

**Town of Sudbury  
Massachusetts**



**OFFICIAL WARRANT  
2016**

**ANNUAL TOWN MEETING**

**May 2, 2016 7:30 P.M.**

**SPECIAL TOWN MEETING**

**May 3, 2016 7:30 P.M.**

Lincoln-Sudbury Regional High School Auditorium  
390 Lincoln Road, Sudbury, MA



**BRING THIS BOOK WITH YOU**



**ARTICLE 3. AMEND FY16 BUDGET – LINCOLN-SUDBURY REGIONAL SCHOOL DISTRICT**

To see if the Town will vote to approve the amendment to the Lincoln-Sudbury Regional School District Fiscal Year 2016 budget that was approved by the Lincoln-Sudbury Regional High School Committee on March 22, 2016, to transfer \$600,000 from the Regional High School Excess and Deficiency Account to the Regional High School Stabilization Account, or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

BOARD OF SELECTMEN REPORT: The Lincoln-Sudbury Regional School Committee voted on March 22, 2016 to transfer \$600,000 from the Regional High School Excess and Deficiency Account to the Regional High School Stabilization Fund in order to fund a future capital need. Under Massachusetts law, Town Meeting has the authority to approve or disapprove this transfer.

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

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

**ARTICLE 4. AMEND ARTICLE IX, THE ZONING BYLAW, SECTION 4243, WATER RESOURCE PROTECTION OVERLAY DISTRICTS**

To see if the Town will vote to amend Article IX (the Zoning Bylaw), Section 4243(m)(1) and (2) uses allowed by special permit within the Water Resource Protection Overlay Districts – Zone II, as follows:

4243(m)(1) – delete the words “that will not result in a design capacity greater than the design capacity of the existing treatment works” and

4243(m)(2) – delete the words “that will not result in a design capacity greater than the design capacity of the existing system(s)”;

or act on anything relative thereto.

Submitted by the Planning Board.

(Two-thirds vote required)

PLANNING BOARD REPORT: This article proposes revising the provisions of the Water Resource Protection District for treatment works subject to 314 CMR 5.00, Groundwater Discharge Permits, to allow the expansion of existing facilities if a special permit is issued by the Planning Board. The current language in the Zoning Bylaw only allows existing facilities and systems to be repaired or replaced, but not expanded. Treatment works subject to 314 CMR 5.00 include package sewage treatment plants which discharge greater than 10,000 gallons/day of wastewater. While Sudbury does not have many of these plants, there are at least 5 existing plants located at the Raytheon property, Lincoln Sudbury Regional High School, Sudbury Pines Extended Care Facility, Wingate Nursing Home and Longfellow Glen apartments. Expanding a plant would require approval from the Massachusetts Dept. of Environmental Protection, and updating the plant to comply with current water quality standards. In many instances, an expansion upgrade will provide greater groundwater protection than keeping the plant running at the lower capacity, as technological advances have improved treatment processes and generally result in higher quality effluent. The Planning Board supports this article.

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

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

**ARTICLE 5.**

To see if the Town will vote to transfer an amount not to exceed \$45,000 from the Stabilization Fund to fund outside legal counsel for the purpose of reviewing the proposed Sudbury Station development and Peter's Way land swap, or act on anything relative thereto.

Submitted by Petition.

(Majority vote required)

PETIONERS' REPORT: The *Village at Sudbury Station* is a dense, large-scale 40B housing development proposed for a significant parcel of open land immediately abutting Sudbury's historic center, cemeteries, and wetlands. The project is proposed for 12 buildings, some as tall as 50 feet and four stories high, 250 residential units, and 500 parking spaces. It will be immediately visible at multiple points throughout Town Center, permanently altering historic view sheds and erasing large swaths of forested land listed on the town's open space targets. The proposed development adds two hazardous intersections within 500 feet of the newly reconfigured intersection at Route 27 and Concord Road, raising a myriad of traffic safety and environmental issues, and creating a marked, increased burden on Town resources, services, schools, and infrastructure.

At the 2011 Annual Town Meeting a land swap was approved between the Town and the parcel's owner, giving the owner frontage access along Peter's Way in exchange for two acres of land for the Town cemetery. This was accepted by the Town with the understanding that one house could be developed on the parcel. This was misrepresented by the landowner in order to build a dense 40B housing project.

The development application is currently under review by the Zoning Board of Appeals (ZBA). In order to rigorously address all issues raised by this application, including the legality of the Peter's Way land swap, the Town of Sudbury must have a legal advocate whose primary focus is ensuring the developer applicant provide all information required to then make a comprehensive analysis of the impacts a development of this scale, in this location, will have on Sudbury.

This development is vigorously condemned by the Sudbury Board of Selectmen, Sudbury Planning Board, and the Conservation Commission. The article requests the Town of Sudbury to set aside funding for outside legal counsel to assist the Town in reviewing the Peter's Way land swap and advocate against the *Village at Sudbury Station* application currently before the ZBA.

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

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

**TOWN COUNSEL OPINION**

It is the opinion of Town Counsel that, if the Zoning Bylaw amendment proposed in the following article in the Warrant for the 2016 Special Town Meeting is properly moved, seconded and adopted by a two-thirds vote in favor of the motion, the proposed change will become a valid amendment to the Sudbury Zoning Bylaw:

Article 37 Amend Zoning Bylaw, Art. IX, section 4243 – Water Resource Protection Overlay Districts

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

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

Given under our hands this 5<sup>th</sup> day of April, 2016.

**SELECTMEN OF SUDBURY:**

Patricia A. Brown

Susan N. Iuliano

Charles C. Woodard

Robert C. Haarde

Leonard A. Simon

**TOWN OF SUDBURY  
2016 ANNUAL TOWN MEETING WARRANT**

**TABLE OF CONTENTS – Part I**

	<b>Page</b>
<b>ACCESS TO LSRHS and PROVISIONS FOR THE DISABLED .....</b>	<b>i</b>
<b>SUMMARY OF BASIC TOWN MEETING PROCEDURES .....</b>	<b>ii</b>
<b>CONSENT CALENDAR .....</b>	<b>iii</b>
<b>MOTIONS .....</b>	<b>iv</b>

**ARTICLES:**

1. Hear Reports .....	1
2. FY16 Budget Adjustments .....	2
3. Stabilization Fund .....	2
4. FY17 Budget .....	3
5. FY17 Transfer Station Enterprise Fund Budget .....	4
6. FY17 Pool Enterprise Fund Budget .....	5
7. FY17 Recreation Field Maintenance Enterprise Fund Budget .....	6
8. Unpaid Bills .....	6
9. Chapter 90 Highway Funding (Consent Calendar) .....	7
10. Town/School Revolving Funds (Consent Calendar) .....	7
Public Health Vaccinations	
Plumbing & Gas Inspectional Services	
Portable Sign Administration and Inspectional Services	
Conservation – Trail Maintenance	
Conservation – Wetlands	
Council on Aging – Activities	
Council on Aging – Van Transportation (MWRTA)	
Cemetery – Cemetery Maintenance	
Fire Department - Permits	
Goodnow Library Meeting Rooms	
Recreation Programs	
Teen Center	
Youth Programs	
Schools – Bus	
Schools – Instrumental Music	
Cable Television	
Rental Property	
Dog	
Zoning Board of Appeals - Permits	

**TABLE OF CONTENTS (Continued)**

11.	Establish Solar Energy Revolving Fund .....	9
12.	Rolling Stock Stabilization Fund – Repurposing .....	9
13.	FY17 Capital Budget .....	10
14.	A. Purchase Fire Department Ambulance .....	11
	B. Purchase Fire Department Ladder Truck .....	11
15.	DPW Rolling Stock Replacement .....	12
16.	School Rooftop HVAC Unit Replacement .....	12
17.	Town and Schools Parking Lots and Sidewalks Improvements .....	13
18.	Nixon School Crosswalk Traffic Signal .....	13
19.	Town and School Security and Access Controls .....	13
20.	Security System Upgrade (CCTV System) – LSRHS .....	14
21.	School’s Maintenance Garage .....	15
22.	DPW Cold Storage Garage Addition .....	15
23.	DPW Underground Fuel Storage Replacement .....	15
24.	Walkway Engineering, Design and Construction .....	16
25.	Featherland Tennis Courts .....	16
26.	Street Acceptances .....	17
27.	Amend Town Bylaws, Art. III.11, Town Forum .....	17
28.	WITHDRAWN	
29.	WITHDRAWN	
30.	WITHDRAWN	
31.	Amend Town Bylaws, Art. I, Town Meetings .....	18
32.	WITHDRAWN	
33.	Fairbank Community Center Design .....	19
34.	WITHDRAWN	
35.	WITHDRAWN	
36.	Amend Zoning Bylaw, Art. IX, section 7000 – Definition of Dog Kennel .....	20

**TABLE OF CONTENTS (Continued)**

37. Amend Zoning Bylaw, Art. IX, section 4345 – Wireless Services Overlay District,  
Uses Available as of Right ..... 20

38. Community Preservation Fund – Sudbury Housing Trust Allocation ..... 21

39. Community Preservation Fund – Goodnow Library Archives ..... 22

40. Community Preservation Fund – Town Center Landscaping ..... 22

41. Community Preservation Fund – Sudbury History Center and Museum at the  
Loring Parsonage ..... 23

42. Community Preservation Fund – Bruce Freeman Rail Trail Partial 75% Design ..... 23

43. Community Preservation Fund General Budget and Appropriations ..... 24

44. Town Walkways (Petition) ..... 25

45. Special Act – Create Remote Voting System for Town Meeting (Petition) ..... 25

\*Town Counsel Opinions (See Page 26)

**Part II – FINANCE COMMITTEE SECTION (after page 27)**

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

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

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

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

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

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

**Persons who are Deaf or have Hearing Impairments:** A limited number of headphone amplifiers connected to the public address system are available for the use of persons with hearing impairments. Please ask for Patty Golden when you enter the auditorium to obtain one of these amplifiers. For persons who are deaf and require a sign language interpreter, please contact the Selectmen’s Office no later than April 21, 2016. As there is great demand for qualified interpreters, advance notice will facilitate their availability.

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

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

## **SUMMARY OF BASIC TOWN MEETING PROCEDURES**

### **General Rules of Debate and Voting**

1. Only registered voters, non-resident appointed or elected representatives of the Town, and Town employees may speak without leave of the Hall. The Moderator will not vote, even in the case of where the Moderator's vote would break or create a tie.
2. The order of speaking is controlled by Article II, §10 of the Town Bylaws. The proponents of an article make the first motion under the article. A second is then required. The proponents then make a presentation in support of the motion. The Board of Selectmen and Finance Committee are then recognized, followed by any other boards which are required to report on the article. After the Town boards have spoken, Town Meeting proceeds to general debate on the matter and a vote.
3. Please raise your hand when you wish to be recognized by the Moderator to speak. After being called upon by the Moderator, kindly go to a microphone to speak or wait for one to be passed to you at your seat. We expect to have microphones at each side and in front on the auditorium floor as well as runners with microphones to service voters not in the aisle seat and, if necessary, the balcony. The record of Town Meeting is made on audiotape and your remarks will not be recorded if you do not speak from a microphone. Each and every time you speak, you should begin by giving your name and your address so the record can be clear.
4. Until everyone who wishes to be heard has been heard, no person may speak more than twice on a matter except to correct an error or answer a question. The initial presentation by the proponent(s) of an article may not exceed a total of ten minutes in length, and no other speech may exceed five minutes in length unless consent is given by a majority of those present and voting.
5. All votes are by majority unless otherwise announced. Votes will first be taken by a show of hands while sitting. If the Moderator is in doubt, then a standing vote will be taken. If the Moderator is still in doubt, then tellers will count the Hall. If a voter is in disagreement with the Moderator's call of a sitting or standing vote, the voter may challenge the call by immediately standing and saying loudly, "I challenge the vote!" If six additional voters support the challenge, the vote will be counted. If you are in attendance because of a matter of particular interest to you, it is unwise to leave the Hall immediately after the vote is taken. It may be that someone will seek a count of the vote or reconsideration.

### **The Budget**

1. A motion is first made by the Finance Committee proposing a budget that would be limited to the amount which would be required to finance the Finance Committee's budget proposal. This limiting motion will only seek a declaration from the Hall as to the overall limit on the budget. A vote in favor of the motion will not mean that Town Meeting has voted for the particular distribution of the total amount as set forth in the Warrant.
2. After voting on the limiting motion, Town Meeting will address the budget in the usual way and finally vote on that budget:
  1. The Moderator will read the budgets in numerical order by title. If anyone has a motion to amend or a question, please raise your hand. For example, the Moderator will say "200 Public Safety, does

anyone have a motion to amend or a question involving 200 Public Safety?"

2. If someone has a motion to amend, it should be in one of two forms:
  - a. For example, "I move to increase 200 Public Safety to the sum of \$X and to reduce 600 Culture and Recreation to the sum of \$Y." X cannot be greater than Y.
  - b. For example, "I move to reduce 200 Public Safety to the sum of \$Z."

A motion simply to increase a line item, without a corresponding reduction in another line item, will not be accepted because the preceding vote on the limiting motion will have capped the total amount of allowable appropriation.

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

### **Consent Calendar**

1. In order to expedite Town Meeting and save valuable time for discussion of key issues, Sudbury utilizes a "Consent Calendar" to speed passage of articles that appear to raise no controversy. The purpose of the Consent Calendar is to allow the motions under these articles to be acted upon as one unit and to be passed by a unanimous vote without debate. The consent calendar will be taken up as the first order of business at the commencement of the first night of town meeting.
2. At the call of the Consent Calendar, the Moderator will call out the numbers of the articles, one by one. If any voter has doubt about passing any motion, or wishes an explanation of any subject on the Consent Calendar, the voter should stand and say the word "hold" in a loud, clear voice when the number is called. The Moderator will then inquire as to whether the request to hold is for a question or for debate. If the purpose of the request was merely to ask a question, an attempt to obtain a satisfactory answer will be made, and if that occurs, the article will remain on the Consent Calendar absent a further request to hold. If the purpose of the request was to hold the article for debate, the article will be removed from the Consent Calendar and restored to its original place in the Warrant, to be brought up, debated and voted on in the usual way.
3. No voter should hesitate to exercise the right to remove matters from the Consent Calendar if they have a legitimate and substantive issue that they wish to debate. After calling out each individual article in the Consent Calendar, the Moderator will ask that all articles not removed from the Consent Calendar be passed as a unit by unanimous vote.
4. Please review the list of articles and motions proposed for the Consent Calendar that follow. Complete reports are to be found under each article printed in this Warrant. If you have any questions about the articles, motions or procedure, please feel free to call the Town Manager at 978-639-3381 before Town Meeting.

## CONSENT CALENDAR ARTICLES AND MOTIONS

**ARTICLE 9. CHAPER 90 HIGHWAY FUNDING:** Move in the words of the article (See article at page 7.)

**ARTICLE 10. TOWN/SCHOOL REVOLVING FUNDS:** Move in the words of the article  
(See article at page 7.)

### Motions and Amendments

1. Contrary to popular belief, an article in the Warrant is not “self-starting.” If an article were to be called up, and no person makes a motion under it, the article would simply be passed over, and whatever action had been contemplated thereby would not occur. It is a motion which puts an article before Town Meeting, and it is the motion *not the article*, which is actually voted upon. Thus, while speakers may refer to passing, defeating, or otherwise dealing with “the article,” in fact and in law, what the meeting deals with, debates, and votes upon are motions, not articles. The article in the Warrant serves only the purpose of letting the voters know what may come before the meeting and the outside scope of what may be considered.
2. It may be that a speaker will question whether a certain motion is “within the four corners of the article.” Such a challenge requires the Moderator to determine whether the motion should be allowed, as being within a reasonable reading of the article as printed in the Warrant, or be ruled out of order as being beyond the legitimate subject matter of the article.
3. Many times the first or “main” motion under an article, will be “Move in the words of the article.” By making such a motion, the speaker is adopting the article as his or her motion thereunder. This can only be done where the language of the article is drafted in such a way that it is appropriate for simple adoption as a motion. Whenever the presenter’s motion differs from the wording in the Warrant, the presenter must point out and explain those differences to the Hall.
4. All substantive motions, and that includes all main motions and motions to amend a main motion, must be provided to the Moderator, Town Clerk the Technology Administrator at the viewgraph in writing before they are made. Again, this is so there will be an accurate record of the meeting. Please see the guidelines for electronic presentation on the Town website at: [www.sudbury.ma.us](http://www.sudbury.ma.us).
5. If you have an amendment, you should e-mail it to the Technology Administrator at [infosystems@sudbury.ma.us](mailto:infosystems@sudbury.ma.us), with a copy to the Moderator at [moderator@sudbury.ma.us](mailto:moderator@sudbury.ma.us), and the Town Clerk at [clerk@sudbury.ma.us](mailto:clerk@sudbury.ma.us). Advance notice to the Technology Administrator, Moderator and Town Clerk enhances time efficiency at Town Meeting, and the Moderator may be able to suggest language that is acceptable to you to ensure that your amendment is within the four corners of the article and therefore permissible to proceed to debate and vote. It is also recommended that you discuss your amendment with the presenter of the article as you may be able to convince him or her to include it as part of the main motion and thus avoid having to vote separately on the amendment. The Moderator may reject proposed amendments that fail to adhere to these guidelines.

## **Dismissing Articles, Indefinite Postponement and Withdrawing Motions**

1. It is possible for Town Meeting to decide not to take action on an article. This decision is usually made because new or additional information has come to light after the preparation of the warrant indicating that action on the article is unnecessary, unwise or illegal. In such instances, frequently there will be a motion “to indefinitely postpone” an article. This motion, if adopted, kills the article for all intents and purposes for the Town Meeting. The motion is frequently used when proponents of an article have decided not to proceed with it but want an opportunity to explain to the meeting why they are, in effect, abandoning the article at this time. The motion also may be used by someone who wishes to defeat an article before it can be fully debated on the merits. In such cases, it is important to understand that indefinite postponement can have the same effect as defeat which, in turn, can have significance with respect to some items, notably zoning matters, as to when the matter can again be considered by the Town.
2. If you have made a motion or an amendment, you can move to “withdraw the motion” if you have second thoughts or new information. A motion to withdraw can be made any time during the debate of the motion but cannot be made after the motion has been voted on.

### **Limits on Debate**

1. There is no prescribed limit to debate except common sense. The Moderator can limit debate and can ask speakers to stop if they are straying from the subject, repeating points already made or talking at unnecessary length.
2. Town Meeting itself can also terminate debate. To do so, after being recognized by the Moderator, a voter may say, “I move the previous question.” This motion is not debatable, and if seconded and voted by a two-thirds majority, debate ends and the motion under discussion will be then put to a vote.
3. The Moderator may defer motions to limit debate when, in his or her reasonable judgment, there are a significant number of voters who have indicated a desire to speak but have not yet been recognized.

### **Points of Order**

1. Once recognized by the Moderator, no speaker may be interrupted, in any way, except by a “point of order”. A point of order is not a motion, and doesn’t require a second or a vote. It is a question, and on a point of order a voter may raise only three valid concerns:
  - a. Is the speaker entitled to the floor? For example, is the person a non-voter, or spoken for longer than his allotted time?
  - b. Is the speaker saying something inappropriate, frivolous, irrelevant, or illegal?
  - c. Is there some error in the procedure of the pending action or motion?
2. The Moderator welcomes proper points of order and will make every effort to explain the procedural issues that shape Town Meeting discussions. When exercising this parliamentary privilege, the voter should stand and state loudly that you wish to make a point of order, and wait for the Moderator to recognize you. No voter should hesitate to rise and bring to the Moderator’s attention an issue that constitutes a proper point of order because when exercised responsibly, it functions as a tactful hint from a voter regarding important points of procedure that the Moderator may have missed.

## **Motions for Reconsideration**

1. Article II, Section 13 of our by-law controls. A motion to reconsider an article previously voted upon in the same session (i.e. the same night), is proper, and an affirmative vote of 2/3 of the voters present is required for passage. If we have adjourned for the evening, a motion to reconsider an article voted upon in a previous session requires an unanimous vote, unless written notice of an intention to move for reconsideration, signed by 15 voters, is given to the Town Clerk by noon of the next day following the session, which case, a 2/3 vote would be required to pass a motion to reconsider.
2. In the event a motion to reconsider is properly made and seconded, all discussion must be confined exclusively to the merits or demerits of reconsideration. In general, the only proper reasons to seek reconsideration are that there occurred such a misstatement of fact or law in the preceding debate, or such an error of procedure, that the voters, if aware of such discrepancies, would have voted differently. It is not a proper basis for reconsideration to argue simply that the voters arrived at the wrong result.

## **Adjournment**

1. If the hour is late and there are still articles to be acted on, the Moderator may ask for a motion to adjourn the Town Meeting to another time to complete the Warrant. A voter can also make a motion to adjourn. The time and place for resuming Town Meeting must be specified in the motion.
2. When all business on the Warrant has been acted on, the Moderator will ask for a motion to adjourn the meeting, which must be seconded and put to a vote. Adjournment of any session will occur upon completion of the article under discussion at 10:30 P.M., unless there is a two-thirds vote to do otherwise.

## **Decorum**

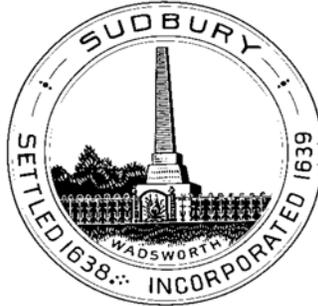
Thomas Jefferson's observations about Town Meeting comportment, penned almost four hundred years ago in The Gavel and the Mace are still meaningful and compelling:

“No one should be permitted to speak at length unless a motion is pending. No one is to speak impertinently or beside the question, superfluously or tediously. No person is to use indecent language, and no vote already passed is to be reflected on by anyone except on a motion to reconsider. No one is to disturb another during speech except for a point of order. No one is to stand up to interrupt the speaker, or pass between the speaker and the moderator. The consequences of an article may be criticized in strong terms, but to question the motives of its advocates is out of order.”

Today, it is still improper to interrupt a speaker, or to make disrespectful comments or noises of any kind, for or against any speaker at Town Meeting, and clapping, booing, hissing or other audible noise will not be tolerated, whether for or against any speakers, either before, during or after their presentations. Similarly, speakers may not make disrespectful comments whether directed at a voter, a speaker or a Town official. If a voter ignores these basic rules of decorum, he or she runs the strong and likely risk that their right to speak at Town Meeting will be terminated.

**PART I**

**TOWN OF SUDBURY ANNUAL  
TOWN MEETING WARRANT**



Commonwealth of Massachusetts Middlesex, ss.

To the Constable of the Town of Sudbury:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Sudbury, qualified to vote in Town affairs to meet at the Lincoln-Sudbury Regional High School Auditorium in said Town on Monday, May 2, 2016, at 7:30 o'clock in the evening, then and there to act on the following articles:

**ARTICLE 1. HEAR REPORTS**

To see if the Town will vote to hear, consider and accept the reports of the Town Boards, Commissions, Officers and Committees as printed in the 2015 Town Report or as otherwise presented; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

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

**ARTICLE 2.           FY16 BUDGET ADJUSTMENTS**

To see if the Town will vote to amend the votes taken under Article 4, FY16 Budget, of the 2015 Annual Town Meeting, by adding to or deleting from line items thereunder, by transfer between or among accounts or by transfer from available funds; or act on anything relative thereto.

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

BOARD OF SELECTMEN REPORT: This article will allow flexibility to review all accounts within the FY16 Operating Budget to make adjustment at the Annual Town Meeting as necessary.

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

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

**ARTICLE 3.           STABILIZATION FUND**

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

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

BOARD OF SELECTMEN REPORT: Based on the Board of Selectmen's Budget and Financial Policies, the Town's goal is to maintain in the Stabilization Fund an amount equal to 5% of the total projected general fund operating revenues for the next fiscal year. At best this an acceptable minimum. As of February 18, 2016 our Stabilization Fund Balance was \$4,300,404.78. The recommended minimum target for FY 17 should be \$4,580,594. In order to achieve this, the Town would need to put in \$280,190. Provided that the motion under this article receives a two-thirds vote of approval, a sum of \$280,190 from the 2016 certified Free Cash as an available source will be added to the Town's Stabilization Fund. This fund protects the Town in case of a severe emergency and is beneficial in supporting the Town's AAA Bond ratings, which in turn results in lowering borrowing costs.

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

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

**ARTICLE 4. FY17 BUDGET**

To see if the Town will vote to raise and appropriate, or transfer from available funds, the following sums, or any other sum or sums, for any or all Town expenses and purposes, including debt and interest, and to provide for a Reserve Fund, all for the Fiscal Year July 1, 2016 through June 30, 2017, inclusive, in accordance with the following schedule, which is incorporated herein by reference; or act on anything relative thereto.

<b>EXPENDITURES</b>	<b>FY17 Recommended</b>
300: Sudbury Public Schools: Net	34,582,619
300: SPS Employee Benefits (1)	6,156,384
1000: SPS OPEB Normal Cost (2)	194,328
Sub-total SPS Net	<u>40,933,331</u>
300: LS Operating Assessment: Net	22,083,916
300: LS OPEB Normal Cost Assessment	203,563
300: LS Operating Debt Service Assessment	591,655
Sub-total LS Assessments Net	<u>22,879,134</u>
300: Minuteman Regional Assessment	728,141
<b>Total: Schools</b>	<u>64,540,606</u>
100: General Government	2,825,426
200: Public Safety (3)	7,332,129
400: Public Works	5,213,559
500: Human Services	713,912
600: Culture & Recreation	1,282,232
900: Employee Benefits	4,779,045
900: Other & Transfers	508,126
1000: OPEB Normal Cost (2)	119,766
<b>Total: Town Departments</b>	<u>22,774,195</u>
700: Town Debt Service	3,628,425
<b>TOTAL: OPERATING BUDGET</b>	<u><u>90,943,226</u></u>

(not including Capital or Enterprise Funds)

- 1 To be transferred to 900: Town Employee Benefits**
- 2 To be transferred to 1000: SPS/Town Normal Cost for OPEB**
- 3 Ambulance reserve funds to be transferred to 200: Public Safety (direct revenue offset)**

Submitted by the Finance Committee. (Majority vote required)

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

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

FINANCE COMMITTEE POSITION: The Finance Committee recommends approval of the FY17 Warrant Budget.

**ARTICLE 5.      FY17 TRANSFER STATION ENTERPRISE FUND BUDGET**

To see if the Town will vote to raise and appropriate, or transfer from available funds, the following sums set forth in the FY17 budget of the Transfer Station Enterprise, to be included in the tax levy and offset by the funds of the enterprise; or act on anything relative thereto.

	<b>FY15 Actual</b>	<b>FY16 Appropriated</b>	<b>FY17 Recommended</b>
<b>TRANSFER STATION ENTERPRISE FUND</b>			
Direct Costs <sup>1</sup>	314,374	498,256	276,032
Indirect Costs *	16,255	16,700	16,700
<b>TOTAL: Enterprise Expenditures</b>	<b>330,629</b>	<b>514,956</b>	<b>292,732</b>
Transfer Station Receipts	306,471	330,156	286,996
Retained Earnings Used	-	184,800	5,736
<b>TOTAL: Enterprise Revenues</b>	<b>306,471</b>	<b>514,956</b>	<b>292,732</b>

<sup>1</sup> Direct costs for FY15 include \$88,714 of capital expenditures.

\*Paid for by Enterprise Revenue Transfer to Unclassified Benefits (General Fund)

Submitted by the Finance Committee.

(Majority vote required)

FINANCE COMMITTEE REPORT: See report in Finance Committee Section, Page FC-35. The Finance Committee recommends approval of the FY17 Budget.

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

**ARTICLE 6. FY17 POOL ENTERPRISE FUND BUDGET**

To see if the Town will vote to raise and appropriate, or transfer from available funds, the following sums set forth in the FY17 budget of the Atkinson Pool Enterprise, to be included in the tax levy and offset by the funds of the enterprise; or act on anything relative thereto.

	<b>FY15 Actual</b>	<b>FY16 Appropriated</b>	<b>FY17 Recommended</b>
<b>POOL ENTERPRISE FUND</b>			
Direct Costs	540,868	578,043	574,279
<b>TOTAL: Enterprise Expenditures</b>	<b>540,868</b>	<b>578,043</b>	<b>574,279</b>
Pool Receipts	505,194	496,000	574,279
Retained Earnings Used	35,674	82,043	-
<b>TOTAL: Enterprise Revenues</b>	<b>540,868</b>	<b>578,043</b>	<b>574,279</b>

Submitted by the Finance Committee.

(Majority vote required)

FINANCE COMMITTEE REPORT: See report in Finance Committee Section, Page FC-36.  
The Finance Committee will report at Town Meeting.

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

**ARTICLE 7.           FY17 RECREATION FIELD MAINTENANCE ENTERPRISE FUND**  
**BUDGET**

To see if the Town will vote to raise and appropriate, or transfer from available funds, the following sums set forth in the FY17 budget of the Recreation Field Maintenance Enterprise, to be included in the tax levy and offset by the funds of the enterprise; or act on anything relative thereto.

	FY15 Actual	FY16 Appropriated	FY17 Recommended
<b>FIELD ENTERPRISE FUND</b>			
Direct Costs	220,315	218,086	214,183
Indirect Costs *	20,879	21,500	22,575
<b>TOTAL: Enterprise Expenditures</b>	<b>241,194</b>	<b>239,586</b>	<b>236,758</b>
Field Maintenance Receipts	197,656	203,000	190,000
Retained Earnings Used	43,538	36,586	46,758
<b>TOTAL: Enterprise Revenues</b>	<b>241,194</b>	<b>239,586</b>	<b>236,758</b>

\*Paid for by Enterprise Revenue Transfer to Unclassified Benefits (General Fund)

Submitted by the Finance Committee. (Majority vote required)

FINANCE COMMITTEE REPORT: See report in Finance Committee Section, Page FC-37.  
The Finance Committee will report at Town Meeting.

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

**ARTICLE 8.           UNPAID BILLS**

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

Submitted by the Town Accountant. (Four-fifths vote required)

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

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

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

**ARTICLE 9. CHAPTER 90 HIGHWAY FUNDING**

*(Consent Calendar)*

To see if the Town will vote to authorize the Town Manager to accept and to enter into a contract for the expenditure of any funds allotted or to be allotted by the Commonwealth for the construction, reconstruction and maintenance projects of Town ways pursuant to Chapter 90 funding; and to authorize the Treasurer to borrow such amounts in anticipation of reimbursement by the Commonwealth; or act on anything relative thereto.

Submitted by the Director of Public Works.

(Majority vote required)

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

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

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

**ARTICLE 10. TOWN/SCHOOL REVOLVING FUNDS**

*(Consent Calendar)*

To see if the Town will vote to authorize for FY17 the use of revolving funds under M.G.L. c.44, s. 53E ½, by the following Departments of the Town in accordance with the description for each fund placed on file with the Board of Selectmen, said funds to be maintained as separate accounts set forth as follows:

<u>Fund</u>	<u>Department</u>	<u>Maximum Amount</u>
Public Health Vaccinations	Board of Health	\$ 10,000
Plumbing & Gas Inspectional Services	Building Inspector	\$ 50,000
Portable Sign Administration & Inspectional Services	Building Inspector	\$ 10,000
Conservation (Trail Maintenance)	Conservation Commission	\$ 7,500
Conservation (Wetlands)	Conservation Commission	\$ 35,000
Council on Aging Activities	Council on Aging	\$ 50,000
Council on Aging Van Transportation (MWRTA)	Council on Aging	\$ 135,000
Cemetery Revolving Fund	DPW Director	\$ 20,000
Fire Department Permits	Fire Chief	\$ 45,000
Goodnow Library Meeting Rooms	Goodnow Library	\$ 10,500
Recreation Programs	Park and Recreation Commission	\$ 542,000
Teen Center	Park and Recreation Commission	\$ 20,000
Youth Programs	Park and Recreation Commission	\$ 170,000
Bus	Sudbury Schools	\$ 450,000
Instrumental Music	Sudbury Schools	\$ 100,000
Cable Television	Town Manager	\$ 30,000
Rental Property	Town Manager	\$ 40,000
Dog	Treasurer/Collector	\$ 70,000
Zoning Board of Appeals	Zoning Board of Appeals	\$ 25,000;

and to confirm that said funds have been established in accordance with M.G.L. c.44 s. 53E ½; or act on anything relative thereto.

Submitted by the Town Finance Director.

(Majority vote required)

FINANCE DIRECTOR REPORT: This article seeks authorization for Fiscal Year 2017 for certain previously established revolving funds pursuant to M.G.L. c.44, s.53E1/2. A descriptive summary of the funds follows:

- Public Health Vaccinations - vaccinations, including purchase of materials and other costs associated therewith including administrative salary and benefits, to be funded by reimbursements collected from private insurance and Medicare/Medicaid and MassHealth for vaccinations;
- Plumbing and Gas Inspectional Services – permit fees collected are used to fund services for plumbing and gas inspections;
- Portable Sign Administration and Inspectional Services – annual registration fees collected pursuant to Section 3259A, Portable Signs, of the Zoning Bylaw are used to fund administration and inspectional services;
- Conservation – license fees collected from agricultural use of fields on conservation lands are used to fund trail maintenance on Town-owned designated conservation lands;
- Conservation – application fees collected are used to fund administration of the Sudbury Wetlands Bylaw;
- Council on Aging Activities – fees collected are used to fund Senior Center classes and programs;
- Council on Aging Van Transportation (MWRTA) – payments from the MetroWest Regional Transit Authority (MWRTA) and fares are used to pay salary and benefits of van driver and van operating expenses;
- Cemetery – sale of lots and other fees excepting perpetual care funds are used to fund maintenance of Town cemeteries;
- Fire Department – permit fees collected are used to fund expenses related to the issuance of permits, including salaries and benefits, purchase and maintenance of equipment required
- Goodnow Library – fees from non-Town agency use of Library meeting rooms are used for maintenance and utility charges for those rooms;
- Recreation Programs – fees collected are used to fund recreation programs and activities;
- Teen Center – fees collected are used for Teen Center programs and activities;
- Youth – fees collected are used to fund youth programs and activities;
- Bus – user fee collections are used to fund additional or supplemental school transportation;
- Instrumental Music – user fees are used to fund additional or supplemental instrument music lessons after school hours;
- Cable Television – fees and other income collected in connection with cable television are used to fund local access services and the Town institutional network (I-Net);
- Rental Property – receipts received from the rental of Town-owned houses are used to fund expenditures related to the upkeep of these houses;
- Dog – fees, fines, charges, and penalties imposed under the Town Bylaw, Art. V.3, Regulation of Dogs, and those costs required by the Massachusetts General Laws are used for making purchases or paying any expenses related to the regulation of dogs;
- Zoning Board of Appeals – application fees collected are used to fund consultants and part-time employee salaries.

The maximum amount stated is the same as the FY16 maximum voted for each revolving fund except for the following: Board of Health Public Health Vaccinations increased from \$7,000 to \$10,000; Council on Aging Van Transportation increased from \$100,000 to \$135,000; Recreation Programs decreased from \$570,000 to

\$542,000; Teen Center increased from \$15,000 to \$20,000; Youth Programs increased from \$150,000 to \$170,000, and the Dog Revolving Fund has increased from \$60,000 to \$70,000.

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

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

**ARTICLE 11. ESTABLISH SOLAR ENERGY REVOLVING FUND**

To see if the Town will vote to establish and authorize for Fiscal Year 2017, the use of a revolving fund by the Facilities Director for paying town electrical costs, and to fund energy saving initiatives by the Energy Committee; to be funded by receipts from the solar field at the landfill; said fund to be maintained as a separate account, in accordance with MGL, Chapter 44, Section 53E1/2; the amount to be expended therefrom shall not exceed the amount of \$330,000; or act on anything relative thereto.

Submitted by the Energy Committee.

(Majority vote required)

ENERGY COMMITTEE REPORT: The electricity generated by the landfill solar array is purchased by the Town from the operator of the array and immediately transferred to the power grid in return for Net Metering Credits. The purpose of the Solar Energy Revolving Account is to allow for the Town to use the Net Metering payments received from Eversource to pay for the solar energy that produced the credits. Eversource began issuing checks for Net Metering Credits in March of 2015. This change occurred too late for a revolving fund to be established by the 2015 Annual Town meeting, so for FY 2016, the Town cannot use Net Metering payments to purchase the electricity it has sold. Therefore, at the 2015 Annual Town Meeting, the FY 2016 operating budget had to be increased by approximately \$210,000 using Free Cash to cover the cost of the solar electricity. The Net Metering payments received during FY 2016 will result in a budget surplus that will ultimately roll over into free cash in a subsequent fiscal year.

The difference between the amount paid for electricity generated and the payments received from Eversource would be used by the Energy Committee for future energy-related projects or as otherwise determined by Town Meeting. In addition to providing a mechanism for payment, the revolving account would make the savings created by the solar array visible, and allow these savings to be used in a deliberate and purposeful way by the Energy Committee.

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

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

**ARTICLE 12. ROLLING STOCK STABILIZATION FUND - REPURPOSING**

To see if the Town will vote to amend the purpose of the special stabilization account established by the vote of the Town under Article 24 of the May 6, 2014 Annual Town Meeting to read as follows “for the purpose of replacing or adding to town or school rolling stock equipment, including toward the purchase, lease or debt service payments for items classified as such”; and further to raise and appropriate or transfer from available funds a sum of money to be placed in said special stabilization account; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Two-thirds vote required)

BOARD OF SELECTMEN REPORT: This article is intended to add funds to the \$100 placed in the DPW Rolling Stock Stabilization Fund approved under Art. 24 of the 2014 Annual Town Meeting for the purpose of replacing or adding to existing Department of Public Works’ rolling stock equipment, toward the purchase, lease or debt service payment for items classified as such so that we continue to address replacement of the aging equipment and the needs of the DPW on a long-term basis. The Strategic Financial Planning Committee for Capital Planning (comprised of members of the Board of Selectmen, Finance Committee, Capital Improvement Advisory Committee, Lincoln-Sudbury Regional High School and Sudbury Public Schools Committees, as well as staff from the Town, Sudbury Public Schools, Lincoln-Sudbury Regional High School) recommended in their final report that Town Meeting be asked annually to appropriate the money that the Town receives from the lease of cell towers on Town land (i.e. at the Transfer Station and potentially in the future behind the DPW building) to the newly established Special Stabilization Fund for Rolling Stock so that they may accumulate for funding future DPW Rolling Stock items. The Town receives approximately \$113,000 annually for lease of the cell tower at the Transfer Station. These funds could be requested to be dedicated annually for funding the Special Stabilization Fund for Rolling Stock.

This article is further intended to repurpose the stabilization account to allow it to be used not only for DPW purchases, but also in order to purchase rolling stock for other Town and Schools departments, as needed.

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

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

**ARTICLE 13. FY17 CAPITAL BUDGET**

To see what sum the Town will vote to raise and appropriate, or appropriate from available funds, for the purchase or acquisition of capital items including but not limited to capital equipment, construction, engineering, and design, including but not limited to renovation to buildings; and to determine whether this sum shall be raised by borrowing, lease purchase, or otherwise; and to determine whether such funding will be subject to a Proposition 2 ½ exclusion;

	<b>FY 14 Actual</b>	<b>FY15 Appropriated</b>	<b>FY16</b>
<b>OPERATING CAPITAL ARTICLE BY DEPARTMENT*</b>			
DPW/Highway	50,000	96,000	90,000
DPW/Parks & Grounds	-	45,000	-
Facilities/SPS	152,000	75,000	130,000
Facilities/Town	62,062	40,000	50,000
Fire	20,000	40,000	50,000
IT/General	-	-	32,750
Police	-	-	-
Recreation			<u>40,000</u>
<b>TOTAL</b>	<b>284,062</b>	<b>296,000</b>	<b>392,750</b>

\*Excludes operating leases & capital exclusions or act on anything relative thereto.

Submitted by the Town Manager.

(Two-thirds vote required, if borrowed)

TOWN MANAGER REPORT: Details on each of these items can be found in the Finance Committee Section on Page FC-34.

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

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

**ARTICLE 14. FIRE DEPARTMENT EQUIPMENT**

**14A. PURCHASE OF FIRE DEPARTMENT AMBULANCE**

To see if the Town will vote to raise and appropriate or transfer from available funds, \$ 265,000 or any other sum, for the Fiscal Year 2017 purchase or acquisition of a Type I or III Ambulance or equivalent and associated equipment, and determine whether such appropriation shall be raised by borrowing or otherwise; and to determine whether such funding will be subject to a Proposition 2 ½ exclusion; or act on anything relative thereto.

Submitted by the Fire Chief.

(Two-thirds vote required, if borrowed)

FIRE CHIEF'S REPORT: The requested ambulance would replace our 2008 Ambulance which was in front line service from 2008 until 2015, when our new 2015 ambulance was delivered. The 2008 is now in reserve service, and serves as a backup to our 2015 Ambulance. The vehicle now has 107,000 miles and has required extensive repairs. By the time a new ambulance is delivered, the 2008 ambulance will be 9 years old.

**14B. PURCHASE OF FIRE DEPARTMENT LADDER TRUCK**

To see if the Town will vote to raise and appropriate or transfer from available funds, \$ 875,000 or any other sum, for the Fiscal Year 2017 purchase or acquisition of one Ladder Truck/Pumper combination and associated equipment, and determine whether such appropriation shall be raised by borrowing or otherwise; and to determine whether such funding will be subject to a Proposition 2 ½ exclusion; or act on anything relative thereto.

Submitted by the Fire Chief.

(Two thirds vote required, if borrowed)

FIRE CHIEF'S REPORT: The requested Ladder Truck/Pumper would replace our 1999 Ladder 1. This vehicle is a first line piece of apparatus that serves as a ladder truck and fire pumper responding from Fire Headquarters. By the time a new ladder truck is delivered, our Ladder 1 will be 18 years old. The typical replacement cycle for our first line fire apparatus is 15 years. The Fire Department depends on reliable and well equipped ambulances and fire apparatus to provide emergency medical services and fire suppression throughout the Town, and to assist other towns when called upon.

BOARD OF SELECTMEN POSITION: The Board of Selectmen supports both 14A and 14B.

FINANCE COMMITTEE REPORT: The Finance Committee recommends approval of both 14A and 14B.

**ARTICLE 15. DPW ROLLING STOCK REPLACEMENT**

To see if the Town will vote to raise and appropriate, or transfer from available funds, the sum of \$492,500 or any other sum, for the purchase or acquisition of rolling stock/vehicles/equipment for the Department of Public Works and determine whether such funding will be raised by borrowing or otherwise; and to determine whether such funding will be subject to a Proposition 2 ½ exclusion; or act on anything relative thereto.

Submitted by the Director of Public Works. (Two-thirds vote required if borrowed.)

DIRECTOR OF PUBLIC WORKS REPORT: This article is requesting \$492,500 for the replacement of (1) 6 Wheel dump Truck, (1) Front End Loader, (1) Multipurpose Tractor. These vehicles and equipment will be 11-16 years old at the time of replacement.

The replacement cycle of these vehicles and equipment is 7 to 10 years. The Department of Public works depends on the yearly replacement of vehicles and equipment. Without these vehicles and equipment, employees will not be able to do their jobs effectively, causing delays in snow removal operations and construction projects

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

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

**ARTICLE 16. SCHOOL ROOFTOP HVAC UNIT REPLACEMENT**

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$75,000 or any other sum, to be expended under the direction of the Facilities Director for the purpose of constructing, reconstructing, or making extraordinary repairs to the Sudbury Public Schools Rooftop HVAC units; and to determine whether said sum shall be raised by borrowing or otherwise; and to determine whether such funding will be subject to a Proposition 2 ½ exclusion; or act on anything relative thereto.

Submitted by the Facilities Director. (Two-thirds vote required if borrowed.)

FACILITIES DIRECTOR'S REPORT: This article requests \$75,000 for the replacement of a rooftop HVAC unit at either the Curtis Middle School or the Loring School. The condensing coils are starting to wear out and are leaking. These rooftop units provide the cooling systems for our school buildings and are becoming older and need to be replaced. Last year, Town Meeting approved funds to replace two units located at the Noyes School, and the intent was to submit another article this year to address additional units in need of replacement. The existing units are approximately 16/18 years old and at the end of their useful life. The units have been well maintained, however, repairs and service calls on the aging units have increased. This project would also update the refrigerant from R22 to 410A, which is required by law and is more environmentally responsible.

The plan for FY17 is to be prepared for replacement of one system, the exact unit number will be decided in the summer with replacement scheduled for the fall.

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

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

**ARTICLE 17. TOWN AND SCHOOL PARKING LOTS AND SIDEWALK IMPROVEMENTS**

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$84,000 or any other sum, to be expended under the direction of the Facilities Director for the purpose of constructing, reconstructing, or making extraordinary repairs to the Sudbury Public Schools and Town driveways, parking lots and sidewalks; and to determine whether said sum shall be raised by borrowing or otherwise; and to determine whether such funding will be subject to a Proposition 2 1/2 exclusion; or act on anything relative thereto.

Submitted by the Facilities Director. (Two-thirds vote required, if borrowed)

FACILITIES DIRECTOR’S REPORT: The driveways, sidewalks and parking lots at the Sudbury Public Schools and the Town facilities are in need of major repair. Two years ago Town Meeting approved funds to make improvements at the Nixon School and a portion of the Curtis School. Last year, the residents continued their support for these site improvements and maintenance approving \$200,000 to complete the Curtis School and Goodnow Library parking lot renovations. This year, the article requests \$84,000 to continue the improvements of the parking lots at the Sudbury Fire Station, Loring School, Noyes School, and Haynes School. These funds will allow the Towns DPW Department to continue with the site improvements and address other deteriorated areas of the parking lots at the Noyes Schools and other town buildings.

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

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

**ARTICLE 18. NIXON SCHOOL CROSSWALK TRAFFIC SIGNAL**

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$25,000 or any other sum, to be expended under the direction of the Facilities Director for the purpose of constructing, reconstructing, or making extraordinary repairs to the Crosswalk at the Nixon School, specifically at the entrance to the Nixon School, 472 Concord Road; and to determine whether said sum shall be raised by borrowing or otherwise; and to determine whether such funding will be subject to a Proposition 2 ½ exclusion; or act on anything relative thereto.

Submitted by the Facilities Director. (Two-thirds vote required, if borrowed)

FACILITIES DIRECTOR’S REPORT: This article requests \$25,000 to install a crosswalk traffic signal at the intersection of Concord Road/Morse Road/ and the driveway entrance to the Nixon School.

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

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

**ARTICLE 19. TOWN AND SCHOOL SECURITY AND ACCESS CONTROLS**

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$195,000 or any other sum, to be expended under the direction of the Facilities Director for the purpose of constructing, reconstructing, or making extraordinary repairs to the Sudbury Town Buildings for the purpose of Building Safety, Security, and Access Controls; and to determine whether said sum shall be raised by borrowing or otherwise; and to determine whether such funding will be subject to a Proposition 2 ½ exclusion; or act on anything relative thereto.

Submitted by the Facilities Director. (Two-thirds vote required, if borrowed)

FACILITIES DIRECTOR'S REPORT: The goal of this Town Meeting request is to provide secure and safe facilities for our children, staff and residents with the installation of town and school security and access controls. Last May, the residents supported a similar article to begin the implementation of new security and access controls in the Sudbury Schools. This article requests \$195,000 to be raised to continue the installation of electronic card access and exterior security cameras at the Curtis, Haynes, Noyes, Nixon and Loring Schools as well as the Flynn Building, Goodnow Library, and the Fairbank Community Center and Atkinson Pool. This year's appropriation will include door controls, warning alarms when exterior doors are forced open, and additional cameras and other safety measures to insure our kids and residents are safe. As we have learned, school and workplace violence can happen anywhere. The implementation of entry access control and the installation of security cameras, will allow the staff the ability to better control entry into the building.

There is no guarantee that our schools or town buildings will be free from violence, however, this added security feature, along with training and communication, will give the staff a valuable tool to protect our children, teachers and parents in and around our buildings.

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

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

**ARTICLE 20. SECURITY SYSTEM UPGRADE (CCTV SYSTEM) – LINCOLN-SUDBURY REGIONAL HIGH SCHOOL**

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$122,320, or any other sum, to be expended under the direction of the Lincoln-Sudbury School Committee for the purpose of constructing, reconstructing, or making extraordinary repairs to the Lincoln-Sudbury Regional School District for the purpose of building and personal safety and security; and to determine whether said sum shall be raised by borrowing or otherwise; and to determine whether such funding will be subject to a Proposition 2 ½ exclusion; or act on anything relative thereto.

Submitted by the Lincoln-Sudbury School Committee. (Two-thirds vote required, if borrowed)

LINCOLN-SUDBURY SCHOOL COMMITTEE REPORT: Approval of this Article would enable the upgrade and expansion of the existing Video Camera Security System for Lincoln-Sudbury Regional High School. This plan would replace the head end, storage and switching components which control the existing 26 cameras with high resolution (720p) wide dynamic range IP cameras and head end equipment and install new exterior cameras to allow viewing of critical infrastructure not currently available at: 1) loading dock, 2) Tech Labs, 3) Auditorium backstage, 4) emergency exit Gym, and 5) emergency exit Fitness Center. Additional interior locations will include two (2) interior stairwells not currently visible from existing system and relocation of existing cameras to allow full view of Auditorium entrance and Instrument Room.

The existing system does not provide full security view due to limited capability of the existing infrastructure both from the field of view of the existing camera and the placement of certain units. The existing head end control components are not capable of supporting new high resolution cameras.

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

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

**ARTICLE 21. SCHOOL'S MAINTENANCE GARAGE**

To see if the Town will vote to raise and appropriate, or transfer from available funds, to be expended under the direction of the Facilities Director, for the purpose of constructing a new maintenance garage and appurtenant structures on Town-owned land adjacent to the Nixon School, site development, purchasing additional equipment, landscaping, and all expenses connected therewith, including professional, engineering, and architectural services and preparation of plans, specifications and bidding documents, supervision of work, and relocation, and to determine whether said sum shall be raised by borrowing or otherwise; and to determine whether such funding will be subject to a proposition 2 ½ exclusion; or act on anything relative thereto.

Submitted by the Facilities Director: (Two-thirds vote required, if borrowed)

FACILITIES DIRECTOR'S REPORT: This article requests \$95,000 for the construction of a new maintenance garage for the Sudbury Public School Department.

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

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

**ARTICLE 22. DPW COLD STORAGE GARAGE ADDITION**

To see what sum the Town will vote to raise and appropriate, or transfer from available funds, to be expended under the direction of the Facilities Director, for the purpose of constructing an addition on the existing DPW Garage on Town-owned land located at 275 Old Lancaster Road, includes site development, and all expenses connected therewith, including professional, engineering, and architectural services and preparation of plans, specifications and bidding documents, supervision of work, and to determine whether said sum shall be raised by borrowing or otherwise; and to determine whether such funding will be subject to a proposition 2 ½ exclusion; or act on anything relative thereto.

Submitted by the Facilities Director. (Two-thirds vote required, if borrowed)

FACILITIES DIRECTOR'S REPORT: This Article requests funds to construct a shed roof addition off the back side of the new DPW garage located at 275 Old Lancaster Road. This open air structure will provide roof coverage to a dozen trucks and keep the trucks out of the weather. This project was on the capital improvement plan in 2012, and has been postponed for town meeting review until this year. This cold storage will preserve and protect our rolling stock assets. This covered roof structure will also save man hours in the highway department eliminating the need of shuffling trucks and plows from the existing overcrowded interior garage.

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

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

**ARTICLE 23. DPW UNDERGROUND FUEL STORAGE REPLACEMENT**

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$250,000 or any other sum, to be expended under the direction of the Department of Public Works Director for the purpose of constructing, reconstructing, or making extraordinary repairs to the underground fuel storage system at the DPW Facility

located at 275 Old Lancaster Road, and all other appurtenances thereto and all expenses therewith including preparation of plans, specifications and bidding documents, and to determine whether said sum shall be raised by borrowing or otherwise, and to determine whether such funding will be subject to a Proposition 2 ½ exclusion; or act on anything relative thereto.

Submitted by the Facilities Director.

(Two-thirds vote required, if borrowed)

FACILITIES DIRECTOR REPORT: This Article requests funds to remove the current gas and diesel underground storage tanks and replace with above-ground tanks and to acquire updated fuel tracking system. The current storage tanks and fuel tracking systems are approximately 21-years old and have begun to require significant repairs. Current fuel tracking systems (GasBoy system) is very old in technical terms and will not interface with current technology. Replacement parts and service companies have been scarce and it is difficult to find repair services that work on this system. The benefit of moving to an above-ground fuel tank storage is to have a storage system that is more easily accessible for possible leaks and repairs. The benefit of having a new fuel tracking system is that we will be able to more easily interface with current technology and also access service and repair parts more easily.

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

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

#### **ARTICLE 24. WALKWAY ENGINEERING, DESIGN AND CONSTRUCTION**

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$100,000 or any other sum, to be expended under the direction of the Director of Public Works for the purpose of engineering, design and construction of new walkways within the Town; and to determine whether said sum shall be raised by borrowing or otherwise; and to determine whether such funding will be subject to a Proposition 2 1/2 exclusion; or act on anything relative thereto.

Submitted by the Director of Public Works.

(Two-thirds vote required, if borrowed)

DIRECTOR OF PUBLIC WORKS REPORT: Funds approved under this Article will allow the Town to continue the popular program of new walkway construction in various neighborhoods in Sudbury. For the last 12 years this program has been funded using Community Preservation Act funds totaling over \$1,000,000. A recent law suit decided by the MA Superior Court in the Town of Norwell, MA has identified a legal argument against the use of CPA funds for this purpose. In order to continue the program and avoid any potential legal challenges, capital funds are requested.

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

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

#### **ARTICLE 25. FEATHERLAND TENNIS COURTS**

To see if the Town will vote to raise and appropriate, or transfer from available funds, \$175,000 or any other sum, to be expended under the direction of the Park and Recreation Director for the purpose of reconstructing, resurfacing, expanding or making extraordinary repairs to the tennis courts at Featherland Park; and to determine whether said sum shall be raised by borrowing or otherwise; and to determine whether such funding

will be subject to a Proposition 2 ½ exclusion; or act on anything relative thereto.

Submitted by the Parks and Recreation Commission. (Two-thirds vote required, if borrowed)

PARKS AND RECREATION COMMISSION REPORT: The tennis courts at Featherland had been an existing asset in the town for the past 40 years until they were destroyed by snow last winter. The courts have heavy user demand as evidenced by the public response to the courts removal. The tennis courts are heavily used by all ages and genders, and Lincoln-Sudbury High School uses them for their Junior Varsity team. Tennis is a popular unstructured activity and these courts have a central location in South Sudbury, which isn't serviced by any other courts.

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

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

**ARTICLE 26. STREET ACCEPTANCES**

To see if the Town will vote to accept the layout of any one or more of the following ways:

- Trevor Way from Horse Pond Road to a dead end, a distance of 415 ft. +/-
- Arboretum Way from Maynard Road to a dead end, a distance of 1,025 ft. +/-
- Tall Pine Drive from Horse Pond Road to a dead end, a distance of 1,093 ft. +/-

as laid out by the Board of Selectmen in accordance with the descriptions and plans on file in the Town Clerk's Office; to authorize the acquisition by purchase, by gift or by eminent domain, an easement or fee simple, over the ways shown on said plans and any associated drainage, utility or other easements; and to raise and appropriate or transfer from available funds a sum of money therefor and all expenses in connection therewith; or act on anything relative thereto.

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

BOARD OF SELECTMEN REPORT: This Article is the result of the recommendations of the Department of Public Works as to roads which meet legal requirements for acceptance. The Selectmen have voted their intention to approve the layout of these roads have held a public hearing for the purpose prior to Town Meeting. If the above streets are voted and accepted by the Town Meeting as public ways all future maintenance and repair will be done by the Town.

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

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

**ARTICLE 27. AMEND TOWN BYLAWS, ART. III.11 – TOWN FORUM**

To see if the Town will vote to amend Article III, Section 11 of the Town of Sudbury Bylaws, Town Forum, as follows (new wording is shown underlined, and wording to be deleted is bracketed);

SECTION 11. The Town will conduct a Town Forum on an annual (minimum requirement) basis. The Forum will be an open, public meeting for Town residents. The Town Forum will provide a planned, scheduled opportunity for constructive engagement between the Town and residents. The Town participants panel [will] may include, [but not be limited to] all department heads, committee chairpersons and Trust chairpersons. The Board of Selectmen will encourage broad participation for Town officials in the Town Forum. One member of the Town panel will act as moderator. The moderator will facilitate and manage questions from Town residents to the appropriate panel member for response. [2 ½ hours will be scheduled for each Forum. Forums may be adjourned earlier by majority vote of the participating residents.]; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

BOARD OF SELECTMEN REPORT: The Town has had successful town forums since the original bylaw was passed in 2013. The Forum has served as a planned and scheduled opportunity for constructive engagement between the Town and residents as was the intent of the original by-law. This article serves to amend the original bylaw in order to allow the forum to end before the 2 ½ hour scheduled time without a majority vote of the participating residents. Further, the bylaw would be amended to provide greater flexibility regarding staff and board member participation given the challenges of requiring the attendance of all those designated in the current bylaw.

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

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

**ARTICLE 28.** WITHDRAWN.

**ARTICLE 29.** WITHDRAWN.

**ARTICLE 30.** WITHDRAWN.

**ARTICLE 31. AMEND TOWN BYLAWS, ART. I, TOWN MEETINGS**

To see if the Town will vote to amend Town Bylaws, Art. I, by adding a new Section 3 as follows:

**Section 3.** A Town Meeting shall be held on the third Monday in October at such place as the Selectmen shall determine. The Selectmen, after a Public Hearing, may delay the start of the October Town Meeting for up to 7 days provided that they act no later than the last day in September preceding. All sessions of the meeting shall begin at 7:30 P.M., and, unless otherwise voted by two-thirds of those present and voting, shall be adjourned to 7:30 P.M. of the next Monday, Tuesday, or Wednesday, whichever comes first (legal holidays excluded), upon completion of the article under discussion at 10:30 P.M.; except that any such meeting shall be adjourned before that time if a quorum shall be declared to have been lost, or at 8:30 P.M. if a quorum has not been assembled by then;

and to renumber the remaining two sections as Section 4 and Section 5; or act on anything relative thereto.

Submitted by the Board of Selectmen.

(Majority vote required)

BOARD OF SELECTMEN REPORT: This article is proposed to amend Article III, Section 11 of the Town of Sudbury Bylaws in order to require an additional town meeting each fall. Amending this bylaw will allow the Town to conduct business twice per year.

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

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

**ARTICLE 32.** WITHDRAWN.

**ARTICLE 33.** **FAIRBANK COMMUNITY CENTER DESIGN**

To see what sum the Town will vote to raise and appropriate, or transfer from available funds, to be expended under the direction of the Permanent Building Committee, for professional and engineering services relative to the design of a new and/or renovated Community Center and all other appurtenances thereto to be constructed on Town-owned land on the current site of the Fairbank Community Center and Atkinson Pool, 40 Fairbank Road, and all expenses therewith including preparation of plans, specifications and bidding documents, and borrowing costs including bond and note issue expense; and to determine whether said sum will be raised by borrowing or otherwise; and to meet this appropriation the Treasurer with the approval of the Selectmen is authorized to borrow under M.G.L. c. 44 s.7 or any other statutory authority; and to determine whether all appropriations hereunder to be contingent upon the approval of a Proposition 2 ½ Debt Exclusion in accordance with G.L. c. 59 s. 21C, or act on anything relative thereto.

Submitted by the Fairbank Community Center Study Task Force.

(Two-thirds vote required, if borrowed)

FAIRBANK COMMUNITY CENTER STUDY TASK FORCE REPORT: The Fairbanks Community Center Task Force was established in 2013 to **assess the capacity of the existing building to meet the current and future program needs** of the Senior Center and the Park and Recreation Department, including the Teen Center and the Atkinson Pool.

The assessment has concluded and the Task Force is requesting design funds for a new multigenerational community center. The request is based on two distinct and equally compelling reasons.

1. **The deteriorating condition of the current building.** The independent engineering and architectural Feasibility Study concluded that it does not make financial sense to replace the roof given the age and current state of the building. Specifically, the report concluded that the older section of the building (constructed in the late 1950's) is deficient in that it does not meet current building codes. In fact, the minimum investment required to bring the old building up to code and make modest renovations to the newer portions would be approximately \$12 million over the next ten years. Even with this investment, the building would still not meet the current or future program needs of the community.
2. **The demand for recreation and senior programs.** The year-long Feasibility Study included a thorough assessment of the current and future recreation and senior program needs, a detailed market analysis and consideration of demographic statistics and projections. The study concluded that the current and future needs are not being met at this time due to significant space and program constraints in the current building. The detailed analysis, supporting data and definition of the unmet needs are also outlined in the Feasibility Study.

As a result of the reasons noted above, the Fairbank Community Center Task Force has determined that the best option is to replace the building (not including the pool) and refurbish the pool. In addition, the Task Force is recommending pursuing the conceptual design that best meets the program needs of Sudbury residents and user groups today and in the future.

Please visit the Task Force webpage at <https://sudbury.ma.us/fairbankstudy/> for further information on the Task Force’s mission, the Feasibility Study, Task Force meeting minutes and more.

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

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

**ARTICLE 34.** WITHDRAWN.

**ARTICLE 35.** WITHDRAWN.

**ARTICLE 36. AMEND ARTICLE IX, THE ZONING BYLAW, SECTION 7000, DEFINITION OF DOG KENNEL**

To see if the Town will vote to amend Article IX (the Zoning Bylaw), Section 7000, Definitions by replacing the words “three (3)” with the words “four (4)” in the definition of Dog Kennel; or act on anything relative thereto.

Submitted by the Planning Board.

(Two-thirds vote required)

PLANNING BOARD REPORT: This article is proposed in conjunction with Article 36 of the 2015 Annual Town Meeting, Town of Sudbury Bylaws, Article V, Section 3 – Regulation of Dogs. This bylaw change will make the current definition of “Dog Kennel” in the Zoning Bylaw compatible and consistent with the state definition of “Kennel” under MGL. C. 140, s. 136A, which was amended in 2012, and the Sudbury bylaw definition adopted under Article 36 of the 2015 Annual Town Meeting. The practical impact of the bylaw change will make the local requirements for licensing kennels through the Town Clerk and permitting dog kennels through the Zoning Board of Appeals consistent for Sudbury residents and businesses. The impact of the change will now allow residents and businesses to house, groom, breed, board or train 4 or fewer dogs without any license or permit, and raises the total number of dogs which require licenses and permits to 5 (more than 4). The new definition will read: Dog Kennel – An establishment in which more than four (4) dogs are housed, groomed, bred, boarded, trained or sold.

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

**ARTICLE 37. AMEND ARTICLE IX, THE ZONING BYLAW, SECTION 4345, WIRELESS SERVICES OVERLAY DISTRICT, USES AVAILABLE AS OF RIGHT**

To see if the Town will vote to amend Article IX (the Zoning Bylaw), as follows:

Amend Section 4345, Uses Available As of Right, by adding the word “Minor” in front of the words “Site Plan”, and changing “section 6300” to “section 6370”, so that section reads:

4345. Changes in the capacity or operation of a wireless service facility which has previously received a special permit under this Bylaw, limited to an increase or decrease in the number of antennae, cells, panels, equipment

buildings or cabinet or the number of service providers (co-locators), shall be permitted, subject to **Minor** Site Plan review under section **6370** of the Zoning Bylaw and authorization from the lessor of the property; or act on anything relative thereto.

Submitted by the Planning Board.

(Two-thirds vote required)

PLANNING BOARD REPORT: This article is proposed to bring the Town Zoning Bylaw regarding cell towers into compliance with the Middle Class Tax Relief and Job Creation Act of 2012, which became law on February 22, 2012. This law limits the Town's authority to deny certain minor changes to existing cell towers, and requires approval of such requested eligible changes in an expedited time frame of 60 days. The changes to the Zoning Bylaw proposed above will allow the Town to maintain some control of the changes by requiring Minor Site Plan review of all such applications. This process is not burdensome, but will enable the Town to fully review such applications, deem they are in compliance with the new law and the Town's zoning, and provide a forum for discussion if improvements can be made to the facility or the site it is located on, within the confines of the new law. The Planning Board supports this article.

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

**ARTICLE 38. COMMUNITY PRESERVATION FUND – SUDBURY HOUSING TRUST ALLOCATION**

To see if the Town will vote to appropriate an amount not to exceed \$202,600 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of providing funds to the Sudbury Housing Trust in support of its efforts to provide for the preservation and creation of affordable housing, or act on anything relative thereto. All appropriations will be allocated to the Community Housing category and funded from FY17 Revenue.

Submitted by the Community Preservation Committee.

(Majority vote required)

COMMUNITY PRESERVATION COMMITTEE REPORT: This article requests an appropriation to fund the Sudbury Housing Trust using ten percent (10%) of anticipated FY17 CPA revenue that the Act requires be set aside for affordable housing. The Trust was created at the 2006 Annual Town Meeting, provided with start-up funding at the 2007 Annual Town Meeting, and has been funded with no less than the ten percent allocation each year since 2008. These appropriations will go toward implementing the Housing Trust's multi-pronged housing strategy. The goal of all these community housing efforts is to create and retain affordable housing options for Sudbury residents, make progress toward the state-mandated number of affordable housing units in town, and to provide an increased diversity among Sudbury's housing options. The CPC understands that as long as progress is not made toward that goal, the Town suffers a lack of control over not only the location, but also the construction parameters of multi-unit housing (40B developments) anywhere in town.

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

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

**ARTICLE 39. COMMUNITY PRESERVATION FUND – GOODNOW LIBRARY ARCHIVES**

To see if the Town will vote to appropriate an amount not to exceed \$40,000 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of funding a new electronic platform for the Goodnow Library Historic Archives, or act on anything relative thereto. All appropriations will be allocated to the Historic category and funded from FY17 Revenue.

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

COMMUNITY PRESERVATION COMMITTEE REPORT: This article requests funding to update the existing Goodnow Library Historic Archives digital platform, consisting of over 15,000 documents of historic importance to the Town’s history. The documents in the Goodnow Library Archives consist of content from the Library, the Sudbury Town Clerk’s office, the Sudbury and Wayland Historical Societies, First Parish of Sudbury, the Sudbury Historical Commission, the Wayside Inn and the Sudbury Grange. Town Meeting records from 1639-1850 are included in the Archives. The new platform will enable more residents to access valuable historic documents, and will better preserve the records from tactile use.

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

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

**ARTICLE 40. COMMUNITY PRESERVATION FUND – TOWN CENTER LANDSCAPING**

To see if the Town will vote to appropriate an amount not to exceed \$100,000 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of funding landscaping and historic restoration components of the Town Center Improvement project, or act on anything relative thereto. All appropriations will be allocated equally to the Open Space and Historic categories and funded from FY17 Revenue.

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

COMMUNITY PRESERVATION COMMITTEE REPORT: This article request funding for the third and final stage of the Town Center Improvement project. Significant progress has been made with the initial \$200,000 of CPA funds previously appropriated to this project in 2013 and 2015 – a landscape design plan has been prepared, publicly reviewed and approved by the Historic Districts Commission; screening vegetation has been planted in Grinnell Park; stone walls have been relocated; new, historically appropriate street lighting has been purchased (to be installed in the spring); major landscape changes have been implemented on the Town Common; and additional, internal walkways have been constructed in Grinnell Park. More improvements are planned and needed, including brick work at the Town Common, Town Hall and Grinnell Park, additional stone wall installation, additional landscaping and construction of an amphitheater in the expanded Grinnell Park. The landscaping and historic restoration work enhances the historic nature and open space qualities of the area, and adds a finishing touch to the intersection. For almost a decade, the Town has been engaged in the process of concept design, engineering and construction of the intersection. The final piece of this project is the historic restoration and landscaping of the Town Center to make it inviting and accessible by residents and visitors.

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

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

**ARTICLE 41. COMMUNITY PRESERVATION FUND – SUDBURY HISTORY CENTER AND MUSEUM AT THE LORING PARSONAGE**

To see if the Town will vote to appropriate an amount not to exceed \$400,000 of Community Preservation Act Funds, as recommended by the Community Preservation Committee, for the purpose of funding the construction phase of the repurposing of the Loring Parsonage into a History Center and Museum, or act on anything relative thereto. All appropriations will be allocated to the Historic category and funded from Historic Reserves and FY17 Revenue.

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

COMMUNITY PRESERVATION COMMITTEE REPORT: This article requests funding to repurpose the town-owned Loring Parsonage into a History Center and Museum. The design phase of this project is currently underway with funds provided by the state. That design process will produce an estimated cost of construction, which is currently estimated at approximately \$1 million. The funds requested under this article will be used for the construction phase of the project, and hopefully be combined with funds held in Trust by the Town for the construction of a Town Museum. No CPC funds will be expended until the balance of the construction funding has been raised. Restoration of the Parsonage will protect a town asset, constructed in 1730, from further deterioration, and preserve its architectural integrity, creating an active, vibrant community amenity in the Town Center. The Town anticipates entering into a long-term lease of the building, with the Lessor taking responsibility for the building’s upkeep and operation should the project proceed. Uses envisioned in the History Center and Museum include display of historic documents and artifacts, educational resources for Sudbury schools, archival areas, opportunities for research and study of historic objects and documents, and a welcome center for tourists.

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

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

**ARTICLE 42. COMMUNITY PRESERVATION FUND – BRUCE FREEMAN RAIL TRAIL PARTIAL 75% DESIGN**

To see if the Town will vote to appropriate an amount not to exceed \$150,000 of Community Preservation Act funds, as recommended by the Community Preservation Committee, for the purpose of beginning the 75% design plan for the Bruce Freeman Rail Trail in Sudbury to MassDOT standards, or act on anything relative thereto. All appropriations will be allocated to the Recreation category and funded from FY17 Revenue.

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

COMMUNITY PRESERVATION COMMITTEE REPORT: This Article will fund an initial portion of the MassDOT 75% design process of the Bruce Freeman Rail Trail. The 25% design plan is anticipated to be completed in spring of 2017 (with funds approved in 2014). This article contemplates the several months of time between the completion of the 25% design plan, and the July 1, 2017 availability of FY18 funds. The funds will create an interim phase that allows the project to progress without interruption. The Town has been supportive of creating a rail trail within this corridor. Over \$320,000 has been appropriated since 2005 for this project, including surveying the right of way, title examination, wetland mapping, wildlife survey, and preliminary engineering. It is anticipated that these funds, coupled with one additional expenditure at the 2017 Annual Town Meeting, will fulfill the Town’s financial obligation for the project, and make it eligible for state construction funding.

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

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

**ARTICLE 43. COMMUNITY PRESERVATION FUND GENERAL BUDGET AND APPROPRIATIONS**

To see what sum the Town will vote to appropriate from Community Preservation Act funds, as recommended by the Community Preservation Committee, for the FY17 Community Preservation Act budget; or act on anything relative thereto.

COMMUNITY PRESERVATION COMMITTEE REPORT: This article sets forth the entire FY17 CPA budget, including appropriations and reservations as required in connection with the administration of the CPA funds. The article appropriates funds for FY17 debt service obligations totaling \$1,266,198. These obligations arise from prior town meeting approval for the bonding of four projects: 1) purchase of the Dickson property utilizing the Open Space and Historic Preservation categories; 2) purchase of land and development rights as well as construction of a sports field on the Cutting property utilizing the Open Space and Recreation categories; 3) purchase of the Libby property utilizing the Open Space category; 4) purchase of development rights on the Nobscot Boy Scout Reservation phases I and II utilizing the Open Space category; 6) purchase of development rights on Pantry Brook Farm utilizing the Open Space category, and 7) purchase of the Johnson Farm property utilizing the Open Space category.

The article also appropriates funds for administrative and operational expenses of the CPC in the amount of \$90,000. The administrative funds are used by the CPC to pay for technical staffing and expertise, including the Town of Sudbury allocation of the Regional Housing Services Office fee (\$30,000), consulting services (e.g. land surveys and engineering), property appraisals, legal advertisements, publication fees and other administrative expenses. By statute the CPC can budget up to five percent (5%) of its annual budget for administrative expenses, or \$101,300 based upon the revenue projection of \$2,026,000 in FY17. Any funds remaining in the administrative account at fiscal yearend revert back to the CPA Fund Balance, as they have in past years, and need to be re-appropriated for administrative use in subsequent years. The CPC believes that having access to administrative funds is critically important, in that it allows it to conduct business on a time-sensitive basis - a vital component of the CPA. The article may also reserve the requisite statutory minimum of ten percent (10%) of the CPA budget in each of the core CPA categories of Open Space, Community Housing and Historic Preservation. This minimum is mandated by the state CPA statute, and funds not spent in each of these three core categories must be reserved for future expenditure in those same categories. The actual amount reserved each year depends upon whether or not that Town Meeting has appropriated money totaling less than 10%, or not appropriated any money at all, in any of these three core categories. If there is a balance of unspent CPA funds from that fiscal year after such reservations and after Town Meeting has voted the CPA articles, it is budgeted in the unrestricted reserve account for future CPC projects in all three categories.

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

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

**ARTICLE 44. TOWN WALKWAYS**

To see if the Town will vote to survey town road Right of Ways (RoWs) to determine where walkways may be designed and built without the need for easements over private property(s). Said surveys will also allow the Town to determine specifically where easements are required for walkway construction. Surveying is a resident talent within existing Town resources. No additional funding over the existing tax levy is necessary.

Submitted by Petition.

(Majority vote required)

Petitioner’s Report. In Article 53 of Town Meeting 2015 the Town voted to prioritize the current building of walkways along Sudbury’s roads. It is noted that Town Management has stated a major difficulty in designing and constructing said walkways is the need for easements over private property. Town policy passes the responsibility for obtaining easements to residents and neighbors along the proposed walkways. This perceived need for easements can be mitigated. Two lane roads in Sudbury are a nominal 24 feet wide. Road RoWs are, in many cases, 40 feet wide. Existing data indicates many RoWs may include sufficient space to permit walkway construction. Walkway space within a RoW can be determined by surveying road RoWs. Road location within the RoW can then be validated. Throughout this process the need, if any, for additional easements for walkway construction will be determined, validated and documented. The initial surveys for road RoWs and road location will be conducted for Priority Walkways identified in the 2001 Walkway Report. Follow surveys will be conducted for any/all roads within 2 miles of a public school and where current data indicates the road RoW is = or more than 30 feet. Where existing walkways, existing RoWs and existing/agreed easements combine positively, the Department of Public Works will begin construction utilizing existing funds and other future funding as available.

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

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

**ARTICLE 45. SPECIAL ACT – CREATE REMOTE VOTING SYSTEM FOR TOWN MEETING FOR DISABLED CITIZENS**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court for a Special Act providing the Town of Sudbury the ability to create a remote voting system to accommodate those with a temporary or permanent disability preventing them from physically attending town meeting; provided that the General Court may make clerical or editorial changes of form only to the bill, unless the Board of Selectmen approve amendments to the bill before enactment by the General Court; and provided further that the Board of Selectmen be authorized to approve amendments which shall be within the scope of the general public objective of the petition; or act on anything relative thereto.

Residents registered to vote on or before the deadline set by statute for any given Annual or Special Town Meeting shall be eligible to vote remotely provided that they have notified the Town Clerk of their disability in writing and requested that they be allowed to vote remotely by telephone (supplying the phone number which they will use to vote) no later than the deadline date for registering to vote for said Town Meeting. The aforesaid notification shall include a statement from a physician or nurse practitioner, licensed to practice in the Commonwealth, stating that the voter is temporarily or physically disabled and unable (without hardship) to attend Town Meeting for a stated period, which period includes the date/s of the prospective Town Meeting. The notification may be communicated to the Town Clerk by email from the physician or nurse practitioner.

The disabled voter shall communicate his or her vote by telephone to the Town Clerk from a phone number previously filed with the Town Clerk and identifiable by the Town Clerk at the time of voting. The voter shall dial a number provided to her/him by the Town Clerk, identify herself/himself to the Town Clerk stating his/her name and street address (in the same manner that voters normally check in at Town Meeting and receive their colored cards to employ in voting from the floor). Voters calling from a telephone, the number of which is blocked or otherwise not discerned by the Town Clerk will not be able to vote. Voters calling from a phone number different than that previously provided to the Town Clerk (at the time of notification of disability and request for remote voting) shall not be allowed to vote (in order to prevent fraud).

Submitted by Petition.

(Majority vote required.)

PETITIONER'S REPORT: This article is intended to allow physically disabled voters to vote by telephone at Town Meeting. Sudbury cable television allows most residents to view and listen to Town Meeting live. Disabled residents who choose to participate in voting remotely would be required to notify the Town Clerk no later than the last day residents are allowed to register to vote to participate in the next scheduled Town Meeting. A licensed physician or nurse-practitioner would need to certify that the voter was unable to physically attend Town Meeting. The telephone number which the voter would be calling from to cast her/his votes would be provided in advance to the Town Clerk.

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

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

### **TOWN COUNSEL OPINIONS**

It is the opinion of Town Counsel that, if the Bylaw amendments proposed in the following articles in the Warrant for the 2016 Annual Town Meeting is properly moved, seconded and adopted by a majority vote in favor of the motion, the proposed change will become a valid amendment to the Sudbury Bylaws:

Article 27 Amend Bylaws, Art. III.11, Town Forum

Article 31 Amend Bylaws, Art. I, Town Meetings

It is the opinion of Town Counsel that, if the Zoning Bylaw amendments proposed in the following articles in the Warrant for the 2016 Annual Town Meeting is properly moved, seconded and adopted by a two-thirds vote in favor of the motion, the proposed changes will become valid amendments to the Sudbury Zoning Bylaw:

Article 36 Amend Zoning Bylaw, Art. IX, section 7000 – Definition of a Dog Kennel

Article 37 Amend Zoning Bylaw, Art. IX, section 4345 – Wireless Services Overlay District, Uses Available as of Right

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

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

Given under our hands this 5th day of April, 2016.

SELECTMEN OF SUDBURY:

Patricia A. Brown

Susan N. Iuliano

Charles C. Woodard

Robert C. Haarde

Leonard A. Simon

**PART II**

**FINANCE COMMITTEE SECTION**

***FY17 SECTION OVERVIEW***

➤ FINANCE COMMITTEE REPORT	4
➤ FY17 MONIED ARTICLES	7
➤ ESTIMATED IMPACT ON FY17 RESIDENTIAL TAX BILL	8
➤ SUDBURY PUBLIC SCHOOLS SUPERINTENDENT’S REPORT	9
➤ LINCOLN-SUDBURY SUPERINTENDENT’S REPORT	10
➤ TOWN MANAGER’S REPORT	11
➤ GENERAL FUND BUDGET SUMMARY OF REVENUES & EXPENDITURES	13
➤ GENERAL FUND BUDGET COMPARISON	14
➤ ENTERPRISE FUNDS BUDGETS	14

***FY17 GENERAL FUND BUDGET DETAILS***

➤ SUDBURY PUBLIC SCHOOLS BUDGET	15
➤ LINCOLN-SUDBURY REGIONAL HIGH SCHOOL DISTRICT BUDGET	20
➤ MINUTEMAN VOCATIONAL TECHNICAL SCHOOL DISTRICT	24
➤ TOWN SERVICES BUDGET	25
➤ TOWN-WIDE OPERATING AND TRANSFER ACCOUNTS	31
➤ SHARED BENEFITS AND INSURANCE	32
➤ SHARED DEBT SERVICE	33
➤ FY17 OPERATING CAPITAL	34
➤ FY17 ENTERPRISE FUND BUDGETS	35
➤ FY17 CPA FUNDS BUDGET	38

***APPENDICES***

➤ APPENDIX I. BUDGET TERMS AND DEFINITIONS	39
➤ APPENDIX II. LONG-TERM DEBT SCHEDULES	41
➤ APPENDIX III. EMPLOYEE HEADCOUNT	44
➤ APPENDIX IV. FY15 EMPLOYEE COMPENSATION OVER \$100K <sup>1,2</sup>	45
➤ APPENDIX V. COLLECTIVE BARGAINING	48
➤ APPENDIX VI. CURRENT SALARY SCHEDULES & CLASSIFICATIONS	50

**THIS PAGE INTENTIONALLY LEFT BLANK**

## FY17 SECTION OVERVIEW

This represents the seventh year of the revised Finance Committee (“FinCom”) section of the Town Warrant (the “FC” pages). The objective of the changes implemented several years ago was to provide taxpayers with the same historical trend information regarding operating expenses and metrics that the FinCom uses during the year to evaluate budget proposals.

A summary of the data included is set forth below:

- Operating metrics for each Cost Center for the fiscal years ending June 2015, June 2016 and June 2017 (requested) including:
  - Average salaries.
  - Healthcare benefits for active and retired employees.
  - Student populations with details on Sudbury, Lincoln, METCO, and other out-of-district students.
  - Cost per student for each school system.
  - Headcount by department and/or function for each Cost Center.
- The operating budgets of the two school systems are presented in similar formats to improve their readability.
- Detail on Community Preservation Fund cash flows, with information on sources of revenue, expenditures on Open Space, Community Housing and Historic Preservation, and cash balances.
- Compensation information for all employees, whether managers or not, earning over \$100,000 a year.

As you review information contained in the FC pages, please keep in mind two important facts. First, this is Sudbury information, and metrics such as average teacher salaries and cost per student are calculated using the FinCom’s methodology. As our figures are calculated differently from those compiled by the Massachusetts Departments of Revenue (“DOR”) and the Massachusetts Department of Elementary and Secondary Education (“DESE”), the Warrant information is not always comparable to what you might find at the mass.gov web site. You cannot, for instance, compare the FinCom’s “cost per student” to the one available on the Mass DOE web site. To compare Sudbury to other towns, please use the figures on the mass.gov or DESE web site. However, to compare Sudbury specific benchmarks the FinCom reviews, please use the information contained in the Warrant.

Second, not all of these statistics are meaningful when used to compare the Sudbury Public Schools and Lincoln-Sudbury Regional High School. The two school systems are inherently different due to the age and educational needs of their respective student populations as well as due to the differences in how regional vs. town school district budgets are required to be presented. Most of the statistics the FinCom reviews are used solely for the purpose of identifying trends within each system, not for comparison between the school systems.

## FINANCE COMMITTEE REPORT

Dear Resident of Sudbury,

This report will assist you in understanding Sudbury's fiscal year 2017 ("FY17") budget, from July 1, 2016 - June 30, 2017, and the related financial articles that will be presented to you at Town Meeting beginning on May 2nd. We believe, above all, that the participation of an informed voter is essential for the success of Sudbury's democratic process and continued fiscal health.

The Finance Committee is responsible for reviewing budgets for the town and schools and making recommendations to the Board of Selectmen and to the taxpayers at Town Meeting. In this role, we have no authority to make spending decisions as that is the responsibility of our various elected bodies. Rather, our role is to examine those budgets on your behalf and make independent and informed recommendations regarding the budget and other financial issues. We do so by gathering data and asking questions prior to forming a recommendation.

This diligence process happens throughout the year as we meet with the Sudbury Town Departments (the "Town"), the Sudbury Public School K-8 School System ("SPS"), and the Lincoln-Sudbury Regional High School ("LSRHS" or the "High School") and other entities in regularly scheduled Finance Committee meetings as well as in smaller liaison meetings between a FinCom member and the management teams for each cost center.

Following the 2015 Town Meeting, the Finance Committee chair requested that the Board of Selectmen form a new committee, the Budget Strategies Task Force (BSTF) composed of the Town Manager, the SPS superintendent, the LSRHS superintendent, and two representatives each from FinCom, the Board of Selectmen, the SPS Committee, and the LSRHS Committee. The mission of this newly-formed committee is to enhance the Town of Sudbury's budgeting process by means of collaboration and communication among the three major cost centers – Sudbury Public Schools, Lincoln Sudbury Regional High School and the Town of Sudbury – through the sharing of information about budget pressures and anticipated unusual expenses or cost savings, through the exploring of possibilities for cost sharing among and across cost centers, through eliciting proposals for improving the budget hearing and pre-budget hearing process, and through discussion of other procedures that might result in an improved budgeting process for the Town of Sudbury.

This report is the culmination of a six-month budget process which included input from six months of meetings of the newly-formed Budget Strategies Task Force. In preparation for the budget hearing process in January 2016, FinCom asked each cost center to prepare a budget for FY17, taking into account that the cumulative increase be no more than 2.6%. Although the Finance Committee guidance letter set an overall maximum combined budget increase, it did not stipulate how any resulting increase might be allocated among the three cost centers. However, we did ask that any cost center presenting a budget with an increase greater than 2.6% also include a detailed description of how that cost center would reach a budget with no more than a 2.6% increase.

While we recognized that each cost center has certain unique characteristics, FinCom believed it important that a level of consistency exist in all budget submissions. As a result, we asked each cost

center to submit a spreadsheet showing any increases and decreases from their FY16 budget and how these mapped to the resulting requested FY17 budget.

After hearing budget presentations from the Town, SPS, and LS on budgets with a 2.6% increase in each and taking into account other expenditures in the operating budget and the expected revenue, the FinCom found that there was a \$350K gap between the requests and a non-override budget, a gap primarily due to the shift upward in the calculation provided by the state of Sudbury’s share of the required minimum contribution portion of the LS budget and an unusually large increase in the anticipated Out of District tuition cost in the SPS FY17 budget.

The three cost centers were asked to come to a joint meeting of the Finance Committee and the Budget Strategies Task Force in early February with suggestions for closing that gap. At that meeting, each cost center offered reductions in their budgets that ultimately contributed to the non-override budget that the Finance Committee is recommending, an Operating Budget (excluding capital and enterprise funds) of approximately \$90.9 million which is a 2.5% increase over the FY16 budget. As you can see in the General Fund Budget Summary of Revenues and Expenditures chart on FC-13 it is anticipated that this will result in a \$2,024,537 increase in the property tax levy over the FY16 Appropriation or a 2.63% increase, including new growth and commercial property taxes. This translates to an approximately \$296 tax increase on the average home (appraised at \$634,923) for the operating budget only. This amount would be increased by any articles voted at the Annual Town Meeting that are funded by capital exclusion or debt exclusion.

The recommended budget represents a 1.9% increase in the Town budget, a 2.8% increase in the net SPS budget, and a 2.05% increase in the net LS budget. The LS budget increase results in a 3.8% increase in the LS assessment due to the shift upward of Sudbury’s share of the required minimum contribution as detailed in the chart below.

	FY16			FY17		
	Lincoln	Sudbury	Sudbury %	Lincoln	Sudbury	Sudbury %
RMC*	\$ 2,380,952	\$ 12,814,987	84.33%	\$ 1,953,874	\$ 12,756,591	86.72%
Assessment Above RMC	\$ 1,492,857	\$ 8,654,691	85.29%	\$ 1,617,653	\$ 9,530,889	85.49%
Debt Assessment	\$ 115,044	\$ 666,506	85.28%	\$ 100,420	\$ 591,655	85.49%
*Required Minimum Contribution						

These budgets also now include 2/3 of the Normal cost for OPEB (Other Post-Employment Benefits), and it is anticipated that 100% of the Normal OPEB cost will be included in the FY18 budgets. With this addition to the cost centers’ budgets, the Town, SPS and LSRHS will continue to have very large OPEB liabilities – as of the last actuarial report as of July 1, 2013, \$36,004,783 for the Town/SPS and \$27,234,223 for LSRHS – but we can focus on mechanisms to address the past unfunded liability as, going forward, the cost centers will be covering the cost of the promises of retiree healthcare benefits made to active employees in a given year.

We strongly urge you to be informed on the budgets being presented for your consideration. You have several avenues to increase your understanding of how each budget will affect the level of

services, schooling and quality of life in Sudbury. Please review the Finance Committee Report section of the Town Warrant; attend budget forums; check the Channels 8 (Comcast) and 31 (Verizon) schedules for rebroadcasts of the Finance Committee Budget Hearings; and review the vast array of budget materials available on the town and school websites. Also, do not hesitate to ask questions of your elected officials and committee members.

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

Lastly, the Finance Committee would like to recognize and extend thanks to the employees of the Town, SPS and LSRHS, and the various committees for their support and contributions during the preparation of the FY17 budget.

Respectfully yours,

Sudbury Finance Committee:

Susan Berry, Chair  
Fred Fluor, Vice Chair  
Jeffrey Atwater  
Jeff Barker  
Joan Carlton

Adrian Davies  
Jose Garcia-Meitin  
Mark Minassian  
Bryan Semple

## FY17 MONIED ARTICLES

<u>Article</u>	<u>Description</u>	<u>Finance Committee Voted Recommendations</u>
2	FY16 Budget Adjustments	Report at Town Meeting
3	Stabilization Fund	Approval
4	FY17 Operating Budget	Approval
5	FY17 Transfer Station Enterprise Fund Budget	Approval
6	FY17 Pool Enterprise Fund Budget	Report at Town Meeting
7	FY17 Recreation Field Maintenance Enterprise Fund Budget	Report at Town Meeting
8	Unpaid Bills	Report at Town Meeting
9	Chapter 90 Highway Funding	Report at Town Meeting
10	Town/School Revolving Funds	Report at Town Meeting
11	Establish Solar Energy Savings Revolving Fund	Approval
12	Rolling Stock Stabilization Fund - Repurposing	Approval
13	FY17 Capital Budget	Approval
14A	Purchase of Fire Dept Ambulance	Approval
14B	Purchase of Fire Dept Ladder Truck	Approval
15	DPW Rolling Stock Replacement	Approval
16	School Rooftop HVAC Unit Replacement	Approval
17	Town and Schools Parking Lots, and Sidewalks Improvements	Report at Town Meeting
18	Nixon School Crosswalk Traffic Signal	Approval
19	Town and School Security and Access Controls	Approval
20	LSRHS Security Improvement	Approval
21	Schools Maintenance Garage	Disapproval
22	DPW Cold Storage Garage Addition	Disapproval
23	DPW Underground Fuel Storage Replacement	Report at Town Meeting
24	Walkways	Approval
25	Featherland Tennis Courts	Report at Town Meeting
26	Street Acceptances	Report at Town Meeting
31	Bylaw Change: October Town Meeting	Approval
32	Purchase Development Rights/Grant Conservation Restriction - Wayside Inn Land	Report at Town Meeting
33	Fairbank Community Center Design	Report at Town Meeting
35	Minuteman High School Debt Bonding	Report at Town Meeting
38	Sudbury Housing Trust Allocation	Report at Town Meeting
39	Goodnow Library Archives	Approval
40	Town Center Landscaping	Approval
41	Sudbury Historical Center and Museum at the Loring Parsonage	Report at Town Meeting
42	Bruce Freeman Rail Trail Partial 75% Design	Approval
43	FY17 CPC Budget	Report at Town Meeting
45	Remote Participation at Town Meeting	Report at Town Meeting

**ESTIMATED IMPACT ON FY17 RESIDENTIAL TAX BILL**

ESTIMATED IMPACT OF TOWN MEETING SPENDING ON YOUR FISCAL 2017 TAX BILL													
													AVG.
	100,000	200,000	300,000	400,000	500,000	600,000	700,000	800,000	900,000	1,000,000			
Fiscal Current Values	1,780	3,560	5,340	7,120	8,900	10,680	12,460	14,240	16,020	17,800			
Fiscal Current Taxes	1,823	3,645	5,468	7,290	9,113	10,935	12,758	14,581	16,403	18,226			
Fiscal Budget Taxes	1,761	3,522	5,284	7,045	8,806	10,567	12,329	14,090	15,851	17,612			
Debt Exemptions	61	123	184	245	307	368	429	491	552	614			
Capital Exemptions	0	0	0	0	0	0	0	0	0	0			
	2.39%	2.39%	2.39%	2.39%	2.39%	2.39%	2.39%	2.39%	2.39%	2.39%			
Article Amount	Resident's Share	To calculate the dollar impact of any additional expenditures that may be considered by Town Meeting, use this chart below.											
\$ 1,000	\$ 910	\$ 0.02	\$ 0.05	\$ 0.07	\$ 0.09	\$ 0.12	\$ 0.14	\$ 0.15	\$ 0.16	\$ 0.18	\$ 0.21	\$ 0.23	\$ 0.23
25,000	22,740	0.58	1.15	1.73	2.30	2.88	3.45	3.65	4.03	4.60	5.18	5.75	5.75
50,000	45,479	1.15	2.30	3.45	4.60	5.75	6.90	7.30	8.05	9.20	10.35	11.50	11.50
75,000	68,219	1.73	3.45	5.18	6.90	8.63	10.35	10.96	12.08	13.80	15.53	17.25	17.25
100,000	90,958	2.30	4.60	6.90	9.20	11.50	13.80	14.61	16.10	18.40	20.71	23.01	23.01
200,000	181,916	4.60	9.20	13.80	18.40	23.01	27.61	29.21	32.21	36.81	41.41	46.01	46.01
300,000	272,874	6.90	13.80	20.71	27.61	34.51	41.41	43.82	48.31	55.21	62.12	69.02	69.02
400,000	363,832	9.20	18.40	27.61	36.81	46.01	55.21	58.43	64.42	73.62	82.82	92.02	92.02
500,000	454,790	11.50	23.01	34.51	46.01	57.51	69.02	73.04	80.52	92.02	103.53	115.03	115.03
600,000	545,748	13.80	27.61	41.41	55.21	69.02	82.82	87.64	96.63	110.43	124.23	138.04	138.04
700,000	636,706	16.10	32.21	48.31	64.42	80.52	96.63	102.25	112.73	128.83	144.94	161.04	161.04
800,000	727,664	18.40	36.81	55.21	73.62	92.02	110.43	116.86	128.83	147.24	165.64	184.05	184.05
900,000	818,622	20.71	41.41	62.12	82.82	103.53	124.23	131.46	144.94	165.64	186.35	207.05	207.05
1,000,000	909,580	20.71	46.01	69.02	92.02	115.03	138.04	146.07	161.04	184.05	207.05	230.06	230.06

## SUDBURY PUBLIC SCHOOLS SUPERINTENDENT'S REPORT

Dear Resident of Sudbury,

The FY17 No Override budget that is presented in this warrant totals \$40,933,331, an increase of \$1,117,219 (2.8%) over the FY16 budget. This budget reflects a level increase in state and local revenue sources compared to the current year. This assumption, as well as others, remains somewhat fluid and uncertain at this point in time. We anticipate that this fluidity may continue up until Town Meeting.

As we sustain our focus on meeting the diverse needs of our students, we continue a multi-year effort to rebuild our teaching and learning infrastructure to challenge and support all learners. This year we have fully implemented a 1:1 instructional technology program at all three grade levels at Curtis Middle School. In addition, we are engaged in a multi-year effort to build district capacity to: a) provide an inclusive learning environment for all learners and, b) to implement an effective tiered system of support for the social/emotional/behavioral needs of our students. Both initiatives require ongoing professional development, curriculum resources, operational supports, instructional technology, and time for staff across the district to collaborate.

The FY17 No Override budget does not include any positions, materials, or structures associated with identified needs to keep the district moving forward and responsive to the changing needs of students and staff. These needs, identified through review of data as well as internal and external program assessments include: .4 FTE increase in nursing staff at ECMS; 1.0 FTE District-wide Social Worker; 1.0 FTE Special Education Administrator at ECMS; 1.0 FTE Elementary Science Coach; 1.0 FTE District Network Technician; 1.0 FTE ECMS Technician; 1.0 FTE Data Analyst; additional staffing to implement co-teaching; and additional staffing to allow for 1.0 FTE Special Education Team Chairs at each elementary school. In addition, we will implement a moratorium on technology purchases, other than the middle school 1:1 program, for the FY17 school year due to the lack of adequate staffing to sustain and maintain the technology.

Student enrollment directly impacts budget planning. SPS enrollment is projected to decline in FY17 by approximately 25 students (-0.9%) across the district. All three grade levels at the middle school will continue to have enrollments in excess of 300 (6<sup>th</sup>-302, 7<sup>th</sup>-325, 8<sup>th</sup>-325) students while our incoming Kindergarten class was 268 for FY 16 and is projected to be approximately 245 for FY17. The uncertainty of the real estate market and, in particular, the number of homes "on the market," continues to be an additional factor which impacts our ability to plan in a programmatically and fiscally responsible manner. Our enrollment projections for FY17, while addressing factors that are known to us, allow for little flexibility if we should experience an influx of school aged children. Therefore, if there is an increase in student population due to "move-ins", we will need to add class sections/FTEs if we are to remain within reasonable proximity to the class size guidelines established.

A key budget driver is special education. This federal and state mandated program requires us to provide a level of service that meets the needs of each identified student starting at age 3. At this time, we project our special education expenses - not including salaries - will be 14.54% higher in FY17 than FY16 due to an increase in Out of District enrollments. Because special education accounts for nearly 27% of our operating budget, we are continually seeking every efficiency and economy possible while maintaining a quality, mandated level of service.

The SPS School Committee and administration seek to provide all Sudbury students with an exceptional educational experience, in a safe environment, that allows them to reach their academic and personal goals

and become educated, confident, well rounded, and thoughtful contributors in our society. We will continue to offer leadership to achieve these goals in a fiscally responsible manner.

Respectfully yours,

*Dr. Anne S. Wilson*  
Superintendent Sudbury Public Schools PK-8

## **Lincoln-Sudbury Superintendent's Report**

Dear Resident of Sudbury,

The High School's core values emphasize cooperative and caring relationships, respect for differences, pursuing academic excellence, and cultivating community. Our school culture strives to personalize education for all students in order to enhance achievement by building on individual talents and creating an educational environment where students want to learn and discover their passions. Our teachers develop engaging courses, foster strong connections with students, and produce well-rounded graduates who are prepared for the best colleges and other post-graduate endeavors. We are mindful of preparing students for entry into a fast-changing global environment.

In 2015, we welcomed Peter Rowe to the administrative team as Interim Director of Finance and Operations, along with the hiring of 6 new faculty members. Our October 1, 2015, enrollment totaled 1,664 students overall with 1,602 enrolled in school and 62 students in out-of-district placements. Included in this total are 91 students from Boston attending via the METCO Program. Class size medians range from 23-25 for "core academic" classes, which means a sizable majority of our students are in classes larger than 24.

Along with our two "feeder" districts, the Lincoln and Sudbury Public Schools, the High School continues to receive students from Boston. The Metropolitan Council for Educational Opportunity, Inc. (METCO) program was established to provide the opportunity for children from racially imbalanced schools in Boston and children from relatively isolated suburban schools to learn together in an integrated public school setting. We share a METCO Director with Sudbury Public Schools.

Over the summer, our technology team, led by Nancy Errico, supported a successful whole school transfer from First Class to Google Apps for Education effective July 1<sup>st</sup>, 2015. All staff continue to be trained on the finer aspects of Google Apps through the school year with the support of technology team members and colleagues. Everyone is thrilled to continue our improvement to technology resources in the school supported by the 2014 technology network infrastructure project upgrade.

The Solar Canopy Project, which broke ground in August 2014, was completed in May, 2015. Along with additional energy conservation projects including installation of a new building/energy management system and replacement of all the metal halide exterior lamps on campus with L.E.D. technology, our energy consumption and maintenance costs were reduced. Our utility budget reflects a reduction in the amount of \$50,000.

The School Committee and the Teachers Association resolved a three-year contract that commenced July 1, 2015. Among other language changes in the contract, the following was agreed to for FY16, FY17, and FY18: 1%, 2.5%, and 3% COLA increases for each of the three years plus a commensurate increase in employee contribution to health insurance from 70% to 65% in Year Two for all current and newly retired employees and then from 65% to 50% for employees retiring at the end of Year Three. A minimum of an additional 1% COLA increase was agreed to for FY19.

The school participates in Minuteman Nashoba Health Group, a coalition of Massachusetts towns and school districts that have joined together to more affordably purchase health benefits. Due in large part to this positive experience and membership, in the most recent OPEB evaluation performed by KMS Actuaries, LLC, Lincoln Sudbury's projected accrued OPEB liability decreased from \$46,124,163 to \$27,234,223 effective July 1, 2013. The OPEB liability valuation takes place every two years.

Of special note was the launching of the Global Scholars Program. The purpose of the program is to foster global competency among our students to improve their capacity to better participate in and serve our global community for themselves and ourselves. We appreciate especially grants received from the Sudbury Foundation and the Lincoln-Sudbury Parent Organization to support scholarships and financial assistance for student international travel.

We appreciate the continued support of the Towns of Lincoln and Sudbury for our annual operating costs. We also appreciate the supplemental support of FELS and SERF that provide mini grants to fund teacher initiated projects to benefit teaching and learning in the school. We would also not be able to provide service at the current level of excellence without the financial support and hard work of our many parent organization groups.

Respectfully yours,

***Bella Wong***  
L-S Superintendent

## **TOWN MANAGER'S REPORT**

Dear Resident of Sudbury,

Thank you for the opportunity to present my first budget to the Town of Sudbury. I'm very excited about what we have accomplished with this year's budget and I'm looking forward to seeing it implemented in FY17.

The Finance Committee recommended FY17 budget for the Town Government increases the FY16 budget by 1.9%.

This Level Service budget allows us to continue to provide services to the residents of Sudbury without interruption and allows the Town, through creative budgeting and fiscal responsibility, to address new and growing needs throughout the community.

Our fixed costs, like health insurance, retirement, OPEB, and collective bargaining agreements, increased by over \$550,000 this year, but through good planning, our budget only increased \$172,000 from last fiscal year. I am proud to report that due to joining the GIC and other health insurance reform, our current health insurance budget is still over \$500,000 less than it was in FY2007.

Some of the budgetary savings are seen by reductions in gas and energy costs, while other savings are realized through consolidations and attrition.

Through this budget, we eliminated a Storm Water Engineer and reevaluated the Assistant Planner position in order to attract the most qualified of candidates. This position will now be an Environmental Planner, who will be responsible for compliance with the pending Storm Water regulations, assist the Planning Department with projects and consult with the Conservation Department.

Since 2010, Sudbury's senior population has increased by 14%. With that upsurge has come increased need, which has been addressed by increasing to full-time the Council on Aging's Information and Referral Specialist.

Finally, we introduced several new initiatives. We budgeted a Hazardous Waste Collection Day, so that Sudbury residents can throw away hazardous materials, like paint, that they may be storing in their home. We proposed installing GPS in DPW vehicles, including snow contractors, and we are installing new software in order to streamline the Town's purchasing and fiscal systems.

These new initiatives met just a few of the requests presented by Town Staff. I recognize that in the next years we will need to address the need for additional public safety personnel and that the Conservation Department will need additional staff in the future to help with increased demand.

Thank you for your consideration of my Town Manager FY17 Budget. I am looking forward to speaking with you further at Town Meeting.

Best,

***Melissa Murphy-Rodrigues, Esq.***  
***Town Manager***

**GENERAL FUND BUDGET SUMMARY OF REVENUES & EXPENDITURES**

<b>USES/EXPENDITURES</b>	<b>FY15 Actual</b>	<b>FY16 Appropriated</b>	<b>FY17 Recommended</b>
LSRHS Operating Assessment	20,726,735	21,404,879	22,083,916
LSRHS OPEB Normal Cost Assessment	-	64,799	203,563
<b>Total LS Operating Assessments</b>	20,726,735	21,469,678	22,287,479
SPS Expenses	35,666,932	35,744,916	37,321,927
SPS Offsets	(2,748,694)	(1,995,573)	(2,739,308)
SPS Employee Benefits & Insurances	5,704,418	5,934,990	6,156,384
SPS OPEB Normal Cost	-	131,779	194,328
<b>SPS NET</b>	38,622,656	39,816,112	40,933,331
Minuteman Regional Assessment	543,452	694,384	728,141
<b>Total: Schools</b>	59,892,844	61,980,174	63,948,951
General Government	2,641,427	2,719,850	2,825,426
Public Safety	6,873,914	7,218,029	7,332,129
Public Works	5,412,230	5,362,060	5,213,559
Human Services	621,293	659,188	713,912
Culture & Recreation	1,160,873	1,233,397	1,282,232
Town Employee Benefits & Insurances	4,283,992	4,566,368	4,779,045
OPEB Normal Cost	-	62,402	119,766
Other & Transfer Accounts	404,221	524,971	508,126
Subtotal, town services	21,397,950	22,346,265	22,774,195
Town Offsets	(830,072)	(625,000)	(641,912)
<b>Total: Town Departments</b>	20,567,878	21,721,265	22,132,283
Town Debt Service	3,060,663	3,719,050	3,628,425
LSRHS Debt Assessment	688,613	666,506	591,655
<b>Total: Debt Budget</b>	3,749,276	4,385,556	4,220,080
<b>Subtotal: Operating Budget Article</b>	84,209,997	88,086,995	90,301,314
Capital Expenditures	296,000	392,750	404,000
<b>Subtotal: Operating Capital Article</b>	296,000	392,750	404,000
<b>Total General Fund Operating Articles</b>	84,505,997	88,479,745	90,705,314
Capital by Exclusions	685,000	420,000	-
Capital by Available Funds	1,618,400	2,412,173	-
Stabilization Fund Contributions	20,100	141,600	-
Prior Year Articles/Recoveries	100,000	207,872	-
Other Charges to be raised	813,668	836,565	906,564
<b>Total: Other Amounts To Be Raised</b>	3,237,168	4,018,210	906,564
<b>Total: Uses/Expenditures</b>	87,743,165	92,497,955	91,611,878
<b>SOURCES/REVENUES</b>	<b>FY15 Actual</b>	<b>FY16 Tax Recap</b>	<b>FY17 Recommended</b>
State Aid	5,882,118	5,936,012	5,991,012
SBAB School Debt Reimbursement	1,681,224	1,605,768	1,605,768
Local Receipts	5,432,011	4,787,000	4,892,000
From Other Available Funds	2,188,580	3,171,645	125,000
<b>Total: State &amp; Local Receipts</b>	15,183,933	15,500,425	12,613,780
Property Tax Levy	73,549,580	76,997,530	79,022,067
<b>Total: Sources/Revenue</b>	88,733,513	92,497,955	91,635,847
	<b>Over/(Under)</b>	<b>0</b>	<b>23,969</b>

**GENERAL FUND BUDGET COMPARISON**

<b>USES/EXPENDITURES</b>	<b>FY16 Appropriated</b>	<b>FY17 Recommended</b>	<b>Increase/ (Decrease)</b>	<b>% Increase/ (Decrease)</b>
LSRHS Operating Assessment	21,469,678	22,287,479	817,801	3.81%
Sudbury Public Schools	39,816,112	40,933,331	1,117,219	2.81%
MRVHS Assessment	694,384	728,141	33,757	4.86%
Town Government	22,346,265	22,774,195	427,930	1.91%
Special Revenue Offsets	(625,000)	(641,912)	(16,912)	2.71%
Sub-total Operating*	83,701,439	86,081,234	2,379,795	2.84%
Sudbury Debt Service	3,719,050	3,628,425	(90,625)	-2.44%
LSRHS Debt Assessment	666,506	591,655	(74,851)	-11.23%
Sub-total Debt	4,385,556	4,220,080	(165,476)	-3.77%
Total Operating Budget Article	88,086,995	90,301,314	2,214,319	2.51%
Operating Capital Article	392,750	404,000	11,250	2.86%
Total General Fund Use	88,479,745	90,705,314	2,225,569	2.52%

\*Operating budget allocation includes a supplemental request for Normal Cost contributions for OPEB for each of the cost centers.

**ENTERPRISE FUNDS BUDGETS**

<b>EXPENDITURES</b>	<b>FY15 Actual</b>	<b>FY16 Appropriated</b>	<b>FY17 Recommended</b>
Transfer Station	314,374	498,256	276,032
Atkinson Pool	540,868	578,043	574,279
Recreation Field Maintenance	220,315	218,086	214,183
<b>Total: Direct</b>	1,075,557	1,294,385	1,064,494
Transfer Station	16,255	16,700	16,700
Recreation Field Maintenance	20,879	21,500	22,575
<b>Total: Indirect</b>	37,134	38,200	39,275
<b>Total: Expenditures</b>	<b>1,112,691</b>	<b>1,332,585</b>	<b>1,103,769</b>
<b>RECEIPTS &amp; RESERVES</b>	<b>FY15 Actual</b>	<b>FY16 Appropriated</b>	<b>FY17 Recommended</b>
Transfer Station	306,471	514,956	292,732
Atkinson Pool	552,036	578,043	574,279
Recreation Field Maintenance	246,204	239,586	236,758
<b>Total: Receipts &amp; Reserves</b>	<b>1,104,711</b>	<b>1,332,585</b>	<b>1,103,769</b>
	<b>Over/(Under)</b>	<b>-</b>	<b>-</b>

**FY17 GENERAL FUND BUDGET DETAILS  
SUDBURY PUBLIC SCHOOLS BUDGET**

	<b>FY15 Actual</b>	<b>FY16 Appropriated</b>	<b>FY17 Recommended</b>
<b>Salaries &amp; Other Cash Compensation</b>			
Administration	1,077,254	1,097,474	1,134,561
Elementary Instruction	11,355,897	11,757,797	12,078,361
Middle School Instruction	5,562,170	5,689,106	6,192,739
Curriculum/Instr/Technology	951,267	924,739	952,117
Special Ed Instruction	6,700,607	6,908,457	7,301,942
Health, Transportation & Food Service	417,482	405,583	424,173
Health & Food Service		347,056	357,683
Transportation		58,427	66,490
Plant Maintenance	996,632	985,765	1,065,651
All Other	443,532	600,263	550,263
Non-Override Reduction			-188,171
<b>Total Salaries &amp; Other Cash Compensation</b>	<b>\$ 27,504,841</b>	<b>\$ 28,369,184</b>	<b>\$ 29,511,636</b>
<b>Expenses</b>			
Administration	472,932	480,351	480,351
Elementary Instruction	351,099	359,490	359,490
Middle School Instruction	179,476	193,571	193,571
Curriculum/Instr/Technology	756,082	549,975	449,975
Special Ed Instruction	3,234,290	3,356,627	3,844,572
Health, Transportation & Food Service	950,551	1,042,138	1,073,402
Health & Food Service			
Transportation		1,042,138	1,073,402
Utilities	771,756	1,131,882	881,882
Plant Maintenance	1,247,442	511,698	527,049
<b>Total Expenses</b>	<b>\$ 7,963,628</b>	<b>\$ 7,625,732</b>	<b>\$ 7,810,292</b>
<b>Subtotal before Benefits</b>	<b>\$ 35,468,469</b>	<b>\$ 35,994,916</b>	<b>\$ 37,321,928</b>
<b>OPEB Normal Cost</b>		<b>\$ 131,779</b>	<b>\$ 194,328</b>
<b>Healthcare Benefits</b>			
Active Employees	2,825,565	2,886,298	2,987,202
Retired Employees	651,014	728,138	716,287
<b>Total Healthcare Benefits</b>	<b>\$ 3,476,579</b>	<b>\$ 3,614,436</b>	<b>\$ 3,703,489</b>
<b>Retirement &amp; Other Benefits</b>			
Active Employees	775,403	761,974	788,987
Retirement Assessment	1,452,436	1,558,580	1,663,908
<b>Total Retirement &amp; Other Benefits</b>	<b>\$ 2,227,839</b>	<b>\$ 2,320,554</b>	<b>\$ 2,452,895</b>
<b>Total Benefits</b>	<b>\$ 5,704,418</b>	<b>\$ 6,066,769</b>	<b>\$ 6,350,712</b>
<b>Total SPS Operating Expenses</b>	<b>\$ 41,172,887</b>	<b>\$ 42,061,685</b>	<b>\$ 43,672,640</b>
<b>SPS Grants, Fees &amp; Other Offsets</b>	<b>\$ (2,748,694)</b>	<b>\$ (2,245,573)</b>	<b>\$ (2,739,308)</b>
<b>Net SPS Operating Expenses</b>	<b>\$ 38,424,193</b>	<b>\$ 39,816,112</b>	<b>\$ 40,933,332</b>

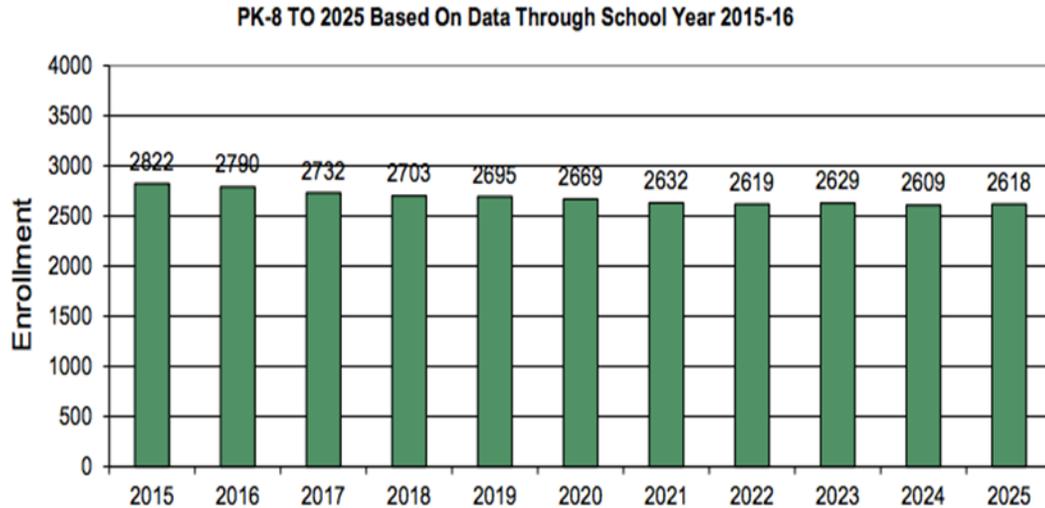
**SUDBURY PUBLIC SCHOOLS BUDGET CONT'D**

Total Compensation	\$ 33,209,259	\$ 34,435,953	\$ 35,862,348
Total Compensation (salaries, other cash compensation & benefits as a % of Operating Expenses ( <u>before</u> Offsets)	80.66%	81.87%	82.12%
Students:			
Sudbury (Pre-K - 8)	2768	2718	2686
Metco	70	70	70
Other Out of District Students at SPS	36	34	34
Total	2,874	2,822	2,790
Gross Out-of-District SpEd Costs	1,591,488	1,764,807	2,467,751
Less: Offsets/Reimbursements	584,108	800,000	1,001,157
Net Out-of-District SpEd Costs	\$ 1,007,380	\$ 964,807	\$ 1,466,594
Out of District Student Count	24	20	20
Average Cost Per Placement	\$ 66,312	\$ 88,240	\$ 123,388
SpEd Transportation Costs	\$ 978,912	\$ 798,075	\$ 598,075
Students w/IEPs	454	424	424
Cost per Student (Operating Expenses <u>before</u> Offsets div by # of Students)	\$ 14,326	\$ 14,905	\$ 15,653
Headcount (FTEs)			
Administrators	19.00	20.00	20.00
Administrative Support	16.05	16.05	16.05
Teachers (excl SPED)	196.11	192.16	192.23
Classroom & Teaching Support (excl SPED)	25.65	25.90	23.83
SPED Teachers	61.60	63.60	65.60
SPED Support	58.97	59.97	62.13
Metco	6.50	6.50	6.50
Custodial/Grounds/Maintenance	16.00	16.00	17.00
All Other	14.15	14.15	14.15
Non-Override Reduction			-2.50
Headcount (FTEs) mapped to categories on page 1			
Administration		17.95	17.95
Elementary Instruction		161.47	158.33
Middle School Instruction		76.19	77.20
Curriculum/Instr/Technology		9.00	9.00
Special Ed Instruction		124.57	128.73
Health & Food Service		5.50	5.62
Transportation		3.65	3.66
Plant Maintenance		16.00	17.00
All Other			
Non-Override Reduction			-2.50
Total FTEs	414.03	414.33	414.99

**SUDBURY PUBLIC SCHOOLS BUDGET CONT'D**

Part Time Employees receiving benefits	21	21	15
Retirees receiving Full Healthcare benefits	32	37	30
Retirees receiving Medicare Supplemental benefits	209	212	216
Average Class Size			
Haynes	19.40	19.00	19.30
Loring	20.30	20.70	20.00
Nixon	19.30	19.80	19.50
Noyes	19.60	20.00	18.80
Curtis	21.96	22.50	22.20
Average Salaries			
Teachers	76,422	78,462	83,072
Administration	111,009	109,890	114,123
All Other	35,143	37,167	38,314
# Employees eligible for benefits		370	370
Active employees with health benefits	243	244	258
Retirees with health benefits	255	256	246
Healthcare benefits per active employee	\$ 11,628	\$ 11,829	\$ 11,578
Healthcare benefits per retiree	\$ 2,553	\$ 2,844	\$ 2,912
Other Benefits per active employee	\$ 1,873	\$ 1,839	\$ 1,901
Pension Assessment Cost/School Participant (Middlesex Only)	\$ 5,696	\$ 6,088	\$ 6,764

## SUDBURY PUBLIC SCHOOLS ENROLLMENT



	<b>FY15 Actual</b>	<b>FY16 Appropriated</b>	<b>FY17 Recommended</b>
<b>SUDBURY PUBLIC SCHOOLS</b>			
Sudbury Public Schools	35,666,932	35,744,916	37,321,927
Operating Offsets	(2,748,694)	(1,995,573)	(2,739,308)
Benefits & Insurance	5,704,418	5,934,990	6,156,384
Normal Cost for OPEB		131,779	194,328
<b>Total: Sudbury Public Schools</b>	<b>38,622,656</b>	<b>39,816,112</b>	<b>40,933,331</b>

The FY17 Recommended Budget will provide the Sudbury Public Schools (SPS) with an additional \$1,117,219 in operating expenditures over FY16 amounts. This represents an increase of 2.81% over the SPS Fiscal Year 2016 budget, inclusive of pension cost, insurance costs and a contribution for future OPEB expenses. Excluding OPEB the increase is 2.66%.

The original Needs Budget submitted by SPS (exclusive of the OPEB contribution) was \$960,351 above the 2.6% budget requested by the Finance Committee. SPS subsequently submitted a budget that was the recommended 2.6% higher than they FY16 budget. Unanticipated out of district special education costs for FY17 are the main budget driver over the FY16 budget. The 2.6% budget increase does not include any FTE additions and also requires significant cuts to existing FTEs and programs. To help counteract some of these cuts, the Finance Committee voted to increase the SPS budget by an additional \$125,000 funded by the use of Free Cash. While this level of funding will not eliminate all the reductions at SPS, the Finance Committee will review the out of district special

education costs and will increase the SPS budget another \$100,000 (also funded by the use of Free Cash) if necessary.

As of March, the SPS enrollment projection for FY17 shows a decrease of 32 students over the FY16 totals.

As explained above, the FY17 Recommended Budget is \$960,351 less than the Level Service Budget submitted by SPS. The Level Service Budget included 4.4 new FTE's - a 0.4 FTE nurse at the Middle School, a 1.0 FTE social worker, a 1.0 FTE Special Education Administrator, a 1.0 FTE District Network Technology Technician and a 1.0 FTE Technology Technician at the Middle School.

Similar to the High School, SPS includes within its budget the costs associated with running the district including, but not limited to, health, life, workers' compensation, property and casualty insurances, FICA, retirement assessments, and OPEB. These expenses represent 15.51% of the total FY17 SPS budget approved by the Finance Committee. Special Education represents 27% of the budget – this includes both in district and out of district costs.

The Finance Committee recommends approval of a FY17 Recommended Budget for the Sudbury Public Schools in the amount of \$40,933,331.

<b>LINCOLN-SUDBURY REGIONAL HIGH SCHOOL BUDGET</b>			
	<b>FY15 Actual</b>	<b>FY16 Appropriated</b>	<b>FY17 Recommended</b>
<b>Salaries &amp; Other Cash Compensation</b>			
Administration	\$ 1,183,100	\$ 1,221,979	\$ 1,289,190
Instruction (excl Spec Ed)	\$ 10,831,262	\$ 11,484,984	\$ 11,652,866
Special Ed Instruction	\$ 1,715,582	\$ 2,144,445	\$ 2,178,145
Educational Support	\$ 531,288	\$ 371,680	\$ 433,041
Educational Support - Special Education	\$ 703,692	\$ 785,054	\$ 779,160
Clerical/Admin Support	\$ 843,381	\$ 962,256	\$ 1,059,962
Grounds/Maintenance	\$ 652,827	\$ 624,690	\$ 631,021
Coaching	\$ 337,492	\$ 342,492	\$ 356,911
All Other (Substitutes, Extra Services, Curric. Dev.)	\$ 489,623	\$ 302,292	\$ 331,563
<b>Total Salaries &amp; Other Cash Compensation</b>	<b>\$ 17,288,247</b>	<b>\$ 18,239,872</b>	<b>\$ 18,711,859</b>
<b>Expenses</b>			
Instruction (excl Spec Ed)	\$ 668,516	\$ 429,935	\$ 598,868
Special Education	\$ 5,515,617	\$ 5,456,332	\$ 5,906,485
Educational Support	\$ 751,804	\$ 813,901	\$ 826,075
Operations excl Utilities	\$ 417,372	\$ 436,320	\$ 436,320
Utilities	\$ 633,750	\$ 670,100	\$ 603,100
All Other Expenses & Contingency	\$ 273,653	\$ 436,303	\$ 387,226
<b>Total Expenses</b>	<b>\$ 8,260,712</b>	<b>\$ 8,242,891</b>	<b>\$ 8,758,074</b>
<b>Subtotal before Benefits</b>	<b>\$ 25,548,959</b>	<b>\$ 26,482,763</b>	<b>\$ 27,469,933</b>
<b>OPEB Normal Cost</b>		<b>\$ 75,984</b>	<b>\$ 238,114</b>
<b>Healthcare Benefits</b>			
Active Employees	\$ 1,600,526	\$ 1,735,000	\$ 1,621,116
Retired Employees	\$ 642,007	\$ 801,000	\$ 731,459
<b>Total Healthcare Benefits</b>	<b>\$ 2,242,533</b>	<b>\$ 2,536,000</b>	<b>\$ 2,352,575</b>
<b>Retirement &amp; Other Benefits</b>			
Active Employees	\$ 369,495	\$ 452,586	\$ 402,586
Retired Employees	\$ 523,265	\$ 548,534	\$ 586,204
<b>Total Retirement &amp; Other Benefits</b>	<b>\$ 892,760</b>	<b>\$ 1,001,120</b>	<b>\$ 988,790</b>
<b>Total Benefits</b>	<b>\$ 3,135,293</b>	<b>\$ 3,537,120</b>	<b>\$ 3,341,365</b>
<b>Total LSRHS Operating Expenses</b>	<b>\$ 28,684,252</b>	<b>\$ 30,019,883</b>	<b>\$ 30,811,298</b>
LSRHS Grants, Fees, Circuit Breaker & Other Offsets	\$ (1,586,082)	\$ (1,566,280)	\$ (1,933,805)
<b>Net LSRHS Operating Expenses</b>	<b>\$ 27,098,170</b>	<b>\$ 28,453,603</b>	<b>\$ 28,877,493</b>
Debt Principal	\$ 550,000	\$ 550,000	\$ 545,000
Long-Term Debt Interest	\$ 254,925	\$ 231,550	\$ 147,075
<b>Total Debt Service</b>	<b>\$ 804,925</b>	<b>\$ 781,550</b>	<b>\$ 692,075</b>

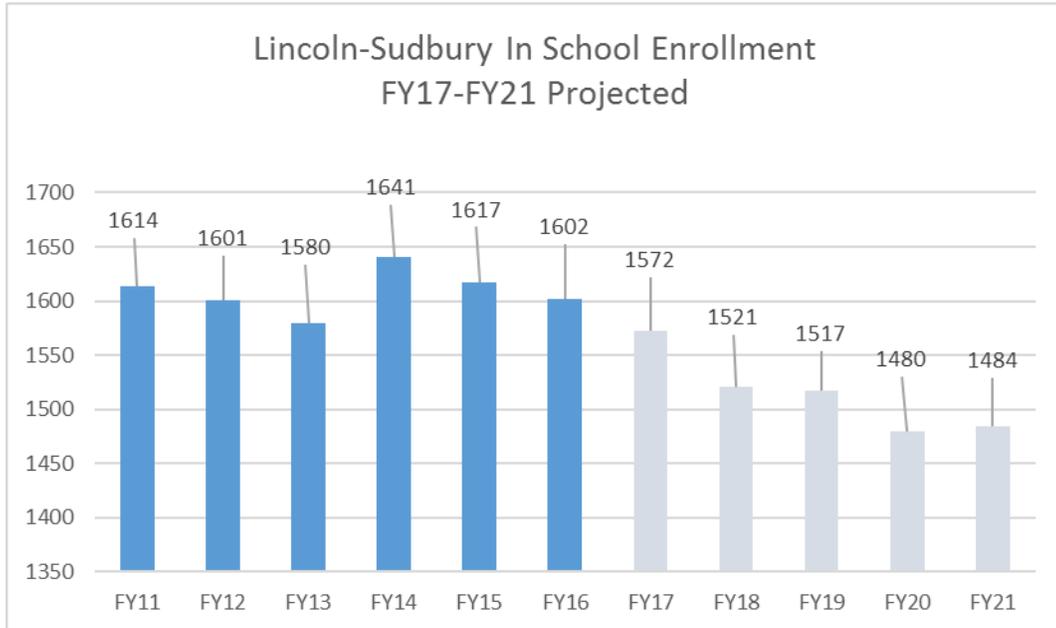
**LINCOLN-SUDBURY REGIONAL HIGH SCHOOL BUDGET CONT'D**

Total Compensation (salaries, other, and benefits)	\$ 20,423,540	\$ 21,776,992	\$ 22,053,224
Total Compensation as % of Total Operating Expenses	71.2%	72.5%	71.6%
Students:			
Sudbury	1,317	1,292	1,268
Lincoln	211	195	190
Metco	91	91	90
Other	14	24	24
Total In-School Enrollment	1,633	1,602	1,572
Out of District Placements	60	62	64
Total Enrollment	1,693	1,664	1,636
Total Out of District Tuitions	\$ 4,517,914	\$ 4,590,721	\$ 4,981,830
Less: Offsets/Reimbursements	\$ (1,166,846)	\$ (1,150,000)	\$ (1,500,000)
Net Out-of-District Tuition	\$ 3,351,068	\$ 3,440,721	\$ 3,481,830
Out-of-District Student Count	59	62	64
Average Tuition Per Placement (excluding offsets)	\$ 76,575	\$ 74,044	\$ 77,841
Out of District Transportation	\$ 622,656	\$ 634,200	\$ 630,000
Students w/IEP's	251	249	260
Total Operating Expenses	\$ 28,684,252.00	\$ 30,019,883.00	\$ 30,811,298.00
Average Operating Expense per Student	\$ 16,942.85	\$ 18,040.80	\$ 18,833.31
Total Operating Expenses Less Out of District Costs	\$ 23,543,682.00	\$ 24,794,962.00	\$ 25,199,468.00
Average Operating Expense per In-School Student	\$ 14,417	\$ 15,478	\$ 16,030
Headcount (FTEs)			
Administrators	9.0	9.0	9.0
Administrative Support	17.2	18.6	18.6
Teachers (excluding SPED)	125.6	124.3	126.3
Classroom & Teaching Support (excluding SPED)	3.4	6.0	6.5
SPED Teachers	18.3	20.6	21.6
SPED Support	14.3	17.2	17.2
Custodial/Grounds/Maintenance	10.0	10.0	10.0
All Other	8.9	1.9	1.9
Headcount (FTEs) mapped to categories on page 1:			
Administration	9.0	9.0	9.0
Instruction (excl Spec Ed)	125.6	124.3	126.3
Special Ed Instruction	18.3	20.6	21.6
Educational Support	3.4	6.0	6.5
Educational Support - Special Education	14.3	17.2	17.2
Clerical/Admin Support	17.2	18.6	18.6
Grounds/Maintenance	10.0	10.0	10.0
Coaching	0.0	0.0	0.0
All Other (Substitutes, Extra Services, Curric. Dev.)	8.9	1.9	1.9
Total FTEs, excluding g grant funded positions	<b>206.7</b>	<b>207.6</b>	<b>211.0</b>
Federal and State Grant Funded FTE Positions	9.5	8.3	8.3

**LINCOLN-SUDBURY REGIONAL HIGH SCHOOL BUDGET CONT'D**

Total FTE Count including Grant Funded Positions	<b>216.2</b>	<b>215.8</b>	<b>219.3</b>
Part Time Employees receiving benefits	22	18	18
Retirees receiving Full Healthcare benefits	36	34	32
Retirees receiving Medicare Supplemental benefits	103	106	114
Average Class Size			
Academic (Engl., History, Math, Science, Lang.)	23.23	TBD	TBD
Electives are in every subject area, not separated)			
Students Participating in Athletics (Estimate)	1,300	1,300	1,300
Average Salaries			
Teachers	\$ 87,191	\$ 94,061	\$ 93,548
Administration	\$ 131,456	\$ 135,775	\$ 143,243
All Other	\$ 56,603	\$ 57,056	\$ 59,751
# Employees eligible for benefits	226	225	228
Active employees with health benefits	160	161	164
Retirees with health benefits	142	140	146
Healthcare benefits per active employee	\$ 10,003	\$ 10,776	\$ 9,885
Healthcare benefits per retiree	\$ 4,521	\$ 5,721	\$ 5,010
Retirement Assessment per L-S participant	TBD	TBD	TBD

**LINCOLN-SADBURY REGIONAL HIGH SCHOOL ENROLLMENT**



	<b>FY15 Actual</b>	<b>FY16 Appropriated</b>	<b>FY17 Recommended</b>
<b>LINCOLN-SADBURY REGIONAL HS</b>			
Sudbury Operating Assessment	20,726,735	21,404,879	22,083,916
Sudbury Normal Cost Assessment		64,799	203,563
<b>Total Operating Assessments</b>	<b>20,726,735</b>	<b>21,469,678</b>	<b>22,287,479</b>

The recommended FY17 operating budget for Lincoln – Sudbury Regional High School (LSRHS) is \$29,115,607. After applying \$3.256M of state and local aid and \$3.572M of funding from Lincoln, the Sudbury portion of this is \$22,287,479 that needs to be funded through appropriation.

Although the Sudbury share of the budget represents an increase of 3.8% (\$818K) due to enrollment shifts, the overall increase in the LS operating budget is 2.1%. This increase enables LS to offer existing (level) scholastic services while adding important new programs. The increase is within the budget guidelines issued by the Sudbury Finance Committee.

Key factors that shaped this budget include, but are not limited to,

1. Operating expense savings such as utility cost reductions due to the solar canopy (a 10% reduction in overall energy spending), a reduction in the rate of salary increases due to a portion of new hires at entry-level salaries and an increase in the portion of employee health care premiums paid by the employee.

2. Continued participation in meeting the town’s three-year plan to fund other post-employment benefit (OPEB) normal costs - \$238K
3. A drop in planned enrollment at LSRHS from 1,612 to 1,572
4. Forecasted grant funding - \$950K
5. Planned spending for educating Sudbury and Lincoln students identified as needing specialized schools, including tuition and transportation [Out of district - (OOD) spending]

OOD spending for 2016 is \$4.76M. The allocated amount for FY17 is \$5M, based on current activity plus forecasted migration into the program from Sudbury and Lincoln public schools. Certain funding from the state helps offset this cost.

The risk in meeting the OOD target number comes from unexpected increases in the number of OOD students – such as new residents – and decreases in the overall level of state aid. State aid budgeted in 2016 is \$ 1.15M. State aid for FY17 is \$ 1.5M. The planned number of OOD students in FY 17 is 64.

The Finance Committee recommends approval of a FY17 net operating budget assessment of \$22,287,479, which includes a normal OPEB cost assessment of \$203,563 and a FY17 debt assessment of \$591,655 from Sudbury to LSRHS, with a total assessment of \$22,879,134.

**MINUTEMAN VOCATIONAL TECHNICAL SCHOOL DISTRICT**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Recommended</b>
<b>MINUTEMAN VOCATIONAL</b>			
Operating Assessment	543,452	694,384	728,141
<b>Total: Minuteman Vocational</b>	<b>543,452</b>	<b>694,384</b>	<b>728,141</b>

The proposed FY17 operating budget for Minuteman shows an increase in the assessment to Sudbury of \$33,757 or 4.86% from the FY16 assessment. Beginning in FY18, Sudbury will no longer be a part of the Minuteman Vocational Technical School District and will be assessed an out of district charge for Sudbury students who attend Minuteman.

The Finance Committee recommends approval of the FY17 budget assessment to the District of \$728,141.

**TOWN SERVICES BUDGET**

	<b>FY15 Actual</b>	<b>FY16 Appropriated</b>	<b>FY17 Recommended</b>
General Government	2,641,427	2,719,850	2,825,426
Public Safety	6,873,914	7,218,029	7,332,129
Public Works	5,412,230	5,362,060	5,213,559
Human Services	621,293	659,188	713,912
Culture & Recreation	1,160,873	1,233,397	1,282,232
Town-Wide Operations & Transfers	404,221	524,971	508,126
Subtotal before Benefits	17,113,958	17,717,495	17,875,384
Employee Benefits	4,283,992	4,566,368	4,779,045
Normal Cost for OPEB	-	62,402	119,766
Total Town Operating Expenses	21,397,950	22,346,265	22,774,195
Town Offsets	(830,072)	(625,000)	(641,912)
Net Town Operating Expenses	20,567,878	21,721,265	22,132,283
Town Salaries & Other Cash Compensation	11,395,399	12,145,891	12,496,494
Healthcare Benefits			
Active Employees	1,483,716	1,585,076	1,646,112
Retired Employees	381,737	403,400	401,620
Total Healthcare Benefits	1,865,452	1,988,476	2,047,732
Retirement Assessment Costs	2,030,325	2,180,193	2,319,778
Other Benefits & Insurances	388,214	397,699	411,535
Total Employee Benefits & Insurances	4,283,992	4,566,368	4,779,045
<b>Town Only Employee Headcount (FTE)</b>	161.01	162.88	165.16
Total Compensation (salaries, other cash payments & benefits) as a percentage of Operating Expenses (before Offsets)	73.3%	74.8%	75.9%
Average Salaries:			
Senior Managers	129,499	136,414	136,790
Department Heads	81,027	90,346	95,572
All Other Employees	56,739	60,390	61,532
Part time employees w/ health benefits	10	10	5
Active F/T employees w/ health benefits	119	119	123
Retirees w/ health benefits	120	120	120
Healthcare benefits cost per active employee	11,502	12,287	12,860
Healthcare benefits cost per retiree	3,181	3,362	3,347
Pension Assessment cost per Town Participants	7,576	8,135	8,560

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Recommended</b>
<b>GENERAL GOVERNMENT</b>			
Selectmen/Town Manager	378,812	378,563	385,301
ATM/Personnel	172,764	179,458	191,111
Law	145,946	157,903	154,897
Finance Committee	74	1,583	1,779
Accounting	297,254	298,485	308,546
Assessors	253,599	252,569	264,655
Treasurer/Collector	302,172	372,652	391,712
Information Systems	398,676	414,503	426,096
Town Clerk & Registrars	296,576	265,143	272,386
Conservation	128,007	128,651	121,978
Planning & Board of Appeals	267,547	270,340	306,965
<b>Total General Government</b>	<b>2,641,427</b>	<b>2,719,850</b>	<b>2,825,426</b>
Salaries & Other Cash Compensation	2,041,083	2,135,454	2,244,997
All Other Expenses	600,344	584,396	580,429
<b>Total General Government</b>	<b>2,641,427</b>	<b>2,719,850</b>	<b>2,825,426</b>
<b>General Government Headcount (FTE)</b>	28.71	28.86	29.44

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

The FY17 recommended budget is increasing by \$105,576 or 3.8% compared to the FY16 budget. The General Government departments have small staffs yet are responsible for essential and mandated functions.

The General Government budget supports an increase in staffing of 0.6 FTEs or 2.0% over the FY17 budget in part to make the Office Clerk a full-time position. The budget supports the same level of staffing for the following offices: the Assistant Town Manager/Human Resources, Law, Finance Committee, Accounting, Assessors, Treasurer/Collector, Information Systems, Town Clerk, and Conservation. The Planning Department anticipates a slightly higher level of staffing due to upcoming projects within the town. A decline in the Town Manager's compensation offsets much of the cost incurred by the 0.6 FTE increase in staffing.

The Finance Committee recommends approval of a FY17 budget for General Government of \$2,825,426.

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Recommended</b>
<b>PUBLIC SAFETY</b>			
Police	3,236,141	3,453,529	3,496,695
Fire	3,419,074	3,535,325	3,583,824
Building Department	218,699	229,175	251,610
Offsets	(830,072)	(625,000)	(641,912)
<b>Total Public Safety</b>	<b>6,043,842</b>	<b>6,593,029</b>	<b>6,690,217</b>
Salaries & Other Cash Compensation	6,001,918	6,330,065	6,453,965
All Other Expenses	731,609	727,964	718,164
Capital	140,388	160,000	160,000
Offsets	(830,072)	(625,000)	(641,912)
<b>Total Public Safety</b>	<b>6,043,842</b>	<b>6,593,029</b>	<b>6,690,217</b>
<b>Public Safety Headcount (FTE)</b>	76.87	76.87	77.51

The Public Safety cluster consists of the Police and Fire Departments, Combined Dispatch and the Building Inspector. It is by far the largest of the Town's budget clusters, comprising 32.2% of the overall Town operating budget and where 46.9% of the Town's full-time equivalent ("FTE") employees work (exclusive of schools). Beginning in FY14, the Building Department has only the staff and expenses for Inspectional Services. Staff and expenses for maintenance of Town buildings have been moved to the Combined Facilities Department, which is part of the Public Works cluster.

The FY17 recommended budget for this cluster is increasing by \$97,188 or 1.5% over the FY16 budget. This budget supports the same level of service and effort as the FY16 budget. The Town has worked to re-align positions within the departments in order to meet the changing needs of the Town while still resulting in a less than 1 FTE increase in headcount.

The Finance Committee recommends approval of a FY17 budget for Public Safety of \$7,332,129 (\$6,690,217 after offsets).

	<b>FY15 Actual</b>	<b>FY16 Appropriated</b>	<b>FY17 Recommended</b>
<b>PUBLIC WORKS</b>			
Engineering	450,338	498,663	469,590
Streets & Roads	2,503,206	2,559,590	2,607,560
Snow & Ice	949,930	424,750	424,750
Trees and Cemetery	380,586	409,830	416,352
Parks and Grounds	228,575	227,911	231,580
Combined Facilities	899,596	1,241,316	1,063,727
<b>Total Public Works</b>	<b>5,412,230</b>	<b>5,362,060</b>	<b>5,213,559</b>
Salaries & Other Cash Compensation	2,020,038	2,185,465	2,224,300
All Other Expenses	2,179,203	2,509,358	2,368,750
Capital	263,060	242,487	195,759
Snow & Ice	949,930	424,750	424,750
<b>Total Public Works</b>	<b>5,412,230</b>	<b>5,362,060</b>	<b>5,213,559</b>

**Public Works Headcount (FTE)** 33.55 33.88 33.13

The Public Works cluster includes the Engineering, Streets and Roads, Trees and Cemeteries, Parks and Grounds Divisions, and Transfer Station Enterprise Fund. The Transfer Station Enterprise Fund is voted separately at Town Meeting. This cluster also includes the Combined Facilities Department, with half of the salary of the Facilities Director included in this budget. The other half is included in the Sudbury Public Schools budget.

The FY17 budget for this cluster is decreasing by \$148,501 or 2.8% over the FY16 budget. The Engineering budget supports a lower level of staffing resulting from the loss of an engineering aide position. As a result, headcount within the Department of Public Works decreases by 0.75 FTE, or 2.2%. The FY17 budget supports a consistent level of staffing for Streets & Roads, Combined Facilities, Trees & Cemetery, and Parks & Grounds.

While the overall Streets & Roads budget is only expected to increase 1.9% in FY17, vehicle maintenance is budgeted to increase 23.7% as the amounts actually spent have been higher than budgeted over the past two years. Reserve Fund transfers have helped fill the gap but going forward it is important to properly fund this line item. It is estimated that the correct amount needed in FY17 is \$309,153 primarily due to the increasing cost of vehicle parts. More and more computer technology has been added to vehicles and this makes replacement parts more expensive. There is also an increase for the cost of having some specialized repairs done by contractors instead of the department's two mechanics.

Gasoline, street lighting, and equipment lease expenses are all budgeted to decline in FY17. Leases for DPW vehicles are budgeted to be \$185,659, a decrease of \$38,381 or 17.1% from FY16. The town has shifted from a strategy of leasing equipment to purchasing equipment outright with the use of capital exclusions and debt exclusions. The snow and ice budget has been left level-funded.

Utility expenses for the Combined Facilities department are budgeted to decline by \$213,000 or 35.9% FY16 utility expenses were inflated due to a timing-of-payments issue which prevented the Town from realizing energy savings generated by the solar array at the Transfer Station. Driven by lower utility expenses, the budget for the Combined Facilities Department is declining 12.7% from the FY16 appropriated level.

The Finance Committee recommends approval of a FY17 budget for Public Works of \$5,213,559.

	<b>FY15 Actual</b>	<b>FY16 Appropriated</b>	<b>FY17 Recommended</b>
<b>HUMAN SERVICES</b>			
Board of Health	377,150	389,422	405,641
Council on Aging	198,183	210,535	247,502
Veterans Affairs	45,960	59,231	60,769
<b>Total Human Services</b>	<b>621,293</b>	<b>659,188</b>	<b>713,912</b>
Salaries & Other Cash Compensation	464,869	517,956	556,612
All Other Expenses	156,423	141,232	157,300
<b>Total Human Services</b>	<b>621,293</b>	<b>659,188</b>	<b>713,912</b>
<b>Human Services Headcount (FTE)</b>	7.29	8.22	8.66

The Human Services cluster includes the Board of Health, Council on Aging, and Veterans' Affairs Offices. The FY17 budget for this cluster is increasing by \$54,724 or 8.3% over the FY16 budget.

This budget supports the same level of staffing and effort for both the Board of Health and the Veterans' Affairs Offices, while increasing the level of staffing at the Council on Aging by 0.44 FTEs. The increase elevates the Information/Reference Specialist position to full-time. With Sudbury's elderly population up 14% over the past six years, the Council on Aging is seeing a large uptick in demand for its services.

The Board of Health budget increases \$16,219 or 4.2% including an allocation of \$15,000 to support a Hazardous Waste collection day.

Providing Veterans' Affairs services through a regional agreement with the City of Marlborough continues to serve both communities well.

The Finance Committee recommends approval of a FY17 budget for Human Services of \$713,912.

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Recommended</b>
<b>CULTURE &amp; RECREATION</b>			
Goodnow Library	1,027,669	1,076,748	1,124,604
Recreation	120,833	145,343	146,618
Historical Commission	9,689	5,646	5,720
Historic Districts Commission	2,682	5,660	5,290
<b>Total Culture &amp; Recreation</b>	<b>1,160,873</b>	<b>1,233,397</b>	<b>1,282,232</b>
Salaries & Other Cash Compensation	867,491	976,951	1,016,620
All Other Expenses	293,382	256,446	265,612
<b>Total Culture &amp; Recreation</b>	<b>1,160,873</b>	<b>1,233,397</b>	<b>1,282,232</b>
<b>Culture &amp; Recreation Headcount (FTE)</b>	14.59	15.05	16.42

The Culture & Recreation cluster includes the Goodnow Library, Recreation Department, Historical Commission, and the Historic Districts Commission.

The budgets for the Recreation, the Historical Commission, and the Historic Districts Commission support the same level of staffing and efforts as the FY16 budget. A staff person in the Planning and Community Development Department serves as recording secretary for the Historic Districts Commission meetings.

The FY17 budget for this cluster is increasing by \$48,835 or 4.0% over the FY16 budget. This budget provides for an increase in library clerk hours.

The Finance Committee recommends approval of a FY17 budget for Culture & Recreation of \$1,282,232.

## TOWN-WIDE OPERATING AND TRANSFER ACCOUNTS

	FY15 Actual	FY16 Appropriated	FY17 Recommended
<b>UNCLASSIFIED &amp; TRANSFERS</b>			
Town-Wide Operating Expenses	149,950	154,790	155,430
Town Reserve Account	254,271	350,181	260,181
Salary Contingency Account	0	20,000	92,515
Normal Cost for OPEB	0	62,402	119,766
<b>Total Unclassified &amp; Transfers</b>	<b>404,221</b>	<b>587,373</b>	<b>627,892</b>

The Unclassified and Transfer Accounts budget line item is made up of three categories – Town Wide Operating Expenses, Transfer Accounts, and, for the first time in FY17 the two-thirds toward the Normal cost for OPEB (Other Post Retirement Benefits). An additional category was also created this year, Salary Contingency Account. The FY17 budget for this area is increasing by \$40,519 or 6.89% over the FY16 budget.

### Unclassified

This budget includes expenses that do not fit precisely into other cost centers and are shared by many departments or support Town-wide functions and responsibilities. Expenses include copiers, postage, telephone, Town Report, Town Meeting, the Memorial Day celebration and the July 4<sup>th</sup> parade.

### Normal Cost for OPEB

An expense line was initiated in the FY16 budget to start contributing to the Normal cost for OPEB for current town employees. This amount does not cover the full normal costs associated with paying these future expenses, nor does this amount cover OPEB liabilities that have accrued from previous years. It is expected that by FY18 the full Normal cost for OPEB will be included in the budgets of all the cost centers.

### Transfer Accounts

Transfer accounts are for Town operating department needs only and are counted as part of the Town's share of the overall budget. Since the Town Manager does not have the same authority as the School Committees to move funds around to meet emergencies or unforeseen needs arising during the year, the Reserve Account is used as a source of funds to meet those instances where supplemental funding is needed. Money cannot be spent from the Reserve Account without approval of the Finance Committee. As other budgets get reduced, there are more areas where an unexpected and potentially large cost can arise and the Reserve Account allows the most flexibility for meeting those issues, particularly in the area of snow and ice removal costs.

### Salary Contingency Account

This new account will allow the Town Manager to continue to negotiate unsettled contracts and better plan for salary changes during the year.

The Finance Committee recommends approval of a FY17 budget for Unclassified and Transfer Accounts of \$627,892

**SHARED BENEFITS AND INSURANCE**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
	<b>Actuals</b>	<b>Appropriated</b>	<b>Recommended</b>
<b>BENEFITS &amp; INSURANCE</b>			
Workers' Compensation	172,641	207,442	211,591
Unemployment Compensation	29,549	95,188	95,188
Medicare Tax	536,345	556,400	584,220
Life Insurance	3,336	4,563	4,563
Employee Medical Premiums	4,191,288	4,471,374	4,633,314
Retiree Medical Premiums/ OPEB	1,069,290	1,131,538	1,117,907
Retirement Assessment	3,482,548	3,738,774	3,983,686
Encumbrances	85,977	-	-
Property/Liab. Insurance	253,817	296,079	304,960
	<b>9,824,791</b>	<b>10,501,358</b>	<b>10,935,429</b>

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Recommended</b>
<b>BENEFITS &amp; INSURANCE</b>			
Town	4,283,992	4,566,368	4,779,045
Schools	5,540,799	5,934,990	6,156,384
	<b>9,824,791</b>	<b>10,501,358</b>	<b>10,935,429</b>

This budget is for the benefits and insurance needs of SPS and Town departments only. The largest item in this budget is for the health insurance premiums for SPS and Town employees and retirees.

Similar to last year, this budget presentation shows a breakout of the costs for the Town’s share of the medical premiums for SPS and Town retirees. Retirees pay 50% of the costs of their medical plans, and the Town has accepted Section 18, which means that all retirees who are Medicare eligible will be covered by Medicare when they reach age 65, which minimizes the cost of retiree health insurance.

The average increase to the active plans was approximately 3.6%; however the overall range was from -.10% to 18.99% depending on which plan an employee was on. The increase in the health benefits budget for Town employees and retirees is 3% or \$59,256. The Town and SPS continue to benefit from the “Opt Out” program for existing employees; the lower rate of the Town’s contribution for new hires versus existing employees; and the lower percentage of new hires choosing to be covered by the Town’s health insurance program compared to prior years. The impact of all of these changes is that the Town’s health insurance costs for Town/SPS employees and retirees is still less than it was 11 years ago in 2006. Overall the percent of Town/SPS employees covered by a Town health insurance plan has decreased by 17.5% from approximately 85% to 67.5% from 2012 to present.

For FY17, projected increases predominantly in worker’s compensation, property insurances, payroll taxes, medical premiums and the Middlesex County retirement assessment contribute to an overall increase of \$434,071 or 4.1% in the total Benefits and Insurance line.

The Finance Committee recommends approval of a FY17 budget for Benefits and Insurance of \$10,935,429.

**SHARED DEBT SERVICE**

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Recommended</b>
<b>DEBT SERVICE</b>			
Temp. Borrowing			50,000
Long Term Debt Service (non-exempt)	-	21,334	91,650
Existing Long Term Bond Int.	550,663	901,716	753,775
Existing Long Term Bond Principal	2,510,000	2,796,000	2,733,000
<b>Town Debt Service Subtotal</b>	<b>3,060,663</b>	<b>3,719,050</b>	<b>3,628,425</b>
LSRHS Debt Service, Sudbury Portion	688,613	666,506	591,655
<b>Total: Debt Service</b>	<b>3,749,276</b>	<b>4,385,556</b>	<b>4,220,080</b>
<b>NON-EXEMPT DEBT/ADJUSTMENTS</b>			
Non-Exempt Debt Service	-	(21,334)	(91,650)
Premiums on Bonds	(20,275)	(20,275)	(20,275)
SBAB Debt Reimbursement	(1,681,224)	(1,605,768)	(1,605,768)
<b>Sub-Total: Non-exempt debt adjustments</b>	<b>(1,701,499)</b>	<b>(1,647,377)</b>	<b>(1,717,693)</b>
<b>Total Exempt Debt to be raised</b>	<b>2,047,777</b>	<b>2,738,179</b>	<b>2,502,387</b>

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

The budget request for FY17 is for an appropriation of \$3,628,425 which is the total amount of gross debt service payments required for all Town of Sudbury debt. Town debt service payments fall into the following major bond issue categories: Municipal buildings and projects, open space acquisitions, recreational field development and Sudbury Public Schools projects.

The appropriation for the LSRHS debt service payment for FY17 of \$591,655 is requested for and paid through the District’s assessment to Sudbury.

The Finance Committee recommends approval of a FY17 budget for Town Debt Service for the Town of Sudbury of \$3,628,425.

**See Appendix II for all statements of long-term debt service.**

**FY17 OPERATING CAPITAL**

A capital expenditure is defined as major, non-recurring cost involving land acquisition, construction or rehabilitation of a facility, or purchase of equipment costing \$10,000 or more with a useful life of five years or more.

The operating capital budget (also referred to as capital budget cash) article is comprised of individual projects or items valued under \$50,000. These smaller capital expenditures are raised entirely within the tax levy in one fiscal year along with other operating expenses. The projects with the operating capital budget may take several years to complete, in which case the budget (funding) may be carried forward until fully expended, or unused balances are brought to Town Meeting for further consideration.

	<b>FY15</b>	<b>FY16</b>	<b>FY17</b>
	<b>Actual</b>	<b>Appropriated</b>	<b>Recommended</b>
<b>OPERATING CAPITAL ARTICLE BY DEPARTMENT</b>			
DPW/Highway	96,000	90,000	81,000
DPW/Parks & Grounds	45,000		
Facilities/SPS	75,000	130,000	102,000
Facilities/Town	40,000	50,000	125,000
Fire	40,000	50,000	96,000
IT/General		32,750	-
Police			-
Recreation		40,000	-
<b>Total</b>	<b>296,000</b>	<b>392,750</b>	<b>404,000</b>

The FY17 Operating Capital budget will increase by \$11,250. In the past our Capital Operating Budget has been very small and there has continuously been a backlog of projects. Based on recommendations from the Strategic Capital Financing Committee, along with the Finance Committee, we are budgeting the proposal at approximately \$400,000 yearly.

The Finance Committee recommends approval of the Town Manager’s operating capital budget for FY17 for \$404,000.

**See the FY17 Monied Articles exhibit in the FC section for the Finance Committee’s recommendations on all other capital articles.**

**FY17 ENTERPRISE FUND BUDGETS**

	<b>FY15 Actual</b>	<b>FY16 Appropriated</b>	<b>FY17 Recommended</b>
<b>TRANSFER STATION ENTERPRISE FUND</b>			
Non-Clerical	110,571	113,476	118,028
Overtime	7,316	7,400	7,400
Clerical	9,247	9,985	10,809
Stipends	4,095	4,095	4,095
<b>Sub Total: Personal Services</b>	<b>131,229</b>	<b>134,956</b>	<b>140,332</b>
General Expense	15,087	25,000	25,000
Maintenance	19,509	32,000	21,500
Hauling & Disposal	53,721	100,000	70,000
Resource Recovery	6,014	21,500	19,200
Prior Year Encumbrances	100		
<b>Sub Total: Expenses</b>	<b>94,431</b>	<b>178,500</b>	<b>135,700</b>
Capital Expenses	88,714	184,800	0
<b>Sub Total: Capital Expenses</b>	<b>88,714</b>	<b>184,800</b>	<b>0</b>
<b>Direct Costs</b>	<b>314,374</b>	<b>498,256</b>	<b>276,032</b>
INDIRECT COSTS:			
Benefits/Insurance	16,255	16,700	16,700
<b>INDIRECT COSTS*</b>	<b>16,255</b>	<b>16,700</b>	<b>16,700</b>
<b>Total Costs</b>	<b>330,629</b>	<b>514,956</b>	<b>292,732</b>
Enterprise Receipts	306,471	330,156	286,996
Retained Earnings Used	0	184,800	5,736
Transfers In			
<b>Total Revenue</b>	<b>306,471</b>	<b>514,956</b>	<b>292,732</b>
<b>Surplus/Deficit</b>	<b>(24,158)</b>	<b>0</b>	<b>0</b>

\*Paid for by Enterprise Revenue Transfer to Unclassified Benefits (General Fund)

The Transfer Station Enterprise Fund operates the transfer station, providing recycling, landfill monitoring, and the hauling and disposal of waste.

The Finance Committee recommends approval of a FY16 budget of \$292,732 for the Transfer Station Enterprise Fund.

	<b>FY15 Actual</b>	<b>FY16 Appropriated</b>	<b>FY17 Recommended</b>
<b>POOL ENTERPRISE FUND</b>			
Director's Salary	(310)		20,371
Pool Staff Salaries	144,871	204,701	165,217
Overtime	1,931		
Clerical	26,144	26,144	27,271
Part-Time Supervisors	10,553	8,120	19,440
Receptionists	21,655	28,948	28,948
Sick Leave Buy Back	1,967	3,500	3,725
WSI Lifeguards	65,714	74,459	74,459
Head Lifeguard	40,184	40,945	42,573
Pool Instructors	15,370	13,726	13,775
<b>Sub Total: Personal Services</b>	<b>328,078</b>	<b>400,543</b>	<b>395,779</b>
General Expense	50,992	45,000	40,000
Equipment Maintenance	46,593	30,000	30,000
Utilities	95,746	97,000	97,000
Programs	4,566	3,000	9,000
Equipment Maintenance	7,108	2,500	2,500
<b>Sub Total: Expenses</b>	<b>205,005</b>	<b>177,500</b>	<b>178,500</b>
Capital Expense	7,785		0
<b>Sub Total: Capital Expenses</b>	<b>7,785</b>	<b>0</b>	<b>0</b>
<b>Direct Costs</b>	<b>540,868</b>	<b>578,043</b>	<b>574,279</b>
<b>Total Costs</b>	<b>540,868</b>	<b>578,043</b>	<b>574,279</b>
Enterprise Receipts	529,145	496,000	574,279
Retained Earnings Used	22,891	82,043	0
<b>Total Revenue</b>	<b>552,036</b>	<b>578,043</b>	<b>574,279</b>
<b>Surplus/Deficit</b>	<b>11,168</b>	<b>0</b>	<b>0</b>

The Atkinson Pool Enterprise Fund pays for the direct costs of the operation of the Atkinson Pool. The Atkinson Pool Enterprise Fund does not pay for the cost of health insurance and pensions. However, the Pool does continue to support all of its direct operating costs.

The Finance Committee will report at Town Meeting on the Atkinson Pool Enterprise Fund.

	FY15 Actual	FY16 Appropriated	FY17 Recommended
<b>REC. FIELD MAINTENANCE ENTERPRISE</b>			
Field Maint. Salaries <sup>1</sup>	108,512	109,904	114,901
Summer Help	1,637	7,182	7,182
<b>Sub Total: Personal Services</b>	<b>110,149</b>	<b>117,086</b>	<b>122,083</b>
General Expense	1,010	500	0
Field Maintenance	68,727	60,000	55,000
Park Maintenance	19,938	20,000	16,600
Utilities	10,391	10,000	10,000
<b>Sub Total: Expenses</b>	<b>100,067</b>	<b>90,500</b>	<b>81,600</b>
Capital Expense	10,100	10,500	10,500
<b>Sub Total: Capital Expenses</b>	<b>10,100</b>	<b>10,500</b>	<b>10,500</b>
<b>Direct Costs</b>	<b>220,315</b>	<b>218,086</b>	<b>214,183</b>
INDIRECT COSTS:			
Benefits/Insurance	20,879	21,500	22,575
<b>INDIRECT COSTS*</b>	<b>20,879</b>	<b>21,500</b>	<b>22,575</b>
<b>Total Costs</b>	<b>241,194</b>	<b>239,586</b>	<b>236,758</b>
Enterprise Receipts	210,197	203,000	190,000
Retained Earnings Used	36,007	36,586	46,758
Transfers In			
<b>Total Revenue</b>	<b>246,204</b>	<b>239,586</b>	<b>236,758</b>
<b>Surplus/Deficit</b>	<b>5,010</b>	<b>0</b>	<b>0</b>

\*Paid for by Enterprise Revenue Transfer to Unclassified Benefits (General Fund)

<sup>1</sup> Wage allocation for employees from Parks & Grounds Division

The Recreation Field Maintenance Enterprise Fund pays for all of its direct costs and part of the indirect costs associated with the maintenance and upkeep of the Town's many recreational playing fields.

The Finance Committee will report at Town Meeting on the Recreational Field Maintenance Enterprise Fund.

### FY17 CPA FUNDS BUDGET

The CPC has submitted several articles for consideration, only some of which have been reviewed by the Finance Committee as of the printing of this document. However, a complete budget for FY17 has been provided below.

	FY15 Actual	FY16 Appropriated	FY17 Recommended
<b>CPA FUNDS #2044 &amp; #3400</b>			
Beginning Fund Balance	4,498,542	5,134,450	5,358,241
<u>Revenues</u>			
CPA Surcharge & Fees	1,662,709	1,700,000	1,700,000
Intergovernmental	559,382	534,729	306,000
Investment Income	25,494	20,000	20,000
Other	78,901		
Total Revenues	<u>2,326,486</u>	<u>2,254,729</u>	<u>2,026,000</u>
<u>Expenditures</u>			
Major Land Purchases			
Debt Service	1,217,635	1,268,738	1,266,198
Administrative	66,441	90,000	90,000
Other	306,502	469,600	690,000
Total Expenditures	<u>1,590,578</u>	<u>1,828,338</u>	<u>2,046,198</u>
Excess / (Deficiency)	<u>735,908</u>	<u>426,391</u>	<u>(20,198)</u>
Transfers In/(Out)	<u>(100,000)</u>	<u>(202,600)</u>	<u>(202,600)</u>
Ending CPA Operating Fund Balance	<u><u>5,134,450</u></u>	<u><u>5,358,241</u></u>	<u><u>5,135,443</u></u>

	FY15 Actual	FY16 Appropriated	FY17 Recommended
<b>ENDING FUNDS BALANCE</b>			
Projects (in-use)	2,010,924	1,808,324	1,600,000
Unassigned	3,123,526	3,549,917	3,535,443
	<u>5,134,450</u>	<u>5,358,241</u>	<u>5,135,443</u>

## APPENDICES

### APPENDIX I. BUDGET TERMS AND DEFINITIONS

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

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

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

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

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

**Circuit Breaker Program:** School districts are eligible for reimbursements for students with disabilities whose programs cost greater than four times the statewide foundation budget. “Circuit Breaker” means the reimbursement program for certain costs of special education as specified in M.G.L. c. 71B, § 5.

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

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

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

## APPENDIX I. BUDGET TERMS AND DEFINITIONS CONT'D

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

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

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

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

**Normal Cost (OPEB):** Normal cost generally represents the portion of the cost of projected benefits for active employees allocated to the current plan year.

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

**OPEB:** Post-employment benefits that an employee will begin to receive at the start of retirement. This does not include pension benefits paid to the retired employee. Other post-employment benefits that a retiree can be compensated for are life insurance premiums, healthcare premiums and deferred-compensation arrangements.

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

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

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

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

**APPENDIX I. BUDGET TERMS AND DEFINITIONS CONT'D**

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

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

**APPENDIX II. LONG-TERM DEBT SCHEDULES**

**TOWN DEBT SCHEDULE BY TYPE**

Issue Types	Schools	Municipal	Pre-CPA	Total	Annual Debt Service	Principal Balance
Prior Principal Bal.	11,590,000	8,641,946	3,219,000			23,450,946
FY16 Principal	1,785,000	513,321	539,000	2,837,321		
FY16 Interest	532,356	312,943	91,686	936,985	3,774,305	20,613,625
FY17 Principal	1,765,000	500,041	525,000	2,790,041		
FY17 Interest	402,775	302,597	83,013	788,384	3,578,425	17,823,585
FY18 Principal	1,765,000	498,057	510,000	2,773,057		
FY18 Interest	324,550	285,780	69,663	679,993	3,453,050	15,050,528
FY19 Principal	1,745,000	501,951	280,000	2,526,951		
FY19 Interest	250,325	265,487	57,863	573,674	3,100,625	12,523,577
FY20 Principal	2,025,000	505,343	90,000	2,620,343		
FY20 Interest	177,075	241,545	51,463	470,082	3,090,425	9,903,234
FY21 Principal	2,060,000	509,621	85,000	2,654,621		
FY21 Interest	89,413	217,517	46,963	353,892	3,008,513	7,248,613
FY22 Principal	240,000	413,908	85,000	738,908		
FY22 Interest	13,244	194,380	42,713	250,336	989,244	6,509,706
FY23 Principal	85,000	418,503	85,000	588,503		
FY23 Interest	8,050	175,134	38,463	221,647	810,150	5,921,202
FY24 Principal	80,000	423,116	85,000	588,116		
FY24 Interest	4,600	155,772	34,213	194,584	782,700	5,333,086
FY25 Principal	40,000	427,845	85,000	552,845		
FY25 Interest	2,000	136,292	29,963	168,255	721,100	4,780,241
Remaining Debt Service	13,394,387	6,999,151	2,914,998	23,308,536	23,308,536	

**LSRHSD DEBT SCHEDULE BY ISSUANCE DATE**

		TOTAL	ANNUAL DEBT SERVICE	REMAINING PRINCIPAL
FY16 PRINCIPAL				\$5,175,000
FY17 PRINCIPAL	\$545,000			
FY17 INTEREST	\$147,075		\$692,075	\$4,630,000
FY18 PRINCIPAL	\$540,000			
FY18 INTEREST	\$130,800		\$670,800	\$4,090,000
FY19 PRINCIPAL	\$535,000			
FY19 INTEREST	\$114,675		\$649,675	\$3,555,000
FY20 PRINCIPAL	\$530,000			
FY20 INTEREST	\$98,700		\$628,700	\$3,025,000
FY21 PRINCIPAL	\$520,000			
FY21 INTEREST	\$82,950		\$602,950	\$2,505,000
FY22 PRINCIPAL	\$515,000			
FY22 INTEREST	\$67,425		\$582,425	\$1,990,000
FY23 PRINCIPAL	\$510,000			
FY23 INTEREST	\$52,050		\$562,050	\$1,480,000
FY24 PRINCIPAL	\$500,000			
FY24 INTEREST	\$36,900		\$536,900	\$980,000
FY25 PRINCIPAL	\$495,000			
FY25 INTEREST	\$21,975		\$516,975	\$485,000
FY26 PRINCIPAL	\$485,000			
FY26 INTEREST	\$7,275		\$492,275	\$0

The Town of Sudbury is responsible for a portion of the District's annual debt service. For further details, see LSRHS and Debt Service narratives.

### CPA FUND DEBT SCHEDULE

The Town is able to borrow long-term funds for CPA purposes. This schedule shows all debts outstanding relating to CPA. CPA debt service is budgeted and paid for separately from all other Town activities.

Issues	Nobscot I & II	Cutting/ Dickson	Libby	Pantry Brook	Johnson Farm	Total	Annual Debt Service	Principal Balance
Prior Principal Bal.	5,115,000	2,160,000	1,295,000	2,895,000	1,000,000			12,465,000
FY16 Principal	355,000	260,000	145,000	115,000	50,000	925,000		
FY16 Interest	160,678	40,900	24,663	92,498	35,991	354,729	1,279,729	11,540,000
FY17 Principal	355,000	260,000	145,000	120,000	50,000	930,000		
FY17 Interest	152,463	35,700	21,763	90,148	36,125	336,198	1,266,198	10,610,000
FY18 Principal	355,000	255,000	135,000	120,000	50,000	915,000		
FY18 Interest	143,644	30,500	18,863	87,148	34,625	314,779	1,229,779	9,695,000
FY19 Principal	350,000	245,000	135,000	125,000	50,000	905,000		
FY19 Interest	134,013	25,400	16,163	84,098	32,625	292,298	1,197,298	8,790,000
FY20 Principal	350,000	240,000	130,000	125,000	50,000	895,000		
FY20 Interest	123,888	20,500	13,463	80,973	30,125	268,948	1,163,948	7,895,000
FY21 Principal	350,000	235,000	125,000	130,000	50,000	890,000		
FY21 Interest	113,513	15,700	10,863	77,148	27,625	244,848	1,134,848	7,005,000
FY22 Principal	350,000	230,000	125,000	135,000	50,000	890,000		
FY22 Interest	102,700	12,175	8,988	73,173	25,125	222,160	1,112,160	6,115,000
FY23 Principal	350,000	220,000	120,000	140,000	50,000	880,000		
FY23 Interest	91,475	8,150	6,800	69,048	22,625	198,098	1,078,098	5,235,000
FY24 Principal	350,000	215,000	120,000	145,000	50,000	880,000		
FY24 Interest	79,844	4,300	4,700	64,773	20,125	173,741	1,053,741	4,355,000
FY25 Principal	350,000		115,000	150,000	50,000	665,000		
FY25 Interest	67,750		2,300	60,348	17,625	148,023	813,023	3,690,000
FY26 Principal	350,000			155,000	50,000	555,000		
FY26 Interest	55,219			55,773	15,125	126,116	681,116	3,135,000
FY27 Principal	350,000			155,000	50,000	555,000		
FY27 Interest	42,250			50,929	13,625	106,804	661,804	2,580,000
FY28 Principal	350,000			165,000	50,000	565,000		
FY28 Interest	28,844			45,729	12,125	86,698	651,698	2,015,000
FY29 Principal	350,000			170,000	50,000	570,000		
FY29 Interest	15,000			40,030	10,625	65,655	635,655	1,445,000
FY30 Principal	100,000			175,000	50,000	325,000		
FY30 Interest	6,000			33,906	9,125	49,031	374,031	1,120,000
FY31 Principal	100,000			180,000	50,000	330,000		
FY31 Interest	2,000			27,200	7,625	36,825	366,825	790,000
FY32 Principal				190,000	50,000	240,000		
FY32 Interest				19,800	6,125	25,925	265,925	550,000
FY33 Principal				195,000	50,000	245,000		
FY33 Interest				12,100	4,625	16,725	261,725	305,000
FY34 Principal				205,000	50,000	255,000		
FY34 Interest				4,100	3,125	7,225	262,225	50,000
FY35 Principal					50,000	50,000		
FY35 Interest					1,563	1,563	51,563	-
Remaining Debt Service	6,434,278	2,353,325	1,423,563	3,963,916	1,366,303	15,541,385	15,541,385	

**APPENDIX III. EMPLOYEE HEADCOUNT**

<b>EMPLOYEE HEADCOUNT</b>				
<b>(Full Time Equivalents)</b>				
<b>Cost Center</b>	<b>FY15 Actual</b>	<b>FY16 Actual</b>	<b>FY17 Budget</b>	<b>FY15- FY17</b>
LSRHS	216.22	215.83	219.27	3.05
	1.6%	-0.2%	1.6%	1.40%
Sudbury K-8 Schools	414.03	420.97	413.69	-0.34
	4.5%	1.7%	-1.7%	0.0%
Public Safety	76.87	76.87	77.51	0.64
Public Works	33.55	33.88	33.13	-0.42
General Government	28.71	28.86	29.44	0.73
Human Services	7.29	8.22	8.66	1.37
Culture & Recreation	14.59	15.05	16.42	1.83
Town Operating Sub-total	161.01	162.88	165.16	4.15
	0.2%	1.2%	1.4%	2.6%
Town Enterprises	9.79	9.79	9.79	0.00
	-7.2%	0.0%	0.0%	0.0%
<b>TOTAL</b>	<b>801.05</b>	<b>809.47</b>	<b>807.91</b>	<b>6.86</b>
% Change from Prior	2.7%	1.1%	-0.2%	0.9%

**APPENDIX IV. FY15 EMPLOYEE COMPENSATION OVER \$100K<sup>1,2</sup>**

**SUDBURY PUBLIC SCHOOLS**

**APPENDIX III.**

***STAFF WITH SALARIES ABOVE \$100,000***

**FY15 APPROPRIATION**

**SUDBURY PUBLIC SCHOOLS**

<b><u>Position</u></b>	<b><u>Salary</u></b>	<b><u>Other Cash Comp</u></b>	<b><u>Other</u></b>
Superintendent	\$ 182,851	\$ 5,000	N/A
Director of Business & Finance	\$ 134,628	\$ 1,000	N/A
Assist Supt	\$ 130,000		N/A
Principal, Curtis	\$ 125,460	\$ 1,000	N/A
Teacher, District	\$ 116,002	\$ 8,843	N/A
Principal, Nixon	\$ 112,000	\$ 10,526	N/A
Principal, Noyes	\$ 120,988	\$ 750	N/A
Teacher, Noyes	\$ 116,002	\$ 4,406	N/A
Special Education Administrator	\$ 119,535	\$ 125	N/A
Teacher, Curtis	\$ 100,863	\$ 13,096	N/A
Early Childhood Administrator	\$ 111,869	\$ 1,125	N/A
Teacher, District	\$ 110,720	\$ 211	N/A
Teacher, District	\$ 100,485	\$ 7,728	N/A
Teacher, Loring	\$ 100,485	\$ 4,904	N/A
Principal, Loring	\$ 104,423	\$ 625	N/A
Teacher, Loring	\$ 100,863	\$ 3,200	N/A
Teacher, Curtis	\$ 100,485	\$ 3,360	N/A
Teacher, Curtis	\$ 100,485	\$ 2,699	N/A
Teacher, Loring	\$ 100,485	\$ -	N/A
Teacher, Noyes	\$ 100,485	\$ 2,000	N/A
Teacher, Haynes	\$ 100,863	\$ 1,500	N/A
Teacher, District	\$ 100,485	\$ 1,160	N/A
Teacher, Curtis	\$ 100,485	\$ 1,110	N/A
Assist. Principal, Curtis	\$ 100,995	\$ 500	N/A
Assist. Principal, Noyes	\$ 100,891	\$ 250	N/A
Teacher, Curtis	\$ 95,909	\$ 5,307	N/A
Teacher, Curtis	\$ 99,795	\$ 2,942	N/A
Teacher, Curtis	\$ 100,485	\$ 695	N/A
Teacher, Loring	\$ 100,485	\$ 578	N/A
Teacher, Nixon	\$ 100,485	\$ 200	N/A
Teacher, Loring	\$ 100,485	\$ 200	N/A
Teacher, Noyes	\$ 100,485	\$ -	N/A

**LSRHS**

<b>#</b>	<b><u>Position</u></b>	<b><u>Salary</u></b>	<b><u>Other</u></b>
1	Superintendent/Principal	\$ 170,000	\$ -
3	Housemaster	\$ 130,801	\$ -
1	Director of Student Services	\$ 130,801	\$ -
1	Interim Business Administrator	\$ 130,000	\$ -
1	Housemaster	\$ 124,887	\$ -
1	Coordinator of Curriculum	\$ 124,887	\$ -
1	Athl. & Activities Dir./Teacher	\$ 120,387	\$ -
1	Technology Coordinator	\$ 105,085	\$ 13,982
1	Department Coordinator	\$ 105,085	\$ 10,200
1	Department Coordinator	\$ 105,085	\$ 9,700
1	Teacher	\$ 105,085	\$ 8,000
1	Department Coordinator	\$ 105,085	\$ 6,700
1	Department Coordinator	\$ 102,040	\$ 9,700
2	Department Coordinator	\$ 105,085	\$ 5,200
2	Teacher	\$ 105,085	\$ 5,000
4	Teacher	\$ 105,085	\$ 4,500
5	Teacher	\$ 105,085	\$ 4,000
1	Teacher	\$ 105,085	\$ 3,500
1	Department Coordinator	\$ 99,082	\$ 9,200
2	Department Coordinator	\$ 99,082	\$ 8,700
1	Teacher	\$ 102,040	\$ 5,400
1	Teacher	\$ 102,040	\$ 5,000
1	Teacher	\$ 102,040	\$ 4,500
2	Teacher	\$ 105,085	\$ 1,000
4	Teacher	\$ 102,040	\$ 4,000
1	Teacher	\$ 99,082	\$ 6,600
1	Teacher	\$ 99,082	\$ 6,500
5	Teacher	\$ 102,040	\$ 3,500
1	Teacher	\$ 99,082	\$ 6,100
1	Teacher	\$ 105,085	\$ -
1	Teacher	\$ 99,082	\$ 4,367
1	Teacher	\$ 102,040	\$ 1,367
1	Teacher	\$ 99,082	\$ 4,000
1	Teacher	\$ 102,040	\$ 1,000
2	Teacher	\$ 99,082	\$ 3,500
1	Teacher	\$ 99,082	\$ 3,500
1	Teacher	\$ 99,082	\$ 1,367

**Town**

<b>Position</b>	<b>Total</b>	<b>Salary<sup>1</sup></b>	<b>Other<sup>2</sup></b>	<b>Overtime</b>
Town Manager (Resigned)	176,148	108,666	67,482	-
Fire Captain/Emt	152,497	77,019	26,016	49,462
Police Chief	149,647	116,326	33,321	-
Fire Chief	143,984	116,460	27,524	-
Fire Captain/Emt	140,634	77,019	26,986	36,629
Police Lieutenant	137,366	92,522	32,656	12,188
DPW Director/Town Engineer	133,762	121,662	12,100	-
Police Sergeant	126,992	67,808	21,546	37,638
Police Sergeant	124,630	67,808	18,586	38,236
Assistant Town Manager	123,454	119,903	3,551	-
Police Sergeant	122,092	67,808	21,097	33,187
Fire Captain/Emt	121,524	77,019	17,890	26,615
Facilities Director	118,134	109,581	8,553	-
Director of Planning & Community Devel.	116,294	111,628	4,666	-
Fire Lieutenant/Emt	109,785	66,905	11,447	31,433
Fire Lieutenant/Emt	106,248	67,412	12,819	26,017
Hwy Operations Director	105,354	90,812	1,966	12,576
Firefighter/Paramedic	105,549	62,465	7,777	35,307
Assistant Fire Chief	105,281	94,124	11,157	-
Technology Administrator	103,515	99,854	3,661	-
Fire Lieutenant/Emt	102,925	66,543	6,691	29,691
Firefighter/Paramedic (Resigned)	102,875	63,066	14,777	25,032
Police Sergeant	102,435	63,314	19,110	20,011

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

<sup>2</sup> Other Compensation paid to employees may include annuities, deferred compensation match, career incentive, stipends, longevity, regular or retirement sick buy-back, or any other compensation paid by the Town or Schools, other than base salary or overtime.

## **APPENDIX V. COLLECTIVE BARGAINING**

### **BARGAINING UNIT AND CONTRACT FINANCIAL TERMS**

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

Three year contract covering school years 2016, 2017, and 2018. Cost of living adjustments (COLA) of 1%, 2.5% and 3% for fiscal years 2016 through 2018, respectively; increase in active employee contributions to health insurance, from 30% to 35%, beginning in the 2017 fiscal year; graduated increases in retiree contributions to health insurance that reach 50% in the 2018 fiscal year.

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

##### **Teachers**

Three year contract covering school years 2016, 2017, and 2018. COLA: YR 1 – Steps 1-15 1% at beginning and 1% additional mid-year, Step 16 2% whole year with additional \$450 mid-year; YR 2 – 2.5% increase; YR 3 – 3.5% increase.

##### **Support Staff**

The next three year contract covering school years 2016, 2017, and 2018 remains unsettled as of the printing of this document.

##### **Nurses**

Three year contract covering school years 2016, 2017, and 2018. COLA: YR 1 – 1% at beginning and 1% additional mid-year + \$250; YR 2 – 2.5% increase with an additional step; YR 3 – 3.5% increase with an additional step.

##### **Custodians**

Three year contract covering school years 2016, 2017, and 2018. COLA: YR 1 – 1% at beginning and 1% additional mid-year; YR 2 – 2% increase; YR 3 – 2% increase.

### **TOWN**

#### **FIRE**

The next three year contract covering fiscal years 2016, 2017, and 2018 remains unsettled as of the printing of this document.

#### **POLICE – Patrol Officers**

Three year contract covering fiscal years 2016, 2017 and 2018. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/15: 1%; 1/1/16: 1%; 7/1/16: 2%; 7/1/17: 2%; and 6/30/18 at midnight 1% not to impact FY18 budget. A separate Memorandum of Agreement was negotiated in exchange for leaving Civil Service, in which if revocation is successful effective 7/1/16, top steps on the salary schedule shall be increased by two percent (2%); and effective 7/1/17, top steps on the salary schedule shall be increased by two percent (2%);

#### **POLICE – Sergeants**

Three year contract covering fiscal years 2016, 2017 and 2018. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/15: 1%; 1/1/16: 1%; 7/1/16: 2%; 7/1/17: 2%; and 6/30/18 at midnight 1% not to impact FY18 budget. A separate Memorandum of Agreement was negotiated in exchange for leaving Civil Service, in which if revocation is successful effective 7/1/16, top

steps on the salary schedule shall be increased by 2%; and effective 7/1/17, top steps on the salary schedule shall be increased by 2%;

### **PUBLIC WORKS**

Three year contract covering fiscal years 2016, 2017 and 2018. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/2/15: 1%; 1/1/16: 1%; 7/1/16: 2%; 7/1/17: 2%; and 6/30/18 at midnight 1% not to impact FY18 budget.

### **ENGINEERING**

The next three year contract covering fiscal years 2016, 2017, and 2018 remains unsettled as of the printing of this document.

### **SUPERVISORY**

Three year contract covering fiscal years 2016, 2017 and 2018. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/15: 1%; 1/1/16: 1%; 7/1/16: 2%; 7/1/17: 2%; and 6/30/18 at midnight 1% not to impact FY18 budget.

### **CIVILIAN DISPATCHERS**

Three year contract covering fiscal years 2016, 2017 and 2018. Effective dates and Cost of Living Adjustment percentage increases to salary schedule are: 7/1/15: 1%; 1/1/16: 1%; 7/1/16: 2%; 7/1/17: 2%; and 6/30/18 at midnight: 1% not to impact FY18 budget.

NOTE: Percentage increases are for cost of living only and do not include changes for step, longevity, merit or other increases.

**APPENDIX VI. CURRENT SALARY SCHEDULES & CLASSIFICATION PLANS**

Sudbury Public Schools				
Teachers Salary Schedule				
FY17: 7/1/16 - 6/30/17				
Steps	BA	MA	MA-30	MA-60
1	47,937	51,299	54,248	56,837
2	49,930	53,433	56,505	59,201
3	52,007	55,656	58,856	61,663
4	54,171	57,971	61,304	64,229
5	56,424	60,384	63,854	66,901
6	58,771	62,895	66,511	69,684
7	61,216	65,511	69,277	72,583
8	63,762	68,237	72,159	75,602
9	66,416	71,076	75,161	78,747
10	69,178	74,032	78,287	82,023
11	72,056	77,112	81,544	85,435
12	75,053	80,320	84,936	88,988
13	78,176	83,661	88,471	92,692
14	81,427	87,142	92,151	96,547
15	84,711	91,499	96,758	101,374
16		95,640	101,112	105,914

Sudbury Public Schools							
Support Salary Schedule							
FY15: 7/1/14 - 6/30/15							
LEVEL	STEP						
	1	2	3	4	5	6	7
1	11.43	11.84	12.37	12.82	13.35	13.84	15.41
2	11.76	12.25	12.74	13.30	14.39	16.59	18.22
3	14.79	15.37	15.96	16.59	17.25	17.93	19.96
4	15.96	16.59	17.25	17.93	18.63	19.35	21.55
5	17.25	17.93	18.63	19.35	20.12	20.90	23.27
6	18.63	19.35	20.12	20.90	21.72	22.56	25.12
7	20.12	20.90	21.72	22.56	23.48	24.37	27.14
8	21.72	22.56	23.45	24.37	25.35	26.33	29.30
9	23.45	24.40	25.34	26.33	27.36	28.45	31.64

**APPENDIX VI. SALARY SCHEDULES & CLASSIFICATION PLANS  
SUDBURY PUBLIC SCHOOLS CONT'D**

<b>JOB CLASSIFICATION FOR SUPPORT STAFF</b>							
Level 1	n/a						
Level 2	Cafeteria Helper						
Level 3	Cafeteria Cook						
Level 4	Lunchroom Supervisor						
Level 5	Cafeteria/Manager, Early Childhood Assistant (Clerical), Administrative Assistant						
Level 6	School Administrative Assistant, MS Student Services Administrative Assistant, Central Office Student Services Administrative Assistant						
Level 7	Library/Media Paraprofessional, Teacher Assistant						
Level 8	Administrative Assistant to the Principal						
Level 9	Administrative Assistant to the Director of Student Services, Tutor, ABA Tutor, METCO Academic Advisor						

<b>Nurses' Salary Schedule 2016 - 2017</b>		
Steps	BSN	MSN
1	49,762	51,752
2	52,745	54,855
3	55,911	58,147
4	59,266	61,636
5	61,355	63,809
6	64,066	66,618
7	66,368	69,022

Custodian Salary Schedule 2016 - 2017			
Steps	Lanes		
		Maint	Maint
	Custodian	Assist I	Assist II
1	18.61	22.75	28.80
2	19.35	23.58	29.89
3	20.12	24.44	30.98
4	20.85	25.36	32.14
5	21.61	26.31	33.36
6	22.49	27.28	34.59
7	23.84	29.43	37.36
8	24.77		
9	25.67		
10	25.91		
11	27.39		
	Differentials		
	Night Custodian		\$1.06
	Head Custodian		\$1.46
	Supervisor		\$1.85
	Clothing Allowance		\$475.00

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

**LINCOLN SUDBURY REGIONAL SCHOOL DISTRICT**

2017-2018      3.0% COLA

Step	B	M	M15	M30	M45	M60
1	48,103	51,953	53,512	55,116	56,769	58,472
2	50,028	54,030	55,651	57,320	59,040	60,810
3	52,029	56,191	57,877	59,613	61,401	63,244
4	54,111	58,440	60,192	61,998	63,857	65,773
5	56,275	60,777	62,601	64,479	66,412	68,405
6	58,525	63,209	65,104	67,057	69,069	71,142
7	60,866	65,736	67,709	69,740	71,832	73,988
8	63,301	68,364	70,416	72,529	74,706	76,946
9	65,834	71,100	73,233	75,430	77,693	80,024
10	68,467	73,944	76,163	78,447	80,802	83,224
11	71,205	76,901	79,210	81,584	84,032	86,554
12	74,054	79,978	82,378	84,849	87,395	90,016
13	77,015	83,178	85,672	88,242	90,891	93,616
14	80,097	86,505	89,099	91,772	94,526	97,360
15	83,301	89,964	92,663	95,444	98,306	101,255
16	88,143	93,564	96,370	99,260	102,239	105,305
17	88,687	99,547	100,537	106,698	109,883	113,162

2017-2018      1.0% COLA\*

Step	B	M	M15	M30	M45	M60
1	48,584	52,472	54,047	55,668	57,337	59,057
2	50,528	54,570	56,207	57,894	59,631	61,419
3	52,550	56,753	58,456	60,209	62,015	63,876
4	54,652	59,024	60,794	62,618	64,495	66,431
5	56,838	61,385	63,227	65,123	67,076	69,089
6	59,111	63,841	65,756	67,727	69,760	71,853
7	61,475	66,393	68,387	70,437	72,550	74,728
8	63,934	69,048	71,120	73,254	75,453	77,715
9	66,492	71,811	73,965	76,184	78,470	80,824
10	69,151	74,684	76,925	79,232	81,610	84,056
11	71,917	77,670	80,002	82,400	84,873	87,420
12	74,795	80,778	83,201	85,698	88,269	90,916
13	77,785	84,010	86,529	89,125	91,800	94,553
14	80,898	87,370	89,990	92,689	95,471	98,334
15	84,134	90,864	93,590	96,399	99,289	102,268
16	89,025	94,500	97,333	100,253	103,261	106,358
17	89,574	100,543	101,542	107,765	110,982	114,294

\*Effective 11:59 PM 8/31/2018

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

**LINCOLN SUDBURY REGIONAL SCHOOL DISTRICT CONT'D**

**NURSES' SCHEDULE  
2015-2016**

Step	B	M+cert
1	42,634	46,460
2	44,339	48,319
3	46,113	50,252
4	47,958	52,261
5	49,876	54,350
6	51,871	56,525
7	53,946	58,785
8	56,104	61,136
9	58,348	63,582
10	60,682	66,125
11	64,020	69,762
Step	B	M+cert
1	43,700	47,622
2	45,447	49,527
3	47,265	51,508
4	49,157	53,568
5	51,123	55,709
6	53,167	57,938
7	55,295	60,255
8	57,507	62,665
9	59,807	65,171
10	62,199	67,778
11	65,620	71,506

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

<b>LINCOLN SUDBURY REGIONAL SCHOOL DISTRICT CONT'D</b>						
<b>Category A</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
<b>Scale 1</b>	11.50	11.92	12.35	12.86	13.34	13.87
<b>Scale 2</b>	12.91	13.41	14.01	14.51	15.04	15.64
<b>Scale 3</b>	14.41	14.88	15.47	16.08	16.61	17.28
<b>Scale 4</b>	15.79	16.39	17.10	17.66	18.32	19.05
<b>Scale 5</b>	17.24	17.93	18.61	19.31	20.00	20.80
<b>Scale 6</b>	18.66	19.43	20.16	20.89	21.61	22.74
<b>Scale 7</b>	20.14	20.89	21.72	22.51	23.32	24.26
<b>Scale 8</b>	21.50	22.42	23.24	24.13	25.00	26.24
<b>Scale 9</b>	23.01	23.89	24.79	25.61	26.66	27.73
<b>Scale 10</b>	24.38	25.35	26.37	27.36	28.32	29.44

<b>Category B</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>
<b>Scale 1</b>	21.72	22.53	23.48	24.38	25.38	26.37	27.44	29.00
<b>Scale 2</b>	23.63	24.54	25.53	26.52	27.62	28.73	29.92	31.58
<b>Scale 3</b>	25.55	26.55	27.57	28.73	29.88	31.07	32.30	33.86
<b>Comp Tech &amp; AV Tech</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>	<b>Step 7</b>	<b>Step 8</b>

**APPENDIX VI. SALARY SCHEDULES & CLASSIFICATION PLANS  
FY17 TOWN NON-UNION EMPLOYEES**

Position	Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
		Yrly/Hrly							
Asst. Town Mgr/HR Director (40 hrs)	16	96,236	100,005	103,920	107,987	112,218	116,610	121,177	126,590
Combined Facilities Director		52.67	54.74	56.88	59.11	61.42	63.83	66.33	69.29
Dir. Of Planning & Community Dev									
Director of Public Works									
Finance Director									
Fire Chief									
Police Chief									
	15	88,300	91,755	95,350	99,082	102,961	106,992	111,181	116,148
		48.33	50.22	52.19	54.23	56.36	58.56	60.85	63.57
Town Accountant	14	81,019	84,191	87,485	90,910	94,467	98,167	102,009	106,568
		44.35	46.08	47.88	49.76	51.71	53.73	55.83	58.33
Community Housing Coordinator	12	68,210	70,880	73,654	76,536	79,531	82,643	85,880	89,717
Mgmt. Analyst, D.P.W.		37.33	38.80	40.31	41.89	43.53	45.23	47.01	49.11
Community Social Worker	11	62,588	65,036	67,582	70,225	72,975	75,831	78,797	82,318
Environmental Planner		34.26	35.60	36.99	38.44	39.94	41.51	43.13	45.06
Public Health Nurse									
Assistant Building Inspector	10	57,429	59,676	62,011	64,435	66,959	69,578	72,304	75,532
Financial Analyst		31.43	32.66	33.94	35.27	36.65	38.08	39.58	41.34
Senior Adm. Asst/Financial Analyst (Fire Dept.)									
Senior Adm. Asst to Town Mgr. (40 hrs)									
Technical and Network Specialist (40 hrs)									
Assistant Library Director	9	52,697	54,758	56,900	59,126	61,439	63,843	66,341	69,306
Assistant Town Accountant		28.84	29.97	31.14	32.36	33.63	34.94	36.31	37.93
Staff Electrician									
Asst. Recreation Dir. & Adaptive Sports	8	48,353	50,247	52,212	54,254	56,373	58,581	60,874	63,592
Assistant Aquatic Director		26.47	27.50	28.58	29.70	30.86	32.06	33.32	34.81
Assistant Treasurer/Collector									
Associate Assessor/data Collector									
Children's Librarian									
Head of Circulation, Library									
Head of Technical Services, Library									
Housing Specialist									
Selectmen's Office Supervisor									
Aquatic Supervisor	7	44,366	46,100	47,904	49,780	51,728	53,754	55,858	58,352
Assistant Children's Librarian		24.28	25.23	26.22	27.25	28.31	29.42	30.57	31.94
Assistant Town Clerk									
Benefits Coordinator/Hum. Res. Ass't									
Office Supervisor									
Planning & Zoning Coordinator									
Youth Coordinator (incl. Teen Center)									
Accounting Assistant/Payroll	6	41,087	42,695	44,366	46,100	47,904	49,780	51,728	54,041
Acct. Administrative Ass't-DPW		22.49	23.37	24.28	25.23	26.22	27.25	28.31	29.58
Admin. Assistant, P&R - COA - BOH									
Assessing Financial Analyst									
Conservation Assistant									
COA Info. & Referral Specialist									
Program Coordinator - COA									
Program Coordinator - Park & Rec									
Reference Librarian									
Secretary/Legal Secretary									
Young Adult/Reference Librarian									
Accounting Ass't/Accounts Payable	5	38,051	39,541	41,087	42,695	44,366	46,100	47,904	50,044
Building Maintenance Asst (40 hrs)		20.83	21.64	22.49	23.37	24.28	25.23	26.22	27.39
Census Administrator									
Department Assistant									
Vital Records Administrator									
Accounting Clerk	4	35,242	36,624	38,051	39,541	41,087	42,695	44,366	46,347
Bldg. Maint. Custodian (40 hrs)		19.29	20.05	20.83	21.64	22.49	23.37	24.28	25.37
Library Assistant									
Lead Van Driver, Senior Center									
Selectmen's Office Clerk II/Recording Secretary									
Recording Secretary	3	32,642	33,917	35,242	36,624	38,051	39,541	41,087	42,925
		17.87	18.56	19.29	20.05	20.83	21.64	22.49	23.49
Clerk I	2	30,234	31,417	32,642	33,917	35,242	36,624	38,051	39,752
Van Driver, Senior Center (FT)		16.55	17.20	17.87	18.56	19.29	20.05	20.83	21.76
Head Lifeguard	1	28,006	29,098	30,234	31,417	32,642	33,917	35,242	36,817
		15.33	15.93	16.55	17.20	17.87	18.56	19.29	20.15

\*All positions listed above are 35 hrs per week unless otherwise noted. Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 35 hrs per week.

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

**FY17 TOWN NON-UNION INDIVIDUALLY RATED EMPLOYEES**

<b><u>LIBRARY</u></b>	<b><u>Minimum</u></b>	<b><u>Step 1</u></b>	<b><u>Step 2</u></b>				
Library Page	10.00	10.69	11.04				
<b><u>HIGHWAY/PARK AND RECREATION</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	
Temporary Laborer	10.23	10.64	11.05	11.45	11.86	12.27	
Temporary Snow Removal Equipment Operator	17.28	17.69	18.09	18.50	---	---	
<b><u>DEPARTMENTAL TEMPORARY OR SEASONAL HELP</u></b>							
Temporary or Seasonal Help	10.23	10.64	11.05	11.45	11.86	12.27	
Temporary Special Project Help	14.71	15.47	16.24	17.00	17.77	18.53	
<b><u>TECHNOLOGY DEPT. TEMPORARY OR SEASONAL HELP</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>				
Level I	10.23	11.31	12.39				
Level II	15.74	17.70	19.66				
Level III	19.81	22.29	24.76				
<b><u>PARK AND RECREATION</u></b>							
<b><u>Part-time or seasonal hourly rated salary range (Salary paid from program fees)</u></b>							
<b><u>Position</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>			
Preschool Director	22.52	23.52	24.52	25.52			
Preschool Instructor	11.00	11.50	12.00				
Recreation Staff	10.00 - 15.00						
Teen Center Staff	10.00 - 19.00						
<b><u>Seasonal Camp Staff</u></b>							
<b><u>Position</u></b>	<b><u>1</u></b>	<b><u>2</u></b>	<b><u>3</u></b>	<b><u>4</u></b>	<b><u>5</u></b>	<b><u>6</u></b>	<b><u>7</u></b>
Camp Director	19.00	20.00	21.00	22.00	23.00	24.00	25.00
CIT Director	13.00	14.00	15.00	16.00			
Program Specialist	11.00	12.00	13.00	14.00			
Head Counselor	10.50	11.00	11.50	12.00			
Counselor	10.00	10.50	11.00	11.50			
Preschool Camp Director	17.00	18.00	19.00	20.00			
Preschool Counselor	10.00	10.50	11.00	11.50			
Camp Nurse	22.50	23.50	24.50	25.50			
Office Assistant	10.00	10.50	11.00	11.50			
Inclusion Aide	12.00	12.50	13.00	14.00			
Adventure Camp Counselor	11.00	11.50	12.00	12.50			
Assistant Camp Director	14.00	15.00	16.00	17.00			

**APPENDIX VI. SALARY SCHEDULES & CLASSIFICATION PLANS**  
**FY17 TOWN NON-UNION INDIVIDUALLY RATED EMPLOYEES CONT'D**

**ATKINSON POOL**

Lifeguard	10.00 - 12.00
Lifeguard in Training	10.00
Water Safety Instructor (camp swim staff)	11.00 - 20.50
Swim Aide in Training	10.00
Supervisor (Shift-PT)	11.50-13.50
Pool Receptionist	10.00-14.00

**ATKINSON POOL (Specialty Instruction)**

Diving (Certified)	20.00	22.00	24.00	26.00	Non-certified: 10.00*	
Water Exercise (Certified)	17.00	19.00	21.00	23.00	25.00	27.00

\* Non-certified instructors are required to become certified within one year.

Private Swim Instructor	\$30/ 30 minute lesson
Semi Private Swim Instructor	\$55/ 30 minute lesson

**SENIOR CENTER**

Van Driver (Part-Time)	12.24
Substitute Van Driver	11.25
Morning Receptionist	11.75
Fish Coordinator	12.00
Bridge's Coordinator	15.00
Senior/Veteran's Tax-Work-off Program Coordinat	13.00
Head Volunteer Coordinator	18.00

**Fitness/Art/Educational/Therapy/Outreach Posit** \$25 - \$50/ hour\*

**MISCELLANEOUS SINGLE RATED**

Election Warden and Election Clerk	10.05		
Deputy Election Warden/Clerk	10.05		
Election Officer & Teller	10.00		
Plumbing Inspector	43.75		
Adm Asst. To Director of Veterans Svc.	14.25	14.82	15.39
Conservation Agent (Temporary)	30.00		
Call Firefighter	\$250 annual stipend and Step 1 Firefighter hourly rate		

\*In special circumstances for positions with unique skills the rate may be higher

**APPENDIX VI. SALARY SCHEDULES & CLASSIFICATION PLANS  
FY17 TOWN UNION EMPLOYEES**

POLICE - FY17						
	MIN	STEP 1	STEP 2	STEP 3	STEP 4	MAX
<b>Patrolman</b>						
Hourly	26.01	26.61	27.24	27.85	28.41	29.84
Annual	52,281	53,488	54,745	55,975	57,087	59,978
<b>Student Officer</b>						
Hourly	23.41	23.95	N/A	N/A	N/A	N/A
Annual	47,054	48,139	N/A	N/A	N/A	N/A

Note: Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 38.5 hours per week. Overtime pay is calculated by multiplying 1.5 times these hourly rates.

**Single Rated:**

Crime Prevention Officer	\$925/Year	Licensing Officer	\$925/Year
Crime Scene Processing Off.	\$925/Year	Technology Officer	\$925/Year
CPR/First Responder Inst.	\$925/Year	Firearms Officer	\$925/Year
Safety Officer	\$925/Year	School Resource Off.	\$925/Year
Motorcycle Officer (half-time)	\$462.50/Yr	Fleet Maint. Officer	\$925/Year
Detective	\$1,900/Yr	Traffic Officer	\$925/Year
Department Trainer	\$925/Year		

POLICE SERGEANTS - FY17						
	MIN	STEP 1	STEP 2	STEP 3	STEP 4	MAX
<b>Sergeant</b>						
Hourly	31.21	31.94	32.68	33.42	34.08	35.81
Annual	62,731	64,180	65,681	67,160	68,497	71,965

Note: Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 38.5 hours per week. Overtime pay is calculated by multiplying 1.5 times these hourly rates.

**Single Rated:**

Crime Prevention Officer	\$925/Year	Licensing Officer	\$925/Year
Crime Scene Processing Off.	\$925/Year	Technology Officer	\$925/Year
CPR/First Responder Inst.	\$925/Year	Firearms Officer	\$925/Year
Safety Officer	\$925/Year	School Resource Off.	\$925/Year
Motorcycle Officer (half-time)	\$462.50/Yr	Fleet Maint. Officer	\$925/Year
Detective	\$1,900/Yr	Traffic Officer	\$925/Year
Department Trainer	\$925/Year		

COMBINED DISPATCH - FY17								
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8
Dispatcher								
Hourly	21.24	22.06	22.92	23.81	24.73	25.70	26.70	27.87
Annual	41,379	42,987	44,658	46,393	48,195	50,072	52,020	54,306

Note: Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 37.33 hours per week. Overtime pay is calculated by multiplying 1.5 times these hourly rates.

**APPENDIX VI. SALARY SCHEDULES & CLASSIFICATION PLANS  
FY17 TOWN UNION EMPLOYEES CONT'D**

<b>Highway Grid - FY17</b>								
	<b>BASIS</b>	<b>START</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>
Foreman	Annual	55,629	57,301	59,015	60,787	62,613	64,804	67,699
Master Mechanic	Hourly	25.86	26.63	27.34	28.02	28.74	29.74	31.08
Assistant Mechanic	Hourly	24.74	25.53	26.21	26.90	27.64	28.62	29.90
Heavy Equip Operator	Hourly	23.08	23.62	24.39	25.15	25.98	26.88	28.06
Tree Surgeon	Hourly	23.08	23.62	24.39	25.15	25.98	26.88	28.06
Light Equip Operator	Hourly	21.64	22.26	22.67	23.12	23.60	24.41	25.51
Tree Climber	Hourly	21.64	22.26	22.67	23.12	23.60	24.41	25.51
Heavy Laborer	Hourly	20.46	20.88	21.45	22.02	22.61	23.42	24.44
Light Laborer	Hourly	18.65	19.04	19.55	20.04	20.56	21.29	22.24
Landfill Monitor	Hourly	16.96	n/a	n/a	n/a	n/a	n/a	n/a

Notes: Hourly rates are obtained by dividing the annual rates by 52.2 weeks and 40 hours per week. Overtime pay is calculated by multiplying 1.5 times these hourly rates. Crew Leaders receive an annual stipend of \$4,095.

<b>Engineering Grid - FY16</b>							
	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>STEP 7</b>
E1 Eng Aide I	36,825	37,934	39,074	40,245	41,456	42,700	44,607
E2 Eng Aide II	42,348	43,615	44,931	46,274	47,665	49,096	51,289
E3 Eng Aide III	48,702	50,157	51,664	53,213	54,811	56,455	58,976
E4 Jr. Civil Eng	56,002	57,680	59,413	61,196	63,030	64,921	67,822
E5 Civil Eng	63,002	64,902	66,847	68,850	70,913	73,042	76,304
E6 Sr. Civil Eng	66,814	68,820	70,886	73,013	75,196	77,453	80,912
E7 Asst Town Eng	78,585	80,941	83,370	85,873	88,448	91,102	95,172

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

**APPENDIX VI. SALARY SCHEDULES & CLASSIFICATION PLANS  
FY17 TOWN UNION EMPLOYEES CONT'D**

<b>FIRE - FY15</b>						
	<b>MIN</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>MAX</b>
<b>Firefighter</b>						
Annual	50,096	51,255	52,387	53,620	55,743	56,554
Hourly	22.85	23.38	23.89	24.46	25.43	25.80
<b>Firefighter/EMT-B</b>						
Annual	52,438	53,598	54,733	55,965	58,181	59,004
Hourly	23.92	24.45	24.96	25.53	26.54	26.91
<b>FireFighter/EMT-P</b>						
Annual	56,722	57,882	59,017	60,249	62,465	63,309
Hourly	25.87	26.40	26.92	27.48	28.49	28.88
<b>Lieutenant</b>						
Annual	57,233	58,558	59,852	61,262	63,687	64,613
Hourly	26.11	26.71	27.30	27.94	29.05	29.47
<b>Lieutenant/EMT-B</b>						
Annual	59,911	61,236	62,532	63,940	66,470	67,412
Hourly	27.33	27.93	28.52	29.16	30.32	30.75
<b>Lieutenant/EMT-P</b>						
Annual	64,805	66,130	67,427	68,835	71,366	72,331
Hourly	29.56	30.16	30.75	31.40	32.55	32.99
<b>Fire Captain</b>						
Annual	65,389	66,904	68,381	69,992	72,762	73,821
Hourly	29.83	30.52	31.19	31.92	33.19	33.67
<b>Fire Captain/EMT-B</b>						
Annual	68,448	69,962	71,442	73,051	75,943	77,019
Hourly	31.22	31.91	32.59	33.32	34.64	35.13
<b>Fire Captain/EMT-P</b>						
Annual	74,040	75,553	77,036	78,644	81,536	82,639
Hourly	33.77	34.46	35.14	35.87	37.19	37.69

**Single Rated:**

Call Firefighter	\$250 annual stipend and Step 1 Firefighter hourly rate above
Fire Prevention Officer	\$800 /year
Fire Alarm Superintendent	\$800 /year
Master Mechanic	\$800 /year
Technology Coordinator	\$800 /year
Fire Department Training Officer	\$800 /year
Emergency Medical Tech. Coord.	\$800 /year
Fire Alarm Foreman	\$800 /year
EMS Coordinator	\$2000/year
Equipment/Supplies/Recert Coordinator	\$1200/year

**APPENDIX VI. SALARY SCHEDULES & CLASSIFICATION PLANS  
FY17 TOWN UNION EMPLOYEES CONT'D**

Level/Position*	SUPERVISORY - FY17						
	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7
<b>SA-1</b> Supv. Of Buildings <sup>1</sup>	60,393	62,760	65,222	67,778	70,436	73,197	76,466
<b>SA-2</b> Town Clerk <sup>2</sup> Conservation Coord.	65,835	68,417	71,099	73,886	76,781	79,793	83,356
<b>SA-3</b> Hwy. Operations Dir. Director of Assessing C.O.A. Director	71,757	74,571	77,492	80,532	83,688	86,969	90,855
<b>SA-4</b> Health Director Technology Admin Building Inspector Treasurer/Collector Pk. and Rec. Director Town Planner	78,214	81,281	84,465	87,777	91,216	94,792	99,028
<b>SA-5</b> Police Lieutenant Assistant Fire Chief Library Director	85,256	88,596	92,069	95,681	99,432	103,328	107,944
<b>SA-6</b> Town Engineer	92,929	96,569	100,354	104,290	108,379	112,626	117,660
<b>SA-7</b>	101,314	105,285	109,416	113,703	118,161	122,792	128,278

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

<sup>1</sup>This position also receives an annual stipend of \$13,050 as Wiring Inspector

<sup>2</sup>This position also receives an annual stipend of \$782 as Registrar of Voters

# TOWN OF SUDBURY

## ANNUAL ROADSIDE CLEANUP

**SATURDAY, APRIL 23, 2016**

*Join Sudbury civic groups, businesses and residents in the Annual Roadside Cleanup and general beautification of business districts, public areas and parks.*



To "Adopt a Street" (or Park), please visit:  
<https://sudbury.ma.us/maponline/roadsidecleanup>

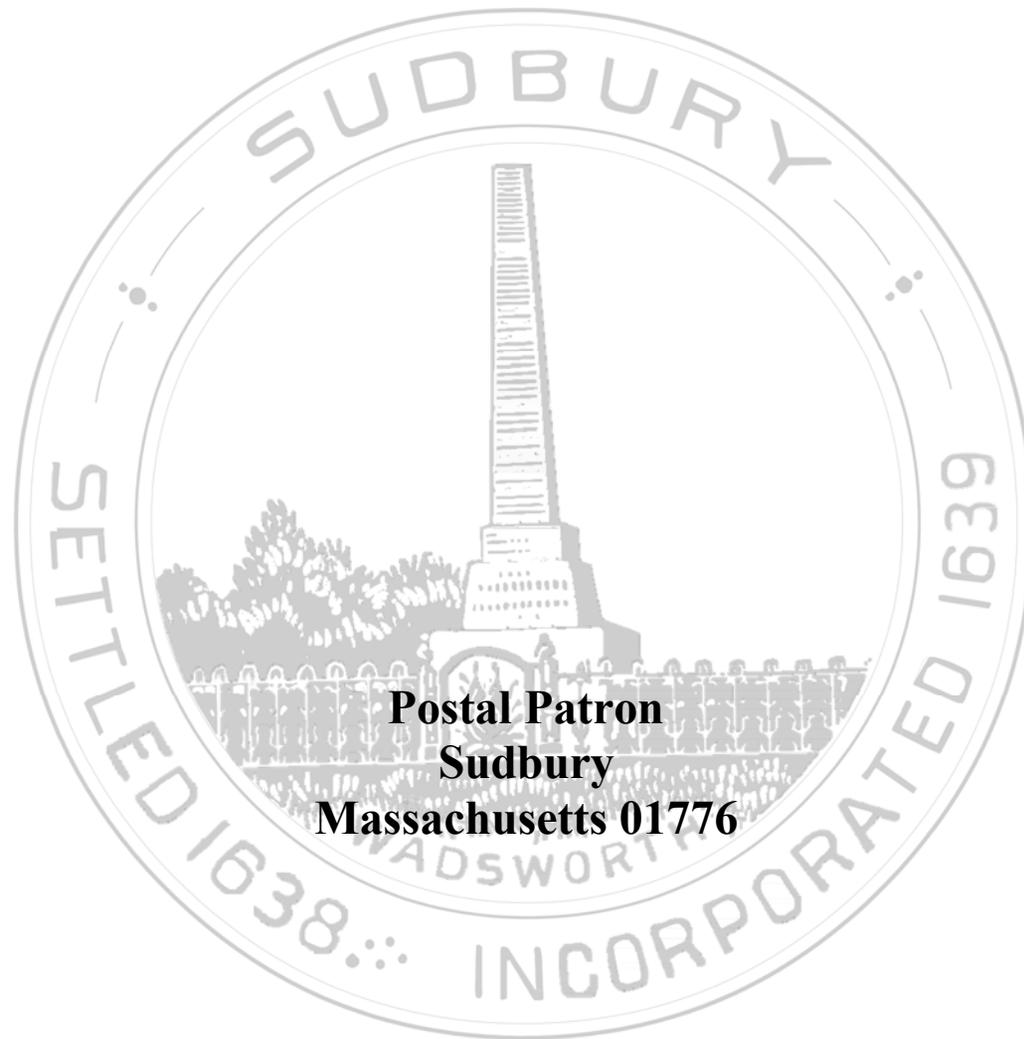
Participants are encouraged to use their own bags (no special type is required), though bags are available in the Selectmen's Office for those who need them.

Let's show we care about our town!

*Sudbury Board of Selectmen  
Sudbury Town Manager*

**Board of Selectmen  
Sudbury, MA 01776**

**U. S. POSTAGE  
PAID  
Permit No. 4  
Sudbury, MA 01776  
ECRWSS**



**Postal Patron  
Sudbury  
Massachusetts 01776**



**Printed on Recycled Paper  
Please recycle**