

BOARD OF SELECTMEN NEWSLETTER

TOWN OF SUDBURY

THANK YOU TO MELISSA MURPHY-RODRIGUES FOR HER DEDICATED SERVICE

By Selectman Jennifer Roberts

On June 25th, Sudbury Town Manager Melissa Murphy-Rodrigues announced that she is leaving her post to become Town Manager in North Andover. She expresses that she has greatly enjoyed her role; however, as a resident of the North Shore, the commute to Sudbury had simply become too long and arduous. "It is purely geography," she says. "I wasn't looking anywhere else. It (North Andover) is closer to home with a similar community, form of government, and budget to Sudbury." With an active family including two young children, she is looking forward to spending less time on the road.

Known for her sharp intelligence, breadth of knowledge, and approachable style, Ms. Murphy-Rodrigues has become highly valued in Sudbury, particularly as the community has maneuvered through both challenges and



Town Manager Melissa Murphy-Rodrigues will begin a new role as North Andover's Town Manager in September 2019.

achievements. She came to Sudbury in 2015 from Everett, MA where she was Chief of Staff and General Counsel. Prior to that role, she earned degrees in journalism and law before working as an attorney. Ms. Murphy-Rodrigues believed Sudbury offered the chance to take the next step in municipal government. She was excited

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to experience a more rural community and a new form of organization with Town Meeting. (Everett had a City Council which served as its legislative body).

Ms. Murphy-Rodrigues immediately got to work during budget season and the unfolding of Sudbury Station, Meadow Walk, and the Eversource dispute. "I started and then kept running" she says. She is particularly proud of accomplishments such as Meadow Walk and the Quarry North land exchange. She compares Town Meeting to her "Super Bowl" which she grew to love due to the mutual respect she formed with residents. However, she adds "People see the meaty projects brought to Town Meeting, but there has been so much progress behind

the scenes." In particular, she cites ClearGov (a transparency and budgeting software), the Town Facebook page, and new purchasing system, amongst many other achievements. Above all, she states that "The BEST thing I have done here is assembling the team we now have."

Ms. Murphy-Rodrigues emphasizes that she will be sad to leave her role in Sudbury. "The most difficult thing to leave here are the people that I have developed relationships with and friends – staff, committees, and residents." She notes that Sudbury has come to feel like a second home.

Ms. Murphy-Rodrigues is determined to leave Sudbury in good stead and to make the transition as smooth as possible

for the next Town Manager. She is working diligently to finish projects and tie up loose ends prior to her last day on September 6th. Currently, Ms. Murphy-Rodrigues and the Board of Selectmen are soliciting RFP responses for search firms to assist with recruitment of the new Town Manager. In the meantime, an interim Town Manager will be appointed to serve during the search process.

The Board of Selectmen are disappointed to see Ms. Murphy-Rodrigues leave, but we understand her circumstances and decision. We are immensely grateful for her service and the significant progress Sudbury has made during her four years as Town Manager. We wish her the best of luck in her next endeavor.

HISTORIC PRESERVATION & THE DEMOLITION DELAY BYLAW

By Vice-Chair Pat Brown

In Sudbury we value our historic heritage. We have multiple organizations dedicated to preserving our history.

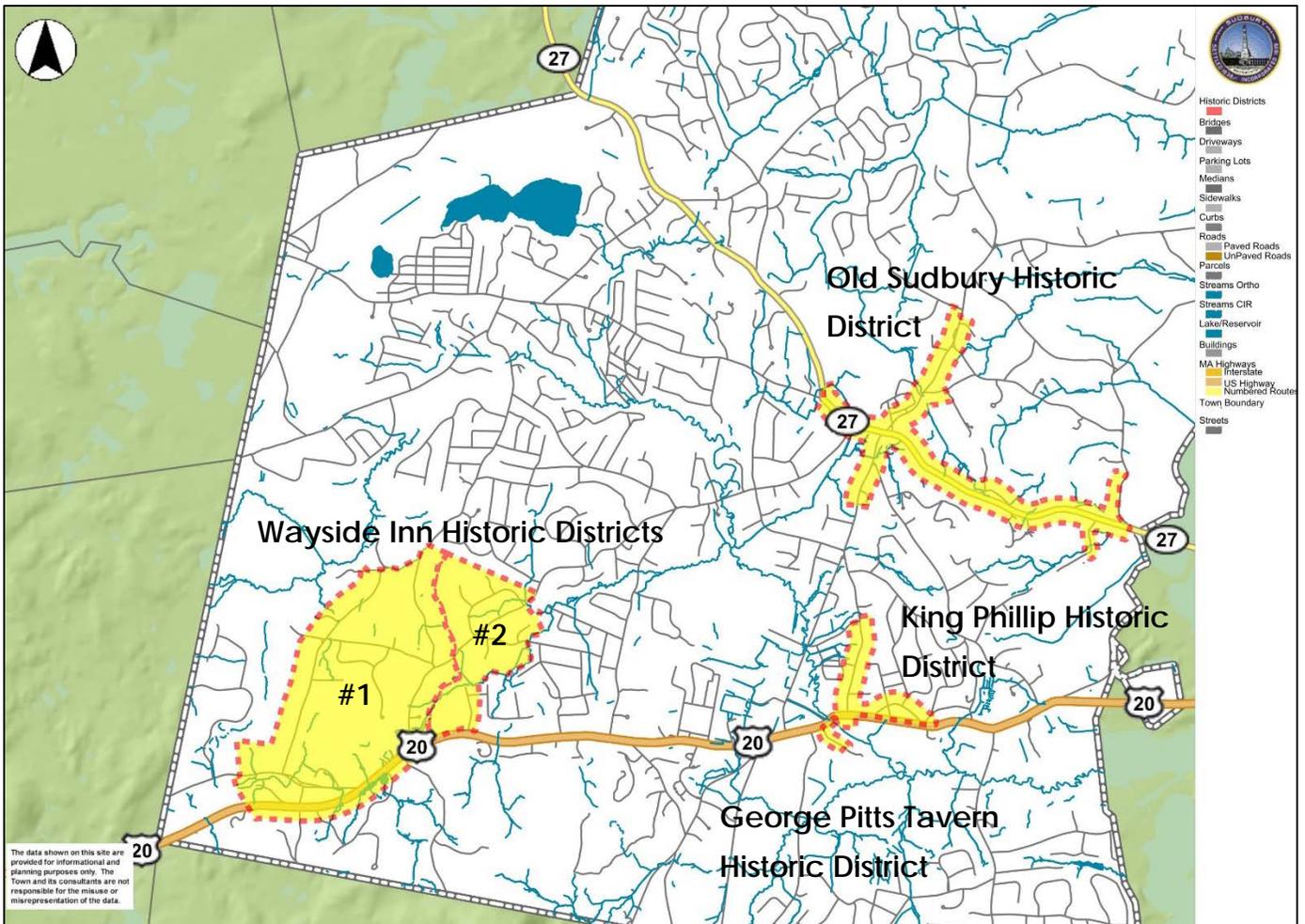
The Sudbury Historical Society is a non-profit organization dedicated to preservation and education about town history. The Society has been instrumental in raising funds to restore the Loring

Parsonage to serve as Sudbury's Historical Museum.

We also have two committees within Town government, the Historic Districts Commission and the Historical Commission, with distinct responsibilities. To keep this straight: both Commissions are Town entities, while the Society is a private organization independent of Town government.

So how do the Commissions protect our town's historic character?

The Town has designated four Historic Districts as shown. In these districts the exterior appearance (architectural features, colors of buildings, landscaping, stone walls, signs, etc.) of buildings and lots is regulated and controlled by



Sudbury Historic Districts as shown in Appendix C of the Sudbury Zoning Bylaw.

the Historic Districts Commission. The responsibilities and authority of the Historic Districts Commission are delineated in Massachusetts General Law, Chapter 40C. This is state law and not a Town bylaw. Within our Historic Districts, the Historic Districts Commission reviews applications and approves projects which preserve the historic character within these districts.

Anywhere outside of these Historic Districts, a second body—the Historical Commission—has jurisdiction over building projects

which trigger the Sudbury Demolition Delay Bylaw (Article XXVIII).

Applications for Building Permits outside the Historic Districts which include demolition may trigger review by the Historical Commission under the Demolition Delay Bylaw. Structures subject to such review include those on the National or State Register of Historic Places, buildings within 200 feet of the boundary line of a historic district, structures listed in the “Old Homes Survey” of the Sudbury Historical Commission,

and any structures constructed prior to 1940. “Demolition” is not limited to total demolition (razing the building). Partial demolition, including dismantling or removing part of the building to allow reconstruction, renovation, or an addition, also triggers this review. Demolition may not proceed until approved by the Historical Commission.

Under the Demolition Delay Bylaw, the Building Inspector’s office must notify the Historical Commission within five business days after receiving a Building Permit

application which would require either total or partial demolition of any qualifying building. Within 30 business days of receipt of the application, the Historical Commission must schedule a site visit with the Applicant, after which the Commission determines whether the building is historically significant: associated with historic persons or events; with the political, economic, or social history of the town; or is historically or architecturally important for reasons of style, construction method, or other considerations.

If the Historical Commission determines the structure to be historically significant, there begins a process of information gathering, including a public hearing, and producing a report for the Building Inspector. If the Commission determines the

structure should be preferably preserved, then the Building Inspector may not issue a Demolition Permit for another six months after the Commission's determination. During this time, the Commission works with the Applicant/Owner to investigate alternatives which could preserve the building.

The Historical Commission has not developed a prioritized list of historic resources to preserve; rather, it reacts to demolition applications as they are received.

All told, between the time spent investigating the project prior to invoking the demolition delay and the six-month delay itself, a delay on a project could be ten months (or longer, depending upon the responsiveness of the Applicant/Owner) before a

Demolition Permit could be issued. Some delays during this process occur even when the building is not ultimately found to merit preservation. This presents a significant challenge to someone trying to renovate an older home, even for one not in a historic district. Even when the demolition delay is invoked, preservation efforts may not be successful if no plan or funding can be assembled during the delay period. Attempting to preserve buildings for which there are no resources simply postpones the inevitable.

While we greatly value our historic heritage in Sudbury, the effective use of the Demolition Delay Bylaw requires a realistic appraisal of how much effort and resources we propose to dedicate to historic preservation and which structures we want to preserve.

SUDBURY'S BOARD OF HEALTH & HEALTH DEPARTMENT ARE AN INTEGRAL PART OF OUR COMMUNITY

By Selectman Janie Dretler

The [Board of Health](#) and [Health Department](#) are responsible for addressing the health needs of the Sudbury community. The Health Department is mandated to ensure compliance with laws and regulations pertaining to public health and the environment.

The Board of Health is comprised of three elected members including Linda Marie Huet-Clayton RN, Carol Bradford, RN and Susan Sama, RN, Sc.D. The Health Department's staff includes William Murphy, Health Director; Phyllis Schilp, Public Health Nurse; Bethany Hadvab, Social Worker; Beth Porter,

Administration, and Mitch Sanborn, Sr. Mental Health Outreach Case Manager; two public health contractors, as well Master's Level interns.

Typical duties can include:

- enforcement of Title 5 - subsurface sewage disposal and site evaluations

- food service establishments permit/licensing and inspections
 - private well installations
 - hazardous waste collection and disposal
 - summer camp inspections
 - public and semi-public swimming pools
 - community-based nursing and mental health care services
 - housing code violations
 - mosquito control
 - animal/rabies control
 - emergency preparedness
- (click [here](#) for the [Town of Sudbury Emergency Preparedness Handbook](#))



Phyllis Schilp, RN, of the Health Department and Linda Huet-Clayton, RN, Board of Health Member, administered flu shots at Household Hazardous Waste Collection Day on November 17, 2018.

According to Health Director Bill Murphy, the Health Department has seen a dramatic increase in reported cases of tick-borne illnesses including Lyme disease, anaplasmosis, and babesiosis. During 2018, 47 cases were reported, a statistic that does not reflect the overwhelming number of undiagnosed and unreported cases.

Dana-Farber’s Mammography Van provided six mammogram screenings to residents at the May 1st Spring Health Day. The Board of Health has prioritized promoting the importance of early detection and treatment of breast cancer.

Last November, the Health Department held its annual Household Hazardous Waste

Collection Day at the DPW. With approximately 320 households participating in the event, Sudbury collected more than 2000 gallons of hazardous waste materials. Sudbury will be partnering with Wayland to hold their next HHW Collection Day on Saturday, November 9, 2019.

During Winter Storm Quinn in March 2018, Sudbury’s Emergency Shelter opened for four days at Fairbank Community Center. 55 Medical Reserve Corps (MRC) volunteers, Community Emergency Response Team (CERT) members and Town staff assisted 343 residents and provided 217 meals and 250 snacks. It is anticipated that Fairbank Community Center will

provide upgrades to the kitchen, designated dry food storage and a handicap accessible medical office area to enhance its shelter services for residents.

2018 Board of Health Nursing Statistics:

- Blood Pressure Screenings at the Senior Center – 801
- Town Blood Pressure Clinics – 142
- Influenza Vaccinations – 792
- Communicable diseases as reported by the state - 122
- Health Teaching Sessions attendance – 864 (topics included Lyme, stroke, hypertension, diabetes)
- Basic Nursing Care - 122
- Camp Inspections/ Review/Consultations – 299

- Emergency Preparedness deliverables/meetings/ prep/MRC - 488

The Town Social Worker continues to expand resources and referrals to Sudbury residents. The public is welcome to visit the social work website at <https://sudbury.ma.us/socialworker/> to find information on topics such as basic needs, parenting, mental health, housing, and finance. The social worker serves the entire community and has collaborated with many stakeholders to address the

needs of seniors, individuals with disabilities, children and families, low-income individuals, and those with a variety of other specialized needs. HOPE Sudbury applications are accepted and reviewed to assist families in crisis.

The Town’s Health Department is an integral part of our community working to promote health and wellness of our residents through prevention and control of disease and injury. Please visit the Health Department website at

<https://sudbury.ma.us/health/> to learn more.

If you need someone to talk to immediately, call the confidential mental health hotline at 1-800-273-8255. If you are feeling actively suicidal or having unsafe thoughts, seek help immediately by calling 911 or going to the nearest emergency room.

Thank you to Bill Murphy, Health Director and Phyllis Schilp, Public Health Nurse for information and statistical data.

WORKING TO IMPROVE TRANSPORTATION IN SUDBURY

By Chairman Dan Carty

Anyone that has tried getting around Sudbury knows it is not without its challenges and frustrations. What many probably haven’t given too much thought to is the link between transportation and one’s overall health. With the exception of specialized transportation provided by the Council on Aging, Sudbury is currently car-dependent, putting a number of residents at risk of isolation, loss of work, inability to access medical care, etc. Until very recently there was no public transportation within town boundaries (more on this later!); parking space for commuter rail



With this in mind, the Sudbury Board of Selectmen in late 2018 formed the Sudbury Transportation Committee in order to take a proactive role in

addressing transportation challenges affecting our town. It was to be made up of a mix of Town Staff and volunteers and have advisory members

from our Public Safety Departments, the Chamber of Commerce, and our Senior Center, and more recently our SPS and L-S School Committees. These challenges and their impacts were confirmed when we received our Livable Sudbury Needs Assessment where transportation was listed as a top priority (see <https://sudburyseniorcenter.org/wp-content/uploads/sites/381/2019/02/Livable-Sudbury-Report.pdf>).

The Committee met with MWRTA Administrator Ed Carr and learned of his desire to apply for a MassDOT grant in order to fund bus services from Marlborough through Sudbury and onto the Riverside Station T Station. The Committee asked for the Selectmen to write a letter in support of this program, and Committee member and State Representative Carmine Gentile did the same. In June

2019 public transportation was reintroduced in Sudbury when the shuttle service was launched (see <https://sudbury.ma.us/transportation/?p=352>) and continues to run Monday through Friday during peak commute hours.

This has not been the only accomplishment of the Committee; on June 3 the Metropolitan Area Planning Council (MAPC) announced that the Town of Sudbury has been awarded an \$80,000 Community Compact Best Practices grant to implement the “Making the Connections” initiative. This effort will support pilot projects to provide subsidized taxi and ride-hailing rides and other innovative on-demand transportation options for seniors, people with disabilities, financially vulnerable residents, and veterans, with the objective to help close the “first/last mile” gaps in areas with limited transit

options. For Sudbury, that means qualified individuals will be able to call for a subsidized ride (Uber, Lyft, and/or taxi) within and outside of Sudbury to fill the gap left when on-demand paratransit, public vans, and shuttles are not running, don’t connect to other lines, or don’t go where riders need to go. On July 23, Sudbury hosted the MAPC for an Information session on this program where the MAPC and member communities discussed their ‘biggest transportation problems’ as well as marketing and outreach, project management, financial sustainability, and assurance of accessibility for the pilot. SudburyTV covered the event and video is available on their website. The Sudbury Transportation Committee is working diligently on launching their pilot and expects in the near future to communicate more news and details.

SUDBURY’S BUDGET SEASON TIMELINE

By Selectman Bill Schineller

August means the start of “Budget Season” for the Town of Sudbury. I recently met with Finance Director Dennis Keohane for an overview of what happens between now and May 2020 Town Meeting, when residents will vote to

approve the next Fiscal Year 2021 Budget. The FY2021 budget covers all operational (e.g. teacher and staff compensation, utilities) and capital (e.g. facility maintenance and improvements, equipment) expenses between July 1, 2020

– June 30, 2021. The Town Manager must present a balanced budget (within the limits of Proposition 2½) at May Town Meeting, and the Finance Committee (FinCom) must recommend a budget. FinCom may recommend the Town Manager’s budget, or

recommend an alternative budget. The development of the budget begins in August, and culminates in May, when Town Meeting (residents/ taxpayers) votes to approve a budget.

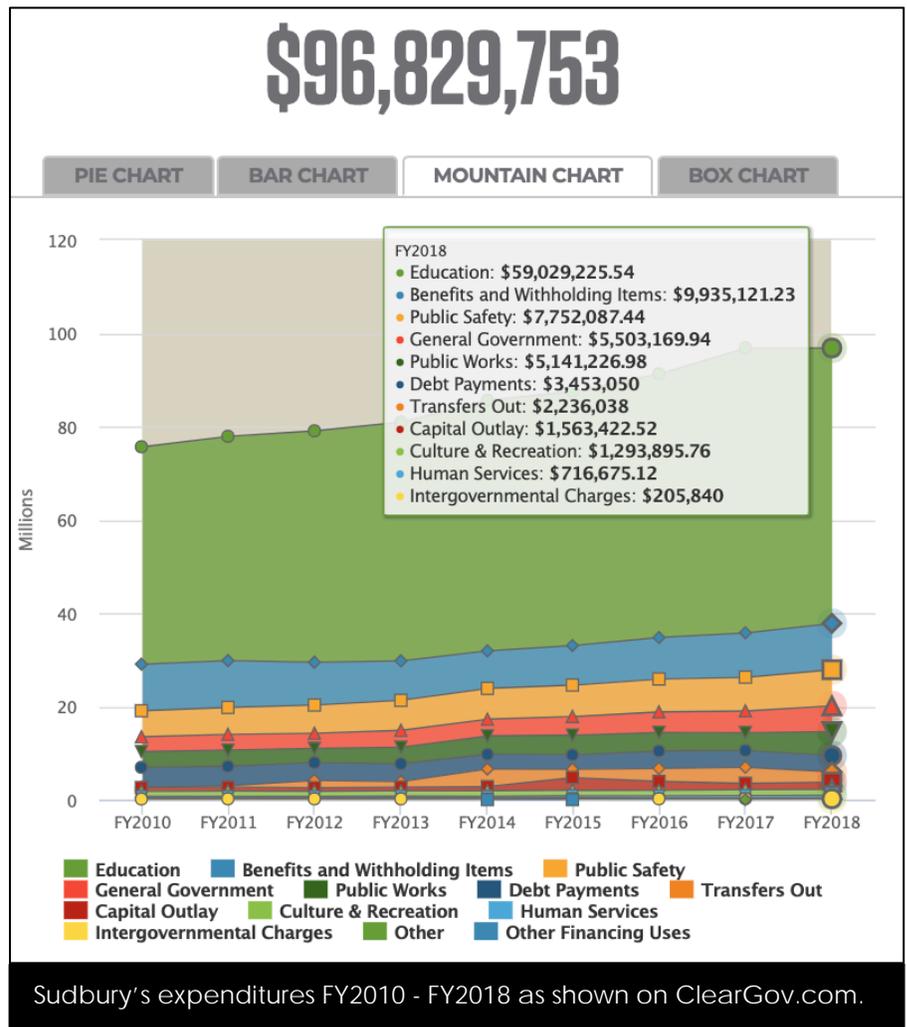
Sudbury publishes a wealth of information on the Finance Department page:

<https://sudbury.ma.us/finance/budget/>. For historical context and comparison with other towns, we link to cleargov.com with charts and drilldown capabilities as shown in the accompanying figure.

The Town Manager’s budget (<https://sudbury.ma.us/finance/fy20-qfoa-budget-1-31-19/>)

contains a “Citizen’s Guide to the Budget” and “Budget Calendar”, and the town’s conditions, policies, and goals which frame budget decisions. The “Budget and Financial Overview” section details proposed expenses and anticipated revenues. Last year’s proposed Budget was initially published on February 7, and last updated on April 24, in advance of May Town Meeting.

Starting in August, the Town’s Five Year Capital Plan is updated with input from Town department heads and school superintendents. This spreadsheet contains Urgent Maintenance items, Risk



Mitigation Maintenance items, and Enhancements, targeted over the next five years. New/Substantially Remodeled Facilities are called out separately. Heading into the FY2021 budget season, three big ticket projects (carried over with last year’s cost estimates) are: Rt 20 Fire Station (\$7M), Fairbank Community Center (\$25M), and Town Hall (\$7.3M). Town staff and board/committee members are working now to plan, prioritize, and refine cost estimates.

In October, financial projections are made (revenue from New Growth, state funding, surplus from prior year) and budget guidance (e.g. limit increases to x.y%) is provided to departments and schools. Budget requests (voted on by school committees) are provided and discussed with Town Manager by mid-December. Notably also in the Fall, Selectmen set goals, and the Community Preservation Committee considers applications for CPA funds.

An 'override budget' (raising funds in excess of Prop 2 ½ limit) either permanently or through temporary capital (1yr) or debt (e.g. 20 yr) 'exclusions' may be considered based on school initiatives, land acquisitions, or large capital projects. Prior to current FY2020, only about \$400K for capital maintenance was 'built into the tax levy'. In FY2020, the budget was structured to allocate \$800K for capital within the tax levy (see

Capital Funding Source figure below), allowing 14 projects to be funded within the levy.

By January 31, the Town Manager provides the Selectmen and FinCom with the balanced non-override budget, and a decision is made regarding whether to also have an override budget.

By March 31, FinCom issues written recommendations to

the Selectmen, who are responsible for printing the Warrant for the Annual Town Meeting, with budget articles and information from FinCom.

In May, the Town Manager presents the final budget at the Annual Town Meeting to request voter approval. Nothing gets spent unless voters approve.

Funding Source	FY16	FY17	FY18	FY19	FY20
Tax Levy	392,750	404,000	413,190	428,322	800,000
Free Cash	796,900	-	2,532,787	1,587,596	570,000
LS E&D	-	875,000	-	-	-
CPA	100,000	400,000	820,000	500,000	-
Mitigation Funds	-	-	350,000	-	-
Debt	-	-	-	3,350,000	-
Capital Exclusion	220,000	365,000	-	-	-
Total	1,509,650	2,044,000	4,115,977	5,865,918	1,370,000

Sudbury Capital Funding sources FY2015 – FY2020.