



TOWN OF SUDBURY

TOWN MANAGER NEWSLETTER

DECEMBER 2013

Message from the Town Manager

Greetings!

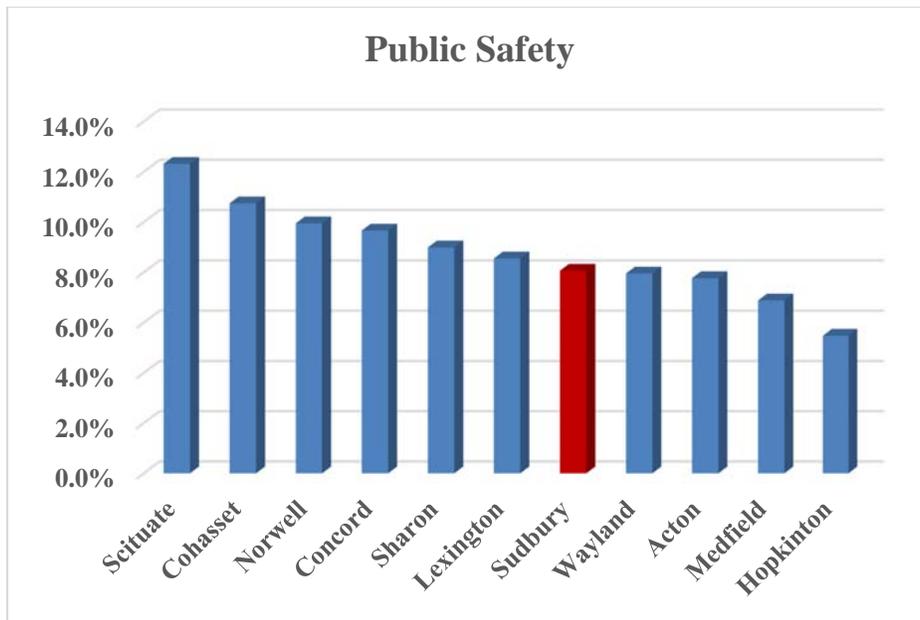
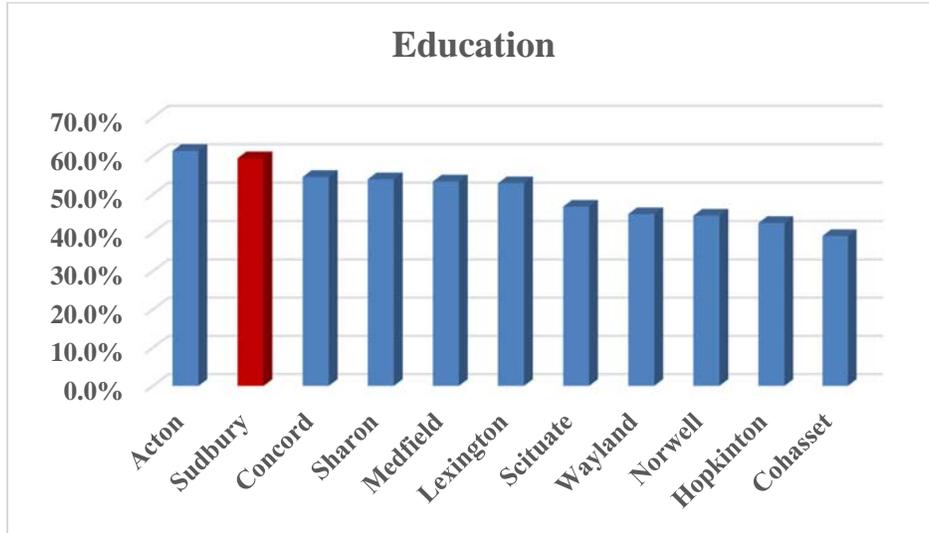
This is the time of year that Sudbury residents may be busy buying presents, or lighting Menorahs, or planning family trips or awaiting children coming home from college so the last thing you may be thinking about is your Town services. But it is a time of year when Town employees are awfully busy. The DPW has already dealt with two plowable snow storms, and a number of icy mornings when roads needed sanding to make them safe for you and your family to get to work and school and appointments. DPW Director Bill Place provides me with a report after each major storm event, noting the time Sudbury Police requested sanding crews to treat roads, when contractors are called in to begin plowing designated routes, when school and town parking lots are cleared, and the damage report to the Town's aging stock of DPW vehicles. It's a major effort with each storm and a key part of Sudbury public safety efforts. We always want to be sure that if you call 911 for assistance, fire, emergency medical, and police services can get to your home quickly and safely. My thanks to the hard working DPW crews for what they do.

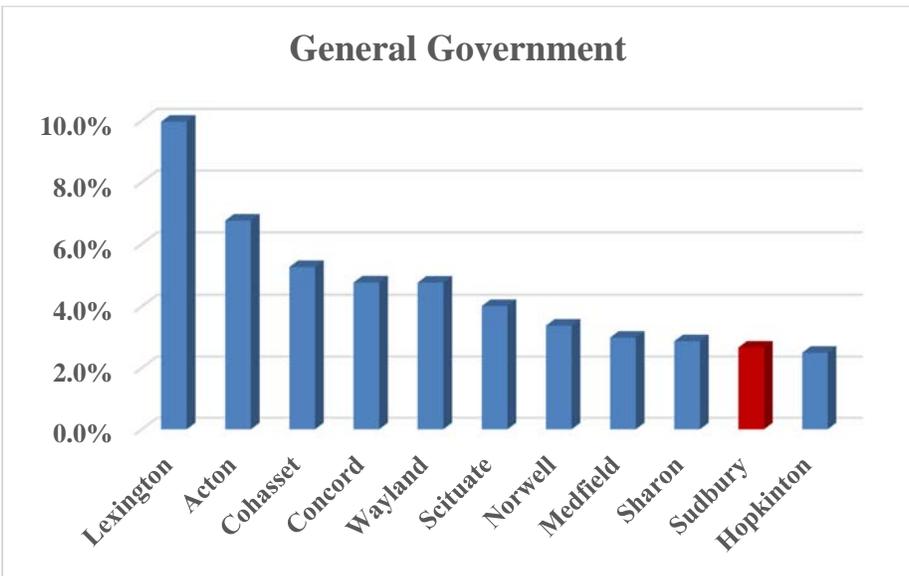
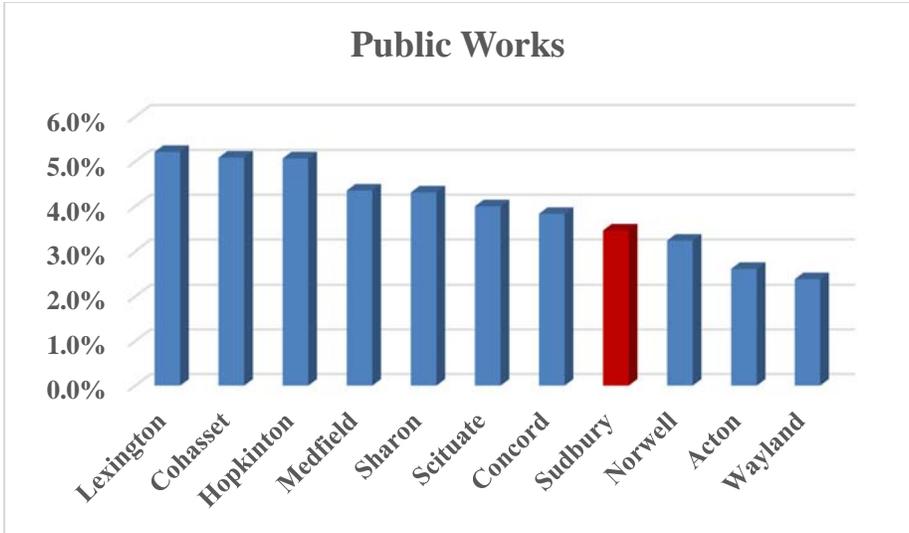
Capital assets are on my mind in December. The Town has a sizeable backlog of vehicles that are past their expected service life, particularly DPW trucks and equipment, as well as a large backlog of building projects such as roof, HVAC, and flooring replacement and repair projects needing attention. Technology is getting older in the schools, and there are educational opportunities that need to be looked at. And it is time for a fire engine and an ambulance – two expensive pieces of equipment – to be replaced. A committee of 14 residents and staff from the Town, SPS and L-S are working together, under the leadership of Selectman Chuck Woodard, to figure out a multi-year funding path to address the backlog and develop an on-going plan to prevent the backlog from reoccurring. Residents should anticipate a number of discussions will be held on this topic, and likely a number of articles at the 2014 Annual Town Meeting as these discussions lead to proposals for the Town to consider. With over \$150 million invested in our buildings and equipment, it is important to protect and maintain these assets that enable the Town, SPS and L-S to accomplish our mission.

I'm pleased to report that Kathy Plante, Officer Supervisor in the Building Inspector's Office, has been named the Sudbury Employee of the Year for 2013. Kathy juggled the needs of two offices – the Building Inspection and the newly created Combined Facilities Department – for over a year until more administrative help could be hired. She oversees one of the busiest offices of the Town, processing the many permit applications received. Kathy was selected for this honor by the Town's senior management team, and is definitely one of the Town's "unsung heroes." Hat's off to Kathy and thanks for all you do.

This month, Peter Anderson, the Town's budget analyst, developed four charts showing how general fund expenditures in Sudbury compared with our peer towns in Fiscal Year 2013 (please see on following pages). The peer towns are most like Sudbury in nine key areas: Distance from Boston; Density; Per capita income; Percent of school age children in overall population; Percent of tax base from commercial, industrial and personal property class; Credit rating; Number of road miles; Average residential house value and Amount of tax dollars from overrides per capita.

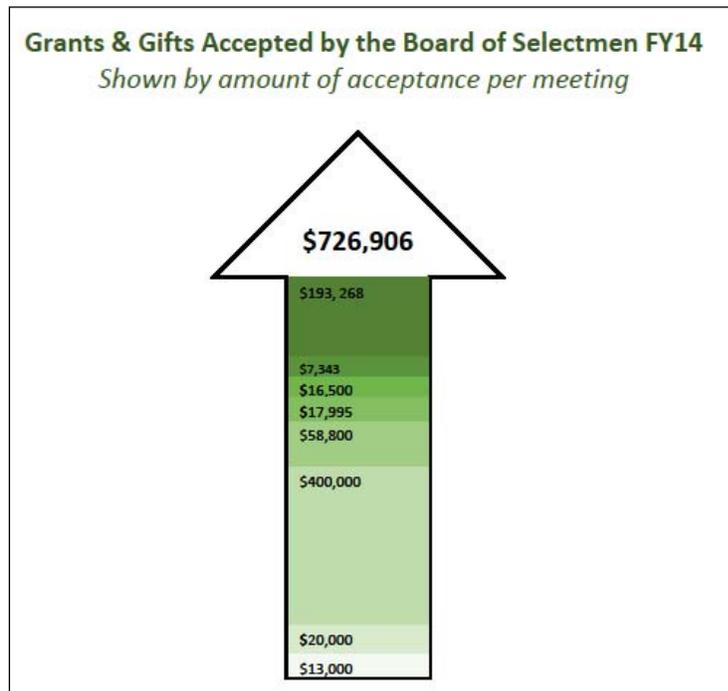
Sudbury & Peer Town FY13 General Fund Expenditures





Sources: Data taken from DLS Community Comparison Report; Peer towns from Sudbury Peer Select Tool

As a final note, I received a lovely card from the L-S girls' softball team, thanking me, among other Town and L-S officials, for helping make the L-S Community Softball field a reality. These student athletes showed me all that is good about sports in the lives of our young people. They and their families generated a portion of the funds that paid for this project and they respectfully worked for a long time through many ups and downs to gain support among the varied entities that finally came together to make it happen. And they remembered to express gratitude for finally getting a safe field to practice and play on when all the work was completed.



As of the December 18, 2013 Board of Selectmen's meeting, the total amount of Grants & Gifts accepted by the Town of Sudbury in FY14 is \$533,638, with funds from December Selectmen meetings contributed to the purchase of Self-Contained Breathing Apparatuses as well as Revolving Funds.

I wish you and your family and friends a very safe and very happy Holiday season, whether you are staying in Sudbury or traveling. And on behalf of all Town employees, I thank you for the opportunity to continue to serve you as part of your Town government.

Sincerely,

Maureen G. Valente
 Town Manager

From the Selectmen's office

Please note: the brief description of the Board meeting found here are only designed to give a quick snapshot of those agenda items that received the most time at the Board meetings. They are not meant to be exhaustive on materials received by the Board or all comments on agenda items. For a complete understanding of the items at each Board meeting, please go to SudburyTV.org for a replay of the meeting or review the minutes of Board meetings, found on the Town's web site.

The Selectmen met on December 3 and December 18. On December 3rd, an acknowledgement was read by Department Inspector for Massachusetts Military Order of the Purple Heart Edward Donnelly,

designating Sudbury as a Purple Heart Community. Chairman John Drobinski welcomed Sudbury residents who have been recipients of a Purple Heart medal, which included retired Police Officers John Longo and Ronald Nix, as well as Steve and Janice Milley on behalf of their son Scott who was killed in Action in Afghanistan, and he thanked them on behalf of the Town for their sacrifice and courage. If there are more Purple Heart recipients who live in Sudbury, you are encouraged to contact Gary Brown, Sudbury's Veterans Agent, so we can keep an up to date list of recipients.



A picture was taken to memorialize the receipt of the Purple Heart Community Proclamation and designation. Left to right: Retired Lt. Ron Nix, Board Chairman John Drobinski, Steve and Janice Milley, Inspector Donnelly, retired officer Longo, Sudbury Veteran's Agent Gary Brown, and Selectmen Len Simon, Larry O'Brien and Chuck Woodard.

In other actions, the Board finalized the issuance of all Alcoholic Beverage, Common Victualler and Entertainment licenses for 2014, as well as all Motor Vehicle Classes 1, 2 and 3 licenses as required by the State, accepted grants and donations, made appointments to committees, and finalized their votes on three project funding requests to the Community Preservation Committee. They also voted to support the request of the Sudbury Historical Society to study the feasibility of the Town owned Loring Parsonage becoming a Sudbury Historical Museum.

The planned December 17th meeting was postponed to December 18th due to a snow storm. At this meeting, the Board voted NOT to exercise the Town's right to purchase land located at 233 Concord Road. The Board of Selectmen had 180 days to determine their position on this question, and after hearing from residents and discussing this at multiple Board meetings, they voted 4-1 to pass on their option to purchase the land. With that decision, they withdrew one of their three Community Preservation Act proposals.

The Permanent Building Committee, working with Police Chief Scott Nix and Facilities Director Jim Kelly, provided the Board with a report on the status of the plans for a new Police Station. With the funds appropriated at the 2013 Annual Town Meeting, the PBC has been working with the architect to develop schematic plans for the new station and shared those with the Board. They reported they are on schedule to have an article requesting construction funds to be ready for the 2014 Annual Town Meeting.

In other actions, the Board accepted resignations and made appointments to Town committees, approved licenses and contracts, and received reports on the Town Manager's proposed operating capital budget and a trial web-based Town Meeting article tracking initiative.

Accounting Department

The Accounting department started an Accounts Payable vendor project this August. The office could not process a full vendor file because of the size. The goal was to inactivate any vendor that had not been paid since January 2009. At the start of the project there were 15,593 active vendors. The project was completed in December and there are now 4,454 active Accounts Payable vendors.

Submitted by: Barbara Chisholm, Town Accountant

Assessors Department

With Sudbury's Fiscal Year (FY) 2014 assessed valuations and tax rates now approved, the actual FY 2014 tax bills are being prepared for mailing. The following link to the Assessors Office department page provides assessment and tax rate information: <http://sudbury.ma.us/departments/Assessors/news4521/>

The following two questions and answers address common inquiries regarding property assessments:

How are assessments determined?

Assessors in the Commonwealth of Massachusetts are charged with valuing every property in their respective municipalities fairly and equitably. Each year the Sudbury Board of Assessors assigns a "full and fair cash value" to every parcel of real estate in the town. The town operates on a fiscal year basis, which runs from July 1 to June 30. Assessments are approximations of what the value of each property was on January 1 prior to the beginning of the fiscal year. Property assessments are always established as of a fixed point in time unlike fee appraisals and the real-time sales market. The data used to establish assessed values are compiled from sales of the preceding calendar year. For example, FY 2014 commenced July 1, 2013, and the values were fixed as of January 1, 2013. The sales data used to determine the values were extracted from calendar year 2012 property sales. Only marketplace-derived sales (aka "arm's length") are used. Arm's length or marketplace-derived sales are those involving a willing buyer and a willing seller unrelated to each other and free from compulsion to buy or sell. Consequently, when the new fiscal year assessments appear on tax bills issued on January 1, 2014, the sales data used to arrive at those values will be 12 to 23 months old. For that reason, it is important for taxpayers to realize that this "new" assessment may not accurately reflect real-time market value. For example, the sale of a property in the summer or fall of 2013 is not relevant to the FY 2014 assessments because it did not close between January and December 2012.

How do I appeal my assessment?

If a taxpayer disagrees with the assessment, he or she has the right to file for an abatement as provided in M.G.L. Ch. 59, Sections 59-69. The time for filing an application for abatement under M.G.L. Ch. 59, Sections 59-69 is quite specific. To be considered timely filed, the FY 2014 applications for abatement must be filed on an approved application (State Tax form 128) within 30 days of the mailing of the actual tax bill (3rd quarter installment). The expected filing time frame for FY 2014 is: January 1, 2014 to February 3, 2014 (one month). The approved applications are available at the Assessor's Office. Our department web page will be updated with filing information once the bills have been mailed.

Tax Deferrals and Exemptions:

The Assessing Department is currently accepting applications for the FY 2014 established statutory exemption and senior tax deferral programs including: Community Preservation Surcharge Exemption; Senior Tax Deferral and the Chapter 59 Section 5 (Disabled Veterans, Blind, etc.) Exemption Program.

Please contact the Assessors Office for further information: 978-639-3393 or assessors@sudbury.ma.us.

Best wishes to all for a Happy and Healthy New Year!

Submitted by: Cynthia Gerry, Director of Assessing

Board of Health

The Board of Health was granted approval to participate with nine other MetroWest cities and towns in a three year grant program funded by the MetroWest Health Foundation. The grant of \$110,572 will allow the collaborative with Natick as the host town to hire a regional tobacco control specialist. The primary responsibility of the tobacco specialist will be to complete compliance checks of tobacco retailers in each community. This is a very timely and important program for the Sudbury Board of Health to enforce recently revised tobacco regulations that will go into effect on January 1, 2014.

Submitted by: Bob Leupold, Board of Health Director

Building Inspection Department

December is a busy month filled with inspections as a lot of home owners are trying to close out their home renovation projects before the holidays set in. The Plumbing and Gas Inspector also sees an increased work load at this time of year as people upgrade their heating systems. The snow season brings along safety concerns regarding appliances with exhaust vents and intake systems that must be kept clear of snow. Please be aware of this when using this type of appliance.

The Building Department wishes everyone a safe and happy holiday season.

Submitted By: Mark Herweck, Building Inspector

SPOTLIGHT ON: The Community Emergency Response Team (CERT)

In recent years, we have seen electric power knocked out for days by a variety of storms - Hurricane Irene, an October snowstorm, Superstorm Sandy. One of the Town’s responses has been to open up a shelter to provide a place where Sudbury residents can come to get warm, get a hot meal, find a cot to sleep on, take a shower or just recharge their electronics.



Did you ever wonder who staffs that shelter? Who travels to the Fairbank Community Center, often in the teeth of the storm, opens the building, puts out the cots, welcomes and provides a warm and reassuring

presence for folks who come in, stays for long periods of time as needed and then puts it all away again until the next situation?

That service is provided by Sudbury's CERT team. These are your fellow residents, who feel called to help out their neighbors in a very real and personal way. The CERT was first created in 2007 so that there would be group of volunteers that Sudbury's Fire Chief Bill Miles could call upon when extra hands are needed, when Sudbury's professional public safety personnel are tied up with other pressing tasks.

The CERT is always looking for more volunteers, particularly to help with running the shelter. To contact the CERT co-chairs, email CERT@sudbury.ma.us.

Committee Mission Statement

The Sudbury Community Emergency Response Team (CERT) volunteer program educates and trains citizens to be better prepared to respond to emergency situations in the community. When emergencies happen, CERT members can be deployed at the direction of the Fire Chief to provide critical support to first responders, provide immediate assistance to victims, and organize spontaneous volunteers at a disaster site. CERT members can also help with non-emergency projects that help improve the safety of the community.

Conservation

There is an immediate opening on the Commission for a new member, to be appointed by the Town Manager with the approval of the Selectmen. If you are interested in finding out more about the Commission's role and responsibilities, please contact the Conservation Coordinator at 978-440-5470 or dineend@sudbury.ma.us. The Commission meets every other Monday evening (reduced summer schedule) with occasional extra meetings, and encourages those with an interest in membership to attend several meetings to see first-hand the duties, responsibilities, and commitment of a Commissioner. The Commission meeting schedule and location can be found on the Town website at <http://sudbury.ma.us/departments/ConservationCommission> or by calling the Coordinator's office.

The Conservation Commission has reviewed the MA Environmental Policy Act (MEPA) Expanded Environmental Notification for the proposed Mass Central Rail Trail branch from Berlin to Waltham. This is the 23-mile long Wayside Branch that runs west-east for 4.6 miles through Sudbury on the former MBTA track. The State Department of Conservation & Recreation has requested a waiver of the mandatory requirement to submit an Environmental Impact Report (EIR) for this project. The project plans indicate almost 5.5 acres of wetland resource area in Sudbury will be altered for this project. An EIR ensures that the project is designed and developed without harm to natural resources. The Commission has strongly encouraged MEPA to require the EIR.

The Commission is working with NStar on the expansion of their electrical substation located just south of Route 20 near Buddy Dog. The site has significant wetlands and wetland alteration is unavoidable for the expansion. NStar and the Commission have been identifying appropriate and meaningful mitigation for this wetland alteration that will enhance wetland values and functions within Sudbury. The wetland hearing will be held on Jan. 6, 2014.

Submitted By: Debbie Dineen, Conservation Coordinator

Department of Public Works

As a requirement of the post closure use permit for the solar array, DEP required the installation of 17 methane gas wells along the westerly and southerly side of the landfill. The methane wells are for venting methane gas so as to prevent any lateral migration of gas beyond Town Property.



Methane Wells

As we continue to experience winter weather, snow, ice, rain, and wind, the DPW would like to repeat our snowplowing and snow removal procedures. Please notify the DPW if you notice any large tree limbs down, and remember to stay away from any wires. Use extreme caution as they could be live.

Snowplowing and Snow Removal Procedures

This information is to provide residents of the Town of Sudbury a general overview of the plan of operation that the Department of Public Works puts into place when we have a snowstorm. This will answer questions you may have regarding the DPW snow policy.



Snow Plowing Operations: When the snow starts falling, sanding and salting operations begin first with the major roadways, schools and Town facilities. Anti-icing is an important phase in dealing with snowfall. It prevents the snow from becoming compacted and frozen to the road surface. When the snowfall continues and three inches of snow has accumulated, the plowing operations begin — again with the major roadways, secondary roads, schools and Town facilities. The main objective is to keep the roads passable during a storm.

Public Works Department personnel are well trained and dedicated to work “around-the-clock” if necessary to keep all roadways open and passable. When the snow stops, crews continue to monitor roads for icy spots and drifting snow. The sidewalks around school zones are plowed. Snow is pushed back at different intersections if necessary.

Every storm is different. The longer the duration of the storm, the more the resources are taxed. This includes salt, sand, equipment, and, of course, employees. With your assistance and patience, the DPW will be able to provide the Town with important functions of our winter maintenance operation.

Town plows cannot be hired or requested by residents to clear driveways or walkways.

Plow Damage: The Town is not responsible for damaged lawns, sprinkler heads, fences, steps, trees, shrubs or other private property, i.e., basketball hoops, that are located within the Town's right-of-way which is approximately 10-12' back from edge of road pavement. The Town will only be responsible for mailboxes that are physically hit by a plow. Mailboxes pushed over from the force of plowed snow are not covered.

Winter Tips: Pay close attention to weather forecasts. Remember, freezing rain and wet snow cause dangerous road conditions. Motorists are advised to stay off the roadways if possible until DPW crews get the pavement treated. Drive cautiously.

On-street parking is prohibited during snow and ice storms and snow and ice removal operations. The DPW director is authorized to have any vehicle removed during snow or ice operations, and owners are liable for costs of removal/storage and subject to \$50 daily fine.

How You Can Be of Assistance:

- Check your mailbox to make sure it and the post are in good condition.
- Please observe the on-street parking snow ban which is in effect during snow and ice storms when plowing and sanding operations are taking place. The on-street parking ban starts in November and ends in April.
- Reduce your speed and drive carefully.
- Do not attempt to pass a sander or plow. These units weigh over 40,000 lbs. and are not easily maneuvered.
- Do not allow children to make snow forts at the edge of the road.
- Do not plow, blow or throw snow into the roadway. There is a \$50 penalty fee for violation of this Town Bylaw. Make sure your contractor is aware of this policy.
- For your own safety, please shovel out the fire hydrant located nearest to your house.
- Keep nearby catch basins clear of snow or ice to prevent street flooding during snow melting periods.
- And last, but not least, please be patient.

Snow plowing is a time-consuming and laborious job covering approximately 140 miles of roadway in the Town of Sudbury. With your cooperation, we will all have a safe and enjoyable winter season.

Please feel free to call the Department of Public Works at (978) 440-5421 for further information. We'll be more than happy to help you. Thank you!

Free sand is available to residents at the public works yard. 5 gallon pail maximum. No Commercial Businesses.

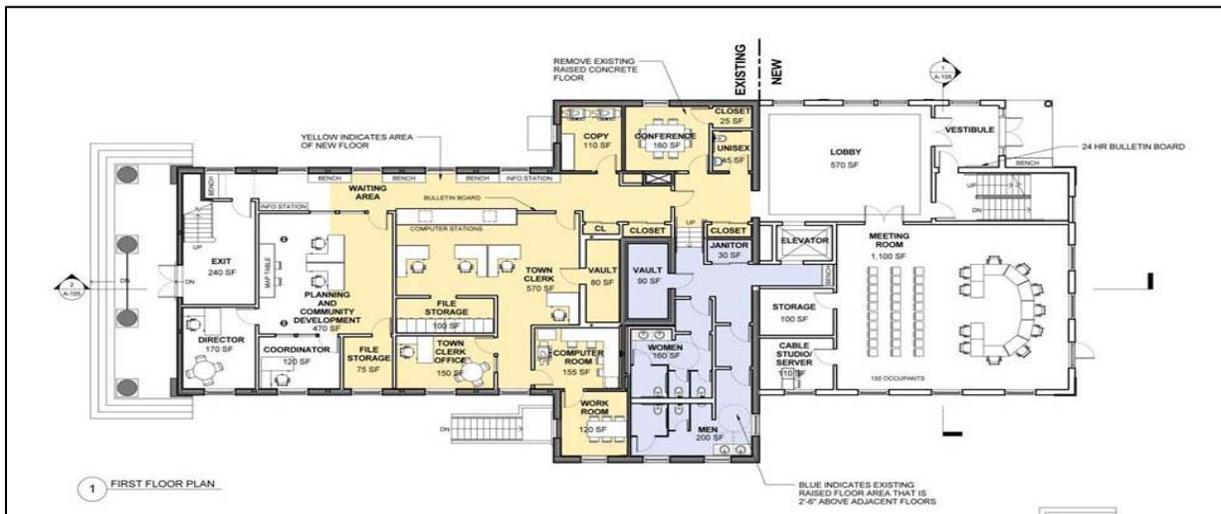
Submitted by: I. William Place, P.E./Director of Public Works/Town Engineer

Facilities Department

The Town of Sudbury is considering renovating the Town Hall to provide additional office, facility and operational space to insure the most effective administration of Town government and the most effective delivery of Town services to its citizens. Bargmann Hendrie + Archetype (bh+a) was retained by the Town to perform a Conditions Assessment and Recommendations for the renovation of the Town Hall, a Programming Assessment for the Town Offices in the Flynn building and the School Administration in the Fairbank Building, schematic drawings and cost estimate for the renovation. The Study was overseen by the Sudbury Permanent Building Committee.



Sudbury Town Hall Exterior



Proposed 1st Floor Plans; Renovated Town Hall

The selected Town Department and School Administration leaders filled out space planning questionnaires in order for Bh+a to better understand their space needs and adjacencies. Bh+a also

inventoried the current office layouts, furniture configurations, file storage, kitchen areas, and printing/copying needs in the Town Hall, Flynn Building and Fairbank Community Center.

Many design options were produced for the Town offices moving to the Town Hall. Scheme 1 and Scheme 2 are reviewed in the Town Offices Programming Assessment and Recommendations section of the report. The preferred design concept removes the basement and one-story rear addition and creates a new rear addition that replicates the existing height and massing of the original. Two schemes were proposed for the School Administration moving into the Town Hall. The Committee decided that Scheme 2 for the School Administration was the preferred scheme. Scheme 2 provides a second-story addition on top of the 1955 building to gain more usable program space. It also provides a one story addition at the rear of the building for Selectmen and School Committee Meeting room, and allows the School Administration to gain more program space in the existing Town Hall. The designs address the programmatic needs as well as accessibility, egress, restroom requirements, and system upgrades to the building.

If the Town offices move into the Town Hall, the school administration is slated to move into the Flynn Building. A third study was undertaken to determine programmatic needs of the Town Departments that would still occupy the Flynn building and program the School Administration into the remaining area. Cost estimates were prepared for the Town Office and School Administration schemes programed into Town Hall, as well as a scheme to renovate the building as-is, bringing it up to most current codes and solving accessibility issues, and a scheme to tear down the Town Hall and build a new building that uses space efficiently for the Town Offices or School Administration.

The full report can be viewed on the Facilities Department web page:
<http://sudbury.ma.us/departments/Facilities>

Submitted by: James Kelly, Combined Facilities Director

Finance Director's Office

Staff is busy tabulating the FY2015 budget submissions from all 30 plus departments and areas under the Town Manager. The Town Manager is responsible for submitting a balanced budget request to the Board of Selectmen by January 31st in accordance with local bylaw. Public hearings on the budgets will be held by the Finance Committee in February. Town government represents approximately 25% of Sudbury's total annual operating budget.

The Finance Department recently completed all work for the Town of Sudbury's FY2013 financial audit by the public accounting firm of Sullivan, Rogers and Company the results of which will be published by the end of December. The final 2013 Comprehensive Annual Financial Report (CAFR) statements will be presented in public session to the Board of Selectmen, schedule permitting in January or February 2014.

Submitted by: Andrea Terkelsen, Finance Director

Library

There is always something going on at the Library, and December is no exception. We have just finished a successful yearlong celebration of the 150th anniversary of the library. Our finale included the world premiere of the “Goodnow Library Oral History, 2013” shot, edited and produced by Lynn Puorro of Sudbury TV. This hour long documentary consisted of interviews of present and past staff of the library, as well as other stakeholders, such as the granddaughter of George Hunt Barton, who donated the kayak he explored Greenland with in 1896, architects of the 1999 renovation, and library trustees. In addition to the interviews, historical images and current video of the library and staff were included. A copy of the video was placed in the 25-year time capsule, but worry not, a copy will be included in the library’s circulating collection and a link to it embedded in the library’s new website, scheduled to launch on January 3!

We were honored to have two authors attend the finale as well, local author and illustrator, Dara Goldman read her new book “Boris and Stella and the Perfect Gift” to children, while “Chronicle” reporter, Ted Reinstein entertained the adult attendees with fascinating and inspiring stories from his television show.

Reading in a Winter Wonderland

In January, the Goodnow Library Young Adult Department and Sudbury Park and Recreation Center are hosting “Reading in a Winter Wonderland,” a reading book group for Sudbury community members with disabilities ages 15 and older. Starting January 15, the reading group will meet at Goodnow Library every Wednesday for five weeks: January 15th, January 22nd, January 29th, February 5th, and February 12th.

At the first meeting, book group attendees will go on a short tour of the library, receive a library card and vote for a book from a selected list that the group will read together. During following meetings, group members will discuss the chosen book, develop insight into the book, practice reading skills, and have the opportunity for fellowship with other group members. Please contact Goodnow Library’s Young Adult Librarian Megan at mstatza@minlib.net or (978) 440-5523 with any questions.

Contact the Sudbury Park and Recreation Center at 978-443-1092 to sign up! Hope to see you then!

New Website

As mentioned, coming up in January, you will notice a big change in the library’s online presence. Thanks to a grant from the Sudbury Foundation and the assistance of Mark Thompson, Info Systems Director, and the design firm Levers Design, we will be bringing you a whole new way to access the library’s services and collections with a newly designed website. In addition, we will also have a new web address that we hope is easy to remember: www.goodnowlibrary.org. Check it out in the New Year!

Submitted by: Esmé Green, Library Director

Park and Recreation Department

Sudbury Park and Recreation Receives National Accreditation

The Sudbury Park and Recreation joins the ranks of the elite park and recreation agencies and departments across the country by earning accreditation through the Commission for Accreditation of Park and Recreation Agencies (CAPRA) and the National Recreation and Park Association (NRPA). This

distinguished accomplishment was awarded during the 2013 NRPA Congress and Exposition in Houston, TX. CAPRA accreditation is the only national accreditation for park and recreation agencies, and is a measure of an agency's overall quality of operation, management and service to the community. This mark of distinction indicates that an agency has met rigorous standards related to the management and administration of lands, facilities, resources, programs, safety and services. As part of the accreditation process, Sudbury Park and Recreation had to demonstrate compliance with 144 recognized standards and document all policies and procedures. Often the process helps identify efficiencies and heighten areas of accountability, all of which translate into higher quality service and operation to benefit the community. "I am so proud of all the staff at the Sudbury Park and Recreation Department who worked tirelessly during this three year effort to gain accreditation. As a director, I am thrilled to showcase for the community our commitment to providing the best programs around and holding ourselves to the highest standards for our residents," states Park and Recreation Director Nancy McShea.

The process for accreditation involves self-assessments, a formal application, a site visit by a team of trained visitors that results in a written report, and a hearing with the commission to grant accreditation. Once accredited, the agency must uphold the standards and is reviewed again in five years. The Commission is comprised of representatives from NRPA, the American Academy for Park and Recreation Administration, the National Association of County Park and Recreation Officials, the International City/County Management Association, the American Association for Physical Activity and Recreation, the Armed Forces Recreation Society and the Council of State Executive Directors. The Sudbury Park and Recreation Department consists of the following full time staff who worked to accomplish this amazing achievement: John Barrett, Aquatics Supervisor; Chery Finley, Aquatics Supervisor; Pat Haberstroh, Office Manager; Jessica Bendel, Youth Coordinator/Teen Center Director; Amber Comeau, Program Coordinator; Anna Wood, Adaptive Sports and Recreation Director; Nancy McShea, Park and Recreation Director. Sudbury becomes the first agency in Massachusetts to earn accreditation and joins only 118 other communities nationwide.

Winter Programs and Registration Information

Snowshoe Loan Program

This winter, the Park and Recreation Department will again be offering free snowshoe rentals to residents. The Department has 16 pairs of snowshoes (for 30-250+lbs) available for 24 hour loans. To reserve the snowshoes, residents need to:

CALL: The Sudbury Park & Rec to reserve the pass 978-443-1092
PROVIDE: Name, address, phone number, snowshoes you wish to reserve
RESERVE: Snowshoes can be reserved for up to 24 hours
PICK UP: Any time after 9:00 AM on the day of the reservation
RETURN: Before 9:00 AM the following morning
COST: FREE!

Sudbury Park and Recreation Staff will be available to provide brief instructions and additional information Monday - Friday (9AM-4PM). For more information, contact the Sudbury Park & Recreation Department/Atkinson Pool at 978-443-1092.

Summer Camps and Clinics Registration

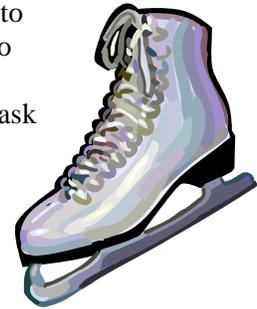
Summer Camps and Clinics Registration dates for 2014 are right around the corner. Resident Registration will take place on Wednesday, February 12th – 6:30PM Preschool Pals; 7:00PM Sudbury Summer and Sudbury Summer Inclusion; 7:30PM Sudbury Adventure Program; and 8:00PM CIT. For all other programs, registration will begin at 9:00AM on Friday, February 14th. Non-Resident Registration: 9:00AM, Wednesday, February 26th.

New Inclement Weather Policy

The department has developed an inclement weather policy that will be put into action this winter season. For the safety of our patrons and employees, the Atkinson Pool will delay opening until 9am when the Sudbury Public Schools are closed or have a delay in opening. Depending on the severity of the weather, we will do our best to be open by 9am. However, we ask all swimmers to please call the inclement weather hotline at 978-639 3233, or check the website at www.pool.sudbury.ma.us for updates before driving to the pool in inclement weather. On the weekends, the Atkinson Pool will do their best to open, but swimmers are asked to refer to the weather hotline before driving to the facility. When in doubt, call the hotline at 978-639-3233.

Featherland Ice Skating Rink Is Open

Featherland Ice Skating rink is glassy and ready for skaters! Bring the family down to Featherland Park to enjoy this fun winter activity together. There are no set hours, so you can skate at any time. The area will be lit from 4pm-11pm each night. Please remember that the use of the ice skating rink is at your own risk. All that we would ask is that you make sure you do not leave any trash behind.



Safe Skating Tips:

- Always skate with at least one other person.
- Remove loose objects from ice surface.
- Skate in well-lit areas only.
- Hockey players should be careful skating near young children.

Ice is not checked during winter storms. Clean-ups will be done by Park staff as time allows. Staff must work on snow removal on roads and tree repairs first.

If you have any questions, please feel free to give the Park and Recreation office a call at (978) 443-1092.

Submitted by: Nancy McShea, Park and Recreation Director

Planning and Community Development

The Planning Board continues its review of several small subdivisions around town. The subdivision of land known as Livermore Estates, 2 lots on Maynard Road, is expected to be approved on January 8, 2014. The Board is also reviewing a 2 lot subdivision at 82 Maynard Road, and that hearing has also been continued to January 8, 2014. A 6 lot subdivision at 338 North Road will begin its public hearing process on January 22, 2014. Check the Planning Board website (<http://sudbury.ma.us/departments/Planning>) for the times of these hearings. All hearings will be held in Town Hall.

The Planning Board is also under discussion of a Stormwater Management Permit application and a Water Resource Special Permit for the construction of Northern Bank, located at 430 Boston Post Road (the current site of Colonial Auto). The final hearing and a draft decision will be discussed on that proposal on January 8, 2014. The issuance of these permits will complete the permitting of this site and allow construction.

In January, the Planning Board will finalize their articles for the 2014 Annual Town Meeting. Articles expected to be proposed by the Planning Board include the regulation of Registered Marijuana Dispensaries, as well as a minor zoning change to the definition of “shed”, and adoption of new flood plain maps under the Federal Emergency Management Act.

The Planning Board recently adopted new Procedures, which are posted on the Town's website. These procedures are meant to give direction to applicants and engineers on the conduct of business in the Town, as well as to standardize meeting protocols. One of the major new provisions is the requirement for all application materials to be submitted in electronic format. The goal of the Planning Board is to make application materials more readily available to residents. This project will be on-going in 2014.

Monitoring of approved projects continues. Development is on-going at Mahoney Farms Senior Residential Community on Nobscot Road (33 units), Maple Meadows Senior Residential Community on Maple Avenue (28 units), Dudley Pond Reserve Senior Residential Community on Tall Pine Drive (26 units), Landham Crossing on Route 20 (31 units), The Coolidge at Sudbury on Route 20 (64 units), Olde Bostonian Estates Subdivision on Goodman's Hill Road (3 lots) and Huckleberry Lane on Old Lancaster Road (5 lots). Herb Chambers Land Rover on Boston Post Road is also constructing a new portico for the Jaguar division of that company.

The Planning and Community Development Department will be increasing staff in 2014 with the hiring of a full-time Assistant Planner, a part-time Regional Housing Services manager, and a stormwater consultant. All these positions had been advertised in the fall of 2013, with hiring expected to be completed by late January 2014.

Projects that are still on-going in the department include the Town Center intersection (final engineering drawings are due by the end of 2013, RFP for Landscape Architect to be advertised in February 2014); development of 278 Maynard Road by the Sudbury Housing Trust (RFP for a new developer expected to be advertised in late January 2014); planning for the Dudley Road walkway (Scenic Road public hearing to be held in Jan/Feb 2014); and the Route 20 sewer project (working with the Sewer Steering Committee and Citizen's Advisory Committee, Planning Board to develop zoning for Route 20.)

The Planning and Community Development department, in collaboration with the Board of Health and the Sudbury Water District, recently sent letters to over 90 landscape and irrigation companies reminding them of the Town's regulations on the installation of residential in-ground sprinkler systems. Under the Sudbury bylaw, new systems cannot utilize town water for irrigation. Deep wells are required to be installed so that town water supplies are not impacted during periods of drought. This measure ensures adequate water supply throughout town, and encourages water conservation.

Members of the Planning and Community Development Department work with many different boards and committees in Sudbury. You will find one of us at nearly every major board meeting of the Selectmen, Planning Board, Community Preservation Committee, Zoning Board of Appeals, Sudbury Housing Trust, and the Route 20 Sewer Committees, as well as many small committees. Please don't hesitate to contact us if you have a question about zoning or planning. Our department email is pcd@sudbury.ma.us.

Submitted by: Jody Kablack, Director of Planning and Community Development

Public Safety

Fire Department

As we usher in December, there is a lot of activity at the Sudbury Fire Department. Our Advanced Life Support Program is running nicely and I continue to feel this is an important improvement to the many services we provide. With any initiative, continuous improvement is paramount. As a part of their continuous training, our Paramedics have been attending Morbidity and Mortality Rounds at MetroWest Medical Center in Framingham. Known as M & M Rounds for short, they are two hour classes

conducted by Medical Director Dr. Emily Groom. Each month there are reviews of interesting and significant cases that have occurred in the local area. Discussions center around what went right and what went wrong and methods to continuously improve ALS Service. Our Medics report that Dr. Groom always makes the classes interesting. Last month, in addition to case review, she invited a representative from Children's Hospital in Boston to discuss pediatric care. Also, I had the opportunity to attend a class for our personnel conducted by our Quality Assurance/Quality Improvement Director Paul Girard of Girard & Associates. Paul discussed the proper protocols for medical report writing and its importance not only for the ambulance call, but for any subsequent treatment a patient may have if they stay in the hospital. I am pleased with the way our entire department has responded to delivering the ALS program.

Captain Timothy Choate continued his Rapid Intervention Training by presenting a class called Managing the Mayday. In the event of one or more Firefighters becoming trapped or injured in a structure, it is imperative each member on the fire ground understand his role in these high risk/low frequency events. As I mentioned previously in this newsletter, Tim has shown great initiative in getting this standardized training to the area towns. There are many events we train for that we hope we never have to use, and this is certainly one of them.

The Town received a reimbursement from FEMA, the Federal Emergency Management Agency, in the amount of \$ 99,297.32. These funds help the Town cover Fire, Police, and DPW costs incurred during the February 8 to 9 Blizzard. Simply stated, FEMA requires we list the overtime costs for additional personnel hired to deal with the storm, and they give us an allowance for the equipment deployed. When we arrive at that number, FEMA pays us 75% of that figure. Completing the paperwork insisted upon by the federal government is an arduous process, but it does help the Town budget.

Lieutenant Kevin Cutler has started the Student Awareness of Fire Education (SAFE) Program in the Sudbury schools. Kevin began with the first and second grades in the Haynes School and will eventually work his way through the rest of the system. SAFE has been a popular program over the years and is funded by a grant from the Massachusetts Department of Fire Services.

Now that winter is upon us, I would like to remind Sudbury residents to remain vigilant about fire safety in their homes. Please be sure your smoke and carbon monoxide detectors are in good working order and



remember to use common sense in the event of a power outage. If you use a generator during these events, be aware of the carbon monoxide these devices produce.

The Sudbury Fire Department extends our wishes to all for a safe and happy holiday season.

Submitted by: Bill Miles, Fire Chief

Capt. Douglas Stone assists the Thursday Garden Club hanging a wreath on the Town Hall.

Police Department

Department Staff

Student Officer Christopher Mackinnon continues his training in the Reading Police Academy with an anticipated graduation date of February 13th.

We have received approval for the return of former Officer Ethan Karol who had previously resigned to seek another career path. He is relocating from Wisconsin to join our department again and we look forward his return.

We are in the process of hiring 3 additional officers to fill our remaining vacancies with the hope of having those selected attend an academy in the late winter/early spring, given the availability of training opportunities.

Winter Weather

With the arrival of the snowy/icy weather, we would like to remind everyone to drive prudently and safely. Please plan for inclement weather by giving yourself more time to safely arrive at your destination. In today's society, jam packed schedules create anxiety that too often equates to unsafe driving practices resulting in motor vehicles accidents. Patient, courteous drivers are much appreciated in minimizing accidents that further create delays not to mention potential injuries.

We wish everyone a Happy and Safe Holiday Season!

Submitted by: Scott Nix, Police Chief

Sudbury Senior Center

The Sudbury Senior Center hosted a delightful Holiday Luncheon on Wednesday, December 11 at the Fairbank Community Gym with over ninety-five seniors in attendance. Attendees were treated to a delicious stuffed chicken dinner with baby carrots and mashed potatoes. Following chocolate cake for dessert, the Wolverine Jazz Trio provided rousing renditions of classic jazz tunes and holiday music. All of this was possible with the support of the Sudbury Senior Center volunteers supervised by Volunteer Coordinator Ed Gottmann and the sponsorship of the dinner and the entertainment, Heritage Assisted Living of Framingham.

On Thursday, December 5, the Senior Center and Sudbury Council on Aging hosted a luncheon at the Wayside Inn. Ninety-five senior participants enjoyed salmon or pot roast dinner and apple pie for dessert. Sudbury Council on Aging member Bob Diefenbacher served as Emcee, helping to give away numerous door prizes donated by local businesses (and solicited by Sudbury Council on Aging members). The Senior Center and Council on Aging wish to thank Sudbury Farms, Kappy's Liquors, Longfellow Health Club, St. Patrick's Manor of Framingham, Sullivan Tire of Sudbury, Bullfinch's Cooking School, Hill's Jewelers, Duck Soup, Orchard Hill Assisted Living, Friendly's of Sudbury, Best Friends Pet Care, Wild Birds Unlimited and Kirk Dental Group for their generous door prize donations.

To ward off the cold and snow, the Senior Center has planned an active January! Pianist Jeffrey Moore will be here to delight us with the music of Rodgers and Hammerstein, Dr. Lawrence Lowenthal will be here to discuss the “Hot Topic of the Month,” we will offer an Opera Film Fest on Mondays, “Alexander the Great” DVD series on Wednesdays and two new programs: the “Powerful Tools for Caregivers” workshop and “Tai Chi for Healthy Living.” Please call the Senior Center if you would like more information at (978) 443-3055 or visit the Senior Center webpage at www.senior.sudbury.ma.us.

Submitted by: Debra Galloway, Senior Center Director

Town Clerk

Town Census

The 2014 Annual Town Census will be mailed to all households by the second week in January. Residents are required by Massachusetts General Law to verify or update the information to include all members of the household, sign, date and return the census within 10 days of receipt.

Failure to respond to the Annual Town Census will result in the removal from Sudbury’s active voting list and removal from the resident list for any non-registered voters.

Dog Licensing

The census packet includes a Dog Licensing form, as all dogs aged six months or older must be licensed. All current dog licenses expire on December 31st and must be renewed for 2014 by March 31st. Dog owners are encouraged to license their dogs early to avoid the late penalty fee of \$25 that they will be required to pay for each unlicensed dog, in addition to the regular licensing fee, beginning April 1, 2014.

Town Election

The Town Clerk’s Office staff is busily preparing the candidates information and packet for the Annual Town Election to be held on Monday, March 31, 2014. The following positions will be included on the ballot:

For Three Years:

- One member of the Board of Assessors
- Two Goodnow Library Trustees
- One member of the Board of Health
- One member of the Board of Selectmen
- Two members of the Sudbury School Committee
- One member of the Planning Board
- One member of the Park and Recreation Commission

For Five Years:

- One member of the Sudbury Housing Authority

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.

Candidates Packets and Nomination Packets will be available on Monday, January 6, 2014. For information on filing Intentions to run for office, please contact the Town Clerk's Office at clerk@sudbury.ma.us or call 978-639-3351. Click here to view the [How to Run for Office Workshop](#).

Submitted by: Veronica W. Craven, Asst. Town Clerk

Treasurer/Collector's Office

We are in the process of creating a total of 6,454 real estate and 135 personal property tax bills for the second half of fiscal year 2014. The FY2014 actual tax bills will be mailed out to taxpayers by December 31st. These trifold bills will include two coupons for the February 3rd and May 1st installment due dates. These bills represent approximately \$36.5 Million in tax revenues.

Submitted by: Andrea Terkelsen, Finance Director

Volunteer Opportunities

Get a head start on your New Year's resolution to get more involved in the community! There are several volunteer opportunities on Town Committees.

To learn more about the invaluable work of the committees below, please contact them directly or stop by an upcoming meeting. General information and meeting times can be found on the town website.

Ready to apply? The committee application form is available at:

http://sudbury.ma.us/departments/Selectmen/doc361/Blankapplicationforappointment_v4.pdf

- ▶ Commission on Disability
- ▶ Conservation Commission
- ▶ Medical Reserve Corps
- ▶ Memorial Day Committee
- ▶ Ponds and Waterways Committee
- ▶ Sudbury Centre Improvement Committee

