

# Town of Sudbury Massachusetts



## OFFICIAL WARRANT 2009

**ANNUAL TOWN ELECTION**  
Including Regional District School Committee

**March 30, 2009**

Polls Open 7:00 A.M. to 8:00 P.M.

Precincts 1, 2 & 5 - Fairbank Community Center, Fairbank Road

Precincts 3 & 4 - Sudbury Town Hall, Concord Road

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## ANNUAL TOWN MEETING

**April 6, 2009      7:30 P.M.**

Lincoln-Sudbury Regional High School Auditorium

**BRING THIS BOOK WITH YOU**



**TOWN OF SUDBURY  
2009 ANNUAL TOWN MEETING WARRANT**

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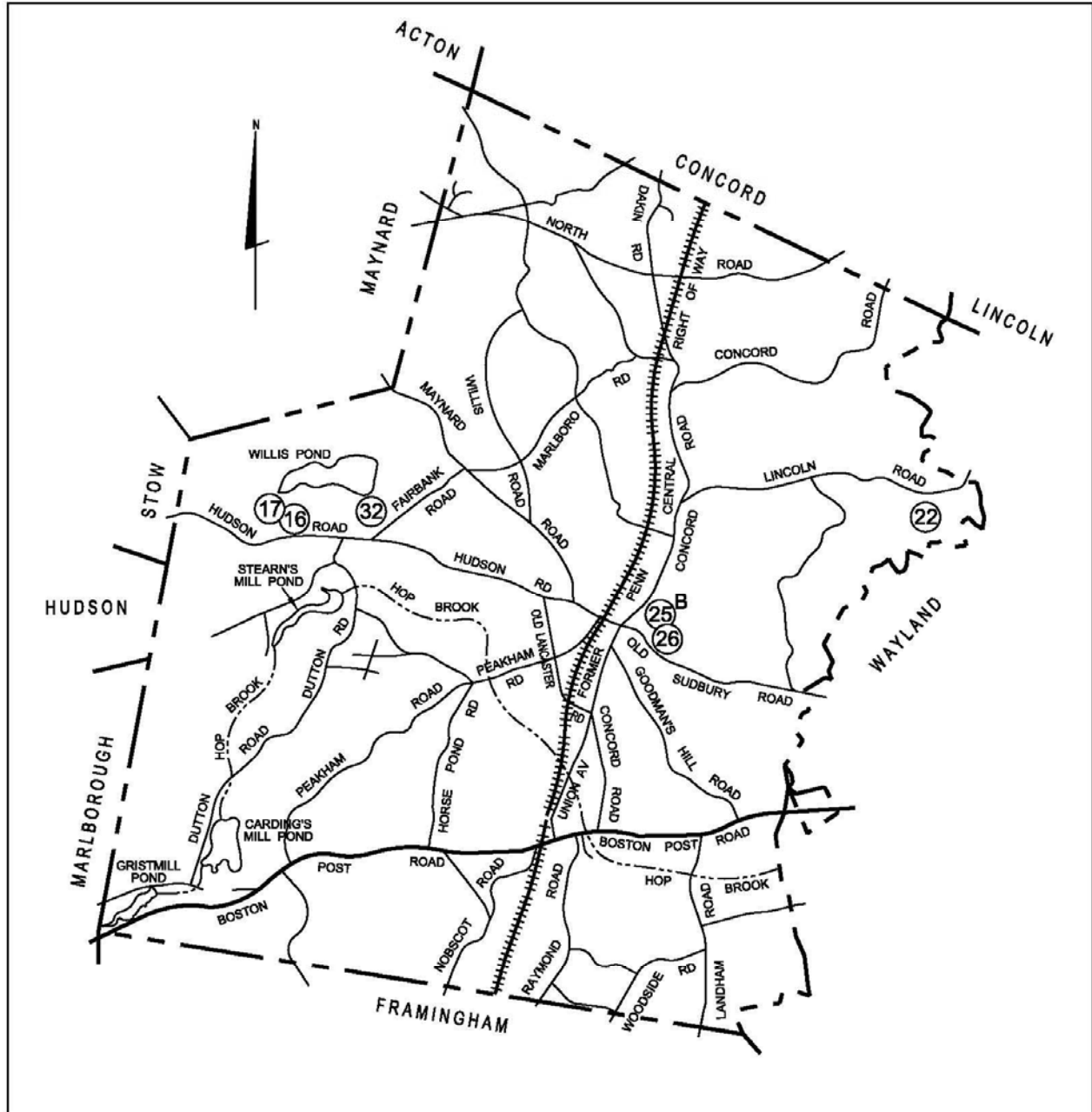
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# ARTICLE LOCATION MAP



**ACCESS TO LINCOLN-SUDBURY REGIONAL HIGH SCHOOL and**  
**PROVISIONS FOR THE DISABLED**

The Board of Selectmen wishes to accommodate the attendance and participation of persons with disabilities at Town Meeting. As such, we urge those who may require particular accommodations to read the following carefully.

**Parking:** “HP” parking spaces are provided at two different locations: 1) the main entrance at the upper level (which will require using an elevator to the lower level to check in and to access the auditorium) and 2) the main parking lot to the right (east) of the school. From this location, you may also be dropped off at the entry walkway – a clear path to the entrance doors, leading directly to the check-in tables and the auditorium. Police on duty will provide assistance as needed, or requested.

**Auditorium Balcony:** The balcony can only be accessed from the Main Level. From the lower level of the building, you may use either the stairs or the elevator to gain entrance to the balcony – the upper level of the auditorium. The Moderator has ruled that if there is adequate seating on the main floor, the balcony **will not** be opened.

**Persons with Ambulatory Disabilities:** Spaces for persons who use wheelchairs will be available at the front and at the rear of the auditorium. For those who use assistive devices to ambulate, seating will be reserved at the rear of the hall and may be used if desired.

**Persons who are Blind or have Vision Impairments:** Reserved seating will be available at the front of the auditorium for persons with vision impairments who prefer to be close to the overhead projector. Large print materials will be made available where possible. We encourage those making prepared, formal presentations to have copies of viewgraphs, especially motions, available in large print.

**Persons who are Deaf or have Hearing Impairments:** A limited number of headphone amplifiers connected to the public address system are available for the use of persons with hearing impairments. Please ask for Mary McCormack when you enter the auditorium to obtain one of these amplifiers. For persons who are deaf and require a sign language interpreter, please contact the Selectmen’s Office no later than March 20, 2009. As there is great demand for qualified interpreters, advance notice will facilitate their availability.

**Restrooms:** Restrooms are located across the hall from the auditorium.

**Refreshments:** Coffee and other refreshments are located in the High School corridor near the main entrance on the same level as the auditorium. Refreshments may not be consumed in the auditorium.

**If you have any questions regarding these, or any other matters which address accommodations, please contact Mary McCormack (978) 639-3382; or the Massachusetts Relay service of VERIZON: 1-800-439-2370 (V/TDD).**

## SUMMARY OF BASIC TOWN MEETING PROCEDURES

Only registered voters and Town employees may speak without leave of the Hall.

All votes are by majority unless otherwise announced. Votes will first be taken by a show of hands while sitting. If the Moderator is in doubt, then a standing vote will be taken. If the Moderator is still in doubt, then tellers will count the Hall. If a voter is in disagreement with the Moderator's call of a sitting or standing vote, the voter may challenge the call by immediately standing and saying loudly, "I challenge the vote!" If six additional voters support the challenge, the vote will be counted. If you are in attendance because of a matter of particular interest to you, it is unwise to "bolt" the Hall immediately after the vote is taken. It may be that someone will seek a count of the vote or will seek reconsideration.

The Moderator will not vote - even in the case of where the Moderator's vote would break or create a tie.

The order of speaking is controlled by tradition and Article II, §10 of the Town Bylaws. The proponents of an article make the first motion under the article. A second is then required. The proponents then make a presentation in support of the motion. The Finance Committee is next recognized, followed by the Selectmen and any other boards, which are required to report on the article. After the Town boards have spoken, Town Meeting proceeds to general debate on the matter and a vote.

Until everyone who wishes to be heard has been heard, no person may speak more than twice on a matter except to correct an error or answer a question. The initial presentation by the proponent(s) of an article may not exceed a total of ten minutes in length, and no other speech may exceed five minutes in length unless consent is given by a majority of those present and voting.

Please raise your hand when you wish to be recognized by the Moderator to speak. After being called upon by the Moderator, kindly go to a microphone to speak or wait for one to be passed to you at your seat. We expect to have microphones at each side and in front on the auditorium floor as well as runners with microphones to service voters in the middle of the aisle and, if necessary, the balcony. The basic record of Town Meeting is made on audiotape and your remarks will not be recorded if you do not speak from a microphone. Each and every time you speak, you should begin by giving your name and your address again so the record can be clear.

Budget: By tradition in Sudbury a motion is first made by the Finance Committee proposing a budget that would be limited to the amount which would be required to finance the Finance Committee's budget proposal. This limiting motion will only seek a declaration from the Hall as to the overall limit on the budget. A vote in favor of the motion will not mean that Town Meeting has voted for the particular distribution of the total amount as set forth in the Warrant.

After voting on the limiting motion, Town Meeting will address the budget in the usual way and finally vote on that budget:

1. The Moderator will read the budgets in numerical order by title. If anyone has a motion to amend or a question, just raise your hand. For example, the Moderator will say "200 Public Safety, does anyone have a motion to amend or a question involving 200 Public Safety?"
2. If someone has a motion to amend, it should be in one of two forms.
  - a. For example, "I move to increase 200 Public Safety to the sum of \$X and to reduce 600 Culture and Recreation to the sum of \$Y." The two must balance. **OR**

- b. For example, "I move to reduce 200 Public Safety to the sum of \$X."

A motion simply to increase a line item will not be accepted. This is so because consideration of the budget will have been preceded by the vote limiting the total budget amount.

3. The Hall will debate and vote on any motion to amend.
4. Town Meeting will arrive at the end of this process with a main motion on the budget as it may be amended, and then vote on it.

Motions for Reconsideration: The Town Bylaw on Motions for Reconsideration is somewhat complex. If reconsideration is sought of a matter which has been voted upon during the same night of Town Meeting, a two-thirds vote is required. If reconsideration is sought after the close of the session at which the action was taken, a unanimous vote is required unless by noon of the day after the session a written notice of intent to seek reconsideration signed by 15 voters who attended the session at which the action was taken is filed with the Town Clerk. If that occurs, the Moderator will announce it at the next session and further announce that reconsideration will be the first order of business at the next following session unless the Warrant is completed that night, in which case it will be the last order of business that night. A two-thirds procedural vote to reconsider the matter is then required before the original substantive motion can be discussed and voted. The tradition in Sudbury is not to grant reconsideration except for a misstatement of fact so great that it changed the outcome of the original vote. In the last three decades, reconsideration has been granted less than a handful of times.

All substantive motions, and that includes all main motions and motions to amend a main motion, must be provided to the Town Clerk and the Moderator in writing. Again, this is so there will be an accurate record of the meeting. Except when specifically requested by the Moderator, it is not necessary that the written motion be given to the Moderator, Town Clerk and viewgraph operator before it is actually made, but it should be furnished immediately thereafter.

Adjournment of any session will occur upon completion of the article under discussion at 10:30 P.M. unless there is a two-thirds vote to do otherwise.

## **CONSENT CALENDAR**

To expedite Town Meeting and save valuable time for discussion of key issues, Sudbury has used the "Consent Calendar" to speed passage of articles that appear to raise no controversy. The purpose of the Consent Calendar is to allow the motions under these articles to be acted upon as one unit and to be passed by a unanimous vote without debate. **THE CONSENT CALENDAR WILL BE TAKEN UP AS THE FIRST ORDER OF BUSINESS AT THE COMMENCEMENT OF THE FIRST NIGHT OF TOWN MEETING.**

At the call of the Consent Calendar, the Moderator will call out the numbers of the articles, one by one. If any voter has doubt about passing any motion, or wishes an explanation of any subject on the Consent Calendar, the voter should stand and say the word "hold" in a loud, clear voice when the number is called. The Moderator will then inquire as to whether the request to hold is for a question or for debate. If the purpose of the request was merely to ask a question, an attempt to obtain a satisfactory answer will be made, and if that occurs, the article will remain on the Consent Calendar absent a further request to hold. If the purpose of the request was to hold the article for debate, the article will be removed from the Consent Calendar and restored to its original place in the Warrant, to be brought up, debated and voted on in the usual way. No voter should hesitate to exercise the right to remove matters from the Consent Calendar; it is the view of the voters as to the need for debate that is supreme, not that of the Town Officials who put together the Consent Calendar. However, it is

hoped that voters will remove articles from the Consent Calendar only in cases of genuine concern. In past years, it has occasionally happened that articles were removed from the Consent Calendar and when reached in the normal course, passed unanimously without debate, thus indicating that the initial removal request was, perhaps, not fully considered before being exercised. After calling out each individual article in the Consent Calendar, the Moderator will ask that all articles not removed from the Consent Calendar be passed as a unit by a unanimous vote.

Please review the list of articles and motions proposed for the Consent Calendar that follows. Complete reports are to be found under each article printed in this Warrant. If you have any questions about the articles, motions or procedure, please feel free to call the Town Manager's office at (978) 639-3381 before Town Meeting.

### **CONSENT CALENDAR ARTICLES AND MOTIONS**

**ARTICLE 10. CHAPTER 90 HIGHWAY FUNDING:** Move in the words of the article.  
(See article at page 7.)

**ARTICLE 11. REAL ESTATE EXEMPTION:** Move in the words of the article.  
(See article at page 7.)

**ARTICLE 12. TOWN/SCHOOL REVOLVING FUNDS:** Move in the words of the article.  
(See article at page 8.)

**ARTICLE 14. AMEND BYLAWS, ART. XV.1 – BUILDING PERMIT FEES:** Move in the words of the article. (See article at page 10.)

**ARTICLE 15. AMEND BYLAWS, ART. V, PUBLIC SAFETY, S.3 REGULATION OF DOGS – INCREASE LICENSE FEES:** Move in the words of the article. (See article at page 11.)

**ARTICLE 18. AMEND BYLAWS, ART. V (D) FIRE ALARM SYSTEMS, S.6 – RESTRICTIONS ON TAPE DIALERS AND SIMILAR AUTOMATIC TELEPHONE DEVICES:**  
Move in the words of the article. (See article at page 13.)

**ARTICLE 28. COMMUNITY PRESERVATION FUND, AMEND ART. 41 OF THE 2006 ATM, HEARSE HOUSE RELOCATION AND RESTORATION – EXTEND TIME OF COMPLETION:**  
Move in the words of the article. (See article at page 27.)

**ARTICLE 29. COMMUNITY PRESERVATION FUND, AMEND ART. 27 OF THE 2007 ATM, HOUSING UNIT BUY-DOWN – EXTEND TIME FOR EXPENDITURE OF FUNDS:**  
Move in the words of the article. (See article at page 28.)

**ARTICLE 30. COMMUNITY PRESERVATION FUND, AMEND ART. 43 OF THE 2006 ATM, HOUSING AUTHORITY UNIT BUY-DOWN – EXTEND TIME FOR PROJECT COMPLETION:**  
Move in the words of the article. (See article at page 28.)

**ARTICLE 32. CLARIFICATION OF TITLE – 11 BUTLER PLACE:** Move in the words of the article for the sum of \$1.00. (See article at page 30.)

## A MOTION PRIMER

Contrary to popular belief, an article in the Warrant is not “self-starting.” If an article were to be called up, and nobody makes a motion under it, the article would simply be “passed over”, and whatever action had been contemplated thereby would not occur. It is a motion, which puts an article “in play,” and it is the motion, *not the article*, which is actually voted upon. Thus, while speakers may refer to passing, defeating, or otherwise dealing with “the article,” in fact and in law, what the meeting deals with, debates, and votes upon are motions, not articles. The article in the Warrant serves only the purpose of letting the voters know what may come before the meeting and the outside scope of what may be considered. It may be that a speaker will question whether a certain motion is “within the four corners of the article.” Such a challenge requires the Moderator to determine whether the motion should be allowed, as being within a reasonable reading of the article as printed in the Warrant, or be ruled out of order as being beyond the legitimate subject matter of the article.

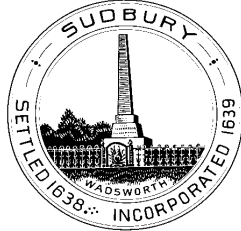
Many times the first or “main” motion under an article, will be “Move in the words of the article.” By making such a motion, the speaker is adopting the article as his or her motion thereunder. This can only be done where the language of the article is drafted in such a way that it is appropriate for simple adoption as a motion. Whenever the presenter’s motion differs from the wording in the Warrant, the presenter must point out and explain those differences to the Hall.

Frequently there will be a motion “to indefinitely postpone” an article. This motion, if adopted, kills the article for all intents and purposes for the Town Meeting. The motion is frequently used when proponents of an article have decided not to proceed with it but want an opportunity to explain to the meeting why they are, in effect, abandoning the article at this time. The motion also may be used by someone who wishes to defeat an article before it can be fully debated on the merits. In such cases it is important to understand that indefinite postponement can have the same effect as defeat which, in turn, can have significance with respect to some items, notably zoning matters, as to when the matter can again be considered by the Town.

You may hear a “Motion for the previous question,” or simply folks shouting “question.” This is a motion to terminate debate and requires a two-thirds vote to pass. The Moderator has discretion as to whether to accept a motion for the question, and it will be refused if the Moderator does not believe there has been a fair opportunity for debate as of the time it is made. However, once made and accepted by the Moderator and seconded, it is voted upon without debate. Upon passage, such a motion terminates the debate then occurring and requires an immediate vote on the substantive or procedural matter on the floor.

For those who may have participated in other parliamentary activities, the frequently heard “Motion to Lay on the Table” used in other forums is almost never used in Sudbury. The tradition here is to use the “Motion to Indefinitely Postpone” to perform the “killing” function of the motion to table, and to use a “Motion to Postpone to a Time Certain” to accomplish a “tabling” or temporary suspension of debate on a matter because of lack of information or other cause.

**PART I**  
**TOWN OF SUDBURY**  
**ANNUAL TOWN MEETING**  
**WARRANT**



Commonwealth of Massachusetts  
Middlesex, ss.

To the Constable of the Town of Sudbury:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Sudbury, qualified to vote in Town Elections, that voters residing in Precincts 1, 2 and 5 should meet at the Fairbank Community Center and voters residing in Precincts 3 and 4 should meet at the Town Hall in said Town on Monday, March 30, 2009, at seven o'clock in the forenoon; then and there to choose by official ballot in accordance with law, one Moderator, one member of the Board of Assessors, two Goodnow Library Trustees, one member of the Board of Health, two members of the Board of Park and Recreation Commission, one member of the Board of Selectmen, two members of the Sudbury School Committee and two members of the Planning Board, all for three years; and one member of the Sudbury Housing Authority for five years. Included as part of the Annual Town Election will be an election of two members for three years each to the Lincoln-Sudbury Regional District School Committee.

Polls will open at seven o'clock in the forenoon and will be closed at eight o'clock in the evening.

And you are required to notify and warn the inhabitants of said Town qualified to vote in Town affairs to meet at the Lincoln-Sudbury Regional High School Auditorium in said Town on Monday, April 6, 2009, at 7:30 o'clock in the evening, then and there to act on the following articles:

**ARTICLE 1. HEAR REPORTS**

To see if the Town will vote to hear, consider and accept the reports of the Town Boards, Commissions, Officers and Committees as printed in the 2008 Town Report or as otherwise presented; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

**ARTICLE 2.                   FY09 BUDGET ADJUSTMENTS**

To see if the Town will vote to amend the votes taken under Article 3, FY09 Operating Budget, of the 2008 Annual Town Meeting, by adding to or deleting from line items thereunder, by transfer between or among accounts or by transfer from available funds; or act on anything relative thereto.

Submitted by the Board of Selectmen. (Majority vote required)

BOARD OF SELECTMEN REPORT: This article will allow flexibility to review all accounts within the FY09 Operating Budget to make adjustments at the ATM, if necessary. The Board will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 3.                   STABILIZATION FUND**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the sum of \$197,955 or any other sum or sums, to be added to the Stabilization Fund established under Article 12 of the October 7, 1982 Special Town Meeting, pursuant to M.G.L. Chapter 40, Section 5B; or act on anything relative thereto.

Submitted by the Board of Selectmen. (Two-thirds vote required)

BOARD OF SELECTMEN REPORT: The FY10 State budget submitted by Governor Patrick recommends a new 1% tax on meals and hotels, estimated to bring in \$149,247,706 State wide, and \$197,955 for Sudbury. However, these new funds need legislative action for this to be authorized, and until that happens, it is difficult to have confidence in the projected amount that might come to Sudbury. Therefore, the Board recommends that these projected revenues be allocated to the Town's Stabilization Fund for FY10. The Stabilization Fund balance is still lower than recommended, and the Selectmen feel that some amount should be added to the Stabilization Fund each year as it is our rainy day fund and should equal at least 4% of our total operating revenues. Moreover, by not allocating these funds to ongoing operating budgets, if the State legislature does not enact this tax, or if they do but the tax brings in lower revenue than projected, painful budget cuts can be avoided after the fiscal year begins.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 4.                   FY10 BUDGET**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums, or any other sum or sums, for any or all Town expenses and purposes, including debt and interest, and to provide for a Reserve Fund, all for the Fiscal Year July 1, 2009 through June 30, 2010, inclusive, in accordance with the following schedule, which is incorporated herein by reference; and to determine whether or not the appropriation for any of the items shall be raised by borrowing; or act on anything relative thereto.

Submitted by the Finance Committee. (Majority vote required)

<b>EXPENDITURES</b>	<b>FY08 Actual</b>	<b>FY09 Appropriated</b>	<b>FY10 Non-Override</b>	<b>FY10 Fixed Growth</b>	<b>FY10 Request</b>
300: Sudbury Public Schools: Net	27,005,076	27,024,955	27,478,566	28,398,154	28,669,765
300: SPS Employee Benefits*	6,407,376	6,820,759	6,970,617	6,970,617	6,970,617
300: LS Operating Assessment: Net	16,514,863	16,429,156	16,853,557	17,327,317	17,928,146
300: LSRHS Debt Assessment	2,647,937	2,394,071	2,298,949	2,298,949	2,298,949
300: Minuteman Regional Assessment	224,404	237,788	264,922	264,922	264,922
300: Other Regional School Assessments	66,408	69,064	71,136	71,136	71,136
<b>Total: Schools</b>	<b>52,866,064</b>	<b>52,975,793</b>	<b>53,937,747</b>	<b>55,331,095</b>	<b>56,203,536</b>
100: General Government	2,233,748	2,256,312	2,237,060	2,270,040	2,347,284
200: Public Safety	6,083,062	6,144,549	6,065,502	6,291,778	6,328,610
400: Public Works	3,528,642	3,220,843	3,332,723	3,402,660	3,610,564
500: Human Services	538,824	529,205	524,332	556,658	563,913
600: Culture & Recreation	1,121,839	1,155,574	1,119,271	1,149,761	1,160,680
900: Town Employee Benefits	3,909,130	4,202,129	4,400,686	4,400,686	4,400,686
900: Town-wide Operating & Transfer	107,455	223,259	368,457	458,224	468,224
<b>Total: Town Departments</b>	<b>17,522,701</b>	<b>17,731,871</b>	<b>18,048,030</b>	<b>18,529,806</b>	<b>18,879,960</b>
700: Town Debt Service	4,472,354	4,347,060	4,261,604	4,261,604	4,261,604
<b>TOTAL: OPERATING BUDGET (not including Enterprise Funds)</b>	<b>74,861,118</b>	<b>75,054,724</b>	<b>76,247,381</b>	<b>78,122,506</b>	<b>79,345,100</b>

\* to be transferred to 900: Town Employee Benefits

SEE DETAILED LINE ITEM BUDGET IN THE FINANCE COMMITTEE SECTION, Part II of this Warrant. Finance Committee reports on each budget section are included therein.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports the Non-Override Budget.

FINANCE COMMITTEE POSITION: The Finance Committee recommends approval of the Non-Override Budget.

## **ARTICLE 5. FY10 CAPITAL BUDGET**

To see what sum the Town will vote to raise and appropriate, or appropriate from available funds, for the purchase or acquisition of capital items including but not limited to, capital equipment, construction, engineering, and design, including but not limited to renovation to buildings; and to determine whether this sum shall be raised by borrowing, lease purchase, or otherwise; or act on anything relative thereto.

Submitted by the Capital Improvement Planning Committee (Two-thirds vote required, if borrowed)

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>Capital &amp; Capital Articles</b>					
CIPC Items	585,303	513,042	523,383	535,383	535,383
Capital Expenditure Exclusions	405,000	0	0	0	0
<b>Total Capital &amp; Articles</b>	<b>990,303</b>	<b>513,042</b>	<b>523,383</b>	<b>535,383</b>	<b>535,383</b>

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>Capital by Cluster</b>					
Town Buildings	84,992	109,500	70,000	82,000	82,000
General Government	38,548	12,200	22,622	22,622	22,622
Public Safety	450,000	21,400	25,000	25,000	25,000
Public Works	332,263	354,942	325,761	325,761	325,761
Culture & Recreation	14,500	15,000	80,000	80,000	80,000
Town Center	70,000	0	0	0	0
<b>Total: Operating Expenses</b>	<b>990,303</b>	<b>513,042</b>	<b>523,383</b>	<b>535,383</b>	<b>535,383</b>

CAPITAL IMPROVEMENT PLANNING COMMITTEE (CIPC) REPORT: Details on each item are shown in the Finance Committee Section on Page FC-54 under Capital Spending. The CIPC recommends approval of this article and will report at Town Meeting.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports the Non-Override Capital Budget.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of the Non-Override Capital Budget.

**ARTICLE 6. FY10 TRANSFER STATION ENTERPRISE FUND BUDGET**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums set forth in the FY10 budget of the Transfer Station Enterprise, to be included in the tax levy and offset by the funds of the enterprise; or act on anything relative thereto.

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>TRANSFER STATION ENTERPRISE FUND</b>					
Direct Costs (appropriated)	244,215	285,520	301,842	301,842	301,842
Indirect Costs*	30,912	30,912	30,953	30,953	30,953
<b>TOTAL: TRANSFER STATION ENTERPRISE</b>	<b>275,127</b>	<b>316,432</b>	<b>332,795</b>	<b>332,795</b>	<b>332,795</b>
Transfer Station Receipts	289,284	290,000	286,000	286,000	286,000
Retained Earnings Used	0	26,432	46,795	46,795	46,795
<b>Total Revenue</b>	<b>289,284</b>	<b>316,432</b>	<b>332,795</b>	<b>332,795</b>	<b>332,795</b>

Submitted by the Finance Committee.

(Majority vote required)

FINANCE COMMITTEE REPORT: See report in Finance Committee Section, Page FC-50. The Finance Committee recommends approval of the Non-Override Transfer Station Enterprise Fund budget.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports the Non-Override FY10 Transfer Station Enterprise Fund budget as presented by the Finance Committee.

**ARTICLE 7. FY10 POOL ENTERPRISE FUND BUDGET**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, the following sums set forth in the FY10 budget of the Atkinson Pool Enterprise, to be included in the tax levy and offset by the funds of the enterprise; or act on anything relative thereto.

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>POOL ENTERPRISE FUND</b>					
Direct Costs (appropriated)	442,403	472,426	476,592	476,592	476,592
Indirect Costs*	62,198	65,530	61,905	61,905	61,905
<b>TOTAL: POOL ENTERPRISE</b>	<b>504,601</b>	<b>537,956</b>	<b>538,497</b>	<b>538,497</b>	<b>538,497</b>
Pool Receipts	437,830	445,667	460,000	460,000	460,000
Retained Earnings Used	4,573	26,759	16,592	16,592	16,592
<b>Total Revenue</b>	<b>442,403</b>	<b>472,426</b>	<b>476,592</b>	<b>476,592</b>	<b>476,592</b>

Submitted by the Finance Committee.

(Majority vote required)

FINANCE COMMITTEE REPORT: See report in Finance Committee Section, Page FC-51. The Finance Committee recommends approval of the Non-Override Pool Enterprise Fund budget.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports the Non-Override FY10 Pool Enterprise Fund budget as presented by the Finance Committee.

**ARTICLE 8. FY10 RECREATION FIELD MAINTENANCE ENTERPRISE FUND AND BUDGET**

To see if the Town will vote to establish a Recreation Field Maintenance Enterprise Fund for the purpose of maintaining the Town’s recreation fields to be funded by recreation and other designated income and donations; to accept the provisions of M.G.L. c.44 §53F ½ insofar as necessary for the establishment of said fund; and to determine the amount or sums to raise and appropriate, or appropriate from available funds, to be included in the tax levy and offset by the funds of the enterprise for FY10; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

BOARD OF SELECTMENT REPORT: This article seeks to establish a Recreation Field Maintenance Enterprise Fund as provided for under authority of Chapter 44, Section 53F1/2 to defray direct costs incurred for maintenance, repair and scheduling the use of the Town’s recreational fields. It is anticipated that revenues generated for the enterprise fund, which will be derived principally from field permit fees and user fees, will support the personnel costs associated with the regular maintenance and repair of the fields and for a part time employee who will be responsible for managing the scheduling of field usage by the various user groups. The appropriation sought under Article 8 will cover the initial costs associated with scheduling field usage. It is intended that all subsequent direct costs will be supported by the revenues received and deposited into the enterprise fund.

Creation of the enterprise fund is the first step in a two year process intended to establish a long-term financial and operating structure that will allow for the Town to continue to maintain high quality recreational playing fields, athletic facilities and recreational programming currently fully funded through the general fund in a more cost effective and efficient manner. As a result of participation by Town personnel in a recent performance measurement and evaluation process known as CORE (Consolidation, Outsourcing, Regionalization and Evaluation), individual task forces examined in detail several aspects of Town government operations and service delivery to our residents in our ongoing efforts to improve these functions. The task force assigned to examine and evaluate field maintenance, scheduling and usage concluded that these functions could most effectively be performed and managed through the enterprise fund mechanism created under the authority of the Massachusetts General Laws for such purposes. This concept has been evaluated by the Town’s financial, park and grounds, recreation and administrative officials, all of whom endorse this proposal. They have also concluded that this presents a logical and viable strategy to effectively meet the current and future needs of the park and recreation department. By insuring the availability of adequate staffing and resources to preserve the Town’s investment in its recreational and playing fields, this method of funding and managing these assets will enable us to meet the challenge of maintaining quality facilities, programs and services for our citizens. The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 9. UNPAID BILLS**

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum of money for the payment of certain unpaid bills incurred in previous fiscal years or which may be legally unenforceable due to the insufficiency of the appropriation in the years in which such bills were incurred; or act on anything relative thereto.

Submitted by the Town Accountant.

(Four-fifths vote required)

TOWN ACCOUNTANT REPORT: Invoices that are submitted for payment after the accounts are closed at the end of a fiscal year or payables for which there are insufficient funds (and were not submitted for a Reserve Fund Transfer) can only be paid by a vote of the Town Meeting, a Special Act of the Legislature, or a court judgment.

BOARD OF SELECTMEN POSITION: The Board of Selectmen will report at Town Meeting.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 10. CHAPTER 90 HIGHWAY FUNDING**

*(Consent Calendar)*

To see if the Town will vote 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; or act on anything relative thereto.

Submitted by the Director of Public Works.

(Majority vote required)

DIRECTOR OF PUBLIC WORKS REPORT: Each year the Legislature allocates funds to cities and towns for the improvement of their infrastructure, to be expended under the Chapter 90 guidelines. The current plans are to continue the implementation of our pavement management program.

BOARD OF SELECTION POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 11. REAL ESTATE EXEMPTION**

*(Consent Calendar)*

To see if the Town will vote pursuant to Chapter 73, Section 4, of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, to allow for an increase of up to 100% of the current exemption amounts under Clauses 17D, 17E, 22, 37A, 41C and 41D, Chapter 59, Section 5, for fiscal year 2010; or act on anything relative thereto.

Submitted by the Board of Assessors.

(Majority vote required)

BOARD OF ASSESSORS REPORT: At a Special Town Meeting held in November of 1997, voters unanimously approved a local option which provides for an increase in exemptions for the elderly, blind, veterans and others up to 100% of the statutory amounts allowable under Chapter 59, Section 5, Clauses 17D, 17E, 22, 37A, 41C, and 41D of the General Laws. The Town of Sudbury has voted each year to adopt the local option since November 1997. Chapter 73, Section 4, of the Acts of 1986, requires annual acceptance by Town Meeting vote and is not cumulative. A brief description of each of the affected exemptions is listed below:

CLAUSE 17D/E - Applicant must be over the age of 70, or a surviving spouse (of any age) with limited personal assets. The personal asset figure varies annually according to the C.O.L.A. index. The personal asset maximum for Fiscal Year 2009 was \$50,924. The FY09 benefit was \$264.31 (subject to annual C.O.L.A. index). Acceptance may result in a potential impact of up to \$528.60 (or twice the current value of the exemption based upon the C.O.L.A.).

CLAUSE 22 - Applicant must be a veteran, (or a qualifying veteran's spouse, or surviving spouse), with a qualifying service-related disability of not less than 10%. The current benefit is a minimum of \$400.

Acceptance may result in a possible maximum impact ranging from \$800 to \$2,000 (dependent on disability rating).

CLAUSE 37A - Applicant must be legally blind, as certified by the Massachusetts Commission for the Blind. Current benefit is \$500. Acceptance may result in a potential impact of up to \$1,000.

CLAUSE 41C/D - Applicant must be over the age of 65 and must have very low income and minimal personal assets in order to qualify. Income and asset amounts vary and are dependent on annual C.O.L.A. index. The current benefit is \$1,000. Acceptance may result in a potential impact of up to \$2,000.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 12. TOWN/SCHOOL REVOLVING FUNDS**

*(Consent Calendar)*

To see if the Town will vote to authorize for FY10 the use of revolving funds under M.G.L. c.44, s.53E 1/2, by the following Departments of the Town in accordance with the description for each fund placed on file with the Town Clerk, said funds to be maintained as separate accounts set forth as follows:

<u>Fund</u>	<u>Department</u>	<u>Maximum Amount</u>
Plumbing & Gas Inspectional Services	Building Inspector	\$ 45,000
Portable Sign Administration & Inspectional Services	Building Inspector	\$ 10,000
Conservation	Conservation Commission	\$ 35,000
Council on Aging Activities	Council on Aging	\$ 20,000
Council on Aging Transportation	Council on Aging	\$ 5,000
Council on Aging Van Transportation	Council on Aging	\$ 70,000
Fire Department Permits	Fire Department	\$ 30,000
Goodnow Library	Goodnow Library	\$ 10,500
Recreation Programs	Park and Recreation Commission	\$ 572,000
Teen Center	Park and Recreation Commission	\$ 15,000
Bus	Sudbury Schools	\$ 400,000
Instrumental Music	Sudbury Schools	\$ 75,000
Cable Television	Town Manager	\$ 30,000
Rental Property	Town Manager	\$ 40,000
Dog	Treasurer/Collector	\$ 40,000
Treasurer/Collector Passport Fees	Treasurer/Collector	\$ 10,000
Youth Commission	Youth Commission	\$ 45,000
Zoning Board of Appeals	Zoning Board of Appeals	\$ 10,000

Submitted by the Town Finance Director.

(Majority vote required)

FINANCE DIRECTOR REPORT: This article seeks authorization for Fiscal Year 2010 for certain previously established revolving funds pursuant to M.G.L. c.44, s.53E 1/2. A descriptive summary of the funds follows:

- 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 – 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 Transportation – user fees collected are used to fund the Sudbury Senior Access taxi program;
- Council on Aging Van Transportation – payments from the MetroWest Regional Transit Authority (MWRTA) and fare are used to pay salary and benefits of van driver and van operating expenses;
- Fire Department – permit fees collected are used to fund expenses related to the issuance of permits, including salaries and benefits, purchase and maintenance of equipment required;
- Goodnow Library – fees from non-Town agency use of Library meeting rooms are used for maintenance and utility charges for those rooms;
- Recreation Programs – fees collected are used to fund recreation programs and activities;
- Teen Center – fees collected are used for Teen Center programs and activities;
- Bus – user fee collections are used to fund additional or supplemental school transportation;
- Instrumental Music – user fees are used to fund additional or supplemental instrument music lessons after school hours;
- Cable Television – fees and other income collected in connection with cable television are used to fund local access services and the Town institutional network (I-Net);
- Rental Property – receipts received from the rental of Town-owned houses are used to fund expenditures related to the upkeep of these houses;
- Dog – fees, fines, charges, and penalties imposed under the Town Bylaw, Art. V.3, Regulation of Dogs, and those costs required by the Massachusetts General Laws are used for making purchases or paying any expenses related to the regulation of dogs;
- Treasurer/Collector – processing fees for passport applications are used to fund salaries, benefits and expenses therefor;
- Youth Commission – fees collected are used to fund youth programs and activities;
- Zoning Board of Appeals – application fees collected are used to fund part-time employee salaries.

The maximum amount stated is the same as the FY09 maximum voted for each fund except for Schools Bus Revolving Fund which increased from \$350,000 to \$400,000 and Dog Revolving Fund which increased from \$30,000 to \$40,000. Although the Teen Center Revolving Fund decreased from \$30,000 to \$15,000 and the Youth Commission Revolving Fund decreased from \$75,000 to \$45,000, these funds are sufficient for both operations. The Treasurer/Collector Passport Fees and Council on Aging Transportation were established during FY09.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 13. FY10 SEPTAGE FACILITY OPERATING ENTERPRISE FUND**

To see if the Town will vote to authorize the Town Manager to manage and maintain the financial records and other matters of the Wayland-Sudbury Septage Facility and to further authorize the Town to take such steps, including but not limited to amendment of the agreement between the Towns, necessary to achieve such purpose; and to see what sum the Town will vote to appropriate necessary to accomplish the purposes of the Septage Disposal Agreement between the Towns and/or performance of the duties required and the management and maintenance of said financial records and/or to establish a Septage Facility Operating Enterprise Fund; to accept the provisions of M.G.L. c.44, s.53F ½ insofar as necessary for the establishment of said fund; and to determine the sum or sums to be appropriated to the fund for the operation of the Facility to be included in the tax levy and offset by the funds of the enterprise for FY10; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

BOARD OF SELECTMEN REPORT: This article seeks to establish a Septage Facility Operating Enterprise Fund in the Town of Sudbury, in order for Sudbury to become the “Host Town” for managing the financial operations of the Wayland-Sudbury Septage Facility. The operations and governance of the Septage Facility are covered by the Septage Disposal Intermunicipal Agreement between the towns of Wayland Massachusetts and Sudbury Massachusetts, dated June 4<sup>th</sup>, 1997. The Septage Facility provides a vital service to the residents of Sudbury and Wayland, and both towns have a material interest in seeing that the Facility has the most effective financial management at a reasonable cost.

The current procedure for the financial operations has proven to be both cumbersome and inefficient: Sudbury is responsible for the billing and collections functions, while Wayland is responsible for the accounting and bill-paying functions. The Septage Committee then retains a CPA to merge the financial reports generated by both towns into combined financial statements, and separately contracts for an audit of its financial records. To improve the efficiency and timeliness of financial operations, the Septage Committee decided to issue a request for financial proposals from the two towns to provide consolidated financial services, and Sudbury staff is developing a proposal on how we would provide these services. If the Committee chooses Sudbury to perform all the financial functions for the Septage Facility, Sudbury needs the legal authority contained in this article to process all the financial operations of the Facility.

Sudbury would not incur any additional costs by taking on this consolidated financial management role. As an enterprise fund, the Septage Facility operates by having all the costs of running the facility paid for by the revenues it generates. Sudbury has been compensated for performing the billing and collection function, and it will be compensated for the cost of providing the consolidated financial services by the Septage Facility if it is chosen to do so.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 14. AMEND BYLAWS, ART XV.1, BUILDING PERMIT FEES** (Consent Calendar)

To see if the Town will vote to delete Section 1, Building Permit Fees, of Article XV, Building Code, of the Town of Sudbury Bylaws in its entirety, and substitute therefor the following:

Section 1. Building Permit Fees. Fees to be paid shall be as follows:

**BUILDING PERMIT FEES**

**Single Family Dwellings (new, alterations & additions)**

\$10 per \$1,000 (or portion thereof) of the value of the work

\$40 minimum permit fee

Double the fee if work is started without a permit.

**Commercial Buildings and Multi family Dwellings:**

\$15 per \$1,000 (or portion thereof) of the value of the work

\$40 minimum permit fee

Double the fee if work is started without a permit.

*No fee shall be charged for the issuance of any building permit to the Town or for work upon any building owned by the Town;*

or act on anything relative thereto.

Submitted by the Inspector of Buildings.

(Majority vote required)

INSPECTOR OF BUILDINGS REPORT: Building permit fees are intended to defray operating costs of the department, are not collected as an additional source of revenue for the Town, and should be increased from time to time to keep pace with inflationary trends. In 2002, Annual Town Meeting increased the building permit fee to \$10/\$1000 and the fee has not increased since. The new fees proposed are necessary to properly offset the Town’s time and expense in administering permits and represents what other communities are charging.

Current Building Permit Fees as described in Section 1 of Article XV of the Town Bylaws are as follows:

“SECTION 1. BUILDING PERMIT FEES. The fee to be paid upon the issuance of each building permit shall be ten dollars (\$10.00) for each \$1,000 or portion thereof of the estimated cost of the construction, alteration, removal or demolition, and the minimum fee shall be twenty dollars (\$20.00); provided that the fee to be paid upon the issuance of each permit relating to such work initially commenced without benefit of a permit shall be twenty dollars (\$20.00) for each \$1,000 or portion thereof of the estimated cost of such work and the minimum fee shall be forty dollars (\$40.00). No fee shall be charged for the issuance of any building permit to the town or for work upon any building owned by the town.”

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 15. AMEND BYLAWS, ART. V, PUBLIC SAFETY, SECTION 3, REGULATION OF DOGS – INCREASE LICENSE FEES** *(Consent Calendar)*

To see if the Town will vote to amend Article V of the Town of Sudbury Bylaws, Public Safety, Section 3 Regulation of Dogs, s.3-8 Registration, Licenses, and Fees, by deleting paragraph (B), and substituting therefor a new paragraph (B) as follows:

- (B) The fee for every license shall be: (Effective May 1, 2009)
 

Neutered male dogs and spayed female dogs	\$15.00
Unneutered male dogs and unspayed female dogs	\$20.00;

or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

BOARD OF SELECTMEN REPORT: The current license fees collected by dog licensing (\$10 for neutered dogs and \$15 for unneutered dogs) funds the costs of the dog officer and dog tags. Proposed State legislation provides for a minimum license fee of \$20 for unneutered dogs and mandates that \$3 of the licensing fee be considered a surcharge which shall be transferred to the commissioner for the purpose of animal control and the operation of a spay/neuter program. This article sets the license fee so that the Town would have sufficient revenue to fund the Town’s dog control program and revert to the State the proposed \$3 licensing fee. The Board unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 16.      TRANSFER LAND OFF HUDSON ROAD  
TO THE SUDBURY HOUSING TRUST**

To see if the Town will vote to authorize and direct the Selectmen of behalf of the Town to execute a deed transferring a certain parcel of land located on Hudson Road containing approximately .12 acre, shown as Parcel 124 on Town Property Map 04, to the Sudbury Housing Trust for the construction of one single family house to be sold to an eligible low or moderate income first-time homeowner; or act on anything relative thereto.

Submitted by the Board of Selectmen. (Two-thirds vote required)

SUDBURY HOUSING TRUST REPORT: Article 16 and Article 17 request the transfer of two 5,000 square foot parcels of land, one located on Hudson Road and the other on Pinewood Avenue, to construct a single family home on each parcel to be sold to an eligible low or moderate income first-time homeowner.

The Town acquired the parcel on Hudson Road in 1977 and the parcel on Pinewood Avenue in 1932 through tax takings. The parcels are non-conforming lots, but have suitable soils for three bedroom septic systems and have no wetland constraints. A 1,200 square foot dwelling, with a 24' x 30' footprint, could easily be accommodated on each parcel and would blend into the neighborhood landscape as there are many similar sized structures on similar sized lots in the Pine Lakes district.

If the properties are transferred to the Sudbury Housing Trust, a public procurement process will be conducted to award the development contracts for construction of the homes.

The homes would be sold to eligible purchasers selected from a lottery held for this purpose, and one unit would be reserved for a household with Sudbury affiliation. Affordable housing deed restrictions will be placed on the properties in perpetuity to preserve the land and the homes for this public purpose.

The parcels have no municipal benefit aside from housing, and have been reserved for that purpose. The Sudbury Housing Trust, now in its third year of operation, is well positioned to manage these projects to a successful outcome. Building affordable housing on existing municipal land is fiscally responsible, and conserves the Sudbury Housing Trust funds.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 17.      TRANSFER LAND OFF PINEWOOD AVENUE  
TO THE SUDBURY HOUSING TRUST**

To see if the Town will vote to authorize and direct the Selectmen of behalf of the Town to execute a deed transferring a certain parcel of land located on Pinewood Avenue containing approximately .12 acre, shown as Parcel 132 on Town Property Map 04, to the Sudbury Housing Trust for the construction of one single family house to be sold to an eligible low or moderate income first-time homeowner; or act on anything relative thereto.

Submitted by the Board of Selectmen. (Two-thirds vote required)

SUDBURY HOUSING TRUST REPORT: See report under Article 16.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 18. AMEND BYLAWS, ARTICLE V (D) FIRE ALARM SYSTEMS, SECTION 6.**  
**RESTRICTIONS ON TAPE DIALERS AND SIMILAR AUTOMATIC**  
**TELEPHONE DEVICES** *(Consent Calendar)*

To see if the Town will vote to amend the Town of Sudbury Bylaws, Article V (D) Fire Alarm Systems, Section 6, by adding thereto the words “Except as otherwise authorized by the Fire Chief,” at the beginning of the first sentence, and the words “without authorization” in the second sentence, so that the Section shall read as follows:

**Except as otherwise authorized by the Fire Chief**, no fire alarm system shall be equipped with a tape dialer or similar automatic telephone device which will transmit an alarm message to any telephone lines of the SFD. If, upon adoption of this bylaw, a fire alarm system is equipped with such a tape dialer or similar automatic telephone device **without authorization**, the fire alarm system owner shall have sixty (60) days from adoption of this bylaw to disconnect such tape dialer or similar automatic telephone device. If a fire alarm system owner fails to comply with this section, the Fire Chief may assess a penalty of fifty dollars (\$50.00) for each day of non-compliance; (emphasis added)

or act on anything relative thereto.

Submitted by the Fire Chief.

(Majority vote required)

FIRE CHIEF REPORT: Adding this language allows for potential revenue dispatch operations. The Sudbury Fire Department now maintains an emergency dispatch operation, but to reduce false alarm responses, residential and commercial fire alarm systems are presently monitored by third party vendors. These vendors receive and verify initial alarms, afterward calling the fire department if emergency response is dictated. This alarm monitoring generates a monthly fee for the vendor. By enhancing the SFD dispatch operation to allow alarm monitoring connection, fees collected could potentially offset the cost of both enhancements and base emergency dispatch operations.

This language does not create revenue dispatch but only sets the foundation for future consideration.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee takes no position on this article.

**ARTICLE 19. AMEND BYLAWS - STORMWATER MANAGEMENT BYLAW**

To see if the Town will vote to amend the Town of Sudbury Bylaws by adding thereto a new article entitled “Stormwater Management”, said article to be numbered by the Town Clerk, as set forth below:

**1.0 PURPOSE**

- A. The purpose of this Bylaw is to protect, maintain and enhance the public health, safety, environment and general welfare of the Town by establishing minimum requirements and procedures to control the adverse effects of soil erosion and sedimentation, construction site runoff, increased post-development stormwater runoff and nonpoint source pollution associated with new development and redevelopment. It has been determined that proper management of stormwater runoff will minimize damage to public and private

property and infrastructure, safeguard the public health, safety, environment and general welfare of the public, protect water and aquatic resources, protect and enhance wildlife habitat, and promote groundwater recharge to protect surface and groundwater drinking supplies. This Bylaw seeks to meet that purpose through the following objectives:

1. Establish a mechanism by which the municipality can monitor and ensure compliance with requirements of its National Pollutant Discharge Elimination System (NPDES) General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems and other applicable State and Federal mandates.
2. Establish decision-making processes surrounding land development activities that protect the integrity of the watershed and preserve the health of water resources.
3. Require that new development, redevelopment and other land alteration activities maintain the after-development runoff characteristics as equal to or less than the pre-development runoff characteristics where appropriate in order to reduce flooding, stream bank erosion, siltation, nonpoint source pollution, property damage, and to maintain the integrity of stream channels and aquatic habitats.
4. Establish minimum post-development stormwater management standards and design criteria for the regulation and control of stormwater runoff quantity and quality; Establish minimum design criteria for the protection of properties and aquatic resources downstream from land development and land conversion activities from damages due to alterations in volume, velocity, frequency, duration, and peak flow rate of storm water runoff; Establish minimum design criteria for measures to eliminate or minimize to the extent feasible nonpoint source pollution from stormwater runoff which would otherwise degrade water quality.
5. Establish design and application criteria for the construction and use of structural stormwater control facilities that can be used to meet or exceed the minimum post-development stormwater management standards.
6. Encourage the use of nonstructural stormwater management, better site design practices or “low-impact development practices”, such as reducing impervious cover, increasing site-wide infiltration, and preserving open space and other natural areas, to the maximum extent practicable.
7. Promote water conservation through the re-use of stormwater for irrigation.
8. Establish provisions that require practices that eliminate soil erosion and sedimentation and control the volume and rate of stormwater runoff resulting from land disturbance activities.
9. Establish provisions to ensure that soil erosion and sedimentation control measures and stormwater runoff control practices are incorporated into the site planning and design process and are implemented and maintained.
10. Establish provisions for the long-term responsibility for and maintenance of structural stormwater control facilities and nonstructural stormwater management practices to ensure that they continue to function as designed, are maintained, and pose no threat to public safety or the environment.
11. Establish provisions to ensure there is an adequate funding mechanism, including surety, for the proper review, inspection and long-term maintenance of stormwater facilities implemented as part of this Bylaw.
12. Establish administrative procedures for the submission, review, approval or disapproval of stormwater management plans, erosion and sediment controls, and for the inspection of approved active projects, and long-term follow up; Establish certain administrative procedures and fees for the submission, review, approval, or disapproval of stormwater plans, inspection of construction sites, and the inspection of approved projects.

- B. Nothing in this Bylaw is intended to replace the requirements of the Town of Sudbury Zoning Bylaw, the Town of Sudbury Wetlands Administration Bylaw, the Town of Sudbury General Bylaw, any other Bylaw that may be adopted by the Town of Sudbury, or any Rules and Regulations adopted there under. Any activity subject to the provisions of the above-cited Bylaws or Rules and Regulations must comply with the specifications of each. In case of conflict, this Bylaw and any promulgated Rules and Regulations shall supersede.

## **2.0 DEFINITIONS**

The following definitions shall apply in the interpretation and implementation of this Bylaw. Additional definitions may be adopted by separate regulation:

**ALTER:** Any activity that will measurably change the ability of a ground surface area to absorb water, will change existing surface drainage patterns, or will increase or decrease the rate or volume of flow from a site.

**BEST MANAGEMENT PRACTICE (BMP):** Structural, non-structural and managerial techniques that are recognized to be the most effective and practical means to prevent and/or reduce increases in stormwater volumes and flows, reduce point source and nonpoint source pollution, and promote stormwater quality and protection of the environment. “Structural” BMPs are devices that are engineered and constructed to provide temporary storage and treatment of stormwater runoff. “Nonstructural” BMPs use natural measures to reduce pollution levels, do not require extensive construction efforts, and/or promote pollutant reduction by eliminating the pollutant source.

**BETTER SITE DESIGN:** Site design approaches and techniques, including low-impact development (LID) that can reduce a site’s impact on the watershed through the use of nonstructural stormwater management practices. Better site design includes conserving and protecting natural areas and green space, reducing impervious cover, using natural features for stormwater management, and providing site-wide infiltration.

**DEVELOPMENT:** Any construction that disturbs or alters a parcel of land.

**DISTURBANCE OF LAND:** Any action, including removal of vegetation, that causes a change in the position, location, or arrangement of soil, sand, rock, gravel or similar earth material.

**EXEMPT USE:** Any use subject to the provisions of M.G.L. chapter 40A, section 3.

**GENERAL STORMWATER MANAGEMENT PERMIT (GSMP):** A permit issued for an application that meets a set of pre-determined standards outlined in the Regulations adopted by the Planning Board under Section 4.0 of this Bylaw. By meeting these pre-determined standards, the proposed project will be presumed to meet the requirements and intent of this Bylaw.

**IMPERVIOUS SURFACE:** Any material or structure on, above or below the ground that prevents water from infiltrating through the underlying soil. Impervious surface is defined to include, without limitation: paved surfaces (parking lots, sidewalks, driveways), roof tops, swimming pools, and paved, gravel and compacted dirt surfaced roads.

**INFILTRATION:** The act of conveying surface water into the ground to permit groundwater recharge and the reduction of stormwater runoff from a project site.

**LOW IMPACT DEVELOPMENT (LID):** An ecosystem-based approach to land development and stormwater management that ensures that each development site is designed to protect, or restore, the natural hydrology of the site.

**MASSACHUSETTS STORMWATER MANAGEMENT STANDARDS:** The latest version as may be amended from time to time of the Stormwater Management Standards and accompanying Stormwater Handbook issued by the Department of Environmental Protection pursuant to authority under the Wetlands Protection Act, M.G.L. c. 131, § 40, and the Massachusetts Clean Waters Act, M.G.L. c. 21, §§ 26-53. The Stormwater Management Standards are incorporated in the Wetlands Protection Act Regulations, 310 CMR 10.05(6)(k) and the Water Quality Certification Regulations, 314 CMR 9.06(6)(a).

**MUNICIPAL SEPARATE STORM SEWER SYSTEM (MS4) or MUNICIPAL STORM DRAIN SYSTEM:** The system of conveyances designed or used for collecting or conveying stormwater, including any road with a drainage system, street, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, reservoir, and other drainage structure that together comprise the storm drainage system owned or operated by the Town of Sudbury.

**NONPOINT SOURCE POLLUTION:** Pollution from many diffuse sources caused by rainfall, snowmelt, or other method of pollutant transport moving over and through the ground. As the runoff moves, it picks up and carries away natural and human-made pollutants, finally depositing them into water resource areas.

**PRE-DEVELOPMENT:** The conditions that exist prior to the proposed disturbance activity. Where phased development or plan approval occurs (preliminary grading, roads and utilities, etc.), the existing conditions at the time prior to the first plan submission shall establish pre-development conditions.

**POST-DEVELOPMENT:** The conditions that reasonably may be expected or anticipated to exist after completion of the land development activity in accordance with approved plans on a specific site or tract of land. Post-development refers to the phase of a new development or redevelopment project after completion, and does not refer to the construction phase of a project.

**RECHARGE:** The replenishment of underground water reserves.

**REDEVELOPMENT:** Any construction, alteration, improvement, repaving, or resurfacing on a previously-developed site.

**RUNOFF:** Rainfall or snowmelt water flowing over the ground surface or other source which may result in transport of pollutants.

**SITE:** The entire parcel of land being developed.

**STORMWATER MANAGEMENT:** The use of structural or non-structural practices that are designed to control or treat stormwater runoff pollutant loads, discharge volumes, and/or peak flow discharge rates. Stormwater Management includes the use of Low-Impact Development (LID) management practices.

**STORMWATER MANAGEMENT PERMIT (SMP):** A permit issued by the Planning Board, after review of an application, plans, calculations, and other supporting documents, which is designed to protect the environment of the Town from the deleterious effects of uncontrolled and untreated stormwater runoff.

### **3.0 AUTHORITY**

This Bylaw is adopted under authority granted by the Home Rule Amendment of the Massachusetts Constitution, the Home Rule statutes, and pursuant to the regulations of the federal Clean Water Act found at 40 CFR 122.34, and as authorized by the residents of the Town of Sudbury at the 2009 Annual Town Meeting.

#### 4.0 ADMINISTRATION

A. The Planning Board shall administer, implement and enforce this Bylaw. Any powers granted to or duties imposed upon the Planning Board may be delegated in writing by the Planning Board to any Town employee, board or agent.

B. Stormwater Regulations

The Planning Board may adopt, and periodically amend, Rules and Regulations relating to the terms, conditions, definitions, enforcement, fees (including application, inspection, and/or consultant fees), procedures and administration of this Stormwater Management Bylaw by majority vote of the Planning Board, after conducting a public hearing to receive comments on any proposed revisions. Failure by the Planning Board to promulgate such Rules and Regulations or a legal declaration of their invalidity by a court shall not act to suspend or invalidate the effect of this Bylaw.

C. Stormwater Management Standards and Handbook

The Planning Board will utilize the policy, criteria and information including specifications and standards of the most recent edition of the Massachusetts Stormwater Management Standards and Handbook for execution of the provisions of this Bylaw. Unless otherwise specified in the Town of Sudbury Stormwater Regulations, stormwater management practices that are designed, constructed, and maintained in accordance with these design and sizing criteria will be presumed to be protective of Massachusetts water quality standards.

D. General Stormwater Management Permit

The Planning Board shall have the authority to develop a General Stormwater Management Permit (GSMP) for specific types of projects and thresholds as defined in Section 5.B. of this Bylaw. Requirements of the GSMP shall be defined and included as part of any Stormwater Regulations promulgated as a result of this Bylaw. By meeting these pre-determined standards, the proposed project will be presumed to meet the requirements and intent of this Bylaw. If the proposed project does not meet the criteria set forth in the GSMP, the applicant must apply for a Stormwater Management Permit (SMP).

E. Actions by the Planning Board

The Planning Board shall take any of the following actions as a result of an application for a Stormwater Management Permit as more specifically defined as part of Stormwater Regulations promulgated as a result of this Bylaw: Approval, Approval with Conditions, or Disapproval

F. Appeals of Action by the Planning Board

A decision of the Planning Board shall be final. Further relief of a decision by the Planning Board made under this Bylaw shall be reviewable in the Superior Court in an action filed within 60 days thereof, in accordance with M.G.L. Ch 249 § 4.

G. Alternate Stormwater Mitigation

Under certain circumstances where onsite options for stormwater mitigation are limited, or where offsite options provide better protection, the Planning Board may allow the applicant to contribute to the implementation of offsite stormwater mitigation. This may be allowed at the discretion of the Planning

Board only where a net public benefit is clearly demonstrated and documented by meeting or exceeding the purpose and intent of this bylaw.

## **5.0 APPLICABILITY**

A. This Bylaw shall be applicable to all new development and redevelopment, including, but not limited to, building permit applications, site plan applications, subdivision applications, wetland permit applications, grading applications, septic permits, Earth Removal permits, any activity that will result in a change in rate, volume, timing, or quality of stormwater runoff flowing from a parcel of land, or any activity that will alter the drainage characteristics of a parcel of land, unless exempt pursuant to Section 5.D of this Bylaw, and no such activity shall commence until a permit under this Bylaw has been issued.

### **B. General Stormwater Management Permit (GSMP) Thresholds**

A General Stormwater Management Permit (GSMP) shall be required from the Planning Board for the following:

1. Any residential development or associated activity and accessory structures that will disturb or alter from 5,000 square feet to 40,000 square feet of land or which is part of a common plan for development that will disturb or alter from 5,000 square feet to 40,000 square feet of land.
2. Disturbance or alteration, including paving, repaving or resurfacing, of from 500 square feet to 2,000 square feet of land in a commercial, industrial, institutional or exempt use provided there is no net increase in impervious surface, unless such use is an existing non-conforming use prohibited under section 4242 of the Town of Sudbury Zoning Bylaw (Water Resource Protection District).
3. Construction or maintenance and repair of utility lines (gas, water, electric, telephone, etc.) other than drainage lines or systems, which will alter terrain, ground cover, or drainage patterns.
4. Septic system construction or modification which will alter the existing grade by two or more feet over an area of 500 or more contiguous square feet.
5. Increased discharge of groundwater or surface water directly or indirectly into the Town of Sudbury's Municipal Separate Storm Sewer System (MS4), including but not limited to discharge of sump pumps or perimeter drains.

### **C. Stormwater Management Permit (SMP) Thresholds**

A Stormwater Management Permit (SMP) shall be required from the Planning Board, or its designee, for the following:

1. Any activity, including clearing or removal of vegetation, that will disturb or alter greater than 40,000 square feet of land, or which is part of a common plan for development that will disturb or alter greater than 40,000 square feet of land.
2. Any activity, including clearing or removal of vegetation, that will disturb or alter 5,000 square feet or more of land in areas with 10% or greater slopes.
3. Any activity, including clearing or removal of vegetation, that will disturb or alter 2,500 square feet or more of land in areas with 15% or greater slopes.

4. Any activity, including clearing or removal of vegetation, that will disturb or alter 200 square feet or more of land in areas with 20% or greater slopes.
5. Any activity, including paving, repaving or resurfacing, on any parcel of land in a commercial, industrial, institutional or exempt use that will disturb or alter greater than 2,000 square feet of land.
6. Any development or redevelopment on a parcel of land in a commercial, industrial, institutional or exempt use that will result in a net increase in impervious surface of more than 500 square feet.
7. Any disturbance or alteration, including paving, repaving or resurfacing, on a parcel of land in a commercial or industrial use which is an existing non-conforming use prohibited under section 4242 of the Town of Sudbury Zoning Bylaw (Water Resource Protection District).

#### **D. Exemptions**

No person shall disturb or alter land within the Town of Sudbury without having obtained a Stormwater Management Permit (SMP) or General Stormwater Management Permit (GSMP) for the property with the following exceptions:

1. Normal maintenance and improvement of land in agricultural use as defined by the Wetlands Protection Act regulation 310 CMR 10.04 and MGL Chapter 40A Section 3.
2. Maintenance of existing landscaping, gardens or lawn areas.
3. Construction or maintenance and repair of utility lines (gas, water, electric, telephone, etc.) other than drainage lines or systems, which will not alter terrain, ground cover, or drainage patterns.
4. Emergency repairs to any stormwater management system or feature that poses a threat to public health or safety, or as deemed necessary by the Planning Board, Board of Health, Conservation Commission, or Department of Public Works.
5. Any work or projects for which all necessary approvals and permits, including building permits, have been issued before the effective date of this Bylaw.
6. Any activity which will disturb or alter land areas below the thresholds stipulated in B and C above.

#### **6.0 PROCEDURES**

Permit Procedures and Requirements shall be defined and included as part of any Rules and Regulations promulgated under Section 4.0 of this Bylaw.

#### **7.0 PERFORMANCE STANDARDS**

Criteria for Stormwater Management Standards shall be defined and included as part of any Rules and Regulations promulgated under Section 4.0 of this Bylaw.

#### **8.0 ENFORCEMENT**

The Planning Board, or an authorized agent of the Planning Board, shall enforce this Bylaw, Regulations, orders, violation notices, and enforcement orders, and may pursue all civil and criminal remedies for such

violations. Enforcement shall be further defined and included as part of any Rules and Regulations promulgated under Section 4.0 of this Bylaw.

## **9.0 SEVERABILITY**

The invalidity of any section, provision, paragraph, sentence, or clause of this Bylaw shall not invalidate any section, provision, paragraph, sentence, or clause thereof, nor shall it invalidate any permit or determination that previously has been issued;

or act on anything relative thereto.

Submitted by the Planning Board.

(Majority vote required)

**PLANNING BOARD REPORT:** This new bylaw incorporates the most critical elements of the federal National Pollutant Discharge Elimination System (NPDES) Phase II stormwater regulations into our local bylaws, as required under federal mandate. These requirements are proposed to further protect our surface and groundwater resources from pollution discharges due to construction activities and development projects. The bylaw requires comprehensive review of a project in order to minimize the effects of construction from soil erosion and runoff, and seeks to increase on-site infiltration and groundwater recharge in order to safeguard the public health, protect water and aquatic resources, and minimize degradation of the environment, both during construction and post-construction. Provisions for on-going operation and maintenance will be addressed in the regulations. The bylaw is structured to streamline the permitting process to avoid duplication of necessary permits, as the Planning Board can delegate review authority to other boards, and smaller projects that comply with the requirements of the bylaw will be covered by a General Permit that abbreviates the application and review process. Minor projects and most single family home projects are exempt from the provisions of the bylaw. This bylaw is part of the NPDES Phase II comprehensive strategy composed of six elements that, when implemented together, are expected to reduce pollutants discharged into the country's waterways to the maximum extent possible. Other elements include public education, public participation and municipal good housekeeping measures, all of which the Town is actively implementing. The Planning Board, Conservation Commission, Board of Health, and Sudbury Public Works Director support this bylaw.

**BOARD OF SELECTMEN POSITION:** The Board of Selectmen unanimously supports this article.

**FINANCE COMMITTEE REPORT:** The Finance Committee takes no position on this article.

## **ARTICLE 20. AMEND ZONING BYLAW, ARTICLE IX, SECTION 5500 - ACCESSORY DWELLING UNITS**

To see if the Town will vote to amend Article IX, the Zoning Bylaw, section 5500 by deleting that section in its entirety and substituting therefor the following:

### **“ 5500. ACCESSORY DWELLING UNITS IN RESIDENCE DISTRICTS.**

**5510. Purpose.** The purpose of this bylaw is to increase housing opportunities in Sudbury by allowing the utilization of the existing housing stock to offer different housing styles reflective of a more diverse population, in terms of age, family size and income. The type of housing allowed under this bylaw may benefit several sectors of the population - current residents whose lifestyles no longer fit into the usefulness of a larger single family dwelling will be able to supplement their income by renting a portion of their home, and those not financially capable of home ownership may be able find suitable housing in these units – without adding to the number of buildings in Town or substantially altering the appearance of the Town.

This type of diverse housing is in accordance with the 2001 Master Plan and the 2005 Community Housing Plan, and ensures compliance with zoning standards, regulations regarding building design, and requirements of the health, safety, convenience and general welfare of the inhabitants of the Town.

**5520. Conditions and Requirements.** An owner or owners of a single family dwelling in Single Residence District "A", "C" or Wayside Inn Historic Preservation Zone may apply to the Board of Appeals for a Special Permit for the creation and occupancy of an Accessory Dwelling Unit. Such application shall be accompanied by the application fee established by the Board of Appeals. After such notice and public hearing, and after due consideration of the report of the Board of Health, the Board of Appeals may grant such Special Permit provided that each of the following conditions and requirements is met:

5521. Such Accessory Dwelling Unit shall be occupied by not more than four persons.

5522. The Accessory Dwelling Unit shall contain no more than 850 square feet, and shall occupy no more than 30% of the floor area of the single family dwelling. Floor area, for the purpose of section 5522, is defined as the actual heated living area and does not include unfinished basements, attics, or storage spaces. On request of the applicant, the Board of Appeals may waive the provisions of section 5522 due to the physical constraints of an existing structure (but not for a new structure).

5523. An Accessory Dwelling Unit may be built in a detached accessory structure separate from the main dwelling provided: (1) the detached structure has existed at its current size for no less than five (5) years prior to the date of the application for creation of an Accessory Dwelling Unit; (2) the lot meets the current minimum zoning requirement for lot area in the district in which the lot is located, (3) the detached structure meets the same minimum setback requirements that apply to the principle residence in the district in which the structure is located, (4) the Accessory Dwelling Unit occupies no more than 50% of the floor area of the detached structure, and (5) the Accessory Dwelling Unit is not greater than 850 square feet.

5524. There shall be no more than one Accessory Dwelling Unit per building lot.

5525. The owner of the dwelling in which the Accessory Dwelling Unit is created shall reside in the dwelling, either in the principal dwelling unit or the Accessory Dwelling Unit. For the purpose of this subsection, the "owner" shall be one or more individuals who constitute a family, who hold title to the dwelling, and for whom the dwelling is the primary residence. If the lot on which the Accessory Dwelling Unit is to be located is owned by the Town of Sudbury or the Sudbury Housing Authority, the owner occupancy requirement of this subsection shall not be applicable. If the owner of the dwelling resides in the Accessory Dwelling Unit, the occupancy of the principal dwelling shall comply with the requirements of section 5521 above.

5526. Adequate provision shall be made for the disposal of sewage, waste and drainage generated by the occupancy of the Accessory Dwelling Unit in accordance with all requirements of the Board of Health.

5527. The Accessory Dwelling Unit shall be designed so that the appearance of the structure remains that of a single family dwelling and its associated accessory structures.

5528. Off-street Parking. There shall be at least two off-street parking spaces for the principal dwelling unit and at least one off-street parking for the Accessory Dwelling Unit. No parking spaces shall be located within the boundary of a street right of way. In no case shall parking spaces which are more than two spaces deep be considered in computing the required parking.

5529. All the Special Permit Criteria of section 6220 of the Zoning Bylaw shall be met.

**5530. Reports.**

5531. In order to ensure compliance, the applicant shall obtain and submit to the Board of Appeals prior to the hearing, a written report of the Board of Health certifying that the conditions of subsection 5526 have been met.

5532. Planning Board Report. In connection with an application for a Special Permit under this section, the applicant may consult with the Planning Board prior to the hearing and the Planning Board may submit in writing, prior to the hearing, its recommendations and report to the Board of Appeals.

**5540. Number of Accessory Dwelling Units.** The number of Accessory Dwelling Units permitted under this by-law shall not exceed five percent of the total number of dwelling units existing in the Town at the beginning of the year in which the application was filed.

**5550. Duration of Special Permit.** The Special Permit for an Accessory Dwelling Unit may be issued for the duration of ownership of the principal structure. Such permit shall require the filing by the owner(s) of a sworn affidavit with the Town Clerk, with a copy to the Board of Appeals, certifying compliance every four years consistent with the Special Permit. Such permit shall automatically terminate upon the sale, transfer, or other change in ownership of the principal dwelling unit, unless a Special Permit to transfer the unit to a prospective new owner, utilizing the same criteria set forth herein, is applied for and granted.

**5560. Other Requirements.**

5561. Building Permit Required. A Building Permit, or inspection by the Building Department, shall be required to create an Accessory Dwelling Unit.

5562. Recording of Permit. Any Special Permit issued under this bylaw shall be recorded at the Middlesex South District Registry of Deeds prior to issuance of a building permit for a new unit, or an occupancy permit for existing units.

5563. No Separate Conveyance. The ownership of the Accessory Dwelling Unit shall not be conveyed or otherwise transferred separately from the principal dwelling.

5564. Removal of Separate Facilities. The Building Inspector may, in addition to other remedies, order removal of the separate kitchen facilities, equipment or fixtures that were made or installed to create such unit, if the unlawful use of such unit is discovered.

5565. Revocation. A Special Permit granted hereunder may be revoked by the Board of Appeals for violation of the terms thereof or occupancy of the Accessory Dwelling Unit in violation of the Special Permit or the Zoning Bylaw.

5566. Provision of Information. The applicant for a Special Permit shall file with the Board of Appeals such plans, specifications and other information concerning the unit and its proposed use as the Board may require by general rule or request to the applicant.

5567. Discontinuation of Accessory Unit. If an Accessory Dwelling Unit is discontinued, the owner shall notify the Zoning Enforcement Agent of removal of the facilities. Upon certification by the Zoning Enforcement Agent, said unit shall be removed from the Town's inventory.

**5580. Rules and Regulations.** The Board of Appeals may adopt, and from time to time amend, Rules and Regulations to implement the provisions of this subsection, and shall file a copy of said Rules and Regulations with the Town Clerk.

And further to amend Section 7000 of the Zoning Bylaw to revise the definition of “Dwelling unit, single accessory” to remove the word “single” from the title of said definition, and to remove the word “attached” from the definition.;

or act on anything relative thereto.

Submitted by the Planning Board.

(Two-thirds vote required)

**PLANNING BOARD REPORT:** This revision to the current bylaw is meant to create additional units of diverse housing in Sudbury by utilizing the existing housing stock. The current bylaw has yielded only 17 such housing units since its adoption in 1993. The primary reason for so few units has been the occupancy requirements limiting these units to only 3 groups: (1) family members, (2) domestic help, and (3) low and moderate income households. These revisions will allow a homeowner to create an accessory unit and rent it to anyone they choose. These units present opportunities benefitting both homeowners and those unable to purchase a house in Sudbury. This idea has been promoted by AARP as a means of providing security, companionship and services for older homeowners, as well as a way to offset real estate taxes and other expenses. Bylaws similar to this proposed bylaw have been adopted in the towns of Concord and Lincoln for decades with no apparent negative impacts or deviations to the single family atmosphere of those communities, and with limited numbers of units created. Accessory Dwelling Units are subordinate, self-contained units that are incorporated into single-family dwellings or their accessory structures. They are restricted in size and as a proportion to the principal residence. Each unit has a separate means of egress, but the overall appearance of the structure remains as a single family dwelling. The dwelling must be owner-occupied, and the total number of units allowed Town-wide is 5% of the current housing stock, or roughly 275 units. Accessory Dwelling Units provide a means of diversifying the housing stock in Sudbury to provide living accommodations across a wide spectrum of the population, which is a stated goal of the 2001 Master Plan and the 2005 Housing Plan. The Planning Board, Board of Selectmen, Council on Aging and the Sudbury Housing Trust support this article.

**BOARD OF SELECTMEN POSITION:** The Board of Selectmen unanimously supports this article.

**FINANCE COMMITTEE REPORT:** The Finance Committee takes no position on this article.

**ARTICLE 21. WITHDRAWN**

**ARTICLE 22. COMMUNITY PRESERVATION FUND – LAND PRESERVATION,  
79 LINCOLN LANE**

To see if the Town will vote to appropriate an amount not greater than \$25,000, as recommended by the Community Preservation Committee, for the purpose of permanently protecting, by purchase by the Town or another conservation organization for conservation purposes, or by granting of a conservation restriction, pursuant to MGL c. 184 s. 31- 32, to the Town, a 1.2 acre parcel of land at 79 Lincoln Lane, or act on anything relative thereto. All appropriations will be allocated to the Open Space category and funded from FY10 Revenue.

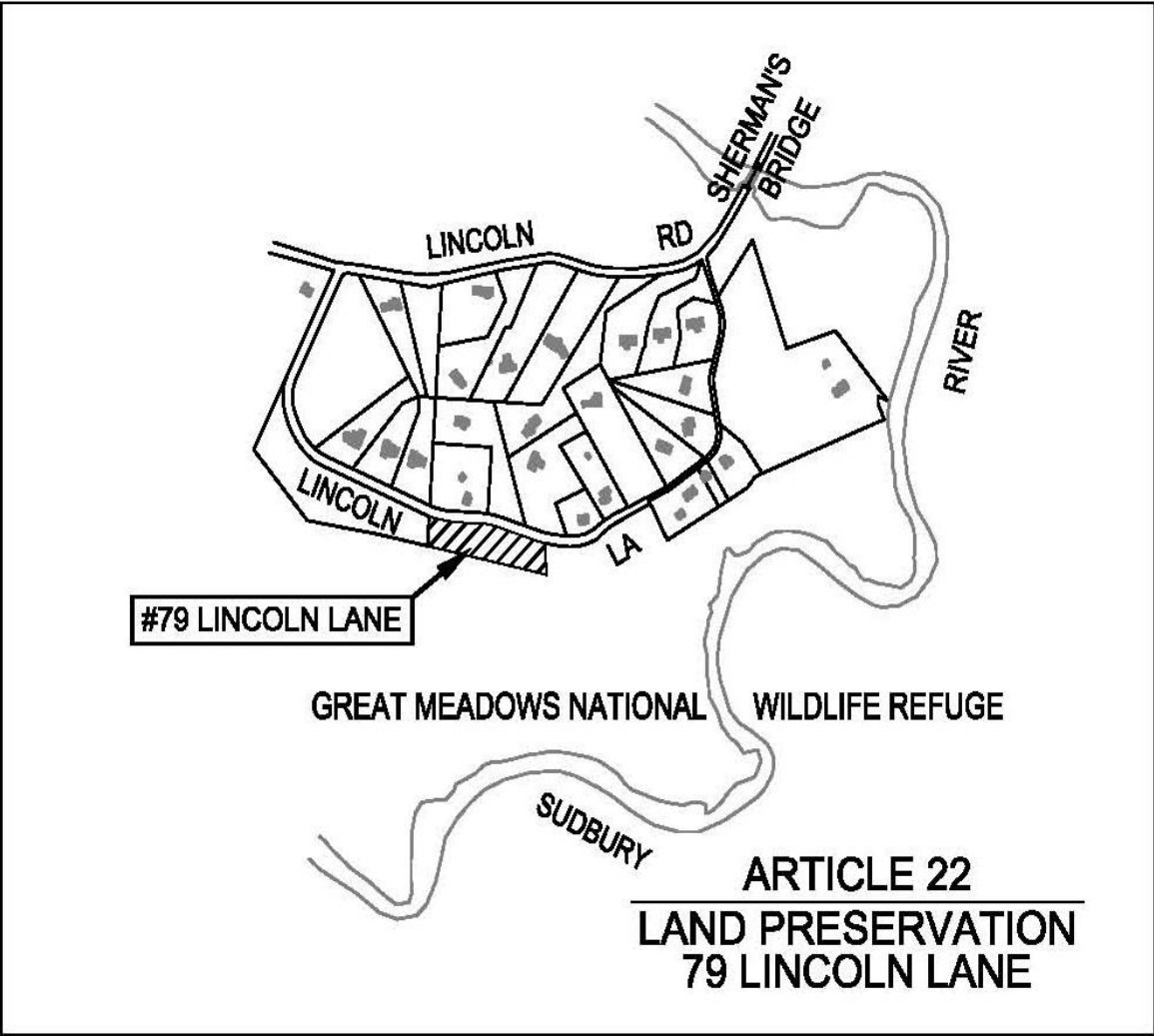
Submitted by the Community Preservation Committee.

(Two-thirds vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: Article 22 requests an appropriation to help fund the purchase - for permanent conservation purposes - of a fully permitted house lot located on the Sudbury River, at 79 Lincoln Lane, Sudbury. Sudbury's contribution towards the purchase price represents about six percent (6%) of the anticipated total; the balance would come from state and federal government agencies with funds from the Nyanza Natural Resource Damage settlement account. If not purchased, construction of a large house and yard, for which complete approved plans exist, would thrust a built environment in between conservation lands already owned by the Town and by the U.S. Fish and Wildlife Service. The lot appears on the Town's 2009 - 2013 Open Space and Recreation Plan as a priority parcel for conservation, and has long been a priority for preservation by the Sudbury Valley Trustees. All appropriations will be allocated to the Open Space category.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.



**ARTICLE 23. COMMUNITY PRESERVATION FUND –  
SUDBURY HOUSING TRUST ALLOCATION**

To see if the Town will vote to appropriate an amount not to exceed \$208,000 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of funding the Sudbury Housing Trust and its efforts to provide for the preservation and creation of affordable housing, or act on anything relative thereto. All appropriations will be allocated to the Community Housing category and funded from FY10 Revenue.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: Article 23 requests an appropriation to fund the Sudbury Housing Trust using the ten percent (10%) of FY10 anticipated revenues that the Act requires be set aside for affordable housing. The Trust was created at the 2006 Annual Town Meeting, provided with start-up funding at the 2007 Annual Town Meeting, and funded with the ten percent (10%) allocation in 2008. As before, this appropriation will go towards implementing the Housing Trust’s multi-pronged housing strategy. The goal of all of these community housing efforts is to make progress towards the state-mandated number of affordable units in town, and to provide an increased diversity among Sudbury’s housing options. The CPC understands that as long as progress is not made toward that goal, the Town suffers a lack of control over not only the location but also the construction parameters of multi-unit housing (40B developments) anywhere in town. All appropriations will be allocated to the Community Housing category.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 24. COMMUNITY PRESERVATION FUND –  
TOWN CLERK HISTORIC DOCUMENT PRESERVATION**

To see if the Town will vote to appropriate an amount not to exceed \$170,000 from the Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of restoring and preserving historic Town records, said work to be performed under the direction of the Town Manager with the involvement of the Sudbury Historical Commission or act on anything relative thereto. All appropriations will be allocated to the Historic category and funded from Historic Reserves.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: Article 24 requests an appropriation to fund the restoration, preservation, protection and conservation of certain public records books dating from the 17<sup>th</sup>, 18<sup>th</sup>, 19<sup>th</sup> and early 20<sup>th</sup> centuries. These volumes have been identified as being the most used of the documents most at risk of deteriorating beyond usefulness or repair, and of incurring further permanent loss of the information contained in them. The majority of these records have been treated previously at various points in their past, treatment without which they may not have survived, but treatments now known to have their own destructive effects with the passage of time. In addition to efforts aimed at saving the actual bound volumes of documents for posterity, this article funds the digitization of all of the documents. This will greatly reduce the need for the public to physically handle the documents, and will eventually allow access to them over the internet. The preservation of historic documents was a key reason for including the category of Historic Preservation in the Community Preservation Act, and Sudbury is well known for the quality of its ancient recordkeeping. The Pulitzer Prize winning history book, “Puritan Village: the Formation of a New England Town”, focused its study

on Sudbury alone due to the completeness of its historic records. All appropriations will be allocated to the Historic category.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 25. COMMUNITY PRESERVATION FUND –  
HISTORIC PRESERVATION PROJECTS**

To see if the Town will vote to appropriate an amount not to exceed \$18,000 from the Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of identifying and compiling an inventory of Sudbury’s Historic Properties as required by the Massachusetts Historical Commission, and for the purpose of restoring gravestones in the Mt. Pleasant and Old Town Cemeteries or act on anything relative thereto. All appropriations will be allocated to the Historic category and funded from Historic Reserves.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: Article 25 requests appropriations to fund two projects proposed by the Sudbury Historical Commission: (1) \$10,000 to complete the third phase of a State-mandated historic property survey. The survey is a main component of the charter of the Historical Commission and is necessary for documenting historic districts and recognizing individual historic properties for listing on state and federal registers. The survey also serves to support existing Town bylaws governing demolition delay; and (2) \$8,000 for the restoration of eighteen (18) early-dated gravestones located in the Old Town and Mount Pleasant Cemeteries on Concord Road. This is the same type of work accomplished previously at the Revolutionary War Cemetery under Article 27 of the 2004 Town Meeting and includes historically appropriate recovery, cleaning, rebuilding and resetting of these important historic monuments. All appropriations will be allocated to the Historic category.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 26. COMMUNITY PRESERVATION FUND –  
LORING PARSONAGE EXTERIOR RESTORATION**

To see what sum the Town will vote to appropriate from Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of restoring the exterior of the Loring Parsonage, or act on anything relative thereto. All appropriations will be allocated to the Historic category and funded first from Historic Reserves and then from FY10 Revenue.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: Article 26 requests an appropriation to fund the exterior restoration of the Town’s Loring Parsonage building. This Article replaces Article 40 of the 2006 Town Meeting, which appropriated \$74,281 towards a similar goal. \$4,640 of that amount was spent on removing an array of pipes and wires from the outside of the building, and placing the appropriate modern cabling underground. At that time it was determined that more substantial work than the original Article had anticipated

would be required to secure the exterior from the elements, and to do so in the most logical and cost-effective way. The time frame to complete the work under that article has expired, and the funds have reverted to the CPA Historic Reserve budget line. The Sudbury Historical Commission and the Permanent Building Committee are now working together with an architect to determine the exact scope of work required, and are putting the project out to bid so that by the time of Town Meeting an exact scope and price proposal can be presented. The parsonage was the home of Rev. Israel Loring, “just” out of Harvard College when in 1706 he became the first ever minister on the west side of the river. West Sudbury residents previously spent their Sundays in what is now Wayland. Loring became a noted colonial religious author and, for 66 years, baptized, married, preached to and laid to rest three generations of Sudbury’s founding families. All appropriations will be allocated to the Historic category.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 27. COMMUNITY PRESERVATION FUND – AMEND ARTICLE 24 OF THE 2007 ANNUAL TOWN MEETING, BRUCE FREEMAN RAIL TRAIL EXISTING CONDITIONS BASE MAP**

To see if the Town will vote to amend Article 24 of the 2007 Annual Town Meeting to utilize funds from that article, not to exceed \$25,000, to be used for the creation of a concept plan for the rail corridor, or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: Article 27 requests a reallocation of \$25,000 appropriated but not expended under Article 24 of the 2007 Town Meeting [Bruce Freeman Rail Trail: Existing Conditions Base Map]. This Article will allow current Town staff to engage technical consultants and pay incidental expenses, if needed, as they utilize information derived from rail trail studies conducted under 2007’s Articles 22, 23 and 24, in order to produce a “concept plan” of the proposed rail trail. In this way, staff that is knowledgeable and sensitive to town character and environmental issues will be directly engaged in formulating ideas about what such a trail might look like and how it would be used and maintained. Such a plan will not have the reach— nor will it have the cost— of the state’s required “25% design” plan. Such a plan would bring forward rail trail design issues and options, so that public discussion and consideration of whether to build such a trail in the future can be informed by graphic representations which are grounded in the technical information the Town has already paid to obtain.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 28. COMMUNITY PRESERVATION FUND – AMEND ARTICLE 41 OF THE 2006 ANNUAL TOWN MEETING, HEARSE HOUSE RELOCATION AND RESTORATION – EXTEND TIME FOR PROJECT COMPLETION**

*(Consent Calendar)*

To see if the Town will vote to amend Article 41 of the 2006 Annual Town Meeting by extending the time for completion of the project from the end of Fiscal Year 2008 to the end of Fiscal Year 2010, or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: Article 28 requests an extension on the time limit of Article 41 of the 2006 Town Meeting, to the end of FY10. The public has been able to observe the progress made on the Hearse House, as a new foundation has been laid and the house pieces partially reassembled next to the Town Pound on Concord Road, but more work needs to be done this year. The vast majority of the work to date has been accomplished using volunteer efforts and existing Town resources. The finishing elements will involve utilizing more of the \$24,022 appropriated in 2006.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 29. COMMUNITY PRESERVATION FUND – AMEND ARTICLE 27 OF THE 2007 ANNUAL TOWN MEETING, HOUSING UNIT BUY-DOWN - EXTEND TIME FOR EXPENDITURE OF FUNDS** *(Consent Calendar)*

To see if the Town will vote to amend Article 27 of the 2007 Annual Town Meeting by extending the time for expenditure of funds from the close of the 2009 Annual Town Meeting to the close of the 2010 Annual Town Meeting, or act on anything relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: Article 29 requests an extension of 1 year on the time limits in Article 42 of the 2005 Town Meeting, as amended by Article 27 of the 2007 Town Meeting. Under the original Article, the Town has successfully proceeded to “buy down” the price difference between market and affordable rate on three units, making them qualify as affordable units and preserving their affordability in perpetuity. The 2005 Article appropriated a total of \$500,000, of which \$142,000 remains uncommitted. The Town expects to authorize the final expenditure by June 2009. The current Article requires expenditure of all funds by the end of the 2009 Annual Town Meeting.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 30. COMMUNITY PRESERVATION FUND – AMEND ARTICLE 43 OF THE 2006 ANNUAL TOWN MEETING, SUDBURY HOUSING AUTHORITY UNIT BUY-DOWN – EXTEND TIME FOR PROJECT COMPLETION** *(Consent Calendar)*

To see if the Town will vote to amend Article 43 of the 2006 Annual Town Meeting by extending the time for completion of the project from the end of Fiscal Year 2009 to the end of Fiscal Year 2014, or act on anything relative thereto.

Submitted by the Community Preservation Committee. (Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: Article 30 requests an extension on the time limit of Article 43 of the 2006 Town Meeting, to the end of FY14. Economic conditions have delayed the construction of the condominium units that the Sudbury Housing Authority envisioned purchasing and retaining as rental units under that Article. The Article appropriated a total of \$360,000, providing up to \$90,000 as a

down payment per unit, with the balance of the purchase price being mortgaged by the SHA through established lending entities.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of this article.

**ARTICLE 31. COMMUNITY PRESERVATION FUND –  
GENERAL BUDGET AND APPROPRIATIONS**

To see what sum the Town will vote to appropriate from Community Preservation Act funds, as recommended by the Community Preservation Committee, for the FY10 Community Preservation Act budget, or act on anything relative thereto.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: Article 31 sets forth the entire FY10 CPA budget, including appropriations and reservations as required in connection with the administration of the CPA funds. The article appropriates funds for FY10 debt service obligations totaling \$1,124,000 (approximate). These obligations arise from prior town meeting approval for the bonding of four projects: 1) purchase of the Dickson property utilizing the Open Space (\$16,531) and Historic Preservation (\$11,021) categories; 2) purchase of land and development rights as well as construction of a sports field on the Cutting property utilizing the Open Space (\$382,245) and Recreation (\$47,244) categories; 3) purchase of the Libby property utilizing the Open Space (\$217,413) category; and 4) purchase of development rights on the Nobscot Boy Scout Reservation utilizing the Open Space \$450,000 (approximate) category.

The article also appropriates funds for administrative and operational expenses of the CPC in the amount of \$95,000. The administrative fund can be used by the CPC to pay for technical staffing and expertise, consulting services (e.g. land surveys and engineering), property appraisals, legal advertisements, publication fees and other administrative expenses. By statute, the CPC can budget up to five percent (5%) of its annual budget for administrative expenses, or \$104,000 based upon the revenue projection of \$2,080,000 in FY10. Any funds remaining in the administrative account at fiscal year end revert back to the CPA Fund Balance, as they have for the past six years, and need to be re-appropriated for administrative use in subsequent years. The CPC believes that having access to administrative funds is critically important, in that it allows it to conduct business on a time-sensitive basis - a vital component of the CPA.

The article may also reserve the requisite statutory minimum of ten percent (10%) of the CPA budget in each of the core CPA categories of Open Space, Community Housing and Historic Preservation. This minimum is mandated by the state CPA statute, and funds not spent in each of these three core categories must be reserved for future expenditure in those same categories. The actual amount reserved each year depends upon whether or not that Town Meeting has appropriated money totaling less than 10%, or not appropriated any money at all, in any of these three core categories. If there is a balance of unspent CPA funds from that fiscal year after such reservations and after Town Meeting has voted the CPA articles, it is budgeted in the unrestricted reserve account for future CPC projects in all four eligible Act categories. To date, only the Historic category includes Reserves. Both the Community Housing and Open Space categories have expended the requisite 10% minimum allocations.

BOARD OF SELECTMEN POSITION: The Board of Selectmen unanimously supports this article.

FINANCE COMMITTEE REPORT: The Finance Committee will report at Town Meeting.

**ARTICLE 32. CLARIFICATION OF TITLE – 11 BUTLER PLACE**

*(Consent Calendar)*

To see if the Town will vote to authorize the Selectmen, acting on behalf of the inhabitants of the Town of Sudbury, to execute a deed or deeds conveying in fee simple the following described land from the Town of Sudbury to David Otis for the purpose of correcting a cloud on the title for the following described property:

“That certain parcel of land situated on Butler Place in Sudbury, Middlesex County, Massachusetts, being lot 4 on a plan of land entitled “Camp Lots Surveyed for Ida Butler Sudbury Mass” dated July 26, 1926, which is recorded with Middlesex South District Registry of Deeds at the End of Book 5021.  
Said lot 4 contains 3,570 square feet of land according to said Plan.”

Submitted by Town Counsel.

(Two-thirds vote required)

**TOWN COUNSEL REPORT:** This Article requests that the Town convey Lot 4 to David Otis by deed to confirm action by the Town in 1942 which appeared to establish record title in Joseph Bulgari. Lot 4 has been treated as privately owned since that time and has been taxed accordingly with the Bulgari family and, more recently, David Otis, paying taxes on Lot 4 as the owners of Lot 4.

**BOARD OF SELECTMEN POSITION:** The Board of Selectmen unanimously supports this article.

**FINANCE COMMITTEE REPORT:** The Finance Committee takes no position on this article.

**TOWN COUNSEL OPINIONS**

It is the opinion of Town Counsel that, if the Bylaw amendments proposed in the following articles in the Warrant for the 2009 Annual Town Meeting are properly moved, seconded and adopted by a majority vote in favor of the motions, the proposed changes will become valid amendments to the Sudbury Bylaws:

- Article 14. Amend Bylaws, Art. XV.1 – Building Permit Fees
- Article 15. Amend Bylaws, Art. V, Public Safety, Section 3, Regulation of Dogs
- Article 18. Amend Bylaws, Art. V (D) Fire Alarm Systems, Section 6 – Restrictions of Tape Dialers and Similar Automatic Telephone Devices
- Article 19. Amend Bylaws – Stormwater Management

It is the opinion of Town Counsel that, if the Zoning Bylaw amendment proposed in the following article in the Warrant for the 2009 Annual Town Meeting is properly moved, seconded and adopted by a two-thirds vote in favor of the motion, the proposed change will become a valid amendment to the Sudbury Zoning Bylaw:

- Article 20. Amend Art. IX, the Zoning Bylaw, Section 5500 –Accessory Dwelling Units.

And you are required to serve this Warrant by posting an attested copy thereof at the Town Hall at least seven days before the time appointed for such meeting.

Hereof fail not and make due return of the Warrant by your doing thereon to the Town Clerk, at or before the time of meeting aforesaid.

Given under our hands this 24th day of February, 2009.

SELECTMEN OF SUDBURY:	Lawrence W. O'Brien
	William J. Keller, Jr.
	John C. Drobinski

**PART II**

**FINANCIAL SECTION**

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## **FY10 OVERVIEW**

### **FINANCE COMMITTEE REPORT**

Dear Resident of Sudbury,

This report will assist you in understanding Sudbury's fiscal year 2010 ("FY10") (July 1, 2009 – June 30, 2010) budget and the related financial articles that will be presented to you at Town Meeting beginning on April 6. We believe, above all, the participation of an informed voter is essential for Sudbury's democratic process and continued fiscal health.

The Finance Committee's (FinCom) role in Town government is to examine financial issues on behalf of Sudbury's residents, oversee the budget process, and make recommendations to you regarding the overall budget and all financial articles within the framework of the Town's needs and revenues. It is comprised of individuals with financial expertise and varying demographics.

This report is the culmination of a six-month budget process. In September, FinCom issued budget guidelines to the heads of the three key cost centers (Town of Sudbury, Sudbury Public Schools and Lincoln-Sudbury Regional School District). We asked each one to prepare two budget scenarios for FY10:

- A non-override budget, which would cap the growth in operating expenses net of direct offsets at 2.1% over the prior year; and
- A limited growth budget, which would cap the growth in operating expenses net of direct offsets at 4.5% over the prior year. This budget would result in an override.

In addition, we asked for an update on how each cost center's actual costs were tracking against the FY09 appropriated budget. From October through March, we conduct budget liaison meetings between FinCom members and representatives of each of the cost centers. At these meetings, and through phone calls and emails, the liaisons and representatives of the Town departments and schools had in-depth discussions on budget matters. This process thoroughly familiarizes FinCom with the budget proposals so that we may guide residents through the numbers and respond to questions that are asked during the five weeks of public hearings and during the subsequent period leading up to Town Meeting.

For FY10, we are recommending only a non-override budget. The Non-Override Budget is in compliance with Proposition 2½, which was approved by Massachusetts voters in 1980 and first implemented in fiscal year 1982 (Mass G.L. Ch. 59, sec. 21c). It limits the amount of revenue a city or town may raise, or levy, from local property taxes each year to fund municipal operations without the approval of taxpayers. Proposition 2½ is not meant to be a firm "fiscally responsible spending benchmark". Exceeding this level should not necessarily be construed with negative implications towards the town's or the schools' financial management. It is meant to reflect a "check and balance" point at the local level: town officials cannot raise taxes more than allowed under that Proposition without an affirmative vote of the taxpayers. To spend more money, town officials have to "make their case" to the taxpayers who can apply their own test of reasonableness by their votes at Town Meeting and the polls.

### **RECOMMENDED BUDGET**

FinCom has unanimously approved a Non-Override Budget of \$78.5 million. We do not recommend an override this year due to the following:

- 1) We are in the middle of the worst economic crisis since the 30's. The unemployment rate continues to rise, salaries in many cases are being frozen or cut, and personal retirement plans that depend on 401Ks and IRAs (rather than defined benefit pension plans), which is the case for the large majority of us today, are down 30-40%. The average tax increase of 3.4% under the Non-Override Budget is less than the recent rate of growth in taxes.

- 2) 95% of the increase in the budget over the past three years has been used to pay for increases in the cost of employee compensation, including benefits. We believe that a substantial reduction in the rate of growth in employee compensation this year can eliminate almost all of the layoffs projected by the cost centers in budgets that assume normal levels of compensation growth. A substantial reduction in that growth would be consistent with what the private sector and most taxpayers are experiencing. It should be noted, however, that changes to the level and growth of the compensation of town and school employees covered by collective bargaining agreements are subject to negotiation.

The Non-Override Budget represents an increase in operating expenses net of direct offsets of 2.1% for each cost center over the FY09 budget, together with a transfer to the Stabilization Fund of the amount of any receipts from the room and meals tax proposed by the Governor, up to \$197,955. The contribution to the Stabilization Fund is subject to the Legislature passing the proposed new state tax on rooms and meals and will be funded only upon receipt of the funds from the state and only up to the amount received. It is important to continue to build our emergency funds and we believe using these contingency funds, if adopted and received, is a proper use of this money. Although operating expenses net of direct offsets are going up 2.1%, taxes will go up 3.4% to make up for an expected 10% decline in state aid and a 7.5% decline in local receipts, including excise taxes.

As points of reference, the 4.5% limited growth budgets and the requested budgets submitted by the schools and the Town departments are shown side by side with the Non-Override Budget in the summary budget table. The 4.5% limited growth budgets would require a 6.5% increase in taxes; the requested budgets would require an 8.7% increase in taxes. These budgets are not recommended by the FinCom.

### The Cost Structure Challenge

*“Perhaps it is a deficiency of our democratic structure; our country does not seem to move into action to create real permanent change until we are on the brink of disaster. My strong belief is that our way of government and our financial institutions bend but do not break. This is a moment in time, a tipping point, when change must occur. No choice. We know the past is dead and we need to write our future. The time is now.”* (from the CEO of a Boston investment management firm)

As we have discussed at past Town Meetings, the town has operated in normal years with a structural deficit caused by operating expense growth of 4.5%-7% per annum as compared to proposition 2½ funding including allowable increases for growth that is closer to 3-3.5% per annum. Even though 2009 is not a normal year, we should not lose sight of the underlying mismatch between expense growth and revenue growth.

Wages alone account for 60% of the cost centers’ operating budgets. The vast majority of these wages are derived through collective bargaining among the employee unions and the Town Manager, Sudbury Public School Committee and Lincoln-Sudbury School Committee for their respective cost centers. Cost of living increases in salaries, combined with increases based upon years of service as a proxy for experience level (so-called “step” increases) increased salaries an average of 5.7% per annum over the last three years. There are those who will say that 5.7% is high and that they do not receive that level of increase in their own jobs (though few outside of government/education have step increases). We can certainly understand that they feel this way, however, it is still a market economy with the free flow of labor and the wage and benefits packages Sudbury pays to many of its employees are in the range of average when compared to peer towns. In no instance were Sudbury employees paid at the high end of the range. Instead, they tended to cluster mid-range.

Benefits and insurance for active employees, which comprise another 15% of the operating budgets, have increased 10.5% per annum over the last three years, a sizeable increase that has been experienced in both the public and private sectors. In addition, the annual premium costs of the various health insurance options available to town and school employees tend to be higher than those experienced in the private sector due to the level of benefits offered.

And finally, payments on behalf of retirees for pensions and retiree healthcare, which comprise 3.5% of the operating budget, have grown over 18% per annum over the last three years.

If salaries and benefits, which comprise 78.5% of operating expenses (excluding debt service), are growing at rates far above 2.5%, it is arithmetically impossible to keep expenses under the limit of Proposition 2½ with our current cost structure. All other things being equal, an override will generally be an annual need in Sudbury absent unusual circumstances such as a marked increase in state aid, which does not seem likely for the foreseeable future.

There are two alternatives to an override:

- 1) Reduce staff and, therefore, services under the current organization and cost structure.
- 2) Change the current organization and cost structure to enable us to deliver substantially (but perhaps not completely) the same level of services at lower cost.

With regard to the second alternative, the Board of Selectmen established a Budget Review Task Force in 2007 to examine the Town's structural deficit, that is, the inability to keep the growth in costs and revenues in balance. The Task Force was comprised of town committee members and other Sudbury residents with financial expertise. It had a mandate to focus on both revenue enhancements and cost structure changes and delivered preliminary reports to the Board of Selectmen and the Finance Committee in September and December 2008. Those reports are available on the Town web site and should be reviewed by any resident concerned with the rate of growth in taxes and spending.

Among the major recommendations of the Budget Review Task Force:

- 1) Consolidate the administrative functions of the K-8 and high school systems.
- 2) Consider regionalization of some town services in cooperation with neighboring towns.
- 3) Move away from a Town sponsored healthcare plan that is designed and negotiated locally to the plan offered by the State to its employees and any municipality wishing to join. This plan has shown both lower costs and a lower rate of increase in those costs than our local plan. Under current law, such a change would be subject to negotiation with and approval by our labor unions.
- 4) Install a sewer line, plant, leaching field and related facilities to service Route 20 and enable increased commercial development, with resulting increases in our commercial tax base.

We have exceptional schools and yet our spending on the K-8 schools is below state average while spending on the high school is average for its peer group. While the cost centers and the Finance Committee continuously review budgets for expense reductions, the reality is that 78.5% of the operating budgets of the town and schools are related to personnel and 73% of the total operating budget is related to the schools. Therefore, it is not possible to have a significant impact on the town budget without reductions in school personnel and/or a reduction in the rate of growth of their compensation (including benefits).

Moreover, as 70% of our revenues come from residential property taxes while only 7% come from commercial property taxes, the burden will continue to fall mainly on the homeowner until we can develop additional sources of revenue.

### **THE COST GROWTH CHALLENGE**

The proposals of the Budget Review Task Force will take time to be studied with a determination on potential implementation and in the meantime we will have to deal with our current cost and revenue structure. Recently, the struggle has been over how to balance the quality of town and school services with their increasing cost when there was no obvious place to cut. This choice usually manifested itself in large and contentious overrides, with taxpayers given the choice of a large tax increase or a major cut in services. Until there is

meaningful structural change of the kind recommended by the Task Force, this scenario will likely continue again after 2009.

The cost of operating the town rose 6.6% per annum between FY06 and FY08. From FY08 to FY09 expenses are essentially flat as a result of the override failure last year. A 6.6% rate of growth is not sustainable over the long term. We believe the only way to slow down the rate of growth in spending is to recommend a limit on that growth. There is no other likely “brake” available which would change the pattern of large overrides, or significant service cuts if the overrides are rejected. We further believe that the limit should run for three years to coincide with the term of most of our collective bargaining contracts since employee compensation represents the lion’s share of both costs and the growth in costs. Most of the labor contracts for town and school employees expire in June 2009 and are currently being negotiated. In addition, a limit that is supported by the taxpayers should enable the cost centers to continue to manage their missions by providing a predictable level of expense growth in lieu of the current model of one year at a time budgeting and override decisions. We would prefer that taxpayers be given a three year view of the budget rather than just a current year view when, in reality, many of the costs to maintain service levels for the next three years will be known or can reasonably be estimated at the beginning of the next budget cycle.

Over the last year the Finance Committee has initiated a Spending Growth Limit to provide the Town with a suggested cap on the rate of growth in expenses which would, over time, minimize greatly fluctuating override requests and the negative impact on services if the overrides are not approved by voters. Rather than wait until budgets are produced under collective bargaining agreements that have been finalized, by which time costs are “in the pipeline”, the FinCom voted in September 2008 to recommend a spending growth limit of 4.5% per annum for the three fiscal years ending June 2010, 2011, and 2012 respectively. We believed that amount to be at the intersection of a reasonable growth in spending, a reasonable growth in taxes, and a reasonable growth in employee compensation and other costs. The growth in spending and taxes would be higher than some would like, and the increase in compensation (including health benefits) probably lower than some would like. In announcing this limit we were informing the schools and the town departments in advance that we would not recommend overrides to support spending growth in excess of that limit during those years in the absence of major changes in circumstances or major increases in uncontrollable costs.

As a result of the current economic and fiscal crisis, that limit has been set aside for this fiscal year. However, because most of our new labor contracts will cover the next three years, the FinCom believes a limit is still appropriate for the fiscal years ending June 2011 and 2012 and reaffirmed the 4.5% limit in February 2009, subject to further review as the shape of those labor contracts becomes clearer to determine if the limit could be lowered.

### Conclusion

In the six years from FY01 through FY06, Sudbury’s average residential tax bill increased 35%, about a 5.1% compound annual rate. While certainly significant, the average residential tax bill for nine other towns with AAA ratings in the Boston suburban area (many of Sudbury’s peer towns) increased an average of 47% (ranging from 38.6% to 61.1%), about a 6.6% compound annual rate. At 35%, Sudbury had the smallest increase of all ten towns.

Are the costs of running the schools and the town excessive? We do not think so, and that is confirmed by a wealth of comparative data on the cost of our services compared to our peers. Specifically, in a recent Boston Magazine ranking of Massachusetts high schools that was compiled at Babson College, LS ranked second in Academic Performance and tenth in cost efficiency out of 140 schools. Of the area school systems with separate regional high schools, and therefore separate data on the cost of K-8 education, the Sudbury Public Schools system has the lowest cost per student when compared to K-8 systems in Concord, Lincoln, Southborough, Northborough, and Carlisle. Furthermore, expenditures per capita for Town services including police, fire, and DPW are lower than many MetroWest communities including Bedford, Weston, Wayland, Wellesley, Carlisle, Lincoln, and Concord.

While the rate of growth in our taxes is less than our peers, and our spending on schools and services is in line with or lower than our peers, the absolute dollar amount of our taxes, mainly due to the absolute number of school-aged children in Sudbury, and particularly its rate of growth continue to be of great concern. We hope that the combination of a non-override budget again this year, a spending growth limit for the following two years, and the potential implementation of meaningful change to our cost structure and our revenue profile will provide some relief.

We strongly urge you to be informed on the budgets being presented for your consideration. You have several avenues to increase your understanding of how each budget will impact the level of services, schooling and quality of life in Sudbury. Please review the Finance Committee Report section of the Town Warrant; attend budget forums; watch the Finance Committee budget hearings, which will be rebroadcast on Channels 8 (Comcast) and 31 (Verizon) during March; and review the vast array of budget materials available on the town and school websites. Don't hesitate to ask questions of your elected officials and committee members.

Whether or not you agree with our findings and recommendations, please make sure that when you cast your vote, it is an *informed* one.

Respectfully yours,

Sudbury Finance Committee

Charles Woodard, Chairman  
Jamie Gossels  
Thaddeus Gozdeck  
Robert Jacobson  
William Kneeland, Jr

James Rao  
Martha Ragonas  
Sheila Stewart  
Debra Zurka

**FY10 MONIED ARTICLES**  
**(Excluding Budget & Revolving Accounts)**

<b>Article</b>	<b>Subject</b>	<b>Requested Amount</b>	<b>Finance Committee Recommendation</b>
2	FY09 Budget Adjustments	n/a	Report at Town Meeting
3	Stabilization Fund	197,955	Recommend Approval
5	FY10 Capital Budget	523,383	Recommend Approval
8	FY10 Recreation Field Maintenance	n/a	Report at Town Meeting
9	Unpaid Bills	n/a	Report at Town Meeting
22	CPF – Land Preservation, 79 Lincoln Lane	25,000	Recommend Approval
23	CPF – Sudbury Housing Trust Allocation	208,000	Recommend Approval
24	CPF – Sudbury Housing Trust Buy-down Program	170,000	Recommend Approval
25	CPF – Historic Properties Survey Part 3, Gravestone Restoration, Radar Survey	18,000	Recommend Approval
26	CPF – Loring Parsonage Exterior Restoration	300,000	Recommend Approval
28	CPF – Amend 2006 ATM Art 41, Hearse House Relocation & Restoration	n/a	Recommend Approval
31	CPF – General Budget and Appropriations	95,000	Report at Town Meeting

**n/a = exact dollar amount not available at time of Town Warrant printing**

**ESTIMATED IMPACT ON FY10 TAX BILL**

<b>ESTIMATED IMPACT OF TOWN MEETING SPENDING ON YOUR FISCAL 2010 TAX BILL</b>												
								AVG.				
<b>Fiscal 2009 Values</b>	<b>100,000</b>	<b>200,000</b>	<b>300,000</b>	<b>400,000</b>	<b>500,000</b>	<b>600,000</b>	<b>662,100</b>	<b>700,000</b>	<b>800,000</b>	<b>900,000</b>	<b>1,000,000</b>	
Fiscal 2009 Taxes	1,529	3,058	4,587	6,116	7,645	9,174	10,124	10,703	12,232	13,761	15,290	
Fiscal 2010 Taxes	1,581	3,163	4,744	6,326	7,907	9,489	10,471	11,070	12,652	14,233	15,815	
Fiscal 2010(Base)Taxes	1,464	2,928	4,393	5,857	7,321	8,785	9,695	10,250	11,714	13,178	14,642	
Debt Exemption	117	234	352	469	586	703	776	821	938	1,055	1,172	

Article Amount	Resident's Share	To calculate the dollar impact of any additional expenditures that may be considered by Town Meeting, use this chart below.										
		100,000	200,000	300,000	400,000	500,000	600,000	662,100	700,000	800,000	900,000	1,000,000
1,000	915	0.02	0.05	0.07	0.10	0.12	0.15	0.16	0.17	0.19	0.22	0.24
25,000	22,874	0.60	1.21	1.81	2.42	3.02	3.63	4.00	4.23	4.83	5.44	6.04
50,000	45,747	1.21	2.42	3.63	4.83	6.04	7.25	8.00	8.46	9.67	10.88	12.08
75,000	68,621	1.81	3.63	5.44	7.25	9.06	10.88	12.00	12.69	14.50	16.31	18.13
100,000	91,495	2.42	4.83	7.25	9.67	12.08	14.50	16.00	16.92	19.34	21.75	24.17
200,000	182,990	4.83	9.67	14.50	19.34	24.17	29.00	32.00	33.84	38.67	43.50	48.34
300,000	274,484	7.25	14.50	21.75	29.00	36.25	43.50	48.01	50.75	58.01	65.26	72.51
400,000	365,979	9.67	19.34	29.00	38.67	48.34	58.01	64.01	67.67	77.34	87.01	96.68
500,000	457,474	12.08	24.17	36.25	48.34	60.42	72.51	80.01	84.59	96.68	108.76	120.84
600,000	548,969	14.50	29.00	43.50	58.01	72.51	87.01	96.01	101.51	116.01	130.51	145.01
700,000	640,464	16.92	33.84	50.75	67.67	84.59	101.51	112.02	118.43	135.35	152.26	169.18
800,000	731,958	19.34	38.67	58.01	77.34	96.68	116.01	128.02	135.35	154.68	174.02	193.35
900,000	823,453	21.75	43.50	65.26	87.01	108.76	130.51	144.02	152.26	174.02	195.77	217.52
1,000,000	914,948	24.17	48.34	72.51	96.68	120.84	145.01	160.02	169.18	193.35	217.52	241.69
1,500,000	1,372,422	36.25	72.51	108.76	145.01	181.27	217.52	240.03	253.77	290.03	326.28	362.53
2,000,000	1,829,896	48.34	96.68	145.01	193.35	241.69	290.03	320.04	338.36	386.70	435.04	483.38
2,500,000	2,287,370	60.42	120.84	181.27	241.69	302.11	362.53	400.05	422.95	483.38	543.80	604.22
3,000,000	2,744,844	72.51	145.01	217.52	290.03	362.53	435.04	480.07	507.55	580.05	652.56	725.06
3,500,000	3,202,318	84.59	169.18	253.77	338.36	422.95	507.55	560.08	592.14	676.73	761.32	845.91
4,000,000	3,659,792	96.68	193.35	290.03	386.70	483.38	580.05	640.09	676.73	773.40	870.08	966.75

## SUDBURY PUBLIC SCHOOLS SUPERINTENDENT'S REPORT

The budgets you see in this warrant are clearly reflective of the severe economic environment that we all face today. The pressure to maintain high quality educational programs for our children, meet rising expectations and state/federal mandates at a time of diminished resources make budgeting challenging and open a dialogue that is as passionate as the differences in perspective of those engaged. The Sudbury School Committee and I remain dedicated to providing a program of high quality that meets the needs of every learner in our schools. However, we are also citizens and so lead with an ever-cognizant realization of the resources available and the economic struggles faced by our fellow citizens.

In December, the School Committee adopted a net operating budget of \$28,669,765, a 6.1% increase over FY09. SPS School Committee is required to adopt a budget for FY10 prior to December 31, 2008. In adopting this budget, we believe it is our fiduciary responsibility to present to the community a message, in financial terms, about the needs required to provide a quality educational program for all students. The needs reflected are not wish-list items and do not include a full presentation of all the critical needs that we believe we need to provide our students. They do not provide for a full restoration of previous cuts. We understand that this budget may require resources in excess of what is fiscally possible this year. Nevertheless, we believe it is important to adopt a budget that is based on quality, opportunity and achievement, within a context of fiscal responsibility.

This budget included several additional services and programs which are needed to address the evolving improvement needs in the district. Stronger support for early literacy and math enrichment, class size that allows for individual attention and differentiated teaching, and support to serve the growing general population of children with medical, emotional and behavioral needs are examples of resources included. Given the economic times, we knew there was little likelihood that this level of funding was possible this year, nevertheless the needs remain real and unmet.

In budgeting for FY10, we cannot lose, or ignore, the severe budget reductions that occurred for the current year under a non-override budget. Our FY09 budget is only \$19,000 greater than in FY08. We eliminated 22 FTE, cut the budget by over \$1 million and raised activity and bus fees by nearly 50%. Classroom teachers were laid off, kindergarten and literacy assistants eliminated, curriculum specialists, custodial support and professional development plans were reduced and busses to allow students to remain afterschool for extra help from teachers were eliminated. This is not presented to lament the impact or the need to make these difficult decisions, but rather to place our budgeting decision making for FY10 in context.

Three budgets are presented: 1) a non-override budget which is 1.78% more than our net total budget in FY09; 2) the School Committee requested budget which is 5.3% greater than the FY09 appropriated net budget; and 3) a fixed growth budget which limits all cost centers to grow at a FinCom specified rate of 4.5%

The proposed \$34,449,183 non-override budget for FY10, after covering the increased cost of benefits and pensions, provides approximately \$450,000 to meet the remaining needs of the schools and district. This will require us to cut \$709,000 from the current program and services. To reach this depth of cuts, given the level of cuts in this year's budget already discussed, will require us to further eliminate programs, staff, reduce compensation, exceed class size guidelines and lower service levels. Several scenarios are being considered but each includes a reduction of approximately 12.5 FTE staff. Total staff FTE would drop to 377 FTE from the 390 FTE in the current year and the 412.25 FTE from FY08. The non-override budget will substantially change the way education is provided in SPS.

The SPS School Committee and administration take our responsibilities to provide educational leadership seriously and believe we need to advocate for the children we serve. We will always seek efficiencies of operation and additional funding from sources that reduce the reliance on our local taxpayers. We will continue to endeavor to influence state policy makers to consider the unique factors of Sudbury when passing legislation and revising finance regulations. Throughout, we are most proud of our students' success and humbled by the

ongoing support of our parent community. While we worry, we will work hard to ensure that future students have the same opportunities as those who are benefiting or have benefited from an SPS education in the past.

Respectfully yours,  
Dr. John A. Brackett

## **LINCOLN-SUDBURY SUPERINTENDENT'S REPORT**

For obvious reasons, this has been an extremely challenging year to prepare a budget for FY10, because of ever-changing and mostly ever-worsening economic information. Despite the failure of an override to pass last year in Sudbury, Lincoln-Sudbury avoided some of the more damaging impacts in this current year because of a number of unique factors that allowed us to cushion the effects somewhat. These included a one-time grant from the Town of Lincoln in the sum of \$111,000, significantly increased Athletics, Activities, and Parking fees, and a decision to apply these revenues to the operating budget, rather than return the monies to the Towns through the reapportionment formula. The effect of these latter items totaled almost \$300,000 - a significant sum that allowed us to avoid deeper staff cuts than we would otherwise have had to make.

The dilemma that Sudbury and most other communities face each year, however, is that costs outpace the revenues the Town can generate within the limits of Proposition 2½ plus new growth. In preparing the FY10 budget for L-S, many categories of expense, regardless of our efforts and success in controlling costs, exceed 2½%. For example, L-S and Sudbury Public Schools jointly re-bid transportation services for FY09 through FY11 and received favorable, competitive bids but the resulting increase for FY10 was still 3% over FY09. Similarly, L-S participates in the Minuteman Nashoba Health Group, a purchasing group comprised of 17 communities and regional school districts, to purchase its health insurance plans for its employees. Our participation allows us, as a small employer, to pool our claims to achieve better rates. FY10 rates are very favorable, coming in at an overall 6% increase in plan premiums for our active employees. While the rates are favorable, the total increase to the budget for active employee health insurance is 5.1%. One major action taken by the School Committee to reduce costs, both now and in future budgets, was its vote to adopt Section 18 of Chapter 32b, which requires all retirees who are eligible to enroll in Medicare and select a Medicare supplemental insurance plan. This vote is estimated to save \$125,000 in FY10 as a result in the shift of retirees from active employee health insurance plans to the less expensive Medicare supplemental plans. In this case, the budget for retiree health insurance actually went down by 13.4%. Another example of costs that exceed the limits of Proposition 2½ is our retirement cost. All non-teaching staff members participate in the Middlesex Retirement System and the increase in the assessment to L-S for FY10 is 5.7%. (Teachers and administrators participate in the Massachusetts Teachers Retirement System and there is no employer contribution and therefore no budgeted cost for this benefit.) The point to note in all of these examples is that, while these items are necessary and important costs of doing business as an educational institution, they quickly deplete the limited resources available under Proposition 2½, leading to an override vote just to maintain our current staff and programs.

Almost all of our efforts this year have been to prepare a non-override budget, which, in the end, represents a 2.4% increase in the operating budget, excluding debt service, but which requires a number of very difficult reductions. The loss of a Housemaster and a house office assistant will have a direct affect on student life at the school. Each of the remaining three Housemasters will now be responsible for 547 students – an increase of 137 students to their house. This increase cannot occur without loss of contact time with the students and parents. In addition they will also be responsible for the evaluation of approximately 30 more teachers each. Within the teaching staff, including librarians and counselors, there will be a reduction of 6.90 FTE. This will affect class sizes but, more significantly, the teacher load (student-teacher ratio). In support areas, in addition to the house office assistant, the following reductions will be made: one custodian, two teaching assistants, a half-time career center paraprofessional, and the equivalent of a half-time clerical assistant. In the library there will be an increase of .46 FTE to the two current part-time library assistants given the reduction of a .50 FTE librarian.

To the extent possible, all of our decisions have reflected a commitment to preserve, as much as possible, professional staff positions: those who serve the core mission, teaching and learning. If an override should be successful in the spring, any additional resources would be used to restore as many of these positions as possible.

Respectfully yours,  
Dr. John M. Ritchie

## **TOWN MANAGER'S REPORT**

Local governments in Massachusetts are facing unprecedented challenges. The widening economic crisis has crippled economic activity and the state tax revenues that follow. State aid has already been reduced for FY09, and the Governor has filed a state budget that reduces such revenue sharing from the state even further in FY10. Many have used the phrase “perfect storm” to describe the fiscal crisis facing the nation, the state, and towns such as Sudbury. However, a storm is usually an event of short term nature, followed by a return to fair weather. It is not clear at this time how long this current economic situation will last. And for Sudbury, the national recession only makes worse an already existing imbalance between available revenues and service demands, known locally as the “structural deficit”.

In budgeting for FY10, the Selectmen and I began with an FY09 town services budget that was already \$84,000 less than the FY08 budget. The non-override FY10 budget recommended by the Finance Committee provides for a 0.25% increase over FY09, with most of those additional dollars going to the Public Works Department, which had been severely cut in the FY09 budget. Many actions have been taken to bring expenditures down to the level of available revenues; positions were left vacant and then eliminated (7.05 FTE positions in FY09, as many as 10.5 FTE positions in FY10), overtime has been reduced in the police and fire departments, hours of the Goodnow Library have been reduced, maintenance of town and school grounds has been eliminated, spending for equipment purchases and maintenance has been greatly reduced, too often there are only two police sector cars covering 25 square miles, and Fire Station 3 has been closed on nights when more than one firefighter has been out for illness, injury or vacation.

While necessary in the short run, these actions should not be continued too long; they need to be seen as buying the time to allow longer term strategies to be undertaken. Difficult fiscal times can have a silver lining: they can be an impetus and force for introducing change in an environment that tends to resist change. But they can also be destructive, if they are used simply to dismantle good programs and lose valuable personnel.

With that in mind, the Board of Selectmen and I have been developing a variety of longer term strategies aimed at achieving the fiscal sustainability we believe is critical to cope with this current economic downturn and reduce the ongoing revenue/expenditure imbalance we have been facing for a number of years. We began exploring with our neighboring towns, particularly Wayland, ways to implement collaboration opportunities. We initiated a project with the administration of the Sudbury Public Schools to streamline and reduce the cost of shared “back room” operations such as payroll and vendor payment services as well as enhance our ability to implement energy saving and facility maintenance efforts. We are working with the Sudbury Public School Committee to make changes to the employee compensation and benefits program so that it is more sustainable over the long term. We are looking closely at the suggestions of the Budget Review Task Force, established by the Board of Selectmen, most immediately focusing on the concept of merging the administration of the Sudbury Public Schools with that of Lincoln-Sudbury Regional High School. And we continue our commitment to practices that have kept the Sudbury municipal services budget one of the leanest municipal budgets in the Boston area. These practices include peer town benchmarking to identify areas where our spending for services could be reduced; relying on data driven decision making in the area of process analysis and performance measurement; and establishing alternative, non-property tax revenue sources to support those

municipal services that are seen as desirable but not necessarily core services. In particular, we will be looking to see if we can reallocate the costs of some public services to their beneficiaries rather than the general public.

Meanwhile, the Board of Selectmen and I, along with our great Town staff, will keep striving to provide the highest level of service possible to the residents, businesses and guests of the Town. Sudbury residents depend greatly on Town services for their safety, health and quality of life needs, even more so when times are hard. In both the short and the long term, fiscal sustainability strategies that protect the capacity of a government to meet consistently these service responsibilities are the best strategies.

Respectfully yours,  
Maureen G. Valente

**SUMMARY OF FY10 BUDGET REQUESTS**

EXPENDITURES	FY08	FY09	FY10	FY10	FY10
	Actual	Appropriated	Non-Override	Fixed Growth	Request
LS Gross Assessment	16,806,624	16,566,468	16,764,708	17,322,766	18,015,756
LS Offsets/Re-apportionments	(3,234,629)	(3,255,278)	(3,175,786)	(3,175,786)	(3,175,786)
LS Employee Benefits Assessment	2,942,868	3,117,966	3,264,635	3,180,337	3,176,880
LSRHS NET (Operating Assessment)	16,514,863	16,429,156	16,853,557	17,327,317	18,016,849
SPS Gross Expenses	27,005,076	29,327,722	29,734,099	30,653,687	30,925,298
SPS Offsets	-	(2,302,767)	(2,255,533)	(2,255,533)	(2,255,533)
SPS Employee Benefits	6,407,376	6,820,759	6,970,617	6,970,617	6,970,617
SPS NET	33,412,452	33,845,714	34,449,183	35,368,771	35,640,382
Minuteman Regional Assessment	224,404	237,788	264,922	264,922	264,922
Other Regional School Assessments	66,408	69,064	71,136	71,136	71,136
<b>Total: Schools</b>	<b>50,218,127</b>	<b>50,581,722</b>	<b>51,638,798</b>	<b>53,032,146</b>	<b>53,993,289</b>
General Government	2,233,748	2,256,312	2,237,060	2,270,040	2,347,284
Public Safety	6,313,404	6,491,787	6,447,102	6,593,281	6,618,610
Public Works	3,528,642	3,220,843	3,332,723	3,402,660	3,610,564
Human Services	538,824	529,205	524,332	556,658	563,913
Culture & Recreation	1,121,839	1,155,574	1,119,271	1,149,761	1,160,680
Unclassified & Transfer Accounts	107,455	223,259	368,457	458,224	468,224
Town Operating Offsets	(230,342)	(347,238)	(381,600)	(301,503)	(290,000)
subtotal, town services	13,613,570	13,529,742	13,647,344	14,129,121	14,479,275
Town Employee Benefits	3,909,130	4,202,129	4,400,686	4,400,686	4,400,686
<b>Total: Town Departments</b>	<b>17,522,701</b>	<b>17,731,871</b>	<b>18,048,030</b>	<b>18,529,806</b>	<b>18,879,960</b>
Capital Planning Committee	585,303	513,042	523,383	535,383	535,383
Capital Exclusion-Fire Engine	405,000	-	-	-	-
<b>Total: Capital Budget</b>	<b>990,303</b>	<b>513,042</b>	<b>523,383</b>	<b>535,383</b>	<b>535,383</b>
<b>Subtotal: Operating Budget</b>	<b>68,731,130</b>	<b>68,826,635</b>	<b>70,210,211</b>	<b>72,097,335</b>	<b>73,408,633</b>
Town Debt Service	4,472,354	4,347,060	4,261,604	4,261,604	4,261,604
LSRHS (Debt Assessment)	2,647,937	2,394,071	2,298,949	2,298,949	2,298,949
<b>Total: Debt Budget</b>	<b>7,120,291</b>	<b>6,741,131</b>	<b>6,560,553</b>	<b>6,560,553</b>	<b>6,560,553</b>
Enterprise Fund Expenditures	686,618	757,946	778,434	778,434	778,434
Stabilization Fund	50,000	-	197,955	197,955	197,955
<b>Total: Other</b>	<b>736,618</b>	<b>757,946</b>	<b>976,389</b>	<b>976,389</b>	<b>976,389</b>
Other Charges to be raised	698,517	1,144,297	755,448	755,448	755,448
<b>Total: To Be Raised</b>	<b>77,286,556</b>	<b>77,470,009</b>	<b>78,502,601</b>	<b>80,389,726</b>	<b>81,701,023</b>
<b>RECEIPTS</b>					
State Aid (Cherry Sheet)	5,976,160	6,436,880	6,000,705	6,000,705	6,000,705
SBAB School Debt Reimbursement	2,827,655	1,702,597	1,702,597	1,702,597	1,702,597
Local Receipts	4,921,039	4,607,943	4,258,289	4,258,289	4,258,289
Free Cash	1,900,000	294,110	-	-	-
Retirement Trust Fund	25,000	25,000	-	-	-
Abatement Surplus	238,000	321,000	321,000	321,000	321,000
Prior Year Articles/Recoveries	750	-	-	-	-
Enterprise Funds	731,687	788,858	809,387	809,387	809,387
<b>Total: State &amp; Local Receipts</b>	<b>16,620,291</b>	<b>14,176,388</b>	<b>13,091,978</b>	<b>13,091,978</b>	<b>13,091,978</b>
<b>Total Tax Levy</b>	<b>60,539,786</b>	<b>63,263,124</b>	<b>65,434,183</b>	<b>65,434,183</b>	<b>65,434,183</b>
<b>Total: Revenue</b>	<b>77,160,077</b>	<b>77,439,512</b>	<b>78,526,161</b>	<b>78,526,161</b>	<b>78,526,161</b>
<b>UNDER/ (OVER)</b>	<b>(126,479)</b>	<b>(30,497)</b>	<b>23,560</b>	<b>(1,863,564)</b>	<b>(3,174,862)</b>

**RECOMMENDED FY10 BUDGETS**

	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
<b>ALL COST CENTERS - ALL FUNDS*</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>% of Budget</b>	<b>Fixed Growth</b>	<b>Requested</b>
Lincoln-Sudbury Regional High School	16,429,156	16,853,557	21.5%	17,327,317	18,016,849
Sudbury Public Schools	33,845,714	34,449,183	43.9%	35,368,771	35,640,382
Minuteman and other Voc Schools	306,852	336,058	0.4%	336,058	336,058
Town Departments	17,731,871	18,048,030	23.0%	18,529,806	18,879,960
Debt Service - Town, SPS and LSRHS	6,741,131	6,560,553	8.4%	6,560,553	6,560,553
Atkinson Pool Enterprise Fund	472,426	476,592	0.6%	476,592	476,592
Transfer Station Enterprise Fund	285,520	301,842	0.4%	301,842	301,842
Operating Capital Items	513,042	523,383	0.7%	535,383	535,383
Stabilization Fund	-	197,955	0.3%	197,955	197,955
State and Local Charges	1,144,297	755,448	1.0%	755,448	755,448
<b>Total Budget Requests*</b>	<b>77,470,009</b>	<b>78,502,601</b>	<b>100.0%</b>	<b>80,389,726</b>	<b>81,701,023</b>

\* Total budget reporting includes all cost centers and all funds to be appropriated or expended, except for revolving funds.

	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
<b>COST CENTERS - OPERATING*</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>% of Budget</b>	<b>Fixed Growth</b>	<b>Requested</b>
Lincoln-Sudbury Regional High School	16,429,156	16,853,557	23.9%	17,327,317	18,016,849
Sudbury Public Schools	33,845,714	34,449,183	48.9%	35,368,771	35,640,382
Minuteman and other Voc Schools	306,852	336,058	0.5%	336,058	336,058
Town Departments	17,731,871	18,048,030	25.6%	18,529,806	18,879,960
State and Local Charges	1,144,297	755,448	1.1%	755,448	755,448
<b>Total Operating Budget Requests</b>	<b>69,457,890</b>	<b>70,442,276</b>	<b>100.0%</b>	<b>72,317,400</b>	<b>73,628,698</b>

\*Operating cost centers only. Excludes debt service, capital projects and other one-time charges. Enterprise funds are also omitted from this table. The cost centers shown above are the ones that are primarily supported by the General Fund.

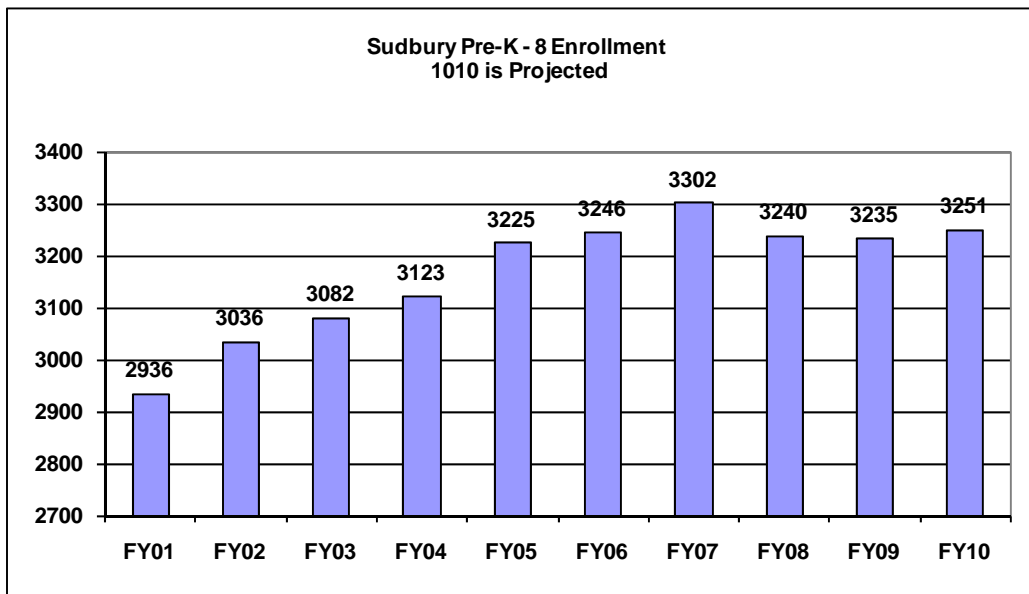
**OPERATING BUDGET – ARTICLE 4**

**SUDBURY PUBLIC SCHOOLS**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>SUDBURY PUBLIC SCHOOLS</b>					
Sudbury Public Schools	<b>27,005,076</b>	<b>29,327,722</b>	<b>29,734,099</b>	<b>30,653,687</b>	<b>30,925,298</b>
Offsets (incl. METCO)	-	(2,302,767)	(2,255,533)	(2,255,533)	(2,255,533)
Sudbury Public Schools	<b>27,005,076</b>	<b>27,024,955</b>	<b>27,478,566</b>	<b>28,398,154</b>	<b>28,669,765</b>
Add: Benefits Costs	6,407,376	6,820,759	6,970,617	6,970,617	6,970,617
<b>Total: Sudbury Public Schools</b>	<b>33,412,452</b>	<b>33,845,714</b>	<b>34,449,183</b>	<b>35,368,771</b>	<b>35,640,382</b>

The Finance Committee recommends approval of a Non-Override Budget for the Sudbury Public Schools for FY10 in the amount of \$34,449,183. This is an increase of \$603,469 over the SPS FY09 budget, inclusive of pension and insurance costs. Gross expenses would increase by \$556,235 to \$36,704,716 in FY10. Operating “offsets”, which reduce gross expenses, would decrease by \$47,234 to (\$2,255,533) in FY10. A small growth in school enrollments is projected for FY10

The current three year collective bargaining agreements with the school unions expire at the end of this fiscal year. Negotiations have begun for the next contract period that will be effective beginning in FY10. If negotiated settlements under the new contracts result in a substantial reduction in the rate of growth in overall compensation, the recommended Non-Override Budget may support level staffing for FY10. Even under this circumstance, the Non-Override Budget will not provide funding for the cost of all services at the same level as it did in FY09 because the cost of many items other than personnel will grow faster than the 2.1% available under a non-override budget. Special education costs are projected to increase by \$357,893 or 10.9% driven by more complex and severe student needs and state and federal mandated levels of service. Transportation costs are budgeted to increase by 3% under the current three year contract for bus services. Utility costs are budgeted to be stable in FY10 due to existing contracts that fix energy commodity prices and energy conservation measures taken by the district. Other non-personnel operating expenses are projected to increase by 3.5%.



**SUDBURY PUBLIC SCHOOLS**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>Salaries</b>					
System Administration & Operations	737,326	850,096	869,731	869,731	869,731
Elementary Instruction	8,736,322	8,959,796	8,773,683	9,171,190	9,336,436
Middle School Instruction	4,659,074	4,845,140	4,670,861	5,058,343	5,129,709
Curriculum, Instruction, Technology	642,471	593,107	606,781	633,072	633,072
Special Ed Instruction	3,928,589	4,817,264	4,893,838	4,893,838	4,893,838
Health, Transportation & Cafeteria	454,286	717,062	744,128	744,128	744,128
Plant Maintenance	844,212	805,544	825,785	825,785	825,785
Other	548,697	594,263	614,263	614,263	614,263
Reserved for Salary Adjustments			218,081	218,081	218,081
Total Salaries:	20,550,977	22,182,272	22,217,151	23,028,431	23,265,043
Salary Offsets:		(1,087,767)	(990,533)	(990,533)	(990,533)
Net Salaries:	20,550,977	21,094,505	21,226,618	22,037,898	22,274,510
% Increase from FY09			0.63%	4.47%	5.59%
<b>Benefits</b>	6,407,376	6,820,759	6,970,617	6,970,617	6,970,617
<b>Expenses</b>					
System Administration & Operations	438,629	360,104	372,708	372,708	392,708
Elementary Instruction	411,418	332,074	306,543	343,697	343,697
Middle School Instruction	189,534	163,560	132,131	169,285	169,285
Curriculum, Instruction, Technology	413,354	308,177	318,963	328,963	343,963
Special Ed Instruction	2,399,137	3,263,283	3,621,176	3,621,176	3,621,175
Health, Transportation & Cafeteria	784,961	1,060,288	1,092,097	1,116,097	1,116,097
Utilities	969,745	1,218,926	1,218,926	1,218,926	1,218,926
Plant Maintenance	847,324	439,038	454,404	454,404	454,404
Total Expenses:	6,454,102	7,145,450	7,516,948	7,625,256	7,660,255
Expense Offsets: Grants		(615,000)	(615,000)	(615,000)	(615,000)
Circuit Breaker		(600,000)	(650,000)	(650,000)	(650,000)
Net Expenses:	6,454,102	5,930,450	6,251,948	6,360,256	6,395,255
% Increase from FY09			5.42%	7.25%	7.84%
Total Gross Expenses		36,148,481	36,704,716	37,624,304	37,895,915
Less: Total Offsets		(2,302,767)	(2,255,533)	(2,255,533)	(2,255,533)
Net Budget Total	33,412,455	33,845,714	34,449,183	35,368,771	35,640,382
% Increase from FY09			1.78%	4.50%	5.30%
Net Budget Total w/o Benefits	27,005,079	27,024,955	27,478,566	28,398,154	28,669,765
% Increase from FY09			1.68%	5.08%	6.09%
Total Staff FTE	412.25	389.89	377.39	396.89	402.64

**LINCOLN-SUDBURY REGIONAL HIGH SCHOOL**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>LINCOLN-SUDBURY REGIONAL HS</b>					
Sudbury Apportionment	<b>85.33%</b>	<b>84.81%</b>	<b>84.51%</b>	<b>84.51%</b>	<b>84.51%</b>
LSRHS Benefits Assessment	2,942,868	3,117,966	3,142,491	3,106,038	3,101,546
LSRHS Oper. Assessment	16,806,624	16,566,468	16,886,852	17,397,065	18,002,386
LSRHS Oper. Offsets	(3,234,629)	(3,255,278)	(3,175,786)	(3,175,786)	(3,175,786)
	16,514,863	16,429,156	16,853,557	17,327,317	17,928,146
LSRHS Debt Assessment	2,647,937	2,394,071	2,298,949	2,298,949	2,298,949
<b>Total LSRHS (Sudbury Portion)</b>	<b>19,162,800</b>	<b>18,823,227</b>	<b>19,152,506</b>	<b>19,626,266</b>	<b>20,227,095</b>

Lincoln-Sudbury Regional High School (“LSRHS”) is a grade 9-12 regional school district (“District”) established pursuant to Chapter 71 of the Massachusetts General Laws and operates in accordance with the Lincoln-Sudbury Regional Agreement. As a regional school district, Lincoln-Sudbury must include within its budget all costs associated with running the District, including health, life, workers’ compensation and property and casualty insurances; FICA; retirement assessments; and debt service. The presentation of the LSRHS budget differs from the Sudbury Public Schools budget in two important respects: 1) the LSRHS budget presentation includes the deduction of Chapter 70 State Aid and Regional Transportation Aid that it receives directly as a separate school district; and 2) its total budget is apportioned to Lincoln and Sudbury by a ratio based upon a three-year average enrollment of students from each town. The FY10 budget ratio for Sudbury is 84.51% (down .30% from FY09) and for Lincoln is 15.49%.

Non-Override Budget

As required by law, the Finance Committee recommends approval of a non-override operating budget assessment of \$16,853,557 to the District. This budget would only provide the District with an additional \$424,401 (Sudbury’s assessed share) in operating funds over FY09 levels.

**LINCOLN-SUDBURY REGIONAL HIGH SCHOOL  
FY10 BUDGET**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Budget</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>DISTRICT ADMINISTRATION</b>	<b>2,243,275</b>	<b>2,198,179</b>	<b>2,018,810</b>	<b>2,144,890</b>	<b>2,247,522</b>
Salaries	1,773,459	1,864,332	1,709,848	1,818,278	1,844,788
Expenses	469,816	333,847	308,962	326,612	402,734
Offsets	-	-	-	-	-
<b>STUDENT SERVICES</b>	<b>4,897,001</b>	<b>5,050,620</b>	<b>5,550,954</b>	<b>5,651,950</b>	<b>5,750,024</b>
Salaries	3,063,223	3,221,035	3,132,876	3,231,952	3,278,202
Expenses	2,827,282	2,915,001	3,338,007	3,339,927	3,391,751
Offsets	(993,504)	(1,085,416)	(919,929)	(919,929)	(919,929)
<b>INSTRUCTION</b>	<b>9,347,183</b>	<b>9,498,279</b>	<b>9,779,609</b>	<b>10,090,440</b>	<b>10,527,505</b>
Salaries	8,795,243	9,175,885	9,375,834	9,651,665	9,880,273
Expenses	614,020	507,430	477,775	512,775	721,232
Offsets	(62,079)	(185,036)	(74,000)	(74,000)	(74,000)
<b>ATHLETICS &amp; ACTIVITIES</b>	<b>826,389</b>	<b>557,272</b>	<b>510,832</b>	<b>535,949</b>	<b>575,296</b>
Salaries	577,937	599,829	566,009	583,425	597,549
Expenses	248,451	267,443	239,823	257,124	287,747
Offsets	-	(310,000)	(295,000)	(304,600)	(310,000)
<b>OPERATIONS</b>	<b>1,013,784</b>	<b>845,985</b>	<b>805,504</b>	<b>846,210</b>	<b>885,364</b>
Salaries	554,225	600,169	563,414	583,486	602,914
Expenses	459,559	433,450	420,156	440,790	460,516
Offsets	-	(187,634)	(178,066)	(178,066)	(178,066)
<b>TRANSPORTATION</b>	<b>421,025</b>	<b>455,274</b>	<b>468,932</b>	<b>468,932</b>	<b>468,932</b>
<b>UTILITIES</b>	<b>820,549</b>	<b>867,870</b>	<b>847,435</b>	<b>847,435</b>	<b>847,435</b>
<b>PENSIONS &amp; INSURANCE</b>	<b>3,230,419</b>	<b>3,676,413</b>	<b>3,718,484</b>	<b>3,675,350</b>	<b>3,670,034</b>
<b>TOTAL OPERATING BUDGET</b>	<b>22,799,624</b>	<b>23,149,892</b>	<b>23,700,560</b>	<b>24,261,156</b>	<b>24,972,112</b>
<b>DEBT SERVICE</b>	<b>3,179,259</b>	<b>2,914,200</b>	<b>2,795,700</b>	<b>2,795,700</b>	<b>2,795,700</b>
<b>TOTAL L-S BUDGET</b>	<b>25,978,884</b>	<b>26,064,092</b>	<b>26,496,260</b>	<b>27,056,856</b>	<b>27,767,812</b>

**MINUTEMAN VOCATIONAL TECHNICAL SCHOOL DISTRICT**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>MINUTEMAN VOCATIONAL</b>					
Operating Assessment	224,404	237,788	264,922	264,922	264,922
<b>Total: Minuteman Vocational</b>	<b>224,404</b>	<b>237,788</b>	<b>264,922</b>	<b>264,922</b>	<b>264,922</b>

The proposed FY10 Budget for Minuteman Regional Vocational Technical School shows an increase in the assessment to Sudbury of \$27,134 or 11.4% over the FY09 assessment. Minuteman’s overall FY10 operating budget increased by \$494,379 or 2.90% over the FY09 budget. After adjusting for all offsets, the increase in the assessment to all towns in the regional district was \$420,694 or 4.1%. The increase in the assessment to Sudbury was higher due to changes in the enrollment mix of Sudbury students at Minuteman.

The Finance Committee recommends approval of an assessment to the District for FY10 of \$264,922.

**MINUTEMAN VOCATIONAL FY10 BUDGET DETAIL**

<b>Program Area</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10-FY09</b>
	<b>Budget</b>	<b>Proposed</b>	<b>Difference</b>
<b>Instructional</b>			
Trade & Industrial	100,608	110,325	9,717
Human & Commercial Services	58,265	90,450	32,185
Business & IT	28,540	52,939	24,399
Agriculture & Transportation	56,500	57,700	1,200
Bio-Science & Engineering	36,750	38,200	1,450
Academic	206,865	239,928	33,063
<b>Instructional Subtotal</b>	<b>487,528</b>	<b>589,542</b>	<b>102,014</b>
<b>Support</b>	<b>5,849,487</b>	<b>6,119,431</b>	<b>269,944</b>
<b>Salaries</b>	<b>10,414,607</b>	<b>10,407,028</b>	<b>(7,579)</b>
<b>Capital</b>	<b>250,000</b>	<b>380,000</b>	<b>130,000</b>
<b>FULL TOTAL</b>	<b>17,001,622</b>	<b>17,496,001</b>	<b>494,379</b>

The budget below is for Sudbury students who elect to attend a vocational high school other than Minuteman, and state law requires the Town to pay the non-residential tuition and transportation costs. The Finance Committee recommends approval of an FY10 other educational assessment of \$71,136.

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>OTHER EDUCATIONAL ASSESSMENTS</b>					
Operating Assessment	66,408	69,064	71,136	71,136	71,136
<b>Total: Other Vocational</b>	<b>66,408</b>	<b>69,064</b>	<b>71,136</b>	<b>71,136</b>	<b>71,136</b>

## GENERAL GOVERNMENT

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>GENERAL GOVERNMENT</b>					
<a href="#">Selectmen/Town Manager</a>	281,532	302,881	299,382	307,223	312,707
<a href="#">ATM/Personnel</a>	118,037	137,087	125,415	125,415	126,415
<a href="#">Law</a>	193,851	165,893	164,710	165,010	165,010
<a href="#">Finance Committee</a>	1,180	1,988	1,987	1,987	1,987
<a href="#">Accounting</a>	272,638	286,912	287,557	294,222	309,042
<a href="#">Assessors</a>	281,672	273,800	270,911	274,524	275,524
<a href="#">Treasurer/Collector</a>	263,530	276,933	274,145	274,345	291,345
<a href="#">Information Systems</a>	327,447	306,867	309,267	317,847	353,297
<a href="#">Town Clerk &amp; Registrars</a>	239,232	236,187	233,219	233,743	233,743
<a href="#">Planning &amp; Board of Appeals</a>	154,739	160,823	164,152	166,114	166,639
<b>Total General Government</b>	<b>2,233,748</b>	<b>2,256,312</b>	<b>2,237,060</b>	<b>2,270,040</b>	<b>2,347,284</b>

The General Government portion of the budget represents the Executive, General Administration, Human Resources Management, Legal, Financial, and quasi-judicial functions of the Town.

### Non-Override Budget

The FY10 Non-Override Budget is decreasing by \$19,252 compared to the FY09 appropriations (- 1%) and is only \$3,312 more than the actual amounts spent in FY08. A number of reductions have been made to keep overall budget growth at this limited amount of growth. Among these cuts are funds for replacement of town computers, for several important services provided through contracts, and for training options for Town staff, who require education and certification for many mandated functions. Additionally, .9 full-time equivalent positions will be completely unfunded in FY10. These staffing cuts represent 2 part-time clerical positions. The General Government departments have small staffs yet are responsible for essential and mandated functions; any cuts are felt deeply throughout. This budget includes step increases for employees, but does not include any funds for cost of living adjustments.

The Finance Committee recommends approval of FY10 Non-Override General Government Budget of \$2,237,060.

**GENERAL GOVERNMENT**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>SELECTMEN/TOWN MANAGER</b>					
Town Manager	139,728	145,727	145,727	145,727	145,727
Administration	56,231	59,895	62,213	62,213	62,213
Overtime	1,507	2,050	1,500	1,500	1,500
Clerical	52,031	61,369	63,757	63,757	63,757
Executive Incentive Program	9,693	7,990	7,990	7,990	7,990
Non-accountable Travel	4,500	5,000	5,500	5,500	5,500
Sick Leave Buy Back	0	0	2,320	2,320	2,320
<b>Sub Total: Personal Service</b>	<b>263,690</b>	<b>282,031</b>	<b>289,007</b>	<b>289,007</b>	<b>289,007</b>
General Expense	8,474	14,000	8,575	13,016	14,000
Maintenance	144	550	200	300	300
Travel	398	300	250	300	300
Out of State Travel	2,156	2,000	750	2,000	6,500
Contracted Services	2,550	4,000	600	2,600	2,600
Carryforward Expense	4,120	0	0	0	0
<b>Sub Total: Expenses</b>	<b>17,842</b>	<b>20,850</b>	<b>10,375</b>	<b>18,216</b>	<b>23,700</b>
<b>Total: Selectmen</b>	<b>281,532</b>	<b>302,881</b>	<b>299,382</b>	<b>307,223</b>	<b>312,707</b>

**GENERAL GOVERNMENT**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>ASSIST. TOWN MGR./HUMAN RESOURCES</b>					
Human Resources Director	93,359	95,693	95,683	95,683	95,683
Benefits Coordinator		32,203	20,308	20,308	20,308
Personnel Salaries	17,981	0			
Clerical	3,837	4,291	4,524	4,524	4,524
<b>Sub Total: Personal Service</b>	<b>115,177</b>	<b>132,187</b>	<b>120,515</b>	<b>120,515</b>	<b>120,515</b>
General Expense	905	2,000	2,000	2,000	2,000
Travel	296	400	400	400	400
Contracted Services	1,172	2,000	2,000	2,000	2,000
Employee Profess. Develop.	454	500	500	500	1,500
Carryforward Expense	33	0	0	0	0
<b>Sub Total: Expenses</b>	<b>2,860</b>	<b>4,900</b>	<b>4,900</b>	<b>4,900</b>	<b>5,900</b>
<b>Total: ATM/HR</b>	<b>118,037</b>	<b>137,087</b>	<b>125,415</b>	<b>125,415</b>	<b>126,415</b>

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>LAW</b>					
Town Counsel	41,417	42,244	42,452	42,452	42,452
Clerical	32,321	37,906	38,480	38,480	38,480
<b>Sub Total: Personal Service</b>	<b>73,738</b>	<b>80,150</b>	<b>80,932</b>	<b>80,932</b>	<b>80,932</b>
General Expense	5,636	6,075	5,865	6,165	6,165
Carryforward Expense	5,971	0			
<b>Sub Total: Expenses</b>	<b>120,113</b>	<b>85,743</b>	<b>83,778</b>	<b>84,078</b>	<b>84,078</b>
<b>Total: Law</b>	<b>193,851</b>	<b>165,893</b>	<b>164,710</b>	<b>165,010</b>	<b>165,010</b>

**GENERAL GOVERNMENT**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>FINANCE COMMITTEE</b>					
Clerical	1,136	1,708	1,707	1,707	1,707
<b>Sub Total: Personal Service</b>	<b>1,136</b>	<b>1,708</b>	<b>1,707</b>	<b>1,707</b>	<b>1,707</b>
General Expense	11	280	280	280	280
Carryforwad Expense	33		0	0	0
<b>Sub Total: Expenses</b>	<b>44</b>	<b>280</b>	<b>280</b>	<b>280</b>	<b>280</b>
<b>Total: Finance Committee</b>	<b>1,180</b>	<b>1,988</b>	<b>1,987</b>	<b>1,987</b>	<b>1,987</b>

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>ACCOUNTING</b>					
Town Accountant	68,413	72,845	75,653	75,653	75,653
Salaries	123,986	126,058	130,990	130,990	130,990
Clerical	0	0	0	0	12,000
Sick Leave Buy Back	1,557	1,658	2,014	2,014	2,014
Overtime	983	2,112	0	1,000	2,110
<b>Sub Total: Personal Service</b>	<b>194,939</b>	<b>202,672</b>	<b>208,657</b>	<b>209,657</b>	<b>222,767</b>
General Expense	6,025	7,200	1,650	5,400	6,400
Computer	21,030	29,740	33,025	33,025	33,025
Maintenance	1,439	2,300	225	1,390	2,000
Travel	369	1,000	0	750	850
Contracted Services	40,000	44,000	44,000	44,000	44,000
Carryforward Expense	8,836	0			
<b>Sub Total: Expenses</b>	<b>77,699</b>	<b>84,240</b>	<b>78,900</b>	<b>84,565</b>	<b>86,275</b>
<b>Total: Accounting</b>	<b>272,638</b>	<b>286,912</b>	<b>287,557</b>	<b>294,222</b>	<b>309,042</b>

**GENERAL GOVERNMENT**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>ASSESSORS</b>					
Assessor	77,914	81,977	82,590	82,590	82,590
Clerical	153,730	160,096	161,069	161,069	161,069
Stipend	1,000	1,000	1,000	1,000	1,000
Sick Buy Back	1,217	2,977	3,115	3,115	3,115
<b>Sub Total: Personal Service</b>	<b>233,861</b>	<b>246,050</b>	<b>247,774</b>	<b>247,774</b>	<b>247,774</b>
General Expense	8,455	9,750	5,137	8,750	9,750
Tuition	1,000	0	0	0	0
Contracted Services	21,356	18,000	18,000	18,000	18,000
Carryforward Expense	17,000	0	0	0	0
<b>Sub Total: Expenses</b>	<b>47,811</b>	<b>27,750</b>	<b>23,137</b>	<b>26,750</b>	<b>27,750</b>
<b>Total: Assessors</b>	<b>281,672</b>	<b>273,800</b>	<b>270,911</b>	<b>274,524</b>	<b>275,524</b>

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>TREASURER/COLLECTOR</b>					
Fin. Director/Treas.-Collector	87,080	92,543	96,371	96,371	96,371
Clerical	122,553	146,900	140,484	140,484	157,484
Stipends	2,500	2,500	2,500	2,500	2,500
<b>Sub Total: Personal Service</b>	<b>212,133</b>	<b>241,943</b>	<b>239,355</b>	<b>239,355</b>	<b>256,355</b>
General Expense	11,916	10,505	10,505	10,505	10,505
Maintenance	14,551	1,500	1,500	1,500	1,500
Travel	623	985	985	985	985
Tax Collection	21,515	20,000	20,000	20,000	20,000
Tax Title Expense	0	2,000	1,800	2,000	2,000
Carryforward Expense	2,792	0	0	0	0
<b>Sub Total: Expenses</b>	<b>51,397</b>	<b>34,990</b>	<b>34,790</b>	<b>34,990</b>	<b>34,990</b>
<b>Total: Treasurer-Collector</b>	<b>263,530</b>	<b>276,933</b>	<b>274,145</b>	<b>274,345</b>	<b>291,345</b>

**GENERAL GOVERNMENT**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>INFORMATION SYSTEMS</b>					
Technology Administrator	80,658	84,261	85,522	85,522	85,522
Non-clerical	58,309	59,767	59,771	59,771	59,771
Sick Leave Buy Back	1,814	1,932	1,981	1,981	1,981
Summer Help	8,068	10,969	10,968	10,968	17,078
<b>Sub Total: Personal Service</b>	<b>148,849</b>	<b>156,928</b>	<b>158,242</b>	<b>158,242</b>	<b>164,352</b>
General Expense	5,688	5,000	5,000	5,000	5,000
Software	58,339	42,845	45,845	48,845	48,845
Maintenance	7,808	10,000	8,600	10,000	10,000
Travel	94	1,000	486	666	1,000
Contracted Services	27,297	24,600	24,600	28,600	43,600
Equipment	41,985	35,994	35,994	35,994	50,000
Professional Development	2,304	4,000	4,000	4,000	4,000
WAN/Telephone Connections	15,930	11,500	11,500	11,500	11,500
Network	9,262	5,000	5,000	5,000	5,000
Internet	3,338	10,000	10,000	10,000	10,000
Carryforward Expense	6,553	0			
<b>Sub Total: Expenses</b>	<b>178,598</b>	<b>149,939</b>	<b>151,025</b>	<b>159,605</b>	<b>188,945</b>
<b>Total: Information Systems</b>	<b>327,447</b>	<b>306,867</b>	<b>309,267</b>	<b>317,847</b>	<b>353,297</b>

**GENERAL GOVERNMENT**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>TOWN CLERK &amp; REGISTRARS</b>					
Town Clerk	54,487	58,461	61,196	61,196	61,196
Overtime	1,007	1,538	1,588	1,588	1,588
Clerical	121,461	127,842	132,040	132,040	132,040
Election Workers	15,810	19,440	8,668	8,668	8,668
Registrars	882	956	956	956	956
<b>Sub Total: Personal Service</b>	<b>193,647</b>	<b>208,237</b>	<b>204,448</b>	<b>204,448</b>	<b>204,448</b>
General Expense*	12,354	13,000	13,546	14,070	14,070
Computer	0	0			
Maintenance	0	200	875	875	875
Travel	932	750	850	850	850
Tuition	2,193	1,000	1,500	1,500	1,500
Elections	12,738	13,000	12,000	12,000	12,000
Equipment	484	0		0	0
Carryforward Expense*	16,884	0	0	0	0
<b>Sub Total: Expenses</b>	<b>45,585</b>	<b>27,950</b>	<b>28,771</b>	<b>29,295</b>	<b>29,295</b>
<b>Total: Town Clerk &amp; Registrars</b>	<b>239,232</b>	<b>236,187</b>	<b>233,219</b>	<b>233,743</b>	<b>233,743</b>
*Includes Document Preservation					

**GENERAL GOVERNMENT**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>					
Planning Director	86,778	92,406	95,983	95,983	95,983
Staff Planner	2,530	0	0	0	0
Clerical*	60,184	63,809	66,048	66,048	66,048
Stipend	1,000	1,000	1,000	1,000	1,000
<b>Sub Total: Personal Service</b>	<b>150,492</b>	<b>157,215</b>	<b>163,031</b>	<b>163,031</b>	<b>163,031</b>
General Expense*	1,461	2,833	1,121	2,833	2,833
Professional Development	362	650	0	250	650
Clothing Allowance	125	125	0	0	125
Carryforwad Expense	2,299	0	0	0	0
<b>Sub Total: Expenses</b>	<b>4,247</b>	<b>3,608</b>	<b>1,121</b>	<b>3,083</b>	<b>3,608</b>
<b>Total: Planning</b>	<b>154,739</b>	<b>160,823</b>	<b>164,152</b>	<b>166,114</b>	<b>166,639</b>
*Includes Board of Appeals					

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>CONSERVATION</b>					
Conservation Coordinator	67,133	70,862	71,391	71,391	71,391
Non Clerical	13,533	18,112	18,828	18,828	18,828
Clerical	11,625	10,877	10,892	10,892	10,892
Sick Leave Buy Back	1,514	1,641	1,664	1,664	1,664
<b>Sub Total: Personal Service</b>	<b>93,805</b>	<b>101,492</b>	<b>102,775</b>	<b>102,775</b>	<b>102,775</b>
General Expense	1,739	1,400	400	1,785	2,500
Clothing	340	450	450	450	450
Trail Maintenance	636	3,000	2,090	4,000	5,000
Travel	960	600	600	600	850
Carryforwad Expense	2,410	0			
<b>Sub Total: Expenses</b>	<b>6,085</b>	<b>5,450</b>	<b>3,540</b>	<b>6,835</b>	<b>8,800</b>
<b>Total: Conservation</b>	<b>99,890</b>	<b>106,942</b>	<b>106,315</b>	<b>109,610</b>	<b>111,575</b>

**GENERAL GOVERNMENT**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>PLANNING &amp; COMMUNITY DEVELOPMENT</b>					
Planning Director	86,778	92,406	95,983	95,983	95,983
Staff Planner	2,530	0	0	0	0
Clerical*	60,184	63,809	66,048	66,048	66,048
Stipend	1,000	1,000	1,000	1,000	1,000
<b>Sub Total: Personal Service</b>	<b>150,492</b>	<b>157,215</b>	<b>163,031</b>	<b>163,031</b>	<b>163,031</b>
General Expense*	1,461	2,833	1,121	2,833	2,833
Professional Development	362	650	0	250	650
Clothing Allowance	125	125	0	0	125
Carryforwad Expense	2,299	0	0	0	0
<b>Sub Total: Expenses</b>	<b>4,247</b>	<b>3,608</b>	<b>1,121</b>	<b>3,083</b>	<b>3,608</b>
<b>Total: Planning</b>	<b>154,739</b>	<b>160,823</b>	<b>164,152</b>	<b>166,114</b>	<b>166,639</b>
*Includes Board of Appeals					

**PUBLIC SAFETY**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>PUBLIC SAFETY</b>					
<a href="#">Police</a>	2,608,532	2,664,226	2,670,423	2,769,875	2,792,934
<a href="#">Fire</a>	2,797,946	2,881,011	2,832,908	2,879,635	2,880,405
<a href="#">Building Department</a>	906,926	946,550	943,771	943,771	945,271
<b>Total Public Safety</b>	<b>6,313,404</b>	<b>6,491,787</b>	<b>6,447,102</b>	<b>6,593,281</b>	<b>6,618,610</b>

The Public Safety cluster consists of the Police and Fire Departments and the Building Inspector. It is by far the largest of the Town’s budget clusters, comprising 47% of the overall Town operating budget (exclusive of schools, benefits, and debt).

Non-Override Budget

The FY10 Non-Override Budget for this cluster is decreasing by \$44,685 or .7% from FY09 budgets. Further reductions in this area under Non-Override Budget would have been required but for additional ambulance receipt offset of \$91,600. Even with the additional ambulance fund offset the Fire Department expenses are reduced by \$48,103 or 1.7% from the FY09 budget. This includes the loss of 1 firefighter position and 1 full-time equivalent in overtime used to back-fill open shifts. Within the Police Department budget, \$6,197 will be added back from the FY09 budget level. Even so, this department will lose 1 police officer position and 1 full-time equivalent in overtime used to back-fill open shifts. In addition, the replacement of 1 front-line police cruiser will be delayed for one year. Finally, the Building Inspection Department is decreasing by \$2,779 from FY09. This includes the elimination of 1 part-time zoning field agent. This budget includes scheduled step increases for employees, but does include any cost of living adjustment.

The Finance Committee recommends approval of a FY10 Non-Override Public Safety budget of \$6,447,102.

**PUBLIC SAFETY**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>POLICE</b>					
Police Chief	130,908	134,176	115,678	115,678	115,678
Lieutenant	190,829	204,846	214,402	214,402	214,402
Patrol Officers	1,369,310	1,435,750	1,463,899	1,506,291	1,506,291
Night Differential	18,231	20,300	20,300	20,300	20,300
Overtime	238,022	205,000	209,019	228,641	240,000
Clerical	97,518	102,927	90,977	103,650	103,650
Dispatchers	161,624	169,051	164,375	164,375	164,375
Sick Leave Buy Back	2,038	7,165	9,468	9,468	9,468
Holiday Pay	12,569	14,941	14,941	14,941	14,941
Non-accountable Clothing	9,974	10,730	11,760	12,180	12,180
Stipend	28,995	33,500	33,375	34,035	34,035
<b>Sub Total: Personal Service</b>	<b>2,260,018</b>	<b>2,338,387</b>	<b>2,348,194</b>	<b>2,423,961</b>	<b>2,435,320</b>
General Expense	52,465	54,708	49,708	52,708	54,708
Maintenance	55,571	63,580	58,580	62,580	63,580
Travel	3,170	3,000	3,000	3,000	3,000
Uniforms	18,473	17,790	19,180	19,865	19,865
Tuition	1,441	9,000	9,000	9,000	9,000
Equipment	2,717	7,500	7,500	7,500	7,500
Gasoline	72,170	75,961	80,961	80,961	80,961
Carryforward Expense	25,136	0			
<b>Sub Total: Expenses</b>	<b>231,143</b>	<b>231,539</b>	<b>227,929</b>	<b>235,614</b>	<b>238,614</b>
Police Cruisers	117,371	94,300	94,300	110,300	119,000
<b>Sub Total: Capital</b>	<b>117,371</b>	<b>94,300</b>	<b>94,300</b>	<b>110,300</b>	<b>119,000</b>
<b>Total: Police</b>	<b>2,608,532</b>	<b>2,664,226</b>	<b>2,670,423</b>	<b>2,769,875</b>	<b>2,792,934</b>

**PUBLIC SAFETY**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>FIRE</b>					
Fire Chief	109,736	122,004	126,952	126,952	126,952
Deputy Chief	87,972	97,316	104,022	104,022	104,022
Firefighters/EMTs	1,753,851	1,763,793	1,727,028	1,773,755	1,960,813
Overtime	433,574	393,801	385,593	385,593	168,000
Clerical	33,454	34,476	35,827	35,827	35,827
Dispatchers	103,839	105,978	109,743	109,743	109,743
Non-accountable Clothing	23,013	23,300	25,654	25,654	25,654
Sick Buy Back	3,644	11,575	7,721	7,721	7,721
Fire Stipends	11,038	27,070	28,670	28,670	28,670
<b>Sub Total: Personal Service</b>	<b>2,560,121</b>	<b>2,579,313</b>	<b>2,551,210</b>	<b>2,597,937</b>	<b>2,567,402</b>
General Expense	30,325	42,139	42,139	42,139	45,356
Maintenance	50,652	63,000	63,000	63,000	79,200
Alarm Maint.	2,626	3,000	3,000	3,000	3,180
Travel	1,955	2,130	2,130	2,130	2,228
Utilities	44,424	52,770	52,770	52,770	52,770
Uniforms	10,682	18,800	18,800	18,800	19,020
Tuition	7,248	10,000	10,000	10,000	15,650
Contracted Services	26,176	36,500	36,500	36,500	36,444
Equipment	16,938	28,750	28,750	28,750	32,630
Gasoline/Diesel Fuel	25,023	24,609	24,609	24,609	26,525
Carryforward Expense	21,776	0	0	0	0
<b>Sub Total: Expenses</b>	<b>237,825</b>	<b>281,698</b>	<b>281,698</b>	<b>281,698</b>	<b>313,003</b>
Ambulance Fund Equipment	0	20,000	0	0	0
<b>Sub Total: Capital Expense:</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total: Fire</b>	<b>2,797,946</b>	<b>2,881,011</b>	<b>2,832,908</b>	<b>2,879,635</b>	<b>2,880,405</b>
<b>OFFSET Ambulance Fund</b>	<b>(230,342)</b>	<b>(347,238)</b>	<b>(381,600)</b>	<b>(301,503)</b>	<b>(290,000)</b>
<b>Net Fire</b>	<b>2,567,604</b>	<b>2,533,773</b>	<b>2,451,308</b>	<b>2,578,132</b>	<b>2,590,405</b>

**PUBLIC SAFETY**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>BUILDING INSPECTION</b>					
Building Inspector	77,087	81,426	81,728	81,728	81,728
Supv. of Town Bldgs.	59,767	62,876	63,496	63,496	63,496
Asst. Bldg Inspector	49,850	53,099	55,151	55,151	55,151
Clerical	45,771	55,957	55,403	55,403	55,403
Deputy Inspector	544	2,640	2,500	2,500	2,500
Zoning Enforce. Field Agent	3,000	1,500	0	0	1,500
Overtime	0	0	5,000	5,000	5,000
Sealer of Weights	2,150	2,150	2,150	2,150	2,150
Wiring Inspector	13,050	13,050	13,050	13,050	13,050
Custodial	85,498	87,635	87,778	87,778	87,778
Sick Buyback	1,335	1,388	1,444	1,444	1,444
<b>Sub Total: Personal Service</b>	<b>338,052</b>	<b>361,721</b>	<b>367,700</b>	<b>367,700</b>	<b>369,200</b>
General Expense	4,893	3,900	7,500	7,500	7,500
Town Bldg. Utilities	307,542	396,955	342,945	342,945	342,945
Town Bldg. Maint.	171,052	129,900	171,052	171,052	171,052
Vehicle Maintenance	2,046	1,500	2,000	2,000	2,000
Contracted services	60,738	48,099	48,099	48,099	48,099
Uniforms	1,431	1,475	1,475	1,475	1,475
In-State Travel	852	3,000	3,000	3,000	3,000
Carryforward Expense	20,320	0	0	0	0
<b>Sub Total: Expenses</b>	<b>568,874</b>	<b>584,829</b>	<b>576,071</b>	<b>576,071</b>	<b>576,071</b>
<b>Total: Building</b>	<b>906,926</b>	<b>946,550</b>	<b>943,771</b>	<b>943,771</b>	<b>945,271</b>

**PUBLIC WORKS**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>PUBLIC WORKS</b>					
<a href="#">Engineering</a>	397,546	408,871	409,691	412,160	415,030
<a href="#">Streets &amp; Roads</a>	2,498,064	2,183,418	2,298,939	2,339,461	2,485,046
<a href="#">Trees and Cemetery</a>	340,963	339,387	340,003	358,186	386,830
<a href="#">Parks and Grounds</a>	292,069	289,168	284,090	292,853	323,658
<b>Total Public Works</b>	<b>3,528,642</b>	<b>3,220,843</b>	<b>3,332,723</b>	<b>3,402,660</b>	<b>3,610,564</b>

The Public Works cluster includes the Engineering, Streets and Roads, Trees and Cemeteries, Parks and Grounds Divisions, and Transfer Station Enterprise Fund. The Transfer Station Enterprise Fund is voted separately at Town Meeting.

Non-Override Budget

The Non-Override Budget for this cluster is increasing by 3.5%, a total of \$111,880 more than FY09 appropriation. The Streets & Roads Department in particular was reduced significantly for FY09 (the FY08 appropriation was originally \$3,368,615 – actual spending is higher due to reserve fund transfers to the snow & ice removal budget.). The experience in FY09 thus far has shown that the cuts were too deep and funds need to be restored to provide for public safety and keep the vehicles running. Thus, funds have been restored to get this department closer to the FY08 original appropriation. Parks & Grounds will be cut \$5,078 or 1.8% from FY09. Streets & Roads, which is responsible for all roadwork, snow & ice removal and equipment maintenance, will increase by \$115,521 over FY09. Of this increase, \$75,966 will be used to help cover higher gasoline, maintenance and utility prices. Note also that all capital leases have been reclassified to the Capital Planning section of the Town’s Budget. The employees in this department, with the exception of the administrative staff, will receive both step increases and a cost of living adjustment, as they are in the 3<sup>rd</sup> year of a three year collective bargaining agreement. This budget includes step increases for administrative staff but does not include any funds for cost of living adjustments.

The Finance Committee recommends approval of a FY10 Non-Override Public Works Budget of \$3,332,723.

**PUBLIC WORKS**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>ENGINEERING DEPARTMENT</b>					
Dir. of Public Works	108,577	111,291	111,211	111,211	111,211
Non-Clerical	216,323	228,165	233,443	233,443	233,443
Clerical	45,906	48,178	48,169	48,169	48,169
Sick Leave Buy Back	4,184	5,381	4,482	4,482	4,482
<b>Sub Total: Personal Service</b>	<b>374,990</b>	<b>393,016</b>	<b>397,305</b>	<b>397,305</b>	<b>397,305</b>
General Expense	14,683	10,130	7,161	9,130	12,000
Maintenance	2,435	2,000	1,500	2,000	2,000
Travel	59	100	100	100	100
Uniforms	2,720	3,625	3,625	3,625	3,625
Carryforward Expense	2,659				
<b>Sub Total: Expenses</b>	<b>22,556</b>	<b>15,855</b>	<b>12,386</b>	<b>14,855</b>	<b>17,725</b>
<b>Total: Engineering</b>	<b>397,546</b>	<b>408,871</b>	<b>409,691</b>	<b>412,160</b>	<b>415,030</b>

**PUBLIC WORKS**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>STREETS &amp; ROADS</b>					
Highway Dir. of Operations	68,963	74,205	77,672	77,672	77,672
Management Analyst	72,487	73,782	73,777	73,777	73,777
Non-Clerical	569,205	606,397	641,955	641,955	641,955
Overtime	25,028	21,353	22,605	22,605	25,000
Clerical	44,385	56,767	50,821	50,821	50,821
Summer Temp. Labor	2,433	0	5,068	5,068	10,136
Sick Leave Buy Back	3,049	1,650	1,810	1,810	1,810
<b>Sub Total: Personal Service</b>	<b>785,550</b>	<b>834,153</b>	<b>873,708</b>	<b>873,708</b>	<b>881,171</b>
General Expense	12,163	12,000	12,000	12,000	12,000
Gasoline	165,939	140,000	169,000	169,000	169,000
Bldg. Maintenance	13,068	16,000	16,000	16,000	16,000
Vehicle Maintenance	168,771	145,380	178,351	178,351	185,650
Utilities	16,095	13,800	16,800	16,800	16,800
Street Lighting	55,368	54,635	65,405	65,405	65,405
Travel	297	250	300	300	300
Uniforms	14,490	17,045	17,045	17,045	17,045
Tuition	0	1,500	1,500	1,500	1,500
Police detail	51,352	40,000	40,000	40,000	63,000
Roadwork	455,496	494,000	494,175	534,697	555,900
Carryforward Expense	61,791	0	0	0	0
<b>Sub Total: Expenses</b>	<b>1,014,830</b>	<b>934,610</b>	<b>1,010,576</b>	<b>1,051,098</b>	<b>1,102,600</b>
Snow & Ice Overtime	159,030	117,407	117,407	117,407	125,267
Snow & Ice Contractors	154,183	106,520	106,520	106,520	135,223
Snow & Ice Materials	384,471	190,728	190,728	190,728	240,785
<b>Sub Total: Snow &amp; Ice</b>	<b>697,684</b>	<b>414,655</b>	<b>414,655</b>	<b>414,655</b>	<b>501,275</b>
<b>Total: Streets &amp; Roads</b>	<b>2,498,064</b>	<b>2,183,418</b>	<b>2,298,939</b>	<b>2,339,461</b>	<b>2,485,046</b>

**PUBLIC WORKS**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>TREES &amp; CEMETERY</b>					
Non-Clerical	227,955	231,839	246,102	246,102	246,102
Overtime	6,021	8,638	9,169	9,169	9,169
Clerical	12,143	15,642	15,504	15,504	15,504
Summer help	5,756	5,018	5,068	5,068	5,068
<b>Sub Total: Personal Service</b>	<b>251,875</b>	<b>261,137</b>	<b>275,843</b>	<b>275,843</b>	<b>275,843</b>
Cemetery Materials	23,009	19,000	19,000	23,000	25,087
Tree Planting	3,266	0	0	2,000	3,500
Tree Contractors	61,313	59,250	45,160	57,343	82,400
Carryforward Expense	1,500	0	0	0	0
<b>Sub-Total: Expenses</b>	<b>89,088</b>	<b>78,250</b>	<b>64,160</b>	<b>82,343</b>	<b>110,987</b>
<b>Total: Trees &amp; Cemetery</b>	<b>340,963</b>	<b>339,387</b>	<b>340,003</b>	<b>358,186</b>	<b>386,830</b>

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>PARKS &amp; GROUNDS</b>					
Non-Clerical	186,256	193,353	204,788	204,788	204,788
Overtime	4,162	4,206	4,455	4,455	4,455
Clerical	7,231	7,761	8,067	8,067	8,067
Summer help	11,050	17,957	20,272	20,272	25,340
Sick Leave Buy Back	3,285	2,480	2,520	2,520	2,520
<b>Sub Total: Personal Service</b>	<b>211,984</b>	<b>225,757</b>	<b>240,102</b>	<b>240,102</b>	<b>245,170</b>
Maintenance	72,378	60,411	40,988	49,751	75,488
Uniforms	2,532	3,000	3,000	3,000	3,000
Carryforward Expense	5,175				
<b>Sub Total: Expenses</b>	<b>80,085</b>	<b>63,411</b>	<b>43,988</b>	<b>52,751</b>	<b>78,488</b>
<b>Total: Parks &amp; Grounds</b>	<b>292,069</b>	<b>289,168</b>	<b>284,090</b>	<b>292,853</b>	<b>323,658</b>

**HUMAN SERVICES**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>HUMAN SERVICES</b>					
<a href="#">Board of Health</a>	360,787	368,243	368,885	393,177	393,137
<a href="#">Council on Aging</a>	162,058	139,635	137,970	141,562	148,857
<a href="#">Youth Commission</a>	<i>has moved to Recreation Division</i>				
<a href="#">Veterans Affairs</a>	15,979	21,327	17,477	21,919	21,919
<b>Total Human Services</b>	<b>538,824</b>	<b>529,205</b>	<b>524,332</b>	<b>556,658</b>	<b>563,913</b>

The Human Services cluster includes the Board of Health, Council on Aging, and Veterans’ Affairs Offices. Starting in FY10, the Youth Commission function has been moved to the Culture & Recreation Division. Due to prior year budget cuts, the Family Services Department, through which a community outreach worker provided social services to older residents, has been eliminated and the Board of Health budget continues to have limited funds to contract for assistance in this area.

Non-Override Budget

The Non-Override Budget for this cluster is decreasing by a total of \$4,873 from FY09. The Board of Health is increasing slightly by \$642 in FY10. Council on Aging will be decreased by \$1,665 from FY09. The Veterans Affairs Department is decreasing by \$3,850 or 18% from FY09 in the area of Veteran’s benefits. Should actual Veteran’s benefits paid in FY10 exceed the non-override budget the department head will need to request a Reserve Fund transfer. This budget includes scheduled step increases for employees, but does not include any funds for cost of living adjustments.

The Finance Committee recommends approval of a FY10 Non-Override Human Services Budget of \$524,332.

## HUMAN SERVICES

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>BOARD OF HEALTH</b>					
Director	79,821	84,220	84,847	84,847	84,847
Town Social Worker	77,259	67,748	68,008	68,008	68,008
Non-Clerical	0	18,112	18,716	18,716	18,716
Clerical	41,709	41,202	41,347	41,347	41,347
Sick Buy Back	1,800	1,914	1,970	1,970	1,970
<b>Sub Total: Personal Services</b>	<b>200,589</b>	<b>213,196</b>	<b>214,888</b>	<b>214,888</b>	<b>214,888</b>
General Expense	3,403	1,900	1,700	2,000	2,000
Maintenance	68	100	100	100	100
Mental Health	12,780	19,560	19,560	20,560	20,560
Nursing Services	49,842	51,347	51,347	52,887	52,887
Contracted Services	6,053	4,900	4,600	4,900	4,900
Lab Expense	0	500	250	500	500
Hazardous Waste	10,508	0	0	18,000	18,000
Mosquito Control	44,092	45,415	45,415	46,777	46,777
Animal/ Rabies Control	8,300	8,600	8,600	8,840	8,800
Animal Inspector	1,266	1,725	1,725	1,725	1,725
Senior Outreach	17,500	17,500	17,500	18,500	18,500
Community Outreach Prog	2,071	3,500	3,200	3,500	3,500
Carryforward Expense	4,315	0		0	
<b>Sub Total: Expenses</b>	<b>160,198</b>	<b>155,047</b>	<b>153,997</b>	<b>178,289</b>	<b>178,249</b>
<b>Total: Board of Health</b>	<b>360,787</b>	<b>368,243</b>	<b>368,885</b>	<b>393,177</b>	<b>393,137</b>

## HUMAN SERVICES

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>COUNCIL ON AGING</b>					
Director	64,945	69,713	72,971	72,971	73,701
Van Driver	31,389	0	0	0	0
Clerical	36,534	38,901	40,568	40,568	40,974
Information/Reference	20,683	21,021	21,023	21,023	27,182
<b>Sub Total: Personal Service</b>	<b>153,551</b>	<b>129,635</b>	<b>134,562</b>	<b>134,562</b>	<b>141,857</b>
General Expense	6,429	6,000	3,408	7,000	7,000
Contracted Services	1,736	4,000	0	0	0
Carryforward Expense	342	0	0	0	0
<b>Sub Total: Expenses</b>	<b>8,507</b>	<b>10,000</b>	<b>3,408</b>	<b>7,000</b>	<b>7,000</b>
<b>Total: Council on Aging</b>	<b>162,058</b>	<b>139,635</b>	<b>137,970</b>	<b>141,562</b>	<b>148,857</b>

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>VETERANS AFFAIRS</b>					
Veteran Agent	11,002	11,277	11,277	11,277	11,277
<b>Sub Total: Personal Service</b>	<b>11,002</b>	<b>11,277</b>	<b>11,277</b>	<b>11,277</b>	<b>11,277</b>
General Expense	416	1,200	1,200	1,254	1,254
Veteran's Grave Markers	984	850	850	1,028	1,028
Veteran's Benefits	3,577	8,000	4,150	8,360	8,360
<b>Sub Total: Expenses</b>	<b>4,977</b>	<b>10,050</b>	<b>6,200</b>	<b>10,642</b>	<b>10,642</b>
<b>Total: Veterans Affairs</b>	<b>15,979</b>	<b>21,327</b>	<b>17,477</b>	<b>21,919</b>	<b>21,919</b>

**CULTURE & RECREATION**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>CULTURE &amp; RECREATION</b>					
<a href="#">Goodnow Library</a>	943,102	965,834	967,010	996,487	1,003,564
<a href="#">Recreation</a>	171,026	181,733	144,254	145,267	146,509
<a href="#">Historical Commission</a>	5,007	5,390	5,390	5,390	5,390
<a href="#">Historic Districts Commission</a>	2,704	2,617	2,617	2,617	5,217
<b>Total Culture &amp; Recreation</b>	<b>1,121,839</b>	<b>1,155,574</b>	<b>1,119,271</b>	<b>1,149,761</b>	<b>1,160,680</b>

The Culture & Recreation cluster includes the Goodnow Library, Recreation Department, Historical Commission, and the Historic Districts Commission. Starting in FY10, the Youth Commission function has been moved to within the Recreation Department. The Atkinson Pool Enterprise Fund will be voted separately at Town Meeting.

Non-Override Budget

The Non-Override Budget for this cluster is decreasing by 3.1% or \$36,303 from FY09. The Goodnow Library is increasing slightly by \$1,176 from FY09. The Library will need to reduce part-time hours from FY09 levels. The Library presently operates with fewer staff than comparable sized libraries. The Recreation Department is decreasing significantly by \$37,479 or 20.6% from FY09. Reductions in this area will be mainly achieved by reorganization in both personnel (-1 full-time equivalent) and services. This budget includes scheduled step increases for employees, but does not include any funds for cost of living adjustments.

The Finance Committee recommends approval of a Non-Override FY10 Culture & Recreation budget of \$1,119,271.

**CULTURE & RECREATION**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>GOODNOW LIBRARY</b>					
Library Director	87,135	91,706	92,391	92,391	92,391
Non-Clerical	527,452	538,426	539,820	544,911	544,911
Overtime	0	14,479	14,516	15,300	17,367
Sick Leave Buy Back	3,104	2,653	2,653	2,900	2,900
<b>Sub Total: Personal Services</b>	<b>617,691</b>	<b>647,264</b>	<b>649,380</b>	<b>655,502</b>	<b>657,569</b>
General Expense	8,689	9,000	8,760	9,185	9,185
Automation	41,200	42,000	43,600	44,400	44,400
Books and Materials	130,989	125,900	124,500	131,300	136,310
Maintenance	33,227	23,660	23,210	28,000	28,000
Utilities	72,151	80,600	80,600	86,000	86,000
Travel	110	650	600	600	600
Contracted Services	36,548	36,760	36,360	41,500	41,500
Carryforward Expense	2,497	0	0		
<b>Sub Total: Expenses</b>	<b>325,411</b>	<b>318,570</b>	<b>317,630</b>	<b>340,985</b>	<b>345,995</b>
<b>Total: Goodnow Library</b>	<b>943,102</b>	<b>965,834</b>	<b>967,010</b>	<b>996,487</b>	<b>1,003,564</b>

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>RECREATION</b>					
Recreation Director	76,887	85,021	0	0	0
Assistant Director/Youth Services	0	0	46,909	46,909	46,909
Youth Coordinator	37,636	40,101	0	0	0
Non-Clerical	7,933	15,529	11,386	11,386	11,386
Program Coordinator	21,059	21,277	22,116	22,116	22,116
Clerical	17,189	17,456	17,598	17,598	17,598
<b>Sub Total: Personal Services</b>	<b>160,704</b>	<b>179,383</b>	<b>98,009</b>	<b>98,009</b>	<b>98,009</b>
General Expense	5,074	0	0	0	1,000
Recr. Director Contract Services	0	0	45,000	45,000	45,000
Youth Services Expense	5,033	2,100	995	2,008	2,100
Travel	111	0	0	0	150
Uniforms	104	250	250	250	250
<b>Sub Total: Expenses</b>	<b>10,322</b>	<b>2,350</b>	<b>46,245</b>	<b>47,258</b>	<b>48,500</b>
<b>Total: Recreation</b>	<b>171,026</b>	<b>181,733</b>	<b>144,254</b>	<b>145,267</b>	<b>146,509</b>

**CULTURE & RECREATION**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>HISTORICAL COMMISSION</b>					
General Expenses	5,007	5,390	5,390	5,390	5,390
<b>Sub Total: Expenses</b>	<b>5,007</b>	<b>5,390</b>	<b>5,390</b>	<b>5,390</b>	<b>5,390</b>
<b>Total: Historical Commission</b>	<b>5,007</b>	<b>5,390</b>	<b>5,390</b>	<b>5,390</b>	<b>5,390</b>

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>HISTORIC DISTRICTS COMMISSION</b>					
Clerical	2,340	2,167	2,167	2,167	2,167
<b>Sub Total: Personal Services</b>	<b>2,340</b>	<b>2,167</b>	<b>2,167</b>	<b>2,167</b>	<b>2,167</b>
General Expenses	102	450	450	450	3,050
Carryforward Expense	262	0			
<b>Sub Total: Expenses</b>	<b>364</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>3,050</b>
<b>Total: Hist Dist Commission</b>	<b>2,704</b>	<b>2,617</b>	<b>2,617</b>	<b>2,617</b>	<b>5,217</b>

**TOWN-WIDE OPERATING AND TRANSFER ACCOUNTS**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>Unclassified &amp; Transfers</b>					
Town-Wide Operating Expenses	107,455	90,675	92,300	98,750	98,750
Transfer Accounts	0	132,584	276,157	359,474	369,474
<b>Total Unclassified &amp; Transfers</b>	<b>107,455</b>	<b>223,259</b>	<b>368,457</b>	<b>458,224</b>	<b>468,224</b>

The Unclassified and Transfer Accounts budget line item is made up of two categories – Town Wide Operating Expenses and Transfer Accounts.

Unclassified

This budget includes expenses that do not fit precisely into other cost centers and are shared by many departments or support Town-wide functions and responsibilities. Expenses include copiers, postage, telephone, Town Report, Town Meeting, the Memorial Day celebration and the July 4<sup>th</sup> parade. The Unclassified Town Wide Operating Expenses are increasing slightly by \$1,625 from FY09 levels under the Non-Override Budget. While most costs in this category are expected to increase for FY10, the Town’s election expenses will be declining from FY09 in the absence of any special or Presidential elections.

Transfer Accounts

Transfer accounts are for Town operating department needs only. Since the Town Manager does not have the same authority as the schools to meet emergencies or unforeseen needs arising during the year, the Reserve Fund is used as a source of funds to meet those instances. Money cannot be spent from the Reserve Fund without approval of the Finance Committee. The original reserve fund balance for FY09 was \$147,000. Thus far, \$14,416 has been used during the fiscal year. Under the FY10 non-override budget scenario, the Reserve Fund will increase from FY09 by \$13,000. The increase is needed because with the budgets of more and more departments cut so severely, there is no ability to incur even slight unforeseen costs increases.

The salary adjustment account is less than the original FY09 appropriated levels. The salary adjustment account is established and funded in anticipation of collective bargaining agreement settlements for Town employees. Several collective bargaining groups and contracts covering FY10 are still in negotiations as of the printing of the Warrant. Consequently, the Town does not know the impact of collective bargaining for the fiscal year 2010 and beyond. While the Finance Committee had allowed each cost center to budget an increase up to 2% in anticipation of wage increases for collective bargaining purposes, this budget would allow for not more than 1% in wage growth. The FY10 Non-Override request for salary adjustment is \$116,157.

The Finance Committee recommends approval of the FY10 Non-Override Budget for Unclassified and Transfer Accounts of \$368,457.

**TOWN-WIDE OPERATING AND TRANSFER ACCOUNTS**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>TOWN-WIDE OPERATING EXPENSES</b>					
Copiers: Supplies & Service	8,000	7,300	7,600	7,600	7,600
Postage	38,895	37,675	38,000	39,950	39,950
Telephone	17,863	22,000	25,000	25,000	25,000
Town Report Printing	8,133	0	0	4,000	4,000
Town Meetings and Elections	8,322	18,000	16,000	16,500	16,500
Memorial Day	1,543	1,700	1,700	1,700	1,700
July 4th Celebration	4,000	4,000	4,000	4,000	4,000
Carryforward Expense	20,699	0	0	0	0
<b>Total: Operating Expenses</b>	<b>107,455</b>	<b>90,675</b>	<b>92,300</b>	<b>98,750</b>	<b>98,750</b>

## BENEFITS AND INSURANCE

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>BENEFITS &amp; INSURANCE</b>					
Town	3,909,130	4,202,129	4,400,686	4,400,686	4,400,686
Schools	6,407,376	6,820,759	6,970,617	6,970,617	6,970,617
	<b>10,316,506</b>	<b>11,022,888</b>	<b>11,371,303</b>	<b>11,371,303</b>	<b>11,371,303</b>

The Worker's Compensation budget has been level funded as dividends earned through our participation in a joint purchase pool comprised of municipalities and school districts throughout the Commonwealth, and our moderate claims history, will adequately cover the cost of this coverage. Life insurance has been level funded as well.

Unemployment has been increased by 7% over the original appropriation for the prior year. The budget for this line item has been exceeded significantly during the past year due to reductions in force necessitated by budget cuts. Should further personnel cuts be necessary this line item will be exceeded once again; if personnel cuts can be avoided or minimized this budgeted amount should be adequate for the cost of unemployment benefits.

The Medicare Tax reflects an increase of nearly 8% over the prior year. This tax is mandated by the federal government. Annual increases in this tax liability have been reflective of a rise in total Town and School payroll subject to this tax, as more senior employees whose wages were not subject to the tax depart are replaced by newly hired employees whose wages are now subject to this tax liability.

Medical Claims/Insurance has been increased overall by approximately 3%. Although the health insurance market remains volatile, enrollments are projected to decrease slightly and our claims experience over the past year has reflected a moderation in the overall rate of increase. These factors, along with the allocation of funds from the health insurance trust fund for rate stabilization, are the primary determinants of the rates for our modified self-funded health insurance programs.

The Retirement program budget is projected to increase by approximately 6% over FY09. This increase is attributable to an increase in our assessment from the Middlesex Retirement System calculated by their actuarial consultant to cover pension costs for all Town and Sudbury Public School retirees covered by this retirement system.

Property/Liability Insurance has increase by a factor of approximately 7% due to increases in the general property and liability insurance market and higher claims trends in fire and police accident coverage. Because fire and police personnel are not eligible under Massachusetts law for regular worker's compensation coverage, a separate insurance policy with premiums based on claims experience is purchased to cover these personnel for injuries incurred in the line of duty.

The Finance Committee recommends approval of a FY10 Non-Override Budget for \$11,371,303.

**BENEFITS AND INSURANCE**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>EMPLOYEE BENEFITS</b>					
Worker's Compensation	<b>24,257</b>	<b>27,900</b>	<b>27,900</b>	<b>27,900</b>	<b>27,900</b>
Town:	12,129	13,950	13,950	13,950	13,950
School:	12,129	13,950	13,950	13,950	13,950
Unemploy. Compensation	<b>25,046</b>	<b>119,610</b>	<b>41,730</b>	<b>41,730</b>	<b>41,730</b>
Town:	5,009	7,800	8,346	8,346	8,346
School:	20,037	111,810	33,384	33,384	33,384
Medicare Tax	<b>398,712</b>	<b>406,515</b>	<b>434,970</b>	<b>434,970</b>	<b>434,970</b>
Town:	115,626	117,889	134,840	134,840	134,840
School:	283,086	288,626	300,130	300,130	300,130
Life Insurance	<b>4,344</b>	<b>5,600</b>	<b>5,600</b>	<b>5,600</b>	<b>5,600</b>
Town:	1,260	1,848	1,848	1,848	1,848
School:	3,084	3,752	3,752	3,752	3,752
Medical Claims/ Insurance	<b>7,330,457</b>	<b>7,579,390</b>	<b>7,813,332</b>	<b>7,813,332</b>	<b>7,813,332</b>
Town:	2,345,746	2,429,440	2,521,711	2,521,711	2,521,711
School:	4,984,711	5,149,950	5,291,621	5,291,621	5,291,621
Retirement Program	<b>2,321,646</b>	<b>2,653,713</b>	<b>2,801,501</b>	<b>2,801,501</b>	<b>2,801,501</b>
Town:	1,323,338	1,516,122	1,596,856	1,596,856	1,596,856
School:	998,308	1,137,591	1,204,645	1,204,645	1,204,645
Property/Liab. Insurance	<b>209,144</b>	<b>230,160</b>	<b>246,270</b>	<b>246,270</b>	<b>246,270</b>
Town:	104,572	115,080	123,135	123,135	123,135
School:	104,572	115,080	123,135	123,135	123,135
Carryforward Expense	<b>2,900</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Town:	1,450	0	0	0	0
School:	1,450	0	0	0	0
<b>Total: Employee Benefits</b>	<b>10,316,506</b>	<b>11,022,888</b>	<b>11,371,303</b>	<b>11,371,303</b>	<b>11,371,303</b>

## DEBT SERVICE

	FY08	FY09	FY10	FY10	FY10
	Actual	Appropriated	Non-Override	Fixed Growth	Requested
<b>DEBT SERVICE</b>					
Long Term Bond Int.	1,402,354	1,277,060	1,151,604	1,151,604	1,151,604
Long Term Bond Principal	3,070,000	3,070,000	3,110,000	3,110,000	3,110,000
LSRHS Debt Service, Sudbury Portion	2,647,937	2,394,071	2,298,949	2,298,949	2,298,949
<b>Total: Debt Service</b>	<b>7,120,291</b>	<b>6,741,131</b>	<b>6,560,553</b>	<b>6,560,553</b>	<b>6,560,553</b>
<b>NON-EXEMPT DEBT/ADJUSTMENTS</b>					
Premium on Bonds	(19,151)	(8,408)	(7,007)	(7,007)	(7,007)
SBAB Debt Reimbursement	(2,827,655)	(1,702,596)	(1,702,596)	(1,702,596)	(1,702,596)
DE-1 Tax Recap Adjustments	(148,214)	-	-	-	-
<b>Sub-Total: Non-exempt debt adjustments</b>	<b>(2,995,020)</b>	<b>(1,711,004)</b>	<b>(1,709,603)</b>	<b>(1,709,603)</b>	<b>(1,709,603)</b>
<b>Total Exempt Debt to be raised</b>	<b>4,125,271</b>	<b>5,030,127</b>	<b>4,850,950</b>	<b>4,850,950</b>	<b>4,850,950</b>

The Debt Service budget provides for the repayment of principal and interest on the long-term debt of both the Town and the Lincoln Sudbury Regional School District (“LSRSD”). The Town issues debt pursuant to votes of Town Meeting to begin construction projects or purchase expensive equipment or real property. The maximum amount of debt is authorized by Town Meeting, and then the Town Treasurer issues the debt after working with the Town Manager and the Town’s Financial Advisor pending the approval of the Board of Selectmen. The treasurer of LSRSD issues its debt after working with the LSRSD School Committee, the School District’s Financial Advisor and pursuant to votes of Town Meetings of both Lincoln and Sudbury.

The budget request for FY10 is for an appropriation of \$4,261,604, which is the total amount of GROSS debt service payments required for all Town of Sudbury debt. A state grant, estimated at \$1,702,597, will be used to pay part of the debt service associated with school construction projects. Town debt service payments fall into the following major bond issue categories: Town Buildings and projects, Land Acquisitions, and Sudbury Public Schools projects. The appropriation for LSRDS debt service payment for FY10, \$2,298,949, is not requested in this budget as such but rather is requested within the LSRSD assessment.

The Finance Committee recommends approval of a FY10 Budget in the amount of \$4,261,604.

	Appropriated	% of	Budget	% of	% Change
	FY09	Total Debt	FY10	Total Debt	FY10-FY09
<b>Debt Service by Category (gross)</b>					
Schools K-8	2,922,949	43.4%	2,838,021	43.3%	-2.9%
Town	695,574	10.3%	676,445	10.3%	-2.8%
Land	728,538	10.8%	747,138	11.4%	2.6%
Town Subtotal	4,347,061		4,261,604		
L-S Debt, Sudbury share	2,394,071	35.5%	2,298,949	35.0%	-4.0%
<b>Total</b>	<b>6,741,132</b>	<b>100.0%</b>	<b>6,560,553</b>	<b>100.0%</b>	<b>-2.7%</b>

**TOTAL OPERATING BUDGET**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>TOTAL ARTICLE 4</b>					
<b>OPERATING BUDGET</b>	<b>74,861,118</b>	<b>75,054,724</b>	<b>76,247,381</b>	<b>78,122,506</b>	<b>79,345,100</b>

**ENTERPRISE FUNDS**

**TRANSFER STATION ENTERPRISE**

The Transfer Station Enterprise Fund operates the transfer station, providing recycling, landfill monitoring, and the hauling and disposal of waste. As an enterprise fund, the Transfer Station Enterprise Fund covers all of its direct and indirect costs and is not supported by the general tax levy or any other general revenue source. The transfer station is self-sustaining and has a stable group of users.

The Finance Committee recommends approval of a FY10 appropriation of \$301,842 for the Transfer Station Enterprise Fund.

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>TRANSFER STATION ENTERPRISE FUND</b>					
Non-Clerical	88,722	87,026	96,175	96,175	96,175
Overtime	6,048	7,000	7,000	7,000	7,000
Clerical	7,231	7,762	8,067	8,067	8,067
<b>Sub Total: Personal Service</b>	<b>102,001</b>	<b>101,788</b>	<b>111,242</b>	<b>111,242</b>	<b>111,242</b>
General Expense	13,237	24,732	24,100	24,100	24,100
Maintenance	24,281	50,000	50,000	50,000	50,000
Hauling & Disposal	73,970	89,000	98,500	98,500	98,500
Resource Recovery	13,816	20,000	18,000	18,000	18,000
Carryforward Expense	16,910	0	0	0	0
<b>Sub Total: Expenses</b>	<b>142,214</b>	<b>183,732</b>	<b>190,600</b>	<b>190,600</b>	<b>190,600</b>
<b>Direct Costs (appropriated)</b>	<b>244,215</b>	<b>285,520</b>	<b>301,842</b>	<b>301,842</b>	<b>301,842</b>
INDIRECT COSTS: (Not Appropriated)					
Benefits/Insurance	30,912	30,912	30,953	30,953	30,953
<b>Indirect Costs*</b>	<b>30,912</b>	<b>30,912</b>	<b>30,953</b>	<b>30,953</b>	<b>30,953</b>
<b>TOTAL: TRANSFER STATION ENTERPRISE</b>	<b>275,127</b>	<b>316,432</b>	<b>332,795</b>	<b>332,795</b>	<b>332,795</b>
Transfer Station Receipts	289,284	290,000	286,000	286,000	286,000
Retained Earnings Used	0	26,432	45,683	44,570	43,458
Salary Contingency	0		1,112	2,225	3,337
<b>Total Revenue</b>	<b>289,284</b>	<b>316,432</b>	<b>332,795</b>	<b>332,795</b>	<b>332,795</b>
<b>Surplus/Deficit</b>	<b>14,157</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
*Appropriated in General Fund					

## **POOL ENTERPRISE**

The Atkinson Pool Enterprise Fund pays for the direct costs of the operation of the Atkinson Pool. Enterprise funds are meant to be self-supporting, meaning they should be able to generate sufficient revenue to pay for all direct and indirect costs, as well as set aside funds for future maintenance and repairs to the facility, but does not pay for the cost of health insurance and pensions. However, the Pool does continue to support all of its direct operating costs.

The Finance Committee recommends approval of a FY10 appropriation of \$476,592 for the Atkinson Pool Enterprise.

**POOL ENTERPRISE**

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>POOL ENTERPRISE FUND</b>					
Non-Clerical	134,023	144,544	148,684	148,684	148,684
Head Lifeguards	33,371	35,175	35,481	35,481	35,481
Overtime	1,054	1,161	1,260	1,260	1,260
Clerical	16,929	17,456	17,398	17,398	17,398
Part Time Supervisors	6,057	8,294	8,092	8,092	8,092
Receptionists	20,983	24,954	24,208	24,208	24,208
WSI Lifeguards	51,809	67,285	65,644	65,644	65,644
Instructors	11,981	12,556	12,825	12,825	12,825
<b>Sub Total: Personal Service</b>	<b>276,207</b>	<b>311,426</b>	<b>313,592</b>	<b>313,592</b>	<b>313,592</b>
General Expense	14,518	10,000	10,000	10,000	10,000
Utilities	94,008	94,000	97,000	97,000	97,000
Maintenance	39,868	45,000	46,000	46,000	46,000
Programs	5,016	6,000	6,000	6,000	6,000
Equipment	0	6,000	4,000	4,000	4,000
Carryforward Expense	12,786	0	0	0	0
<b>Sub Total: Expenses</b>	<b>166,196</b>	<b>161,000</b>	<b>163,000</b>	<b>163,000</b>	<b>163,000</b>
<b>Direct Costs (appropriated)</b>	<b>442,403</b>	<b>472,426</b>	<b>476,592</b>	<b>476,592</b>	<b>476,592</b>
<b>INDIRECT COSTS: (Not Appropriated)</b>					
Insurance & Benefits	62,198	65,530	61,905	61,905	61,905
<b>Indirect Costs*</b>	<b>62,198</b>	<b>65,530</b>	<b>61,905</b>	<b>61,905</b>	<b>61,905</b>
<b>TOTAL: POOL ENTERPRISE</b>	<b>504,601</b>	<b>537,956</b>	<b>538,497</b>	<b>538,497</b>	<b>538,497</b>
Pool Receipts	437,830	445,667	460,000	460,000	460,000
Retained Earnings Used	4,488	26,759	13,456	10,320	7,184
Salary Contingency	85		3,136	6,272	9,408
<b>Total Revenue</b>	<b>442,403</b>	<b>472,426</b>	<b>476,592</b>	<b>476,592</b>	<b>476,592</b>
Amounts to be raised in tax levy	(62,198)	(65,530)	(61,905)	(61,905)	(61,905)
*Appropriated in General Fund					

## CAPITAL SPENDING

	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>Capital &amp; Capital Articles</b>					
CIPC Items	585,303	513,042	523,383	535,383	535,383
Capital Expenditure Exclusions	405,000	0	0	0	0
<b>Total Capital &amp; Articles</b>	<b>990,303</b>	<b>513,042</b>	<b>523,383</b>	<b>535,383</b>	<b>535,383</b>
	<b>FY08</b>	<b>FY09</b>	<b>FY10</b>	<b>FY10</b>	<b>FY10</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Non-Override</b>	<b>Fixed Growth</b>	<b>Requested</b>
<b>Capital by Cluster</b>					
Town Buildings	84,992	109,500	70,000	82,000	82,000
General Government	38,548	12,200	22,622	22,622	22,622
Public Safety	450,000	21,400	25,000	25,000	25,000
Public Works	332,263	354,942	325,761	325,761	325,761
Culture & Recreation	14,500	15,000	80,000	80,000	80,000
Town Center	70,000	0	0	0	0
<b>Total: Operating Expenses</b>	<b>990,303</b>	<b>513,042</b>	<b>523,383</b>	<b>535,383</b>	<b>535,383</b>

## CAPITAL IMPROVEMENT PLANNING REPORT

The Capital Improvement Planning Committee (“The Committee”) reviewed each department’s five-year capital plan in order to prioritize requests and make recommendations for expenditures in FY10.

Starting with FY10, all the DPW leases are included in the CIP budget. In the previous budget cycles only year 1 of the leases was included in the CIP budget. Year 2-5 were part of the DPW operating budget. To account for this change the FY09 CIP budget was adjusted from \$380,307 to \$513,042 and the DPW operating budget was adjusted accordingly.

The FY10 CIP non-override budget is set to \$523,816 or a 2.1% growth over the adjusted FY09 CIP budget. The FY10 CIP override budget is set to \$536,129 or a 4.5% growth over the adjusted FY09 CIP budget.

Following its review, the Committee voted to recommend that the following capital items be funded through FY10 Capital Budgets subject to available funding:

**CAPITAL SPENDING**

<b>Department</b>	<b>Item</b>	<b>Approved (Non-Override)</b>	<b>Approved (Fixed Growth)</b>
Building	Various Building Improvements	\$25,000	\$30,000
	Town Hall Handicap Entrance	\$12,000	\$14,000
	Fire Station HQ Paint/Trim	\$33,000	\$38,000
	Building Subtotal	\$70,000	\$82,000
Fire	Station 2 Traffic Light	\$25,000	\$25,000
DPW / Parks & Grounds	Lease payments (years 2-5)	\$246,761	\$246,761
	New leases or purchases*	\$79,000	\$79,000
	DPW Sub-Total	\$325,761	\$325,761
Library	RFID self check-out (Phase 1)	\$80,000	\$80,000
Selectmen	Muni Tax Software Lease Payment	\$12,000	\$12,000
	Ricoh MP6000 B&W copier	\$10,622	\$10,622
	Selectmen Subtotal	\$20,622	\$20,622
<b>Grand Total</b>		<b>\$523,383</b>	<b>\$535,383</b>

\*The Committee voted to allot \$79K for new purchases or leases (vs. \$121K requested for the following vehicles), leaving the determination of which vehicles to acquire to DPW's discretion:

- One-ton dump truck - unit 14 (purchase)
- Six wheel dump truck - unit 20 (lease)
- Loader 3.5 yard - unit 8 (lease)
- Utility Tractor (lease)

**TOWN DEBT SCHEDULE BY ISSUANCE DATE**

	6/1/1999	12/1/2000	10/1/2001	4/1/2003	2/15/2005	Total	Annual Debt Service	Remaining Principal
FY09 Principal	440,000	1,265,000	715,000	525,000	125,000	3,070,000		
FY09 Interest	9,625	186,588	315,460	94,500	670,888	1,277,060	4,347,060	29,010,000
FY10 Principal		1,265,000	710,000	525,000	610,000	3,110,000		
FY10 Interest		126,500	286,960	78,750	659,394	1,151,604	4,261,604	25,900,000
FY11 Principal		1,265,000	710,000	525,000	655,000	3,155,000		
FY11 Interest		63,250	258,560	63,000	640,544	1,025,354	4,180,354	22,745,000
FY12 Principal			585,000	525,000	1,880,000	2,990,000		
FY12 Interest			232,360	42,000	619,500	893,860	3,883,860	19,755,000
FY13 Principal			500,000	525,000	1,850,000	2,875,000		
FY13 Interest			208,375	21,000	555,131	784,506	3,659,506	16,880,000
FY14 Principal			500,000		1,830,000	2,330,000		
FY14 Interest			187,125		491,044	678,169	3,008,169	14,550,000
FY15 Principal			500,000		1,810,000	2,310,000		
FY15 Interest			165,250		424,800	590,050	2,900,050	12,240,000
FY16 Principal			500,000		1,695,000	2,195,000		
FY16 Interest			142,750		356,925	499,675	2,694,675	10,045,000
FY17 Principal			500,000		1,615,000	2,115,000		
FY17 Interest			119,750		292,900	412,650	2,527,650	7,930,000
FY18 Principal			500,000		1,605,000	2,105,000		
FY18 Interest			96,625		228,400	325,025	2,430,025	5,825,000
FY19 Principal			500,000		1,365,000	1,865,000		
FY19 Interest			72,875		168,800	241,675	2,106,675	3,960,000
FY20 Principal			500,000		1,445,000	1,945,000		
FY20 Interest			48,875		118,400	167,275	2,112,275	2,015,000
FY21 Principal			500,000		1,515,000	2,015,000		
FY21 Interest			24,500		30,300	54,800	2,069,800	0
All Principal	440,000	3,795,000	7,220,000	2,625,000	18,000,000	32,080,000		
All Interest	9,625	376,338	2,159,465	299,250	5,257,025	8,101,703		
<b>TOTAL</b>	<b>449,625</b>	<b>4,171,338</b>	<b>9,379,465</b>	<b>2,924,250</b>	<b>23,257,025</b>	<b>40,181,703</b>		

**AUTHORIZED, BUT UNISSUED DEBT**

Date Authorized	Permanent Debt Issued Purpose	Total Authorized	Amount Issued	Unissued 12/31/08	Date Issued	Maturity Date	Article Number
2/24/1997	Septic System Betterment Loan Program	200,000	-	200,000			97-27
4/2/2001	Public Works Facility Construction	4,733,800	4,730,000	3,800	4/1/2003	6/30/2013	01-7A
4/1/2002	Wastewater Feasibility	90,000	-	90,000			02-24
4/5/2005	Capital Equipment/Rennov.	650,000	636,500	13,500	6/15/2005	6/15/2010	05-11
Totals		5,673,800	5,366,500	307,300			

**LONG TERM BORROWING DETAIL**

<b>Issuance Date</b>	<b>Project</b>	<b>Actual FY08</b>	<b>Appropriated FY09</b>	<b>Budget FY10</b>
6/1/1999	Weisblatt Land	279,248	268,083	-
6/1/1999	Meachen Land	189,628	181,543	-
12/1/2000	Curtis Middle School	1,118,640	1,074,175	1,029,710
12/1/2000	Haynes Elementary	393,035	377,413	361,790
10/1/2001	Loring Elementary	864,680	843,880	822,040
10/1/2001	Haskell Field	23,200	22,400	21,600
10/1/2001	Traffic Signal (Rt. 117)	17,280	15,680	15,120
10/1/2001	Featherland	23,200	22,400	21,600
10/1/2001	Refunding 1992 Issue Unisys/Melone	130,556	126,100	116,600
4/1/2003	DPW	512,125	501,500	488,750
4/1/2003	K-8 Schools Remainder	120,500	118,000	115,000
2/15/2005	Curtis Refunding 2000 Issue	377,016	377,016	377,016
2/15/2005	Haynes Refunding 2000 Issue	132,465	132,465	132,465
6/15/2005	Weisblatt Land Refunding 1999 Issue	88,631	88,631	365,712
6/15/2005	Meachen Land Refunding 1999 Issue	64,181	64,181	264,826
6/15/2005	Capital Equipment/Renov.	137,969	133,594	129,375
-----	Town Projects Subtotal	4,472,354	4,347,061	4,261,604
-----	L-S assessment, Sudbury share	2,647,937	2,394,071	2,298,949
<b>Total Debt Service (gross)</b>		<b>7,120,291</b>	<b>6,741,132</b>	<b>6,560,553</b>
<b>Adjustments to debt</b>				
	Premium on Bonds	(19,151)	(8,408)	(7,007)
	SBAB Debt Reimbursement	(2,827,655)	(1,702,596)	(1,702,596)
	DE-1 Tax Recap Adjustments	(148,214)	-	-
<b>Total Adjustments</b>		<b>(2,995,020)</b>	<b>(1,711,004)</b>	<b>(1,709,603)</b>
<b>Total exempt debt to be raised by taxation</b>		<b>4,125,271</b>	<b>5,030,128</b>	<b>4,850,950</b>

**CPF\* DEBT SCHEDULE BY ISSUANCE DATE**

	6/15/2004	6/15/2004	6/15/2005	Total	Annual	Remaining
	Cutting	Dickson	Libby	Long-term Debt	Debt Service	Principal
FY09 Principal	277,216	17,784	135,000	430,000		
FY09 Interest	162,668	10,435	86,969	260,073	690,073	5,945,000
FY10 Principal	277,216	17,784	135,000	430,000		
FY10 Interest	152,273	9,768	82,413	244,454	674,454	5,515,000
FY11 Principal	277,216	17,784	135,000	430,000		
FY11 Interest	141,877	9,102	77,688	228,666	658,666	5,085,000
FY12 Principal	277,216	17,784	135,000	430,000		
FY12 Interest	131,482	8,435	72,963	212,879	642,879	4,655,000
FY13 Principal	277,216	17,784	135,000	430,000		
FY13 Interest	120,393	7,723	68,238	196,354	626,354	4,225,000
FY14 Principal	277,216	17,784	135,000	430,000		
FY14 Interest	109,304	7,012	63,175	179,491	609,491	3,795,000
FY15 Principal	220,833	14,167	135,000	370,000		
FY15 Interest	98,216	6,301	58,113	162,629	532,629	3,425,000
FY16 Principal	220,833	14,167	135,000	370,000		
FY16 Interest	89,382	5,734	53,050	148,166	518,166	3,055,000
FY17 Principal	220,833	14,167	135,000	370,000		
FY17 Interest	80,218	5,146	47,650	133,014	503,014	2,685,000
FY18 Principal	220,833	14,167	130,000	365,000		
FY18 Interest	70,832	4,544	42,250	117,626	482,626	2,320,000
FY19 Principal	220,833	14,167	130,000	365,000		
FY19 Interest	61,171	3,924	37,050	102,145	467,145	1,955,000
FY20 Principal	220,833	14,167	130,000	365,000		
FY20 Interest	51,233	3,287	31,850	86,370	451,370	1,590,000
FY21 Principal	220,833	14,167	130,000	365,000		
FY21 Interest	41,296	2,649	26,650	70,595	435,595	1,225,000
FY22 Principal	220,833	14,167	130,000	365,000		
FY22 Interest	31,138	1,998	21,450	54,585	419,585	860,000
FY23 Principal	220,833	14,167	130,000	365,000		
FY23 Interest	20,869	1,339	16,250	38,458	403,458	495,000
FY24 Principal	220,833	14,167	130,000	365,000		
FY24 Interest	10,490	673	10,888	22,050	387,050	130,000
FY25 Principal			130,000	130,000		
FY25 Interest			5,525	5,525	135,525	0
All Principal	3,871,631	248,369	2,255,000	6,375,000		
All Interest	1,372,841	88,069	802,169	2,263,079		
<b>TOTAL</b>	<b>5,244,472</b>	<b>336,438</b>	<b>3,057,169</b>	<b>8,638,079</b>		

**\*CPF (Community Preservation Fund):** A special revenue fund used to account for the 3% on local real estate tax surcharge on nonexempt property (and matching state trust fund distribution) that can be used for open space, historic resource and affordable housing purposes. Occasionally, the Town will borrow long-term funds for CPF purposes. This schedule shows all debts outstanding relating to CPF. CPF debt service is budgeted and paid for separately from all other Town activities.

## APPENDICES

### APPENDIX I. BUDGET TERMS AND DEFINITIONS

**Abatements and Exemptions (previously called Overlay):** An amount set by the Assessors to create a fund to cover abatements of (and exemptions from) real and personal tax assessments for the current year, and raised on the tax levy. An abatement is a reduction provided by the Assessors in the assessed tax because of bonafide specific conditions or situations not considered when the tax was levied. An exemption is provided for a variety of purposes, which include, but are not limited to: buildings/property used for religious, government, charity, or pollution control. In addition, exemptions may also be provided to the elderly, handicapped, and veterans under certain conditions.

**Abatement Surplus:** Accumulation of the surplus amounts of Abatements and Exemptions set aside by the Assessors each year to cover abatements of (and exemptions from) real estate and personal property tax assessments. The accumulated amount for previous years no longer committed for abatements may be used by vote of the Town Meeting.

**Benefits and Insurance:** This account in the shared expenses section of the budget is comprised primarily of benefits such as health insurance and retirement for both school and general government employees.

**Capital Exclusion:** A temporary increase in the tax levy to fund a capital project or make a capital acquisition.

**Cherry Sheet:** An annual statement received from the Department of Revenue detailing estimated receipts for the next fiscal year from the various state aid accounts as well as estimated state and county government charges payable to the state. The name “Cherry Sheet” derives from the color of the paper used.

**Debt Exclusion:** An override to Proposition 2 ½ for the purpose of raising funds for debt service costs; remains for the life of the debt only.

**Enterprise Fund:** A separate fund, set up to provide a specific Town service, whereby all direct and indirect/overhead costs of providing the service are funded in total from user charges. An appropriation for an enterprise fund is funded in total from enterprise fund revenue unless otherwise noted. Enterprise fund revenue used to fund services provided by other Town departments will be shown in the warrant after the appropriation total for the department. An enterprise fund is required to fully disclose all costs and all revenue sources needed to provide a service.

**Free Cash:** Free cash is the available, undesignated fund balance of the general fund and is generated when actual revenue collections are in excess of estimates, when expenditures are less than appropriated, or both. A free cash balance is certified as of July 1 each year by the Department of Revenue and once certified, any or all of the certified amount may be used to defray Town expenses by a vote of the Town Meeting.

**Funding Sources for Expenditures:** Authorizations for the Town to expend monies are made in the form of a motion at Town Meeting. The wording of the motions will specify the funding source; that is, the place from where money is going to come or will be raised. When a motion reads, “to appropriate a sum of money” without a source being identified, that amount will be included in the tax calculation, whereby the total of all sums to be appropriated will be reduced by an estimate of local and state revenue. The balance needed will be provided by property taxes. When items in the warrant are offset or raised from available funds, those items will also appear as offsets in the determination of the tax rate.

**Levy Limit:** The maximum amount a community can levy in any given year.

**Local Receipts:** This is the third largest source of revenue for the Town after property taxes and Cherry Sheet receipts. While it is comprised of a number of different items, the largest source is the auto excise tax.

## APPENDIX I.

**New Growth:** Proposition 2 ½ allows a community to increase its levy limit annually by an amount based upon the valuation of certain new construction and other growth in the tax base that is not the result of property revaluation. New growth becomes part of the levy limit and thus increases at the rate of 2.5% each year as the levy limit increases.

**Override:** An override is passed by a majority vote at Town Meeting and at the ballot. There are three types of overrides: An Operating Override, which permanently increases the levy limit; a Debt Exclusion, which increases the levy limit only for the life of the debt; and a Capital Project Override, which increases the levy only for the year in which the project is undertaken.

**Proposition 2½:** A Massachusetts General Law enacted in 1980 to limit property taxes.

**Revolving Fund:** Funds that may be used without appropriation and that are established for special uses. Recreation fees, for example, may be paid into a revolving fund. Revolving funds are established by state law or Town bylaw.

**Reserve Fund:** An amount appropriated by the Annual Town Meeting for emergency or unforeseen purposes. The Finance Committee, by state law, is the sole custodian of the Reserve Fund and approves transfers from the Fund into the operating budgets throughout the year if: (1) the need for funds is of an emergency and/or unforeseen nature, and (2) if, in the judgment of the Finance Committee, the Town Meeting would approve such an expenditure if such a meeting was held. The Reserve Fund is, therefore, a mechanism for avoiding the necessity of frequent Special Town Meetings.

**Stabilization Fund:** Similar to a "savings account", this account has been used to fund large capital projects such as fire trucks and school roofs. A recent amendment to state law allows the Stabilization Fund to be used for the operating budget, as well as capital purchases; however, the Finance Committee would generally be reluctant to recommend doing so. Placing money into this fund requires a majority vote of Town Meeting while withdrawing from the Stabilization Fund requires a 2/3 vote of Town Meeting.

**Tax Levy:** The property tax levy is the revenue a community can raise through real and personal property taxes. In Massachusetts, municipal revenues to support local spending for schools, public safety, general government and other public services are raised through the property tax levy, state aid, local receipts and other sources. The property tax levy is the largest source of revenue for most cities and towns.

**Town-wide Operating Expenses:** This account in the general government section of the budget is comprised primarily of operating expenses such as postage, telephone and property liability insurance, that support town-wide operations and are not assigned to any one department or cost center.

**APPENDIX II. EMPLOYEE HEADCOUNT  
(Full Time Equivalents)**

<b>Cost Center</b>	<b>Actual FY08</b>	<b>Actual Non-Override FY09</b>	<b>Fixed Growth FY10</b>	<b>Dept. Request FY10</b>	
LSRHS *	224.99	220.64 -1.9%	208.86 -5.3%	217.54 -1.4%	224.34 1.7%
Sudbury K-8 Schools *	412.25	389.89 -5.4%	377.39 -3.2%	396.89 1.8%	402.64 3.3%
Public Safety	79.10	76.76	74.06	76.06	76.76
Public Works	34.80	33.55	33.55	33.55	33.55
General Government	33.94	31.82	30.92	30.92	31.82
Human Services	7.73	6.73	6.73	6.73	6.73
Culture & Recreation	30.14	29.80	28.50	29.30	29.80
<i>Still to be determined</i>			(3.00)		
Town Operating Sub-total	185.71	178.66 -3.8%	170.76 -4.4%	176.56 -1.2%	178.66 0.0%
Town & SPS Total	597.96	568.55 -4.9%	548.15 -3.6%	573.45 0.9%	-100.0%
<b>TOTAL</b>	822.95	789.19	757.01	790.99	
% Change from Prior		-4.1%	-4.1%	0.2%	-100.0%

\* includes positions covered in full or in part by grants. LS figures represent full FTE's; they are not pro rated by regional assessment. Both these changes account for restating of LS figures from prior year warrants.

**APPENDIX III. MANAGER'S SALARIES  
FY09 APPROPRIATION**

**SUDBURY PUBLIC SCHOOLS**

<b><u>Position</u></b>	<b><u>Salary<sup>1</sup></u></b>	<b><u>Other<sup>2</sup></u></b>
Superintendent	152,760	21,000
Assistant Superintendent	115,045	1,000
Special Education Administrator	104,610	1,000
Director of Business & Finance	104,587	1,000
Principal, Noyes	104,058	500
Principal, Nixon	101,764	500
Principal, Curtis	98,440	500
Principal, Loring	97,000	500
Principal, Haynes	90,000	500
House Masters, Curtis (3)	88,055	500
Assistant Principal Noyes	87,963	500
Early Childhood Director	86,994	500
Director of Technology	84,872	500
Assistant Principal Loring	82,400	500
Supervisor of Facilities	81,448	500

**LINCOLN-SUDBURY REGIONAL HIGH SCHOOL**

<b><u>Position</u></b>	<b><u>Salary<sup>1</sup></u></b>	<b><u>Other<sup>2</sup></u></b>
Superintendent/Principal	159,171	29,142
Director of Finance & Operations	126,794	
House Masters (3)	111,018	4,259
Director of Student Services	111,018	4,259
Athletics/Activities Director	111,018	4,259
Coord. of Curriculum & Instructional Sys.	105,673	4,259

**TOWN**

<b><u>Position</u></b>	<b><u>Salary<sup>1</sup></u></b>	<b><u>Other<sup>2</sup></u></b>
Town Manager	134,377	16,607
Police Chief	103,857	33,398
Fire Chief	98,056	24,173
D.P.W. Director	103,857	9,837
Assist. Town Mgr./Human Resources Dir.	95,283	1,325
Planning/Community Development Dir.	91,688	2,376
Finance Director/Treasurer-Collector	92,543	200

<sup>1</sup>Salaries are base pay.

<sup>2</sup>Other compensation paid to managers but not generally paid to other employees. This amount may include annuity, deferred compensation, career incentive (for Fire and Police only), merit payment and stipends for added responsibilities outside primary position.

## APPENDIX IV. COLLECTIVE BARGAINING

### BARGAINING UNIT AND CONTRACT TERMS

#### **LINCOLN-SUDBURY REGIONAL HIGH SCHOOL**

Three year contract covering school years 2006/07, 2007/08, 2008/09. Effective dates and percentage increases are: 9/1/2006 – 3.0%; 9/1/2007 – 3.96%; 9/1/2008 – 3.32%.

#### **SUDBURY PUBLIC SCHOOLS, K-8**

Three year contract covering fiscal years 2007, 2008, 2009. Effective dates and percentage increases are: 7/1/2006 – Teachers, 2.5% for the top step in each salary classification, 1.00% for all other steps; other groups 2.25% to schedule and 2.5% - 2.75% on top step. 7/1/2007 – Teachers, 2.0% to schedule and 2.5% on top step; other groups 2.75% to schedule and 3.0% on top step. 7/1/2008 – Teachers, 3.0% to schedule and 3.75 on top step; other groups 3.5% to schedule and 3.75% on top step.

### TOWN

#### **FIRE**

Three year contract covering fiscal years 2007, 2008, 2009. Effective dates and percentage increases are: 7/1/2006 – 2.00%; 7/1/2007 – 3.00%; 7/1/2008 – 2.50%, 1/1/2009 – 1.50%.

#### **POLICE**

Three year contract covering fiscal years 2007, 2008, 2009. Effective dates and percentage increases are: 7/1/2006 – 2.00%; 7/1/2007 – 3.00%; 7/1/2008 – 2.50%, 1/1/2009 – 1.50%.

#### **PUBLIC WORKS**

Three year contract covering fiscal years 2008, 2009, 2010. Effective dates and percentage increases are: 7/1/2007 – 2.00%; 7/1/2008 – 3.00%; 7/1/2009 – 2.50%, 1/1/10 – 1.50%.

#### **ENGINEERING**

Three year contract covering fiscal years 2008, 2009, 2010. Effective dates and percentage increases are: 7/1/2007 – 2.00% ; 7/1/2008 – 3.00%; 7/1/2009 – 2.50%, 1/1/2010 – 1.50%.

#### **SUPERVISORY**

Three year contract covering fiscal years 2007, 2008, 2009. Effective dates and percentage increases are: 7/1/2006 – 2.00%; 7/1/2007 – 3.00%; 7/1/2008 – 2.50%, 1/1/2009 – 1.50%.

**NOTE 1: Percentage increases are for cost of living only and do not include changes for step, longevity, merit increases, or where entire step schedules have been otherwise adjusted from year to year.**

**NOTE 2: Contract terms for FY10 have not been settled with the following: L-SRHS; SPS teachers and other groups; Fire, Police, Supervisory.**

**APPENDIX V. SALARY SCHEDULES & CLASSIFICATION PLANS**

<b>SUDBURY PUBLIC SCHOOLS</b>							
<b>TEACHER SALARY SCHEDULE</b>							
<b>FY09: 7/1/08 - 6/30/09</b>							
<b>Bachelors</b>		<b>Masters</b>		<b>Masters +30</b>		<b>Masters +60</b>	
<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>	<b>Step</b>	<b>Salary</b>
1	39,289	1	42,046	1	44,463	1	46,584
2	40,924	2	43,795	2	46,313	2	48,522
3	42,626	3	45,617	3	48,239	3	50,541
4	44,399	4	47,515	4	50,246	4	52,643
5	46,246	5	49,491	5	52,336	5	54,833
6	48,170	6	51,550	6	54,513	6	57,114
7	50,174	7	53,695	7	56,781	7	59,490
8	52,261	8	55,928	8	59,143	8	61,965
9	54,435	9	58,255	9	61,604	9	64,543
10	56,700	10	60,678	10	64,166	10	67,228
11	59,058	11	63,202	11	66,836	11	70,024
12	61,515	12	65,832	12	69,616	12	72,937
13	64,074	13	68,570	13	72,512	13	75,971
14	66,740	14	71,423	14	75,529	14	79,132
15	69,516	15	74,394	15	78,671	15	82,424
16	n/a	16	78,114	16	82,604	16	86,545

<b>SUDBURY PUBLIC SCHOOLS</b>							
<b>SUPPORT STAFF SALARY SCHEDULE</b>							
<b>FY09: 7/1/08 - 6/30/09</b>							
<b>Level</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>
1	10.21	10.57	11.04	11.44	11.91	12.36	13.22
2	10.50	10.94	11.38	11.87	12.84	14.81	15.63
3	13.20	13.72	14.25	14.81	15.40	16.01	17.13
4	14.25	14.81	15.40	16.01	16.63	17.27	18.49
5	15.40	16.01	16.63	17.27	17.96	18.66	19.96
6	16.63	17.27	17.96	18.66	19.39	20.14	21.56
7	17.96	18.66	19.39	20.14	20.96	21.76	23.29
8	19.39	20.14	20.93	21.76	22.63	23.50	25.15
9	20.93	21.78	22.62	23.50	24.42	25.40	27.16

**APPENDIX V.  
SUDBURY PUBLIC SCHOOLS**

<b>JOB CLASSIFICATION FOR SUPPORT STAFF</b>						
Level 1	n/a					
Level 2	Cafeteria Helper					
Level 3	Cafeteria Cook					
Level 4	Lunchroom Supervisor					
Level 5	Cafeteria/Manager, Early Childhood Assistant (Clerical), Secretarial Assistant					
Level 6	Business Office Assistant, School Secretary/Student Services Secretary					
Level 7	Library/Media Paraprofessional, Teacher Assistan					
Level 8	School Administrative Secretary, Assistant Librarian					
Level 9	Administrative Secretary, Tutor, ABA Tutor, METCO Tutor					
<b>NURSES' SALARY SCHEDULE 2008-2009</b>						
			<b>Step</b>	<b>Salary</b>		
			1-3	40,276		
			4	42,693		
			5	45,254		
			6	47,970		
			7	50,848		
<b>CUSTODIAN SALARY SCHEDULE 2008-2009</b>						
			<b>Level</b>	<b>Custodian</b>	<b>MA-1</b>	<b>MA-2</b>
			1	15.96	19.52	24.71
			2	16.60	20.23	25.64
			3	17.26	20.96	26.58
			4	17.89	21.76	27.58
			5	18.54	22.57	28.62
			6	19.29	23.40	29.67
			7	20.45	24.27	30.81
			8	21.25		
			9	22.02		
			10	22.23		
			11	22.59		
MA-1 is Maintenance Assistant 1, MA-2 is Maintenance Assistant 2						

**APPENDIX V.  
LINCOLN SUDBURY REGIONAL SCHOOL DISTRICT**

**FY09 TEACHERS SALARY SCHEDULE**

<b>Step</b>	<b>B</b>	<b>M</b>	<b>M+15</b>	<b>M+30</b>	<b>M+45</b>	<b>M+60</b>
<b>1</b>	41,468	44,786	46,130	47,513	48,939	50,407
<b>2</b>	43,127	46,577	47,975	49,414	50,896	52,423
<b>3</b>	44,852	48,440	49,894	51,390	52,932	54,520
<b>4</b>	46,646	50,378	51,889	53,446	55,049	56,701
<b>5</b>	48,512	52,393	53,965	55,584	57,251	58,969
<b>6</b>	50,453	54,489	56,124	57,807	59,542	61,328
<b>7</b>	52,471	56,668	58,369	60,120	61,923	63,781
<b>8</b>	54,570	58,935	60,703	62,524	64,400	66,332
<b>9</b>	56,752	61,293	63,131	65,025	66,976	68,985
<b>10</b>	59,023	63,744	65,657	67,626	69,655	71,745
<b>11</b>	61,383	66,294	68,283	70,331	72,441	74,615
<b>12</b>	63,839	68,946	71,014	73,145	75,339	77,599
<b>13</b>	66,392	71,704	73,855	76,070	78,353	80,703
<b>14</b>	69,048	74,572	76,809	79,113	81,487	83,931
<b>15</b>	71,810	77,555	79,881	82,278	84,746	87,289
<b>16</b>	73,964	80,657	83,077	85,569	88,136	90,780
<b>17</b>		83,077	83,907	89,077	91,750	94,502

**FY09 SUPPORT STAFF SALARY SCHEDULE**

<b>Category-A</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>		
LS 1	10.47	10.85	11.24	11.71	12.14		
LS 2	11.74	12.20	12.75	13.21	13.69		
LS 3	13.12	13.54	14.09	14.63	15.12		
LS 4	14.37	14.92	15.56	16.08	16.67		
LS 5	15.70	16.32	16.94	17.58	18.20		
LS 6	16.98	17.69	18.35	19.01	19.68		
LS 7	18.33	19.01	19.76	20.49	21.23		
LS 8	19.57	20.41	21.15	21.96	22.75		
LS 9	20.94	21.74	22.55	23.40	24.27		
LS 10	22.19	23.07	24.00	24.90	25.77		
<b>Category-B</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step5</b>	<b>Step6</b>	<b>Step7</b>
Scale 1	19.76	20.50	21.37	22.19	23.10	24.00	24.97
Scale 2	21.51	22.34	23.24	24.14	25.14	26.15	27.23
Scale 3	23.26	24.16	25.10	26.15	27.19	28.28	29.40

**APPENDIX V.**

**LINCOLN SUDBURY REGIONAL SCHOOL DISTRICT-SUPPORT STAFF  
COMPENSATION CLASSIFICATION PLAN**

**Category-A**

<b>Level</b>	<b>Position</b>
LS-1	Cafeteria General Workers
LS-2	Cafeteria Heavy Cleaner
LS-2	Cafeteria Short Order Cook
LS-2	Parking Lot Attendant
LS-3	Cafeteria Baker, Cook1
LS-4	Cafeteria Cook 2-Asst. Mgr.
LS-5	General Custodian 1
LS-6	General Custodian 2
LS-6	Groundsmen
LS-7	Custodial Shift Foreman
LS-7	Maintenance 1
LS-8	Custodial Foreman
LS-8	Maintenance 2
LS-9	Maintenance Foreman 1
LS-10	Maintenance Foreman 2

**Category-B**

<b>Scale</b>	<b>Position</b>
1	Administrative Assistant, Counselor Assistant, Office Assistant, Tutors, Campus Aides, Program Assistants, Receptionist, Permanent Substitute
3	Admin. Assistant to the Superintendent/Principal, Assist. To the Director of SPED/Student Services
3	Assist. To the Finance Director/Treasurer
3	Payable & Purchasing Coordinator
3	Registrar

**APPENDIX V.**

**LINCOLN SUDBURY REGIONAL SCHOOL DISTRICT-SUPPORT STAFF  
COMPENSATION CLASSIFICATION PLAN (Cont.)**

**Nurses**

<b>Step</b>	<b>B</b>	<b>M+cert</b>
<b>1</b>	36,529	37,625
<b>2</b>	37,990	39,130
<b>3</b>	39,510	40,695
<b>4</b>	41,090	42,323
<b>5</b>	42,733	44,016
<b>6</b>	44,443	45,776
<b>7</b>	46,221	47,607
<b>8</b>	48,069	49,511

**Certified Athletic Trainer and Computer-A/V Tech Scales**

<b>Step</b>	<b>Trainer</b>	<b>Tech</b>
<b>1</b>	35,948	50,719
<b>2</b>	37,431	52,748
<b>3</b>	38,991	54,858
<b>4</b>	40,629	57,053
<b>5</b>	42,421	59,335
<b>6</b>	44,136	61,708
<b>7</b>	45,903	64,178
<b>8</b>	47,739	
<b>9</b>	49,649	
<b>10</b>	51,634	
<b>11</b>	53,698	
<b>12</b>	55,847	
<b>13</b>	58,082	
<b>14</b>	60,405	
<b>15</b>	62,820	
<b>16</b>	65,333	

**APPENDIX V. TOWN CLASSIFICATION PLAN FY10\***

Grade	Position	1	2	3	4	5	6	7
		yearly / hourly	yearly / hourly	yearly / hourly	yearly / hourly	yearly / hourly	yearly / hourly	yearly / hourly
<b>17</b>								
<b>16</b>	Director of Public Works	82,460 / 45.13	85,693 / 46.90	89,053 / 48.74	92,543 / 50.65	96,171 / 52.64	99,941 / 54.70	103,857 / 56.85
	Finance Director							
	Fire Chief							
	Police Chief							
<b>15</b>	Assistant Town Mgr./Hum. Res. Dir.	75,653 / 41.41	78,616 / 43.03	81,700 / 44.72	84,902 / 46.47	88,230 / 48.29	91,688 / 50.19	95,283 / 52.15
	Director of Planning & Community Dev.							
<b>14</b>	Town Accountant	69,406 / 37.99	72,127 / 39.48	74,953 / 41.03	77,892 / 42.63	80,944 / 44.30	84,118 / 46.04	87,416 / 47.85
<b>13</b>								
<b>12</b>	Mgmt. Analyst, D.P.W.	58,417 / 31.97	60,708 / 33.23	63,087 / 34.53	65,560 / 35.88	68,130 / 37.29	70,801 / 38.75	73,577 / 40.27
<b>11</b>	Community Housing Specialist	53,594 / 29.33	55,694 / 30.48	57,879 / 31.68	60,146 / 32.92	62,506 / 34.21	64,955 / 35.55	67,500 / 36.95
	Community Social Worker							
<b>10</b>	Aquatic Facility Director	49,169 / 26.91	51,096 / 27.97	53,099 / 29.06	55,181 / 30.20	57,343 / 31.39	59,591 / 32.62	61,928 / 33.90
	Assistant Building Inspector							
	Exec. Ass't to Town Mgr. (40 hrs/wk)							
<b>9</b>	Adult Services/Reference Librarian	45,109 / 24.69	46,877 / 25.66	48,715 / 26.66	50,625 / 27.71	52,609 / 28.80	54,671 / 29.92	56,814 / 31.10
	Assistant Library Director							
	Assistant Town Accountant							
<b>8</b>	Assistant Assessor	41,383 / 22.65	43,007 / 23.54	44,692 / 24.46	46,445 / 25.42	48,263 / 26.42	50,156 / 27.45	52,123 / 28.53
	Assistant Planner							
	Assistant Treasurer/Collector							
	Children's Librarian							
	Head of Circulation, Library							
	Head of Technical Services, Library							
	Selectmen's Office Mgr. (40 hrs/wk)							
	Tech. Support Specialist (40 hrs/wk)							
<b>7</b>	Aquatic Supervisor	37,961 / 20.78	39,450 / 21.59	40,997 / 22.44	42,607 / 23.32	44,278 / 24.24	46,016 / 25.19	47,819 / 26.17
	Assistant Children's Librarian							
	Assistant Town Clerk							
	Benefits Coordinator/Hum. Res. Ass't							
	Office Supervisor							
<b>6</b>	Accounting Assistant/Payroll	35,149 / 19.24	36,529 / 19.99	37,961 / 20.78	39,450 / 21.59	40,997 / 22.44	42,607 / 23.32	44,278 / 24.24
	Administrative Assistant, Park & Rec.							
	Board of Health/Conservation Ass't							
	Data Collector							
	Library Office Coordinator							
	Program Coordinator, Park & Recreation							
	Reference Librarian							
	Secretary/Legal Secretary							
	Young Adult/Reference Librarian							
	Youth Coordinator							
<b>5</b>	Accounting Administrative Ass't-DPW	32,545 / 17.81	33,822 / 18.51	35,149 / 19.24	36,529 / 19.99	37,961 / 20.78	39,450 / 21.59	40,997 / 22.44
	Accounting Ass't/Accounts Payable							
	Board of Health Coordinator							
	Census Administrator							
	Department Assistant							
	Vital Records Administrator							
<b>4</b>	Accounting Clerk	30,134 / 16.49	31,318 / 17.14	32,545 / 17.81	33,822 / 18.51	35,149 / 19.24	36,529 / 19.99	37,961 / 20.78
	Assessing Analyst							
	Bldg. Maint. Custodian (40 hrs/wk)							
	Library Technician							
	Van Driver, Senior Center							
<b>3</b>	Library Clerk	27,904 / 15.27	28,998 / 15.87	30,134 / 16.49	31,318 / 17.14	32,545 / 17.81	33,822 / 18.51	35,149 / 19.24
	Recording Secretary							
<b>2</b>	Clerk I	25,838 / 14.14	26,852 / 14.70	27,904 / 15.27	28,998 / 15.87	30,134 / 16.49	31,318 / 17.14	32,545 / 17.81
<b>1</b>	Head Lifeguard	23,926 / 13.10	24,863 / 13.61	25,838 / 14.14	26,852 / 14.70	27,904 / 15.27	28,998 / 15.87	30,134 / 16.49

\*All positions listed above are 35 hours per week unless otherwise noted. Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 35 hours per week. Overtime pay is calculated by multiplying 1.5 times the hourly rate.

**APPENDIX V. TOWN INDIVIDUALLY RATED FY09**

<b><u>LIBRARY</u></b>				<u>Minimum</u>	<u>Step 1</u>	<u>Step 2</u>	
Library Page				8.54	8.91	9.23	
<b><u>HIGHWAY/PARK AND RECREATION</u></b>							
Temporary Laborer					9.19 - 11.22		
Temporary Snow Removal Equipment Operator					11.06 - 13.85		
<b><u>DEPARTMENTAL TEMPORARY OR SEASONAL HELP</u></b>							
Temporary or Seasonal Help					9.19 - 11.22		
Temporary Special Project Help					13.66 - 17.39		
<b><u>TECHNOLOGY DEPT. TEMPORARY OR SEASONAL HELP</u></b>				<u>Level I</u>	<u>Level II</u>	<u>Level III</u>	
				9.19 - 11.22	13.66 - 17.21	17.21 - 21.68	
<b><u>PARK AND RECREATION</u></b>							
	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
Teen Center Coordinator	15.00	17.00	19.00	21.00	23.00	25.00	27.00
<b><u>Part time or seasonal hourly rated salary range (Salary paid from program fees)</u></b>							
<b><u>Position</u></b>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>			
Preschool Instructor	11.00	11.50	12.00	12.50			
Recreation Staff	8.00 - 15.00						
Youth Staff	8.00 - 15.00						
Teen Center Staff	8.00 - 19.00						
Special Event Staff	12.00-25.00						
<b><u>Seasonal Camp Staff</u></b>							
<b><u>Position</u></b>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4</u>	<u>5</u>	<u>6</u>	<u>7</u>
Camp Director	19.00	20.00	21.00	22.00	23.00	24.00	25.00
Assistant Camp Director	11.00	11.50	12.00	12.50	13.00	13.50	14.00
Program Specialist	9.50	10.00	10.50	11.00	11.50	12.00	12.50
Counselor	8.50	9.00	9.50	10.00	10.50	11.00	11.50
Preschool Camp Director	17.00	18.00	19.00	20.00	21.00	22.00	23.00
Preschool Counselor	8.00	8.50	9.00	9.50	10.00	10.50	11.00
<b><u>ATKINSON POOL</u></b>							
Lifeguard	8.75 - 10.75						
Lifeguard in Training	8.00						
Water Safety Instructor	9.25 - 20.00						
Swim Aide in Training	8.00						
Supervisor (Shift-PT)	10.25 - 11.75						
Pool Receptionist	8.00 - 10.50						
<b><u>ATKINSON POOL (Specialty Instruction)</u></b>							
Diving (Certified)	20.00	22.00	24.00	26.00	Non-certified: 10.00*		
Water Exercise (Certified)	17.00	19.00	21.00	23.00	25.00	27.00	
* Non-certified instructors are required to become certified within one year.							
<b><u>MISCELLANEOUS SINGLE RATED</u></b>							
Election Warden and Election Clerk	8.08						
Deputy Election Warden/Clerk	8.08						
Election Officer & Teller	7.69						
C.O.A. Info. & Referral Specialist	23.69/hr.						
Plumbing Inspector	29,275/yr.						
Director of Veterans Services	11,277/yr.						
Zoning Enforcement Field Agent	7,000/yr.						

**APPENDIX V.**

<b>TOWN UNION EMPLOYEES FY09</b>								
<b><u>FIRE DEPARTMENT</u></b>		<b><u>MIN</u></b>	<b><u>STEP 1</u></b>	<b><u>STEP 2</u></b>	<b><u>STEP 3</u></b>	<b><u>MAX</u></b>		
<b>Firefighter</b>								
Annual	(71/08-12/31/08)	43,056	44,056	45,076	46,072	47,157		
Hourly		19.64	20.09	20.56	21.01	21.51		
Annual	(1/1/09-6/30/09)	43,702	44,717	45,752	46,763	47,864		
Hourly		19.93	20.40	20.87	21.33	21.83		
<b>Firefighter/EMT</b>								
Annual	(71/08-12/31/08)	45,117	46,117	47,137	48,135	49,219		
Hourly		20.58	21.03	21.50	21.96	22.45		
Annual	(1/1/09-6/30/09)	45,794	46,809	47,844	48,857	49,957		
Hourly		20.89	21.35	21.82	22.28	22.79		
<b>Lieutenant</b>								
Annual	(71/08-12/31/08)	49,191	50,334	51,499	52,637	53,877		
Hourly		22.44	22.96	23.49	24.01	24.57		
Annual	(1/1/09-6/30/09)	49,930	51,089	52,272	53,427	54,685		
Hourly		22.77	23.30	23.84	24.37	24.94		
<b>Lieutenant/EMT</b>								
Annual	(71/08-12/31/08)	51,546	52,689	53,854	54,994	56,233		
Hourly		23.51	24.03	24.56	25.08	25.65		
Annual	(1/1/09-6/30/09)	52,320	53,479	54,662	55,819	57,076		
Hourly		23.86	24.39	24.93	25.46	26.03		
<b>Fire Captain</b>								
Annual	(71/08-12/31/08)	56,201	57,507	58,838	60,138	61,554		
Hourly		25.63	26.23	26.84	27.43	28.08		
Annual	(1/1/09-6/30/09)	57,045	58,369	59,721	61,040	62,478		
Hourly		26.02	26.62	27.24	27.84	28.50		
<b>Fire Captain/EMT</b>								
Annual	(71/08-12/31/08)	58,891	60,197	61,528	62,831	64,246		
Hourly		26.86	27.46	28.06	28.66	29.30		
Annual	(1/1/09-6/30/09)	59,776	61,100	62,451	63,773	65,209		
Hourly		27.27	27.87	28.49	29.09	29.74		
<b>Single Rated:</b>								
Call Firefighter		\$250 Annual Stipend and Step 1 Firefighter hourly rate as listed above.						
Fire Prevention Officer		\$800/Year		Fire Department Training Officer		\$800/Year		
Fire Alarm Superintendent		\$800/Year		Emergency Medical Tech. Coord.		\$800/Year		
Master Mechanic		\$800/Year		Fire Alarm Foreman		\$800/Year		
Technology Coordinator		\$800/Year						
Note: Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 42 hours per week.								
Overtime pay is calculated by multiplying 1.5 times these hourly rates.								

**APPENDIX V.**

<b>TOWN UNION EMPLOYEES FY09</b>							
<b>POLICE DEPARTMENT *</b>			<b><u>MIN</u></b>	<b><u>STEP 1</u></b>	<b><u>STEP 2</u></b>	<b><u>STEP 3</u></b>	<b><u>MAX</u></b>
Patrolman							
Annual	(7/1/08-12/31/08)		44,632	45,662	46,735	47,784	48,734
Hourly			22.90	23.43	23.98	24.52	25.01
Annual	(1/1/09-6/30/09)		45,301	46,347	47,436	48,501	49,465
Hourly			23.25	23.78	24.34	24.89	25.38
Sergeant							
Annual	(7/1/08-12/31/08)		53,551	54,790	56,070	57,333	58,474
Hourly			27.48	28.12	28.77	29.42	30.01
Annual	(1/1/09-6/30/09)		54,354	55,612	56,911	58,193	59,351
Hourly			27.89	28.54	29.21	29.86	30.46
<b>Single RateD:</b>							
Crime Prevention Office			\$925/Year		Parking Clerk		\$925/Year
Photo/Fingerprint Officer			\$925/Year		Mechanic		\$925/Year
Juvenile Officer			\$925/Year		Firearms Office		\$925/Year
Safety Office			\$925/Year		DARE Officer		\$925/Year
Motorcycle Officer (half-time)			\$462.50/Yr.		Fleet Maint. Officer		\$925/Year
Detective			\$1,900/Yr.		Traffic Officer		\$925/Year
Training Officer			\$925/Year				
Note: Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 37.33 hours per week.							
Overtime pay is calculated by multiplying 1.5 times these hourly rates.							

**APPENDIX V.**

**TOWN UNION EMPLOYEES FY10**

**DEPARTMENT OF PUBLIC WORKS**

	<b>START</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Foreman, Landfill	46,334	47,724	49,158	50,630	52,149	53,716	55,595
Foreman, Highway	46,334	47,724	49,158	50,630	52,149	53,716	55,595
Foreman, Tree & Cemetery	46,334	47,724	49,158	50,630	52,149	53,716	55,595
Foreman, Park & Grounds	46,334	47,724	49,158	50,630	52,149	53,716	55,595
Master Mechanic	21.46	22.18	22.84	23.45	24.04	24.66	25.51
Assistant Mechanic	20.50	21.21	21.89	22.50	23.07	23.71	24.54
Heavy Equipment Operator	19.25	19.81	20.26	20.92	21.59	22.28	23.05
Tree Surgeon	19.25	19.81	20.26	20.92	21.59	22.28	23.05
Truck or Light Equip. Operator	18.11	18.56	19.09	19.45	19.84	20.25	20.94
Tree Climber	18.11	18.56	19.09	19.45	19.84	20.25	20.94
Heavy Laborer	17.06	17.54	17.92	18.41	18.89	19.39	20.08
Light Laborer	15.58	16.00	16.34	16.78	17.19	17.64	18.26
Landfill Monitor	14.56						

Note: Crew Leaders receive an annual stipend of \$4,095.

Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 40 hours per week.

Overtime pay is calculated by multiplying 1.5 times these hourly rates.

**ENGINEERING DEPARTMENT**

	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
E1 Engineering Aide I	31,912	32,871	33,861	34,880	35,925	37,006	38,116
E2 Engineering Aide II	36,699	37,802	38,933	40,108	41,307	42,548	43,825
E3 Engineering Aide III	42,205	43,473	44,774	46,118	47,502	48,926	50,394
E4 Jr. Civil Engineer	48,536	49,990	51,488	53,035	54,626	56,263	57,951
E5 Civil Engineer	54,605	56,239	57,934	59,671	61,459	63,300	65,200
E6 Sr. Civil Engineer	57,905	59,642	61,432	63,276	65,175	67,124	69,138
E7 Assistant Town Engineer	68,108	70,149	72,252	74,418	76,654	78,953	81,322

Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 40 hours per week.

Overtime pay is calculated by multiplying 1.5 times these hourly rates.

**APPENDIX V.**

**TOWN UNION EMPLOYEES FY09**

<u>Level/Position</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u> (eff. 1/1/08)
<b>SA-1</b> Supv. of Buildings 1	\$ 49,121	\$ 51,046	\$ 53,046	\$ 55,127	\$ 57,288	\$ 59,534	\$ 61,868
<b>SA-2</b> Town Clerk 2 Conservation Coord.	\$ 53,548	\$ 55,644	\$ 57,827	\$ 60,095	\$ 62,450	\$ 64,897	\$ 67,441
<b>SA-3</b> Hwy. Operations Dir. C.O.A. Director	\$ 58,364	\$ 60,650	\$ 63,029	\$ 65,499	\$ 68,066	\$ 70,735	\$ 73,508
<b>SA-4</b> Health Director Building Inspector Director of Assessing Treasurer/Collector Pk. and Rec. Director Town Planner Technology Admin.	\$ 63,614 \$ 66,560 \$ 67,094 \$ 67,094	\$ 66,108 \$ 68,557 \$ 69,106 \$ 69,106	\$ 68,700 \$ 70,614 \$ 71,179 \$ 71,179	\$ 71,392 \$ 72,734 \$ 73,314 \$ 73,314	\$ 74,191 \$ 74,914 \$ 75,514 \$ 75,514	\$ 77,098 \$ 77,163 \$ 77,779 \$ 77,779	\$ 80,121 \$ 80,188 \$ 80,828 \$ 80,828
<b>SA-5</b> Police Lieutenant Assistant Fire Chief Library Director	\$ 69,341	\$ 72,060	\$ 74,884	\$ 77,818	\$ 80,871	\$ 84,041	\$ 87,335
<b>SA-6</b> Town Engineer	\$ 75,581	\$ 78,546	\$ 81,623	\$ 84,822	\$ 88,149	\$ 91,604	\$ 95,195
<b>SA-7</b>	\$ 82,404	\$ 85,633	\$ 88,989	\$ 92,480	\$ 96,104	\$ 99,872	\$ 103,786

1 This position also receives an annual stipend \$13,050 as Wiring Inspector.

2 This position also receives an annual stipend of \$782 as Registrar of Voters

\* Note all positions in each level have same step compensation unless otherwise indicated

**VOLUNTEER TO SERVE YOUR TOWN!**

Following the conclusion of the Annual Town Meeting, the term in office of many persons currently serving on various boards and committees will expire. The Moderator and the Board of Selectmen will be looking for people to fill those vacancies or those which may occur in the future. If you would like to serve on a Town committee, complete the form below and send to: Board of Selectmen, 278 Old Sudbury Road, Sudbury, MA, 01776. We will send you an application form to complete and mail back OR you may access the application form on the Town’s website: [www.sudbury.ma.us](http://www.sudbury.ma.us).

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

EMAIL: \_\_\_\_\_

INDICATE INTERESTS BELOW: \_\_\_\_\_

- |  |   |  |
|--|---|--|
| <input type="checkbox"/> Agriculture             | <input type="checkbox"/> Documents Preservation | <input type="checkbox"/> Parks and Recreation  |
| <input type="checkbox"/> Board of Appeals        | <input type="checkbox"/> Education              | <input type="checkbox"/> Ponds and Waterways   |
| <input type="checkbox"/> Capital Planning        | <input type="checkbox"/> Election Officers      | <input type="checkbox"/> Septage Facility      |
| <input type="checkbox"/> CERT*                   | <input type="checkbox"/> Finance                | <input type="checkbox"/> Sewer Assessment      |
| <input type="checkbox"/> Community Preservation  | <input type="checkbox"/> Historic Districts     | <input type="checkbox"/> Sudbury Day Festival  |
| <input type="checkbox"/> Conservation            | <input type="checkbox"/> Historical Commission  | <input type="checkbox"/> Sudbury Housing Trust |
| <input type="checkbox"/> Council on Aging        | <input type="checkbox"/> Landscaping (Town)     | <input type="checkbox"/> Town Report           |
| <input type="checkbox"/> Cultural Council        | <input type="checkbox"/> Library                | <input type="checkbox"/> Veterans Advisory     |
| <input type="checkbox"/> Design Review Board     | <input type="checkbox"/> Medical Reserve Corps  | <input type="checkbox"/> Youth Commission      |
| <input type="checkbox"/> Disabilities Commission | <input type="checkbox"/> Memorial Day           |  |

\* Community Emergency Response Team

Refer to the Town’s website to review the Mission Statement and/or additional information on any of these boards and committees.

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**SUDBURY SPRING CLEANUP DAY!**

**SATURDAY, APRIL 25, 2009**

**In celebration of Sudbury Earth Week  
please join Sudbury residents in our  
*Annual Roadside Cleanup*  
and general beautification of  
business districts, public areas and parks.**

\*\*\*\*\*

**ADOPT A STREET SIGN-UP FORM**

**For Annual Roadside Cleanup**

**Saturday, April 25, 2009**

Please complete the following form and contact us by phone or email. If your preference is available, you will be assigned that area. If not, you will be contacted with an alternative location.

The Roadside Cleanup is organized by the Board of Selectmen as part of the Town's Earth Week activities. Plastic bags and safety signs to put on cars may be picked up at Town Hall from 9:00 a.m. to 1:00 p.m. on April 25. Bags may be left along roadsides for the Public Works Department to pick up. **Your help is needed!**

**(PLEASE PRINT)**

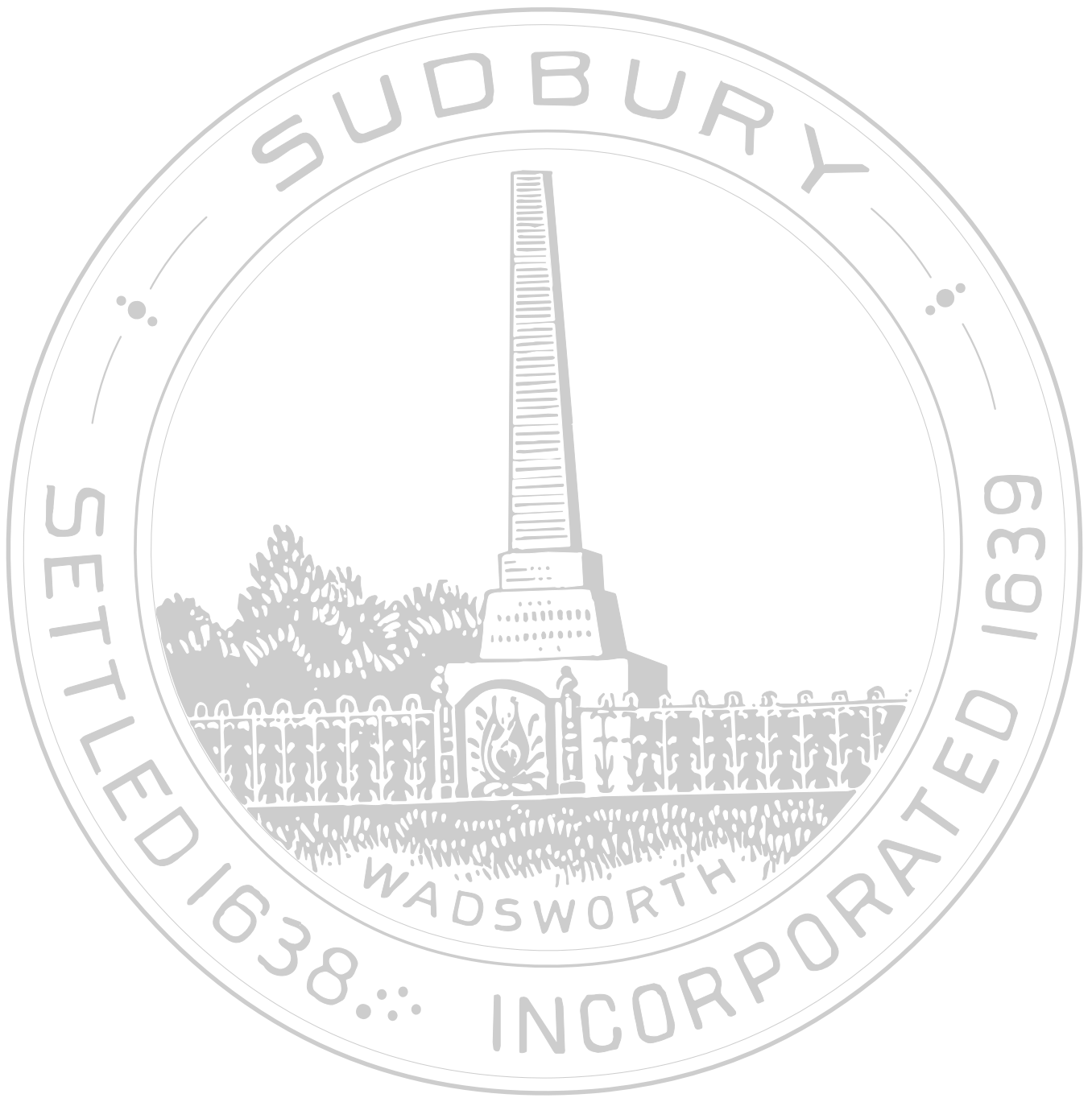
Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Preferred street/area assignment: \_\_\_\_\_

Please contact the Selectmen's Office, 278 Old Sudbury Road by April 17,  
or email [glaserd@sudbury.ma.us](mailto:glaserd@sudbury.ma.us) or call 978-639-3381.



**Printed on Recycled Paper**  
**Please recycle**