




The Town of Sudbury, Massachusetts  
Town Manager's EMAIL Newsletter – February 17, 2006

*Town staff and committees are constantly working to improve the quality of life in Sudbury. This email is designed to share information with Town staff and committee members about the many programs and efforts that are underway.*

#### **Police Officers and Dispatchers Receive Letter of Commendations**

 Police Chief Peter Fadgen reports that he issued letters of commendation for the actions of Sergeant Todd Eadie, Officer Robert Grady, Officer Kenneth Loyer, Officer Ethan Karol and Dispatcher David Whooley for their actions in apprehending one of the two individual who were breaking into Town Line Hardware back in November. He also gave letters of commendation to Officer Neil McGilvray, Christine Gilbertson and Dispatcher Deborah Griffin for their actions in apprehending two individuals who had broken into MacKinnon's Liquor and burglarized a residence on Concord Road in December. Great teamwork and effort by all and congratulations on your commendations.

#### **The C.A.R.E. (Cost Avoidance and Revenue Enhancement) Program Report Submitted to Board of Selectmen and Finance Committee**

As part of the budget preparation process this year, the Finance Committee had asked the various cost centers to be prepared to tell them what we had been doing to evaluate opportunities for doing business in a different way – a way that might lead to cost savings for the Town. That request started me thinking about documenting the many activities Town staff have been doing that have led to cost savings, cost avoidance, and earning of revenues to supplement the established revenue sources. Working with the Town's department heads, I developed an eight page report summarizing those efforts that have produced the greatest financial impact for the Town. We showed that, if you add it up over a 5 year period, on the cost savings side, we were able to save just over \$3 million by our efforts, and on the revenue side, we were able to generate about \$1.5 million.



Most of these efforts were the results of hard work and a constant search for more efficient and effective ways of doing things, and while each effort was noted individually at the time, we had never put them together into one report up until now. The C.A.R.E. report also lists 11 ideas we called "C.A.R.E ideas for future consideration". These are projects we hope to be working on in the next few years, with the approval of the Board of Selectmen. We can't be sure if they will generate significant savings or revenues, but we know they are worth looking at seriously. The C.A.R.E. report is on the Town's website, under Services, and then on the Town Manager's page, then with the rest of the documents I have listed that relate to the *FY07 Annual Budget and Financing Plan*. My thanks to the many staff that put in so much time constantly thinking about and implementing ideas for saving the Town money. Your efforts make a big difference!



### More Retirements!

There was another retirement party this week, this time for Jack Hepting, who is currently serving as Assistant Building Inspector, working with Jim Kelly. Before Jim joined the Town staff, Jack had been the Building Inspector/Zoning Enforcement Officer for many years. Jack has mentored Jim as he took over the lead position, and has helped with the growing work load in the building inspector's office. Jack is a wonderful, classy and very talented individual and he is someone we will all miss very much. He was profiled in a Boston Globe West article a few months ago, recounting the highlights of his career as an architect and a landscape architect before he joined the Town staff. And many of us know of his incredible gem cutting abilities, as we have "oohed" and "ahhed" over the beautifully cut stones he has worked on and showed proudly to us. But most of all, we are amazed at his retirement plans – Jack will be working at NASCAR races in the future, serving as an official on that racing circuit. The Town of Sudbury is definitely losing someone of many, many talents who has been a highly principled and dedicated employee and a wonderful person to know and work side by side with. Unfortunately, a meeting kept me from getting to the retirement party until it was winding down, but here is a picture of the special cake created by Mary Daniels (a very talented cake maker!) for the event. We wish Jack much success and happiness in the future. NASCAR's gain is definitely our loss.



What was left of Mary's wonderful cake by the time I arrived!



Jack Hepting saying goodbye to co-workers

### Town Report and Annual Town Warrant to be Delivered Together

This year we will be trying something new for delivery of the Annual Meeting Town Warrant. The Boy Scouts (Troop 61 under the leadership of Paul Arsenaunt) have agreed to deliver the Town Meeting Warrant along with the Town Report to every Sudbury household. For many years, the Scouts have handled delivery of the Town Report as a community service project. Separately we have mailed out the Town Meeting Warrant to every postal patron in Sudbury. Both reports always went out within days of each other. We hope putting them together this way will be beneficial and positive for the community as well as save on mailing costs. After Town Meeting we will evaluate how well this worked and see if we will do this again in the future. Thanks to Rosemary Harvell and Mary Daniels in my office for suggesting this alternative. Look for your Town Reports and Annual Town Warrant to be left at your house the weekend of March 11.

*My thanks to all the staff and volunteers who work hard to make these good things happen. You make Sudbury great! Maureen Valente, Town Manager*