

# *Town of Acton*

## *Annual Town Meeting Warrant*



*Monday, April 7, 2014*

**The Annual Town Meeting will convene at 7:00 PM in the  
Acton-Boxborough Regional High School Auditorium  
36 Charter Road**

# *Notice of Election and Meeting*

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## **Annual Town Election Tuesday, April 1, 2014 7:00 AM – 8:00 PM**

**Precincts 1, 2 and 6** – Conant School – 80 Taylor Road

**Precincts 3, 4 and 5** – Blanchard Auditorium, R. J. Grey Junior High School – 16 Charter Road

**Please note** that Precinct 1 voting, formerly held at the Nagog Woods Clubhouse, will now take place at the Conant School.

For assistance in determining your election voting location, please use the State Elections Division’s web site **www.WhereDoIVoteMA.com** or contact the Town Clerk’s office by e-mail at **clerk@acton-ma.gov** or by telephone at **(978) 929-6620**.

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## **Annual Town Meeting Monday, April 7, 2014 7:00 PM**

**Acton-Boxborough Regional High School Auditorium  
36 Charter Road**

Note: Copies of the detailed Municipal Operating Budget will be available at Town Hall. Copies will also be available at Town Meeting.

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## *Free Transportation to Town Meeting*

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***Don't miss Town Meeting because you can't get a ride!***



The Town of Acton is offering **free** door-to-door van rides to the Annual Town Meeting. The Meeting starts at 7:00 PM and generally conclude by 10:30 PM.

The MinuteVan will have a driver covering the hours from 6:15 PM to 10:30 PM for each of three nights of Town Meeting. The Dial-A-Ride dispatch service will be open until 4:00 PM on the day of each meeting. Rides can be booked with the MinuteVan dispatcher at (978) 844-6809 or on-line at [www.minutevan.net](http://www.minutevan.net). The service will run even if there are no reservations, as we will take walk-ons from Town Meeting that want a trip home. There will be no charge to passengers for any of these Town Meeting trips. When the van is not in use between 6:15 PM to 10:30 PM, it will be parked in the Acton-Boxborough High School parking lot where Town Meeting is being held. The driver will be waiting in the van for anyone that would like a ride home.

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MinuteVan Dial-A-Ride is a unique transportation service offered by the Town of Acton. It is available to all citizens Monday through Friday (except holidays) for rides around town and to nearby locations. Hours of operation are 8 AM - 11 AM and 1:15 PM - 6:15 PM. The Dispatcher is available Monday through Friday from 8:30 AM to 4:00 PM by calling 978-844-6809. Trips within Acton cost \$2/trip, \$1/trip for seniors and disabled. Out-of-town trips (within 3.5 mile radius of Acton Town Hall) are \$4/trip, \$1.50/trip for seniors/disabled. Locations served include: West Concord Center, Emerson Hospital, Maynard Center, Skating Rink and Food Pantry in Boxborough, and more. Policies may be reviewed on-line at [www.minutevan.net](http://www.minutevan.net).

## *Notes from the Town Clerk's Office*

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The Town Clerk's office welcomes requests by the Acton community for special provisions in order for citizens to attend Town Meeting. Services provided include wheelchairs, a wheelchair lift, special check-in and seating for the mobility-impaired.

In order to accommodate as many citizens as possible, we ask that all requests be received by our office no later than Friday, March 28th. Parties needing support may contact the Clerk's Office at [clerk@acton-ma.gov](mailto:clerk@acton-ma.gov) or 978-929-6620.

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Any person, committee or action group that would like to reserve a display table at Town Meeting needs to provide a copy of their handout material to the Town Clerk in order to receive approval by the Moderator.

Requests need to be received by the Clerk's Office no later than Friday, April 4th to ensure coordination with Acton-Boxborough Regional High School staff to provide the requested number of tables.

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We would like to thank the Acton Water District and Green Acton for providing reusable water bottles for our staff, Board of Selectmen and Finance Committee. As a Green Community, we are happy to participate in this endeavor!

# *Board of Selectmen's Message*

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This Town Meeting Warrant is your invitation to participate in the legislative portion of Acton's town government. Acton citizens have a cherished tradition of governing themselves by means of an open Town Meeting. We encourage all Acton residents to attend. All registered voters are urged to participate in the debate and vote on the Articles presented. Other residents, even if they are not registered voters, are invited to attend and observe, or to view the proceedings on our government cable television channels, Comcast channel 99 and Verizon channel 41.

## **Town Meeting Dates, Times and Location**

The Annual Town Meeting will begin Monday, April 7 at 7:00 PM in the Acton-Boxborough Regional High School Auditorium. Town Meeting is then expected to continue on additional consecutive nights. All adjourned sessions will begin at 7:00 PM in the Acton-Boxborough Regional High School Auditorium. Come early to get checked in by the Town Clerk's staff and to obtain additional information. Check-in will take place in the High School cafeteria.

Regular attendees at Annual Town Meeting will note that many of the Articles in this Warrant relate to matters which are routinely addressed every year, such as the established Enterprise Budgets and the Schools' and Municipal Operating Budgets, while other Articles relate to issues and matters that are new or unique this year. Although some Articles, such as Zoning or Bylaw amendment proposals, do not involve appropriation of funds, much of the Annual Town Meeting's attention is focused on fiscal matters.

## **Town Meeting Warrant and Procedures**

The Town Meeting Warrant is the agenda for the meeting. It is drawn up by the Selectmen from various proposals made by the Selectmen, the School Committees, other Boards, staff and citizens. The Selectmen determine the order that the Articles appear in the Warrant. The Articles will be considered in the order in which they appear, unless the Moderator, or the Meeting itself, changes that order. Each article is intended to give fair notice of the topic to be discussed and voted upon, thus any motion made at Town Meeting under one of these articles must be found by the Moderator to be within the scope of the printed article. At Town Meeting, the motion made under each article will describe the specific proposed action. The wording of the motion, and any amendments that might be offered to the main motion, may differ from the exact wording of the article, but as indicated above must be within the scope of the article. Accordingly, it is suggested that each attendee listen closely to the reading of the motion, and any amendments made before voting.

Your attention is invited to the Warrant section on Town Meeting Parliamentary Procedure, serving as a basic guide to Town Meeting process written by the Town Moderator. The best debate is conducted by those who have informed themselves concerning the issues. Informed debate is delayed when speakers rise only to ask basic questions that could be individually addressed. To assist speakers to inform themselves in advance, and to avoid delays during the meeting engendered by persons seeking basic information, the Board of Selectmen strongly encourages and solicits questions in advance concerning any of the proposed Articles. Information regarding the Articles may be obtained from any of the contacts listed after each Article summary, or a general inquiry may be made to the Town Manager's office at (978) 929-6611 or [manager@acton-ma.gov](mailto:manager@acton-ma.gov) for an appropriate referral. Copies of the Municipal Operating Budget will be made available in advance of the meeting at the Memorial Library, West Acton Citizens' Library, Public Safety Facility, and Town Hall. Copies will also be available at Town Meeting. Furthermore, personnel designated by staff or the Moderator will be available in the auditorium during the Meeting to answer informational questions, which may not be of interest to the entire assemblage, on a one-on-one basis.

## **Thank You to Our Volunteers**

In addition to trying to balance our budgetary needs against limited resources, another necessity for the healthy function of our local government and community is the flow of active, interested citizens willing to volunteer their time, talents, and energy to participate as members of the Town's many volunteer regulatory and advisory Boards, Commissions and Committees. Volunteers are the very foundation of our government, and as the needs of the Town expand, so does the need for volunteers. No special knowledge is necessary to volunteer, only an interest to serve the community and advance the public good, combined with a willingness to learn. The rewards may be intangible, but are very real.

We encourage you to volunteer by reviewing the list of opportunities available on our web site at [www.acton-ma.gov/volunteer](http://www.acton-ma.gov/volunteer). The application is available online as well as an appendix in this Warrant. Handwritten applications may be submitted to the Town Manager's office at Town Hall or handed to any Selectman during Town Meeting. Please consider helping your Town by volunteering some time – we believe you will find it very rewarding.

Janet K. Adachi, Chair  
Mike Gowing, Vice-Chair  
Katie Green  
John Sonner  
David Clough

**Board of Selectmen**

# *Town Manager's Message*

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*“We are what we repeatedly do. Excellence, then, is not an act, but a habit.”*

*- William Durant*

Dear Town Residents:

As we enter Town Meeting, there is much to be proud of. The Town has been rewarded for its continued excellence. In addition to being one of 14 Massachusetts communities to maintain its AAA bond rating for fiscal stability, Acton was the recipient of an award from the 495/MetroWest Partnership for its rapidly evolving transportation program, and nationally recognized for its Civility in the Workplace program. In addition, Acton completed construction of the solar farm on the former landfill site, and established the first “Miracle Field” in New England.

A recent citizen satisfaction survey, conducted on behalf of the Town by the University of Massachusetts Lowell Center for Public Opinion and Political Science Department, rated Town services quite highly as well as Town government in general. My primary goal as we entered into this budget season was to develop a level-service budget that continued to promote our responsiveness and excellence while addressing areas of concern identified in the survey, such as walkability and transportation.

Additional goals that I wanted to achieve in this budget include:

- Continuing funding for Town’s contribution to the OPEB Trust Fund
- Lowering general fund subsidies to enterprise funds
- Developing a Highway Department vehicle replacement schedule
- Finalizing the two-year Police Department staffing plan
- Improving the Town’s responsiveness to tree and roadside maintenance
- Addressing transitional issues with school regionalization
- Commencing implementation of the space needs study
- Continuing the growth of the CrossTown Connect transportation program
- Planned implementation of the Advanced Life Support (paramedic) Service in FY16
- Developing long range plans for Nursing, Ambulance, and Sewer Enterprise Funds as well as for the Parking Meter and Transportation Funds
- Funding the State-required full revaluation of all properties (required every nine years)

## **FY15 BUDGET PROCESS**

Work commenced on the FY15 budget in September when departmental submittals were turned in. A two-day budget retreat, commonly known as “On the Hill” was held in October 2013. Operational budget requests of \$29,863,058 as well as capital requests (including personnel requests) of \$5,774,341 were presented. Part of the “On the Hill” process is to have peer review of capital requests. On the last day of the process, all capital requests are rated by secret ballot into A and B categories, with A being the highest priority. “A” capital priorities (including labor) totaled \$4,768,124.

Upon conclusion of “The Hill”, the Town Manager convened a budget team consisting of: the Finance Director, Assistant Finance Director, Town Accountant, Human Resources Director, Assistant Town Manager and jack of all trades, Health Director Doug Halley, to discuss, review and brainstorm the issues surrounding the budget. The group devoted one full day per week from late October through the publication of this Warrant. The result is the Board of Selectmen’s recommended budget for FY15.

The recommended operational budget for FY15 is **\$29,655,816**, a **4.2%** increase over FY14. The total request, when factoring in recommended capital, subsidies to Enterprise Funds and contributions to OPEB is **\$30,948,054**, a **2.6%** increase over the total Town budget appropriation for FY14. This does not include **\$393,246** for the effect of regionalization. The total budget request is **\$31,341,300**, a **3.9%** increase over the FY14 appropriation.

**WHAT THE FY15 BUDGET FEATURES**

<u>Item</u>	<u>Amount</u>
OPEB *	\$674,845
Nine Year Revaluation	250,000
Highway Equipment Replacement Program	120,000
Four Police Officers (6 Months)	103,669
Arborist/Municipal Properties	43,213
OPEB for New Officers	33,174
OPEB for Arborist	6,914
<b>Total</b>	<b><u>\$1,231,815</u></b>

\* OPEB for Municipal Budget only

**RECOMMENDED GENERAL FUND CAPITAL**

<u>Item</u>	<u>Requesting Department</u>	<u>Amount</u>
Town Hall HVAC	Municipal Properties	\$181,000
Sidewalks	Highway	95,000
COA Kitchen	Council on Aging	35,000
<b>Total</b>		<b><u>\$311,000</u></b>

**OTHER GENERAL FUND SUPPORT**

<u>Fund/Initiative</u>	<u>Amount</u>
Ambulance Enterprise Fund	\$123,548
Transportation	120,845
Nursing Enterprise Fund	60,000
Cultural Council	2,000
<b>Total</b>	<b><u>\$306,393</u></b>

Please note that General Fund subsidies have been reduced by 40% from the FY14 appropriations.

**CAPITAL FROM OTHER FUNDING SOURCES**

<u>Item</u>	<u>Funding Source</u>	<u>Amount</u>
Commuter Lot Improvements	Parking Lot Fund	\$400,000
New Rescue/Ambulance	Ambulance Fund	260,000
Paramedic School	Ambulance Fund	137,280
Recycling Compactors	Transfer Station/Recycling Fund	105,000
ALS-Paramedic Program Start-up	Ambulance Fund	70,000
Command Vehicle	Ambulance Fund	60,000
		\$1,032,280

Seemingly, every year as we build our budgets, the challenges and needs are many. Despite the recession and dealing with things like OPEB and regionalization, Acton has continued to offer high-quality service and a place that has an outstanding quality of life as viewed by those who participated in our citizen satisfaction survey. This budget maintains our quality of service while addressing areas that were deemed as “needing improvement,” such as transportation and walkability. It moves us forward in better serving our public safety needs by taking the beginning steps toward ALS/paramedic service in our ambulance operation as well as completing our goal of adding eight new police officers over two fiscal years. Lastly, it attempts to address long-range planning for our enterprise and other funds and reduces general fund subsidies to these funds. Even though Acton’s services are considered outstanding by those surveyed, we cannot rest on our laurels. Indeed, we are only scratching the surface of what we can become. In the words of Winston Churchill, “Continuous effort - not strength or intelligence - is the key to unlocking our potential.”

Respectfully Submitted,



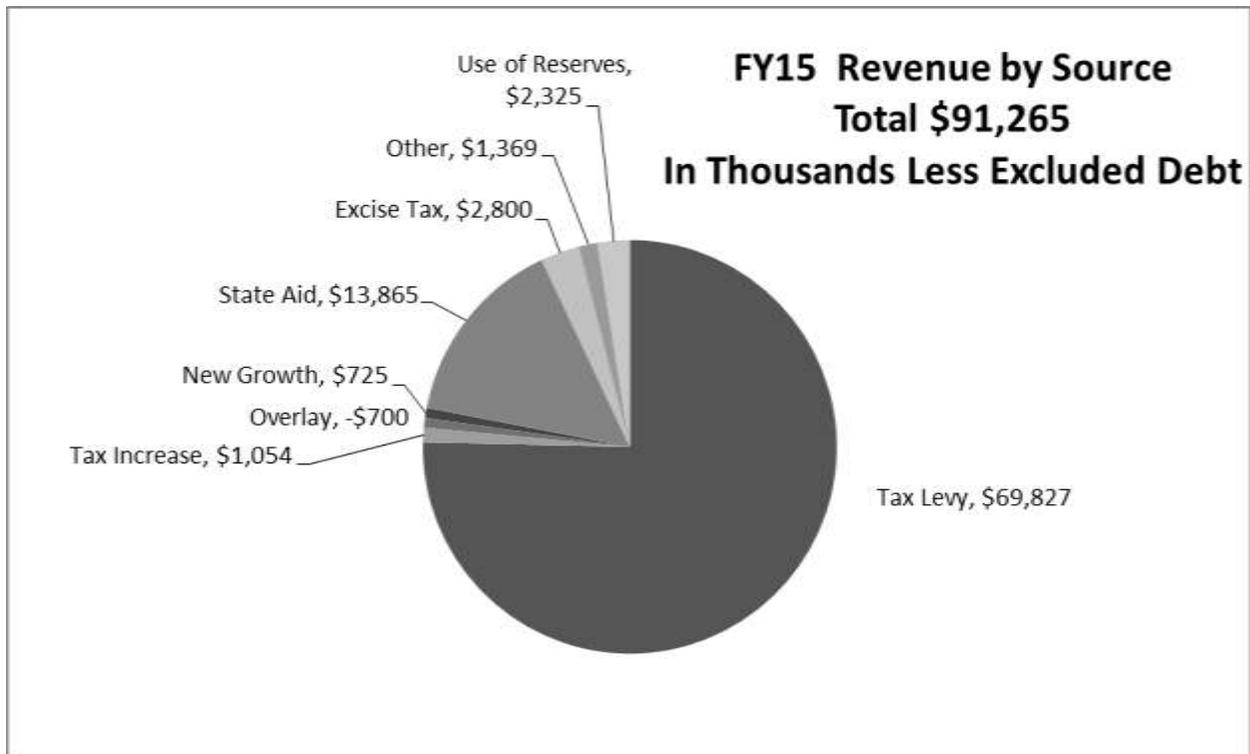
Steven L Ledoux  
Town Manager

# Budget Overview

## Fiscal Year 15 Budget Background

The numbers contained in these next few pages for FY15 (the fiscal year beginning July 1, 2014) are derived from the Acton Leadership Group plan, which does not include debt service for excluded debt nor Enterprise Funds and Revolving Funds. Because this document only pertains to Acton's revenues and expenses, the Acton-Boxborough Regional School District Budget line is shown as 83.97 percent of the budgeted amount, which reflects Acton's share of the total regional school district budget.

### What Are Our Sources of Revenue?



More than three-quarters (76%) of our revenue comes from local property taxes, which is comprised of three components:

1. **Property Tax Levy** – the existing assessed property taxed at the current rate per thousand
2. **New Growth** – additional assessed value from new homes, additions to homes, and changes in parcels.
3. **Tax Increase** – typically 2½ percent increase allowed on the property tax levy but this year we are not taxing to the full extent.

State Aid, our second largest segment of revenue accounting for nearly 15 percent of the total, consists of education aid and municipal aid. Other categories of revenue include excise taxes, which are assessed on motor vehicles and trailers, and account for 3 percent of our total revenue. Fees and interest account for about 3 percent of revenue. Acton collects fees for various permits, vital records, and licensing. Interest varies year-to-year depending on the interest rate and the amounts deposited.

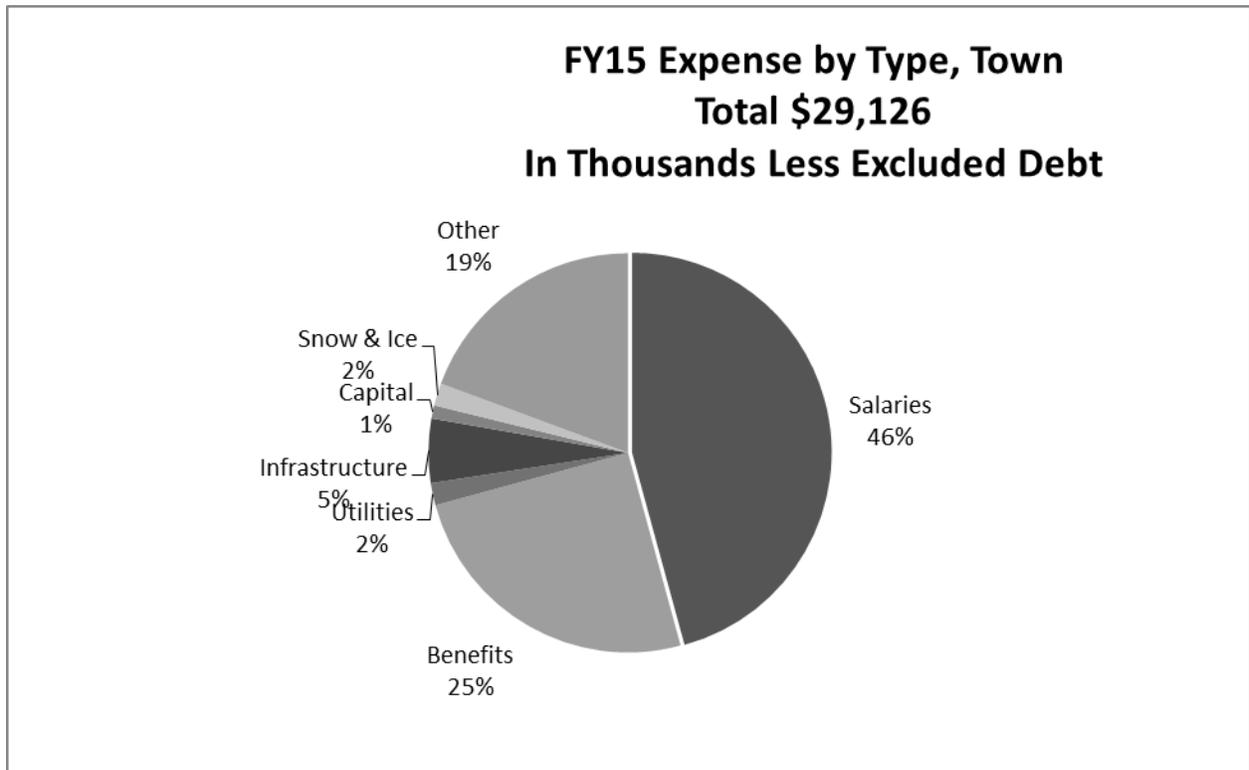
In this year's budget, reserves account for 3 percent of the total revenues. One of the ways in which our town has been able to effectively weather the downturn in the economy including reductions in state aid and local receipts has been through prudent use of reserves to fill some of the gaps between service costs and lower revenues.

**Which Town and School Entities Spend Our Money?**



The Town's revenues support four budgets within our town. Over two-thirds of our expenditures support education priorities: Acton-Boxborough Regional School District's assessment (67 percent of expenditures), and Minuteman Regional School District's assessment (1 percent of total expenditures). The municipal government (which funds police, fire, highway, library, health, planning and other general government services) accounts for the remaining 32 percent of the total expenditures.

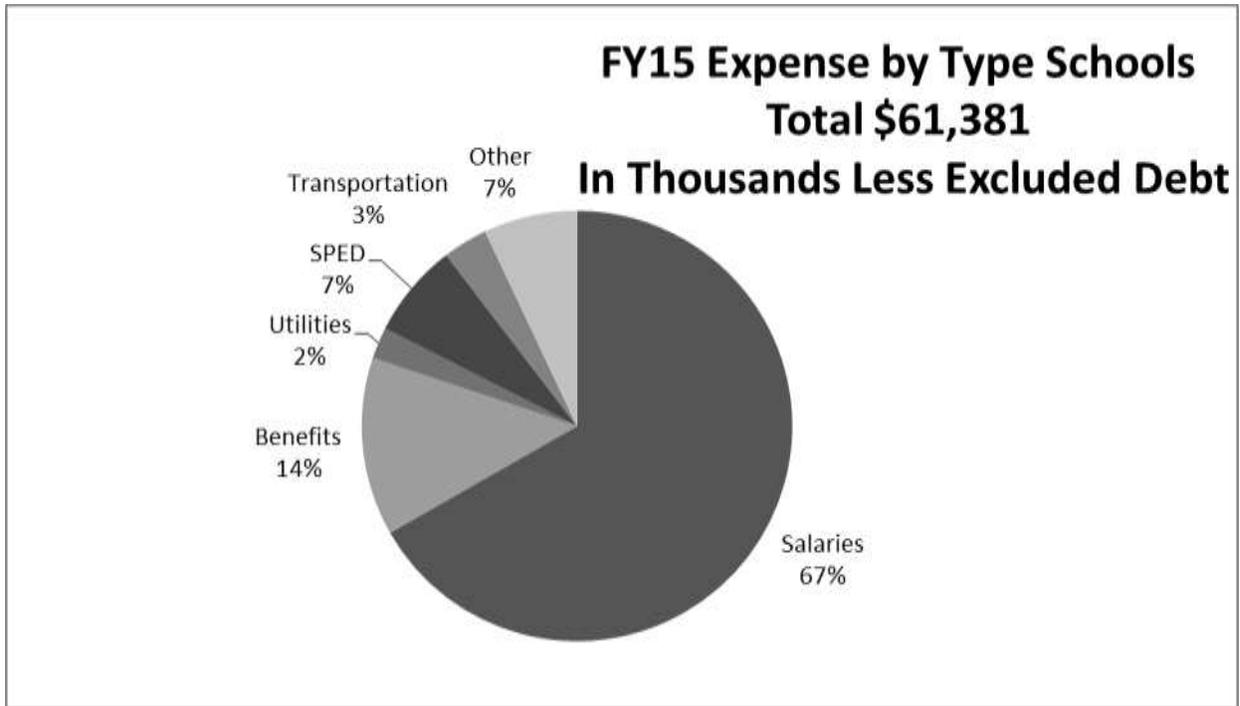
## How are Municipal Government Funds Spent?



Approximately 71 percent of the Town spending goes to salaries and benefits, the cost for the people who provide services to the residents. Infrastructure cost accounts for 5 percent of the spending. This category includes the maintenance and improvement of roads, sidewalks, buildings, grounds, and information technology. Capital items account for 1 percent of the budget in FY15.

## How are School Funds Spent?

As with the Town, the largest category is the cost of people to provide services to our students. Salaries and benefits account for more than 81 percent of the total. The next largest category is special education which accounts for almost 7 percent, followed by student transportation at 3 percent, and utility costs at 2 percent in the combined school budgets.



# *Finance Committee's Message*

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As we emerge from five years of a national recession, the finances of the Town of Acton are sound and we are well positioned to continue as a leader in providing excellence in our basic services, quality of life, and education. The careful stewardship of our resources, both human and financial, and disciplined management of our budgets over the last several years will allow us to improve current services and undertake targeted initiatives, while at the same time providing relief to property taxpayers through lower annual increases in rates.

Once again, in 2013, Standard & Poor's reaffirmed Acton's AAA bond rating and underscored the fundamental soundness of our Town's fiscal health by writing in August 2013:

The stable outlook reflects Standard & Poor's view that management will remain proactive and make the necessary adjustments to produce balanced operations as it has historically demonstrated despite budgetary challenges related to slower revenue growth and higher fixed costs. The Town maintains what we consider to be a strong reserve position, which, in our view should provide near-term flexibility to help manage through the current economic environment. Acton's location also provides a level of economic stability that will provide property tax revenue stability. As such, we do not expect that the rating will change within the two-year parameter of the stable outlook.

In February 2014, Standard & Poor's evaluated the Acton-Boxborough Regional School District as part of the District's bond refinancing initiative and assigned the District a AAA rating as well.

## **Fiscal Year 2015 Overview**

The Finance Committee Point of View for FY15, circulated to the Board of Selectmen and School Committees as they began their budget deliberations last fall, included four fiscal recommendations that we believed could be accomplished within the constraints of the operating budgets. All four recommendations reflect the concept of redeploying accumulated reserves to stabilize our operations while simultaneously acknowledging the steadfast support of the taxpayers throughout the economic strain of the past five years.

Specifically, the Finance Committee recommended:

1. Use of \$2 million in accumulated reserves as a revenue source
2. A total contribution of \$1.1 million to the Trusts established by the Town and School District for OPEB (Other Post-Employment Benefits)
3. A limit on the property tax increase to 2 percent rather than the allowable 2.5 percent
4. Release of the estimated \$1 million "NESWC liability set aside" as a balance sheet item into free cash to replenish reserves

Additionally, we encouraged staff and elected officials to identify other sources of revenue to sustain ongoing programs and support new initiatives within the operating entities.

The budgets presented in this Warrant and the Acton Leadership Group Financial Model reflect all of these recommendations with a notable enhancement. After analyzing its pending and resolved abatement cases, the Board of Assessors agreed to release \$325,000 from its overlay reserve. The Acton Leadership Group agreed to allocate the funds for additional property tax relief, resulting in an increase of 1.5 percent rather than the allowable 2.5 percent.

## **Continued Commitment to OPEB**

Three years ago the Finance Committee initiated a study to frame the concept of actuarially accrued liabilities and to identify their potential effects on the long term financial health of the Town. We recommended the Town and Schools embark on a long term program to define and refine the potential liability for OPEB (Other Post-Employment Benefits) frequently referred to as retiree health insurance. With the agreement of Town Meeting, appropriately designated Trust Funds were established; FY15 marks the third consecutive year we have invested in these Trust Funds and have seen positive impacts on the total liability calculation. Additionally, positive acknowledgement of this program is reflected in the comments by the bond rating agencies.

## **Expanded School Regionalization**

In June 2013, the Town Meetings in Acton and Boxborough agreed to a proposal to include their respective elementary schools in the Acton-Boxborough Regional School District, often called expanded regionalization. Both the legal and financial impacts of implementing these town meeting votes are complex and still evolving as we write this message. In addition to the Town and School Budgets, there are several Warrant Articles related to this organizational change that offer additional information.

It is difficult to compare the budgets from last year (FY14) to the proposed FY15 budgets because many items, particularly related to personnel, need to be migrated either from the Town to the expanded Regional School District, or the reverse. To help understand what has happened, the chart below summarizes the items that have moved as of March 11.

<b>Category</b>	<b>Migration</b>	<b>Amount</b>
Workers' Compensation	Net to Town	\$100,000
APS Retiree Health Insurance	Net to School	\$588,246
Property and Liability Insurance	Net to Town	\$95,000

Another change still undergoing review is the assessment due to the Middlesex Retirement System, which covers employees who work for the Town and a portion of the School administration staff. A preliminary cost shift is indicated within the proposed FY15 budgets; final changes will be made based on an actuarial study commissioned by the retirement system.

These migrations are considered one time budgetary events triggered by the transition of personnel and property in accordance with the 2013 Special Town Meeting vote. Other financial impacts of this decision appear in the budgets and are reflected in the charts accompanying this message.

## **FY15 Town Budget**

The Town of Acton's budget incorporates four major elements: operations, program subsidies, OPEB contributions and capital investments. In addition, in FY15 there are adjustments for costs associated with the execution of the agreement to combine the Acton Public Schools with the ABRSD and the Boxborough Public Schools. The total municipal proposed spending is \$31,341,300, a 3.87 percent increase over FY14. Total municipal spending, excluding the effect of expanded school regionalization (see chart above), increased 2.57 percent over FY14. The Finance Committee unanimously supported the Operating Budget and endorsed the contribution to OPEB in the ALG Financial Model.

We continue to scrutinize program subsidies to the Enterprise Funds and resist the accumulation of unnecessary reserves inside these funds. For all program spending we encourage the development of five year business plans designed to focus on alternatives to subsidies from the general fund. This type of plan will be particularly valuable as the Town explores the proposed expansion of the fire department's mission to include Advanced Life Support via the Ambulance Enterprise Fund.

Similarly, we support the proposed implementation of a Five Year Capital Plan program as a means of identifying and prioritizing staff identified needs and coordinating funding sources.

### **FY15 School Budget**

For the first time in 45 years, Town Meeting will consider a single budget for the education of our children. We also continue to pay a separate assessment to the Minuteman Regional School District. This change results from the agreement by both Town Meetings to expand regionalization to include the elementary grades from both Acton and Boxborough. Based on the single budget, each town will be assessed a total amount for its share of the education costs; this share is derived from a formula agreed to in the Regional Agreement accepted as part of the expanded regionalization votes. The formula combines a number of factors, with the most significant being enrollment by town.

A precise comparison of the FY14 (a scenario with two school budgets) with the FY15 budget is difficult and the Finance Committee spent several meetings and budget sessions with the school administration staff and members of the school committee discussing the changes and adjustments in detail, using a reconstructed FY14 budget as one piece of the analysis. Another factor was the so-called base case presented during the debates and discussions of expanded regionalization in 2013.

The FY15 Acton-Boxborough Regional School District budget is \$76,181,500 which results in an assessment for Acton of \$49,836,594. The budget increase year over year is 2.62 percent; the assessment increase for Acton taxpayers is 4.78 percent. Mental health needs of students and state-mandated teacher evaluation protocols drive programmatic initiatives in the budget. Inside the budget are cost savings realized as the new region is implemented, including a net reduction in staff of eight Full Time Equivalent (employees), as well as increased transportation aid and regional "bonus aid". Higher health insurance costs, OPEB contributions, and greater Special Education out of district tuition in combination with lower than anticipated Chapter 70 education aid from the state all have been identified as factors that influence the assessment increase.

The Finance Committee vote to recommend this budget split 6-3.

### **Financial Projections for FY16 and FY17**

The Finance Committee is charged with developing a multi year financial forecast which is included in this Warrant as part of the Acton Leadership Group Financial Model. The forecast results from the consensus process, including analysis of revenues and budget growth, and offers some insight into the challenges the operating entities will face.

Acknowledging that the statutory requirement to produce a balanced budget annually can change any aspect of the projections, we nonetheless point to the following underlying assumptions and concerns:

1. The property tax levy will increase 2 percent (rather than the allowable 2.5 percent)
2. Contributions to the OPEB Trusts will increase significantly for at least two more years as we seek to reach a rate that meets the most current recommendation of the OPEB Task Force
3. Reserves will be available to accomplish these objectives; however, the increasing annual portion of reserves required to balance raises concerns about sustainability. We note that in

FY17, based on all projections, the total amount of available free cash (or reserves) will fall below five percent of the operating budgets

4. Finally, the calculation of annual tax impact on an average single family home suggests that the tax rate per \$1,000 will eclipse \$20.00

Signed by the Acton Finance Committee:

Patricia Clifford, Chair  
Steve Noone, Vice Chair  
Mary Ann Ashton  
Margaret Busse  
Bob Evans  
Mike Majors  
Herman Kabakoff  
Bill Mullin  
Doug Tindal

# Town of Acton Multi-Year Financial Model

Prepared by Board of Selectmen, School Committee and Finance Committee

Town of Acton Revenues	FY14	FY15	FY16	FY17
	Recap			
<b>A. Revenues (GROSS)</b>				
<b>Tax Levy (excluding debt exclusion)</b>	\$68,616	\$70,905	\$73,719	\$76,199
<b>State Aid</b>	\$12,734	\$13,865	\$14,020	\$14,177
<b>Local Receipts</b>	\$3,821	\$4,170	\$4,251	\$4,333
<b>Debt Exclusion</b>	\$2,895	\$2,947	\$2,911	\$2,852
<b>SBAB Reimbursement</b>	\$1,009	\$923	\$923	\$923
<b>Total Revenues (including debt)</b>	<b>\$89,074</b>	<b>\$92,811</b>	<b>\$95,824</b>	<b>\$98,485</b>
<b>B. Debt Exclusion Debt Service</b>				
<b>APS School Debt Exclusion</b>	\$547	\$611	\$588	\$559
<b>Public Safety Facility Debt Exclusion</b>	\$462	\$451	\$434	\$423
<b>Municipal Debt Exclusion</b>	\$244	\$230	\$222	\$201
<b>JHS/SHS Debt Exclusion</b>	\$1,642	\$1,655	\$1,667	\$1,670
<b>SBAB Reimbursement-Parker/Damon</b>	\$1,009	\$923	\$923	\$923
<b>Total Debt Exclusion/SBAB</b>	<b>\$3,904</b>	<b>\$3,870</b>	<b>\$3,834</b>	<b>\$3,775</b>
<b>C. Available Town Revenues (NET) (A - B)</b>	<b>\$85,170</b>	<b>\$88,941</b>	<b>\$91,990</b>	<b>\$94,710</b>
Town of Acton Expenditures				
<b>Total Acton Municipal Allocation</b>	<b>\$27,843</b>	<b>\$29,126</b>	<b>\$30,113</b>	<b>\$31,164</b>
Percentage change year-to-year	2.91%	3.9%	3.00%	3.00%
Acton Portion of Annual ABRSD Budget	\$58,173	\$62,573	\$64,729	\$67,167
<b>Final Assessment Shift Per Appendix A of Regional Agreement</b>		(\$1,067)	(\$1,420)	(\$1,649)
<b>Total Acton Contribution To ABRSD Budget</b>	<b>\$58,478</b>	<b>\$61,381</b>	<b>\$63,715</b>	<b>\$66,039</b>
Percentage change year-to-year	4.85%	4.78%	3.80%	3.65%
<b>Total Minuteman Allocation</b>	<b>\$687</b>	<b>\$758</b>	<b>\$781</b>	<b>\$806</b>
Percentage change year-to-year	-8.26%	-8.26%	3.09%	3.13%
<b>D. Town of Acton Expenditures (NET)</b>	<b>\$87,008</b>	<b>\$91,265</b>	<b>\$94,609</b>	<b>\$98,009</b>
<b>E. Subtotal Town of Acton Projected Balance</b>	<b>(\$1,837)</b>	<b>(\$2,325)</b>	<b>(\$2,619)</b>	<b>(\$3,299)</b>
<b>F. Appropriation of Reserves (TOTAL)</b>	<b>\$1,919</b>	<b>\$2,325</b>	<b>\$2,619</b>	<b>\$3,299</b>
<b>G. Total Town of Acton Projected Balance</b>	<b>\$82</b>	<b>\$0</b>	<b>(\$0)</b>	<b>(\$0)</b>
(*) <b>Annual Contributions Towards Long Term OPEB Liability</b>	<b>\$738</b>	<b>\$1,100</b>	<b>\$1,400</b>	<b>\$1,700</b>
Town of Acton - Tax Impact	FY14	FY15	FY16	FY17
Existing Valuation ('000s)	\$3,668,800	\$3,742,176	\$3,846,049	\$3,884,509
New Growth value ('000s)	\$47,466	\$37,269	\$31,684	\$31,361
Total Valuation ('000s)	\$3,716,266	\$3,779,445	\$3,877,733	\$3,915,871
Tax Rate	\$19.45	\$19.73	\$19.93	\$20.35
% Change in Tax Rate	1.90%	1.40%	1.03%	2.13%
SF Value	\$505,494	\$515,604	\$520,546	\$520,546
% Change in SF Value		2.00%	0.96%	0.00%
SF Tax Bill	\$9,833	\$10,171	\$10,374	\$10,595
% Change in SF Tax Bill	1.95%	3.43%	2.00%	2.13%
\$ Change in SF Tax Bill	\$188.52	\$337.23	\$203.37	\$220.86
(*) <b>OPEB Contributions included in Budgets above</b>				

## Fiscal Year 2015 Budget Specifics

FY15 is a year that brings many changes to the format and content of our budgets. The Acton Public Schools (Grade K-6) have always been a “department” within the Town of Acton, similar to the police or fire departments, whereas Grades 7-12 have been part of a separate legal entity, the Acton-Boxborough Regional School District. Even though both school organizations were under common management, they were separate legal entities. As part of the Town of Acton, the Acton Public Schools did not need to budget for things like property insurance, workers’ compensation, pension benefits, and debt, as these items were budgeted for in the Town of Acton municipal budget.

In the FY15 budget, all operations of the Acton Public Schools are removed from the Town budgets and included in the ABRSD budget. Of course, it is not that simple. Some costs, such as the health insurance for retired school employees which were previously in the APS budget, cannot legally be transferred, and some costs such as property insurance for school facilities, which were previously carried in the Town budget, will be transferred to the District budget. The following table shows the effect of these budget shifts.

		Effect of Budget Shifts					
		in Thousands of Dollars					
		Excluding Debt				Variance	
Town	Budgets	FY14	FY15	Amount	%		
	Base	\$ 27,645	\$ 28,576	\$ 931	3%		
	Shift	\$ 198	\$ 550	\$ 352	178%		
	Adjusted	\$ 27,843	\$ 29,126	\$ 1,283	5%		
ABRSD	Budgets						
	Base(Acton Share)	\$ 58,676	\$ 61,931	\$ 3,255	6%		
	Shift	\$ (198)	\$ (550)	\$ (352)	178%		
	Adjusted	\$ 58,478	\$ 61,381	\$ 2,903	5%		
Minuteman		\$ 687	\$ 758	\$ 71	10%		
	Total	\$ 87,008	\$ 91,265	\$ 4,257	5%		

Articles 22 through 24 address the transfer of the school properties and non-appropriated fund balances from the Town to the expanded School District.

The following summarized budgets are presented on the adjusted basis, including the cost shifts between the Town and Schools. The school numbers are not the entire Regional School budget, but reflect Acton’s percent share of that budget, which varies based upon student enrollment.

<b>TOWN OF ACTON MUNICIPAL BUDGET -Summarized Budget</b>					
	<b>FY 13 Actual</b>	<b>FY14 Budget</b>	<b>FY15 Budget</b>	<b>Variance</b>	<b>%Chg</b>
Salaries	\$12,063,333	\$ 12,548,153	\$ 13,328,315	\$ 780,162	6.22%
Health Insurance	\$ 2,258,415	\$ 2,497,820	\$ 3,320,307	\$ 822,487	32.93%
Middlesex Retire	\$ 2,453,108	\$ 2,577,872	\$ 2,645,462	\$ 67,590	2.62%
Fringes Other	\$ 909,587	\$ 1,316,560	\$ 1,217,267	\$ (99,293)	-7.54%
legal	\$ 432,951	\$ 600,000	\$ 600,000	\$ -	0.00%
Gas & Diesel	\$ 398,005	\$ 392,114	\$ 342,061	\$ (50,053)	-12.76%
Snow & Ice ex salaries	\$ 519,338	\$ 521,710	\$ 526,862	\$ 5,152	0.99%
Property Liability Insurance	\$ 317,056	\$ 382,500	\$ 323,500	\$ (59,000)	-15.42%
Infrastructure Maintenance	\$ 1,728,059	\$ 1,569,824	\$ 1,512,654	\$ (57,170)	-3.64%
Inside Debt	\$ 483,984	\$ 814,875	\$ 743,355	\$ (71,520)	-8.78%
Utilities	\$ 444,708	\$ 657,892	\$ 525,742	\$ (132,150)	-20.09%
All other	\$ 2,421,205	\$ 2,264,140	\$ 2,748,324	\$ 484,184	21.38%
OPEB	\$ 310,000	\$ 432,000	\$ 674,845	\$ 242,845	56.21%
Subtotal	\$24,739,749	\$ 26,575,460	\$ 28,508,694	\$1,933,234	7.27%
Excluded Debt	\$ 2,458,101	\$ 2,328,875	\$ 2,215,213	\$ (113,662)	-4.88%
Subtotal	<b>\$27,197,850</b>	<b>\$ 28,904,335</b>	<b>\$ 30,723,907</b>	<b>\$1,819,572</b>	6.30%
AB Cultural Council		\$ 2,000	\$ 2,000	\$ -	0.00%
Transportation		\$ 120,845	\$ 120,845	\$ -	0.00%
Capital		\$ 760,000	\$ 311,000	\$ 449,000	59.08%
COA Subsidy		\$ 50,000		\$ (50,000)	-100.00%
Nursing Subsidy		\$ 135,000	\$ 60,000	\$ (75,000)	-55.56%
Ambulance Subsidy		\$ 200,000	\$ 123,548	\$ (76,452)	-38.23%
Subtotal		\$ 1,267,845	\$ 617,393	\$ (650,452)	-51.30%
<b>Total</b>		<b>\$ 30,172,180</b>	<b>\$ 31,341,300</b>	<b>\$1,169,120</b>	3.87%
Total Amount per Multi year Plan		<b>\$ 30,172,180</b>	<b>\$ 31,341,300</b>		
Less excluded debt		\$ (2,328,875)	\$ (2,215,213)		
Adjusted Plan Amount		<b>\$ 27,843,305</b>	<b>\$ 29,126,087</b>		
Breakdown by Article					
	Article 7	Nursing Subsidy	\$ 60,000		
	Article 9	AB Cultural Council	\$ 2,000		
	Article 11	Transportation	\$ 120,845		
	Article 12	Amubulance Subsidy	\$ 123,548		
	Article 14	Operating Budget	\$ 30,049,062		
	Article 15	OPEB	\$ 674,845		
	Article 16	Capital	\$ 311,000		
	<b>TOTAL</b>		<b>\$ 31,341,300</b>		

<b>Acton-Boxborough Regional School District</b>		<b>Summarized Budget</b>			
	<b>FY13 Actual</b>	<b>FY14 Budget</b>	<b>FY15 Budget</b>		
FY13 and FY14 based on 100% of Acton Public Schools and our share of the grade 7-12 region					
FY 15 Budget is based on our share of the K-12 region					
<b>Breakdown based on Acton % of Total</b>					
	<b>FY13</b>	<b>FY14</b>	<b>FY15</b>	<b>Variance</b>	<b>% Chg</b>
Salaries Teaching	\$ 25,226,499	\$ 26,775,076	\$ 26,824,731	\$ 49,655	0.19%
Salaries Other	\$ 13,015,989	\$ 11,659,044	\$ 14,142,262	\$ 2,483,218	21.30%
Health Insurance	\$ 6,142,116	\$ 7,769,660	\$ 7,828,569	\$ 58,909	0.76%
Fringes Other	\$ 967,842	\$ 1,056,722	\$ 1,531,125	\$ 474,403	44.89%
Capital & One time Items	\$ 687,454	\$ 317,107	\$ 542,586	\$ 225,479	71.10%
SPED Tuition	\$ 3,318,768	\$ 4,157,372	\$ 4,377,788	\$ 220,416	5.30%
SPED Trans	\$ 1,148,338	\$ 1,173,338	\$ 1,125,543	\$ (47,795)	-4.07%
Transportation	\$ 821,619	\$ 841,890	\$ 1,032,345	\$ 190,455	22.62%
Utilities	\$ 1,359,430	\$ 1,658,394	\$ 1,453,077	\$ (205,317)	-12.38%
All other	\$ 3,269,131	\$ 3,267,434	\$ 3,165,364	\$ (102,070)	-3.12%
OPEB	\$ 190,381	\$ 306,000	\$ 424,888	\$ 118,888	38.85%
<b>Total Excluding debt</b>	<b>\$ 56,147,567</b>	<b>\$ 58,370,037</b>	<b>\$ 62,448,278</b>	<b>\$ 4,078,241</b>	<b>6.99%</b>
Excluded Debt	\$ 1,541,745	\$ 1,642,500	\$ 1,654,697	\$ 12,197	0.74%
<b>Total</b>	<b>\$ 57,689,312</b>	<b>\$ 60,012,537</b>	<b>\$ 64,102,975</b>	<b>\$ 4,090,438</b>	<b>6.82%</b>
<b>Amount per Multi Year Plan</b>					
Acton share ex Debt			\$ 62,448,278		
Cost shift to Boxborough per Appendix A			\$ (1,067,051)		
Amount per Multi Year Plan		\$ 58,478,260	\$ 61,381,227	\$ 2,902,967	4.96%
<b>Article 21 Acton Boxborough Regional School Assessment</b>					
<b>Reconciliation of Budget to Assessment</b>					
Acton Education Gross Costs			\$ 62,448,278		
			\$ 1,654,697		
Chapter 70 Base aid			\$ (11,969,483)		
Choice/Charter School Assessment			\$ 453,045		
Charter School Aid			\$ (56,853)		
Regional School Transportation			\$ (1,088,918)		
Bonus Regional Aid			\$ (116,718)		
Transfer from Premium on Loan			\$ (553)		
Transfer for Excess and Deficiency			\$ (419,850)		
Cost Shift per Appendix A			\$ (1,067,051)		
<b>Assessment</b>			<b>\$ 49,836,594</b>		

## Consent Calendar

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In an effort to streamline Town Meeting, the Board of Selectmen and Town Moderator use the concept of a Consent Calendar. The use of Consent speeds the passage of articles which the Selectmen feel should generate no controversy and can be properly voted without debate. Its purpose is to allow motions under these articles to be acted upon as units and to be passed without debate.

Each Consent Calendar will be taken up when the first article “on Consent” is reached (for example, if Article 3 is the first Consent article in the Warrant, there will be a motion after Article 2 to take up the items on that Consent Calendar). At this time, the Moderator will call out the article numbers one-by-one.

**Articles on Consent are distinguished from other articles by the asterisk (\*) notation following each article number in the index above, as well as in the title of each article.**

If **two or more** voters object to any particular Article being included in the Consent Calendar, they should say the word “**hold**” in a loud voice when the number is called. The Article will then be removed from the Consent Calendar, to be debated and voted in the usual manner, **immediately following** the vote on the Consent motion.

There will be **two** Consent motions throughout Town Meeting – one for budgetary articles and one for all other articles on Consent. It is possible that these two motions will occur on different nights of Town Meeting.

After the calling of the individual items in each Consent Calendar, the Moderator will ask that all remaining articles be passed **as a unit** by the voters.

Please carefully review the articles and motions. Summaries are also included with each article printed in this Warrant. Motions for consent articles are included under the text of each article. Motions will be available as a separate handout at Town Meeting.

If you have any questions about the Consent articles, motions or procedure, please feel free to contact the official listed in the summary of the article or to contact the Town Manager’s Office, by e-mail at **manager@acton-ma.gov** or by telephone at (978) 929-6611, before Town Meeting.

Donald MacKenzie  
Town Moderator

*I served with General Washington in the Legislature of Virginia before the Revolution and, during it, with Dr. Franklin in Congress. I never heard either of them speak ten minutes at a time, nor to any but the main point which was to decide the question. They laid their shoulders to the great points, knowing that the little ones would follow of themselves.*

– Thomas Jefferson

# Annual Town Meeting Warrant

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*Town of Acton  
Commonwealth of Massachusetts, ss.*

To either of the Constables of the Town of Acton, Greetings:

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of said Town of Acton, qualified to vote at Town Meetings for the transaction of Town affairs, to meet in their respective precincts to wit:

**Precincts 1, 2 and 6** – Conant School – 80 Taylor Road

**Precincts 3, 4 and 5** – Blanchard Auditorium, R. J. Grey Junior High School – 16 Charter Road

On **Tuesday, April 1 between 7:00 AM and 8:00 PM**, by posting a copy of this Warrant by you attested, at each of the places as directed by vote of the Town, fourteen days at least before the first day of April 2014,

To bring their votes on one ballot for the following officers:

One Moderator for a one-year term,  
Two Selectmen for three-year terms,  
Two School Committee members for three-year terms,  
One School Committee member effective July 2014 for a three-year term,  
One Trustee of the Memorial Library for a three-year term,

In addition, the Acton Water District will elect the following officers:

One Commissioner for a three-year term,  
One District Clerk for a three-year term.

You are also to notify legal voters aforesaid to meet at the Acton-Boxborough Regional High School Auditorium in said Acton on **Monday, April 7, 2014 at 7:00 PM**, then and there to act on the following articles:

# Articles

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One or more of the following symbols may appear following an Article number:

<b>*</b>	This article is on the Consent Calendar
<b>#</b>	This article was submitted by Citizens' Petition

One or more of the following recommendations may appear at the end of an Article's summary:

<b>Recommended</b>	This board voted to <u>recommend</u> passage by Town Meeting.
<b>Not Recommended</b>	This board voted to <u>not recommend</u> passage by Town Meeting.
<b>Deferred</b>	A recommendation will be made by this board when the Article is considered at Town Meeting.
<b>No Recommendation</b>	This board voted to make no specific recommendation to Town Meeting.

**ARTICLE 1                    CHOOSE TOWN OFFICERS**

(Majority vote)

To choose all necessary Town Officers and Committees and to fix the salaries and compensation of all the elective officers of the Town as follows:

Moderator	\$ 20.00 per Town Meeting session
Board of Selectmen, Chairman	\$ 750.00 per year
Board of Selectmen, Member	\$ 650.00 per year

, or take any other action relative thereto.

**SUMMARY**

This article provides for the election of Trustees of the Elizabeth White Fund, Trustees of the Acton Firefighter’s Relief Fund, Trustees of the Goodnow Fund and Trustees of the Citizens’ Library Association of West Acton and establishes the salaries of the Town’s elected officials.

**ARTICLE 2                    HEAR AND ACCEPT REPORTS**

(Majority vote)

To see if the Town will accept reports and hear and act upon the report of any committee chosen at any previous Town Meeting that has not already reported, or take any other action relative thereto.

**SUMMARY**

This article provides for the acceptance of the Annual Town Report, any other reports Town Boards and Committees may need to offer, and to offer for acceptance any reports of committees chosen at previous Town Meetings.

**ARTICLE 3 \* COUNCIL ON AGING VAN ENTERPRISE BUDGET**  
 (Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money to operate the Senior Van Service, in accordance with Massachusetts General Law, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$91,237 for the purpose of operating the Town of Acton Senior and Disabled Citizens Van service, and to raise such amount, \$51,488 be raised from department receipts and \$39,749 be transferred from retained earnings.

**SUMMARY**

This article requests funding to operate the van service for use by senior citizens and disabled citizens of the Community. This 40-hour per week van service is funded by the Federal, State and Local Governments. Base fare rates are determined by the Lowell Regional Transit Authority. Revenues will be used to reduce the Town’s share of total costs. If income in any year is in excess of expenses, the excess shall be deposited in a separate fund and used for capital expenditures of the Enterprise or to reduce user fees. Fund status is noted below (for budget detail see Municipal Supplement).

Fund Balance 6/30/13	Budgeted Revenue FY14	Budgeted Expense FY14	Est. Fund Balance 6/30/14	Budgeted Revenue FY15	Budgeted Expense FY15	Est. Fund Balance 6/30/15
\$ 39,749	\$ 100,340	\$ 100,340	\$ 39,749	\$ 91,237	\$ 91,237	\$ 0

Direct inquiries to: Sharon Mercurio, Council on Aging Director  
 seniorcenter@acton-ma.gov / (978) 929-6652

Selectman assigned: Mike Gowing: bos@acton-ma.gov / (978) 929-6611

**Recommendations:**      Board of Selectmen      Finance Committee  
    **Recommended**                      **Recommended**

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**ARTICLE 4 \* SEPTAGE DISPOSAL ENTERPRISE BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money for the purpose of septage disposal, in accordance with Massachusetts General Law, Chapter 44, Section 53 F<sup>1</sup>/<sub>2</sub>, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$137,679 for the purpose of septage disposal, and to raise such amount, \$137,679 be raised from department receipts.

**SUMMARY**

This article requests that the receipts from septage haulers, licensing of septage haulers, licensing of septic system inspectors, licensing of septic installers, and disposal works construction permit fees be used for the purpose of allowing septage collected within Acton to be taken to a water pollution abatement facility and to maintain the Town’s septage waste disposal program. These fees will be deposited in a separate account and may be expended to pay part or all of the anticipated costs of septage waste disposal. If income in any year is in excess of expenses, the excess shall be deposited in a separate fund and used for capital expenditures of the Enterprise or to reduce user fees. Fund status is noted below (for budget detail see Municipal Supplement).

Fund Balance 6/30/13	Budgeted Revenue FY14	Budgeted Expense FY14	Est. Fund Balance 6/30/14	Budgeted Revenue FY15	Budgeted Expense FY15	Est. Fund Balance 6/30/15
\$ 121,577	\$ 148,193	\$ 148,193	\$ 121,577	\$ 137,679	\$ 137,679	\$ 121,577

Direct inquiries to: Doug Halley, Health Director: health@acton-ma.gov / (978) 929-6632

Selectman assigned: Katie Green: bos@acton-ma.gov / (978) 929-6611

**Recommendations:**      Board of Selectmen      Finance Committee  
   **Recommended**                      **Recommended**

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**ARTICLE 5 \* SEWER ENTERPRISE BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money for the purpose of operating and maintaining a sewer collection and treatment facility, in accordance with Massachusetts General Law, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$1,765,128 for the purpose of operating the sewer system, and to raise such amount, \$1,765,128 be raised from department receipts.

**SUMMARY**

This article requests funding for operation of the municipal sewer system. Sewer charges, private sewer treatment plant fees, connection fees, sewer inspector fees, betterments, State and Federal aid for Sewers, and any other income derived from the operation of the municipal sewer system will be deposited in a separate account and may be expended to pay part or all of the anticipated costs of sewerage disposal for the system. Fund status is noted below (for budget detail see Municipal Supplement).

Fund Balance 6/30/13	Budgeted Revenue FY14	Budgeted Expense FY14	Est. Fund Balance 6/30/14	Budgeted Revenue FY15	Budgeted Expense FY15	Est. Fund Balance 6/30/15
\$ 2,067,937	\$ 1,758,950	\$ 1,758,950	\$ 2,067,937	\$ 1,765,128	\$ 1,765,128	\$ 2,067,937

Direct inquiries to: Stephen Barrett, CPA, Finance Director: collector@acton-ma.gov / (978) 929-6624

Selectman assigned: Katie Green: bos@acton-ma.gov / (978) 929-6611

**Recommendations:**      Board of Selectmen      Finance Committee  
   **Recommended**                      **Recommended**

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**ARTICLE 6 \*                      TRANSFER STATION AND RECYCLING ENTERPRISE BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money for the purpose of solid waste disposal and recycling in accordance with Massachusetts General Law, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$773,816 for the purpose of solid waste disposal and recycling, and to raise such amount, \$668,816 be raised from department receipts and \$105,000 be transferred from retained earnings, and further move that the Town authorize the Town Manager to lease on such terms and conditions as he may determine vehicles and equipment for a period not to exceed five years, and to sell, trade or otherwise dispose of vehicles and equipment being replaced and to expend any proceeds so received.

**SUMMARY**

This article requests funding for the Town’s solid waste disposal and recycling operations. The citizens of Acton who use the Transfer Station fund 100% of the costs of the operations from fees. The fees are deposited in a separate account and expended to pay the expenses of solid waste disposal. If income in any year is in excess of expenses, the excess shall be deposited in a separate fund and used for future expenditures of the enterprise fund or to reduce user fees. Fund status is noted below (for budget detail see Municipal Supplement).

Included in the FY15 Budgeted Expense column is \$105,000 for Transfer Station recycling container compactors.

Fund Balance 6/30/13	Budgeted Revenue FY14	Budgeted Expense FY14	Est. Fund Balance 6/30/14
\$ 1,684,783	\$ 700,049	\$ 700,049	\$ 1,684,783
Budgeted Revenue FY15	Budgeted Expense FY15	Transfers Out	Est. Fund Balance 6/30/15
\$ 668,816	\$ 773,816	\$ 1,328,963	\$ 250,820

The Transfers Out column represents the use of reserves applied to other appropriations in this Warrant.

*Chapter 376 of the Acts of 2006 - An Act Authorizing Transfers from the North East Solid Waste Committee Enterprise Fund Balance in the Town of Acton.*

*SECTION 1. Notwithstanding section 53 F½ of chapter 44 of the General Laws or any other general or special law to the contrary, the town of Acton may from time to time transfer from the town’s North East Solid Waste Committee Enterprise Fund to the town’s General Fund all or a portion of the remaining North East Solid Waste Committee Enterprise Fund balance, by majority vote of the town meeting, and may appropriate these funds for other municipal purposes.*

*SECTION 2. This act shall take effect upon its passage.*

Direct inquiries to: Richard Waite, Superintendent: highway@acton-ma.gov / (978) 929-7740

Selectman assigned: Katie Green: bos@acton-ma.gov / (978) 929-6611

**Recommendations:**            Board of Selectmen            Finance Committee  
   **Recommended**                            **Recommended**

**ARTICLE 7 \*            NURSING ENTERPRISE BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money to provide Public Health and Visiting Nurse Services, in accordance with Massachusetts General Law, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate \$664,977 for the purpose of operating the Public Health Nursing Service, and to raise such amount, \$529,977 be raised from department receipts, \$75,000 from retained earnings, and \$60,000 from general revenues.

**SUMMARY**

This article requests an appropriation for the Nursing Service Enterprise Fund. An Enterprise Fund permits the Nursing Service to offset its costs with fees for service. These fees are deposited in a separate account and may be expended to pay part or all of the anticipated costs of running the Nursing Service. Fund status is noted below (for budget detail see Municipal Supplement).

Fund Balance 6/30/13	Budgeted Revenue FY14	Budgeted Expense FY14	Est. Fund Balance 6/30/14	Budgeted Revenue FY15	Budgeted Expense FY15	Est. Fund Balance 6/30/15
\$ 285,119	\$ 643,501	\$ 643,501	\$ 285,119	\$ 589,977	\$ 664,977	\$ 210,119

Direct inquiries to: Doug Halley, Health Director: [health@acton-ma.gov](mailto:health@acton-ma.gov) / (978) 929-6632

Selectman assigned: Katie Green: [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**            Board of Selectmen            Finance Committee  
   **Recommended**                            **Deferred**

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**ARTICLE 8 \* SELF-FUNDING PROGRAMS (REVOLVING FUNDS)**

(Majority vote)

To see if the Town will vote, pursuant to Massachusetts General Law, Chapter 44, Section 53 E½ to establish or continue revolving funds for the Historic District Commission, Building Department, Sealer of Weights and Measures, Health Inspectional Services and Fire Department Fire Alarm Network as noted below:

<b>Fund</b>	<b>FY15 Estimated Revenue</b>	<b>FY15 Authorized Expenditure</b>
<b>Historic District Commission</b>	\$ 200	\$ 200
<b>Building Department</b>	\$ 252,134	\$ 252,134
<b>Sealer of Weights and Measures</b>	\$ 12,986	\$ 12,986
<b>Health Department</b>		
Food Service Inspections	\$ 51,480	\$ 51,480
Hazardous Materials Inspections	\$ 49,306	\$ 49,306
Stormwater Inspections	\$ 43,146	\$ 43,146
<b>Fire Department</b>		
Fire Alarm Network	\$ 64,165	\$ 64,165
<b>Total</b>	<b>\$ 473,417</b>	<b>\$ 473,417</b>

, or take any other action relative thereto.

**MOTION**

Move that the revolving funds for the Historic District Commission, Building Department, Sealer of Weights and Measures, Health Department, and Fire Department be continued in the amounts and for the purposes set forth in the expense column of this Article.

**SUMMARY**

This article allows the Town to fully fund the Historic District Commission activities, Building Department inspectional programs, Sealer of Weights and Measures services, specified ongoing Health inspectional programs and the Town-wide Fire Alarm Network from their respective receipts and fund balance. This article removes the cost of these services from the tax base. Fees are deposited in a separate account and may be expended to pay part or all of the anticipated costs of operating each program. If income exceeds costs, the excess is retained for use of the specific program in any subsequent period.

	Fund Balance 6/30/2012	FY 2013 Actual Revenue	FY 2013 Actual Expense	Fund Balance 6/30/2013	FY2014 Budgeted Revenue	FY2014 Budgeted Expense	Fund Balance 6/30/2014	FY2014 Actual Revenue	FY2014 Actual Expense
<b>Historic District Commission</b>	\$ 720	\$ 175	\$ -	\$ 895	\$1	\$1	\$ 895	\$130	\$0
<b>Building Department</b>	\$ 146,283	\$175,684	\$198,437	\$123,530	\$195,568	\$195,568	\$ 123,530	\$125,858	\$101,261
Includes fees for Electrical, Plumbing & Gas Permits/Microfilming/Periodic Inspections									
<b>Sealer of Weights and Measures</b>	\$ 39,272	\$ 17,661	\$ 12,211	\$ 44,721	\$13,012	\$13,012	\$ 44,721	\$2,980	\$8,976
<b>Health Department</b>									
Hazardous Materials Inspection	\$ 46,421	\$ 38,272	\$ 44,332	\$ 40,361	\$47,661	\$47,661	\$ 40,361	\$11,503	\$29,378
Food Service Inspections	\$ 93,392	\$ 40,315	\$ 32,201	\$101,506	\$87,586	\$87,586	\$101,506	\$35,775	\$25,076
Stormwater	\$ 13,747	\$ 26,840	\$ 16,248	\$ 24,339	\$41,715	\$41,715	\$ 24,339	\$28,490	\$25,023
<b>Fire Department</b>									
Fire Alarm Network	\$ 34,198	\$ 37,103	\$ 46,614	\$ 24,686	\$64,015	\$64,015	\$ 24,686	\$10,683	\$30,163
All Monetary Figures Rounded to the Nearest Dollar									
Actuals as of 2/28/2014									

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611

Selectman assigned: Janet K. Adachi: bos@acton-ma.gov / (978) 929-6611

**Recommendations:**      Board of Selectmen      Finance Committee  
   **Recommended**                      **Recommended**

**ARTICLE 9 \*                      TOWN BOARD SUPPORT –**  
(Majority vote)                      **ACTON-BOXBOROUGH CULTURAL COUNCIL**

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$2,000 to be expended by the Town Manager for the ongoing expenses of the Acton-Boxborough Cultural Council for programs in Acton, or take any other action relative thereto.

**MOTION**

Move that the Town raise and appropriate \$2,000 for the ongoing expenses of the Acton-Boxborough Cultural Council.

**SUMMARY**

The Acton-Boxborough Cultural Council (ABCC) seeks a sum of money to produce cultural activities and programming in Acton. These funds will help to foster collaborations among local artists and cultural organizations and to address the cultural needs of the Town. This will augment the funds received by the ABCC from the State through the Massachusetts Cultural Council.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611

Selectman assigned: Janet K. Adachi: bos@acton-ma.gov / (978) 929-6611

**Recommendations:**      Board of Selectmen      Finance Committee  
   **Recommended**                      **Recommended**

**ARTICLE 10 ESTABLISH TRANSPORTATION REVOLVING FUND**  
(Majority vote)

To see if the Town will vote, pursuant to Massachusetts General Law, Chapter 44, Section 53E½ to establish the CrossTown Connect Transportation revolving fund as noted below:

<b>Fund</b>	<b>FY15 Estimated Revenue</b>	<b>FY15 Authorized Expenditure</b>
<b>Health Department</b>		
CrossTown Connect Transportation	\$ 166,000	\$ 166,000

, or take any other action relative thereto.

**SUMMARY**

Acton, Boxborough, Concord, Littleton, Maynard, Stow and Westford have created a Transportation Management Association (TMA), CrossTown Connect. Together with private partners, Clock Tower Place, Cisco, FIBA, Guitierrez Company, IBM and Sam Park Company, they are looking to address local and regional transportation issues that impact commuters, reverse commuters, Seniors, People with Disabilities, Special Populations and the general public. This revolving fund will draw revenue through a combination of membership dues, fees, contributions, grants and TMA local share. CrossTown Connect will be providing Guaranteed Ride home programs and Ride Share information to local businesses and the communities. It also will be providing dispatch services for the communities that share in the regional COA van dispatch system.

Direct inquiries to: Doug Halley, Health Director: health@acton-ma.gov / (978) 929-6632  
Selectman assigned: Mike Gowing: bos@acton-ma.gov / (978) 929-6611

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b> <b>Recommended</b>	<b><u>Finance Committee</u></b> <b>Deferred</b>
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**ARTICLE 11 TRANSPORTATION PROGRAM**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to be expended by the Town Manager for the continuation of a town transportation program, or take any other action relative thereto.

**SUMMARY**

This is the fifth year of the transportation program that was originally funded through a mobility grant in 2009. The MinuteVan transportation services originally the Dial-A-Ride (General Population), Rail Shuttle (Commuters), and the Road Runner service (Seniors and People with Disabilities). Each of these programs run Monday through Friday and continue to meet the needs of commuters, local travelers, Seniors and People with Disabilities. Matching funds for portions of the programs are received from the Lowell Regional Transportation Association and the Massachusetts Department of Transportation. Funds from the Commuter Parking lot fund are dedicated to the Rail Shuttle thanks to our State Senator and Representatives who successfully passed amendments to Massachusetts General Law Chapter 40 Section 22C permitting the proceeds from parking lot fees to fund public transportation.

Direct inquiries to: Doug Halley, Health Director: health@acton-ma.gov / (978) 929-6632  
Selectman assigned: Mike Gowing: bos@acton-ma.gov / (978) 929-6611

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b> <b>Recommended</b>	<b><u>Finance Committee</u></b> <b>Deferred</b>
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**ARTICLE 15**  
(Majority vote)

**OTHER POST-EMPLOYMENT BENEFITS LIABILITY TRUST FUND  
APPROPRIATION**

To see if the Town will raise and appropriate, or appropriate from available funds, and transfer a sum of money to the Other Post-Employment Benefits Liability Trust Fund established in accordance with Massachusetts General Law, Chapter 32B, Section 20, for the purpose of funding Other Post-Employment Benefits Liabilities, or take any other action relative thereto.

**SUMMARY**

This article requests an appropriation to the Town’s Other Post-Employment Benefits Liabilities Trust Fund established and maintained in accordance with Massachusetts General Laws Chapter 32B, Section 20.

Direct inquiries to: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611

Selectman assigned: David Clough: [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      Board of Selectmen      Finance Committee  
   **Recommended**                      **Deferred**

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**ARTICLE 16**  
(Majority vote)

**CAPITAL INFRASTRUCTURE AND EQUIPMENT**

To see if the Town will raise and appropriate, transfer and/or appropriate from available funds a sum of money to be expended by the Town Manager for the purchase, replacement or improvement of facilities, infrastructure and equipment as listed below, including related incidental costs, or take any ther action relative thereto.

<b>A.</b>	Commuter Parking Lot Improvements	\$ 400,000
<b>B.</b>	Town Hall Heating/Ventilation/Air Conditioning (HVAC)	181,000
<b>C.</b>	Sidewalks	95,000
<b>D.</b>	Senior Center Kitchen Upgrades	35,000
<b>Total</b>		<b>\$ 711,000</b>

**SUMMARIES**

**A. Commuter Parking Lot Improvements**

This request will authorize the Town to use the parking meter revenue to proceed with improvements to the commuter parking facilities. The MBTA is expected to complete its work at the South Acton Train Station in 2015. Upon completion, the Town would like to proceed with repairs and improvements to the municipally owned parking areas such as paving, curbing, drainage systems, retrofitting the existing lighting to improve energy efficiency and reduce light trespass, landscaping, bicycle facilities, etc.

Direct inquiries to: Corey York, Public Works Director  
[engineering@acton-ma.gov](mailto:engineering@acton-ma.gov) / (978) 929-6630

**B. Town Hall Heating/Ventilation/Air Conditioning (HVAC)**

This request is to replace the chiller, compressor, pumps, and controls for the Town Hall HVAC, with upgrades for fresh air intakes. Costs include engineering and design. This project was included in the Capital Plan in 2009 for construction in FY 2013. Project analysis and estimates provided by Garcia Galuska Desouza Consulting Engineers. This equipment is approximately 30 years old and past its usable service life. The existing system uses an R-22 refrigerant which is no longer in production.

Direct inquiries to: Dean Charter, Municipal Properties Director  
mp@acton-ma.gov / (978) 929-7744

**C. Sidewalks**

This request the additional funds necessary to facilitate the construction of new sidewalks as recommended by the Sidewalk Committee. There has been a strong public demand to improve the pedestrian connections around Town and these funds will help to advance the sidewalk construction program.

Direct inquiries to: Corey York, Public Works Director  
engineering@acton-ma.gov / (978) 929-6630

**D. Senior Center Kitchen Upgrades**

This request is to update the kitchen at the Senior Center by replacing the existing tile floor, residential-grade kitchen cabinetry and dishwasher, all originally installed in 1994 when the Senior Center opened. The Senior Center kitchen is used each weekday for the congregate lunch program and home delivered meals. There are additional meals throughout the month hosted by the COA and area agencies. The Senior Center is also used as the Town’s Emergency Shelter.

Direct inquiries to: Sharon Mercurio, Senior Center Director  
seniorcenter@acton-ma.gov / (978) 929-6652

Selectman assigned: Janet K. Adachi: bos@acton-ma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u> Recommended	<u>Finance Committee</u> Deferred
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**ARTICLE 17            RESCIND BORROWING AUTHORIZATIONS**

(Majority vote)

To see if the Town will rescind the authorized, but unissued balances of the borrowing authorizations set forth below, as such amounts are no longer needed to complete the projects for which they were initially approved:

1. \$200,000 approved under Article 21 of the April 1997 Annual Town Meeting for the purpose of financing the repair, replacement or upgrade of residential septic systems,
2. \$250,000 approved under Article 9 of the April 1993 Annual Town Meeting for the purpose of removal and replacement of the Public Works Facility fuel storage tanks, and
3. \$600,000 approved under Article 25 of the April 1988 Annual Town Meeting for the purpose of reconstructing or replacing the Nashoba Brook bridge on Wetherbee Street,

or take any other action relative thereto.

**SUMMARY**

In prior years, the Town authorized borrowing up to the amounts and for the purposes specified in the Article. For the Septic System Loan Program under Article 21 of 4/1997, a portion of the authorized \$200,000 amount was borrowed from the Massachusetts Water Pollution Abatement Trust established pursuant to General Laws Chapter 29C; however, the remaining \$25,695 was never borrowed and is no longer available to the Town for borrowing.

The other two projects were undertaken and completed without the need to borrow any of the authorized amounts so that none of the \$250,000 authorized under Article 9 of 4/1993 and none of the \$600,000 authorized under Article 25 of 4/1988 was borrowed.

Because the authorized but unissued debt is reported to the Massachusetts Department of Revenue on the Town’s Statement of Indebtedness, the Town seeks to rescind the unissued portion of the borrowing as these funds will never be borrowed at this point.

Direct inquiries to: Stephen Barrett, CPA, Finance Director: collector@acton-ma.gov / (978) 929-6624

Selectman assigned: David Clough: bos@acton-ma.gov / (978) 929-6611

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b>	<b><u>Finance Committee</u></b>
	<b>Recommended</b>	<b>Deferred</b>

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**ARTICLE 18            USE OF FUNDS TO REDUCE THE TAX RATE**  
(Majority vote)

To see if the Town will determine an amount of Overlay Surplus and/or other available funds to be used for the purpose of reducing the fiscal year 2015 tax rate, or take any other action relative thereto.

**SUMMARY**

This article requests that the Town Meeting appropriate a sum of money to offset the tax levy, the specific amount to be designated at Town Meeting.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611

Selectman assigned: David Clough: bos@acton-ma.gov / (978) 929-6611

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b>	<b><u>Finance Committee</u></b>
	<b>Recommended</b>	<b>Deferred</b>

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**ARTICLE 19**            **COMMUNITY PRESERVATION PROGRAM –**  
(Two-thirds vote)       **OPEN SPACE ACQUISITION, WRIGHT HILL**

To see if the Town will vote to:

- (a) authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Selectmen may determine, and to accept a deed of fee simple interest in a portion of the real property located at 18 Wright Terrace and depicted on Assessors' Map F-2A as Parcel 1, consisting of approximately 14 ± acres of open space for conservation purposes under M.G.L. c. 44B, the Community Preservation Act;
- (b) appropriate the purchase price and all necessary and appropriate transaction costs for said purchase including, without limitation, costs for due diligence, legal services, bonding, conservation restriction and its monitoring and enforcement, and other transaction, acquisition and related costs;
- (c) authorize the Treasurer, with the approval of the Selectmen, and pursuant to the favorable recommendation of the Community Preservation Committee, to borrow for a repayment term of not less than 15 years and not more than 20 years up to \$990,000 as authorized under the Community Preservation Program pursuant to M.G.L. c. 44B, § 11, and to transfer, appropriate and expend said amount consistent with this article;
- (d) transfer, appropriate and expend, consistent with this article and pursuant to the favorable recommendation of the Community Preservation Committee from the existing Open Space Set Aside portion of the Community Preservation Fund balance an amount equal to the difference between \$1,320,000 and the amount bonded pursuant to subparagraph (c) of this article;
- (e) raise, appropriate, transfer from available funds or accept gifts and grants of such additional funds as are necessary to accomplish the purposes of this article;
- (f) authorize the Selectmen and the Conservation Commission to submit on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts, or the United States, under the Self-Help Act (M.G.L. Chapter 132A § 11) and/or any other state or federal programs including those in aid of conservation land acquisition, and to transfer, appropriate and expend any said amount so received consistent with this article;
- (g) authorize and direct the Board of Selectmen to impose a perpetual Conservation Restriction on the open space so acquired, in accordance with M.G.L. c. 44B, § 12(a) and M.G.L. c. 184, §§ 31-33, on such terms and conditions as the Selectmen may determine (the "Conservation Land");
- (h) authorize and direct the Board of Selectmen in accordance with M.G.L. c. 44B, § 12(b), to delegate the management of the Conservation Land to the Conservation Commission subject to the perpetual Conservation Restriction as aforesaid; and
- (i) authorize the Selectmen, the Town Manager, the Treasurer, and the Conservation Commission, as appropriate, to enter into all agreements and execute any and all instruments as may be necessary to effect this article;

or take any other action relative thereto.

**SUMMARY**

With this article the Community Preservation Committee recommends that the Town acquire 14 ± acres of open space located at 18 Wright Terrace for conservation purposes and authorizes the appropriation of CPA Open Space Set Aside funds and borrowing for the cost of this acquisition. This parcel is on the prioritized parcel list of the Town of Acton Open Space and Recreation Plan. Wright Hill is one of nine glacial drumlins in Acton and rises directly to the northwest of West Acton Village. The landscape of the property is a combination of open fields, old orchards and woodlands. The center of Wright Hill is one of Acton's highest points of land with panoramic views in nearly all directions. The permanent protection of this parcel secures opportunities for trail connections between the West Acton Village center and the Guggins Brook and Jenks Land Conservation Areas. It preserves wildlife habitat and corridors, and a rare upland meadow. This recommended acquisition is conditioned on the Town imposing a perpetual Conservation Restriction on the land and placing it under the care and protection of the Town of Acton Conservation Commission. It does not include the existing house and about 4 acres that will remain with the house.

Direct inquiries to: Roland Bartl, AICP, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 929-6631

Selectman assigned: David Clough: [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**    Board of Selectmen    Finance Committee  
    Recommended                    Recommended

**ARTICLE 20                    COMMUNITY PRESERVATION PROGRAM –**  
 (Majority vote)                **DIRECT APPROPRIATIONS FROM FUND BALANCES**

To see if the Town will vote to appropriate or set aside for later appropriation, and to authorize and direct the Board of Selectmen and the Town Manager to expend or set aside, from the FY 2013 Community Preservation Fund balances as set forth herein, the amounts listed below for community preservation purposes, with such expenditures to be subject to conditions listed in the Article’s Summary and to be further specified in award letters from the Community Preservation Committee, with each item considered a separate appropriation;

<b>FY 2013 COMMUNITY PRESERVATION FUND BALANCES</b>	
<b>FY 2013 Community Preservation Fund Revenues</b>	
Community Preservation Fund Surcharge Collected in FY 2013	\$ 808,604.27
State Community Preservation Trust Fund Receipt, October 2013	\$ 424,035.00
<b>Other FY 2013 Community Preservation Fund Components</b>	
Interest Earned in FY 2013	\$ 24,006.17
Unencumbered FY 2013 Fund Balance	\$ 211,960.44
Recapture of unspent previous years’ project appropriations	\$ 159,672.65
<b>Total - FY 2013 Community Preservation Fund Balance</b>	<b>\$1,628,278.53</b>
<b>FY 2013 Open Space Set-Aside</b>	
Set-Aside Fund Balance from appropriations for the Acquisition, Creation, and Preservation of Open Space and its Rehabilitation and Restoration	\$1,538,571.87
<b>Total FY 2013 Open Space Set-Aside Fund Balance</b>	<b>\$1,538,571.87</b>
<b>FY 2013 Historic Set-Aside</b>	
Set-Aside Fund Balance from appropriations for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources	\$ 49,224.00
<b>Total FY 2013 Historic Set-Aside Fund Balance</b>	<b>\$ 49,224.00</b>
<b>APPROPRIATIONS FROM COMMUNITY PRESERVATION FUND BALANCE</b>	
<b>Purposes</b>	<b>Recommended Amounts</b>
<b>Set-Aside Appropriations for</b>	
<b>A.</b> Acquisition, Creation, and Preservation of Open Space, and its Rehabilitation and Restoration	\$ 450,000.00
<b>B1.</b> Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources; required make-up for under-spending 10% of revenues in 2007 after recapture	\$ 500.00
<b>B2.</b> Acquisition, Preservation, Rehabilitation and Restoration of	\$ 13,689.02

Historic Resources; required make-up for under-spending 10% of revenues in 2009 after recapture	
<b>Spending Appropriations</b>	
C. Acton Arboretum – Parking Lot Improvements	\$ 53,000.00
D. Acton Arboretum – Bog Boardwalk Replacement	\$ 30,000.00
E. NARA Security Upgrades and Shade Structures	\$ 15,175.00
F. Goward and Gardner Playgrounds - Basketball Court Renovations	\$ 76,000.00
G. Schools – Nature Play Space Planning Grant	\$ 24,000.00
H1. Acton Woman’s Club – ADA Access Improvements	\$ 86,586.98
I. Community Housing Program Fund*	\$ 175,000.00
J. Regional Housing Services	\$ 42,000.00
K. Acton Housing Authority – Windsor Avenue Doors and Windows	\$ 92,692.00
L. Morrison Farm Improvements	\$ 416,550.00
M. West Acton Baptist Church – Fire Safety Systems	\$ 52,000.00
N. West Acton Baptist Church – Upper Level Pressed Steel Ceiling	\$ 37,000.00
<b>Administrative Appropriation</b>	
O. A fund for CPC direct expenses and for reimbursing the Town of Acton for administrative services and operating expenses provided in support of the Community Preservation Committee	\$ 61,631.00
<b>Total Recommended Appropriations from FY 2013 Community Preservation Fund Balance</b>	<b>\$1,625,824.00</b>
<b>SPENDING APPROPRIATION FROM HISTORIC SET-ASIDE FUND BALANCE, WHICH INCLUDES APPROPRIATION ITEMS B1. AND B2. OF THIS ARTICLE</b>	
H2. Acton Woman’s Club – ADA Access Improvements	\$ 63,413.02
<b>Total Recommended Appropriations from the Current Historic Set-Aside Fund</b>	<b>\$ 63,413.02</b>
<b>Resulting Fund Balances</b>	
Resulting FY 2013 Community Preservation Fund Balance	\$ 2,454.53
Resulting Balance in the Set-Aside Fund for the Acquisition, Creation, and Preservation of Open Space, and its Rehabilitation and Restoration**	\$1,988,571.87
Resulting Balance in the Set-Aside Fund for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources	\$ 0.00

\* Provided further pursuant to Town Charter Section 6-5 that the appropriation to the Community Housing Program Fund shall not lapse three years and one month following the effective date of the vote on this article, and that this appropriation and all prior appropriations to the Community Housing Program Fund shall continue to be available for the purpose specified until expended for that purpose or until the CPC recommends and Town Meeting votes to rescind the appropriation of any unspent funds appropriated for this purpose.

\*\* If Town Meeting appropriates funds for the acquisition of open space land on Wright Hill as set forth in the prior Article the resulting Open Space Set-Aside Fund balance will be reduced accordingly from the amount stated in the table above.

, or take any other action relative thereto;

And, whereas Massachusetts General Laws, Chapter 44B requires that the Town appropriate for spending, or set-aside for future spending, from the 2013 Community Preservation Fund Revenues at least 10% for open space, 10% for historic preservation, and 10% for community housing;

And, whereas the recommended appropriations for open space, historic preservation, and community housing each meet or exceed 10% of the 2013 Community Preservation Fund Revenues;

And, whereas Town Meeting may vote to delete or reduce any of the recommended amounts;

Therefore, in the event that recommended amounts are deleted or reduced, vote to appropriate as a set-aside for future spending from the FY 2013 Community Preservation Fund Balance the minimum necessary amounts to allocate not less than 10% of the FY 2013 Community Preservation Fund Revenues for open space (\$123,263.93), not less than 10% of the FY 2013 Community Preservation Fund Revenues for historic preservation (\$123,263.93), and not less than 10% of the FY 2013 Community Preservation Fund Revenues for community housing (\$123,263.93), or take any other action relative thereto.

### **SUMMARY**

This article would make appropriations from the Town's Community Preservation Fund balance. All items listed are recommended by the Community Preservation Committee.

In 2002, the Town adopted the Community Preservation Act, Massachusetts General Laws Chapter 44B (CPA). This established Acton's Community Preservation Fund through a 1.5% annual surcharge on real estate property tax bills with certain exemptions, and made the Town eligible to receive annually additional monies from the Massachusetts Community Preservation Trust Fund, which are added to the Town's Community Preservation Fund. Under the CPA, the Community Preservation Fund may be used to acquire, create and preserve open space; to acquire, preserve, rehabilitate, and restore historic resources; to acquire, create, preserve and support community housing; to acquire, create, preserve, rehabilitate and restore land for recreational use; to rehabilitate and restore open space and community housing that were acquired or created with Community Preservation Funds; and for certain related expenses in support of the foregoing. Community housing is defined as housing for low- and moderate-income individuals and families. This is the ninth year of appropriations from Acton's Community Preservation Fund.

Local adoption of the CPA established the Acton Community Preservation Committee as a statutory committee under the Act (Chapter S of the Bylaws of the Town of Acton). The Community Preservation Committee's duties under the law are to study the needs, possibilities, resources, and preferences of the Town regarding community preservation; to engage in an open and public process of deliberation and consult with other Town Boards and Committees; and to make recommendations to Town Meeting for appropriations from the Community Preservation Fund.

In September 2013, the Community Preservation Committee published its 2014 Community Preservation Plan with guidelines for the submission of projects seeking funding. The Committee received sixteen applications for funding of proposed projects and programs. One was withdrawn. The Committee reviewed all remaining applications, interviewed proponents, and solicited legal opinions on the proposals to help evaluate their eligibility under the Act. This article represents the Committee's overall recommendation for appropriations, which includes recommended funding from the available Community Preservation Fund balances for thirteen of the proposed projects and programs, statutorily required adjustments, and administrative program support. The recommended funding levels may differ from the amounts requested by the projects' proponents and some of the proposed projects have undergone significant transformations from how they were proposed originally. An additional project, the Wright Hill Open Space land acquisition, is recommended for funding through an appropriation from the CPA Open Space Set-Aside Fund and through borrowing as set forth in the prior Article of this warrant.

All recommended amounts are “up-to” spending limits. Savings, if any, will be available for future appropriations. As in previous years the recommended appropriations include a set-aside for open space. The recommended appropriations leave a remaining Community Preservation Fund balance of \$2,454.53 that is available for future Town Meeting appropriations in all eligible funding categories under the Act.

The CPA states that Town Meeting may delete or reduce any of the recommended appropriations, but may not add new items or increase the recommended appropriations. The Act also requires that the Community Preservation Committee recommends and that Town Meeting appropriates in each fiscal year the spending of not less than 10% of the annual revenues in the Community Preservation Fund (\$123,263.93 in FY 2013) for each of the following: open space; historic resources; and community housing. The Committee may also recommend the eminent domain taking by the Town of interest in real property (not recommended this year), the borrowing of funds for Community Preservation (see separate articles in this warrant), and an appropriation of not more than 5% of the annual revenues of the Community Preservation Fund for the Committee’s administrative and operating expenses (\$61,631.00 recommended).

A total of \$159,672.56 has been recaptured from unspent prior years’ Community Preservation project appropriations and closed to the Community Preservation Fund. The recaptured amounts came from nine projects and programs scattered over six prior year. The recapture of prior year project appropriations can result in spending less than the statutory minimum 10% in any particular fiscal year for historic, open space or community housing projects. This article makes appropriations to the Historic Set-Aside fund to compensate for such shortfalls in two prior years, before in turn appropriating the resulting balance in the Historic Set-Aside Fund to support a recommended historic rehabilitation project.

**A. Open Space Set-Aside**

The current Open Space Set-Aside Fund balance is \$1,538,571.87. This item adds \$450,000.00. Town Meeting, with the recommendation of the Community Preservation Committee, may appropriate spending from the Open Space Set-Aside Fund for the purpose of acquisition, creation, and preservation of open space, or its rehabilitation or restoration. If Town Meeting appropriates funds for the acquisition of open space land on Wright Hill as set forth in the prior Article the resulting Open Space Set-Aside Fund balance will be reduced accordingly from the amount stated in the table above.

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b>	<b><u>Finance Committee</u></b>
	<b>Recommended</b>	<b>Recommended</b>

**B1 and B2. Historic Preservation Set-Aside(s)**

The recapture of prior years’ unspent CPA funds appropriated in 2007 and 2009 for historic purposes put the Town below the 10% statutory minimum threshold for either spending or setting aside for later spending CPA funds for historic preservation, rehabilitation and restoration purposes in those years. To make up these shortfalls, the Committee recommends a total appropriation of \$14,189.02 to the Set-Aside Fund for the Acquisition, Preservation, Rehabilitation, and Restoration of Historic Resources. This is added to the existing \$49,224.00 Historic Set-Aside Fund balance. Town Meeting, with the recommendation of the Community Preservation Committee, may appropriate spending from this set-aside fund for the purpose of acquisition, preservation, rehabilitation and restoration of historic resources. With item H2 of this Article, the Community Preservation Committee recommends spending of the Historic Set-Aside Fund balance on a recommended historic rehabilitation project.

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b>	<b><u>Finance Committee</u></b>
	<b>Recommended</b>	<b>Recommended</b>

**C. Acton Arboretum – Parking Lot Improvements**

The existing gravel parking lot at the Acton Arboretum is often muddy and rutted. The parking lot is frequently full with overflow cars having to parallel park on the edges, making it difficult to navigate the

lot. Only one paved handicapped accessible parking spot is available at the site. The Acton Arboretum is the only conservation land in Acton that currently has handicapped-accessible trails. Existing conditions at this parking lot limits use of the Arboretum for the general public. The recommended \$53,000.00 will fund an enlarged, improved, handicapped accessible paved parking lot for the Arboretum.

**Recommendations:**            **Board of Selectmen**            **Finance Committee**  
   **Recommended**                            **Recommended**

**D. Acton Arboretum – Bog Boardwalk Replacement**

The existing 214 foot long wooden boardwalk through the Acton Arboretum Bog was originally built in 1989. After several years of constant repairs due to rot and heavy foot traffic, the existing structure can no longer safely sustain current use demands. The recommended \$30,000.00 will help fund the construction of a new boardwalk and a paved ‘universal access’ sidewalk ramp from Minot Ave. The total cost of the project is \$63,000. Pledged and anticipated additional contributions to this effort include a \$30,000 match from a private donor, \$3,000 in donated funds from the Friends of the Acton Arboretum and resources from the Natural Resources, Highway and Engineering Departments. The boardwalk plans include raising the platform 18” above the plant life for reduced ecological impact and a new composite decking designed to allow more light to flora and fauna beneath. The new boardwalk is expected to require little maintenance over a projected 30 year lifespan.

**Recommendations:**            **Board of Selectmen**            **Finance Committee**  
   **Recommended**                            **Recommended**

**E. NARA Security Upgrades and Shade Structures**

The recommended \$15,175.00 appropriation for the NARA improvements includes two additional shade structures and bathhouse security upgrades.

Shade in the playground has been frequently requested and lack of shade in general is the number one complaint at NARA. The two proposed shade structures; one for the NARA Beach and one for the children’s playground, will improve recreational conditions in the hot summer months.

One year ago, the bathhouse office serving the recreational uses at NARA was broken into and a safe was stolen. This incident and subsequent attempted break-ins highlight the need for better security measures. The proposed security upgrades will include new lock systems.

**Recommendations:**            **Board of Selectmen**            **Finance Committee**  
   **Recommended**                            **Recommended**

**F. Goward and Gardner Playgrounds - Basketball Court Renovations**

The basketball courts at the Goward and Gardner Playgrounds require updating. Due to aging, the surfaces have cracks and are uneven. The recommended \$76,000.00 will fund the removal of the old equipment and existing asphalt, and pay for the installation of post-tensioned concrete slabs, permanent line markings and junior size adjustable hoops. The proposed court surfaces will last longer than traditional asphalt and come with a 20 year guarantee.

The Gardner court would remain a 50’x30’ junior court while Goward court would be modified from a 40’x40’ half court to a 50’x30’ junior court. This rehabilitation project addresses safety concerns and updates that are overdue. Gardner and Goward Playgrounds are both geared toward young children. The creation of equipment targeted to this age group will create new recreation programming opportunities for youth basketball players.

**Recommendations:**            **Board of Selectmen**            **Finance Committee**  
   **Recommended**                            **Recommended**

**G. Schools – Nature Play Space Planning Grant**

Play areas and structures at the pre-K through grade 6 Public School in Acton, being transitioned to the regional school district, are situated in the outdoors, but do not invite children to interact with nature in independent ways. The recommended \$24,000.00 will help fund the preliminary design and final schematic plan for the creation of handicapped accessible, simply constructed nature place spaces for all of the pre-K through grade 6 schools. The total cost for this project is \$40,500. The difference is expected to be made up from various school partners.

**Recommendations:**            **Board of Selectmen**            **Finance Committee**  
   **Recommended**                            **Recommended**

**H1 and H2. Acton Woman’s Club – ADA Access Improvements**

The Acton Woman’s Club is located in Acton Center Historic District. The Woman’s Club received Community Preservation Act funding in 2011 for the installation of an accessible sloped walkway at the right-side building entrance to provide handicap accessibility to the first floor. Subsequently, the improvements triggered the requirement of full building accessibility by the Massachusetts’ Architectural Access Board. The recommended \$150,000 will help provide full accessibility for this historic property by installing a vertical lift to the second floor and renovating the first floor bathroom. The total cost for this rehabilitation project is \$248,400. This award anticipates the difference will be made up through third-party grant funds or by completing the project with a phased CPA funding approach. This rehabilitation work must be carried out to be in compliance with the Standards for Rehabilitation stated in the United States Secretary of the Interior’s Standards for the Treatment of Historic Properties codified in 36 C.F.R Part 68.

**Recommendations:**            **Board of Selectmen**            **Finance Committee**  
   **Recommended**                            **Recommended**

**I. Community Housing Program Fund**

The recommended \$175,000 appropriation replenishes the existing Community Housing Program Fund for "the acquisition, creation, preservation, and support of community housing in the Town of Acton." The Fund was first established with a CPA appropriation in 2004. It is used to finance a diversity of affordable housing initiatives and opportunities as they arise, for Acton residents and their adult children, for employees who work for and in the Town, as well as for new residents from outside of Acton. This fund is managed by the ACHC for Community Housing activities and projects that are allowable under the CPA and recommended by the ACHC or any other entity subject to approval by the Board of Selectmen.

As in previous years, the ACHC proposes to largely continue current programs and initiate new programs. Recent programs and projects include:

- Providing funds to the Acton Housing Authority (AHA) for enhanced landscaping for Whittlesey Village;
- Closing costs assistance to 14 first time homebuyers of affordable units;
- The purchase or subsidy of 6 units for the Acton Housing Authority’s low income rental program including 4 new construction units;
- Funding sewer betterments for affordable units in 3 developments;
- A condo buy-down and selling price subsidy for 9 units;
- Capital improvements for 4 affordable units, and
- Commitments to purchase two new units in 2014 for the Acton Housing Authority’s low income rental program.

The ACHC has access to privately funded affordable housing gifts that can be leveraged or supplemented with CPA appropriations to the Community Housing Program Fund.

**Recommendations:**      **Board of Selectmen**      **Finance Committee**  
   **Recommended**                      **Recommended**

**J. Regional Housing Services**

The Acton Community Housing Corporation (“ACHC”) and the Town of Acton requested CPA funds for the continued participation in a Regional Housing Services Program to assist with meeting the administrative, compliance and monitoring needs for the Town’s existing affordable housing units and to further regional housing goals and efforts. The Town approved Acton’s participation with a two-year CPA appropriation in 2012. The recommended \$42,000 appropriation will cover the fees for the next two-year contract with the regional program. If approved, the Town of Acton will enter into an Inter-Municipal Agreement with the other program member communities for a two-year renewable term.

The Regional Housing Services Office currently located in Sudbury will be relocating to the Town of Concord and managed by Concord’s Director of Planning and Land Management. The Office assists with affordable housing matters in the participating towns – Acton, Bedford, Concord, Lexington, Sudbury, and Weston. This innovative regional approach to managing the administration of local affordable housing programs was developed with the assistance of the Metropolitan Area Planning Council (MAPC), funded by the State’s District Local Technical Assistance (DLTA) program, and launched on July 1, 2011.

During the term of the agreement, the Regional Housing Services Office will provide core housing services to Acton totaling at least 370 hours per year with the specifics of services negotiated by the ACHC, and under its direct supervision. Such services may include, for instance, checking compliance with regulatory agreements; monitoring of affordable housing units; updating and reconciliation of local housing inventory records with those maintained by the Department of Housing and Community Development; project-review assistance; maintenance of ready-buyer lists; assistance with affordable housing lotteries and resales; and conducting homeownership training.

CPA funds can be used for the “preservation and support of community housing.” Where this funding request is for a program whose goal is to assist the local housing programs, ensure compliance with restrictive covenants and further affordable housing solutions for the region, it is preserving and supporting community housing as provided in the Act.

**Recommendations:**      **Board of Selectmen**      **Finance Committee**  
   **Recommended**                      **Recommended**

**K. Acton Housing Authority – Windsor Avenue Doors and Windows**

The Acton Housing Authority apartment complex at Windsor Avenue is in need of new doors and windows in order to preserve and protect the affordable housing units from further deterioration due to weather and mold. The original doors and windows are 30 years old. The doors are rusting at the bottom and some of the wood door jambs are rotting. The recommended \$92,692 will fund the replacement of both front and back exterior entrance doors in all 17 buildings as well as exterior doors to the community rooms, laundry, mail and meeting rooms, and replacement of the large bay windows in the community room.

**Recommendations:**      **Board of Selectmen**      **Finance Committee**  
   **Recommended**                      **Recommended**

**L. Morrison Farm Improvements**

The Morrison Farm Committee, on behalf of the Board of Selectmen, has requested funds to improve passive recreational opportunities at Morrison Farm, improve signage and access, and to preserve two of the significant historic assets adjacent to the property.

The recommended appropriation of \$416,550.00 will fund a new handicapped accessible trail system that would include walking paths along the west side of Ice House Pond from the trailhead at the lower parking lot at Concord Road to the marshy end of the property for future connection with the Bruce Freeman Rail Trail, two small boardwalk crossings over areas that are seasonally wet, and a 680-foot boardwalk that will extend over the marshy area at the northern edge of Ice House Pond.

The appropriations would also fund a professional archaeological survey of the Robbins Homestead and the Ice House area. The work would include filing an historic inventory form with both the Massachusetts Historical Commission and Acton Historical Commission. Once site details are known, masons will be hired to refurbish and stabilize the cellar hole at Robbins Homestead, and the Ice House concrete foundation will be marked with posts or other landscape elements. The refurbishing and stabilization work will comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior’s Standards for the Treatment of Historic Properties codified in 36 C.F.R Part 68.

Improvements will include an upgrade of the existing parking lot at Ice House Pond to accommodate 15-20 cars. A small picnic area will be added adjacent to the parking area at Ice House Pond. The boat launch will be refurbished. Welcome and directional signs will be installed to complete the project.

**Recommendations:**      **Board of Selectmen**      **Finance Committee**  
   **Recommended**                      **Recommended**

**M. West Acton Baptist Church – Fire Safety Systems**

The West Acton Baptist Church is located at the corner of Massachusetts Avenue and Central Street and in the West Acton Historic District. This historic building was constructed in 1854 and is listed on the Acton Historical Commission Cultural Resource List. The existing fire protection system is outdated and needs upgrading to remain in compliance with fire inspection standards. The \$52,000.00 appropriation will help fund a complete overhaul of the existing fire and safety protection system which will include ADA compliant components. This extraordinary repair is necessary for the building to maintain its functional intended use. This is a rehabilitation project that must be carried out in compliance with the Standards for Rehabilitation stated in the United States Secretary of the Interior’s Standards for the Treatment of Historic Properties codified in 36 C.F.R Part 68. The total estimated project cost is \$58,298.00.

**Recommendations:**      **Board of Selectmen**      **Finance Committee**  
   **Recommended**                      **Recommended**

**N. West Acton Baptist Church – Upper Level Pressed Steel Ceiling**

One of the key character defining elements in the West Acton Baptist’s historical sanctuary is the pressed steel ceiling installed in 1898. The bas-relief metal ceiling is currently rusting, resulting in peeling paint and loss of the historic detail. The recommended \$37,000 will help fund the removal of the peeling and loose paint from the ceiling, clean and repair the rusted areas, and repaint the ceiling. The rehabilitation of the ceiling is an extraordinary repair that will reverse the deterioration of the ceiling and preserve the sanctuary’s historic function for use as a church and meeting place. The rehabilitation project must comply with the Standards for Rehabilitation stated in the United States Secretary of the Interior’s Standards for the Treatment of Historic Properties codified in 36 C.F.R Part 68. The total estimated cost of the project is \$42,186.

**Recommendations:**      **Board of Selectmen**      **Finance Committee**  
   **Not Recommended**                      **Recommended**

**O. Administrative and Operating Expenses**

The recommended appropriation in the amount of \$61,631 is 5% of the FY 2013 revenues in the Community Preservation Fund as provided in the Act (local surcharge and State trust fund receipts). The funding is to help the Town with administrative and legal expenses incurred in connection with the support of the Community Preservation Committee and Program, and to pay for the Community Preservation Committee’s direct expenses such as the annual membership in the Massachusetts Community Preservation Coalition.

**Recommendations:**      **Board of Selectmen**      **Finance Committee**  
   **Recommended**                      **Recommended**

Direct inquiries to:      Roland Bartl, AICP, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 929-6631

Selectman assigned:      David Clough: [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**ARTICLE 21                      ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT ASSESSMENT**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to defray the necessary expenses of the Acton-Boxborough Regional School District, or take any other action relative thereto.

**SUMMARY**

This article requests funds for the Acton-Boxborough Regional School District Assessment. This assessment, voted by the Acton-Boxborough Regional District School Committee, is governed by the terms of the Acton-Boxborough Regional School District Agreement.

Direct inquiries to:      Dr. Stephen Mills, Superintendent: [smills@abschools.org](mailto:smills@abschools.org) / (978) 264-4700

Selectman assigned:      Katie Green: [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**  
   **Deferred**                                      **Recommended**

**ARTICLE 22                      TRANSFER AND CONVEYANCE OF SCHOOL PROPERTIES**  
(Two-thirds vote)

To see if the Town will vote, in accordance with the amended Agreement for a Regional School District for the Towns of Acton and Boxborough, Massachusetts adopted by the Towns on June 3, 2013, and the Intermunicipal Agreement between the Town of Acton and the Acton-Boxborough Regional School District (“District”) dated as of March 2014, both on file with the Town Clerk, to transfer the following school properties (each being further identified with specificity in the Intermunicipal Agreement) and their associated personal and intangible property (collectively the “School Properties”) from the Acton School Committee to the Board of Selectmen for the purposes of sale, and to authorize the Selectmen to sell and convey the School Properties to the District for the sum of one dollar each, and to reserve and accept perpetual easements for use, parking, access and/or utilities over, under, across and along some or all of the School Properties and other District properties as set forth in the Intermunicipal Agreement, all on such terms and conditions as the Selectmen may determine:

1. The Luther Conant Elementary School, 80 Taylor Road,
2. The Gates Elementary School, 75 Spruce Street,
3. The CT Douglas Elementary School, 21 Elm Street,

4. The McCarthy-Towne Elementary School and the Merriam Elementary School, both housed in the Parker-Damon Building, 433 Massachusetts Avenue, but excluding the former Towne School property identified in item (f) below,
5. The Administration Building, formerly known as the Merriam Elementary School, 15 Charter Road, and
6. The land located at 199 Arlington Street, identified as Parcel 20-1 on the Town of Acton Assessor's Map F-2A;

And further to see if the Town will vote to transfer any and all remaining real property and interests therein that are or may be under the care, custody and control of the Town of Acton School Committee as of June 30, 2014, to the care, custody and control of the Board of Selectmen for general municipal purposes or such other purposes as Town Meeting may designate, including without limitation the following properties (each being further identified with specificity in the Intermunicipal Agreement) which are expressly reserved unto the Town and are not subject to conveyance to the District under the Intermunicipal Agreement:

- a. The Elm Street recreational facility adjacent to 21 Elm Street,
- b. The MacPherson Ball Field, at 88 Taylor Road,
- c. The Hart Field, at 80 Taylor Road,
- d. The land located at and known as 24-48 Arlington Street,
- e. The land located at and known as 24R Arlington Street, and
- f. The former Towne School property, 433 Massachusetts Avenue, identified as a portion of Parcel 85 on the Town of Acton Assessor's Map F-3 and shown as "Lot 1" on the ANR Plan entitled "Towne Building Plan of Land in Acton, Massachusetts (Middlesex County), Owned by the Town of Acton" prepared by Acton Survey and Engineering, dated January 16, 2014, which is excluded from the property identified in item (4) above,

, or take any other action relative thereto.

#### **SUMMARY**

At the Special Town Meeting on June 3, 2013, the Acton and Boxborough Town Meetings voted to approve an amended Agreement for a Regional School District for the Towns, the primary purpose of which is to fully regionalize the public schools in the Towns. On July 29, 2013, the Commissioner of Elementary and Secondary Education approved the amended Regional Agreement.

The effective date of the amended Regional Agreement is July 1, 2014, to enable the proper transition to full regionalization, to wind down the Acton School Committee, and to implement the reconstituted Acton-Boxborough Regional School District Committee. In the interim, the amended Regional Agreement contemplated that the Town would enter into an Intermunicipal Agreement with Acton-Boxborough Regional School District to establish the terms and conditions under which the Town will sell and convey to the District, for the sum of one dollar each, the Town's elementary school buildings and the property on which the buildings are located, to resolve any outstanding title issues associated with the properties, to allocate responsibility for any pre-existing condition of or debt service associated with the properties or buildings, to address any pre-existing leases of any portions of the properties or buildings, to reserve and ensure continued Town uses as defined in the Intermunicipal Agreement, and otherwise to ensure that any issues of mutual concern to the Town and the District regarding these properties are satisfactorily addressed. The Selectmen, the Acton Public School Committee, and the Acton-Boxborough Regional School District Committee have executed the Intermunicipal Agreement.

The present article identifies the School Properties that will be conveyed to the District and authorizes the Selectmen to do so. As of June 30, 2014 when the Acton School Committee is dissolved pursuant to the vote of the Town Meeting under Article 3 of the June 3, 2013 Special Town Meeting, any and all remaining properties that are or may be under the care, custody and control of the Acton School Committee shall be transferred to the care, custody and control of the Board of Selectmen for general municipal purposes.

Direct inquiries to: Dr. Stephen Mills, Superintendent: [smills@abschools.org](mailto:smills@abschools.org) / (978) 264-4700  
Selectman assigned: Janet K. Adachi: [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**            **Board of Selectmen**            **Finance Committee**  
   **Deferred**    **Deferred**

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**ARTICLE 23                    TRANSFER AND APPROPRIATION OF SCHOOL**  
**(Majority vote)                REVOLVING FUND BALANCES**

To see if the Town will vote to close the following revolving funds and lunch funds as of June 30, 2014, and transfer the balance in each fund at the end of fiscal year 2014 to surplus revenue:

1. Douglas at Dawn/Dusk Revolving Fund;
2. Merriam Mornings/Afternoons/Summer Revolving Fund;
3. Acton Public School Lunch Fund;
4. Conant School Lunch Fund;
5. Douglas School Lunch Fund;
6. McCarthy-Towne School Lunch Fund;
7. Merriam School Lunch Fund; and
8. Gates School Lunch Fund.

And further to see if the Town will vote to appropriate an amount equal to each such balance and transfer each such amount on or after July 1, 2014, to the Acton-Boxborough Regional School District pursuant to M.G.L. c. 44, § 53A, or other applicable law or regulation, to be held (together with any interest thereon) by the District as a separate account and expended by the District at the same school for the same purposes as the prior revolving fund or lunch fund, as applicable,

or take any other action relative thereto.

**SUMMARY**

At the Special Town Meeting on June 3, 2013, the Acton and Boxborough Town Meetings voted to approve an amended Agreement for a Regional School District for the Towns, the primary purpose of which is to fully regionalize the public schools in the Towns. On July 29, 2013, the Commissioner of Elementary and Secondary Education approved the amended Regional Agreement. The effective date of the amended Regional Agreement is July 1, 2014.

The Selectmen, the Acton Public School Committee, and the Acton-Boxborough Regional School District Committee have executed an Intermunicipal Agreement to address a number of transition issues. One of those issues relates to the disposition of the revolving funds and lunch funds listed above, which have accumulated from specific programs for specific purposes listed above, to serve the Acton public schools. To preserve these programs after the schools move to full regionalization, this article closes the existing funds in accordance with M.G.L. c. 44, § 53E½, appropriates an identical amount, and transfers the amount to the District to be held and used for the same program/purpose at the same school going forward.

Direct inquiries to: Dr. Stephen Mills, Superintendent: [smills@abschools.org](mailto:smills@abschools.org) / (978) 264-4700  
Selectman assigned: Janet K. Adachi: [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**            **Board of Selectmen**            **Finance Committee**  
   **Deferred**    **Deferred**

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**ARTICLE 24                   TRANSFER OF SCHOOL GIFTS AND GRANTS**  
(Majority vote)

To see if the Town will, subject to all applicable terms and conditions of each grant and gift, and to any necessary judicial or other governmental approvals, vote to appropriate and authorize the Town Treasurer, in consultation with the Town Manager, to transfer on or after July 1, 2014, to the Acton-Boxborough Regional School District (“District”) the balance (if any) at the end of fiscal year 2014 of each gift and grant fund listed on the corresponding Exhibit in the Intermunicipal Agreement between the Town and the District dated as of March 2014, each such amount to be held (together with any interest thereon) by the District pursuant to M.G.L. c. 44, § 53A, as a separate account and expended by the District for the same purpose as the purpose of the prior gift or grant to the Town, or take any other action relative thereto.

**SUMMARY**

At the Special Town Meeting on June 3, 2013, the Acton and Boxborough Town Meetings voted to approve an amended Agreement for a Regional School District for the Towns, the primary purpose of which is to fully regionalize the public schools in the Towns. On July 29, 2013, the Commissioner of Elementary and Secondary Education approved the amended Regional Agreement. The effective date of the amended Regional Agreement is July 1, 2014.

The Selectmen, the Acton Public School Committee, and the Acton-Boxborough Regional School District Committee have executed an Intermunicipal Agreement to address a number of transition issues. One of those issues relates to the disposition of gifts and grants currently held by the Town for school purposes. Subject to appropriation, to all applicable terms and conditions of each grant and gift, and to any necessary judicial or other governmental approvals, this article authorizes the Treasurer to transfer on or after July 1, 2014, the remainder of these existing gift and grant funds to the District to be held pursuant to M.G.L. c. 44, § 53A, as a separate account and expended by the District for the same purpose as the purpose of the prior gift or grant to the Town.

Direct inquiries to:   Dr. Stephen Mills, Superintendent: [smills@abschools.org](mailto:smills@abschools.org) / (978) 264-4700  
Selectman assigned:   Janet K. Adachi: [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

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<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b>	<b><u>Finance Committee</u></b>
	<b>Deferred</b>	<b>Deferred</b>

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**ARTICLE 25                   MINUTEMAN REGIONAL SCHOOL DISTRICT ASSESSMENT**  
(Majority vote)

To see if the Town will raise and appropriate, and/or transfer and appropriate from available funds, a sum of money to defray the necessary expenses of the Minuteman Regional Vocational Technical School District, or take any other action relative thereto.

**SUMMARY**

This article requests funds for the Minuteman Regional Vocational Technical School District Assessment. This assessment, voted by the Minuteman School Committee, is governed by the terms of the Minuteman School District Agreement.

Direct inquiries to:   Dr. Ed Bouquillon, Superintendent: [ebouquillon@minuteman.org](mailto:ebouquillon@minuteman.org) / (781) 861-6500  
Selectman assigned:   John Sonner: [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

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<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b>	<b><u>Finance Committee</u></b>
	<b>Recommended</b>	<b>Deferred</b>

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To see if the Town will vote, consistent with Section VII of the existing “Agreement With Respect to the Establishment of a Technical and Vocational Regional School District” for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a vote of the Regional School Committee on March 11, 2014 and which have been submitted as a restated “Regional Agreement” bearing the date of March 11, 2014 to the Board of Selectmen of each member town.

**SUMMARY**

This article, as voted by the Minuteman School Committee, amends the Minuteman School District Regional Agreement to allow a more “user-friendly” agreement that includes the following:

- 1) A more desirable option for adding communities to the district;
- 2) A pathway for existing towns that may want to withdraw from the district;
- 3) A revised operating cost allocation based on a 4-year rolling average enrollment rather than the most recent year enrollment;
- 4) Assessing capital and debt costs based on three factors: 50% allocation based on a 4-year rolling average enrollment, 1% of annual cost allocated to each member community, and the balance determined by income and property values as calculated by the Massachusetts Department of Revenue. This replaces the current allocation based on the most recent year enrollment (with a minimum of 5 students);
- 5) Changing the voting method of the School Committee to a weighted voting based on 50% equal share and 50% based on a 4-year rolling average enrollment rather than the current method of equal votes per member. Exempt from this method is incurring debt, which requires 2/3<sup>rd</sup> of all School Committee members, and a 3/4<sup>th</sup> vote of all members for proposed amendments to the Regional Agreement; and
- 6) A specific process for authorizing new debt, whereby the school district is first required to seek unanimous approval of all member communities at Town Meeting. If rejected, the School Committee may initiate a second attempt with a District-wide election.

This recommended Regional Agreement was developed by a subcommittee of the Regional School Committee consisting of Minuteman School Committee members, local officials and Town Managers to explore the future sustainability of the Minuteman School District. Technical and legal assistance was funded in part by a \$50,000 regionalization grant from the Massachusetts Department of Elementary and Secondary Education.

Direct inquiries to: Dr. Ed Bouquillon, Superintendent: ebouquillon@minuteman.org / (781) 861-6500

Selectman assigned: John Sonner: bos@acton-ma.gov / (978) 929-6611

<b>Recommendations:</b>	<u><b>Board of Selectmen</b></u> <b>Recommended</b>	<u><b>Finance Committee</b></u> <b>Deferred</b>
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**ARTICLE 27            AMEND ZONING BYLAW – BICYCLE PARKING**

(Two-thirds vote)

To see if the Town will vote to amend the Zoning Bylaw Section 6.3 – Minimum Parking Space Requirements by Use by inserting a new subsection 6.3.7 as follows:

6.3.7 Bicycle Parking –Off-STREET parking facilities shall provide bicycle parking spaces as follows:

- 6.3.7.1 Bicycle parking spaces shall be located as close as possible and within plain sight of the main BUILDING entrance or entrances without displacing required parking spaces for persons with disabilities. They shall be principally part of and accessible from the vehicle parking lot or facility rather than part of the sidewalk and walkway system.
- 6.3.7.2 Each bicycle parking space shall measure at least 2.5 feet in width by 6 feet in length with at least one 4-foot wide maneuvering aisle perpendicular to the length.
- 6.3.7.3 Each bicycle parking space shall feature a securely anchored rack (ground-mounted inverted-U with cross bar, or similar shape or functionality) high enough to support the entire height of a bicycle frame, to allow locking of the bicycle frame to the rack in more than one location, and to prevent the rack from being a tripping hazard when empty.
- 6.3.7.4 Bicycle parking spaces shall be protected from motor vehicles with solid barriers such as posts or bollards.
- 6.3.7.5 Bicycle parking spaces shall be provided for all USES, except single- to four-FAMILY Dwellings, at a rate of not less than one (1) bicycle parking space for each twenty (20) motor vehicle parking spaces in the parking facility, but never less than two (2) bicycle parking spaces; and no parking facility shall be required to have more than thirty (30) bicycle parking spaces overall.
- 6.3.7.6 The number of bicycle parking spaces provided for a residential USE may be located within a BUILDING. Such indoor bicycle parking does not have to comply with the dimensional and design standards set forth herein, but shall be designed as a practical installation for easy access and use. Where bicycle parking spaces within a BUILDING are not accessible to visitors, at least one third of the required bicycle parking spaces shall be installed outdoors in compliance with this section 6.3.7.
- 6.3.7.7 The first two (2) through six (6) bicycle parking spaces provided in compliance with this section shall reduce by one space the minimum off-street motor vehicle parking requirement set forth in section 6.3.1 above, and each additional six (6) bicycle parking spaces so provided shall further reduce said motor vehicle parking requirement by one (1) space.

, or take any other action relative thereto.

**SUMMARY**

This article establishes formal bicycle parking requirements alongside the existing parking requirements for motor vehicles.

Direct inquiries to: Roland Bartl, AICP, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 929-6631

Selectman assigned: John Sonner: [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b> <b>Deferred</b>	<b><u>Finance Committee</u></b> <b>Deferred</b>	<b><u>Planning Board</u></b> <b>Recommended</b>
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**ARTICLE 28 AMEND ZONING BYLAW – GROUNDWATER PROTECTION DISTRICT**  
 (Two-thirds vote)

To see if the Town will vote to amend the Zoning Bylaw Table 4.3.7.2 (USE Regulations within the GROUNDWATER Protection District) as follows:

A. Insert a new line numbered 9 as follows:

	ZONE 1 Well Protection Area	ZONE 2 Recharge Protection Area	ZONE 3 Aquifer Protection Area
9. STORAGE of liquids: petroleum products, cleaning chemicals, detergents, antifreeze solutions, solvents, swimming pool treatment chemicals, in aggregate quantities exceeding 90 gallons, for purposes other than heating the premises on which it is located	N	N	N

And, renumber the current lines 9 through 25 to become lines 10 through 26 respectively.

B. Delete line 14 (renumbered from line 13 in part A above), and replace it with a new line 14 as follows:

	ZONE 1 Well Protection Area	ZONE 2 Recharge Protection Area	ZONE 3 Aquifer Protection Area
14. STORAGE outside of a BUILDING of fertilizer, pesticide, herbicide or deicing chemicals	N	N	N

*[Note - current line 13 reads:*

	<i>ZONE 1 Well Protection Area</i>	<i>ZONE 2 Recharge Protection Area</i>	<i>ZONE 3 Aquifer Protection Area</i>
<i>Outdoor STORAGE of fertilizer, animal manure, soil conditioner, pesticide, herbicide and deicing chemicals.</i>	<i>N</i>	<i>N</i>	<i>Y</i>

*]*

And, insert a new line 15 as follows:

	ZONE 1 Well Protection Area	ZONE 2 Recharge Protection Area	ZONE 3 Aquifer Protection Area
15. STORAGE outside of a BUILDING of animal manure, soil conditioner, or compost in aggregate quantities larger than ten (10) cubic yards.	N	N	Y

And, further renumber lines 15 through 26 (as renumbered in Part A above) to become lines 16 through 27 respectively.

*[Note – In Table 4.3.7.2, N means the Use is prohibited, Y means the Use is allowed.]*

, or to take any other action relative thereto.

## SUMMARY

The purpose of Part A of this Article is to expand the protection of the water supply from these compounds to the entire surface recharge area while still allowing incidental use. All of these chemicals are potentially harmful to the Town's water supply. All three water recharge zones are sensitive areas. The storage of these liquid materials in a zone 3 will be permitted up to a total (aggregate) amount of 90 gallons which will allow homeowners and small businesses to continue reasonable use of these supplies. The effect of this bylaw will be to limit the amount of these chemicals that can be stored above drinking water aquifers.

Part B of this Article makes two related changes in Table 4.3.7.2:

The purpose of the first change is to prohibit the outdoor storage of fertilizer, pesticides, herbicides or deicing chemicals in areas that recharge our well aquifers. The existing bylaw allows the storage of these materials in zone 3 and combines these obviously hazardous materials with manure and soil conditioner which do not present the same level of risk to our drinking water supply. Currently, outdoor storage of fertilizers, pesticides, herbicides and deicing chemicals is not permitted in water protection zones 1 and 2 but these chemicals could be stored out of doors (in the open) in a zone 3. The difference between a zone 2 and a zone 3 recharge area is the amount of time it takes water to travel from a water protection zone to a town well. This change will reduce the chance of these chemicals entering the Town's water supply either through spillage or weathering of materials stored outside. The effect of this change is to require indoor storage for any of these compounds stored in any drinking water supply recharge areas.

The purpose of the second change is to provide continued protection of zones 1 and 2 of these compounds as previously provided in 4.3.7.2 subparagraph 13. This new paragraph also adds protection from compost pile runoff in zones 1 and 2. The effect of this bylaw change is to add additional protection for the water supply from compost pile runoff.

Direct inquiries to: Chris Allen, District Manager, Water Supply District of Acton  
chris@actonwater.com / (978) 263-9107

Selectman assigned: Janet Adachi: bos@acton-ma.gov / (978) 929-6611

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b>	<b><u>Finance Committee</u></b>	<b><u>Planning Board</u></b>
	<b>Deferred</b>	<b>Deferred</b>	<b>Deferred</b>

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**ARTICLE 29 \* AMEND ZONING BYLAW – FLOOD PLAIN ZONING MAP**  
(Two-thirds vote)

To see if the Town will vote to amend the Zoning Bylaw and Zoning Map, effective July 7, 2014, as follows:

A. Delete the 2<sup>nd</sup> bulleted paragraph in Section 2.2 (Zoning Map) and replace it with the following:

- “Flood Insurance Rate Map” (FIRM) for Middlesex County issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program (NFIP), dated and effective beginning on July 7, 2014, Scale 1" = 500', consisting of the 14 map panels that are wholly or partially within the Town of Acton, designated herein as Map Number 2, and enumerated by FEMA as panels: 25017C0238F, 25017C0239F, 25017C0241F, 25017C0242F, 25017C0243F, 25017C0244F, 25017C0351F, 25017C0352F, 25017C0353F, 25017C0354F, 25017C0356F, 25017C0357F, 25017C0358F and 25017C0366F; and including the Middlesex County Flood Insurance Study (FIS) report dated July 7, 2014.

*[Note – this paragraph currently reads as follows:*

- *“Flood Insurance Rate Map” (FIRM) for Middlesex County issued by the Federal Emergency Management Agency (FEMA) for the administration of the National Flood Insurance Program (NFIP), dated and effective beginning on June 4, 2010, Scale 1" = 500', consisting of the 14 map panels that are wholly or partially within the Town of Acton, designated herein as Map Number 2, and enumerated by FEMA as panels: 25017C0238E, 25017C0239E, 25017C0241E, 25017C0242E, 25017C0243E, 25017C0244E, 25017C0351E, 25017C0352E, 25017C0353E, 25017C0354E, 25017C0356E, 25017C0357E, 25017C0358E and 25017C0366E; and including the Middlesex County Flood Insurance Study (FIS) report dated June 4, 2010.]*

B. Amend Section 4.1 (Flood Plain District) as follows:

1. At the end of the lead paragraph of section 4.1, change the date from “June 4, 2010” to “July 7, 2014”.
2. In both Subsections 4.1.3 and 4.1.3.1, change the date from “June 4, 2010 to “July 7, 2014”.
3. In subsection 4.1.9.2, delete “120.G” after “780 CMR”.

, or take any other action relative thereto.

**MOTION**

Move that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

**SUMMARY**

The Federal Emergency Management Agency (FEMA) has updated the Flood Insurance Rate Map (FIRM, also commonly referred to as flood plain maps) for Massachusetts counties, including Middlesex County, in which Acton lies. The new FIRMs are scheduled to go into effect in July 7, 2014. This article adopts the FIRM panels for Acton as part of the Town of Acton Zoning Map together with the new Flood Insurance Study (FIS) for Middlesex County so far as applicable to Acton. Failure to adopt the new FIRM and FIS into the Acton zoning bylaw will result in the loss of flood insurance for Acton property owners.

The old (2010) and the new (shown as Draft 2013) FIRM delineations are viewable on the Town of Acton website’s ([www.acton-ma.gov/gis](http://www.acton-ma.gov/gis)) public interactive GIS/Mapping tool. Click on “Go Directly to Map”; use the “Interactive Map” tab; check “Flood Zones”; then click on Plus button (“”) at the Flood Zones check to expand the legend; then click refresh. Use the Zoom and the Hand tools to navigate the map for viewing details.

The last part of the article updates a Massachusetts Building Code reference to reflect the changes in the most recent (8<sup>th</sup>) edition of the building code.

Direct inquiries to: Roland Bartl, AICP, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 929-6631  
Selectman assigned: John Sonner: [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b> <b>Deferred</b>	<b><u>Finance Committee</u></b> <b>Recommended</b>	<b><u>Planning Board</u></b> <b>Recommended</b>
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**ARTICLE 30 \***      **AMEND TOWN BYLAWS –**  
(Majority vote)      **CIVIL FINGERPRINTING FOR LICENSING APPLICANTS**

To see if the Town will vote to amend the General Bylaws, by adding Chapter W, as follows, or take any other action relative thereto:

**Chapter W**  
**Civil Fingerprinting for Municipal Licensing Applicants**

**W-1 Definitions**

“DCJIS” shall mean the Commonwealth’s Department of Criminal Justice Information Services.

“FBI” shall mean the Federal Bureau of Investigation.

“Fitness Determination” shall mean the applicable determination made by the Police Department, following a background check in accordance with this Chapter, regarding the applicant’s suitability for the applicable license.

“Licensing Authority” shall mean the Town department or agency responsible for issuing the applicable license listed in Section W-2.

“Police Department” shall mean the Acton Police Department.

“Policy” shall mean the Town of Acton Civil Fingerprinting Policy for Licensing Applicants established pursuant to Section W-3.6.

“State Police” shall mean the Massachusetts State Police.

**W-2 Authority and Purpose**

The Town adopts Chapter W of the General Bylaw pursuant to Chapter 256 of the Acts of 2010, incorporated as M.G.L. c.6, § 172B1/2, to authorize the Town and the Police Department to conduct State and Federal Fingerprint Based Criminal History checks in accordance with G.L. c. 6, §§ 168 and 172, 28 U.S.C. § 534, and 28 C.F.R. § 20.33 for individuals applying for or in possession of certain licenses including, but not limited to, those engaged in the businesses of:

- Ice Cream Truck Vending pursuant to Bylaw D15; and
- Such other businesses for which the Town may hereafter require applicants to submit fingerprints in connection with a license application.

### **W-3 Police Department Procedure for Fingerprinting Background Checks**

The Police Department will comply with the following procedures to conduct State and Federal Fingerprint Based Criminal History checks for individuals applying for or in possession of certain licenses including, but not limited to, those engaged in the businesses listed in Section W-2, in addition to those policies and procedures provided by the Policy.

**3.1** An applicant, employee, or volunteer seeking to engage in employment listed in Section W-2 shall submit, if required by the licensing authority, fingerprints taken by the Police Department within the past six (6) months along with a fee of one hundred (\$100.00) dollars.

**3.2** A portion of the fee charged to the applicant by the Police Department for the purpose of enforcing this section, thirty (\$30.00) dollars, as specified in M.G.L. c. 6, § 175B ½, shall be deposited into the Firearms Fingerprint Identity Verification Trust Fund, and the remainder of the fee may be retained by the Town for costs associated with the administration of this Chapter.

**3.3** Upon receipt of the fingerprints and the appropriate fee, the Police Department will transmit the fingerprints to the State Police Identification Unit through the DCJIS and then submit the fingerprints to the FBI for a comparison with national records. The results of the FBI check will be returned to the State Police, which will then disseminate the state and national results back to the Police Department.

**3.4** The Police Department shall review the information received from the FBI and State Police in accordance with this Chapter and provide a Fitness Determination to the applicable Licensing Authority within the Town. In rendering a Fitness Determination, the Police Department will decide whether the record subject has been convicted of (or is pending indictment for) a crime, which bears upon his or her ability or fitness to serve in that capacity, any felony or a misdemeanor, which involved force or threat of force, controlled substances, or was a sex-related offense.

**3.5** Prior to the issuance of a negative Fitness Determination pursuant to Section W-3.4, applicants must be afforded the opportunity to provide additional information to, or challenge the accuracy of, the information contained in the fingerprint-based criminal background check, including in the FBI identification record prior to a decision by the Licensing Authority to deny, revoke, or suspend any license or permit.

**3.6** The Police Department shall establish, by rule or regulation, the Policy as a civilian fingerprinting policy for the purposes of conducting state and national criminal history records checks of persons applying for certain licenses within the Town.

**3.7** A person applying for a license who is required to submit a full set of fingerprints to the licensing authority pursuant to this Chapter may request and receive a copy of his or her criminal history records from the Police Department. Should the license applicant seek to amend or correct his or her record, he or she must contact the DCJIS, the FBI, or their successors, for records from other jurisdictions maintained in their files.

**3.8** The Licensing Authority is authorized to deny any application for, or to revoke, or to suspend any license or permit, including renewals and transfers thereof, for any person who is determined unfit for the license, as determined by the Licensing Authority in accordance with all applicable laws, rules, or regulations, due to the information obtained pursuant to this Chapter.

**3.9** Nothing herein shall limit the Licensing Authority's powers to deny, revoke, suspend, or a condition a license on grounds other than those provided in this Chapter.

**W-4 Unauthorized Dissemination of FBI Criminal History Prohibited**

**4.1** FBI or other criminal history obtained by the Police Department, the Town, or any person or department on behalf of the Town pursuant to this Chapter shall not be disseminated except as permitted by the General Bylaws, the Policy, the Town’s Identity Theft Prevention & Detection Policy, and any other applicable law or regulation.

**4.2** Agents or employees of the Town that fail to comply with this provision may be subject to sanctions as provided by law, including, where applicable, termination or suspension.

**W-5 Effective Date**

This Chapter shall take effect upon its approval by the Attorney General pursuant to G.L. c. 40, § 32.

**MOTION**

Move that the Town adopt the General Bylaw amendments as set forth in the Article.

**SUMMARY**

Several provisions of the General Bylaws permit the Town to conduct criminal history record checks in connection with the issuance of licenses, including Bylaw D15 concerning Ice Cream Truck Vending.

Pursuant to G.L. c. 6, § 172B ½, in order for the Town to conduct state and national criminal history record checks, it must comply with FBI’s procedures for conducting such checks, including, without limitation, having a Bylaw in place that (1) authorizes the use of FBI records to conduct state and national criminal history records checks and (2) clearly states that the FBI criminal history will not be disseminated to unauthorized entities. The Commonwealth’s Executive Office of Public Safety and Security has issued an informational bulletin that explains the requirements for such bylaws and procedures for obtaining criminal histories. That bulletin is available at:

<http://www.mass.gov/eopss/docs/chsb/civil-fingerprint-june-2011.pdf>

Direct inquiries to: Frank Widmayer, Police Chief: police@acton-ma.gov / (978) 264-9638

Selectman assigned: John Sonner: bos@acton-ma.gov / (978) 929-6611

**Recommendations:**      **Board of Selectmen**      **Finance Committee**  
   **Recommended**                      **Recommended**

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**ARTICLE 31 \*      ACCEPT TRAIL EASEMENT – NEW VIEW/GREGORY LANE**  
(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to acquire, on such terms and conditions as the Selectmen may determine, by purchase, gift, eminent domain or otherwise and to accept a deed or deeds of easement interests for purposes of establishing and maintaining a trail or trails for public non-motorized use, on such terms and conditions and in a final location or locations as the Selectmen may determine, on, over, across, and along parcels E2-239 and F2A-11-4, common land parcels for the New View Condominium PCRC, and parcel F1-6, the common land for the Gregory Lane Homeowner's Association, and parcels F2A-11-1 and F2A-11-2 for pedestrian access on the lower part of Gregory Lane, and further see if the Town will raise, appropriate, transfer from available funds or accept gifts or grants for this purpose, or take any other action relative thereto.

**MOTION**

Move that the Town authorize the Board of Selectmen to acquire and accept the trail easements as set forth in the Article and on such terms and conditions as the Selectmen may determine.

**SUMMARY**

The proposed new trail system is to allow better pedestrian connections between Guggins Brook conservation area, Massachusetts Ave via Gregory Lane, Central Street via Half Moon Hill, and the Wright Hill land proposed for purchase in the 2014 Town Meeting CPA warrant articles. Together with proposed trails on the Wright Hill land itself, the new trails provide a variety of trail loop options within easy walking distance of West Acton Center.

Direct inquiries to      Tom Tidman, Natural Resources Director: nr@acton-ma.gov / (978) 929-6634

Selectman assigned:      David Clough: bos@acton-ma.gov / (978) 929-6611

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b> <b>Recommended</b>	<b><u>Finance Committee</u></b> <b>Recommended</b>
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**ARTICLE 32 \*      ACCEPT UTILITY EASEMENT – MASSACHUSETTS AVENUE**  
(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept deeds of easement interests for utility purposes from Mustard Seed Properties, LLC (or a successor entity), on such terms and conditions as the Selectmen may determine, on, over, under, across and along Parcel 128 on Town Atlas Map F-3, numbered 400 Massachusetts Avenue, shown as “Map 3F Lot 128 N/F Lands of Mustard Seed Properties, LLC Book 48926, Pg. 082” on a plan entitled, “Easement Exhibit Plan, 400 Massachusetts Avenue, Lots 118-2 & 128, Map 3F Town of Acton, Town of Acton, Middlesex County, Commonwealth of Massachusetts”, dated February 11, 2014, prepared by Control Point Associates, Inc. and on file with the Acton Engineering Department (the “Plan”); and to abandon and terminate the Town’s right, title and interest to a portion of an existing 20 foot wide utility easement shown as “Existing 20’ Permanent Utility Easement Per Ref. #3 (Section To Be Extinguished)” on the Plan, on such terms and conditions as the Selectmen may determine; or take any other action relative thereto.

**MOTION**

Move that the Town authorize the Board of Selectmen on such terms and conditions as the Selectmen may determine to (a) acquire and accept the easement interests for utility purposes and (b) abandon and terminate the Town’s right, title and interest to a portion of an existing 20 foot wide utility easement, all as set forth in the Article.

**SUMMARY**

An affirmative vote on this article will abandon a portion of an existing utility easement on the southerly side of Massachusetts Avenue on Parcel 128 on Town Atlas Map F-3 (400 Massachusetts Ave) and create a new utility easement along the side property line. The existing utility easement needs to be relocated in order to encompass the existing municipal sewer that was installed at 400 Massachusetts Ave. Plans of the proposed easement are available for viewing at the Acton Engineering Department.

Direct inquiries to      Corey York, Public Works Director: [engineering@acton-ma.gov](mailto:engineering@acton-ma.gov) / (978) 929-6630

Selectman assigned:      Janet K. Adachi: [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b>	<b><u>Finance Committee</u></b>
	<b>Recommended</b>	<b>Recommended</b>

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**ARTICLE 34 \*      HIGHWAY REIMBURSEMENT PROGRAM (CHAPTER 90)**  
(Majority vote)

To see if the Town will vote to raise and appropriate, or appropriate from available funds, a sum of money for highway improvements under the authority of Massachusetts General Law, Chapter 90, and any other applicable laws, or take any other action relative thereto.

**MOTION**

Move that the Town authorize the Town Manager to accept Highway funds from all sources and that such funds are hereby appropriated for highway purposes.

**SUMMARY**

Each year, the State provides communities with reimbursement for certain highway projects. The State Legislature annually establishes the level of highway improvement funds available to cities and towns under the so-called "Chapter 90" Program. This process is not completed until after Acton's Annual Town Meeting; therefore, we are unable to specify a dollar amount at Town Meeting. State law requires that these State Highway Reimbursement Funds be appropriated by Town Meeting. The purpose of this article is to make that appropriation and allow the town to fully utilize whatever level of appropriation the State may make available during the upcoming fiscal year. If Town Meeting were to not adopt this article, it is conceivable that monies allocated to Acton may be redistributed to State projects or other cities and towns.

Direct inquiries to: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611  
Selectman assigned: Katie Green: [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b>	<b><u>Finance Committee</u></b>
	<b>Recommended</b>	<b>Recommended</b>

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**ARTICLE 35 \* INSURANCE PROCEEDS**

(Majority vote)

To see if the Town will vote to appropriate the proceeds of any insurance policy reimbursements of costs incurred as a result of any covered loss, including without limitation any liability insurance, property insurance, casualty insurance, workers’ compensation insurance, health insurance, disability insurance, automobile insurance, police and fire injury and medical costs, and any other insurance of any name and nature whatsoever, or take any other action relative thereto.

**MOTION**

Move that the Town Manager is authorized to accept insurance proceeds of any name and nature whatsoever from all sources and such funds are hereby appropriated.

**SUMMARY**

According to Massachusetts General Law, reimbursements received from insurance carriers in excess of \$20,000 require appropriation. This article would authorize the Town Manager to expend such reimbursements.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611

Selectman assigned: Mike Gowing: bos@acton-ma.gov / (978) 929-6611

<b>Recommendations:</b>	<u><b>Board of Selectmen</b></u> <b>Recommended</b>	<u><b>Finance Committee</b></u> <b>Recommended</b>
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**ARTICLE 36 \* GIFTS OR GRANTS**

(Majority vote)

To see if the Town will vote to appropriate the proceeds of any gifts or grants accepted pursuant to Massachusetts General Law, Chapter 44, Section 53A, and any interest thereon, and that, consistent with the requirements of Massachusetts General Law, Chapter 40, Section 4A, the Board of Selectmen or Town Manager are authorized to enter into an agreement or agreements on behalf of the Town, on such terms and conditions as the Board of Selectmen or the Town Manager may determine, for the stated purposes of the gifts or grants, or take any other action relative thereto.

**MOTION**

Move that the proceeds of any gifts or grants from any source accepted pursuant to Massachusetts General Law, Chapter 44, Section 53A, and any interest thereon, are hereby appropriated for the stated purposes of the gifts or grants, and may be expended with the approval of the Board of Selectmen or otherwise as stated in Section 53A.

**SUMMARY**

Section 53A authorizes Town officers and departments to accept “grants or gifts of funds from the Federal Government and from a charitable foundation, a private corporation, or an individual, or from the commonwealth, a county or municipality or an agency thereof” and to expend said funds for the purposes of such grant or gift with the approval of the Board of Selectmen or otherwise as specified in the statute. The Department of Revenue has taken the position that such funds may require appropriation in certain circumstances. This Article provides that appropriation so that those funds may be expended for their stated purposes.

Direct inquiries to: Steven L. Ledoux, Town Manager: manager@acton-ma.gov / (978) 929-6611

Selectman assigned: Mike Gowing: bos@acton-ma.gov / (978) 929-6611

<b>Recommendations:</b>	<u><b>Board of Selectmen</b></u> <b>Recommended</b>	<u><b>Finance Committee</b></u> <b>Recommended</b>
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**ARTICLE 37 \* FEDERAL AND STATE REIMBURSEMENT AID**  
(Majority vote)

To see if the Town will vote to appropriate any Federal Government and State Government reimbursement for costs incurred as a result of any declared emergencies or other occurrence, and that, consistent with the requirements of Massachusetts General Law, Chapter 40, Section 4A, the Board of Selectmen or Town Manager are authorized to enter into an agreement or agreements on behalf of the Town, on such terms and conditions as the Board of Selectmen or the Town Manager may determine, or take any other action relative thereto.

**MOTION**

Move that the Town Manager is authorized to accept Federal and State reimbursement funds from all sources and that such funds are hereby appropriated for the purposes outlined by such reimbursement.

**SUMMARY**

The Federal Emergency Management Agency (FEMA) and Massachusetts Emergency Management Agency (MEMA) each provide planning and mitigation monies to cities and towns, and each reimburses for certain costs during declared emergencies. In addition, monies may be distributed for Homeland Defense, other Federal programs and other State programs. This article would authorize the Town to expend all such monies.

Direct inquiries to: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611  
Selectman assigned: Mike Gowing: [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      Board of Selectmen      Finance Committee  
   **Recommended**                      **Recommended**

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**ARTICLE 38 \* PERFORMANCE BONDS**  
(Majority vote)

To see if the Town will vote to appropriate the proceeds of any performance bonds for the purposes stated in said bonds available as a result of any default, non-performance or other covered conditions, or take any other action relative thereto.

**MOTION**

Move that the Town appropriate the proceeds of any performance bonds, for the purposes stated in said bonds, available as a result of any default, non-performance or other covered conditions.

**SUMMARY**

The Department of Revenue has issued an opinion that the Town cannot expend performance bonds without appropriation. This article would authorize the Town Manager to expend funds secured from performance bonds provided by or on behalf of contractors and others to secure the performance of obligations by such persons to the Town.

Direct inquiries to: Steven L. Ledoux, Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611  
Selectman assigned: Mike Gowing: [bos@acton-ma.gov](mailto:bos@acton-ma.gov) / (978) 929-6611

**Recommendations:**      Board of Selectmen      Finance Committee  
   **Recommended**                      **Recommended**

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**ARTICLE 39 \*      SALE OF FORECLOSED PROPERTIES**

(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to dispose of foreclosed properties acquired by the Town for nonpayment of taxes in accordance with the provisions of Massachusetts General Laws, or take any other action relative thereto.

**MOTION**

Move in the words of the Article.

**SUMMARY**

This article grants authority to the Board of Selectmen to sell and convey properties that the Town has obtained via tax foreclosure.

Direct inquiries to: Stephen Barrett, CPA, Finance Director: collector@acton-ma.gov / (978) 929-6624  
Selectman assigned: Mike Gowing: bos@acton-ma.gov / (978) 929-6611

<b>Recommendations:</b>	<u><b>Board of Selectmen</b></u> <b>Recommended</b>	<u><b>Finance Committee</b></u> <b>Recommended</b>
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**ARTICLE 40 \*      ELDERLY TAX RELIEF –  
(Majority vote)      REAUTHORIZE CHAPTER 73 OF THE ACTS OF 1986**

To see if the Town will vote to continue to accept the provisions of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for a 100% increase in certain property tax exemptions, or take any other action relative thereto.

**MOTION**

Move that the Town continue to accept the provisions of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for a 100% increase in certain property tax exemptions.

**SUMMARY**

This is a reauthorization of an ongoing program of tax relief for certain qualifying individuals that was first adopted by Town Meeting in 1999. Section 4 of Chapter 73 of the Acts of 1986 authorized Towns that annually accept the provisions of this law to grant additional real estate tax exemptions for qualifying individuals. These additional exemptions are available to the elderly, disabled or veterans who qualify for property tax exemptions under Clauses 17, 17C, 17C½, 17D, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B and 41C of Section 5, Chapter 59 of the Massachusetts General Laws. This article will continue to provide additional tax relief to qualified individuals by increasing the exemptions to the maximum allowable under the law.

Direct inquiries to: Brian McMullen, Principal Assessor: assessor@acton-ma.gov / (978) 929-6621  
Selectman assigned: Katie Green: bos@acton-ma.gov / (978) 929-6611

<b>Recommendations:</b>	<u><b>Board of Selectmen</b></u> <b>Recommended</b>	<u><b>Finance Committee</b></u> <b>Recommended</b>
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And you are directed to serve this Warrant by posting attested copies thereof fourteen days at least before the time of said meeting, in not less than six public places in Town, to be designated by the Board of Selectmen.

Hereof fail not, and make due return of this Warrant, with your doings thereon, to the Town Clerk, at or before the time of said meeting.

Given under our hands at Acton this eighteenth day of March, 2014.

Janet K. Adachi, Chair  
Mike Gowing, Vice-Chair  
Katie Green  
John Sonner  
David Clough

**Board of Selectmen**

A true copy, Attest:



Constable of Acton

# *Glossary of Terms Commonly Used in Municipal Finance*

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**Abatement:** A complete or partial cancellation of a tax bill imposed by a governmental unit; applicable to tax levies and special assessments.

**Appropriation:** An authorization granted by a legislative body to make expenditures and to incur obligations for specific purposes. An appropriation is usually limited in amount and the time when it can be expended. Any amount that is appropriated may be encumbered.

A warrant article appropriation is carried forward from year to year until spent for the designated purpose or transferred by town meeting vote to another account.

**Assessed Valuation:** The value placed upon a particular property by the local Board of Assessors for the purpose of apportioning the town's tax levy among individual property owners equitably and in accordance with the legal requirement that property be assessed at "full and fair cash value", certified periodically by the Commonwealth's Commissioner of Revenue (no less frequently than once every three years).

**Audit:** Work done by accountants in examining financial reports, reviewing compliance with applicable laws and regulations, reviewing effectiveness in achieving program results. A basic audit examines only the financial reports and legal compliance. An outside Certified Public Accountant (CPA) audit is directed primarily toward the expression of an opinion as to the fairness of the financial statements and submission of a management letter. An auditor must be independent of the executive branch of government. A state auditor, private CPA or public accountant, or elected auditor meets this test.

**Balance Sheet:** A statement that discloses the assets, liabilities, reserves and equities of a fund or government unit at a specified date.

**Budget:** A plan of financial operation embodying an estimate of proposed expenditures for a given period and the proposed means of financing them. A budget may be preliminary (the financial plan presented to the town meeting) or final (the plan approved by that body).

**Capital Budget:** A plan of proposed capital outlays and the means of financing them for the current fiscal period. It is usually a part of the current budget.

**Capital Exclusion:** A vote to exclude from the levy limit the cost of a capital project. This exclusion only affects the levy limit for the year in which the project was undertaken.

**Cemetery Land Fund:** A fund established to which revenues are earmarked for the acquisition of land development costs on designated cemetery land purchases.

**Cherry Sheet:** An annual statement received from the Massachusetts Department of Revenue detailing estimated receipts for the next fiscal year for the various state aid accounts and estimated state and county government charges payable by the Town in setting the tax rate. The actual receipts and charges may vary from the estimates.

**Classification:** The division of the real estate tax and personal property voted by the Selectmen. The Selectmen may choose one rate for residences, another rate for business, and another rate for open space.

**Debt Exclusion:** A vote to exclude from the levy limit the costs of debt service for capital projects. This exclusion remains in effect for the life of the debt only.

**Debt Service:** Payment of interest and principal related to debt.

**Encumbrance:** Obligations such as purchase orders, contracts, salary commitments which are chargeable to an appropriation and for which a part of the appropriation is reserved.

**Enterprise Fund:** A standalone fund with its own assets, liabilities, fund balance, revenues and expenses in which a municipal service is operated as a business unit. Costs of the service are primarily recovered from user charges, and may be supplemented by general revenues.

**Equalized Valuation:** The value of all property as determined by the Commissioner of Revenue biennially, to place all property in the state upon an equal footing, regardless of date of assessment.

**Excess and Deficiency:** Also called the "surplus revenue" account, this is the amount by which cash, accounts receivable, and other assets exceed a regional school district's liabilities and reserves as certified by the Director of Accounts. The calculation is based on a year-end balance sheet which is submitted to the Department of Revenue by the district's auditor, accountant, or comptroller as of June 30. The regional school committee must apply certified amounts exceeding five percent of the district's prior year operating and capital costs to reduce the assessment on member cities and towns.

**Expenditure:** The spending of money by the town and schools for the programs or projects within the approved budget.

**FTE:** A full-time equivalent employee based on a 40-hour work week. May be one or more employees, but the total weekly hours equal 40.

**Fiscal Year ("FY"):** A 12-month period, beginning July 1 and ending June 30, to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. The number of the fiscal year is that of the calendar year in which it ends; for example, FY09 or FY 2009 is the fiscal year which begins July 1, 2008 and ends June 30, 2009.

**Free Cash:** Certified each July 1 by the State, this is the portion of Undesignated Fund Balance available for appropriation. It is not cash but rather is approximately the total of cash and receivables less current liabilities and earmarked reserves, reduced also by reserves for uncollected taxes.

**Fund:** An accounting entity with a self-balancing set of accounts that is segregated for the purpose of carrying on identified activities or attaining certain objectives in accordance with specific regulations, restrictions or limitations.

**General Fund:** The fund into which the general (non-earmarked) revenues of the town are deposited and from which money is appropriated to pay expenses.

**General Obligation Bonds:** Bonds issued by the Town that are backed by the full faith and credit of its taxing authority.

**Joint Labor Management Negotiation Process:** A negotiation process available to Police and Fire Unions, which utilizes Commonwealth of Massachusetts' mediators and arbitrators. If an arbitration decision is issued, it is binding upon the Executive Branch (The Board of Selectmen and Management Staff). Further, the Executive Branch must fully support such an arbitration decision before Town Meeting, even if they believe such a decision is not in the best interest of the Town.

**Overlay:** The amount raised from the property tax levy in excess of appropriations and other charges. It is used to cover abatements and exemptions granted locally or on appeal, and cannot exceed an amount deemed reasonable by the Commissioner of Revenue.

**Override:** A vote to increase the amount of property tax revenue that may be raised over the levy limit.

**Personnel Services:** The cost of salaries, wages and related employment benefits.

**Purchased Services:** The cost of services that are provided by a vendor.

**Property Tax Bill:** The amount produced by multiplying the assessed valuation of property by the tax rate. The tax rate is expressed per thousand dollars of assessed valuation, for example:

House Value:	\$ 300,000	
Tax rate:	\$ 10	which means \$10 per thousand
Levy:	\$ 10	multiplied by \$300,000 and divided by \$1,000
Result:	\$ 3,000	

**Raise:** A phrase used to identify a funding source for an expenditure which refers to money generated by the tax levy or other local receipt.

**Reserve Fund:** A fund appropriated each year that may be used only by vote of the Finance Committee for “extraordinary or unforeseen expenditures.”

**Revolving Fund:** Those funds that may be used for special uses. For example, Recreation fees may be paid into a revolving fund, and expenditures can be made without appropriation with the approval of the Town Manager. Revolving funds are established by state law or town bylaw. Some revolving funds must be annually reauthorized by Town Meeting.

**Stabilization Fund:** A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §5B). Stabilization funds may be established for different purposes, and interest generated by such funds is added to and becomes part of the stabilization fund. A two-thirds vote of town meeting is required to establish, amend the purpose of, or appropriate money into or out of the stabilization fund.

**Tax Levy:** Total amount of dollars assessed in property taxes imposed by the Town each fiscal year.

**Unreserved Fund Balance or Surplus Revenue Account:** The amount by which cash, accounts receivable and other assets exceed liabilities and restricted reserves. It is akin to the stockholders equity account on a corporate balance sheet. It is not, however, available for appropriation in full because a portion of the assets listed as “accounts receivable” may be taxes receivable and uncollected. (See Free Cash)

**Warrant:** A list of matters to be acted on by Town Meeting.

# *Town Meeting Parliamentary Procedure*

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Town Meeting is an old and honored tradition in New England. After more than 200 years we can say it still works – it does its job – and hopefully it’s more than a little enjoyable for you, the voters. It’s also the only form of government where the leaders must face the citizenry directly to answer all reasonable queries – and perhaps even some not so reasonable! However, to work well it must have rules of order – and it does. Town Meetings operate under what is generally called “parliamentary procedure” – in our case, as spelled out in Town Meeting Time. Unfortunately, this wonderful little book is widely read only by Moderators, Town Clerks, Town Counsels and a few others with unusual tastes. In addition to such formal procedures Town Meetings also are subject to relatively arbitrary rules of order set forth by the Moderator and precedent. The following information puts forth the most widely used of these “rules of the road” as an effort to help you enjoy and participate in our Town Meetings.

## **Moderator’s Rules**

These are quite arbitrary, but hopefully are consistently applied:

1. Any registered voter may speak to any article, but all must speak politely and respectfully to other voters and members of town boards. Civility is required at all times.
2. Since many voters may wish to speak, brevity of comment is appreciated. In addition, speakers are encouraged to add new points to the debate as opposed to repeating what others have already stated.
3. Voters may speak to an issue more than once, but generally “first time” speakers will be recognized before “repeaters”.
4. Remember to listen closely to the motion as stated. The motion puts the warrant article “in play” and it is the motion that is voted on, not the article as written in the warrant. However, there should be a strong similarity between motion and article.
5. Most motions must be “seconded”. Seconding motions is an easy way for newcomers to participate in the meeting. One does not even need to stand or be directly recognized. Generally calling out “second” at the right time will suffice.
6. Voting is most often done by voice. As the Moderator’s hearing fails, “standing” counts may be taken. The last resort, due to time constraints, is to take a counted vote by teller.
7. Although not encouraged, the Moderator’s judgment can be questioned as to the accuracy of the vote as announced. If seven (7) people request a “recount” of a voice or standing votes, it shall be done.
8. The Moderator will generally accept the motion to “move the previous question”, or more easily understood, “to cut off debate.” Many people think this motion is somewhat unfair, but it has been my experience that, more often than not, it is passed unanimously or by overwhelming numbers. In the past, the Moderator has been accused of knowing who plans to make such a motion – generally such accusations are accurate!
9. After a motion has been made and seconded, the mover of the motion speaks first, followed by the appropriate Town Boards (generally the Selectmen and the Finance Committee) who state their opinions. The motion is then available for general discussion – pro, con, or questions.
10. Other than when seconding a motion or requesting a point of order, speakers must be recognized by the Moderator before they launch into their point or question. For the most part this “rule of the road” is rigorously enforced.

## More Formal Parliamentary Procedure

There are many types of motions that may come before a meeting. The table below is far from all-inclusive, but indicates the most commonly used motions.

Motion	Second Required	Debatable	Amendable	Vote Required	May Reconsider	May Interrupt
<b>Dissolve</b>	Yes	No	No	Majority	No	No
<b>Fix the Time to Adjourn</b>	Yes	Yes	Yes	Majority	Yes	No
<b>Lay on the Table</b>	Yes	No	No	Two-thirds	Yes	No
<b>Previous Question</b>	Yes	No	No	Two-thirds	No	No
<b>Limit Debate</b>	Yes	No	No	Two-thirds	Yes	No
<b>Postpone to a Time Certain</b>	Yes	Yes	Yes	Majority	Yes	No
<b>Amend</b>	Yes	Yes	Yes <sup>1</sup>	Majority	Yes	No
<b>Postpone Indefinitely</b>	Yes	Yes	No	Majority	Yes	No
<b>Point of Order</b>	No	No	No	None	No	Yes
<b>Main Motion</b>	Yes	Yes	Yes	Varies	Yes	No
<b>Reconsider<sup>2</sup></b>	Yes	Yes	No	Two-thirds	No	No

<sup>1</sup> In Acton, we generally do not accept amendments to amendments – too confusing.

<sup>2</sup> Controlled by Town bylaw – 2/3 Vote same night; 3/4 Vote, plus posting ensuing nights.

Some of the motions listed above may not be totally understandable in table form only. The following elaboration may help.

The motion to *dissolve* ends the Town meeting and is appropriate only when all business is completed.

*Fix the time to adjourn* is a motion often made by the Selectmen and indicates when a given Town Meeting session will end and when the next session will begin.

*Lay on the table* is a motion used to end debate temporarily or permanently on a given motion. A motion laid on the table may remain there forever, or may be retrieved by the appropriate “take from the table” vote.

*The previous question* cuts off debate immediately and causes a vote on the article or amendment under discussion.

*Limit debate* is a motion generally used to put a specific time limit on a motion or time limits on individual speakers.

*Postpone to a time certain* is a motion generally used to rearrange the order of the articles (or a single article) in the warrant.

*Amend* – Many types of motions can be amended or altered to bring them to an even higher state of perfection. Of course, since amendments are a little like “beauty being in the eye of the beholder,” they

sometimes fail to pass. In any event, after the amendment is disposed of by a vote, the primary motion, either so amended or not, comes back to the assemblage for further discussion and vote.

***Postpone Indefinitely*** serves the same basic purpose as laying a motion on the table except that it is debatable and requires only a majority vote. If the postpone motion carries, the motion to which it applies is dead – in parliamentary terms, at least.

***Point of Order*** – Anyone at any time may rise to a point of order and interrupt the speaker, simply stating, “Point of order, Mr. Moderator.” The Moderator will immediately stop discussion, listen to the point of order and rule on its validity. Points of order may relate to many issues, for example, the right of a speaker to the floor, proper procedures, indecorous conduct or rarely, but within the realm of possibility, some error that the Moderator is committing.

***Main Motions*** are made when no other business is pending and are the devices used to bring the warrant articles to the Town Meeting floor for discussion.

***Reconsideration*** may be used to bring an article (or motion) which has already been disposed of back for a second time. If reconsideration is passed, it nullifies the previous vote and the article is re-discussed and re-voted. Many people feel that reconsideration is unfair, but it is a valid procedure and is occasionally used. In Acton, a Town Bylaw controls the vote quantum rather than Town Meeting Time. Anyone who wishes to reconsider a motion, particularly on a different night from the original vote, would be well advised to consult the Town Clerk on proper procedures.

Parliamentary procedure is not really complex, but the rules, like the rules of golf, do not always make sense. However, they should be consistently applied. If they are, then the Town Meeting can conduct its business in both an orderly and a fair fashion.

I hope this small treatise is helpful to you and adds to your understanding and enjoyment of a most precious right – TOWN MEETING.

Don MacKenzie  
Town Moderator

## *Internet & Telephone References*

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Official Town of Acton Web Site	<a href="http://www.acton-ma.gov">http://www.acton-ma.gov</a>
Document Management System (“Docushare”)	<a href="http://doc.acton-ma.gov">http://doc.acton-ma.gov</a>
Geographic Information System (“GIS”)	<a href="http://www.acton-ma.gov/gis">http://www.acton-ma.gov/gis</a>

The Town maintains electronic mail distribution groups for all Boards, Committees and Commissions, as well as Departments. These groups are commonly referred to as “e-mail shells.”

E-mails sent to shells are automatically forwarded to all members of the committee who have provided their e-mail address to the Town.

**Using e-mail does *not* satisfy Open Meeting Law requirements (Massachusetts General Laws, Chapter 39, Section 23B). Please direct questions regarding this law to the Town Clerk.**

To use a shell, send your e-mail to the address listed in the center column of this table. When replying to an e-mail sent to a shell, it is recommended that you use the "Reply to All" function of your e-mail program so that all members are copied on your reply.

Town offices converted to a Voice-over-IP telephone system in 2010. Below are the new telephone numbers associated with each department and committee. Old numbers will continue to work for a period of time.

<u>Department, Board or Committee</u>	<u>E-mail address</u>	<u>Telephone</u>
Acton 2020 Implementation Committee	<a href="mailto:acton2020@acton-ma.gov">acton2020@acton-ma.gov</a>	(978) 929-6631
Acton Community Housing Corporation	<a href="mailto:achc@acton-ma.gov">achc@acton-ma.gov</a>	(978) 929-6611
Acton Leadership Group	<a href="mailto:alg@acton-ma.gov">alg@acton-ma.gov</a>	(978) 929-6611
Acton-Boxborough Cultural Council	<a href="mailto:abcc@acton-ma.gov">abcc@acton-ma.gov</a>	(978) 929-6611
Appeals, Zoning Board of	<a href="mailto:boa@acton-ma.gov">boa@acton-ma.gov</a>	(978) 929-6631
Assessor Department	<a href="mailto:assessor@acton-ma.gov">assessor@acton-ma.gov</a>	(978) 929-6621
Assessors, Board of	<a href="mailto:bas@acton-ma.gov">bas@acton-ma.gov</a>	(978) 929-6621
Building Department	<a href="mailto:building@acton-ma.gov">building@acton-ma.gov</a>	(978) 929-6633
Cable Advisory Committee	<a href="mailto:cac@acton-ma.gov">cac@acton-ma.gov</a>	(978) 929-6612
Cemetery Department	<a href="mailto:cemetery@acton-ma.gov">cemetery@acton-ma.gov</a>	(978) 929-6642
Citizens' Library Department, West Acton	<a href="mailto:wacl@acton-ma.gov">wac@acton-ma.gov</a>	(978) 929-6654
Clerk Department, Town	<a href="mailto:clerk@acton-ma.gov">clerk@acton-ma.gov</a>	(978) 929-6620
Collector Department	<a href="mailto:collector@acton-ma.gov">collector@acton-ma.gov</a>	(978) 929-6622
Commission on Disability	<a href="mailto:cod@acton-ma.gov">cod@acton-ma.gov</a>	(978) 929-6633
Community Preservation Committee	<a href="mailto:cpc@acton-ma.gov">cpc@acton-ma.gov</a>	(978) 929-6631
Community Resources Coordinator	<a href="mailto:lducharme@acton-ma.gov">lducharme@acton-ma.gov</a>	(978) 929-6651
Conservation Commission	<a href="mailto:conscom@acton-ma.gov">conscom@acton-ma.gov</a>	(978) 929-6634
Council on Aging	<a href="mailto:coa@acton-ma.gov">coa@acton-ma.gov</a>	(978) 929-6652
Council on Aging Department (Senior Center)	<a href="mailto:seniorcenter@acton-ma.gov">seniorcenter@acton-ma.gov</a>	(978) 929-6652
Design Review Board	<a href="mailto:drb@acton-ma.gov">drb@acton-ma.gov</a>	(978) 929-6631
Economic Development Committee	<a href="mailto:edc@acton-ma.gov">edc@acton-ma.gov</a>	(978) 929-6631
Emergency Management Agency	<a href="mailto:ema@acton-ma.gov">ema@acton-ma.gov</a>	(978) 929-7730
Engineering Department	<a href="mailto:engineering@acton-ma.gov">engineering@acton-ma.gov</a>	(978) 929-6630
Finance Committee	<a href="mailto:fincom@acton-ma.gov">fincom@acton-ma.gov</a>	(978) 929-6611
Fire Department	<a href="mailto:fire@acton-ma.gov">fire@acton-ma.gov</a>	(978) 929-7722
Green Advisory Board	<a href="mailto:gab@acton-ma.gov">gab@acton-ma.gov</a>	(978) 929-7744
Health, Board of	<a href="mailto:boh@acton-ma.gov">boh@acton-ma.gov</a>	(978) 929-6632
Health Department	<a href="mailto:health@acton-ma.gov">health@acton-ma.gov</a>	(978) 929-6632

Health Insurance Trustees	hit@acton-ma.gov	(978) 929-6611
Highway Department	highway@acton-ma.gov	(978) 929-7740
Historic District Commission	hdc@acton-ma.gov	(978) 929-6631
Historical Commission	hc@acton-ma.gov	(978) 929-6631
Human Resources Department	hr@acton-ma.gov	(978) 929-6613
Information Technology Department	it@acton-ma.gov	(978) 929-6612
Land Stewardship Committee	lsc@acton-ma.gov	(978) 929-6634
Manager Department, Town	manager@acton-ma.gov	(978) 929-6611
Memorial Library Department	library@acton-ma.gov	(978) 929-6655
Memorial Library Trustees	mlt@acton-ma.gov	(978) 929-6655
Morrison Farm Committee	mc@acton-ma.gov	(978) 929-6634
Municipal Properties Department	mp@acton-ma.gov	(978) 929-7744
Natural Resources Department	nr@acton-ma.gov	(978) 929-6634
Nursing Department	nursing@acton-ma.gov	(978) 929-6650
Open Space Committee	osc@acton-ma.gov	(978) 929-6634
Parking Clerk	parkingclerk@acton-ma.gov	(978) 929-6611
Planning Board	pb@acton-ma.gov	(978) 929-6631
Planning Department	planning@acton-ma.gov	(978) 929-6631
Police Department	police@acton-ma.gov	(978) 929-7711
Public Ceremonies Committee	pcc@acton-ma.gov	(978) 929-6611
Recreation Commission	reccom@acton-ma.gov	(978) 929-6640
Recreation Department	recreation@acton-ma.gov	(978) 929-6640
School Committee, A-B Regional	abrsc@abschools.org	(978) 264-4700
School Committee, Acton Public	apsc@abschools.org	(978) 264-4700
School Committee, Minuteman		(781) 861-6500
Selectmen, Board of	bos@acton-ma.gov	(978) 929-6611
Senior Taxation Aid Committee	stac@acton-ma.gov	(978) 929-6621
Sidewalk Committee	sidewalks@acton-ma.gov	(978) 929-6630
South Acton Train Station Advisory	satsac@acton-ma.gov	(978) 929-6630
Town Report Committee	trc@acton-ma.gov	(978) 929-6611
Transportation Advisory Committee	tac@acton-ma.gov	(978) 929-6630
Treasurer's Advisory Committee	trac@acton-ma.gov	(978) 929-6611
Veterans Service Officer	vso@acton-ma.gov	(978) 929-6614
Volunteer Coordinating Committee	vcc@acton-ma.gov	(978) 929-6611
Water Resources Advisory Committee	wrac@acton-ma.gov	(978) 929-6632

# Emergency Notification Systems

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The Town of Acton is committed to delivering timely and important information to its residents. Several emergency notification systems are operational within the Town of Acton providing varying degrees of information for those who need it.

Examples of Emergency Notifications include:

- Shelter Locations
- Missing Persons
- Utility Outages
- Bomb Threats
- Road Closures
- Other emergency incidents where rapid and accurate notification is essential for life safety
- Evacuation Notices
- Floods
- Fires
- Drinking Water Contamination
- Hazardous Materials Incidents



## Blackboard Connect (Previously Connect-CTY)

The Blackboard Connect system is a high-speed telephone communication service for emergency notifications. The system allows authorized Town officials to disseminate voice messages to every telephone number stored in the notification database in a matter of minutes. Additionally the system allows us to target specific geographic areas of the Town such as individual neighborhoods or a defined radius around an incident.

While we receive telephone record updates from Verizon to populate our contact database, no one should automatically assume his or her phone number or e-mail address is included. Just as citizens may choose to opt *out* of these notifications, citizens in these categories are particularly invited to *add* their information to the database:

- Use a cellular phone as their primary phone
- Have unlisted phone numbers
- Have changed their phone number or address within the last year
- Have recently moved, but kept the same listed or unlisted phone number
- Wish to receive text and/or email messages in addition to telephone calls
- Receive their phone service over the internet (e.g. Verizon FIOS, Comcast XFINITY, Vonage)

In recent years, many people have converted their telephone service to Internet-based Voice-over-IP systems such as Vonage, Comcast XFINITY, and Verizon FIOS. While traditional land-lines are powered from the phone company's central office, these newer technologies rely on power supplied at the premise. These services typically connect through a device in the home that is equipped with a backup battery that will last about four to eight hours. That means corded phones using this service will work without your home's electric power for a limited amount of time. For this reason, it is strongly recommended that you register your cellular phone number in addition to your primary home number. During extended power outages, the Town has opened public "charging stations" where residents can charge their cellular phones and other electronic devices at Town facilities that are backed up by generator power.

We encourage residents to update their own information including adding cell phone numbers and e-mail addresses by visiting the Town's website at <http://www.acton-ma.gov/cty>. Here, you can register, review,

and update your contact information. Residents without access to the Internet may accomplish this by calling the **Information Technology Department** at **(978) 929-6612** or by visiting Town Hall.

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## Town Web Site

The Town's official website is continually updated with emergency information as soon as it is made available. We encourage residents to utilize the "Notify Me" feature to receive e-mail alerts when emergency information is added or updated on our site. You can do this by visiting the website at <http://www.acton-ma.gov> and clicking on the 'Notify Me by E-mail' link.

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## Mobile Message Boards

The Town maintains three trailer mounted, solar powered LED message boards. They are routinely used to alert motorists to road closures and construction work, to announce Town meetings and events, direct traffic during elections and special events and, most importantly, display pertinent instructions and information during emergency situations. While the mobile message boards can be dynamically deployed, during a Town-wide emergency such as weather related event these boards will primarily be staged at the following locations:

- Acton Public Safety Facility – 371 Main Street
  - The intersection of Great Road and Main Street (Routes 2A and 27)
  - The School Campus entrance, Massachusetts Avenue (Route 111) at Charter Road
- 



## Acton TV Government Cable Channel

The Town of Acton Government Cable Channel will be continually updated with the latest emergency instructions and notifications. The Government Channel can be found on the following channels depending on your cable system provider:

**Comcast:** Channel 99

| **Verizon FIOS:** Channel 41

# Volunteer Application

VOLUNTEER COORDINATING COMMITTEE

Town Hall  
472 Main Street  
Acton, MA 01720

E-mail: [vcc@acton-ma.gov](mailto:vcc@acton-ma.gov)  
Telephone: (978) 929-6611  
Fax: (978) 929-6350

Residents interested in serving on a Town Board, Committee or Commission are asked to complete this form and forward it to the Office of the Town Manager at Town Hall.

(Please print or type)

Date \_\_\_\_\_

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**Name** Title (Mr., Mrs., Dr., etc.) / First / Last / Suffix (Sr., Jr., III, etc.)

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**Address** Number / Street

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**Contact** E-mail Address / Telephone Number(s) (Home, Business, Cell, etc.)

Please indicate below, in order of preference, the Board, Committee or Commission that is of interest to you: \_\_\_\_\_  
\_\_\_\_\_

Have you previously been a member of a Board, Committee or Commission (either in Acton or elsewhere)? If so, please list the Board name and your approximate dates of service: \_\_\_\_\_  
\_\_\_\_\_

Do you have any time restrictions? \_\_\_\_\_

Are you a United States Citizen? \_\_\_\_\_ Are you a Documented Resident Alien of Acton? \_\_\_\_\_

How long have you lived in Acton? \_\_\_\_\_ In Massachusetts? \_\_\_\_\_

Present occupation and employer (Optional: Attach résumé) \_\_\_\_\_  
\_\_\_\_\_

Do you or your employer have any current or potential business relationship with the Town of Acton that could create a conflict of interest? \_\_\_\_\_  
\_\_\_\_\_

Education or special training: \_\_\_\_\_  
\_\_\_\_\_

Please list below any additional information or comments that may help in the matching of your interests with the most appropriate Board/Committee, such as civic experience, special interest/hobbies, etc.:  
\_\_\_\_\_  
\_\_\_\_\_

Thank you. If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee. Current membership may be obtained through the Town Manager's office at Town Hall, [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 929-6611.

The space below is for use by the Volunteer Coordinating Committee and the appointing body to record the status of your application.

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**VCC Interview**

Applicant Called \_\_\_\_\_

Schedule Date & Time \_\_\_\_\_

Recommendation \_\_\_\_\_

Board, Committee or Commission

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Recommendation Sent \_\_\_\_\_

No openings at this time

**Appointing Body**

Selectmen / Manager / Moderator

Interview Date \_\_\_\_\_

Appointed Date \_\_\_\_\_

Term \_\_\_\_\_

Member / Alternate / Associate

Notification of Appointment

Received by VCC \_\_\_\_\_

Committee Notified \_\_\_\_\_

Applicant Notified \_\_\_\_\_

# *Proposed Town Meeting Booklet*

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As I have previously mentioned at Town Meetings, I plan to put together a series of thoughts or vignettes on Town Meeting during the latter part of the Twentieth and the first years of the Twenty-First Centuries. No such work presently exists, and I'll need your help.

I'd very much appreciate your writing a few thoughts on Town Meeting – the “good” or the “less than good” about the process, a fond (particularly humorous) memory, a good or otherwise decision made, or anything in general you'd like to have included and be attributed to you in the booklet.

Please mail your submission to me at 12 Wilson Lane, Acton. I'd like to receive 100 or more different ideas for inclusion. Thank you.

Don MacKenzie  
Town Moderator

## Thoughts or Comments on Town Meeting

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# *Online Bill Payments*

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*Pay Real Estate or Personal Property Tax Bills, Motor Vehicle Excise bills, or  
Sewer Operation and Maintenance Bills Online*

**[www.acton-ma.gov/payonline](http://www.acton-ma.gov/payonline)**

The Town of Acton is very pleased to offer an easy and secure way to view, print, and pay real estate and personal property tax bills, motor vehicle excise bills and sewer operation and maintenance bills online. We support electronic presentment (viewing) and billing, because it is more convenient for our residents, and better for the environment. Online presentment and payment eliminates the need to print and receive paper bills (except for motor vehicle excise bills, which the State requires be mailed).

The Town, in partnership with Invoice Cloud, a web-based, electronic invoice presentment and processing company, offers online payment of the above bills via either EFT/ACH electronic checks (i.e., electronic fund transfers from your bank checking or savings accounts), or, Visa or Master Card credit/debit cards. The Town feels that this service presents the best value for online presentment and payments for our residents. Invoice Cloud uses the highest standards in Internet security, and provides ease of use, and convenience to all our residents, for, in some instances, less than the cost of a postage stamp.

- Access, view and pay your tax bills or sewer operation and maintenance bills online
- Available 24x7 from anywhere you have access to the Internet
- Paying your bill online is faster and, in some instances, cheaper than writing and mailing a check
- You may choose to eliminate paper invoices to reduce clutter and help the environment (except motor vehicle excise bills, which the State requires be mailed)
- You have the option to pay immediately, schedule a payment, or sign up for Auto-Pay
- You can pay with electronic check, or Visa or Master Card credit/debit cards

Please note: this new service begins with, and goes forward from, the FY 2012 Real Estate and/or Personal Property tax bills, Sewer Operation and Maintenance bills, and any subsequent calendar year 2011 Motor Vehicle Excise bills. Any prior billing and/or payment activity that pre-dates July 1, 2011, is not available online, and must involve the Town of Acton Collector's Office at (978) 929-6622.

For more details on payment options, fees and frequently asked questions, please see the Town web site at:

**[www.acton-ma.gov/payonline](http://www.acton-ma.gov/payonline)**











**Town of Acton  
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Acton, MA 01720**

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