial encumbrances filed against real estate property. For that reason mortgage lenders will typically require homeowners to pay off any seriously delinquent tax balances in order to protect their underlying ownership interest in real estate. Deferrals granted under Massachusetts' Temporary Hardship and Senior Tax statutes may not become due (or payable) for several years.

**Town Trust Funds**

The Trustees of Town Donations oversee the Town Trust Funds. The 6-member Board of Trustees includes the members of the Board of Selectmen, plus the Treasurer. A 3-member Investment Advisory Group consisting of, David Pettit, Fred Pryor and Daniel Flanagan, make recommendations to the Town Treasurer on all pooled Trust investments. The general investment philosophy continues to focus on producing a steady stream of annual income for the beneficiaries while also protecting Trust principal to the greatest extent possible. The adjusted market value for the pooled Town trust investments as of June 30, 2017 was \$1,926,941.

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

	<u>FY2017</u>	<u>FY2016</u>	<u>FY2015</u>	<u>FY2014</u>	<u>FY2013</u>
Passport Processing*	-	-	-	-	15,169
Municipal Lien Certificates	16,725	16,725	16,880	13,275	26,225
Other Administrative	1,226	1,511	1,257	1,339	888
	<u>17,951</u>	<u>18,236</u>	<u>18,137</u>	<u>14,614</u>	<u>42,282</u>

\*The Tax Office suspended passport processing in FY2014 due to staffing requirements.

**TOWN REVOLVING FUNDS**

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

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

**Fund Descriptions**

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

Plumbing and Gas Inspectional Services – permit fees collected are used to fund services for plumbing and gas inspections;

Portable Sign Administration and Inspectional Services – annual registration fees collected pursuant to Section 3259A, Portable Signs, of the Zoning Bylaw are used to fund administration and inspectional services;

Conservation (Trail Maintenance) – license fees collected from agricultural use of fields on conservation lands are used to fund trail

maintenance on Town-owned designated conservation lands;

Conservation (Wetlands) – application fees collected are used to fund administration of the Sudbury Wetlands Bylaw;

Council on Aging Activities – fees collected are used to fund Senior Center classes and programs;

Council on Aging Van Transportation (MWRTA) – payments from the MetroWest Regional Transit Authority (MWRTA) and fares are used to pay salary and benefits of van driver and van operating expenses;

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

Fire Department Permits – permit fees collected are used to fund expenses related to the issuance of permits, including salaries and benefits, purchase and maintenance of equipment required;

Goodnow Library Meeting Rooms – fees from non-Town agency use of Library meeting rooms are used for maintenance and utility charges for those rooms;

Recreation Programs – fees collected are used to fund recreation programs and activities;

Teen Center – fees collected are used for Teen Center programs and activities;

Youth Programs – fees collected are used to fund youth programs and activities;

Bus – user fee collections are used to fund additional or supplemental school transportation;

Instrumental Music – user fees are used to fund additional or supplemental instrument music lessons after school hours;

Cable Television – fees and other income collected in connection with cable television are used to fund local access services and the Town institutional network (I-Net);

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;

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

Solar Energy – receipts from the solar landfill are used for payment of electrical costs and finding of energy saving initiatives by the Energy Committee.

	<b>Balance 6/30/2016</b>	<b>Revenue</b>	<b>Expenditures</b>	<b>Balance 6/30/2017</b>
Plumbing & Gas Inspectional Services	\$ 90,695.52	\$ 45,331.00	\$ 44,490.97	\$ 91,535.55
Portable Sign Administration & Inspectional Services	47,324.54	12,000.00	2,417.29	\$ 56,907.25
Conservation (Trail Maintenance)	6,931.13	150.00	1,092.38	\$ 5,988.75
Conservation (Wetlands)	10,817.73	21,298.50	5,728.05	\$ 26,388.18
Council on Aging Activities	12,254.95	38,284.50	41,526.79	\$ 9,012.66
Council on Aging Van Transportation (MWRTA)	43,446.86	122,523.73	113,939.69	\$ 52,030.90
Cemetery Revolving Fund	19,937.54	22,805.50	2,263.27	\$ 40,479.77
Fire Department Permits	41,306.38	41,999.26	44,281.65	\$ 39,023.99
Goodnow Library Meeting Rooms	45,277.85	7,120.00	8,914.11	\$ 43,483.74
Recreation Programs	500,667.50	441,281.05	541,392.36	\$ 400,556.19
Teen Center	812.18	5,570.63	5,347.45	\$ 1,035.36
Youth Programs	140,125.00	122,057.00	123,308.71	\$ 138,873.29
Bus	366,588.31	447,752.00	439,588.90	\$ 374,751.41
Instrumental Music	(4.81)	56,623.50	54,530.00	\$ 2,088.69
Cable Television	17,577.92	-	-	\$ 17,577.92
Rental Property	40,925.07	12,600.00	16,827.38	\$ 36,697.69
Dog	102,711.28	45,247.00	49,405.47	\$ 98,552.81
Zoning Board of Appeals	2,541.00	-	-	\$ 2,541.00
Solar Energy	-	357,660.93	190,053.32	\$ 167,607.61
	<b>\$ 1,489,935.95</b>	<b>\$ 1,800,304.60</b>	<b>\$ 1,685,107.79</b>	<b>\$ 1,437,525.15</b>

Respectfully submitted,  
*Dennis Keohane, Finance Director/Treasurer-Collector*

## Information Systems

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

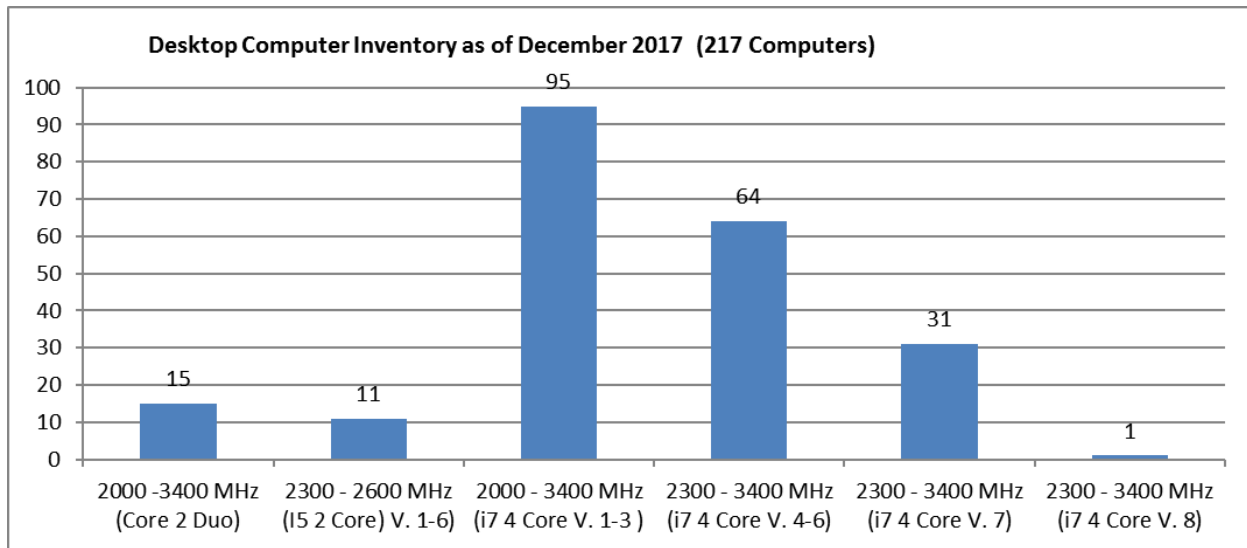
Twenty-five new desktop computers, six LED computer displays, and eleven color printers were purchased and distributed to Town departments. Fourteen new laptops were purchased for department supervisors and staff. This allows them to connect the laptop to a docking station in their offices, and to allow remote access as needed.

Ten Apple iPads were purchased for the Department of Public Works, replacing their five-year-old Android tablets. Another iPad was purchased for the Park and Recreation Director.

core switches at Flynn were suddenly unavailable.

We added an additional core switch at the Police Station, stacking the core switches with 160 Gbps throughput between the two core switches as well as adding redundancy to our Police infrastructure. The secondary switches at the Police station were also stacked together, increasing the throughput between the switches from 10Gbps to 20Gbps.

We now have a dual virtual infrastructure in the Town. The primary virtual cluster is located at the Flynn building with a secondary cluster at the Police Station, which is our disaster recovery site. The dual virtual centers allow us to load balance our servers between the two environments. We upgraded the capabilities of our backup software in order to set up site replication so that the virtual servers at Flynn are copied to the Police Station's virtual network in a passive state. All virtual



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

servers running at the Police Station are also replicated over to the Flynn Building. The establishment of virtual site replication ensures server redundancy in the event of a disaster. To protect our virtual infrastructure in the event of a town-wide disaster, we've added a cloud backup module to our data retention solutions. This module backs up the Town's mission critical virtual servers to a cloud based virtual infrastructure. These virtual standby servers can



be activated, recovering our virtual infrastructure in the cloud in the event of a town-wide network disaster. Our mission critical applications will run in this cloud environment until the compromised town network is restored. We also are given a week of testing to confirm the viability of our backups and to document the procedure for cloud network recovery.

The Town's firewall located at the Flynn building was approaching end of life. After extensive research and beta trials, we decided on a new firewall and security design for our network which added internet redundancy and protection modules which were best suited to address the Town's external security needs.

During our three-month evaluation period, we created a new firewall security design for the Town. The new design consists of two firewalls one at the Flynn Building and the other at the Police Station. The firewalls would be set up as a highly available (HA) pair, in an Active/Passive deployment. If the primary firewall at the Flynn building fails, the traffic will automatically failover to the secondary firewall located at the Police Station, providing maximum availability. Single-mode fiber will connect to each firewall, providing the HA connection between the two firewalls. The Internet ISPs used by the Town will be added to separate VLANs that will connect to the primary and secondary firewalls. Combining these resources will increase our internet bandwidth for maximum speed and performance. Having two of the ISPs, FLComcast and FLFiOS, in the Flynn building and the other, POFiOS, at the Police Station gives us the ability to survive a building-wide catastrophe and still have Internet access. Our DNS management service used for external IP failover has been modified to account for the addition of the POFiOS ISP.

We have added Intrusion Prevention System (IPS) service, as well as adding subscriptions for Threat Prevention, URL Filtering, Wildfire, and GlobalProtect to our firewalls.

Below is a short description of the subscription modules:

### **Threat Prevention**

The Threat Prevention subscription adds integrated protection against network-borne threats, including exploits, malware, command and control traffic, and a variety of hacking tools, through IPS functionality and stream-based blocking of millions of known malware samples.

### **URL Filtering**

URL Filtering provides us with granular, user-based controls over Web activity through URL categories and customizable white- and black-lists, as well as protection from Web-borne threats through malicious categories like "malware" and "phishing."

### **WildFire**

The WildFire subscription actively analyzes unknown threats, including malware, websites, and command and control traffic, and delivers automatically created protections and intelligence back to subscribed firewalls all over the world for proactive global prevention.

### **GlobalProtect**

GlobalProtect extends the protection of our firewall to endpoints both inside and outside of the Town's network, delivering consistent security to users in all locations. Mobile devices can use GlobalProtect apps for iOS and Android to connect to the Town's firewall, and we can apply the state of the endpoint device as part of the context for security policy using the Host Information Profile (HIP). GlobalProtect subscriptions can also be deployed internally to protect local and wireless network users.

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

The Town purchased a product that provides a complete data security platform for protecting and governing the unstructured data that the Town currently has on its file servers. The **Data**

**Advantage** intelligent data use analytics (Engine) and the Data Advantage Server Probe modules give us visibility into the data, which resides on the Town's network. We also can access a complete audit trail on every file touched on our monitored servers. The software makes recommendations on file permissions by analyzing user file activity. We can then model the recommendations to see how the permission changes would affect our users.

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

We have added security training for the Town through a yearly training subscription with **KnowBe4**. Every Town employee computer user is required to complete the online 45 minute Security Awareness Training offered by KnowBe4 each year. During the year, the IT department launches simulated phishing email attacks targeting Town computer users. If an employee fails to recognize the attack and clicks on the compromised link or opens the malware attachment, they are required to complete reinforcement training to help them recognize the tactics used by these cyber criminals. When we first started the simulated phishing attacks, we saw an 11% failure rate. The current rate is now about 3.5%.

The Town's **telephone network infrastructure** is now complete. This consists of two Cisco Unified Communications (UC) virtual environments, one located at the Flynn and the other at Police. These telecommunication sites consist of a Cisco UCS C220 M3 virtual host that contains five virtual servers: Cisco Communications Manager (CUCM), Unity Connection (UCNX), IM & Presence, Emergency Responder, and Informacast. These dual VoIP

virtual systems enable the telecommunications network to function even if a virtual host is down.

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

Another benefit of the VoIP system is the ability for staff to call any Town building phone with a 4-digit internal extension, eliminating the need for an outside line. The Town's IT Department also worked with the Sudbury Public School Department to establish two-way extension dialing to all five of the K-8 schools. The linking of the Town and K-8 phone systems allows the Police to page all of the telephones in both the Town and K-8 school buildings. The paging technology can be used for announcements as well as building-wide alerts.

We have added the **Instant Messaging and Presence** module to our VoIP infrastructure. This module allows users to communicate with town staff through a Jabber software client installed on their PC. The software integrates with the Microsoft Outlook contacts, allowing users to search for a person and then call them directly by clicking on the contact. It also has the ability to use instant messaging to chat with town employees, asking questions or sharing documents. The software also integrates with their Outlook Calendar so when a person is in a scheduled meeting, their status will show as "in a meeting." It also keeps a log of all recent activity,

so users can click on a missed call in the log and automatically dial that person back. It has collaboration features built-in such as screen sharing, chat, and conferencing.

We have completed our goal of consolidating our **telephony** services into one unified system, thus allowing our buildings to share telecommunication services. This will result in an annual cost savings and help streamline the management and functionality of the Town's telecommunications network.

We are continuing with our implementation of a new centralized **IP Camera security system**. Currently the Police, Goodnow Library, Flynn Building, and all of the K-8 schools have been added to the system. This centralized surveillance system offers the public safety dispatchers the ability to access any of the IP cameras through a web-based central controller interface. If a situation arises in a town or school building equipped with this technology, the Police will be able to determine the best course of action based on the surveillance video coming from the building. In conjunction with the IP Camera system, a centralized access control system was also added to these Town and school buildings. The system uses access badges which are encoded with an ID. The web-based software allows us to establish access rights for the employee badge, which is then distributed to the employee at the building. ID's were also given to committee chairmen who have night meetings at the Flynn Building. The Town hopes to deploy these technologies to the remaining town buildings and LSRHS in the near future.

We are continuing development of the Town's website within the **WordPress** Content Management System (CMS). Our web developer, Edward Hurtig, has been working on improving the website's functionality and addressing any software bugs that have been discovered. Edward has also been engaged in redesigning the website so it is responsive (Mobile Aware), which will help users easily navigate the website with smaller devices, such as smart phones.

We introduced the financial application called **ClearGov**:

<https://sudbury.ma.us/boardofselectmen/?p=2808>) ClearGov is a leading municipal transparency and benchmarking platform. The tool enables taxpayers to easily see how Sudbury is funded and how this funding is allocated to provide services to its residents. You can access this application by going to the Town website and clicking on the button "Sudbury by the Numbers" or going to <https://sudbury.ma.us/cleargov/>.

The Town has added a new application called **Sudbury Connect**. The application allows users to report non-emergency problems to the Town of Sudbury from their smartphone, tablet, or computer thanks to our new partnership with Commonwealth Connect, powered by SeeClickFix. Use Sudbury Connect to report quality of life concerns such as potholes and street or traffic light outages. You can access this application by going to the Town website and clicking on the button "Sudbury Connect" or going to <https://sudbury.ma.us/sudburyconnect>.

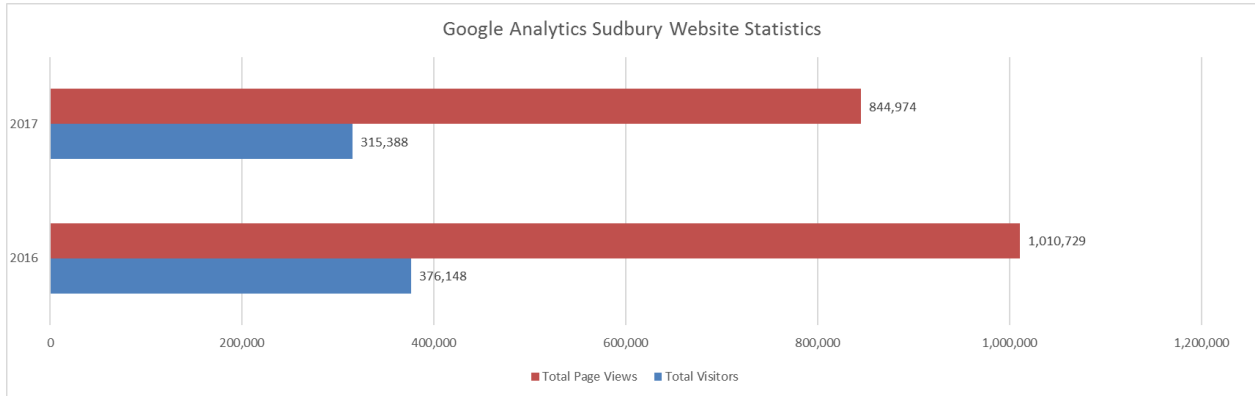
Residents now can request **public records through an online portal**. The form documents the request and the responses and is compliant with the Massachusetts regulations and guidelines regarding public records. Eight hundred and eleven public records requests were made last year through this portal, which is located at <https://sudbury.ma.us/publicrecords>.

The introduction of **Constant Contact** has been a tremendous success. Constant Contact greatly improves the process of subscribing and unsubscribing to our email groups. A convenient Subscribe button was created on the top right-hand corner of the Town's website. By clicking the Subscribe button, users may choose from multiple email groups. You will be given the option of unsubscribing from one or more email groups at any time. Our email subscriptions to all of our groups now are at 8,795 subscribers.

**Google Analytics Tracking** is our website’s primary statistical reporting tool. It currently captures approximately 99 percent of our web traffic. We have seen a 16% downturn in our web traffic. We attribute this decline to the popularity of the Town’s Facebook page and the lack of a responsive design for mobile users. We will continue to add new features that will enhance the user experience on our website.

program is cloud-based, we have given the Dog Officer access to the program for citations. Next year we plan to offer residents the ability to license their dogs through a web portal. This will eliminate the need to register dogs through the mail or in person.

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



A new cloud-based dog-licensing program by Stellar Corporation was introduced on January 1, 2017. We have migrated 10 years of dog licensing information to the new platform. Since the

Town’s goal of serving its citizens in a timely and efficient manner.

Respectfully submitted,  
*Mark Thompson, Technology Administrator*

# HUMAN SERVICES



*Some of Sudbury's young residents enjoying live entertainment at Park & Recreation's Family Fun Night event on Haskell Field. August 14, 2017.*

## Cable Advisor

In 2017, the Cable Advisor helped residents resolve cable-related issues. He also monitored cable-company franchise compliance, answered questions from residents and the Town, and maintained an informational webpage (accessible from the Town website). Cable-related questions or problems should be sent to [cableadvisor@sudbury.ma.us](mailto:cableadvisor@sudbury.ma.us). Residents are encouraged to use this process to get help with cable-provider-related problems they cannot resolve through normal channels.

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

SudburyTV programming included continued live coverage of Selectmen's meetings, Town Meeting, Finance Committee, SPS School Committee, and L/S School Committee meetings. In addition to coverage of Zoning Board of Appeals, Planning Board, Conservation Commission, Fairbank Community Center Task Force, and Bruce Freeman Rail Trail Design Task Force meetings, they also began coverage of Historic Districts Commission and Park and Recreation Commission meetings. Special coverage was provided for the Sudbury Town Forum and Sudbury Water District Annual Meeting as well as other public forums on topics including Fluoride in the Water, the Melone Property, and the Eversource Power Line Proposal. SudburyTV cablecast educational

programming on topics such as Adolescent Sleep, Breaking News, and Diversity and Inclusion, as well as L/S Music Programs, and L/S Sports. SudburyTV also continued to cablecast community programs from the Sudbury Historical Society, Friends of Assabet River National Wildlife Refuge, Sudbury Senior Center, Sudbury League of Women Voters, the Sudbury Summer Concert Series, Holiday Parades, and the 16th Annual HOPEsudbury Telethon.

At the SudburyTV studio at L/S there is a full complement of broadcast and editing equipment. After training, residents can use this equipment to create and edit quality programming at no charge, or volunteer to help cablecast existing programs. Residents can request personalized training, or attend our courses given as part of L/S Adult Education. Equipment may be used in the studio or on location. 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 at [info2@sudburytv.org](mailto:info2@sudburytv.org). More information about SudburyTV (and a link to the Cable Advisor's webpage) can be found at <http://sudburytv.org>.

Respectfully submitted,  
*Jeff Winston*

## Council on Aging

The Sudbury Senior Center is the focal point for information and resources, education, volunteer opportunities, and services, for older residents of Sudbury and their families. A wide variety of information and resources is available, in addition to numerous workshops, presentations and classes throughout the year. To facilitate safety at home, a number of services are offered including: FISH medical transportation by Senior Center volunteers, In-Home Fix-it service, friendly visitors, grocery shopping assistance, sand bucket delivery in the winter, free loans of gently used Medical Equipment and more. Programs and classes at the Senior Center are offered throughout the year to enlighten, entertain, educate and encourage social interaction and fun!

The Sudbury Council on Aging (COA) is the nine-member volunteer board appointed by the Sudbury Board of Selectmen to advocate for the needs of Sudbury's older residents. The Sudbury COA mission is: to identify the needs of the older adult<sup>1</sup> population of Sudbury; to educate the community and enlist the support and participation of all residents concerning these needs; to design, promote and implement services to fill these needs or coordinate existing services in the community; and to promote and support any other programs that are designed to assist older adults in the community.

### A Changing Sudbury

The number of Sudbury residents in the 60+ age group has been growing for many years and will continue to grow as a proportion of the general population of Sudbury. The baby boomers (those born between 1946-1964) have begun to move into the older adult age group. In fact, in the U.S., about 10,000 people each day move into the 65 and older category. People are living longer and many choose to stay in their homes as long as possible. And, Sudbury's new 55+ housing

developments have also increased the number of older adult residents in Sudbury.

In 1990, when the Senior Center was just built and opened as an addition to the north side of the Fairbank building, the 60+ population was an estimated 1,625 residents, or 12% of the total population. In 2017, the 60+ population is 3,929 residents, a 141% increase. The proportion of residents who are 60 years of age and older now accounts for 21% or more than 1/5 of the total population of the town.

### Livable Sudbury

How should the Council on Aging and Senior Center prepare for the changing demographics? Many towns and cities are committing to become "age-friendly", to better plan their services and infrastructure to the needs of a more mature population. In fact, the state of Massachusetts recently applied to the American Association of Retired Persons or AARP to be designated as an Age Friendly state; Mass. Governor Charlie Baker recognizes the need to prepare for a future with more older people. The COA also recognizes the need to prepare and to plan ahead and has spent this year learning about Age-Friendly initiatives and helping Sudbury to apply to be designated as an "age-friendly" or "livable" community. This designation includes self-assessment, identifying areas needing improvement and setting goals toward that end.

A Needs Assessment was identified as necessary to help guide the town's and Senior Center's planning process. With grant funding from the Sudbury Foundation, a gift from the Friends of Sudbury Senior Citizens, and town mitigation funds, the town hired the UMass Boston Gerontology Institute to perform a Needs assessment. The "Livable Sudbury" Needs Assessment will engage various stakeholders in the community to embark on a broad survey of

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<sup>1</sup> Older adults are defined by the Executive Office of Elder Affairs as those persons who are 60 years of age and older.

the needs and circumstances of Sudbury's residents, older residents, and residents' with disabilities.

The assessment began with two public forums in fall 2017 and will continue with a survey of town residents as well as focus groups in spring 2018. The final report will be delivered to the Board of Selectmen in summer 2018 and shared with the Sudbury community and Town staff, and used to enhance the Town's strategic planning.

### **Transportation**

With the recognition that transportation has been a clear need in Sudbury and in the region for many years, the Senior Center and Council on Aging are making strides in the effort to expand options.

The Town joined the CrossTown Connect (CTC) Transportation Management Association, based in Acton, this year. This has enabled the COA and Senior Center to collaborate with CrossTown Connect staff and other CTC towns to explore new ideas for transportation services such as: specialized taxi service to Sudbury and surrounding towns, sharing vans or electric cars with other towns, possible support for commuter transportation and more.

On another front, the Senior Center was awarded a federal Title III grant through BayPath Elder Services of Marlborough to pilot a shuttle van service along Boston Post Road (Route 20) two days per week. The service is targeted to older adults and persons with disabilities who could benefit from scheduled transportation services. This project is scheduled to begin in spring 2018.

Exploration of expanded transportation options fits well with the overall Senior Center and Council on Aging goal to increase the town's livability for older residents and persons with disabilities. The pilot transportation options will help us to understand what transportation options are most needed and most useful for residents. We hope that additional transportation options, such as taxi service, wheelchair accessible van service, commuter transportation and more, will benefit many residents, including older residents,

commuters, teens, persons of all ages who have a disability, and residents who do not drive.

The Senior Center continues to provide wheelchair-accessible van service Monday through Friday from 8:30 AM – 4:00 PM. This service is in conjunction with the MetroWest Regional Transit Authority (MWRTA). These services are targeted to seniors and younger residents with disabilities. The MWRTA provides the wheelchair-accessible vans that are used and reimburses for the costs of van operation, including the van drivers' salaries, benefits, van insurance, and other expenses. In FY 2017 (July 2016-June 2017), the vans provided a total of 6,148 one-way rides; 4,648 one-way rides to 49 ambulatory and non-ambulatory residents aged 60 and over and 1,500 one-way rides to 16 residents under 60 with a disability.

Last year, the Senior Center added extended hours from 7-8:30 AM and 4:00-7:00 PM on Tuesdays and Thursdays. As of June 2017, 17 people had taken advantage of this service for 558 one-way rides.

The need for additional transportation options and other services, and the demand on Senior Center and Town resources, will grow with the aging population and expanding development. The Sudbury COA will continue to advocate and plan for new transportation options to assist people in maintaining active and healthy lives in spite of possible limitations on driving.

### **Outreach Grant**

A grant from BayPath Elder Services Federal Title III was awarded to the Senior Center to outreach to and provide additional programming for the growing older Asian-American population in Sudbury. Programming will include English language classes, as well as translation and planning of social/cultural events. The grant was written by and will be overseen by Outreach Specialist Ana Cristina Oliveira.

### **Fairbank Community Center**

Due to the aging infrastructure and inadequate space for programs at the Fairbank Community Center, the Council on Aging Chair, COA



representatives and the Senior Center Director have worked with the Fairbank Community Center Task Force to assess needs and develop plans for the future of the Community Center and Senior Center space. A new Feasibility Study for the building was initiated in fall 2017 and is expected to be shared with the town in early 2018.

### **Sudbury Senior Center Space Limitations**

We do not have enough space and not always appropriate space for our current and future programs and services. The Senior Center has two program rooms, a lounge, a reception office and 4 offices. To support our many programs and services there are four full-time staff in the office, along with many part-time staff and volunteers. Many of our services require private space for confidentiality, as well as access to a phone and computer.

The Senior Center and Park and Recreation Departments share the elementary school sized gym and two program rooms in the Fairbank Community Center. As the Community Center was originally an elementary school, most of the rooms are not ideal for the programs offered: lacking adequate space, or not being the right type of environment for the program offered. And at times the rooms are closed due to leaking from the aging roof.

During town elections, during school vacations, and during the long summer vacation, the Park and Recreation department offers many programs for school aged children. Often these programs use the gym and the program rooms, meaning that scheduled senior programs must move out of shared space. We must cancel other programs and move these fitness programs into the Senior Center's two program rooms, cancelling other scheduled programs, or we need to cancel the fitness programs or move them off site (if possible).

We have been fortunate to move some of our summer fitness programming to Lincoln-Sudbury High School gym and to a local temple during the summer months. Unfortunately, these spaces are not available for all of the hours and weeks that we need them (Lincoln Sudbury High School gym is only available 5 weeks of the summer).

The other spaces also may not have air conditioning or may increase the cost of the program. Furthermore, moving programs off-site can create more time and effort and sometimes confusion for participants. It can be challenging for participants to find the new location and then switch back and forth between the locations, as they are available. Many participants don't participate over the summer and may lose some of their fitness.

The Senior Center and Sudbury Board of Health Nurse schedule weekly blood pressure and wellness screenings, along with other health screenings throughout the year. In order to offer a private space for this service, a Senior Center staff person needs to leave her office so that the Nurse has a private space to meet with patients.

During the Medicare Open Enrollment period in the fall and during the Tax Assistance season during the spring, volunteers who provide assistance with these programs need to have private space, with access to a phone and computer, to provide assistance to seniors. We often use Senior Center staff offices or rooms that are not private and do not always have effective internet access.

These programs and services are vital to the many older adults who use them. Here are two examples: In the SHINE program (Serving the Health Insurance Needs of Elders), which is Medicare assistance, people receive help finding the most beneficial health insurance and drug insurance plans based on their individual needs, often saving them hundreds of dollars a year. In another example, our AARP certified Tax Assistance Aides provide free help with tax returns saving people living on fixed incomes from another expense. As the population of older adults continues to grow, and participation increases, we will have more difficulty meeting all of their needs with our current space.

### **Caregiver Support**

The Senior Center is aware of many Sudbury residents who are caregivers for spouses or family members with chronic illness. Our Outreach Information Specialist Ana Cristina Oliveira is available to help with questions,

support, information and resources. She assisted many caregivers when they called or visited her to discuss their concerns and needs this past year. Ana Cristina keeps a listing of local caregiver support groups, adult day care information, information on chronic diseases and dementia, as well as other resources.

We also offer a “caregiver café”, called the Comfort Food Caring Café, once each month. Anne Manning, our part-time Support Group Facilitator, co-facilitated a series of 10 Caring Café’s with Tammy Pozericki of Pleasantries Adult Day Care this year. The Cafés are designed for caregivers and their loved ones with memory challenges. Caregivers can bring their loved ones with memory issues with no misunderstandings. Lunch is provided by the sponsors, facilitators get everyone laughing, and there is often an art or musical performance. All of this is intended to lighten the mood, bring back fond memories and give both caregivers and their loved ones a lift in spirit and a little break.

A special thank you to Tammy Pozericki of Pleasantries Adult Day Care of Marlborough for not only co-facilitating these events but also spending a lot of time and energy helping to coordinate them. And thanks for special support from Bob DePeron of Right at Home - Home Care, and Jessica Brook of Traditions of Wayland Assisted Living. We also thank our local Sudbury Farms for their sponsorship of the Caring Cafés.

### **Lifelong Learning Classes**

Some of the most popular programs of the Sudbury Senior Center are lifelong learning classes, focused on continued intellectual development throughout the life span. Some of the classes offered this year include:

- The Skeptic’s Guide to American History, Part 2 - DVD Series
- 17th Century Dutch Art History with Dr. Donald Oasis
- Pearl Harbor: The Rest of the Story with Pat Mullen
- World Religions: What are the Common Elements and Questions Embedded in Each Faith? with Dr. Lawrence Lowenthal
- The Changing Economic World Order Update with Zaheer Ali

- The Everyday Gourmet: The Joy of Mediterranean Cooking - DVD Series
- American Genius-National Geographic DVD Series
- 9/11: Fifteen Years Later, Are We Any Safer? With Prof. John Ambacher
- Beginning Conversational Spanish with Instructor Karen Regan
- The World’s Greatest Geological Wonders - DVD Series
- Hot Topics: The North Korea Crisis, The Happiness Index, Climate Change with Dr. Lowenthal
- How to Grow Anything: Food Gardening for Everyone – DVD Series
- World War II: Talk and Discussion with Author Mike Walling
- World’s Greatest Paintings - DVD Series
- And more.

At least two hundred and thirty-four individuals participated in Lifelong learning classes.

### **Intergenerational Activities**

The Senior Center coordinates three different intergenerational programs to foster relationships between younger and older generations: older entrepreneurs meet with Business students at the high school, older volunteers participate in a 6 week program at the Sudbury elementary schools and high school students provide Tech help to older adults at the Senior Center. Our COA Intergenerational Coordinator, Robert Diefenbacher, continues to collaborate with teacher James Raffel at Lincoln Sudbury High School in the spring. A retired entrepreneur, Robert Diefenbacher and another retired entrepreneur Marilyn Goodrich shared their personal business stories and insights and provided feedback on L-S students’ business plans in teacher James Raffel’s Economics & Finance class during spring 2017.

The LINC (Learning Intergenerational Community) program, a collaboration between the Sudbury Public Schools and the Senior Center brings older adult volunteers together with 4th and 5th grade students. The new afterschool curriculum fosters understanding of older and younger, then and now, and allows for relationships to develop between volunteers and students. The curriculum is updated to include

STEAM (Science, Technology, Engineering, Arts, Math)-based educational projects and skill building exercises. Twenty-one 4th and 5th graders and 8 volunteers took part in the new pilot program in FY 2017.

The successful “Teen Tech” program continued this year: once each month during the school year, volunteer students from Lincoln-Sudbury High School (LSRHS) visited the Senior Center to provide technical assistance to seniors with their devices (cell phones, ipads, laptops).

A new program called “Book Buddies” is planned to start in 2018. Volunteers will be paired with kindergarteners who are learning to read.

### **Healthy Aging and Wellness**

To facilitate healthy aging and wellness, the Senior Center offers: monthly Soup’s On! talks that are generally focused on a health or wellness topic, and provide a healthy soup and salad for lunch; classes on various health related topics throughout the year; and educational evidence-based workshops such as A Matter of Balance, My Life, My Health, Savvy Caregiver, and more. Workshops provide education, support and encouragement to foster healthy behaviors, goal setting and effective planning.

The Senior Center offered a “Buried in Treasures” workshop for 15 weeks this year. Buried in Treasures is a unique support group/workshop, created by Marlborough Community Development that assists those who struggle with accumulating too much. Five people attended this program.

### **Health & Safety Information and Screenings**

The Senior Center has a special focus on information and programs to give seniors 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:

- Prebiotic and Probiotic Foods: What to Know
- Live Better at Home: Using Adaptive Equipment to Your Advantage
- Be Prepared for Flu Season
- Homegrown Aromatherapy

- Safety and Emergency Preparation for Winter
- From Vitamins to Tylenol to Opioids: What You Don’t Know Can Hurt You!
- Know the 10 Signs – Early Detection Matters
- Keep Your Brain Safe
- The MIND Diet
- Take Control of Your Health
- Tick Talk
- Learn about Psoriasis from a Local Dermatologist
- New Dietary Guidelines and Recipes
- Domestic Abuse, and more.

We were also fortunate to have the BayPath Elder Services Nutritionist Traci Robidoux available to offer special nutrition talks as well as one to one nutrition counseling several times this year. One hundred and sixty-three (163) different individuals took part in Health and Safety informational programming.

In addition, two hundred and seventeen (217) individuals took advantage of free blood pressure, wellness and diabetes screenings and the annual Flu clinics at the Senior Center organized by Board of Health Nurse Phyllis Schilp.

### **SHINE – Medicare Counseling**

The Senior Center also offers Medicare information, counseling and assistance through the SHINE (Serving the Health Information Needs of Elders) Medicare counseling program. The Mass. SHINE program trains SHINE volunteer counselors to help Medicare beneficiaries to understand all aspects of Medicare, as well as how Medicare interacts with other insurance. This program is one of the most valuable programs that the Senior Center offers. Many people are able to save significant sums of money on prescription drug costs and/or health insurance costs with help from our counselors. Three hundred and five (305) individuals visited our trained, volunteer SHINE Counselors for health insurance and Medicare counseling this year (there were a total of 359 visits).

### **Fitness**

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 3 times each week, the Yoga, Tai Chi and Better Bones strength class meet twice each week, while the Tap Dancers meet once each week. In addition, during the fall and spring the Board of Health Nurse supervises a Walking club. A new "Ageless Grace" class was offered in January and February 2017, but did not catch on. Combined, two hundred and twenty-two (222) individuals participated in Fitness programs this year.

### **Socialization/Recreation**

To provide older adults a chance to meet others, keep mentally active and socialize, the Senior Center hosts card games, including bridge and bridge lessons, canasta and cribbage, and offers bingo, movies and special luncheons and entertainment, often in conjunction with holidays such as Christmas, Independence Day, and St. Patrick's Day. A number of musical events also offer a chance to socialize and enjoy the arts.

Eighty-five veterans and their spouses enjoyed a delicious Veterans Appreciation luncheon from Wayside Inn followed by the powerful singing of Dan Clark, the Singing Trooper, and his wife Mary Colarusso. This 7th annual Veterans Appreciation event was sponsored by the Sudbury Senior Center, the Friends of Sudbury Senior Citizens, the Scott Milley Fund and the Wayside Inn.

With the coordination and planning of the Men's Breakfast Team (Joseph Bausk, Barry David, John Beeler, Robert Diefenbacher, Mark Lupien and Hal Cutler), the Senior Center is able to offer a Men's Breakfast twice a year. Forty-seven (47) men attended the Men's Breakfasts this year. A new Women's Breakfast was offered this year in February, with 35 women attending.

Altogether, approximately 510 individuals participated in social, recreational and entertainment programs.

A sampling of social and recreational events and programs:

- Teddy Roosevelt
- Peg Espinola Guitar and Song
- Special Event Luncheons: Veterans, St. Patrick's, Summer BBQ, Holiday, Wayside Inn

- Volunteer Appreciation Luncheon
- 400th Anniversary of Shakespeare
- Men's Breakfast (fall and spring); Women's Breakfast
- Harpist Nancy Hurrell
- Connection Circle
- Salt Potato Cook In
- Bingo
- Cribbage/Canasta
- Women of the Greatest Generation: Stories of Faith, Hope and Courage
- Bridge
- Movies

### **Outreach and Information Services**

The Senior Center Outreach Information Specialist provided information, referral and consultation to approximately 90 individuals 60 and over, as well as, 16 individuals under 60 years of age. Many of the people that seek out the Outreach Information Specialist are caregivers for spouses, parents, other family members or adult children. Others seek help with future planning, health issues, home maintenance, mental health issues, long-term care, bereavement and other needs. The Outreach Specialist continues to be a vital resource for older adults in Sudbury.

### **Volunteer and Support Services**

Through the efforts of our Volunteer Program Coordinator, (supported by the Sudbury Foundation), the Senior Center was able to coordinate the services of 210 volunteers to provide services such as FISH medical transportation, the medical equipment loan closet, in-home fix-it, sand bucket delivery, space heater swap, friendly visiting, grocery shopping and more.

In addition to the services provided by volunteers listed above, the Volunteer Program Coordinator oversees volunteers to assist the Senior Center with setup and cleanup at special luncheons, picking up donated baked goods, assisting with Front Desk reception, and delivering home delivered meals. Taking into account all volunteer services, we estimate that more than 4,500 hours were donated by the seniors of Sudbury (and a few surrounding towns) in 2017 with an estimated equivalent value of \$64,000.

### **Property Tax Work-off**

The Senior Center administers the Property Tax Work-off program for the Town. This program offers senior and veteran participants an opportunity to work for a Town Department and earn a tax abatement the following year. The Town departments that are fortunate enough to have a Tax work-off employee are delighted to have the additional assistance from quality employees. For 2017, the tax abatement for 100 hours of work was \$1,100. Under the able leadership of Property Tax Work-off Coordinator Josephine King, the program matched the skills of 55 participants with 55 different jobs in 18 different Town departments. The Tax Work-off participants provided Town departments with about over 5,000 hours of valuable service in the past year. In addition to hours provided for their abatement, many of the Tax Work-off participants continue to work in their departments as volunteers providing additional hours of volunteered service.

### **Year of Transition**

This was a year of transition for the Senior Center staff. Our 21-year veteran Administrative Coordinator Claire Wigandt retired in December. Claire has been the glue that has held the Senior Center together over the years, through three different Directors. For a long time, Claire and the Director were the only staff in the office. Claire managed the Senior Center when the Director was out of the office, including handling emergencies. She handled financial accounts, oversaw the Front Desk volunteers and so many other tasks. She had a knack for foreseeing problems and finding creative ways to prevent them. She is also just a terrific person who will be greatly missed by her fellow staff, all of the volunteers who work with her, and all of our participants. Claire was celebrated by her many friends, staff and volunteers at two events in November and December. Thank you Claire!

We also said goodbye to 20 year Volunteer Coordinator Ed Gottmann in June, as he retired.

Ed was our first Coordinator of Volunteer Programs. He developed from scratch almost all of our volunteer programs and services, such as In-Home Fix-it, Space Heater swap, Medical Equipment Loan Closet, and many more. We celebrated his dedication, can-do attitude, problem solving skills and recruitment abilities at our Volunteer Appreciation Luncheon in June. Thank you Ed!

We are so fortunate to have welcomed three fabulous new staff members: Outreach Information Specialist Ana Cristina Oliveira in January, Volunteer Program Coordinator Janet Lipkin in August and Administrative Coordinator Amber Forbes in December. All of them hit the ground running and have lots of energy, excellent communication skills, problem solving abilities, and dedication!

### **Council on Aging Accounts with the Town of Sudbury FY 2017**

The Town of Sudbury financially supports the Senior Center by funding salaries of the Director, Administrative Assistant, Program Coordinator, and Outreach 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 for details.)

The following COA accounts are not part of the Town budget because the revenue sources are not from the Town but are administered through the Accounting Office. The COA Program Revolving accounts receive payments from participants in classes, and then disburse payments to instructors of those classes. The MWRTA Revolving account receives funds from the MWRTA and expends funds for the Van drivers, van fuel and van insurance. A listing of account activities for FY 2017 is listed in the table on the following page.

<u>Account Number</u>	<u>Title</u>	<u>Beginning Balance FY17</u>	<u>Revenue FY17</u>	<u>Expenditures FY17</u>	<u>Ending Balance</u>
1171	COA Revolving - Program <sup>1</sup>	\$12,255	\$38,285	\$41,527	\$9,013
1173	MWRTA Revolving <sup>2</sup>	\$43,447	\$122,523	\$113,939	\$52,031
1323	State Aid/Formula Grant <sup>3</sup>	\$2,985	\$28,334	\$29,505	\$1,815
1411	COA – Title III-BayPath Grant <sup>7</sup>	\$173	\$0	\$0	\$173
1412	Camcorder Grant <sup>7</sup>	\$160	\$0	\$0	\$160
1413	Volunteer Coordinator Grant <sup>4</sup>	\$8,591	\$18,000	\$16,524	\$10,067
1951	Friends' Gift Account <sup>5</sup>	\$2,558	\$0	\$742	\$1,816
1969	LEPC/VIP Gift <sup>7</sup>	\$31	\$0	\$0	\$31

<sup>1</sup> 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.

<sup>2</sup> Account for collection of reimbursement from the MetroWest Regional Transit Authority for the expenses of running the Senior Center vans.

<sup>3</sup> Annual Formula Grant Funds from the Executive Office of Elder Affairs, helps to fund the Receptionist, the Sudbury Property Tax Work-off Program Coordinator, Intergenerational Coordinator, and FISH Coordinators.

<sup>4</sup> Grant from the Sudbury Foundation for the part-time Volunteer Coordinator position.

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

<sup>7</sup> Dormant accounts.

<b>Sudbury Senior Center Volunteer Programs FY 2017</b>							
<i>Volunteer Program</i>	<i>Volunteer Hours</i>	<i>Number of Volunteers</i>	<i>Number of Clients</i>	<i>Units of Service</i>	<i>Type of Service</i>	<i>Estimated Value per Hour</i>	<i>Total Est. Dollars</i>
FISH	1557	80	100	519	rides	\$ 15.00	\$ 23,355.00
Shopping	184	6	3	92	trips	\$ 12.00	\$ 2,208.00
Friendly Visitor	486	8	8	243	visits	\$ 15.00	\$ 7,290.00
Fix-it	135	18	40	90	trips	\$ 15.00	\$ 2,025.00
Medical Equipment	364	1	175	340	items	\$ 15.00	\$ 5,460.00
Lockbox	16	1	8	8	lockboxes	\$ 15.00	\$ 240.00
Home Deliv. Meals	750	25	44	5138	meals	\$ 15.00	\$ 11,250.00
Sand buckets	54.5	3	63	95	buckets	\$ 15.00	\$ 817.50
Space Heaters	0	0	0	0	deliveries	\$ 20.00	\$ -
Lawn Cleanup	500	140	19	19	lawns	\$ 12.00	\$ 6,000.00
Special Events	172	42	-	226	Jobs done	\$ 12.00	\$ 2,064.00
Mercury Collection	10	1	10	293	items	\$ 15.00	\$ 150.00
Baked Goods	250	6	-	250	days	\$ 12.00	\$ 3,000.00
Health Clinics	8	4	-	8	hours	\$ 15.00	\$ 120.00
<b>Total</b>	<b>4486.5</b>						<b>\$63,979.50</b>

<b>Sudbury Senior Center Program Participation FY 2017</b>			
<i>Program/Service</i>	<i>Number of Clients</i>	<i>Units of Service</i>	<i>Type of Service</i>
General Information Services	1700	14500	Calls and contacts
SHINE Medicare Assistance	305	359	contacts
Information/Referral	90	139	appointments/visits
Group Support	54	188	contacts
Legal Assistance	65	79	contacts
Tax Preparation Help	90	95	contacts
Intergenerational Programs	255	879	contacts
Transportation	49	4648	one way rides
Repair Café (new)	19	50	repairs
Health Screenings	217	1053	contacts
Fitness	222	4545	classes
Congregate Meals	73	173	meals
Home Delivered Meals	44	5138	meals
Health Education	163	334	classes/talks
Healthy Aging Programs	5	49	contacts
Tax Work Off Program	56	56	contacts
Recreation	510	4161	visits
Community Education	134	754	classes/talks
Lifelong Learning	234	2394	classes
Trips	181	261	trips
Arts and Crafts programs	128	1543	classes/programs
<b>Total</b>		<b>26898*</b>	

\* excludes General information calls

Respectfully submitted,  
*Debra Galloway, Senior Center Director*

*SUDBURY COUNCIL ON AGING*

*John (Jack) Ryan, Chair*

*Barry David, Vice Chair*

*Patricia Tabloski, Secretary*

*Melissa Immonen, Treasurer*

*John Beeler (Chair as of 6/1/17)*

*Robert Diefenbacher (Completed term on 5/31/17)*

*Carmine Gentile*

*Robert May*

*Alice Sapienza*

*Amy Unckless (Joined 6/1/17)*

## East Middlesex Mosquito Control Project

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

Abnormally low rainfall totals during the past two years have resulted in lower than average mammalian biting mosquitoes in 2017. The Massachusetts Department of Public Health determined that there was a low West Nile virus (WNV) and eastern equine encephalitis (EEE) risk in Sudbury during the 2017 season. There were two residents within the metropolitan Boston area who contracted WNV in 2017.

The adult mosquito surveillance program monitored mosquitoes from 25 Sudbury trap collections. In August, four mosquito pools from those collections were sent to the State Public Health Laboratory to be tested for EEE and WNV. All of the pools tested negative for EEE and WNV.

The larval mosquito control program relied on the larvicides *Bacillus thuringiensis* var. *israelensis* (Bti), *Bacillus sphaericus* and methoprene. Bti and *Bacillus sphaericus* are classified by the EPA as relatively non-toxic. Methoprene is classified as relatively non-toxic when ingested or inhaled and slightly toxic through dermal absorption. In April, a helicopter was used to apply Bti granules to 319.7 wetland acres to control spring floodwater mosquitoes. Field crews using

portable sprayers applied Bti in the spring and summer to 7 wetland acres due to high densities of mosquito larvae found in stagnant water. *Bacillus sphaericus*, *Bacillus thuringiensis* var. *israelensis* and methoprene were applied to 1,506 catch basins to reduce the amount of *Culex* mosquito larvae. *Culex* mosquitoes are considered the primary vectors for WNV.

For adult mosquito control, 3 crews sprayed at night using truck-mounted aerosol sprayers after survey traps collected high mosquito populations. The EMMCP uses a pesticide product called Anvil 10+10 with the active ingredient, Sumithrin, which is classified by the EPA as slightly toxic. Advance notification of spraying was done through notices on the town website and emails through the town's mosquito spraying alert listserver.

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

Respectfully submitted,  
*Brian Farless, Superintendent*



# Goodnow Library

## Strategic Plan

During a large part of 2017, the Goodnow Library planned and developed a new strategic plan, and as a result, is pleased to present the 2018-2022 Strategic Plan to the Sudbury Community and its library patrons. This five-year plan sets the framework for creating a direction and vision for the library. It will help the library make decisions and allocate resources that support the mission and goals for the future. The 2018-2022 Strategic Plan will allow the Goodnow Library to re-imagine library operations, service and programs reflecting the needs and preferences of the community.

### Library's Mission:

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

### Library's Vision:

The Goodnow Library will:

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

### Goals:

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

## Children's Services

Goodnow Library Children's Department had a vibrant 2017. The department's most popular weekly program, Music Makers, saw a high increase in attendance. In response to the increase, staff created an overflow room with live streaming. Now when the capacity for the room is reached, kids and caregivers can play along in the overflow room or watch Music Makers live on Facebook at home. In addition to weekly programs, the Children's Department also ran several special programs such as Giant Candyland, a Halloween Parade, Stuffed Animal Sleepover, a Maker Fair, Ukulele Sing Along, and more! Summer 2017 was the busiest yet. Staff worked incredibly hard all summer providing patrons with book

recommendations, signups for summer reading, and information on programs. Eight hundred and seven children signed up for summer reading, and 9,853 people came to the 193 programs the department held from June through August. The Children's Department staff, as always, had a wonderful year getting to know the children in the community and connecting them with the resources they need to grow intellectually, emotionally, and socially.

## Teen Services

This year the Teen Department of the Goodnow Library ran 37 single-event programs (programs that only happened once), 6 reoccurring programs (programs that repeated 3 or 4 times over a short period), and 1 series program (Girls Who Code—a program that met every week for 30 weeks). In all, the Teen Department conducted 110 programs. These programs included book groups, crafting, robotics, computer programming, game programming, game clubs, college admissions and application consulting, 3D design, and extra hours for Teen Study Weeks during midterms and finals. This fall, the Girls Who Code club was upgraded to include eight women to help lead and mentor the club. These volunteers all work as engineers, scientists, or computer programmers. The girls in the club are very lucky to have access to this wealth of talent. The biggest news this past year was that construction on the long-awaited makerspace, the Sara Sherman NOW Lab, began. When it is finished this spring, it will give the library more room to conduct even more programs.



*Girls Who Code Club*

### **Adult Services**

The library hosted a very popular, well-attended monthly writing workshop series facilitated by Julie Nardone. Topics included various subjects, such as “Love and Loss” and “New Beginnings” as well as different genres, such as Short Plays and Memoir. At a May Soiree several writers performed a public reading of their work. The library also ran the Thursday Stitchers, a weekly 2 hour meetup of people whose hobbies are knitting, crochet, needlepoint, embroidery, weaving, and macramé. Additionally, library staff was happy to introduce monthly screenings of recently released movies. Other initiatives included working with local artists to host monthly art exhibits of interest to the Sudbury community, often including a public reception. Staff introduced a weekly “Tuesday Tech Roundtable,” during which patrons could get answers to technology and library related questions. In addition, Goodnow collaborated with the Sudbury Senior Center by presenting a “Tour of the library” workshop, as well as meeting with their book club and short story writing group.

### **Adult Summer Reading Program**

The Adult Department sponsored its first-ever summer reading program this year. The only requirement was to read a book (in any format) and submit a raffle ticket including author, title, rating and (optionally) a review. To help readers find new titles, library staff created a collection of themed booklists, and published weekly lists of the top-rated books from reader submissions. The library held weekly drawings, and the Grand Prize winner was Gloria Avila of Sudbury. Gloria, pictured below, took home an Amazon Echo.



*Grand Prize Winner, Gloria Avila*

Demonstrating that reading runs in families, library staff learned that the daughter of the Grand Prize winner was a weekly winner in this year’s Teen summer reading program, and the mother of the Teen Grand Prize winner was one of the library’s weekly winners!

The summer program was fun for adult users, and the library encourages adult reading as a way to model reading behavior for children. Week 6 winner Louise Noce said: “When I see children that I teach around town, I have expressed that I hope they have been coming to the library, and that I am signed up for the adult reading program.”

### **Friends**

The Friends of the Goodnow Library, an all-volunteer 501 (C) (3) non-profit organization, is dedicated to supplementing the annual budget of the Goodnow Library with many “extras” not provided by the town budget.

Through fundraising endeavors such as a Membership Drive, Trivia Night, Annual Book and Bake Sale, Book Shelf Sales, Summer Book Sale, and generous donations from its supporters, the Friends are able to provide funding for the majority of the library’s children’s, teen, and adult programs. The Friends also fund the Summer Reading Programs, Teen Study Week, the movie license, copiers and copier supplies.

In addition to supporting staff-run programs, the Friends presented the Sunday Afternoon Cultural Series. Recently, The Friends have added two new programs in response to patron interest: “Cooking with Friends,” and the “Evening with an Author” series.

### **Foundation**

The Goodnow Library Foundation's mission reflects the library's mission of "Improving lives through the power of information, ideas and innovation." In this capacity, the Foundation focuses on developing, administrating and allocating funds to provide the extra margin of excellence for the Goodnow Library by enhancing existing public support for the library.

After spending the last two years collaborating, the Foundation partnered with the library staff to

launch the Reimagining the Second Floor Project. After raising \$200,000 and securing the construction firm Vona Construction, the project began in November. The Foundation secured an art donation from local artist Janice Rudolph and began selling tiles as a fundraising component to the project, raising \$26,000 by selling 39 tiles. Fund-raising continues and the goal is to celebrate the project and the 10-year anniversary of the Foundation with a gala event on April 28, 2018.

The Foundation raises funds through an annual fundraising event, a town-wide fund drive, bequests and leadership giving to support capital building improvements and technology improvements. In 2017, the Foundation held their Evening of Note Celebration in March and had over 300 local residents attend. In addition, over 75 people attended a fundraising party at the home of

Cara and Arthur Maxwell. The Foundation has been working to strengthen its brand image and awareness through email and social media marketing efforts. This year, the Foundation sent its annual appeal letter to over 7,000 people. The Foundation held a three-part Be Bold Workshop Series, to cultivate community connections.

Respectfully submitted,  
*Esmé Green, Director*

**BOARD OF TRUSTEES**  
*Barbara Pryor, Chair*  
*Alan Gordon*  
*Lily Gordon*  
*Susan Johnson*  
*Marie Royea*  
*Ingrid Mayyasi*

<b>FY17 (July 1, 2016-June 30, 2017)</b>			
	<i>FY2016</i>	<i>FY2017</i>	<i>% Change</i>
<b>Total Circulation</b>	408,422	398,447	-2.4%
<b>Number of Children's Programs</b>	698	744	+6.6%
<b>Attendance of Children's Programs</b>	25,035	25,044	+0.03%
<b>Number of Teen Programs</b>	15	110	+633%
<b>Attendance of Teen Programs</b>	314	1,006	+220%
<b>Number of Adult Programs</b>	29	66	+127%

<b>FY17 (July 1, 2016-June 30, 2017)</b>		
	<i>Revenue</i>	<i>Expended</i>
<b>Lost books</b>	\$4,155	\$7,234
<b>Meeting Room Revolving Fund</b>	\$7,120	\$8,914
<b>MEG</b>	\$4,393	\$485
<b>LIG</b>	\$12,201	\$1,037
<b>Non-Res</b>	\$11,350	\$3,462
<b>Fines*</b>	\$16,700	

## Board of Health

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

### **Subsurface Disposal of Sewage**

To ensure that individual septic systems will not have negative impacts on the environment and public health, thorough field evaluations were conducted for new single-family residential lots, multi-unit housing projects and commercial properties to determine groundwater elevation, suitability of soil, elevation of bedrock, and presence of wetlands. Septic system design plans were reviewed and approved prior to construction. In addition, septic replacement systems were evaluated and inspected for existing dwellings or buildings. Proposed additions to existing buildings were reviewed for adequate septic system capacity. Under the State Environmental Code, Title 5, governing septic systems, the Board of Health is required to review septic system inspection reports prior to property transfers.

### **Community Social Worker**

During the 2017 calendar year, the Board of Health social worker continued to meet the basic, financial and mental health needs of community members by providing resources, referrals and consultation, as well as brief case management services. She collaborated to organize a 6-month financial

fitness program for women living in subsidized housing. She partnered with other town departments to explore options for addressing transportation needs and to begin a town-wide needs assessment to inform the town's master plan and to better understand residents' needs. She organized a resource fair and clothing drive for residents in subsidized housing, organized a winter coat drive and several distributions, collaborated with local churches to connect low-income residents with free home repairs, developed a multi-town municipal LICSW group to address best practices, and created a volunteer-driven food pantry delivery program. An annual donation program was developed for residents in need. This year, thanks to numerous generous donors and volunteers, the social worker distributed Thanksgiving food baskets, serving over 80 individuals, and holiday gifts to over 100 Sudbury residents. The social worker created and regularly updated a comprehensive town social work website. She created several comprehensive resource guides and provided resources and information to be published in various forms of local media. The social worker joined the team at CRANE, helping to publish weekly newsletters about mental health resources. She initiated a quarterly multidisciplinary team to address the needs in low-income housing. She had multiple appearances on Sudbury TV aimed at increasing awareness of needs and resources in town. She partnered with the Board of Health nurse to hold educational workshops for seniors, partnered with a local church to facilitate a suicide prevention workshop, and organized a hoarding presentation for town employees. In addition, the social worker regularly spoke to community groups to increase awareness of needs in town, mental health trends and resources.

### Services Supported by the Sudbury Board of Health Social Worker in 2017:

Referrals to community resources - 1120  
Home/Office Visits- 240  
Presentations to increase awareness of resources- 130  
Follow up on Police & Fire Depart. Referrals- 31  
Case management contacts- 3752  
Managed Donations/Volunteers- 608  
HOPE Sudbury Applications Processed- 63

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

The Board of Health Nurse offered services to the Town of Sudbury to support the community to maintain and foster public health. The nurse investigated and reported all communicable diseases to the Massachusetts Department of Public Health for the town of Sudbury. The Board of Health Nurse offered weekly blood pressure and glucose screenings for all town residents regardless of age at the Sudbury Senior Center. Monthly Blood Pressure screenings were also offered at housing authority sites and town buildings. The BOH nurse maintained a close monitoring system of at risk residents as well as a deep commitment with other town departments for the greater good of the community at large. Throughout the year, the nurse coordinated public health educational seminars quarterly on a variety of health topics depending on community needs and interest.

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

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

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

### Services Supported by the Sudbury Board of Health:

Communicable Disease Follow-up Contacts - 146  
Home Visits/Follow up- 229  
Immunization/TB Testing - 592  
Community Screening Clinics - 1,350  
Health Topic/Seminars- 97  
Camp Inspections- 71

### **Mosquito Control**

The East Middlesex Mosquito Control Project conducts a program in Sudbury consisting of mosquito surveillance, adult and larval mosquito control and public education. The adult mosquito surveillance program monitored mosquitoes from 31 Sudbury trap collections. In August, five mosquito batches from those collections were sent to the State Public Health Laboratory where they tested negative for Eastern Equine Encephalitis and West Nile Virus. The larval mosquito control program relied on the larvicide *Bacillus thuringiensis* (Bti), which is classified by the EPA as relatively non-toxic. In April, a helicopter was used to apply Bti granules to 491 wetland acres to control spring floodwater mosquitoes. For adult mosquito control, 5 crews sprayed a total of 3,615 acres of residential areas at night using truck-mounted aerosol sprayers when survey traps collected high mosquito numbers. Advance notification of the spray program was done through notices on the Town website and emails through the Town's Mosquito Spraying Alert list server.

### **Hazardous Waste**

The Board of Health participates in the review of all environmental assessments and remediation plans for hazardous waste sites in Sudbury listed by the Department of Environmental Protection. The town continued to test and evaluate the Melone gravel pit on North Road. Historical information and current testing data was reviewed and presented to the public as the town seeks redevelopment options.

The Board of Health held a hazardous waste collection in October. Over 250 households participated in the safe disposal of items such as oils, acids, thinners, cleaners, fuels, and paints.

### **Animal/Rabies Control**

Jennifer Condon, Animal Control Inspector/Officer, reported 1381 calls during 2017

reporting complaints, lost dogs and cats, wildlife concerns, and miscellaneous questions. Twenty-eight (28) animals were picked up and returned to owners, surrendered to humane shelters, or quarantined. Thirty-six (36) animals were quarantined due to bites or scratches to humans or other animals. One hundred and ten (110) citations were issued for violations of licensing, leash law, or other offenses. Barn inspections verified there are 529 reportable farm animals in Sudbury.

An animal rabies clinic was conducted in January 2017 for the Board of Health by Jennifer Condon Animal Inspector, with the staff from Sudbury Animal Hospital. The event was held at Especially for Pets in Sudbury. Fifteen (15) dogs and 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 including, 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 to 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 also to install water level control devices. The removal of road kill animals along public roadways is now being contracted by Jennifer Condon.

**Tobacco Control**

Sudbury continued to participate in the Tobacco Control Program. Sudbury, along with 9 other Metro West towns, established a regional tobacco control program. The coordinator for the program continues to conduct compliance checks at tobacco retailers. The regulations were updated this year raising the minimum age to purchase tobacco products to 21, consistent with all surrounding

towns. The regulations now include restrictions on e-cigarettes and vaporizers, the new nicotine delivery methods.

**Complaint Investigation/Surveillance**

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

**Restaurant and Food Service**

Seventy (70) food service permits were granted in 2017. Food service establishments were inspected bi-annually to assure compliance with the State Sanitary Code. Inspections were also conducted prior to new establishments opening, to investigate complaints or illness, or for temporary events. Whole Foods grocery store opened during the summer and many more establishments are anticipated at the MeadowWalk development.

**Board Members and Personnel**

Carol Bradford, Linda Huet-Clayton, and Susan Sama continued to serve as board members. Carol Bradford remained the Chairman. In addition to Ms. Schilp and Ms. Hadvab, William Murphy served as Health Director. Beth Porter replaced longtime Administrative Assistant Michele Korman.

Respectfully submitted,  
*Bill Murphy, Board of Health Director*

BOARD OF HEALTH  
*Carol Bradford, Chairman*  
*Linda Huet-Clayton*  
*Susan Sama*

## Sudbury Housing Authority

The SHA's mission is to develop and manage affordable rental housing for families, senior citizens, and disabled people. The SHA currently owns and manages 64 units of housing for the elderly/disabled at Musketahquid Village and 28 units of family housing, the latter of which is scattered throughout the town. The Sudbury Housing Authority currently houses 142 vital members of the community.

The twenty-eight units of SHA-owned family housing consist of both single-family homes and duplexes. In order to qualify for this housing, income must be under \$58,450 for a family of two. Limits range upward in approximately \$7,000 increments, depending on family size. Rent is 27% of income and tenants are responsible for the cost of utilities. This year, the SHA had two vacancies in our family housing, against an average of one vacancy every three years.

At Musketahquid Village, residency is limited to elderly and disabled people with incomes under \$51,150 for one person and \$58,450 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. Seven vacancies occurred in 2017, which is the recent annual average.

The SHA's operating budget is funded entirely by tenant rents. Routine maintenance is performed by housing authority staff. A considerable focus this year has been the continued implementation of new state-wide policies and procedures, issued in response to legislative changes enacted in August 2014. The State's 2017 plan to transition housing authority boards from four Town-elected members to three, with the fourth seat now reserved for a public housing resident, was delayed.

Among the highlights in 2017 was the nomination by the SHA and appointment by the Governor of Amy Lepak to serve as the State's appointee to the Board. Amy has volunteered in many capacities to promote affordable housing, most recently as a member of the Sudbury Housing Trust. She fills the position vacated by

10-year SHA Commissioner and State appointee Judy Deutsch.

In mid-2017, the installation of 16 additional air-source heat pumps at Musketahquid Village completed as part of a grant-funded energy cost-savings initiative. The SHA also embarked on an initiative to replace direct-bury electric cable and secondary transformers at its Musketahquid Village site in response to increasing frequency in power outages due to cable deterioration. The effort is expected to complete in 2018.

The SHA wait lists are typically closed to new applicants due to long wait times; however, a wait list lottery was conducted in early 2017, following a two-month application period. In the face of more than 450 applications, the SHA Board continues to seek ways to expand its programming to include new housing. Efforts are focused on both funding and property acquisition. The SHA submitted a CPA request to the CPC for the 10% of funds set aside for affordable housing activities, which was ultimately awarded at Annual Town Meeting 2017. The SHA was also the recipient of funding through the development agreement between National Development and the Town. In addition to an interest in purchasing existing homes, the SHA has re-opened discussions with the Town about the possible donation to the SHA of currently vacant Town-owned parcels.

The five-member Board of Commissioners of the SHA meets at Musketahquid Village, 55 Hudson Road, generally on the second Tuesday of each month at 4:00 p.m. Visitors are always welcome. Please call Sheila Cusolito at 978-443-5112 if you are interested in volunteering time, either as an associate or member of the Board, or to work on a special project.

Respectfully submitted,  
*Sheila M. Cusolito, Executive Director*  
*Sherrill Cline, Chairperson*  
*Lydia Pastuszek, Vice-Chairperson*  
*Steven J. Swanger, Treasurer*  
*Kaffee Kang*  
*Amy Lepak, State Appointee*

## 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, Recreation, and Aquatic Director. The Park and Recreation Commission is committed to working closely with both the community and director, through outreach and forums, to gain input and understand concerns towards decision making. The Park and Recreation Commission generally meets once a month at the Fairbank Community Center. The public is always welcome; input and involvement are always greatly appreciated

Park and Recreation facilities include the Atkinson Pool and the Fairbank Community Center, as well as six major field areas that host recreational programs. Featherland Park has a softball field, Little League baseball fields, public tennis courts, and an area for public ice-skating in the winter months, weather permitting. Feeley Park is host to baseball, softball, and tennis. Davis Field has been the site for soccer, lacrosse, and the Charles River Radio Controllers for the flying of model airplanes. The Haskell Recreation Area, adjacent to the Fairbank Community Center provides fields for soccer, boys and girls lacrosse, Haskell Playground, and a full-size baseball diamond. Ti-Sales Field is used for Ultimate Frisbee teams. Lastly, Cutting Field, with its state-of-the art synthetic turf, sees many community groups using it daily for soccer and lacrosse. School fields are made available to the Park and Recreation Department during non-school hours and provide a further valuable recreational resource. We continue to work with the School Department to upgrade those fields whenever possible. The L-S Community synthetic turf field is in full use by both the LSRHS and community youth sport groups, through the Recreation Department.

As usage demands increase, the Commission is still looking to find resources to build fields. The Town of Sudbury has identified those costs directly related to field maintenance which should be charged directly to Park and Recreation rather than the general tax levy. User fees correlate to the use and are incorporated into the Field Maintenance Enterprise Fund. In the past year, the Park and Recreation Commission has established a capital item prioritization list of projects pertaining to fields, facilities, and programs. From this list, the top three needs have been identified and are being pursued by the Commission.

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

The Park and Recreation Department continues to develop new and diverse adult and youth programs that are offered throughout the year. Over the last year, we have offered 50 new programs; including new toddler programs, middle school programs and trips, adult programs, and family events. One of the most popular new programs is the expansion of our Halloween 5K to a Fall Festival. 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 1200 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 1500 in attendance. This past year, there was an addition to the Summer Concert series with children's activities each night, as well as a food truck. The Teen Center has continued in the re-branding phase this year, making some new and exciting changes. The Teen Center hosts events throughout the year from September to June for 6th, 7th and 8th graders.

The Park and Recreation Department welcomed two new staff this year, Kevin Sugermeier, our new youth coordinator and Ethan Dauphinais, the new Program Coordinator.

The pool is open 96 hours a week year-round, during the winter months the pool is home to 5 competitive teams, Lincoln Sudbury, Sudbury Swim Team, Nashoba Swim Team, ZAP Diving, and Dolphin Diving; as well as host of the Dual County League Championships. We offer group and private swim lessons each season of the year

and also offer specific training and exercise programs during the spring and fall for adults. During the summer months the pool hosts the Sudbury Summer Camp where we offer lessons, swim tests and free swim to the campers.

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

Respectfully submitted,  
*Kayla McNamara, Park, Recreation, and Aquatic  
Director  
Sudbury Park and Recreation/Atkinson Pool  
"Something for everyone!"*

PARK AND RECREATION COMMISSION  
*Michael Ensley, Chair  
Bobby Beagan  
Mara Huston  
Dick Williamson  
Jim Marotta*

# OUR HERITAGE



*On November 28, 2017, a reception was held to honor Chris Morely's many years of service to the Town. Pictured left to right: Planning & Community Development Director Meagen Donoghue, Environmental Planner Beth Suedmeyer, Town Manager Melissa Murphy-Rodrigues, Selectman Pat Brown, the evening's honoree Chris Morely, and his wife Debra Bernstein.*

## Historic Districts Commission

Twenty-eight requests for certificates of approval and one demolition approval were considered and voted on during the year. They include approval of designs for the Sudbury History Center and Museum, approval of plans for one new home, additions to existing structures, window replacements, roof replacements, fences, stone walls, landscape designs, and signs.

In perhaps the year's most prominent case, the application to replace the windows of the Sudbury Historic Center (the Loring Parsonage) was denied. The majority of Commission members felt the windows had gained historic significance.

Members Lee Swanson and Linda Hawes cleaned and maintained all of the entering and leaving historic district signs.

In 2017, all meetings began to be televised on Sudbury Cable TV. Residents can now stay abreast of cases and changes in our historic districts on their home TVs.

During the fiscal year of 2017 the Historic Districts Commission received the total sum of \$550.00 from applicants in the form of application fees, deposited in the Town's General Fund.

Respectfully submitted,  
*Frederick E. Taylor, Chair*  
*William S. Andreas*  
*Linda G. Hawes*  
*Frank W. Riepe*  
*Lee F. Swanson*

## Historical Commission

Year 2017 was a year of many accomplishments for projects and efforts to protect the history of Sudbury.

The Commission has provided oversight of the restoration and renovation of the Loring Parsonage. The Parsonage will be used by the Sudbury Historical Society as the first History Center located in the town center.

The back patio of the Hosmer House was enhanced using donations from Dr. Maurice Fitzgerald's family and friends. A granite marker with a bronze plaque was installed on the patio in memory of his many years of service on the Commission.

A new Fire Detection System has been installed in the Hosmer House which adds much desired security to a very old building and its contents. The air conditioning system has been upgraded to protect the oil paintings. Work is progressing on the Hosmer House Procedure Book to assist in the orientation of new Commissioners, as well as to be used as a resource tool for present members.

A Boy Scout from Troop 60, under our direction, designed a map and built a kiosk in the Revolutionary Cemetery as a project towards his Eagle Scout Badge. Restoration work on the seventh and last cemetery (Wadsworth) will commence in the spring. Extensive restoration and repair of gravestones will be necessary.

"Hosmer House Holiday Open House" was held this year during the first two December weekends. The open house is an annual event enjoyed by the public. Each room in the Hosmer House was festively decorated by members of local clubs and non-profit organizations. The theme was "Florence Hosmer Through The Decades 1880 – 1979. In addition to our annual Holiday Open House, we also hosted events such as Memorial Day, Fourth of July, Farmer's Market, Docent Tea, Holiday Reception Party and have a booth at the Minuteman Fair at the Wayside Inn.

Mass Historical Commission workshops were attended where much information was gathered on how to protect our town assets. The Sudbury Historical Commission has had discussion and is developing plans to protect historic buildings that lack preservation protection.

Several of Miss Hosmer's valuable paintings have been restored this year using donations and are now hanging in the Hosmer House.

Respectfully submitted,  
*Lyn MacLean, Chairman*  
*Barbara Bahlkow*  
*Fred Bautze*  
*Jan Costa*  
*Chris Hagger*  
*Bill Johnson*  
*Diana Warren*

## Memorial Day Committee

Our Memorial Day Parade and ceremonies honor veterans of all wars that involved Sudbury residents, starting with King Philip's War in 1676, through today's conflicts in Operation Iraqi Freedom and Operation Enduring Freedom. Sudbury's Memorial Day was marked by both celebration and somber respect for those veterans who fought and lost their lives. There were activities and great enthusiasm from Sudbury youth organizations such as the Girl and Boy Scout troops. The VFW and American Legion Post 191 veterans marched proudly with all assembled. As this year was the 100th Anniversary of the United States entry into WWI, we were joined by Ambulance 255, a meticulously restored 1916 Model T Ford American Field Service Ambulance that joined our parade at Rugged Bear Plaza.

Ceremonies began early in the morning with commemorative ceremonies at the Minuteman statue in the New Town Cemetery, overlooking the Town Common. A bus took participants to the New North Cemeteries where veterans were honored with the playing of Taps and musket and rifle salutes by the Sudbury Companies of Militia and Minute and American Legion Post 191. The parade started at Rugged Bear Plaza led by the American Legion Color Guard. The 2017 Memorial Day Parade Grand Marshal was VADM (Ret.) Vic Beck.

Under the Command of Colonel James Wiegel US Army (Ret.), the parade left the Rugged Bear parking lot heading east along Route 20 and proceeded up Concord Road to the Goodnow Library; Civil War re-enactors of the 12th Georgia Infantry Regiment honored the veterans of that conflict both North and South. The parade moved on to Wadsworth Cemetery and the grave site of Alfred Bonazzoli the founding member of the Sudbury Companies of Militia and Minute, WWI veteran and ring leader of the famous Framingham canon liberation which now sits in front of Sudbury American Legion Post 191. The parade then reassembled at the King Phillip conflict monument, where a Ceremony for Peace was performed by members of the Native American Council. It was a very moving and inspiring ceremony as always. The parade stopped again at the front of Wadsworth Cemetery to honor the veterans of WWII, Korea and Vietnam. Commander (Ret.) Harold Homefield, Sudbury's most senior veteran from

WWII met us at this point and delivered some short remarks. Mr. Steve Milley delivered a prayer before the parade moved along. The Daisy/Brownies/ Girl Scouts and Tiger/Cub Scouts joined in the parade at Our Lady of Fatima Church, and proceeded to Grinnell Park. A prayer for WWI veterans was delivered by Hal Cutler. Jeff Klinger, who drove Ambulance 255 completely outfit in a WWI Army Medical Corps uniform, made some remarks about our entry into "The Great War" or "War to End All Wars."

At Grinnell Park, Colonel James Wiegel was Master of Ceremonies. The Sudbury Ancient Fyfe and Drum Company played the National Anthem, followed by a rousing musket and rifle salute. Chaplain Brigadier General (Ret.) Richard Erikson and pastor of Our Lady of Fatima Parish delivered the prayer for the town ceremony. The Sudbury Ancient Fyfe and Drum Company played the Battle Hymn of the Republic. Natalie Turkington, a 9th Grade Student at Lincoln Sudbury HS read the Governor's Proclamation for Memorial Day followed by the Girl Scouts singing of "America." VADM Beck delivered some remarks as Parade Marshal. The Ceremony for Peace was again graciously performed by members of the Native American Council. Colonel Wiegel then read the names of veterans who had passed on since last Memorial Day. The Girl Scouts sang "Thank You Soldiers" followed by Robert Coe playing Amazing Grace and Taps, followed by Jeff Fuhrer who played the echo as they both did at each of the cemeteries.

Thank you to the supporters of the event: Sudbury school system buses, Herb Chambers Bentley of Boston, The Wayside Inn, Sudbury American Legion Post 191, LT Scott Milley VFW Post 8771, and the LT Scott Milley Ranger Foundation.

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

Respectfully submitted,  
*COL (Ret.) James A. Wiegel, Chairman*  
*Laura B. Abrams*  
*Elizabeth Dow*  
*Kenneth W. Hiltz*  
*Suzanne Steinbach*

## September 11<sup>th</sup> Memorial Garden Oversight Committee

September 11, 2017 marked the 16th 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, the raising of the flag by a Color Guard of Sudbury police and fire personnel, and the placement of a wreath and flowers at the Memorial Garden.

The Committee wishes to thank Chief Scott Nix, Sergeant Wayne Shurling, and Detectives Michael Pope and Owen Boyle of the Sudbury Police Department and Chief William Miles, Assistant Chief John Whalen, Captain Tim Choate, and Firefighters Mike Matros, Tim Devoll, and Mike Hamill of the Sudbury Fire Department for their participation in the ceremony. The Committee also gratefully acknowledges Town residents and others who attended the remembrance or who visited the Garden throughout the day. In addition, the Committee extends its sincere appreciation to the Sudbury Historical Society for its kindness in providing refreshments in Heritage Park immediately following the ceremony. The participation and presence of so many people from the Sudbury community at the commemoration each year reaffirms for Committee members the Garden's significance and the importance of the group's work.

Throughout 2017, Committee members watered and tended to existing vegetation, planted annuals, and weeded. In addition, the Committee replaced approximately half of the shrubs in the holly hedge, as they had been badly damaged during the previous summer's drought.

Over the coming months, the Committee plans to develop a refreshed Garden design for implementation during the summer of 2018. The Committee's horticultural expert will guide the effort, with input from other Committee members and from the Cloud, Holland, and Goodrich families.

The Oversight Committee was proud to be of service in 2017 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,  
*Beth V. Farrell, Chairman*  
*Barbara Clifton*  
*Bette E. Cloud*  
*Rachel W. Goodrich*  
*Deborah B. Kruskal*  
*Kathy E. Newman*  
*Kirsten Roopenian*

# PLANNING & COMMUNITY DEVELOPMENT



*Left to Right: Director of Mass Business Development Peter Milano,  
Planning & Community Development Director Meagen Donoghue,  
National Development's Steve Senna and a member of the crew at the  
site of the future Meadow Walk retail space.*

## **Agricultural Commission**

We welcomed our newest member Madeline Gelsinon to the Commission and Friend of Farmers Dotti Bisson.

The Commission is working alongside the Sudbury Historical Society to promote its first Farm Tour Day which will be held May 5, 2018. The hope is to add another tour in the Fall.

Goals of the Commission are to preserve working farms in town and to work with younger farmers looking to start up on smaller farms.

Respectfully submitted,  
*Laura B. Abrams, Chairman*  
*Nicholas Clayton*  
*Karen Hodder*  
*Madeleine Gelsinon*  
*Pamela Duggan*



## Bruce Freeman Rail Trail Task Force

The BFRT Task Force was formed by the Board of Selectmen (BOS) in late 2016 with a mission to advise the Board of Selectmen and the Town Manager and assist in advancing the design of the BFRT design project. The Selectmen are committed to developing an overall project and vision for this rail trail conversion that has the support of the community. The Board of Selectmen is looking to this Task Force to gather information and thereby help guide the Board and Town staff in making thoughtful design decisions that: (1) are respectful and responsive to residents' concerns, including those of abutters, businesses, trail advocates, and future users; (2) support Sudbury's longstanding commitment to protect the natural environment; and (3) result from an open and transparent design process. The Town acknowledges and plans for the Trail to be built with State and Federal funding under the oversight of the Massachusetts Department of Transportation (MassDOT).

Members are appointed by the BOS. In 2017, the Task Force met 8 times and additionally held a

public meeting with abutters and a public information meeting. The result of the Task Force's 2017 effort was ultimately the production of a set of recommendations to inform the design of the BFRT, which were approved by the BOS at their March 21, 2017 and April 4, 2017 meetings. The 25% Design package was submitted to MassDOT in September of 2017.

The information associated with the Task Force is posted on the webpage, <https://sudbury.ma.us/bftr/>, where citizens can find an up-to-date account of our activities.

Respectfully submitted,  
*John Drobinski, Chair*  
*Charles Russo, Clerk*  
*Robert C. Beagan*  
*Charles Karustis*  
*Robert Schless*  
*LeRoy Sievers*  
*Lana B Szwarc*



*Arrowhead plant in bloom, photographed by Debbie Dineen.*

## Community Preservation Committee

The Community Preservation Committee (CPC) is in its 16th 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 of open space and community housing that is acquired or created through the CPA. The CPC includes nine standing members, with representatives from the Town's Conservation Commission, Finance Committee, Historical Commission, Housing Authority, Park and Recreation Commission, Planning Board, Board of Selectmen, and two at-large citizen members appointed by the Board of Selectmen. The CPC is supported by the Department of Planning and Community Development.

The CPA funds raised in FY17 through the local tax surcharge equaled \$1,844,751.47. The Town also received a revenue match from the state CPA trust fund totaling \$391,958 and interest earnings of \$12,227.14, bringing total FY17 revenues to \$2,248,936.61. The CPC continues to budget conservatively and reserve funds for large projects, and strives to approve a balanced project budget each year in the absence of large and/or compelling projects that require the use of reserve funds.

CPC projects approved at the 2017 Annual Town Meeting were presented once again in all the eligible CPA areas, including historic preservation (the Town Hall Restoration), open

space and recreation opportunities (Featherland Park Court Reconstruction), and affordable housing (funding for the Sudbury Housing Authority and RHSO). The total face value cost of all projects approved at the 2017 Town Meeting was \$892,600. In addition, debt service expenses of \$1,229,779 for prior land acquisition projects and \$57,500 for administrative and operational needs of the CPC for FY17 were appropriated, bringing the total anticipated expenditures for FY17 to \$2,126,000. Any excess administrative funds not spent in the fiscal year are returned to the Community Preservation General Fund. Unused project funds are also returned back to the CPA General Fund periodically by vote of Town Meeting.

Many CPA funded projects are still underway or have recently been completed, including preliminary design of the Town Hall, Town cemetery gravestone restoration, harvesting of invasive weeds in the Carding Mill, Grist Mill and Stearns Mill ponds, landscape design of the Town Center project, the Hosmer House fire detection system, landscape design of the Town Center project, and Featherland Park Court Reconstruction Project. When there are projects happening, look for our signs noting "Sudbury Community Preservation Funds at Work."

Respectfully submitted,  
*Sherrill P. Cline, Housing Authority, Chair*  
*Lynne H. Remington, Vice-Chair*  
*Bobby Beagan, Park & Recreation Commission*  
*Patricia Brown, Selectmen*  
*Thomas Friedlander, Conservation Commission*  
*Diana Warren, Historical Commission*  
*Eric Poch, Finance Committee*  
*Nancy Kilcoyne, Planning Board*  
*Scott Smigler*

## Conservation Commission

The Conservation Commission provides review and permitting of all activities within wetland jurisdiction; wetland regulation enforcement; land stewardship of over 900 acres with trails open to the public; oversees the deer bow hunting program; licenses and monitors the use of agricultural lands; accepts and monitors conservation restrictions; leads 6-week spring walk program; provides wetland and wildlife education; and assists with development planning, etc.

During 2017, the Conservation Commission remained very busy with varied projects and wetland permit applications. A total of ninety-one (91) wetland permits, including Certificates of Compliances were issued. Action was taken on forty-eight (48) violations of the state and local wetland laws. These violations ranged from tree removal within 100' of wetlands to destruction of vegetation in a wetland and wetland filling. Violation tickets were issued to a total of four (4) homeowners and one (1) business.

Enforcement actions such as tickets are not issued lightly by the Commission. They are, and have always been, a last resort. Written warnings, i.e. Notices of Violation and Enforcement Orders, are issued first in most cases. Phone call, email, letters seeking compliance are sent. It is the policy of the Commission to issue tickets only 1) where all attempts to contact the applicant for a discussion on the violation have resulted in no response by the violator; 2) when the violation is in direct conflict with an Order of Conditions where these Conditions resulted from a previous violation; or, 3) the violation is not meeting reasonable, and often extended, deadlines agreed to toward achieving compliance.

When violations are found or reported, the first response is a visit to the property by a Commissioner or staff. Serious violations may result in a Commission member taking immediate action; i.e. when altering of a wetland is underway. A Commissioner decides whether or not to take action and signs any resulting documentation. Any action taken by one

Commissioner is then ratified by the Commission at the next meeting. This is not required. It is a "checks and balances" the Commission has put in place to be sure there is a majority agreement on all initial enforcement proceedings. Commissioners and staff are available to work with violators on the process of bringing their property back in compliance with wetland regulations.

The annual spring walks were held in 2017. They were well attended with everyone enjoying getting exercise out on the trails while learning about the local natural resources. The Commission held several fall walks in 2017. These were not well attended and will not be offered in 2018 unless demand for them grows.

The Commission continued its efforts on more educational outreach to residents on the wetland regulations. A new Homeowner's Brochure was developed, printed and distributed at both the annual and fall Town Meetings. This brochure is sent to every new homeowner in Sudbury who has purchased property with or near wetlands and is available on the town website.

Improvements to conservation lands for the enjoyment of the public and the preservation of natural resources is always a high priority. The forest restoration and invasive vegetation removal at King Philip Woods and meadow restoration at Davis Farm are all projects in the final planning stages at the end of 2017. The Commission worked with several Eagle Boy Scout candidates on projects that included installation of bat boxes, bridge reconstruction, and trail relocation during the year.

Commissioners and staff were very involved in the Eversource Transmission Line project. Comments were made to the Energy Facilities Siting Board and the State Executive Office of Energy and Environment through the Massachusetts Environmental Policy Act process. Testimony by staff was given at Dept. of Public Utilities Energy Facilities Siting Board hearings. Comments raised concerns about

wetland impacts, impacts to protected lands and the natural resources they provide, and impacts to public enjoyment of the abutting conservation lands.

Respectfully Submitted,  
*Thomas R. Friedlander, Chairman*

*David Henkels, Vice-Chairman*  
*Richard Morse*  
*Bruce Porter*  
*Kathleen Rogers*  
*Charles Russo*  
*Mark Sevier*



*Conservation Commissioners at the Davis Farm trailhead on a very cold morning. Pictured from left to right: Dave Henkels, Mark Sevier, Tom Friedlander, Kasey Rogers, Charlie Russo and Bruce Porter*

## 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.

The Board worked extensively in tandem with the Planning Board to shape the signage guidelines and inform the design process with regard to exterior architecture and site planning on the Meadow Walk project.

This year we received and reviewed 21 sign applications and 3 architecture and landscape design applications. Our 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 Paula Hyde, who resigned this year after dedicating 4 years of service on the Design Review Board.

Respectfully submitted,  
*Dan Martin, Chairman*  
*Jennifer Koffel*  
*Deborah Kruskal*  
*Susan Vollaro*

## Earth Removal Board

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

The ERB met once in 2017 to consider an application from Sudbury Pines, 632 and 642 Boston Post Road, requesting removal of up to

8,860 cubic yards of soil for construction of a wastewater treatment plant. The request was approved.

Respectfully submitted,  
*Jonathan W. Patch, Chair*  
*John D. Riordan*  
*Benjamin D. Stevenson*  
*Frank Riepe*  
*Jonathan F.X. O'Brien*

## Fairbank Community Center Task Force

In the summer of 2016, the Board of Selectmen reconstituted the Fairbank Community Center Study Task Force to understand what the Town wants in a community center, considering both capital and operating costs. The Task Force reviewed the existing design proposals from BH+A Architects, and then recommended obtaining a new analysis of the project to understand the space needs and operating costs of a new facility and to gauge the community's willingness to support them. In December 2016 the Board of Selectmen informed the Task Force the design need not accommodate the Sudbury Public Schools Administration in the new building.

In the spring of 2017, the Task Force approved an RFP requesting design of a facility to meet the expectations of the community and minimize operating subsidies, and to investigate the community's willingness to pay for this. In addition, town staff assembled a comprehensive proposal for operating an expanded facility, including a list of requirements for both the Park and Recreation Department and the Sudbury

Senior Center. In the fall of 2017, PROs Consulting—the consultant selected through the RFP process—had conducted surveys for both the Senior Center and the Community Center, and had presented three scenarios for a reconstructed Community Center. The Task Force selected Scenario 2 for further development, including creating a pro forma financial plan, which PROs Consulting will present in their final report on February 1, 2018.

The Task Force is focused on recommending an article for the Board of Selectmen, addressing the Fairbank Community Center, to present to 2018 Annual Town Meeting.

Respectfully submitted,  
*Patricia Brown, Chairman*  
*John Beeler*  
*Michael Ensley*  
*Jose Garcia-Meitin*  
*Lisa V. Kouchakdjian*  
*John J. Ryan, Jr.*  
*Bryan Semple*  
*Richard J. Tinsley*

## Land Acquisition Review Committee

The Land Acquisition Review Committee was formed in 2009 with a mission to review property as it becomes available for disposition to the Town through outright offers or other means, including but not limited to the Town's exercise of right of first refusal on Chapter 61 lands. The Committee examines the appropriateness of a property for purchase or preservation by the Town using the criteria established in the Open Space and Recreation Plan and the Master Plan. Members are appointed by the Planning Board, Conservation Commission, and Board of Selectmen.

The LARC met once in 2017 to discuss two properties, namely Broadacres Farm on Morse Road and Camp Sewataro at 1 Liberty Ledge. The meeting occurred on December 12th to inform the Community Preservation Committee (CPC)'s review of FY 2019 CPC applications for proposed open space protection. It is anticipated that Broadacres Farm will request a release from the property's 61A status and the Town has begun discussing acquisition with the owner's representative. The LARC meeting resulted in a recommendation that the Town continue to negotiate with the landowner, as the property is a priority parcel based on the Open Space and Recreation Plan. The parcel represents a scenic

and historical landscape, is contiguous with other protected open space and the proposed BFRT, and protects unique natural features and functions.

At the same meeting, the LARC discussed the Camp Sewataro property at 1 Liberty Ledge. The property owner sought CPA funding for the purchase of a conservation restriction/development rights. The LARC reviewed the current status of the property as a working recreation camp and determined much of the land did not protect priorities of the Open Space and Recreation Plan. The appropriateness of a conservation restriction as the vehicle to protect the interests and the lack of public access were also questioned. Members of the Committee expressed interest in the Town continuing to work with the landowner to determine if a creative public-private arrangement to protect the land for recreational use could be achieved.

Respectfully submitted,

*Matthew Barach*

*John Cutting*

*Jan Hardenbergh*

*John Hinks*

*Tom Friedlander*

## Permanent Building Committee

The Permanent Building Committee (PBC) began the year with several projects: continuation of the Loring Parsonage project for repurposing the building as a history museum; design services for the proposed replacement of the Boston Post Road Fire Station No. 2; and the Town Hall rehabilitation project.

The Sudbury Historical Society (SHS), lessee of the Loring Parsonage, assisted by Facilities Director James Kelly and with the cooperation of the Sudbury Historical Commission, requested Historic Districts Commission approval of the proposed dormer and replacement of the 1961 windows. The dormer enabling adequate height for handicap access to the second floor was approved. With much of the structural work completed under the State grant, the SHS continued fund raising for the remaining rehabilitation and repurposing. Final design elements, including heating and air conditioning, and specification refinements continue to be explored with the architect, Spencer Vogt Group, with the goal of bidding and contracting the construction once adequate funding is in place.

Acting as the Designer Selection Committee, the PBC issued a Request for Qualifications (RFQ) for designer services in connection with the construction of a fire station on the Boston Post Road site of the existing Station No. 2. Kaestle Boos Associates, Inc., (KBA) a firm with extensive experience in Fire Station design and construction, was subsequently contracted for the initial design work utilizing donated funding

from the developer of the adjacent former Raytheon site. PBC member Craig Blake will be the PBC Project liaison. Fire Chief Miles with Facilities Director Kelly extensively toured many other stations and, fully cognizant of budgetary concerns, developed a needs analysis based on community development and personnel and equipment requirements, to inform the design work. A Feeley Field location was secured for the temporary relocation of personnel and trucks during the proposed construction period. Working with KBA, the Chief, and the Facilities Director, a final design scheme was chosen and budgeted in the amount of \$7.1M which was approved by the voters at an October Special Town Meeting and was defeated at a subsequent Special Town Election in December. At the request of the Fire Chief, the Committee will continue its design and cost review of the project for consideration by a future Town Meeting.

Funding for designer services for Town Hall rehabilitation was approved during last year's Town Meeting as recommended by the Task Force. The PBC is in the process of developing a request for designer services.

Respectfully submitted,  
*Michael E. Melnick, Co-Chair*  
*Elaine L. Jones, Co-Chair*  
*Craig E. Blake*  
*William G. Braun*  
*John Porter*  
*Joseph J. Sziabowski*



## 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 Town Meeting, including long term planning studies, traffic circulation plans and bylaw codification.

In 2017, the Planning Board said goodbye to long-term member Christopher Morley. Throughout his 20-year tenure of volunteering on the Board, Mr. Morley always put the community first seeing countless projects through from start to finish. His candor, wit, compassion, and institutional knowledge earned him the moniker “Dean of the Planning Board” among his fellow members. He will be greatly missed among all members of the Board and staff alike.

In 2017, the Board also said goodbye to Martin Long, who resigned after an extensive Planning Board tenure due to being nominated for a judgeship. We wish Marty the best of luck!

Among Mr. Morley’s resignation, the Planning Board membership was also in transition in 2017. In May of 2017, Stephen Garvin became Chairman, succeeding Peter Abair. Martin Long resigned from the Board in early 2017 and was replaced by associate member John Hincks. Mr. Hincks later ran for a Planning Board seat in May and won. Newly appointed associate member Charlie Karustis made a quick transition to full member when Dan Carty ran for a seat on the Board of Selectmen and won in May. Nancy Kilcoyne joined the Planning Board in May as an associate and later became a full member. In October, Christopher Morley resigned his position.

Planning Board members continue to be active on various town committees dealing with land use and planning. Chairman Stephen Garvin served as a representative of Sudbury for the Metropolitan Area Planning Council’s sub-region

committee know as MAGIC, Christopher Morley continued to serve as the Planning Board representative to and Chair of the Community Preservation Committee (CPC) until his resignation. Nancy Kilcoyne has since filled Mr. Morley’s role as Planning Board Representative on the CPC. John Hincks became the Board’s representative to the Land Acquisition Review Committee and Charlie Karustis volunteered to serve on the Bruce Freeman Rail Trail Task Force. The Planning Board is supported by the Planning and Community Development (PCD) Department.

In May, at the Annual Town Meeting, the Planning Board presented Warrant Article to amend the Zoning Bylaw, Article IX, by adding new section 4800 -- Temporary Moratorium on Marijuana Establishments. The vote passed unanimously by the members of the town. Additionally in 2017, the Planning Board began the long-awaited updating of the 2001 Master Plan in response to the Board of Selectmen’s primary goals for the year. In the early part of 2017, the Town Manager was awarded funding for the Master Plan upon signing the Community Compact with the State’s Lieutenant Governor. Additional funding was voted upon at the October Special Town Meeting and in December, the Board began to author an RFP to hire a consultant to assist in the process.

2017 was an extremely active year for the Planning Board. The Board received 20 applications for Stormwater Management Permits; 4 Approval Not Required plans; 2 Site Plan applications, 2 Subdivision applications (1 preliminary and 1 definitive), 1 Special permit, and 2 Scenic Road Permits were filed and approved by the Board. Several developments under construction continue to be monitored for compliance with all approvals, including the Former Raytheon/Meadow Walk Redevelopment project, North Ridge Farm, Mahoney Farms SRC, Livermore Estates and Lot E and F.

The following table sets forth those developments under construction (or within the authority of the Planning Board) in 2017:

DEVELOPMENT NAME	DATE	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		
Candy Hill Lane	2004	1	0		
The Arboretum	2004	10	6	7 acres	1600
Maillet Estates	2006	4	3		400
Pine Grove	2011	5	5	1.8 acres	
Peter's Way Extension	2012	1	0		
82 Maynard Road	2014	2	2		(contribution)
Northridge Farm	2014	6	2		600
Livermore Estates	2017	2	0		(contribution)
Lot E and F	2017	1	0		(contribution)

The Planning Board has collected the following fees for Fiscal Year 2017:

**FY17 Planning Board Financial Data  
July 1, 2016- June 30, 2017**

Grouse Hill Resale Certificates	\$ 2,000.00
ANR (Approval Not Required Application)	\$ 700.00
Stormwater Permits	\$ 3,654.02
Site Plan	\$ 760.00
Scenic Road	\$ 100.00
Definitive Subdivision	\$ 500.00
Water Resource Protection District Special Permit	\$ 500.00
<u>Escrow</u>	<u>\$53,010.98</u>
<b>Total</b>	<b>\$61,225.00</b>

Board membership is organized as follows:  
Stephen R. Garvin, Chair; Peter J. Abair, Vice  
Chair; John Hincks, Clerk; and members Charlie  
Karustis and Nancy Kilcoyne.

The current projects of the Planning Board  
follow the recommendations of the Master Plan  
in its attempt to balance the needs of the  
community. The Board continues to solicit  
citizen input regarding planning and

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

Respectfully submitted,  
*Stephen R. Garvin, Chair*  
*Peter J. Abair, Vice-Chair*  
*John Hincks, Clerk*  
*Charlie Karustis*  
*Nancy Kilcoyne*

## Planning and Community Development

The Planning and Community Development Department (PCD) works with citizens and community leaders to build a consensus on how the Town of Sudbury should grow, both in the short and long-term. This is accomplished through the coordination of a variety of land planning functions that range from updating the Master Plan for the future of Sudbury, to reviewing all new development proposals to ensure they reflect this vision. PCD is comprised of the Director, Environmental Planner, Planning and Zoning Coordinator and Administrative Assistant.

The Department spends considerable time working with various Town boards, including the Selectmen, Zoning Board, Community Preservation Committee, Historical Commission, Historic Districts Commission, Design Review Board and Sudbury Housing Trust, as well as project specific committees, including the Town Hall Blue Ribbon Committee, the Land

Acquisition Review Committee, and the Sudbury Center Improvement Advisory Committee.

For large-scale projects, PCD continued its involvement with the Bruce Freeman Rail Trail (BFRT) in 2017; progressing the 25% design phase. PCD also assisted in the completion of the landscaping phase of the Sudbury Town Center intersection and began the preliminary stages to study the burial of underground wires along Route 20 per the vote at the Fall Special Town Meeting. PCD collaborated with the Board of Selectmen and members of the Planning Board to conduct a public participation process known as a charrette entitled “Envision Melone” coupled with an online survey for those who were unable to attend. A report was produced from the results from both and can be found on the Town’s webpage.

Respectfully submitted,  
*Meagen Donoghue, Planning & Community  
Development Director*

## River Stewardship Council

The Sudbury, Assabet and Concord Wild and Scenic River is this area's local nationally-designated and protected river. In 1999, eight towns, including Sudbury, and numerous partners worked together to have 29 miles of the Assabet, Sudbury, and Concord Rivers designated by Congress as a Wild and Scenic River. Just 20 miles west of Boston, this designation recognized the exceptional character of the river, and ensures that it will be enjoyed for generations. The "SuAsCo" Wild and Scenic River has been protected as a Partnership River, which means that local communities lead the effort to care for it, working closely with state and federal governments. The River Stewardship Council (RSC) is the group coordinating these efforts. Meeting monthly to work to cooperatively manage Federal dollars and local programs, this group is made up of representatives from the eight towns along the Wild and Scenic River, as well as OARS, Sudbury Valley Trustees, the MA Department of Environmental Protection, National Park Service, and US Fish and Wildlife Service.

The Council helps support local partners through funding from the National Park Service (and Congress) for science, policy, land protection, and environmental education. Every year the program funds land protection efforts by Sudbury Valley Trustees and water quality monitoring by OARS watershed association. These two critical programs ensure that open space along the rivers will be protected into the future, and that we protect clean water for drinking, fishing, and swimming. The MA Audubon River Schools Program is funded to support elementary and middle-school students getting out on the River. The RSC also supported control of invasive species on the rivers by supporting the small grant program of the SuAsCo Cooperative Invasive Species Management Association (CISMA).

In addition, a total of \$24,260 in community grants were awarded which directly benefitted watershed communities by supporting a number of diverse and exciting local projects. Projects included contributing to Concord Land Conservation Trust's protection of the 80-acre October Farm Riverfront in Concord, diadromous fish restoration on the Concord River by Lowell Parks and Conservation

Trust, research by MA Rivers Alliance on communication efforts during times of drought, and a new kiosk along the river in the Town of Bedford.

This year the Council also began an update to the River Conservation Plan. Drafted in 1994, this document brought communities and local, State, and Federal organizations together around the best strategies to protect the River resources in this region. At that time, water quality was one of the most pressing issues. Now, with more invasive species, growing development, extreme weather patterns causing increase drought and stormwater runoff, and climate change, as newer threats, the plan is in need of an update. This fall and winter Council representatives will present to the Conservation Commissions and Select Boards about the process, and we welcome your involvement and input!

The Council also strives to keep up with scientific and ecological research along the rivers. This year we funded a study of mussel species found in the Saxonville and Wayland stretches of the Sudbury River through local researcher and ecologist Ethan Neadeau of Biodiversity Draws.

Finally, on June 17th and 18th, we hosted the 16th annual RiverFest weekend. Over 1,000 people attended this year's 40 plus walks, talks, paddles, and kids' events around the watershed. At Great Meadows National Wildlife Refuge in Sudbury there was a day of fishing and family festivities.

There are many ways to get involved in the work of the Sudbury, Assabet, and Concord Wild and Scenic River. We meet monthly in Sudbury at the Great Meadows Wildlife Refuge and our meetings are open to the public. This year in particular we welcome your input into our Wild and Scenic Conservation Plan update. To be in touch, find us online at [www.sudbury-assabet-concord.org](http://www.sudbury-assabet-concord.org).

Respectfully submitted,  
*Anne Slugg, Sudbury Representative and Chair*  
*Sarah Bursky, NPS Community Planner*

## Sudbury Centre Improvement Advisory Committee

The Sudbury Center Improvement Advisory Committee (SCIAC) was pleased to advance the Town Center project to the near completion of construction and landscape design in 2017 after many years of planning. The Town's Department of Public Works handled the installation of new street lamps planned in the spring of 2017. Awaiting construction in 2018 are a final walkway piece, special crosswalks

and safety islands. Further plantings are also under study.

Respectfully submitted,  
*Frank Riepe*  
*Richard H. Davison*  
*June Allen*  
*W. James Hodder*  
*Deborah Kruskal*  
*Charles Woodard*



*Palm Warbler at Carding Mill Pond in early spring.  
Photograph by Debbie Dineen.*

## Sudbury Housing Trust

The Sudbury Housing Trust was formed by the April 2006 Town Meeting accepting the MGL chapter 44, s.55C. The Trust was formed specifically to focus on affordable homeownership opportunities and to show performance against the 10% minimum CPA spending requirement on affordable housing under the statute. While Sudbury had accumulated significant housing reserves in the early years of the CPA, no housing projects had come forward. The Trust was formed to address that issue.

The Trust charter was developed with the Town's interests in mind. The charter allows a range of powers though requires 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 ten years since the Trust was chartered in 2007, the Trust has directly created 14 units of housing (8 units through Home Preservation, 2 Habitat, 3 Maynard Road Homes, 1 buy-down at Old County Road and assisted the creation of another 70 units (Coolidge and Sudbury Housing Authority).

In this 2017 calendar year, the Trust sponsored development at Maynard Road was completed, and the three affordable units finally sold in December 2017 with the final completion planned for the spring. The Trust purchased the property in 2008, and developed the property through three developers. The project budget is \$875,000, or \$291,000 for each unit of new construction of permanently deed restricted housing with all units count on the Town's Subsidized Housing Inventory. These project costs can be summarized as the land purchase/demo (\$320,000), the engineering and permitting costs done by NOAH (\$240,000), the construction costs done by Transformations (\$200,000), and the final grant to Property

Acquisition Group (\$115,000). The project will finish in 2018.

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. So far the Program has awarded 56 grants for over \$171,000, and 55% of the grantees are senior households, and in FY17 5 grants for a total of \$24,200. The easy-to-submit application can be found on the Town's website.

The Sudbury Housing Trust performs lottery, resale and monitoring agent services for Sudbury and other neighboring communities, 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. In FY17, the Trust received \$63k fee revenue. This revenue is used to fund the small grants program and dedicated staffing through consultants and the RHSO.

The FY17 fiscal year started with a carryover balance of \$271k, and collected fee revenue of \$63k and CPA appropriations of \$202,600. The expenses for the FY17 fiscal year were \$97k, including Home Preservation expenses, the Small Grants Program, lottery advertising expenses, salaries and administration. Details can be found on the Sudbury Housing Trust web page. The Trust ended the Fiscal Year on June 30, 2017 with a balance of approximately \$458,472.

The Trust has requested the 10% CPA housing allocation for FY19, to fund the Coolidge Phase 2 as well as its Home Preservation Program, funds permitting. The Coolidge Phase 2 preserves the 10% safe harbor for Sudbury, and requires a local contribution to support the state funding request. The Trust has committed \$250,000 to the Coolidge Phase 2.

The Board is currently organized with Lydia Pastuszek as Chair, Robert Morrison as Vice-

Chair, Susan Iuliano as Selectman representative and at-large Trustees Kelley Cronin, Cynthia Howe, and Andrew Kaye. The Trust is supported by the RHSO and Meagen Donoghue, Director of Planning and Community Development.

Respectfully submitted,  
*Lydia Pastuszek, Chair*  
*Robert Morrison, Vice Chair*  
*Kelley Cronin*  
*Cynthia Howe*  
*Susan Iuliano*  
*Andrew Kaye*



## Zoning Board of Appeals

The 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 2017 members of the ZBA included John Riordan (Chair), William Ray (Clerk), Jonathan G. Gossels, Jeffrey P. Klofft, and Nancy G. Rubenstein. Associate members were Benjamin D. Stevenson, Jonathan W. Patch, Frank Riepe, and Jonathan O'Brien.

The ZBA derives its authority and jurisdiction from Massachusetts General Law (MGL) c.40A, as well as from Sudbury's local Zoning Bylaws. The ZBA acts as one of Sudbury's special permit granting authorities, with a broad range of responsibilities on issues regarding property development and land use. The Board also hears applications for comprehensive permits for proposed housing developments under MGL c.40B. The ZBA additionally considers requests for relief from the Town's Zoning Bylaws when applicants believe literal enforcement would cause hardship, and that granting such relief would not significantly impair public welfare, or cause detriment to adjoining lots.

The ZBA strives to provide fair and impartial hearings and to act upon applications in a manner consistent with its interpretation of the Town's Zoning Bylaws. In 2017, 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

Thirty-One (33) new cases were filed during 2017 with action on new and pending cases as follows:  
33 requests were considered.  
2 requests were withdrawn without prejudice.  
2 requests were denied.  
1 request was continued to 2018.

17-1 PROS'S HOME SERVICES AND CHRISTINA GILL, 429 Dutton Road  
Special Permit to build a 2 car garage and a mud room on grade level. APPROVED\*

17-2 J.N.G. REALTY TRUST, MICHAEL COUTU, Lot 2 Lafayette Drive  
Variance for parking lot use of an open lot. WHITDRAWN

testimony from residents and other interested parties representing a cross-section of the community. The applications reviewed by the Board in 2017 continue to reflect the growth of the Town.

As part of its decision-making process, the ZBA receives assistance from various Town employees and boards. As development issues become more complex, the sharing of information is critical, and the ZBA benefits greatly from such input. Of particular importance is the assistance received from the Town's Planning and Community Development Department, Building Inspector, and Design Review Board.

All ZBA meetings are conducted as open meetings to which the public is invited. All cases are a matter of public record and the documents pertaining to them are filed with the Town Clerk. The list that follows identifies matters considered by the Board in 2017. 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.

During the Fiscal Year of 2017 the Zoning Board of Appeals received the total sum of \$21,978.05 from applicants in the form of non-refundable application fees and escrow accounts.

- 17-3 HEATHER CLEMENT – TAILS BY THE WAYSIDE, 882 Boston Post Road  
Special Permit Renewal for Kennel - 20 dogs on board plus a pet. APPROVED\*
- 17-4 WARRIOR HOMES, LLC. MARK R. GAINER AND SUSAN E. GAINER., 196 Horse Pond Rd  
Special Permit for construction of dwelling after demolition. APPROVED\*
- 17-5 NIKHIL BHOSREKAR, 317 Old Lancaster Road  
Special Permit for a chicken coop. APPROVED\*
- 17-6 HERB CHAMBERS BMW, 68 Old County Road  
Special Permit Renewal to operate an automobile sales and service Facility-Use Regulations #25.  
APPROVED\*
- 17-7 HERB CHAMBERS BMW, 68 Old County Road  
Special Permit Renewal for motor vehicle sales and Rental-Use Regulations #12. APPROVED\*
- 17-8 HERB CHAMBERS BMW, 68 Old County Road  
Special Permit Renewal for motor vehicle general and body Repair-Use Regulations #13.  
APPROVED\*
- 17-9 HERB CHAMBERS BMW, 68 Old County Road  
Special Permit Renewal for motor vehicle light Service-Use Regulations #21. APPROVED\*
- 17-10 AMY HANSEN, 114 Morse Road  
Special Permit for a chicken coop. APPROVED\*
- 17-11 PETER AND MARIA PANAGOPOULOS, 319 Hudson Road  
Special Permit to install a swimming pool. APPROVED\*
- 17-12 MICHAEL DIMODICA, 22 Curry Lane  
Special Permit for construction of dwelling after demolition. APPROVED\*
- 17-13 BRIAN & EMILY COOPERMAN, 26 Hollow Oak Drive  
Special Permit for an existing accessory dwelling unit. APPROVED\*
- 17-14 RACHEL & DREW STOCKER, 11 Walkup Road  
Special Permit for an accessory dwelling unit. APPROVED\*
- 17-15 HENRY CAVOOTO, 338 North Road  
Appeal of Building Inspector's Decision. DENIED
- 17-16 SIGN ART, JOSEPH CRAVE, RITE AID, 437 Boston Post Road  
Special Permit for a directional sign. APPROVED\*
- 17-17 AVA VERNOOY, 17 Allene Ave.  
Special Permit for construction of a 14' x 14' square foot addition with a 36' x 28' square foot  
garage and open lean-to. APPROVED\*
- 17-18 EDYTA SZATKOWSKI AND NICHOLE SZATKOWSKI, 142 North Road  
Special Permit for an Organic Airbrush Tanning Salon. WITHDRAWN

- 17-19 DOROTHY COLLINS AND TERRANCE McCARTHY, 68 Churchill Street  
Special Permit for an existing accessory dwelling unit. APPROVED\*
- 17-20 ADAM KOLLOFF AND STEPHEN E. GRANDE III, 60 Union Ave.  
Special Permit to operate an indoor golf training. APPROVED\*
- 17-21 PEZHMON SADJADY, 551 Concord Road #1  
Special Permit for an existing accessory dwelling unit. APPROVED\*
- 17-22 JANICE & ROBERT POOLE, 24 Pelham Island Road  
Special Permit for an existing accessory dwelling unit. APPROVED\*
- 17-23 EDYTA SZATKOWSKI AND NICHOLE SZATKOWKI, 142 North Road  
Variance for an Organic Airbrush Tanning Salon. APPROVED\*
- 17-24 SETH HARDY & JENNY SORBLOM, 41 Concord Road  
Special Permit for a pet swine with less than 2.0 acres of land. APPROVED\*
- 17-25 JOSHUA KELLY & SANJIB MOHARTY, 9 Stonebrook Road  
Special Permit for a front porch addition, requesting relief of 2 feet on the front side.  
APPROVED\*
- 17-26 SALIM KASOUF, STONY BROOK MARKET & HONEY DEW, 29 Hudson Road  
Appeal of Building Inspectors' Decision. DENIED
- 17-27 DANIEL & KRISTIN TITUS, 102 Belcher Drive  
Special Permit for a dog kennel. APPROVED\*
- 17-28 JIN XIA, One Liberty Ledge, Mark Taylor, 40 McLean Drive  
Special Permit for a chicken coop. APPROVED\*
- 11-27 THE COOLIDGE PHASE I, 187 Boston Post Road  
Request a minor modification of Comprehensive Permit 11-27, deleting last two sentences of  
Condition No 6. APPROVED\*
- 16-21 THE COOLIDGE PHASE II, 189 Boston Post Road  
Request a minor modification of Comprehensive Permit 16-21, deleting last two sentences of  
Condition No 6. APPROVED\*
- 17-29 CHRISTY A. CLARK, 14 Hayden Circle  
Special Permit for psychotherapy home practice. APPROVED\*
- 17-30 STEPHEN & TARA NASH, 108 Pantry Road  
Special Permit for a detached accessory dwelling unit. APPROVED\*
- 17-31 ROBERTA KANAREK, 58 Lincoln Lane  
Special Permit to build a second bay and a one car garage. APPROVED\*
- 17-32 SALIM KASOUF, STONY BROOK MARKET & HONEY DEW, 29 Hudson Road  
Special Permit for sign. APPROVED\*

17-33 JEANNE ROSIER SMITH, 131 Bent Road  
Special Permit for a home studio for art workshops. Hearing on January 8, 2018.

Respectfully submitted,  
*John D. Riordan, Chair*  
*William Ray, Clerk*  
*Nancy G. Rubenstein*  
*Jonathan G. Gossels*  
*Jeffrey P. Klofft*  
*Benjamin D. Stevenson*  
*Jonathan W. Patch*  
*Jonathan F.X. O'Brien*  
*Frank Riepe*

# PUBLIC SAFETY



*Sudbury Firefighters Mike Desjardins and Alex Gardner extinguishing a fire on Brimstone Lane.*

## Building Department

The Building Department is responsible for issuing building, electrical, plumbing, gas, sign, and sheet metal permits. The department provides inspections for permitted work, and periodical certifications for compliance with the Massachusetts State Building Code. In 2017, there were 3510 combined trade inspections conducted. We accordingly handle complaints for safety issues, zoning, weights and measures, seek compliance and enforcement for non-compliance and maintain public files on properties in Sudbury.

As a public service department, we are here to meet with and assist the public with the following: Public information requests, questions and answers, permit applications, code and zoning interpretations, special permits, variances and building and zoning appeals.

We work in conjunction with such departments and committees as the Appeals Board, Assessors, Board of Health, Conservation, Design Review Board, Engineering, Fire, Historical Commission, Historic District Commission, Planning and Police.

The Building Department staff consists of:  
 Mark Herweck, CBO, Building Inspector, Zoning Enforcement Agent  
 Andrew Lewis, CLI, Assistant Building Inspector  
 Arthur Richard, Electrical Inspector  
 Robert Dempsey, Plumbing/Gas Inspector  
 Krista Butler, Department Assistant  
 Sheila Cuttell, Clerk

### Building Permits

Type of Permit	Number of Permits	Fees Collected	Construction Cost
Express: Solid Fuel Appliance	13	\$550.00	\$46,798.00
Addition (incl. with Remodel)	47	\$47,695.00	\$4,760,487.00
Express: Roofing, Siding, Windows	209	\$35,319.80	\$3,305,236.00
Solar	26	\$7,145.00	\$703,738.00
Remodel, Alteration, Repair	349	\$125,235.00	\$11,870,929.00
New: Primary Building	68	\$1,002,233.19	\$68,928,497.00
Sign, Awning, Canopy	11	\$570.00	\$31,925.00
Pool	15	\$5,860.00	\$552,975.00
Deck, Porch	42	\$7,530.00	\$742,980.00
Demolition: Primary Building	7	\$11,455.00	\$784,400.00
Foundation Only	7	\$24,852.00	\$1,710,800.00
Express: Temporary Tent	24	\$1,220.00	\$60,497.00
New: Accessory Building	7	\$5,250.00	\$415,000.00
Demolition: Accessory Building	4	\$3,630.00	\$248,000.00
Other	7	\$4,000.00	\$269,144.00
Express: Temporary Sign	1	\$40.00	\$1,250.00
	837	\$1,282,584.99	\$94,432,656.00

### Electrical Permits

Electrical Permits Issued	Fees Collected
728	\$181,367.17

### Gas Permits

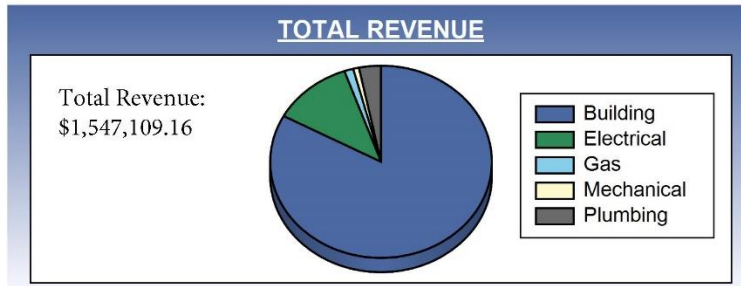
Gas Permits Issued	Fees Collected
400	\$20,398.00

### Mechanical Permits

Mechanical Permits Issued	Fees Collected
71	\$13,049.00

### Plumbing Permits

Plumbing Permits Issued	Fees Collected
413	\$49,710.00



Respectfully submitted,  
*Mark Herweck, Building Inspector*

## Dog Officer

<i>MONTH</i>	<i>TOTAL # CALLS</i>	<i>COMPLAINT CALLS</i>	<i>LOST DOG</i>	<i>LOST CAT</i>	<i>OTHER CAT RELATED</i>	<i>WILDLIFE</i>
JANUARY	85	2	4			10
FEBRUARY	35	5	2		1	1
MARCH	110	3	1			15
APRIL	90	10	1			6
MAY	118	9	5	1	1	20
JUNE	142	7	5	2		31
JULY	94	3	1	4	3	21
AUGUST	259	1	2	4	2	21
SEPTEMBER	100	5	2	1		20
OCTOBER	127	6	4	4	2	18
NOVEMBER	97	5	2		2	14
DECEMBER	124	2	6		2	9
<b>TOTAL 2017</b>	<b>1381</b>	<b>58</b>	<b>35</b>	<b>16</b>	<b>13</b>	<b>186</b>

<i>MONTH</i>	<i>MISC CALLS</i>	<i>PICKUPS</i>	<i>HUMAN/ ANIMAL- ANIMAL BITE</i>	<i>QUARANTINE ORDERS ISSUED/ RELEASED</i>	<i>CITATIONS ISSUED</i>
JANUARY	42	1	H-5 / A-0	13	0
FEBRUARY	19	1	H-0 / A-0	1	0
MARCH	54	4	H-2 / A-2	12	0
APRIL	61	2	H-0 / A-0	4	1
MAY	49	0	H-4 / A-3	16	0
JUNE	73	2	H-1 / A-0	11	0
JULY	40	3	H-2/ A-1	10	0
AUGUST	98	6	H-2 / A-0	6	107
SEPTEMBER	51	2	H-2 / A-1	7	2
OCTOBER	73	3	H-2 / A-1	8	0
NOVEMBER	51	2	H-2/ A-1	12	0
DECEMBER	35	2	H-2 / A-3	13	0
<b>TOTAL 2017</b>	<b>646</b>	<b>28</b>	<b>H-24 / A-12 =36</b>	<b>113</b>	<b>110</b>

**# DECEASED ANIMALS PICKED UP/DISPOSED OF BY ACO = 82 (INCLUDES 12 DEER)**

**# KENNEL INSPECTIONS COMPLETED/SUBMITTED TO TCO = 7**

**# ANIMALS SENT TO STATE LAB FOR TESTING = 5 (Includes 1 Unsatisfactory specimen; balance of 4 negative findings)**

**TOTAL # DOGS/KENNELS LICENSED FOR YEAR: 2,637**

Respectfully submitted,  
Jennifer Condon, Animal Control Officer



## Energy & Sustainability Committee

Sudbury's Energy and Sustainability Committee was formed by the Board of Selectmen in 2009 to help develop and implement policies, programs and projects to promote energy savings, renewable energy generation and sustainability planning. The Committee works closely with Town and School personnel, as well as regional and state authorities, to pursue Department of Energy Resources grants, identify energy and cost saving opportunities in buildings, review energy data, recommend best practices for energy procurement, and provide energy efficiency consulting to town committees, schools and the regional high school. The Energy Committee had an active and productive 2017, updates follow.

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

To date the 6,048 photovoltaic panels have generated over 7 million kWh of electricity. At the average annual usage of 8,064 kWh per Mass household the array has generated enough electricity to supply 860 households for a year! Also, this solar generation has offset 5,743 tons of carbon dioxide equivalent (CO<sub>2</sub>e) thus significantly lowering Sudbury's carbon footprint.

The landfill solar array was installed and is operated at no cost to the town. To date this facility has produced approximately \$700,000 in revenue, and has provided \$28,000 in Payment In Lieu Of Taxes, all while utilizing a previously unused land parcel.

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

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

These measures were implemented as a performance contract in accordance with MGL Chapter 25A, which requires that projects be self-funding, i.e. the value of the energy reductions must meet or exceed the cost of the contract, and be guaranteed by the Energy Services Company, so there is no increase in the tax rate to pay for this project.

All remaining energy savings measures were completed in 2017 and Sudbury is saving energy and is realizing operational improvements from these.

**2017 Green Communities Grants** – To date, the Energy Committee has been instrumental in obtaining grants, awards and rebates totaling over \$1,710,000.

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

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

These projects will reduce Sudbury's Municipal electric, natural gas and gasoline consumption to a measureable degree. In all, they are estimated to reduce our town-wide Municipal energy usage and green house gas emissions by almost 1.6%.

Significant work was undertaken on these projects in 2017, most were completed. Following are high level descriptions and statuses of the funded projects:

- a. Interior LED lighting upgrades for Loring, Curtis, Haynes, Nixon, Noyes, Atkinson and LSRHS have been completed and have received positive feedback.
- b. Refrigeration improvements for Curtis and Noyes school cafeterias have been implemented.
- c. Weatherization and air sealing for Curtis & Noyes have been completed.
- d. A Ford Focus Electric Vehicle (EV) for the Town Building Inspections department has been delivered and the public charging station has been completed and is operational at the DPW. Positive feedback from Town staff has been received.
- e. Goodnow Library EMS / Controls Upgrade – this is a complex project, and as it was being evaluated on-site additional issues were uncovered that needed to be rectified to maintain and increase HVAC operational efficiency. The Committee reviewed the updated project found it was well thought out, intelligently designed, will save energy and will provide better environmental control for the Library so voted to proceed. The project is currently underway.

**LSRHS Canopy Solar** – the 3,600-panel solar canopy, the first of its kind at a Massachusetts high school, was completed and interconnected in May 2015. This canopy saves the Lincoln Sudbury Regional High School over \$100,000 per year in energy costs, and the solar generation offsets over 1,000 tons of carbon dioxide equivalent (CO<sub>2</sub>e) annually.

**Residential Energy Aggregation / Community Choice Energy Supply** – the Energy Committee spent considerable time in 2017 spearheading the effort to offer Sudbury residents the option of

participating in a bulk aggregation electrical purchase.

Aggregation of electrical accounts and bulk electricity purchase has long been common for municipalities and larger business clients; however it is just starting to become more widely available for residential customers and small businesses. By purchasing electricity in bulk and having flexibility with the procurement cycle aggregators can offer a fixed long term electricity supply rate (one, two or three years) generally with a lower cost than individuals can get thru their local utility.

Aggregators offer access to renewable energy so a community can select to purchase a greater percentage of their electricity from Green renewable sources.

The option to offer Sudbury residents Residential Energy Aggregation was presented to the voters and approved at Town Meeting.

Sudbury, along with several area towns participated in the Metropolitan Area Planning Council (MAPC) collective competitive procurement for purchasing residential electrical power under an aggregation plan.

After an exhaustive evaluation, following all applicable state procurement guidelines, the MAPC committee chose Good Energy as the Aggregation Consultant as they were the most advantageous bidder in terms of technical quality and competence, experience and pricing.

A Department of Public Utilities (Mass DPU) hearing was held where Mass State approval for Sudbury, Arlington, Somerville and Winchester's residential aggregation programs was granted.

After the DPU approval was obtained, Good Energy, on behalf of Sudbury, went out to bid for potential Municipal Aggregation contracts.

Multiple responses for various contract durations were received. The Committee discussed and unanimously agreed that Dynegy offered the most competitive overall rate structure, terms, and inclusion of locally sourced green energy. Dynegy was also the Aggregation Consultant's recommendation.

The Community Choice Aggregation rate offered to Sudbury residents is \$0.10749. This rate includes 17% renewable energy (which drives additional renewable generation in our area), vs. the Eversource rate of \$0.10759 for July 2017 thru January 2018 which contains only 12% green power (by State Law).

By State law utilities adjust electricity prices every six months. The Eversource rates for the first year of the aggregation program are known and Sudbury residents, who participated, saved money with less expensive electrical rates, were protected from price fluctuations and were provided greener more environmentally friendly power!

Additional options were given to residents to receive 100% green power for a slightly increased price or receive electricity with only the State mandated green power component for a slightly lower price.

The Municipal Aggregation program is optional, each household was given a chance to not start under the Aggregation and those who are participating can opt out at any point penalty free. The program has been very successful with over 90% of eligible Sudbury residents participating.

In addition to providing Sudbury residents less expensive power and driving more renewable energy generation in the New England area this program also significantly reduces Sudbury's carbon footprint.

The Energy Committee 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 management.

The Energy Committee meets monthly in the DPW Building conference room. The meetings are posted on the Town website in advance and are open to the public. Visitors are always welcome.

Respectfully submitted,  
*William Braun, Chairman*  
*Rami Alwan*  
*Jim Cummings*  
*Edward Lewis*  
*Joe Martino*  
*Robert Morrison*  
*Kurt Reiss*  
*Mark Sevier*

## Facilities Department

The Facilities Department is responsible for the facility planning of all town owned buildings including the K-8 schools. The Department works with Town and School Departments to implement preventive maintenance programs, schedule and monitor renovations and repairs, and to apply energy conservation measures in all buildings. In addition, the Department assists with the planning for new construction and development projects that will enhance the town's ability to support the needs of the community. The Facilities Department works closely with the Capital Improvement Advisory Committee (CIAC), the Energy Committee, the Fairbank Community Center Task Force, and the Permanent Building Committee (PBC).

Some of the Facilities Department projects in 2017 include the following:

### **Energy Conservation Projects**

The Town received funding from a \$250,000 Green Communities Grant which was used to improve energy use at several town and school buildings by replacing the existing lights with LED lights. New lighting was installed at the Curtis Middle School, Peter Noyes School, Nixon School, Loring School, Haynes School, Lincoln Sudbury High School and the Atkinson Pool. In addition to the lighting, this GC Grant provided funding for the installation of refrigeration controls and weatherization enhancements at the Curtis and Noyes Schools. Digital controls will be installed at the Goodnow Library. All of these new enhancements will help reduce operating costs for the town.

### **Electric Vehicle and Charging Station**

The Green Community Grant and DOER Grant provided funds for the town to purchase its first electric vehicle and a dual head charging station that has been installed at the Department of Public Works Building at 275 Old Lancaster Road. A 2017 Ford Focus all electric vehicle was purchased and is being used by the Building Department to conduct daily inspections. The dual head charging station provides one Gateway unit for Ethernet communications and data

collection on charger. The charging station is available for public use.

### **Rooftop HVAC Unit Replacements**

Town Meeting approved funds to replace the aging rooftop unit at the Loring School. This unit provides cooling systems for the building.

### **Capital Items and Repairs**

A new tight tank for Fire Headquarters located at 77 Hudson Road was installed by the Public Works Department. New carpeting was installed at the Nixon School Library, Music Room and Spanish Room and new VCT flooring was installed in six classrooms at the Peter Noyes School. Carpeting was also replaced at the Goodnow Library. Selected doors and hardware at the Curtis Middle School were repaired and/or replaced. Replaced circulating pumps at the Curtis Middle School. Purchased a new van for the Town Electrician and replaced the old maintenance truck used by the Supervisor of Schools.

### **Sudbury Public Schools Playground Improvements**

At the May 2017 Town Meeting, funding was approved for playground repairs and for an in depth inspection report to identify any safety concerns. All deficiencies identified were repaired. Planning is underway for a new playground at the Haynes School for the summer of 2018 as well as other school and playground improvements.

### **Security/Access Control Systems**

Additional security cameras and access control card readers were installed at Curtis, Nixon, Haynes, Noyes, Loring Schools and the Goodnow Public Library.

### **Water Testing**

Sudbury participated in a water sampling program for lead and copper in town buildings as recommended by the Mass DEP. Tests were conducted at the Goodnow Library, Fairbank Community Center, Haynes, Noyes, Nixon, Loring, and Curtis Schools. Annual testing of

water helps to ensure lead and copper readings are below the state's actionable levels.

### **Electricity Aggregation Program**

The Town of Sudbury approved a Town-Wide Electricity Aggregation program to residents and business to purchase electricity. The primary goal of this program is to provide annual savings and rate stability. The program also offers participants renewable energy options from which to choose. After a competitive bid process, Dynegy was selected as our Electricity supplier for a 36 months period effective August 2017 through August 2020.

### **Fire Alarm Systems**

Fire Alarm systems were installed at Fire Station 2 and 3 and the Park and Recreation Building.

A new VESDA Fire Detection System was installed at the Hosmer House. The VESDA system is an air sampling smoke detection system designed for "very early smoke detection apparatus" and is tied into the existing fire alarm panel and monitoring system at the Hosmer House.

### **Fairbank Community Center Feasibility Study**

Solicited bids for designer services for the redevelopment of the Fairbank Community Center Complex. Designer services include data collection, market analysis, program identification, concept design and cost estimate, and an operational plan. Pros Consulting Inc. was selected as the designer.

### **DPW Offices**

Renovations at the Department of Public Works Department included the creation of a new

conference room and four additional office spaces for staff members currently located in the lower building.

### **Solar Array at the Landfill**

The Facilities Department is responsible for the monitoring of the energy flow through the solar array located at the closed landfill. The system produced over \$200,000 worth of electricity that the town will use for energy capital projects designed to save energy. LED lighting materials were purchased from this account for school and town buildings in conjunction with the work being done by the Green Communities Grant.

### **Sudbury Fire Station #2 – Boston Post Road**

The Facilities Department worked with Sudbury Fire Chief William Miles to solicit designer services for the construction of a new fire station on Boston Post Road. Kaestle Boos Associates Inc. was selected to prepare the design and construction documents. This project was presented at Town Meeting and received approval to proceed. However, the project did not pass at the Special Town Election.

### **Carding Mill Building**

New exterior siding and repairs were made to portions of the Carding Mill Building located at 102 Dutton Road by senior worker, Hal Streeter.

### **Loring Parsonage Museum**

The Facilities Department assisted the Permanent Building Committee and the Historic Society in the planning process to create a visitor center/museum at the Loring Parsonage.

Respectfully submitted,  
*James Kelly, Combined Facilities Director*

## Fire Department

The Sudbury Fire Department responded to a total of 2,067 emergency calls for assistance during calendar year 2017. The ratio of medical emergency calls to total calls continues to increase, with 62 % of the total being medical in nature. Fire based calls accounted for 38 % of the total responses.

Looking closer at the ambulance statistics, we see that 54 % of our transport patients were 65 years old and older. 65 % of the calls occurred between the hours of 6:00 am and 6:00 pm. Our Paramedics transported at the Advanced Life Support (ALS) Level 65 % of the time, and at the Basic Life Support (BLS) Level for the remainder of the calls. Of the 866 transports, we transported to one of the Boston hospitals, UMass Memorial Medical Center in Worcester, Newton-Wellesley Hospital, or the Lahey Hospital in Burlington 112 times, or 16 % of the time. Patients are transported to these specialty medical facilities based on a more acute illness or injury. Although we feel fortunate to be able to provide the best patient care possible, these longer transports sometimes result in the need for mutual aid from neighboring towns if a second call comes in while our ambulance is unavailable.

We received a call for a house fire at about 7:30 on the evening of Monday, January 16, 2017 at 15 Whitetail Lane. Sudbury Fire companies under the direction of Captain Stephen Glidden arrived to find the attached garage of the home fully involved in flames. The residents of the home had evacuated safely. With a hydrant right in front of the house, Sudbury Fire crews quickly began extinguishment with large volume attack lines. Once again, we were fortunate to receive mutual aid assistance from surrounding towns in bringing this fire under control. All of the Firefighters did a great job knocking this fire down and saving the structure of the home.

Our Training Officer, Captain Tim Choate, conducted a two part training session on the Unified Command System. During a large emergency incident, many town departments will need to work together. Any active threat in

Sudbury will require a multi-agency response. Similar training was held between 2002 and 2005, but with many of those personnel retiring or moving up the ranks, the time was right to refresh the lines of communication and plan for emergency responses.

Fire Prevention Officer Lieutenant Kevin Cutler conducted a Public Safety Day on Saturday, October 14, 2017. This year's Fire Prevention Week theme of "Every second counts, plan two ways out" tied into Lieutenant Cutler's classroom program where students are asked to create an "escape" plan. Post Road Auto of Marlboro donated a car that was used to demonstrate auto extrication and Papa Gino's of Sudbury donated pizza and drinks. It was a beautiful, sunny day and the event was well-attended.

HOPEsudbury contacted us with an interest in making a donation to support the Sudbury Fire Department. After a discussion, they graciously agreed to purchase 40 pairs of gloves suitable for our firefighters to wear as a part of their emergency response gear. We certainly appreciate their continued support.

Permit Funds received were based on the following numbers of permits issued in calendar year 2017:

656	Open Burning
305	Smoke Detector
12	Fire Alarm
71	Commercial Fire Alarm
21	Tank Removal
67	Oil Burner
32	LPG
8	Welding

A total of \$ 37,513 was collected in 2017 in permit fees.

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

Sudbury Fire Department personnel conducted over 700 residential inspections for smoke and carbon monoxide detector compliance, and oil burner and propane tank installations. The number of commercial inspection increased to 425 this year, compared to 300 last year, due to increasing development in Town.

Two important initiatives relating to the fire department were passed at the May Town Meeting. Funding was approved for a new ladder/pumper combination truck which should be delivered in late summer of 2018. In addition, funding was approved to hire four additional firefighter/paramedics to help run a second ambulance more often. These positions also required a ballot vote which passed at an election held on May 9, 2017. The last time personnel were added to the fire department was in 1978, so we certainly appreciate the support of the citizens in expanding our response capabilities.

As a result of votes taken at last year's town meeting, we were able to purchase and place a new Fire Chief's car and a new fully equipped fire ambulance into service during 2017. We also finished up the conversion from the old hard wired fire boxes to a new radio box system. Because an alarm is now transmitted by a radio signal, the need to maintain the hard copper wire hanging from the poles is eliminated. The Fire Department always depends on and appreciates the support we receive from the townspeople.

National Development made great progress in the redevelopment of the old Raytheon site off Route 20 in South Sudbury. The remaining Raytheon Buildings were torn down and the new Whole Foods store was completed and opened in early July. In addition, work began on new retail establishments, apartments, assisted living facilities, and condominium units. The Fire Department anticipates a substantial increase in emergency responses as this project is completed.

In anticipation of this National Development project and other future development on Route 20, a proposal for a new Fire Station 2 was brought before Town Meeting on October 16, 2017. The Fire Department presented their case for additional staffing and the need to house an

additional ambulance on the ever expanding south side of Town. The article passed overwhelmingly at Town Meeting, but voters at the polls did not agree with the need for a new fire station and the measure failed at the December 11 election.

Several personnel changes took place during 2017. Firefighter/Paramedic Luis Forte resigned from his position in January of 2017 and was rehired in July. In addition, Firefighter/Paramedics Michael MacGregor, Celso Nascimento, and Brian Patterson began their careers in our department. Mike MacGregor, Celso Nascimento, and Kristoffer Keraghan completed the ten week recruit training program at the Massachusetts Firefighting Academy during this year. Brian Patterson is scheduled to attend in early 2018.

After serving on the Sudbury Fire Department for the past 36 years, including the last seven as Fire Chief, I will be retiring from my position on January 31, 2018. Sudbury is a wonderful town and I have always felt fortunate to be a member of this fire department and especially fortunate to have served as your Fire Chief.

It takes a great deal of cooperation throughout the Town to make the Sudbury Fire Department an efficient and effective organization. We rely on the competent assistance of many boards, committees, and Town employees, including the Town Manager's Office, the Board of Selectmen, the Finance Committee, the Department of Public Works, and the Police Department. As Fire Chief, I am grateful to have had the continued support and cooperation of the administration, the residents, and the businesses of Sudbury.

Respectfully submitted,  
*William L. Miles, Fire Chief*

**Assistant Fire Chief**  
John M. Whalen

**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/EMT**

Robert J. Beer  
Robert E. Boyd, Jr.  
Michael R. Desjardins  
Timothy Devoll  
Kyle R. Gordon  
Michael D. Hamill  
Gary F. Isaacs  
Joshua S. McLeod  
Michael J. Murphy  
Russell P. Place  
John E. Salmi

**Firefighters/ Paramedic**

Michael R. Donoghue  
Luis A. Forte  
William J. Francis  
Alex C. Gardner  
Kristoffer J. Keraghan  
Michael P. Kilgallen  
Nicholas J. Howarth  
Matthew D. MacDonald  
Michael E. MacGregor  
Michael A. Matros  
Daniel R. Mulgrew  
Celso L. Nascimento  
Brian R. Patterson  
Daniel J. Stanton  
Daniel K. Wells



## Police Department

We transitioned to a new records management software part way through 2017 that we feel will be a better platform moving forward allowing for us to better manage, analyze, and interpret various forms of data to include accidents and crimes. Having said that, the transfer of data may not be 100% given the challenges of transferring from one system to another. During 2017 the Sudbury Police Department logged 13,802 incidents with walk-in interactions in the area of 11,500. During this 12-month period, 54 individuals were taken into custody for various violations of state and local laws to include 15 arrests for operating a motor vehicle under the influence of alcohol and/or drugs. As well, 143 criminal complaints for various violations of state and local laws were filed with the Framingham District Court. Officers investigated 101 larcenies, 9 breaking and entering incidents into dwellings, 14 breaking and entering into motor vehicles, 5 assaults, 843 alarms, 917 medicals, 28 juvenile matters and 22 investigations into sex offences. The department also logged 560 motor vehicle accidents; 43 of which involved personal injury and, unfortunately, we had one motorcycle accident involving a fatality.

Patrolman Owen Griffin was promoted to Sergeant and Patrolman Erin Corey has been selected as Acting Sergeant to fill a vacancy of a Sergeant out injured. Patrolman Owen Boyle was selected as Detective. We welcomed three new officers from various communities. Officer Kyle Griffin returned to us from the Lowell Police Department. Officer Zackary Shay came to us from the Westport Police Department and Officer Victoria Wagner came to us from the New Bedford Police Department. Our Public Safety Center welcomed two new additions as well, Dispatcher Michael Amato and Dispatcher Brendan MacKeil joined us in March of 2017.

We remain committed to our youth with Officer Hutchinson assigned fulltime to the Sudbury Public Schools as their School Resource Officer continuing to forge invaluable relationships. The STARS Program curriculum (Students Thinking and Acting Responsibly in Sudbury) is ever

evolving to address the current challenges our students face in our ever-changing world. Working collaboratively with the schools remains one of our core missions to ensure the students feel safe as much as we keep them safe.

2017 paved the way for a new tool in our battle against substance abuse, mental health crisis and social welfare issues with the development of a Jail Diversion Program through Advocates. The program provides a full-time clinician to respond alongside police officers to calls involving individuals who are experiencing a mental health or substance use crisis, among other circumstances for those in crisis. The clinician, available to Hudson and Sudbury on a rotating basis, will be able to facilitate arrest diversions on the scene through treatment-based alternatives with the aim of reducing costly and unnecessary referrals to hospital emergency departments. We thank our community partners, The Sudbury Foundation and Our Lady of Fatima Community Outreach Ministry, as well as the community partners in Hudson, The Health Foundation of Central Massachusetts, Intel Corp, Unitarian Church of Marlborough/Hudson, and 577 Main Street LLC, for providing grants and/or support for the program.

An issue that continues is the volume of vehicular traffic as well as disrespectful operation. This has been and is consistently a quality of life concern for residents. Through the use of several speed monitoring/warning devices, we aim to educate motorists and ask they drive as if they were in their own neighborhood. Although enforcement is still required, we hope to lessen the need through the education process. Collectively, having everyone drive more appropriately promotes safer roadways. If everyone drove respectfully as if they were driving in their own neighborhood we feel it would make for a safer motoring public.

The State 911 Department continues offering grant opportunities that are utilized to offset dispatch salaries as well as training that is required to maintain necessary certifications. We

received approval for two separate grants under this funding opportunity in 2017. We applied for an additional grant from the U.S. Department of Justice that would have partially funded an additional officer under the COPS (Community Oriented Policing Services) program but, unfortunately, approval was given to larger more urban departments. Applications will continue to be submitted in the hope we will indeed receive approval.

We continue to settle into our new facility for which we are very appreciative. Our training room is being utilized more, providing a perpetual savings as we host additional courses providing free slots for our personnel. The improved safety, efficiency and stability of the station is a tremendous improvement. Our lobby has provided the requisite space for two separate kiosks, one for our prescription drug collection program as well as a sharps disposal. The prescription disposal program has continued popularity, collecting/incinerating well over 500 pounds of expired or unwanted medication in 2017. Thank you for participating and helping to make this program a huge success. Our sharps disposal program is gaining traction requiring us to increase the frequency of pickups. Both disposal methods are available 24/7 and we welcome residents to take advantage of the safe and easy access.

There are ever increasing challenges that we must face as community. The Sudbury Police Department remains committed to being part of the team facing these challenges. We look forward to assisting as best as possible while thinking in a proactive manner to better serve those in Sudbury.

The Police Department collected the following fees and fines during FY17:

Licensing fees	\$ 3,802.50
Paid detail admin fees	\$33,114.30
Copier fees	\$ 1,185.00
Total	\$33,101.80

Respectfully submitted,  
*Scott Nix, Chief of Police*

**Police Lieutenants**

Robert F. Grady  
John Perodeau

**Police Sergeants**

Todd Eadie (Retired October 2017)  
Erin Corey (Acting December 2017)  
James Espinosa  
Owen Griffin (December 2017)  
Nathan Hagglund  
Stephanie Howe  
Richard MacLean  
Wayne Shurling

**Police Officers**

Owen Boyle  
Timothy DaSilva  
Kyle Griffin (April 2017)  
Dylan Haldiman  
Alan Hutchinson  
Paul Johnston  
Ethan Karol  
Kenneth Loyer  
Michael Lucas  
Neil McGilvray  
Steven Milley  
Michael Pope  
Michael Rochette  
Kimberly Walch  
Paul Wigmore

**Police Matrons**

Deborah Griffin  
Carol Greenwood  
Trish Longo

**Special Police Officers**

Erica Abro  
Ronald B. Conrado  
Todd Eadie (October 2017)  
Noel Evers  
Andrew Garceau  
John Harris  
Daryl Jones  
Christopher Kelly  
John Longo  
Trish Longo  
Christopher McKenzie  
Thomas Miller  
Mathew Nardi  
Kevin Ostrander

Michael Ott  
Brett Rand  
Thomas Reynolds  
Wayne M. Shurling  
George W. Taylor  
Brian Willard  
Edwin Wright

**Dispatchers**

Michael Amato (March 2017)  
Deborah Griffin  
Trisha Longo

Brendan MacKeil (March 2017)  
Christopher McKenzie  
Shannon O'Brien  
Eli Rego (Resigned September 2017)  
George Taylor  
Mark Terkelsen

**Admin Personnel**

Carol Greenwood  
Julie Nichols-Scopa

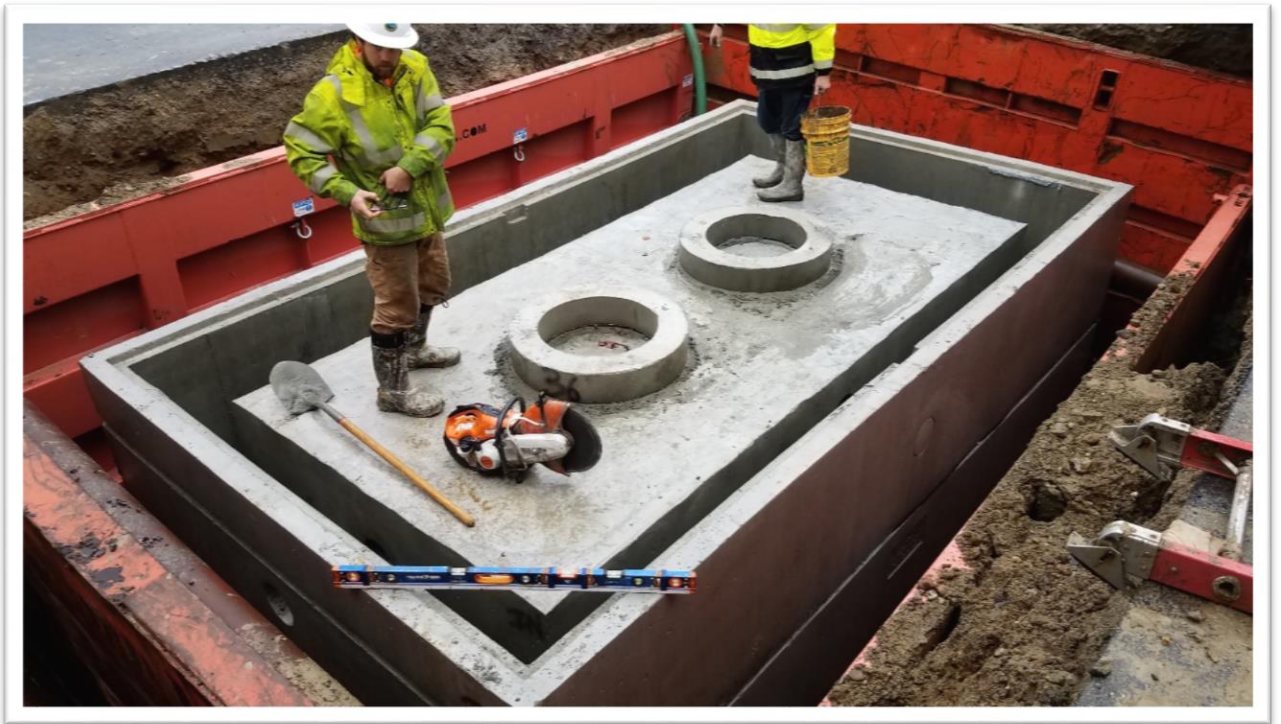
## Sealer of Weights & Measures

### 2017 - Sealer of Weights and Measures

Type of Device	# Tested	# Sealed	Fees
Gasoline Pumps	51	51	\$ 1,020
Scales 0# - 10#	6	6	\$ 90
Scales 10# - 100#	93	93	\$ 1,860
Scales 100# - 1000#	4	4	\$ 120
Scales 1,000# - 5,000#	1	1	\$ 40
TOTAL	155	155	\$ 3,130

Respectfully submitted,  
*Mark Herweck*

# PUBLIC WORKS



*This tight tank was installed at the fire station in October 2017. The tank collects wash water, which is considered industrial waste, from the Town's fire trucks and is pumped periodically. This method of collecting the wash water is far better for the environment than previously prescribed methods.*

## Engineering Division

The Engineering Division is responsible for the planning, design and construction of roadway projects, assists with maintaining compliance with various State and Federal programs such as National Pollutant Discharge Elimination System (NPDES) Phase II Stormwater, managing the town's street opening permit and trench opening permit programs, reviewing development and redevelopment plans to ensure roadway and utility changes conform to the town's construction standards, and inspecting modifications and expansions to the roadway and stormwater networks.

The Division also provides expertise to the operational divisions within the Public Works Department, other town departments, various boards, committees and commissions. They maintain an extensive Geographical Information System (GIS) and is the custodian of a large collection of irreplaceable paper plans and documents. In 2017 the department undertook the process of scanning and documenting all of the plans as a form of archiving.

The Engineering Division provided street line layout to sights throughout the town including

but not limited to Indian Ridge Road, Stockfarm Road, Lincoln Lane, Lincoln Road, Wadsworth Cemetery and Boston Post Road. This was to ensure the work done by the town is within the town's right of way. Additional general layout projects were provided for the spring and fall athletic field locations, election stakes and at Lincoln Gardens.

Multiple boundary, topographic and design projects were also advanced or completed. Some of the projects were at Wadsworth Cemetery, Central Fire Station, Senior Center, Fire Station 2 and the Melone pit site. Numerous construction layout projects were completed by the Engineering Department including the town center walkways, various accessible ramps and numerous drainage projects throughout the town.

The Engineering Division has performed more than 130 culvert inspections and continued the outfall reconnaissance / sample collection for the NPDES storm water permit, quarterly methane monitoring at the transfer station and the water elevation monitoring project.

## Highway Division

The Highway Division is responsible for the maintenance and repair of the town's roadway and sidewalk infrastructure including pavement markings, granite and bituminous curbing, street and regulatory signage, stormwater utilities and traffic islands.

### Stormwater Management

The Stormwater Management System consists of more than 58 miles of surface and subsurface drainage systems, 3,304 catch basin and manhole structures, and more than 280 drainage outfalls. In 2017, various construction projects were completed by town and contracted personnel including the design, engineering and installation of a large, dual (3,000 gallon inside a 7,000

gallon) tight tank at the fire station to capture and contain wash water.

In order to comply with the U.S. Environmental Protection Agency's (EPA) NPDES Phase II Stormwater Permit, the Highway Division continues to make every effort to remove silt, sand and debris from all the catch basins. Infrastructure age and various deficiencies in the stormwater systems throughout the town are a major cause of unscheduled overtime and emergency repair cost incurred by the town.

In an effort to minimize the amount of sand entering and further diminishing the capacity of the system, the Division has switched from a sand/salt mix to using straight salt and pre-treated

salt for winter snow and ice treatment. In addition, an aggressive and comprehensive post-winter street cleaning program is performed annually minimizing the accumulation of debris in the drainage system.

### **Pavement Management**

The Division performed scheduled maintenance, responded to various emergency repairs, and filled over 840 potholes in 2017. The Division maintained and replaced damaged guardrail, repaired more than 500 feet of sidewalk and installed 300 feet of berm throughout town. The Highway Division shares maintenance of the Sherman Bridge with the Town of Wayland. This

past year the Division replaced 14 deck planks, 4 rails and 4 top rails on the bridge.

Some of the projects completed in 2017 include the installation of 20 light posts around the Town Center and the installation of thermoplastic crosswalks. The Highway Division removed 26 painted crosswalks and replaced them with 26 new thermoplastic crosswalks. Additionally, 138 crosswalks, 98 stop lines and 13 parking lots were striped throughout town. New pedestrian activated flashing LED crosswalk signals were installed at Concord and Morse Road and various regulatory/informational signs were replaced/installed throughout the town.

## **Transfer Station**

The Transfer Station is responsible for managing the Town's solid waste to preserve and protect public health and the environment. The Division manages the collection of refuse and recycling from approximately 25% of the town. Compacting units have enabled the town to collect more recycling and make fewer trips to the recycling center for drop off. A new monitor building was constructed to enhance the services and visibility of the operations. The old building was removed to improve site lines for safety. In

2017, the Division sold 2,109 sticker permits to residents providing access to the solid waste and recycling services offered at the facility. The Transfer Station continues to provide excellent customer service at reduced costs to the residents through fees collected for divisional services and marketing of the recyclables. The Transfer Station hauls approximately 550 tons a year in refuse and collected approximately 575 tons in recyclables.

## **Trees & Cemetery Division**

The Trees & Cemetery Division is responsible for the management of the town's estimated 5,600 public shade trees. The town's shade trees, while providing a great public amenity to the town, require routine maintenance so they do not become a public liability. The tree crew performs monthly surveys to determine hazardous trees and diseases and takes corrective action to minimize damage and response during severe weather events. The Division is responsible for the cleanup and removal of storm debris. Roadside mowing was performed on 52 roads as well as line-of-sight and tree pruning along

various roads within the town. The Tree Division routinely responds to resident's inquiries and requests for service. During 2017, 90 trees were removed from the town's right-of-way. 17 of these were removed by a contractor working for the town, while the remaining 73 trees were removed by Eversource. In addition, 35 stumps were ground by the town's contractor.

The Cemetery Division staff continues to perform grave openings and performed 56 interments (27 cremations and 29 full burials) at the town's 7 cemeteries.

## **Parks & Grounds Division**

The Parks & Grounds Division provides safe and well-maintained facilities along with the Parks & Recreation Division. Many of the tasks performed this year include the following:

- Installed sanitary dog waste stations at all dog walking sites.
- Repaired SMILE playground surface for code compliance.
- Installed 30 yards of engineered wood fiber to SMILE Playground.
- Installed foul poles chain link fence around the 90' diamond at Haskell Field.
- Performed an independent safety test of Cutting Field.
- Painted 2 pickle ball courts at Feely Tennis Court.
- Maintain playground at Haskell Field.
- Maintain irrigation systems at five playing fields and buildings.
- Maintain five trucks with plows, 2 John Deere tractors, 4 trailers and various grounds maintenance equipment.
- Layout and lining of playing fields: 16 soccer, 12 baseball, 5 softball, 6 lacrosse and 1 field hockey.
- Maintain tennis courts, synthetic field at Cutting and dock at Willis Lake.
- Participate in all snow removal and ice management with the entire Department.
- Maintain Ice Rink at Featherland.
- Maintain trees on all property managed by the Parks & Grounds Department.

Respectfully submitted,

*Daniel F. Nason, Director of Public Works*



# IN MEMORIAM

**ROBERT C. ALBEE (1945-2017)**

Sudbury Resident: 1949-2001

Firefighter: 1964-1997

**AGNES BROOKS (1936-2017)**

Sudbury Resident: 1957-1994

SPS Secretary: 1974-1994

**SALLY JO (RANCIER) CAIRA (1940-2017)**

Sudbury Resident: 1964-1994

Fairbank School Recess/Lunch Aid

Green Landscaping at the Dump (GLAD): 2007-2011

**JUDITH COPE (1940-2017)**

Sudbury Resident: 1940-2017

Board of Selectmen: 1988-1994

Conservation Committee: 1976-1981

-Wetlands Subcommittee (to Conservation): 1978

Inclusionary Zoning Study Committee: 1990-1992

Metrowest Growth Management Committee: 1992-1993

Middlesex County Advisory Board Designee: 1988-1993

Operational Review Board for Septage Disposal Committee: 1976-1983

Planning Board: 1987-1988

Route 20 Task Force: 1987

Sudbury VNA Representative: 1991-1992

**MARY ELIZABETH KELLEY CORR (1927-2017)**

Sudbury Resident: 1960-1994

SPS Employee: 1976-1982

**ELLEN SOWLES CRON (1927-2017)**

Sudbury Resident: 1961-2017

Assessor's Office: 1968-1973

Earth Decade Committee

Goodnow Library

Senior Center: 2006-2012

Sudbury Historic Commission

**MARSHALL DEUTSCH (1921-2017)**

Sudbury Resident: 1968-2017

Election Worker: 1990-1991

**FAY HAMILTON (1922-2017)**

Sudbury Resident: 1961-2017  
Haynes School Librarian  
Dog Leash Study Committee: 1963-1964  
Election Worker: 1968-1998

**DON HUTCHINSON (1929-2016)**

Sudbury Resident: 1976-2016  
Election Worker: 2012-2016  
Finance Committee: 2001-2003

**JOSEPHINE KIESEWETTER (1929-2017)**

Sudbury Resident: 1973-2004  
Election Worker: 2000-2002

**NEIL J. MCGILVRAY (1944-2016)**

Sudbury Resident: 1996-2003  
Police Patrolman: 1983-2001

**ANN E. (BETSY) MOSHER (1948-2017)**

Goodnow Library Children's Librarian: 1972-2011

**VIRGINIA NATALE (1938-2017)**

SPS Payroll & Transportation Manager: 1997-2008

**ALBERT PALMER (1931-2017)**

LSRHS Mathematics Teacher: 1964-1993

**BARBARA L. PONTECORVO (1933-2017)**

SPS Staff: 1967-1992  
Sudbury-Wayland Earth Decade Committee: Founder (now Sustainable Sudbury)

**HARRIETT P. RITCHIE (1924-2017)**

Sudbury Resident: 1950-2003  
Sudbury Historical Commission: 1983-1999

**BRENTON CLARK TAYLOR (1940-2017)**

Sudbury Resident: 1978-2017  
Sudbury Water District Treasurer: 2011-2017

**LAWRENCE W. TIGHE (1924-2017)**

Sudbury Resident: 1946-2016  
SPS Committee: 1952-1966  
Steering Committee: 1955-1957

**MARY H. NORTON WALSH (1929-2017)**

Sudbury Resident: 1959-2017  
Assistant Assessor: 1989-1997  
Board of Assessors (Clerk): 1969-1989  
Assistant Registrar: 1980

*Back Cover: Haynes Meadow Conservation Land trail. Photographed by Debbie Dineen.*

