



Town of Sudbury
Town Manager Newsletter
April 27, 2012

Message from the Town Manager

Greetings!

The Town is quickly approaching the date for Annual Town Meeting, which starts on Monday, May 7 at 7:30 pm in the Lincoln-Sudbury Regional High School auditorium. Thirty four articles are described in your warrant (mailed to your house, but also on the Town website). Each represents months of work by volunteers and staff to understand complicated issues, hear from many different residents and business owners on how this issue would impact them and hopefully solve a problem or make an improvement in the quality of life in Sudbury or maintain an important service in Town. Pick out nearly any article, and you will find that one or more Town committees have held a hearing, published background information, and reached out to work together collaboratively to make the proposals that Town Meeting will consider and vote on. I encourage all residents to attend Town Meeting –be involved in your community’s future. See you at Town Meeting!

*To subscribe to the Town Managers Newsletter which is published bi-weekly, go to:
<http://sudbury.ma.us/services/townmanager/mailling.asp>

Sincerely, *Maureen G. Valente, Town Manager*

Highlights of the 4.24.12 Board of Selectmen Meeting

The Board met with the Town’s audit firm to hear a presentation of the Town’s financial statement, internal controls, and management letter. The auditors noted that the Town’s reserves grew by the end of FY11, mostly due to conservative spending against appropriations, spending for debt service is on the low side, and with only three non-material items noted in the management letter, the Town has few internal control issues and those that are noted get quickly resolved. The audited statements are being placed on the Town website. The Board thanked Finance Director Andrea Terkelsen and Town Accountant Barbara Chisholm for their continued efforts, ensuring another successful audit year.

The Board also voted to re-appoint Sullivan, Rogers and Company to continue as the Town’s audit firm, after Town staff presented the plans to work toward development of a Comprehensive Audited Financial Report (CAFR) and noted that changing firms at this point would set back those plans for a year or more. A CAFR is a best practice and highest level of financial reporting for a municipality and requires closely working with auditors on developing an expanded view of Management’s Discussion and Analysis information to include several years of historical information, statistics and other required supplementary data. The Board’s re-appointment included a request for a six month update from staff on the progress toward the CAFR goal. The Board will consider the advantages of changing audit firms once the CAFR goal is accomplished.

The Board held one of its periodic Town Forums to review activities and plans with the Planning Board. Town Forums are public meetings the Selectmen have with other Town committees and Department Heads from time to time. Planning Board chairman Michael Fee and Board member Joseph Sziabowski

recapped their activities of the past 12 months. They further emphasized their work with various groups developing four articles for Town Meeting consideration, examining potential zoning changes that might be appropriate if the Town is able to create a centralized wastewater treatment system for the Route 20 business district, and preparing to update the Town's Master Plan, which is now over 10 years old and many of the task items included have been accomplished. Planning Board members and Selectmen discussed ways they can better work together on issues of highest priority, beginning with better communications and potential attendance at each other's meetings. Finally, the Planning Board emphasized again the emerging demands of stormwater permitting requirements and the challenge of developing an enhanced capacity to deal with permit requirements.

And the Selectmen also met with the House bill 3435 Review Committee. Jack Ryan and Susan Iuliano (Joe Nugent could not make the meeting) recapped a demanding schedule of meetings over the past two weeks with Town staff and bill proponents. They indicated they are satisfied with the progress they are making and the possibility that both a procedure can be developed and language changes identified that significantly increase the chances that, if enacted by the state legislature, Sudbury will have a senior exemption program that is beneficial to seniors who need it the most, yet does not require reducing other budgeted programs to be funded. Jack and Susan recognized the extraordinary work of Finance Staff Andrea Terkelsen, Maureen Hafner, Cynthia Gerry and Peter Anderson, along with Article proponents Ralph Tyler and Dave Levington.

In other actions, the Board approved the Site Plan Application of 29 Hudson Road LLC, proclaimed Friday, April 27, 2012 as CPT Thom Kenney Day in Sudbury; approved signs for the Thursday Garden Club to place at Town intersection islands, and appointed Eric Poch to continue with the Sewer Steering Committee as an at-large member.

From the Selectmen's office

The 2011 Annual Town Report is now available for pick-up in several locations, including the Town Clerk's Office, the Goodnow Library, Fairbank Senior Center and the Selectmen's Office. Patty Golden, Office Supervisor for the Board of Selectmen, has done an amazing job of compiling the necessary department and committee reports, and blending interesting tidbits gleaned from Town Reports of years gone by. The Report will both inform and entertain.

Message from the Moderator

We're expecting a good turnout this year for the 2012 Annual Town Meeting beginning on Monday, May 7, 2012 at 7:30 p.m. at the Lincoln-Sudbury Regional High School auditorium and continuing on the next day and the day after, if necessary.

If you wish to speak at Town Meeting, please raise your hand. After you are recognized to speak, our Boy Scout runners will pass a microphone to you at your seat. You may also proceed to one of the standing microphones if it is nearby, after you are recognized.

Prior to Town Meeting, you should read the Town Meeting Warrant that you received at your home. In the front of the Warrant, there are two segments on Town Meeting procedures and motions for your review. It is very important that you read all the articles and reports as well as the financial information in the Warrant. Also, the League of Women Voters has a brochure of Town Meeting practices that is available at the Library and the Town Clerk's office. I will summarize some Town Meeting procedures at the beginning of Town Meeting. We are governed by Massachusetts General Laws Chapter 39 and

Articles I and II of our bylaws. Our parliamentary rules are governed by the 3rd edition of *Town Meeting Times*.

As a member of the Massachusetts Moderator Association, I previewed a DVD on Town Meeting produced by the Association. I purchased three: one for cable (for viewing at www.sudburytv.org), one for the Goodnow Library for borrowing by voters and one for the Town Clerk, also for borrowing.

There are articles to be considered on the Consent Calendar in the hope of speeding the progress of Town Meeting. The Consent Calendar will be taken up as the first order of substantive business on the first night. It is, therefore, critical that everyone become familiar with the "consent" articles prior to the beginning of Town Meeting. Study the Warrant and if you have any substantive questions, please call the Selectmen's office (978-639-3382) or any member of the board or committee sponsoring the article. Hopefully, voters will remove articles from the Consent Calendar only in cases of considered and genuine concern. Every effort will be made to provide satisfactory answers to your questions to avoid the need to remove items from the Calendar. A listing of the Consent Calendar articles and the voting procedure appear at the beginning of the Town Meeting Warrant.

On each night of the Town Meeting, important issues will be addressed, affecting the services you receive, the taxes you pay, and the character of the Town. On the first night, following action under the Consent Calendar and our honoring Town residents, Town Meeting will take up the fiscal year 2013 budget (Article 4). Please consult your Warrant for each of the articles.

Because the moderator must be impartial, I will not vote at Town Meeting even in the case where my vote would create or break a tie. Any voter should feel free to call the Selectmen's office or me with respect to any procedural question about Town Meeting.

Sudbury's Open Town Meeting is probably the longest running continuous one in Massachusetts. Any registered Sudbury voter may attend, speak and vote. I invite all voters to attend Town Meeting. Please join your fellow voters at Town Meeting and participate in the legislative decision making process of our town because every voter will be affected by what happens at the Annual Town Meeting.

Office of Planning and Community Development (PCD)

The Board of Selectmen, in partnership with the Sudbury Valley Trustees (SVT), have reached an agreement with the landowners of Pantry Brook Farm, Carole and Richard Wolfe, for the permanent preservation of Sudbury's premiere agricultural landscape located on Concord Road. Under the agreement, the Town and SVT will purchase the development rights to approximately 94 acres of land through the recording of a permanent Conservation Restriction on the property, using Community Preservation Act (CPA) Open Space funds. This item appears as Article 30 in the 2012 Annual Town Meeting Warrant. A vote of Sudbury residents will be necessary to appropriate \$7.76 million of CPA funds for the project. SVT will contribute \$150,000 towards the purchase price, as well as generate additional funds for stewardship of the land and monitoring of the restriction in perpetuity. The restriction will be held by both entities.

Two opportunities are available to join the Sudbury Valley Trustees and Town Staff on a guided site walk of Pantry Brook Farm. **On Saturday, April 28 the walk will begin at 10:00 a.m. and on Sunday, May 6 the walk will begin at 3:00.** Pantry Brook Farm is located at 667 Concord Road. Signs indicating parking locations will be at the site. Residents are encouraged to participate in the site walks to learn more about Pantry Brook Farm, a landscape that is valuable and vital to maintaining Sudbury's rural sense of place.

Characteristics of the property include open fields, gardens, granite fence posts, and stone walls, many of which are original. Extant farm buildings from the early nineteenth century remain to retain a landscape that is quickly disappearing from the region as developments replace open spaces. In a letter to Sudbury's Board of Selectmen, the preservation organization Historic New England has opined that preserving Pantry Brook Farm would be an important purchase making an outstanding contribution to the preservation of Sudbury's open space and agricultural character by protecting this nineteenth-century farmstead, the ca. 1825 Aaron Hunt House, along with two barns. There is both local and statewide significance in the vernacular Federal and Greek revival style architecture of the farm buildings. Many original architectural elements have been unaltered within the farm house including structural timber framing, woodwork, door and window hardware, plaster walls, and floorboards. The east parlor of the house even contains a fireplace mantel based on Plate 50 of the 1830 pattern book, *The Architect or Practical House Carpenter*, created by the noted architect Asher Benjamin. Protecting the land would inevitably protect the buildings that stand on it.

As recorded in Sudbury's 2006 Massachusetts Heritage Landscape Inventory Program, the Pantry Brook Farm, also recognized as the Hunt-Bent Farm, is a beloved Sudbury landscape. Farm fields line both sides of Concord Road to the north of Lincoln-Sudbury Regional High School with the historic buildings located at the crest of a hill overlooking a multi-layered landscape. Fields are lined with stone walls and slope down to the marshland of nearby Pantry Brook. A stand of tall pines punctuate the corn field there. Since 2006, there have been measures taken by the Sudbury Historical Commission to document the property and determine the best way to preserve it.

From the 2009-2013 Open Space and Recreation Plan, it is known that five generations of Hunts/Bents have farmed the land and the property is rated as the highest parcel in Sudbury for preservation in terms of a series of ecological criteria developed in the Plan. A portion of the property is bisected by the proposed Bruce Freeman Rail Trail.

Through several studies, Sudbury residents have identified the Pantry Brook Farm as a priority landscape and have expressed concern related to loss of important landscapes and community character as a Town-wide issue. Appropriating funds for the development rights is one strategy for ensuring that this property remains to preserve what is quintessential Sudbury. Please attend a site walk to learn more about this valuable historic resource.

Fire Department

The Fire Department was forced to shut down outdoor burning for many days while waiting for rainfall. We understand people are eager to get their yards cleaned up and appreciated your cooperation in postponing outdoor fires. On Sunday, April 15, we assisted the Stow, Maynard, and Boxborough Fire Departments with a large brush fire on the west end of Hudson Road. We felt fortunate not to have experienced larger and more frequent brush fires during the extremely dry period of weather.

On Monday April 23, 2012, the Sudbury Fire Department was called on a second alarm response to an eventual six alarm fire in Marlboro. Initial reports of a fire on the top floor of the Lake Williams Condominiums at 271 – 273 West Main Street required assistance from many area fire departments. Assistant Fire Chief John Whalen and our Engine 2 crew lent valuable assistance to an effort that eventually involved twelve area towns.

Fire Prevention Officer Timothy Howe has been very active in the schools. Tim's report of his recent activities follows:

The Sudbury Fire Department has taken the SAFE (Student Awareness of Fire Education) program to the next level. This year it was decided to use the Fire District 14 Fire Safety House to test the fire safety knowledge of the 4th grade class rooms. The Fire Safety House is a 35 foot long trailer that is brought to the schools. The front contains a “real kitchen” where students have to point out hazards such as a stove that was left on, combustible materials too close to a stove, cords run in a dangerous manner, candle safety, as well as numerous other hazards. Students also discuss the proper use of 911 and the importance of knowing how to stop, drop, and roll.

After pointing out the kitchen dangers, the students move to the “bedroom” where they once again have to find hidden hazards. Here the dangers of tobacco use are covered along with the issues of leaving prescription drugs lying around. After the hazards are removed, we then focus what to do if there is a fire in the home. We discuss smoke detectors, staying low under smoke, feeling a door to be sure it’s not hot, having two ways out of a room and the importance of a meeting place outside the home. Just when the students are feeling comfortable the room begins to fill with smoke. The students must then drop below the smoke, feel the door which is warm to the touch, and find a second way out. The students go to the window, climb down a ladder, and meet at a pre-established meeting place.

The teachers have provided a lot of positive feedback, and all stated it was a very effective tool to apply the knowledge students have learned since kindergarten. The program also provides a realistic evaluation of the effectiveness of the SAFE instructor and the curriculum of the SAFE program.

Library

A ceremony commemorating HOPEsudbury’s 10-year anniversary will be held at the Goodnow Public Library on Saturday, May 5th, 2012 from 10:00 to 11:00 a.m. Joining the Assistant Town Manager will be Jill Stansky of HOPEsudbury and Selectman John Drobinski. The Flagpole is a gift from HOPEsudbury in recognition of their 10 year anniversary of its founding. The flag has been donated by the SMSN (Sudbury Military Support Network) and a plaque will also be presented to the Town by HOPEsudbury.

Technology Department

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

The Department has created an online Town Meeting Presentation Form for those with electronic presentations to fill out. This form helps organize the presentations and assures that all electronic files are received and loaded on the Town Meeting laptop. The link to the form can be found on the Town website under **Town Meeting**. You can also go to <http://sudbury.ma.us/tmpresentation> to get to the form.

The form also contains a link to upload your presentation. After you submit the form and presentation, you will receive a confirmation email which contains a link to your form. Clicking on this link will bring you back to your form so that you can update the information in the form or reload an update of your presentation. If you have any questions, contact Mark Thompson at thompsonm@sudbury.ma.us.

Public Works Department

The street sweeping is nearly complete, and this will free up the Department to begin work on all crosswalks. Also, during many of the storms, the wind becomes a factor in branches and trees falling. If you see a large branch or tree that is in the public way, creating a threat to public safety, please call the DPW and report the location so the department may schedule removal. The Department number to call is 978-443-2209.

Sudbury Senior Center

The Sudbury Senior Center continues to offer a wide variety of programming in order to satisfy the needs of older adult men and women in Sudbury. We are very lucky to have two dedicated volunteers, Joe Bausk and Barry David, who run the Men's Breakfast twice each year. On April 25, Joe and Barry cooked and served up freshly made pancakes, sausage, fruit and coffee to more than 30 men.

The Senior Center's new Current Events group continues to be quite popular with about 20 people attending on a regular basis. Our Volunteer Facilitator, Richard Nesmith, suggests a topic and makes sure people are able to take a turn sharing their views. There are many lively and enlightening discussions.

This year the Senior Center and Lincoln-Sudbury High School began a small intergenerational program. Each month, the Senior Center has a Teen Tech Day. Students from Lincoln-Sudbury High visit the Senior Center on Wednesday afternoons and provide technical assistance on computer software, laptops, and cell phones to seniors. On April 11th from 2:00-4:00PM, the Senior Center hosted two Lincoln-Sudbury High School students who provided interactive lessons on Facebook to six seniors.

The Senior Center is again advertising the availability of "lockboxes," which are small key safes that can be attached to an inconspicuous area outside your home. In the event of an emergency, the Fire Department can open the lockbox, retrieve your house key and get into the house without damaging it. To defray the cost of the lockbox, a \$65 donation is requested. Please call the Senior Center at (978) 443-3055 if you are interested having one installed.