



**2015 Annual Reports  
Town  
of  
Acton, Massachusetts**

**Two Hundred and Eightieth  
Municipal Year  
For the year ending December 31, 2015**



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# THE 2015 TOWN REPORT IS DEDICATED TO: DEAN A. CHARTER, DIRECTOR OF MUNICIPAL PROPERTIES



There are few people today who can claim to have devoted their entire career to a single organization, fewer still for which that organization is the town in which they live. Dean Charter, who retired last summer, after 40 years of service to the Town of Acton, is one of the few. During his tenure, Dean not only witnessed major changes in the town, but was often behind the scenes, affecting and managing the changes. As the Municipal Properties Director, Dean oversaw major renovations to the Town Hall and Memorial Library as well as construction of the Public Safety Facility. He managed historical restorations of the Citizens' Library, Windsor Building and the Morrison Farm. He converted the building next door to Town Hall from a private residence to public town offices and when the fire stations needed new roofs and the senior center needed to upgrade their kitchen, Dean was the one making sure the projects came in on time and within budget. In fact there isn't a Town municipal building in Acton in which civic business is conducted that doesn't have Dean's finger prints all over it.

As time and regulations changed, our town facilities needed to change too and Dean rose to the task ensuring each of our buildings became ADA compliant and more recently, that each of our buildings and streetlights is as green and energy efficient as possible allowing Acton to continue to maintain its Massachusetts Green Community designation. While far less glamorous than building a public safety facility and restoring town owned historic buildings, these long term improvement projects required an incredible working knowledge of federal and state regulations as well as strict oversight of federal and state grants.

In addition to his role as the Municipal Properties Director, Dean also served for 35 years as the Town Tree Warden, a role he took over from his father in 1980. By providing the framework necessary for sound urban forestry management and his commitment, Acton has been a designated a Tree City USA for 22 years awarded by the National Arbor Day Foundation. While most of us don't think about trees in the public right of way until one falls into our yard; Dean thought about them on a daily basis, ensuring that hazardous limbs were pruned, working to keep branches off wires and responding to storm damage calls in the middle of the night when a fallen tree was blocking a street. More recently, Dean had the opportunity through a Community Preservation Grant Program for historic streetscape restoration to replace a number of public shade trees that were lost due to disease enhancing the natural beauty of Acton's Center, West and South Historic Districts.

For 40 years Dean served not only the Town of Acton, but the people of Acton. A life-long resident himself, Dean fought hard for projects he felt were in the best interest of the Town and its tax-payers and was a vocal opponent of those he felt were not. While disagreements over public priorities are inevitable, he earned the respect of the four Town Managers he served under and his colleagues. Over the years Dean came to possess the wisdom and institutional history that can only be acquired by being dedicated and deeply involved for a very long time. While people came and left bringing new programs and ideas with them, Dean marched forward but also demanded that we stay grounded in our roots as a small New England town where people think long and hard before making major changes.

We wish him a long and happy retirement to enjoy his interests in traveling, hiking and canoeing to name a few. He's certainly earned it.

# THE 2015 TOWN REPORT IS DEDICATED TO:

## DOUG HALLEY, HEALTH DEPARTMENT



Doug Halley began working with the Town of Acton on June 19, 1978 and spent 37 years with the Town of Acton with 28 years as the Health Director until his retirement on October 31, 2015. We will miss him tremendously in this capacity but the Town is fortunate to have him on a part-time basis as our Transportation Director. Doug's successes during his time here were inspiring and worth a mention and a giant thank you!

### Doug's Timeline:

- 6/19/78 Started as Engineering Assistant for Town
- 1982 May-June Served as Interim Conservation Administrator
- 1983 April-May Served as Interim Conservation Administrator
- 5/4/86 Appointed Conservation Administrator
- 9/1/86 -8/31/87 Served as Interim Fair Housing Coordinator
- 10/1/86 Appointed WR Grace Coordinator
- 5/5/87 Appointed Health Director
- 10/1/87 Appointed Sewer Coordinator
- 6/30/96 – 2/1/2002 Design and Construction of Middle Fort Pond Brook Sewer
- 1998-1999 Oversight For Pine Hawk Archaeological Dig
- 2003 Appointed Stormwater Coordinator
- 2004 – 2007 Chairman Public Health Preparedness Region 4A
- 2007 Massachusetts Historical Commission Award for Archaeological Public Outreach
- 2007 SUASCO Award for Stormwater program
- 2007 MHOA Michael Saraco Award
- 2007 to Present - Trail Through Time Coordinator
- 2010 – Present - MHOA Treasurer
- 4/01/11 Appointed Transportation Coordinator
- 12/2013 495 Metrowest Partnership Donald R. Wheeler Award
- 5/2014 CHNA Janice Hanson Award
- 6/2014 LOSHC Peter Kirwin Award
- 2014 Smart Growth America Complete Street Award
- 9/2015 ICMA Excellence In Government Award

As you can see Doug's achievements were quite impressive. Doug was a mentor to his staff and successfully watched 14 inspectors move on to become directors in other communities. Doug has been an integral part of the Health Department and his contributions will be valued and remembered. We wish Doug a long and happy retirement.

# IN MEMORIAM

**W. Arthur (Art) Gagne**

Sewer Action Committee  
Kelly's Corner Study Committee  
Library Long Range Study Committee  
Public Safety Building Committee  
Helipad Construction Committee

**Claire Forbes**

Intern Board of Health

# ADMINISTRATIVE SERVICES

## BOARD OF SELECTMEN

With an annual and two special town meetings, 2015 was a busy year for the executive and legislative branches of Acton's town government. It was also a banner year for all forms of transportation in town: our Complete Streets policy was recognized nationally, we broke ground on the next phase of the Bruce Freeman Rail Trail, saw the completion of the South Acton Train Station, and started the Cross Acton Transit service to provide fixed route transportation for our residents. Through these accomplishments and others, we were able to improve services in town all while maintaining our AAA bond rating. Many of the projects and issues we worked on in 2015 are ongoing and are sure to make 2016 another interesting year for our community.

### Board Membership Changes

The Board of Selectmen added one new member when Mike Gowing decided to step down after six years of service on the Board of Selectmen and many more prior to that on other boards and committees in town. Ching-sung Chang was elected to the open seat. The Board also changed its leadership with Katie Green assuming the chairmanship, Peter Berry becoming Vice Chair, and Janet Adachi taking over the duties, once again, as clerk.

### Transportation

As mentioned, 2015 was a big year for transportation in Acton. The Board of Selectmen adopted a Complete Streets policy in 2014 and in early 2015, the Smart Growth America's National Complete Streets Coalition named it the 6th best policy in the country for 2014. This ranking recognizes our town's commitment to ensuring that we provide safe access for everyone no matter how they travel. Those travelling by bike will soon have two more options as we broke ground on the next phase of the Bruce Freeman Rail Trail and put out to bid the construction of the next phase of the Assabet River Rail Trail. Phase 2A of the BFRT will extend from its current terminus in Westford through Carlisle and down Main Street and Route 119 to the Acton-Concord border. This extension will bring the trail through NARA, introducing more people to one of Acton's finest gems. The next portion of the ARRT will go through Maynard and end at the South Acton Commuter Rail Station, connecting more people safely to public transportation outside their car. Speaking of the commuter rail, the new South Acton Commuter Rail Station finally opened at the end of 2015. This was the last major piece in the multi-year, multi-million dollar Fitchburg Rail Line double tracking project. The new station is now fully handicapped accessible providing access to public transportation to those previously left out. The end of 2015 also saw the town launch Cross

Acton Transit, our new fixed route shuttle service. CAT joins our Rail Shuttle, Road Runner, and Dial-A-Ride services as part of the town's comprehensive public transportation system.

### Land Use and Economic Development

At Annual Town Meeting, voters approved the FY'16 Operating Budget, including a new position for a Land Use and Economic Development Director. This position brings the town's health, land use, and economic development departments and functions under one Director. In late 2015, we hired Matt Selby to fill the role. Selby, as he is known, was most recently the Director of Community Development and Health for the Town of Ashland. He also served previously as their Economic Development Director, Conversation Agent, and Zoning Enforcement Officer. He also has experience in the private sector. In the realm of economic development, Fall Town Meeting also approved a special tax assessment with Associated Environmental Systems, which will bring 120 employees to their new office and plant in Post Office Square. This was Acton's first foray into using STAs as a way to attract new companies to our community.

### Kelley's Corner Improvement Initiative

The Kelley's Corner Steering Committee has been hard at work using the appropriation from last year's town meeting to study possible solutions for improving and revitalizing Kelley's Corner. As part of that effort, the BOS brought forward a proposal at Fall Town Meeting to approve a request to the Massachusetts legislature for 16 new liquor licenses and 6 new beer and wine licenses. After a number of public meetings and forums, the Committee will also be proposing new zoning bylaws for Kelley's Corner at Annual Town Meeting. There will also be a request for funding to bring the proposed infrastructure changes to 100% design standards, which will make the project eligible for significant federal funding. The Board encourages everyone to stay involved as determining the future of Kelley's Corner is an ongoing process.

### Minuteman

Over the past several years, the Minuteman Vocational Technical Regional School District has been working towards both amending the regional agreement governing its 16-member communities, including Acton, and seeking support to build a new high school. With a June 2016 Massachusetts School Building Authority deadline looming, work on both of these efforts escalated in the latter half of the year. Selectmen and other representatives from the member communities got together on numerous occasions to work through concerns with the regional agreement, to

discuss a process to let some member towns leave the district, and to both determine the right size and design and build support for a new high school. All of these efforts culminated in the Minuteman School Committee voting to recommend a revised regional agreement and a building design to submit to the MSBA. The member towns will be taking up both issues at special town meetings in early 2016 and at their annual town meetings throughout the spring.

### **Green Community**

Acton continues to take action on reducing waste and conserving energy, living up to our designation as one of the first Green Communities in Massachusetts. This year, Town Meeting recommended a proposal, later adopted by the Board of Selectmen, to pilot a Pay-As-You-Throw system at the Transfer Station. Under this system, instead of paying a flat sticker fee to cover all costs, transfer station users pay a significantly reduced price for the sticker to cover the basic costs of operating the transfer station. Users also purchase specially marked Acton trash bags which cover the cost of disposing of the trash inside those bags. The numerous other communities who have adopted this program have seen significant drops in the amount of waste produced per household as people increase their recycling, reduce their consumption, and think of new ways to re-use what otherwise would have been trash. The new system kicked off in September and Acton has already seen a 40% drop in the tonnage of waste per household using the transfer station. To support efforts to help people reduce and re-use, the town also opened a drop/swap shed at the transfer station run by volunteers and started providing for the collection of food waste. The Board of Selectmen will evaluate the pilot later in 2016 to determine whether to continue with the program as part of Acton's efforts to lead the state in conservation.

### **Other Postemployment Benefits (OPEB)**

The town continues to fund the recently established OPEB trust. This annual funding, combined with OPEB surcharges on new employees, will move us closer to being fully funded in the future. Our liability has dwindled over the years due to efforts made with healthcare plan design and annual funding. Our most recent report indicates that if we continue to fund OPEB at our current levels, the town will have virtually resolved the issue by 2030. Acton is unique in our commitment and efforts to addressing this liability.

The Board of Selectmen relies on support from the Town Manager, town staff, and volunteers on the town's many committees. We wish to extend our heartfelt thanks to all of them for making Acton the wonderful community it is.

Respectfully submitted,

Katie Green, Chair

## **TOWN MANAGER**

For many of us, we will remember the year 2015 for the massive amount of snowfall that we received. The Great Snow of 1717 saw a series of 4 storms in 10 days. When that event was over, Cotton Mather, the famous Puritan minister, reported 3 feet of snow in Boston Common in what was an unprecedented snow event. Fast forward almost exactly 300 years and we have done it again and then some. What's transpired meteorologically during those 18 days is simply amazing. Part of the reason it's so incredible is because we don't have anything officially in the record books to compare this to. We've had more snow than any other 14, 20 or even 30 day period since the late 1800s and it seemed like it was never going to end. Much thanks and gratitude must be given to our Public Works employees, who put in an incredible amount of hours to keep up with the storms and their aftermath.

Annual Town Meeting in April saw the Town approve a \$31,954,851 total budget for Town operations. The budget featured: an increase in the Overlay account for Senior Tax Relief; Placing \$2,000,000 in the Stabilization Fund; \$22,000 for sewer design for West Acton; creation of a Land Use and Economic Development Director position; funding of a fixed route shuttle service; placing the Acton Nursing Service in the General Fund; and authorizing the purchase of 66-68 Harris Street for the Natural Resources, Recreation and Cemetery division.

A Special Town Meeting in August authorized the Town to purchase the so called Walker property for \$1,800,000 as part of a legal settlement that involved a law suit over the placement of a 20,000 square foot day care on the parcel. The land is located on Main Street in close proximity to the bridge over Route 2. The Town will undertake a master plan on the property once the purchase is completed.

Acton, along with Boxborough, Maynard, Littleton and Westford received the Community partnership Award from the International City Management Association for CrossTown Connect program, an innovative transportation program that consolidates the Council on Aging vans along with on demand rider services under one dispatch center as well as working on reverse commutes with the MBTA, working with local businesses. The above mentioned Towns also entered into a Community Compact with the Baker administration as an example of municipal best practices.

## TOWN REPORT COMMITTEE

With the approval of Town meeting, the Town successfully filed legislation to allow the Police Department to withdraw from the antiquated civil service system, which could take over a year to fill a vacancy in the department. We can now fill vacancies on a much timelier basis. The Town also instituted a Pay as You Throw system at the Transfer Station. It is estimated that the purchasing of Town bags for the disposal of trash will reduce trash volume by 40%.

The Town worked closely with Associated Environmental Systems of Ayer to relocate their operations to 8 Post Office Square. Town meeting approved a 5 year tax incentive for the companies, which will employ 125 employees within the next two years. AES manufactures test chambers for many Fortune 500 companies. The chambers test the impact of temperatures on various goods and products.

Like all years, we say goodbye to some long serving staff and hello to new ones. Two key retirements occurred in 2015; namely Dean Charter, Municipal Properties Director, and Doug Halley, Health Director. Combined, these two individuals served the Town for 77 years! We will all miss their dedication, knowledge and love of the Town. Andrea Ristine has been appointed Municipal Properties Superintendent, and Sheryl Ball is serving as Interim Health Director until a successor to Doug is selected. In December, Matt "Selby" Selby, was appointed as the Town's first Land Use and Economic Development Director. Selby was previously the Community Development Director in Ashland Massachusetts. He started his new assignment on January 4, 2016.

I would like to thank the Board of Selectmen for the support they have shown me over the past year as well as to all Town Staff who strive hard to make Acton a special place.

Respectfully Submitted,

Steven L Ledoux  
Town Manager

The Town Report Committee is responsible for the publication of the Annual Town Report. This involves notifying and collecting the individual components, proofing the items before and after they are sent to the printer and serving as a liaison with the printer to ensure that an accurate and complete as possible Town Report is prepared.

Each year, preparation of the Town's Annual Report provides the opportunity for Town officials, boards, committees and department leaders to formally report to townspeople on the activities of the previous year, and anticipated opportunities and challenges. The report also highlights the contributions of volunteers, residents, businesses and employees to our town. Participation in town life, whether it be through involvement in local government, attendance at community events or support of the town's non-profits is the key ingredient to our town's success.

Acton has 45 committees, boards, commissions and councils (collectively called committees) that are appointed by the Board of Selectmen and the Town Manager. There are currently 250 members and 70 associate member positions on these committees.

The volunteers serving on the many Town committees help the town government to function effectively and efficiently, bring new and varied views, expertise and experience to the process. They provide the most direct connection between town government and town residents

We are fortunate to have so many qualified people willing to spend time serving their town. We want to recognize these people for donating their time and expertise to keep the town government running efficiently.

Charles D. Aaronson, Chair, Volunteer Coordinating Committee

Town Report Committee:  
Gregory Hutchins  
Nicholas Zavalas  
Cindy Patton  
Lisa Tomy

# FINANCIAL MANAGEMENT SERVICES

## BOARD OF ASSESSORS

The Town's tax base was strong this year compared to fiscal year 2014, growing about 5% in total. A majority of the change was market driven based on calendar 2013 sales as well as new construction in place on July 1, 2014. At the annual classification hearing, the Board of Selectman voted a residential factor of 1 which resulted in a single tax rate of \$19.05.

### Fiscal Year 2015 Valuation Summary

Property Class	Valuation	% of Total
Residential	3,48,511,074	88.3%
Commercial	303,720,173	7.8%
Industrial	91,365,090	2.3%
Personal Property	62,157,821	1.6%
<b>Total Taxable Value</b>	<b>3,716,266,225</b>	<b>100%</b>

The Board of Assessors regular scheduled meetings are on the first Wednesday of each month at 6:00 P.M. in the Town Hall. Additional meetings are held as needed. Dates and times are posted 48 hours in advance.

### Tax Rates

Residential	Com/Ind/PP
\$19.05	\$19.05

Assessors  
 Carol Leipner Srebnick, Chairman  
 Susan Miller  
 Gary Yu

Sale Date	St	Address	Sale Amount
9/6/2013	12	ABEL JONES PL	425,000
8/23/2013	16	ABEL JONES PL	522,000
8/29/2013	516	ACORN PARK DR	875,000
8/21/2013	21	AGAWAM RD	450,000
8/16/2013	38	AGAWAM RD	625,000
2/19/2013	44	AGAWAM RD	450,000
9/9/2013	64	ALCOTT ST	517,000
10/9/2013	9	ARBORWOOD RD	452,000
11/8/2013	13	ARBORWOOD RD	488,000
8/15/2013	169	ARLINGTON ST	520,000
6/26/2013	174	ARLINGTON ST	653,750
1/9/2013	230	ARLINGTON ST	464,000
5/17/2013	232	ARLINGTON ST	456,500
11/4/2013	257	ARLINGTON ST	185,000
6/7/2013	342	ARLINGTON ST	449,000
5/24/2013	1	ASPEN LN	458,000
7/26/2013	3	ASPEN LN	480,000
5/16/2013	5	ASPEN LN	530,000
8/1/2013	7	ASPEN LN	550,000
11/19/2013	108	AUDUBON DR	294,500
10/9/2013	227	BANKSIDE HOLLOW	245,000
9/12/2013	507	BANKSIDE HOLLOW	208,000
1/22/2013	12	BARKER RD	315,000
9/25/2013	3	BAXTER RD	475,000
5/31/2013	3	BETH CIR	240,000
6/17/2013	9	BEVERLY RD	430,000
11/20/2013	2	BLUE HERON WY	515,000
8/2/2013	5	BLUE HERON WY	479,000
11/14/2013	10	BRAEBROOK RD	350,000
9/6/2013	7	BREWSTER LN	285,000
7/10/2013	8	BREWSTER LN	296,000
8/9/2013	16	BREWSTER LN	286,500
9/30/2013	29	BREWSTER LN	275,000
3/13/2013	31	BREWSTER LN	229,900
10/10/2013	4	BRIMSTONE LN	642,500
6/7/2013	2	BROADVIEW ST	435,000
12/2/2013	5	BROMFIELD RD	492,000
5/16/2013	7	BROMFIELD RD	440,000
7/5/2013	8	BROMFIELD RD	610,000
9/13/2013	262	BROWN BEAR CRSG	263,800
11/15/2013	14	BRUCEWOOD RD	525,000
5/30/2013	49	BRUCEWOOD RD	525,000
8/13/2013	77	CANTERBURY HILL RD	1,120,000
9/24/2013	46	CARLISLE RD	780,000
6/15/2013	5	CARLTON DR	750,000
12/6/2013	7	CENTRAL ST	265,000
8/23/2013	9	CENTRAL ST	257,500
12/11/2013	20	CENTRAL ST	422,500
12/2/2013	308	CENTRAL ST	559,000
5/10/2013	386	CENTRAL ST	410,000
6/26/2013	6	CHADWICK ST	472,500

Sale Date	St	Address	Sale Amount	Sale Date	St	Address	Sale Amount
8/1/2013	23	CHEROKEE RD	395,000	4/29/2013	397	GREAT RD #8	160,000
7/22/2013	2	COLONIAL PA	837,539	9/12/2013	397	GREAT RD #9	167,000
3/28/2013	30	CONANT ST	590,000	7/29/2013	420	GREAT RD #A8	91,000
5/10/2013	57	CONANT ST	635,000	11/25/2013	205	GREAT RD #B3	113,000
6/20/2013	1	CONCORD PL	550,000	7/1/2013	209	GREAT RD #C3	114,900
7/23/2013	3	COOLIDGE DR	580,000	10/28/2013	205	GREAT RD #C4	95,000
5/10/2013	8	COOLIDGE DR	720,000	12/10/2013	187	GREAT RD #C5	105,000
6/6/2013	16	COWDREY LN	530,500	7/16/2013	205	GREAT RD #C6	120,000
7/26/2013	6	CROSS ST	298,000	2/1/2013	380	GREAT RD A103	114,500
12/2/2013	11	DAVIS RD #A10	100,000	5/23/2013	388	GREAT RD A8	96,000
10/18/2013	19	DAVIS RD #A3	102,500	12/6/2013	380	GREAT RD B101	88,000
11/1/2013	23	DAVIS RD #B1	150,000	10/29/2013	382	GREAT RD B203	97,000
10/25/2013	17	DAVIS RD #B10	130,000	8/30/2013	380	GREAT RD B302	122,000
10/25/2013	15	DAVIS RD #B11	125,000	5/29/2013	29	GREENSIDE LN	556,165
6/13/2013	17	DEVON DR	315,000	5/23/2013	31	GREENSIDE LN	517,035
8/1/2013	25	DRUMMER RD	199,000	8/30/2013	33	GREENSIDE LN	510,250
7/25/2013	44	DRUMMER RD	254,000	9/27/2013	35	GREENSIDE LN	569,000
4/23/2013	63	DRUMMER RD	203,000	4/16/2013	37	GREENSIDE LN	522,685
12/2/2013	75	DRUMMER RD	225,000	6/6/2013	38	GREENSIDE LN	600,355
12/12/2013	103	DRUMMER RD	190,000	7/29/2013	39	GREENSIDE LN	528,855
12/27/2013	5	DRUMMER RD #C2	79,000	6/14/2013	40	GREENSIDE LN	563,460
7/15/2013	2	DRUMMER RD #D5	153,000	3/28/2013	41	GREENSIDE LN	533,525
8/26/2013	11	ELLSWORTH VILLAGE RD	395,000	3/25/2013	43	GREENSIDE LN	512,970
4/16/2013	23	ELLSWORTH VILLAGE RD	379,000	9/30/2013	45	GREENSIDE LN	605,915
4/12/2013	26	ELLSWORTH VILLAGE RD	360,000	7/30/2013	5	GRIST MILL RD	598,000
8/28/2013	36	ELLSWORTH VILLAGE RD	367,000	3/26/2013	6	GUSWOOD RD	740,000
5/30/2013	73	ESTERBROOK RD	550,000	5/31/2013	28	HARRIS ST #A2	212,500
7/16/2013	44	ETHAN ALLEN DR	447,500	11/14/2013	18	HARTLAND WY	312,000
8/19/2013	46	ETHAN ALLEN DR	505,000	11/1/2013	27	HARTLAND WY #206	169,100
6/28/2013	15	EVERGREEN RD	535,800	5/30/2013	27	HARTLAND WY #310	169,500
7/9/2013	3	FARLEY LN	628,000	4/30/2013	4	HATCH RD	410,000
8/14/2013	30	FAULKNER HILL RD	503,500	8/19/2013	105	HAYWARD RD	495,000
6/28/2013	10	FERNWOOD RD	450,000	9/16/2013	22	HEMLOCK LN	450,000
10/17/2013	51	FLINT RD	365,000	7/1/2013	6	HENNESSEY DR	470,000
6/25/2013	6	FLINTLOCK DR	407,000	7/9/2013	6	HERITAGE RD	392,500
8/19/2013	17	FOREST RD	526,000	9/27/2013	11	HERITAGE RD	400,000
6/24/2013	47	FORT POND RD	690,000	9/3/2013	17	HERITAGE RD	412,500
11/15/2013	57	FORT POND RD	1,040,000	11/8/2013	20	HIGH ST	252,250
7/10/2013	9	FRANCINE RD	470,000	4/30/2013	27	HIGH ST	317,000
10/16/2013	8	FRANKLIN PL	539,999	7/30/2013	83	HIGH ST	470,000
3/29/2013	5	FRASER DR	378,000	7/12/2013	133	HIGH ST	496,900
5/29/2013	4	FREEDOM FARME RD	555,000	11/6/2013	135	HIGH ST	489,000
8/26/2013	19	FREEDOM FARME RD	685,500	10/29/2013	263	HIGH ST	252,000
10/25/2013	2	GERALD CIR	625,000	8/9/2013	8	HIGH ST #J2	294,500
9/24/2013	6	GIOCONDA AV	443,000	1/4/2013	8	HORSESHOE DR	460,000
10/2/2013	19	GRASSHOPPER LN	565,000	6/4/2013	12	HORSESHOE DR	699,000
7/10/2013	441	GREAT ELM WY	264,000	9/17/2013	17	HOSMER ST	520,000
7/30/2013	552	GREAT ELM WY	275,000	7/10/2013	107	HOSMER ST	440,000
9/13/2013	577	GREAT ELM WY	218,000	12/16/2013	11	INDEPENDENCE RD	572,500
4/25/2013	376	GREAT RD #16	165,000	3/22/2013	50	JACKSON DR	674,900
8/13/2013	403	GREAT RD #2	170,000	7/15/2013	2	JAY LN	889,000
6/27/2013	424	GREAT RD #3	36,500	8/23/2013	5	JESSE DR	749,000
5/15/2013	428	GREAT RD #4	34,500	2/14/2013	11	JOHN FRANCIS LN	366,300
5/10/2013	403	GREAT RD #6	195,000	6/21/2013	14	JOHN FRANCIS LN	379,900
10/4/2013	405	GREAT RD #7	146,250	6/4/2013	16	JOHN FRANCIS LN	369,900

Sale Date	St	Address	Sale Amount	Sale Date	St	Address	Sale Amount
10/28/2013	13	JOHN SWIFT RD	445,000	1/11/2013	21	OLDE LANTERN RD	560,000
8/12/2013	20	JOHN SWIFT RD	429,000	12/4/2013	21	ONEIDA RD	460,000
7/10/2013	13	JUNIPER RIDGE RD	518,125	5/24/2013	28	ONEIDA RD	478,000
11/4/2013	17	JUNIPER RIDGE RD	440,000	12/18/2013	12	ORCHARD DR	390,000
8/15/2013	3	KENNEDY LN	711,000	12/4/2013	45	PARKER ST	395,000
12/13/2013	24	KNOWLTON DR	712,500	7/12/2013	147	PARKER ST	538,000
1/23/2013	11	LAWSBROOK RD	312,900	7/10/2013	120	PARKER ST #26	124,000
7/2/2013	10	LEXINGTON DR	731,000	12/18/2013	118	PARKER ST #31	150,000
5/23/2013	39	LEXINGTON DR	655,000	5/24/2013	99	PARKER ST #4	369,900
12/3/2013	56	LEXINGTON DR	715,500	11/19/2013	130	PARKER ST #J2	85,000
6/27/2013	31	LIBERTY ST	565,500	10/11/2013	130	PARKER ST #J6	149,700
12/12/2013	85	LIBERTY ST	769,000	9/24/2013	128	PARKER ST 2D	240,000
6/27/2013	6	MACLEOD LN	570,000	7/17/2013	4	PATRICK HENRY CIR	519,000
8/1/2013	2	MAILLET DR	594,500	1/30/2013	13	PAUL REVERE RD	330,000
2/28/2013	3	MAIN ST	275,000	8/22/2013	25	PAUL REVERE RD	520,000
8/1/2013	172	MAIN ST	470,000	7/15/2013	27	PAUL REVERE RD	465,000
7/3/2013	173	MAIN ST	335,000	11/7/2013	12	PHALEN ST	475,000
6/27/2013	189	MAIN ST	490,000	8/21/2013	641	PHEASANT HILL	215,000
6/27/2013	248	MAIN ST #4	281,000	12/5/2013	643	PHEASANT HILL	278,000
4/1/2013	272	MAIN ST #B4	175,000	8/22/2013	5	PHLOX LN	495,000
7/16/2013	17	MALLARD RD	577,500	5/31/2013	393	PINE CONE STRAND	262,000
3/22/2013	41	MAPLE ST	315,000	10/17/2013	592	PINE CONE STRAND	228,000
4/25/2013	25	MARSHALL PA	928,000	10/30/2013	594	PINE CONE STRAND	230,000
4/12/2013	1	MARTHA LN	600,000	7/5/2013	66	PIPER RD	454,000
4/29/2013	3	MARTHA LN	604,800	5/21/2013	19	POND VIEW DR	489,000
4/26/2013	5	MARTHA LN	559,900	6/17/2013	22	POND VIEW DR	450,000
11/25/2013	7	MARTHA LN	573,800	7/1/2013	50	POPE RD	567,500
6/25/2013	622	MASS AV	480,500	8/19/2013	204	POPE RD	1,100,000
4/30/2013	634	MASS AV	325,000	8/28/2013	11	PRESTON WY	369,900
6/3/2013	668	MASS AV	316,000	12/17/2013	44	PROSPECT ST	439,500
10/16/2013	9	MEAD TERR	585,000	6/17/2013	14	PUTNAM RD	665,000
8/8/2013	206	MEADOWS EDGE	230,000	11/21/2013	3	PUTTER DR	706,000
11/18/2013	1	MEETINGHOUSE RD	230,000	2/27/2013	3	QUAIL RIDGE DR	400,420
6/28/2013	23	MEYER HILL DR	425,000	3/1/2013	5	QUAIL RIDGE DR	430,900
11/28/2013	38	MEYER HILL DR	418,000	3/1/2013	7	QUAIL RIDGE DR	473,760
11/20/2013	10	MILLDAM RD	655,000	4/17/2013	9	QUAIL RIDGE DR	442,080
3/29/2013	22	MINUTEMAN RD	400,000	7/1/2013	10	QUAIL RIDGE DR	482,660
3/26/2013	17	MOHAWK DR	398,500	4/5/2013	12	QUAIL RIDGE DR	545,512
4/3/2013	2	MOHEGAN RD	468,600	6/21/2013	16	QUAIL RIDGE DR	447,655
9/25/2013	10	MOHEGAN RD	454,000	7/11/2013	18	QUAIL RIDGE DR	437,530
9/17/2013	2	MONUMENT PL	545,000	11/7/2013	20	QUAIL RIDGE DR	427,680
7/18/2013	23	NAGOG HILL RD	600,000	8/1/2013	21	QUAIL RIDGE DR	473,585
8/8/2013	114	NAGOG HILL RD	385,000	10/3/2013	22	QUAIL RIDGE DR	447,335
5/17/2013	37	NASHOBA RD	353,500	7/19/2013	23	QUAIL RIDGE DR	467,965
8/30/2013	118	NEWTOWN RD	650,000	11/20/2013	27	QUAIL RIDGE DR	438,000
2/28/2013	134	NONSET PA	658,000	8/30/2013	28	QUAIL RIDGE DR	446,765
5/21/2013	44	NYLANDER WY	515,000	11/15/2013	29	QUAIL RIDGE DR	432,265
6/21/2013	23	OAKWOOD RD	469,000	8/29/2013	12	QUAIL RUN	392,000
6/4/2013	801	OLD STONE BROOK	680,000	7/30/2013	29	QUARRY RD	585,000
11/27/2013	802	OLD STONE BROOK	774,500	2/28/2013	31	QUARRY RD	604,900
7/3/2013	805	OLD STONE BROOK	689,000	6/14/2013	33	QUARRY RD	604,900
8/2/2013	809	OLD STONE BROOK	727,000	2/26/2013	35	QUARRY RD	599,000
2/28/2013	446	OLD STONEBROOK	255,000	1/24/2013	73	RIVER ST	612,500
9/9/2013	532	OLD STONEBROOK	245,000	3/13/2013	79	RIVER ST	620,000
1/29/2013	7	OLDE LANTERN RD	360,000	4/26/2013	21	ROBINWOOD RD	604,000

Sale Date	St	Address	Sale Amount	Sale Date	St	Address	Sale Amount
6/24/2013	5	RUSSELL RD	480,000	9/26/2013	11	WASHINGTON DR	955,000
11/8/2013	8	RYDER PA	525,000	7/2/2013	15	WASHINGTON DR	610,000
9/26/2013	10	RYDER PA	568,575	8/29/2013	61	WASHINGTON DR	638,000
12/9/2013	19	RYDER PA	468,785	7/1/2013	120	WATERSIDE CLR	205,000
12/9/2013	21	RYDER PA	460,300	7/2/2013	4	WHEELWRIGHT LN	725,000
9/26/2013	3	SANDY DR	662,500	5/10/2013	5	WILLIS HOLDEN DR	559,500
1/2/2013	1	SARAH JANE CT #1	517,800	8/22/2013	131	WILLOW ST	332,500
2/13/2013	2	SARAH JANE CT #2	500,000	6/21/2013	147	WILLOW ST	434,875
1/15/2013	3	SARAH JANE CT #3	495,788	11/13/2013	153	WILLOW ST	345,000
1/10/2013	5	SARAH JANE CT #5	520,335	8/6/2013	165	WILLOW ST	527,500
2/22/2013	8	SARAH LN	736,584	7/19/2013	6	WILSON LN	729,500
6/14/2013	4	SAWMILL RD	649,000	3/26/2013	16	WINDEMERE DR	845,000
6/28/2013	6	SAWMILL RD	655,250	8/2/2013	18	WINDEMERE DR	889,900
5/24/2013	17	SAWMILL RD	640,000	2/11/2013	25	WINDINGWOOD LN	508,500
5/3/2013	86	SCHOOL ST	300,000	8/12/2013	49	WINDSOR AV	662,000
12/23/2013	188	SCHOOL ST	699,900	6/26/2013	59	WINDSOR AV	502,500
11/8/2013	246	SCHOOL ST	549,000	9/30/2013	4	WINTERBERRY PA	433,000
1/15/2013	262	SCHOOL ST	455,000	8/30/2013	10	WINTERBERRY PA	420,000
12/13/2013	267	SCHOOL ST	490,000	10/18/2013	17	WYNDCLIFF DR	860,000
8/30/2013	16	SENECA RD	405,000				
5/15/2013	2	SETTLEMENT WY	708,000				
10/10/2013	33	SIMON WILLARD RD	381,500				
12/16/2013	55	SKYLINE DR	579,325				
11/12/2013	62	SKYLINE DR	624,525				
11/22/2013	68	SKYLINE DR	631,960				
7/23/2013	8	SMART RD	354,000				
1/17/2013	17	SPRUCE ST	499,900				
6/5/2013	19	SPRUCE ST	489,900				
9/16/2013	21	SPRUCE ST	301,900				
7/12/2013	23	SPRUCE ST	282,000				
7/9/2013	25	SPRUCE ST	299,900				
8/12/2013	4	ST JAMES CIR	385,000				
11/12/2013	28	STONEYMEADE WY	1,020,000				
6/4/2013	36	STONEYMEADE WY	788,000				
8/14/2013	52	STONEYMEADE WY	1,070,000				
7/25/2013	81	STOW ST	415,000				
9/25/2013	3	SULLIVAN LN	555,800				
3/29/2013	8	SULLIVAN LN	610,000				
3/7/2013	33	SUMMER ST	516,000				
10/31/2013	99	SUMMER ST	405,000				
8/15/2013	4	SYLVIA ST	475,000				
6/6/2013	11	TICONDEROGA RD	670,000				
5/21/2013	3	TINSDALE DR	320,000				
9/10/2013	5	TINSDALE DR	315,000				
5/10/2013	1	TOWNE HOUSE LN #10	142,500				
7/18/2013	2	TOWNE HOUSE LN #3	162,500				
10/31/2013	10	TUPELO WY	831,200				
8/30/2013	11	TUPELO WY	860,000				
10/27/2013	5	WACHUSETT DR	385,000				
7/15/2013	11	WAMPANOAG DR	686,000				
11/8/2013	12	WAMPUS AVE #12	120,000				
12/4/2013	14	WAMPUS AVE #12	147,500				
7/15/2013	10	WAMPUS AVE #14	117,000				
6/14/2013	12	WAMPUS AVE #31	138,000				
7/10/2013	10	WAMPUS AVE #33	137,000				

## ELIZABETH WHITE FUND

A permanent fund was bequeathed to the Town of Acton by George R. White [1847-1922], in memory of his mother, Elizabeth. The income from the fund is to be used only "in relieving the necessities of the deserving poor and unfortunate. It shall be the duty of the Town to anticipate such necessity of aid and assistance by inquiry and investigation, in advance of the claims as far as possible, in order that sensitive and deserving people may receive assistance, who might, because of publicity, refrain from making an application for aid."

In 2015 the trustees requested and the Board of Selectmen approved \$1010 for distribution to 20 applicants.

Trustees:  
Peter Ashton  
Connie Huber  
Andrea Miller

## FINANCE COMMITTEE

The charter of Acton's Finance Committee as stated in the Town bylaws is to "consider any and all municipal questions for the purpose of making reports and recommendations...the Finance Committee shall include in its duties the review of and recommendations concerning the budget for the annual meeting, the review of and recommendations concerning any other matter of financial nature arising at the annual meeting or at any special meeting, and the preparation of long range fiscal plans for the Town." The Finance Committee fulfills this role in a variety of ways.

The Finance Committee consists of nine members from diverse backgrounds and generally meets twice monthly and more frequently in preparation for the annual Town Meeting or for Special Town Meetings as appropriate. Finance Committee members represent a broad cross section of the community and serve on many standing committees and task forces including the Health Insurance Trust, the Acton 2020 Committee, Minuteman Regional Vocational Technical High School building committee, and the South Acton Train Station Advisory Committee, among others. We have regular observers for the Board of Selectmen, the Economic Development Committee (EDC,) the Community Preservation Committee, the Acton Community Housing Corporation, and the Acton-Boxborough Regional School District committees.

Starting in 2014, the Finance Committee sought to work in collaboration with the constituent Boards as the budgets were developed. In October we hosted a meeting of the Board of Selectmen, School Committee, and Finance Committee to focus on long term financial planning. That effort will continue into 2016. We also engaged in an independent examination of the major budget expense drivers and the availability of revenues to assess the base budget prior to the discussion of new initiatives. The result of this work was the publication of the updated Finance Committee's "Point of View" which we circulated to our budget partners as guidance. Enhancing our work this year were presentations on financial operations by both Town and School staff, presentations by the Superintendent of Schools and Schools Finance Director, as well as the senior staff of the Minuteman School. The Finance Committee significantly benefits from this high level of interaction with the Town's elected officials and staff and we believe this model contributes to a greater understanding on all sides of the financial challenges before us.

This year the Finance Committee engaged in an effort by all members, organized into a number of focused subcommittees, to analyze a variety of important issues facing the town. The committee has formed specific subcommittees to deal with the challenge posed by unfunded liabilities, such as post-retirement health benefits (OPEB

and Reserve position and use. The committee will also play a key role as part of the new Capital Planning Committee for the Town of Acton municipal properties as well as the Acton Boxborough Regional School District facility study. Capital repair and improvements will have a significant impact on our budget beginning next year and this study will be a major focus of the committee in 2016 and beyond.

The community outreach program, started last year, in which Finance Committee members have visited Parent Teacher groups as well as the Acton Senior Center to talk about the role of the committee and to answer questions on finances has been very well received. This outreach will continue in 2016.

The Chair and Vice Chair represent the Finance Committee on the Acton Leadership Group (ALG). This group, which includes members of the Board of Selectmen and the School Committee as well as representatives of the town and school administrations, utilizes a consensus process to formulate the annual budget proposal for Town Meeting and develops projections for planning purposes.

This year the Finance Committee continued to concentrate on long range planning, incorporating the Long Range Financial Plan results fully in the Point of View for Fiscal Year 2016 document, thereby illustrating the impact of the Finance Committee's policy recommendations. Among these recommendations: set the property tax below the 2.5 percent levy limit, limit spending increases to 3%, no planned use of reserves, no Proposition 2 ½ override, and continue appropriations into the OPEB Trusts in an effort to actively manage this ongoing liability. The Finance Committee also will continue to identify and quantify the sources of revenue outside the property tax base available for appropriation using the working project name of global cash flow.

Mike Majors, Chair  
Margaret Busse, Vice Chair  
Doug Tindal, Clerk

Members: Steve Noone  
Bob Evans  
Roland Bourdon  
Shuyu Lee  
David Wellinghoff  
Jason Cole

## TOWN ACCOUNTANT

I respectfully submit the following for the 2015  
Annual Report for the Town of Acton:  
Financial Reports for the period ending June 30,  
2015

1. Statement of Revenues, Expenditures and  
Changes in Fund Balances – General Fund
2. Departmental Object Budget
3. Trust Fund Activity – Principal and Income

The accuracy and completeness of the data pre-  
sented is in good standing with the Town.

My sincere thanks to the Finance department for all  
their dedication and hard work.

Respectfully Submitted,

Lisa Krause  
Town Accountant

Town of Acton, Massachusetts  
Statement of Revenues, Expenditures and Changes in Fund Balances  
General Fund  
Fiscal year Ending June 30, 2015  
Unaudited

	<u>General</u>
<u>Revenues:</u>	
Property Taxes	\$ 73,773,353
Tax Liens	208,954
Excises	3,253,222
Penalties and Interest	212,125
Licenses and Permits	219,766
Fees and Other Departmental	764,232
Intergovernmental	4,944,448
Charges for Services	26,254
Fines and Forfeits	135,009
Earnings on Investments	92,235
In Lieu of Taxes	15,316
Miscellaneous	186,717
Total Revenues	83,831,631
 <u>Expenditures:</u>	
Current	
General Government	7,059,525
Public Safety	7,536,222
Education	52,995,781
Intergovernmental	239,728
Highways and Public Works	3,338,998
Human Services	1,960,833
Culture and Recreation	1,362,015
Employee Benefits and Insurance	7,302,774
Debt Service	
Principal	2,104,038
Interest	604,430
Debt Issuance Costs	
Total Expenditures	84,504,344
Excess of Revenues Over (Under) Expenditures	(672,713)
 Other Financing Sources (Uses):	
Operating Transfers In	2,102,853
Operating Transfers (Out)	(288,548)
Total Other Financing Sources (Uses)	1,814,305
Net Change in Fund Balance	1,141,592
Fund Balance, Beginning	15,709,392
Fund Balance, Ending	\$ 16,850,984

**TOWN OF ACTON  
DEPARTMENT OBJECT BUDGET**

<b>SUB ACCT</b>	<b>DESCRIPTION</b>	<b>FY2015 BUDGET</b>	<b>FY2015 EXPENDED</b>	<b>% EXPENDED</b>
<b>ACCOUNTANT/COMPTRROLLER</b>				
5100	Personal Services	\$293,241	\$290,442	99.05%
5200	Services	\$5,000	\$4,522	90.44%
5400	Supplies	\$3,000	\$3,844	128.14%
	DEPARTMENT TOTAL	\$301,241	\$298,808	99.19%
<b>ASSESSORS</b>				
5100	Personal Services	\$252,230	\$258,473	102.47%
5200	Services	\$266,600	\$266,297	99.89%
5400	Supplies	\$1,600	\$1,539	96.19%
	DEPARTMENT TOTAL	\$520,430	\$526,309	101.13%
<b>BUILDING INSPECTOR</b>				
5100	Personal Services	\$231,630	\$232,379	100.32%
5200	Services	\$4,100	\$3,849	93.88%
5400	Supplies	\$3,100	\$4,379	141.25%
	DEPARTMENT TOTAL	\$238,830	\$240,607	100.74%
<b>TOWN CLERK</b>				
5100	Personal Services	\$185,208	\$207,146	111.84%
5200	Services	\$800	\$775	96.92%
5400	Supplies	\$2,500	\$1,536	61.45%
	DEPARTMENT TOTAL	\$188,508	\$209,457	111.11%
<b>EMERGENCY MANAGEMENT</b>				
5100	Personal Services	\$14,300	\$14,300	100.00%
5200	Services	\$2,600	\$270	10.40%
5400	Supplies	\$25,500	\$19,809	77.68%
	DEPARTMENT TOTAL	\$42,400	\$34,379	81.08%
<b>COA/COUNCIL ON AGING</b>				
5100	Personal Services	\$269,854	\$265,883	98.53%
5200	Services	\$15,761	\$22,978	145.79%
5400	Supplies	\$10,000	\$12,831	128.31%
5600	Intergovmental	\$4,200	\$4,055	96.55%
	DEPARTMENT TOTAL	\$299,815	\$305,748	101.98%
<b>COLLECTOR</b>				
5100	Personal Services	\$100,289	\$70,218	70.02%
5200	Services	\$21,950	\$11,577	52.74%
5400	Supplies	\$844	0%	0%
	DEPARTMENT TOTAL	\$122,239	\$82,639	67.60%
<b>COMMISSION ON DISABILITIES</b>				
5200	Services	\$1,423	\$-	0.00%
5400	Supplies	\$45	\$36	80.58%
	DEPARTMENT TOTAL	\$1,468	\$36	2.47%

SUB ACCT	DESCRIPTION	FY2015 BUDGET	FY2015 EXPENDED	% EXPENDED
<b>DOG OFFICER</b>				
5100	Personal Services	\$-	\$-	
5200	Services	\$23,000	\$16,879	73.39%
	DEPARTMENT TOTAL	\$23,000	\$16,879	73.39%
<b>DISPATCH</b>				
5100	Personal Services	\$561,312	\$475,902	84.78%
5400	Supplies	\$2,600	0.00%	0.00%
	DEPARTMENT TOTAL	\$563,912	\$475,902	84.39%
<b>ELECTIONS</b>				
5100	Personal Services	\$26,300	\$32,510	123.61%
5200	Services	\$65,700	\$16,132	24.55%
5400	Supplies	\$7,200	\$5,838	81.08%
	DEPARTMENT TOTAL	\$99,200	\$54,480	54.92%
<b>ENGINEERING</b>				
5100	Personal Services	\$252,308	\$255,902	101.42%
5200	Services	\$23,650	\$44,063	186.31%
5400	Supplies	\$3,600	\$4,694	130.38%
5800	Capital Outlay	\$-		
	DEPARTMENT TOTAL	\$279,558	\$304,659	108.98%
<b>FINANCE DIRECTOR</b>				
5100	Personal Services	\$248,675	\$254,249	102.24%
5200	Services	\$169,900	\$233,783	137.60%
5400	Supplies	\$73,500	\$110,377	150.17%
5600	Intergovernmental			
5700	Other Appropriations	\$6,857,483	\$6,638,929	96.81%
5900	Debt Service	\$2,859,058	\$2,827,942	98.91%
	DEPARTMENT TOTAL	\$10,208,616	\$10,065,280	98.60%
<b>FINANCE COMMITTEE</b>				
5200	Services	\$500	\$273	54.60%
	DEPARTMENT TOTAL	\$500	\$273	54.60%
<b>FIRE</b>				
5100	Personal Services	\$2,579,369	\$2,740,921	106.26%
5200	Services	\$36,600	\$35,915	98.13%
5400	Supplies	\$184,626	\$116,137	62.90%
5600	Intergovernmental	\$1,500	0.00%	0.00%
5800	Capital Outlay			
5900	Other Financing Uses			
	DEPARTMENT TOTAL	\$2,802,095	\$2,892,973	103.24%
<b>GREEN ADVISORY BOARD</b>				
5100	Personal Services	\$31,730	\$19,236	
5200	Services	\$19,546	\$18,500	94.65%
5400	Supplies	\$200	\$1,413	706.42%
	DEPARTMENT TOTAL	\$51,476	\$39,148	76.05%

SUB ACCT	DESCRIPTION	FY2015 BUDGET	FY2015 EXPENDED	% EXPENDED
<b>HEALTH</b>				
5100	Personal Services	\$200,246	\$208,110	103.93%
5200	Services	\$76,900	\$64,836	84.31%
5400	Supplies	\$1,500	\$5,700	379.97%
	DEPARTMENT TOTAL	\$278,646	\$278,646	100.00%
<b>HIGHWAY</b>				
5100	Personal Services	\$1,122,532	\$1,216,479	108.37%
5200	Services	\$634,662	\$569,294	89.70%
5400	Supplies	\$463,793	\$493,688	106.45%
5700	Other Appropriations	\$9,740	\$9,156	94.00%
5800	Capital Outlay	\$531,748	\$621,418	116.86%
	DEPARTMENT TOTAL	\$2,762,475	\$2,910,035	105.34%
<b>HISTORICAL COMMISSION</b>				
5200	Services	\$200	\$150	74.80%
5400	Supplies	\$180	\$-	0.00%
	DEPARTMENT TOTAL	\$380	\$150	39.37%
<b>HUMAN RESOURCES</b>				
5100	Personal Services	\$228,273	\$233,058	102.10%
5200	Services	\$64,755	\$54,618	84.35%
5400	Supplies	\$2,950	\$2,964	100.48%
5700	Other Appropriations	\$115,000	\$88,167	76.67%
	DEPARTMENT TOTAL	\$410,978	\$378,808	92.17%
<b>INFORMATION TECHNOLOGY</b>				
	Personal Services	\$427,037	\$365,290	85.54%
5200	Services	\$1,007,950	\$947,059	93.96%
5400	Supplies		\$(14)	100.00%
5800	Capital Outlay	\$70,000	\$82,000	117.14%
	DEPARTMENT TOTAL	\$1,504,987	\$1,394,335	92.65%
<b>TOWN MANAGER</b>				
5100	Personal Services	\$421,203	\$255,045	60.55%
5200	Services	\$778,500	\$610,329	78.40%
5400	Supplies	\$19,100	\$128,612	673.36%
5800	Capital Outlay	\$2		100.00%
	DEPARTMENT TOTAL	\$1,218,803	\$993,989	81.55%
<b>MEMORIAL LIBRARY</b>				
5100	Personal Services	\$1,011,656	\$1,014,244	100.26%
5200	Services	\$56,450	\$53,262	94.35%
5400	Supplies	\$207,125	\$225,553	108.90%
5700	Other Appropriations	\$-	\$-	
	DEPARTMENT TOTAL	\$1,275,231	\$1,293,059	101.40%
<b>TOWN MEETING MODERATOR</b>				
5100	Personal Services	\$200	\$60	30.00%
5400	Supplies	\$20	\$-	0.00%
	DEPARTMENT TOTAL	\$220	\$60	27.27%

SUB ACCT	DESCRIPTION	FY2015 BUDGET	FY2015 EXPENDED	% EXPENDED
<b>MUNICIPAL PROPERTIES</b>				
5100	Personal Services	\$606,933	\$617,503	101.74%
5200	Services	\$830,718	\$835,023	100.52%
5400	Supplies	\$66,775	\$49,262	73.77%
5800	Capital Items	\$15,000	\$210,986	1406.57%
	DEPARTMENT TOTAL	\$1,519,426	\$1,712,773	112.73%
<b>NATURAL RESOURCES/CEMETERY</b>				
5100	Personal Services	\$706,415	\$716,200	101.39%
5200	Services	\$32,762	\$73,984	225.82%
5400	Supplies	\$36,450	\$40,123	110.08%
5800	Capital Items			
	DEPARTMENT TOTAL	\$775,627	\$830,306	107.05%
<b>PLANNING BOARD</b>				
5100	Personal Services	\$263,007	\$262,622	99.85%
5200	Services	\$9,380	\$11,382	121.34%
5400	Supplies	\$6,550	\$3,229	49.30%
	DEPARTMENT TOTAL	\$278,937	\$277,233	99.39%
<b>POLICE</b>				
5100	Personal Services	\$3,544,877	\$3,417,681	96.41%
5200	Services	\$90,700	\$103,300	113.89%
5400	Supplies	\$80,900	\$113,297	140.05%
5800	Capital Outlay	\$174,500	\$222,278	127.38%
	DEPARTMENT TOTAL	\$3,890,977	\$3,856,556	99.12%
<b>PUBLIC HEALTH NURSING</b>				
5100	Personal Services	\$101,288	\$92,329	100.00%
5200	Services	\$17,333	\$12,616	72.78%
5400	Supplies	\$13,004	\$34,764	100.00%
	DEPARTMENT TOTAL	\$131,625	\$139,709	106.14%
<b>PUBLIC CELEBRATIONS</b>				
5100	Personal Services	\$1,000	\$-	
5200	Services	\$9,000	\$7,000	77.78%
5400	Supplies	\$1,046		
	DEPARTMENT TOTAL	\$10,000	\$8,046	80.46%
<b>VETERANS SERVICE</b>				
5100	Personal Services	\$65,412	\$65,812	100.61%
5200	Services	\$1,600	\$1,200	75.00%
5400	Supplies	\$4,700	\$4,777	101.64%
5700	Other Appropriations	\$120,000	\$102,663	85.55%
	DEPARTMENT TOTAL	\$191,712	\$174,451	91.00%
<b>WEST ACTON LIBRARY</b>				
5100	Personal Services	\$48,095	\$46,473	96.63%
5200	Services			
5400	Supplies	\$7,655	\$7,196	94.00%
	DEPARTMENT TOTAL	\$55,750	\$53,669	96.27%
<b>TOTAL</b>	<b>\$30,049,062</b>	<b>\$29,849,401</b>	<b>99.34%</b>	

TOWN OF ACTON  
NON-EXPENDABLE TRUST FUNDS  
FY15 MONTH :June 2015

ACCOUNT	BEG BAL 7/1/14	EXPENDITURES	REVENUES	END NON EXPEND BAL PER G/L June FY15
T-16 ELIZABETH WHITE	7002	25,000.00		25,000.00
T-28 VARNUMN TUTTLE MEM'L	7003	10,000.00		10,000.00
T-05 BETSY BALL CHARITY	7004	10,095.26		10,095.26
T-18 GEORGIA WHITNEY CHAR	7005	14,073.70		14,073.70
T-01 CHARLOTTE GOODNOW	7006	3,000.00		3,000.00
T-37 ACTON YOUTH	7007	21,094.00		21,094.00
T-40 JAMES KINSLEY	7008	1,000.00		1,000.00
T-17 GEORGIA WHITNEY	7013	15,000.00		15,000.00
T-31 WATSON FUND	7014	2,500.00		2,500.00
T-21 HOIT & SCOTT FUND	7015	500.00		500.00
T-10 DR ROBERT DAVIS	7016	1,000.00		1,000.00
T-20 FRANK HAYWARD	7017	1,000.00		1,000.00
T-03 GEORGE AMES	7018	465.49		465.49
T-19 GEORGIA WHITNEY	7019	1,500.00		1,500.00
T-15 ROBBINS & AMES	7020	21,210.08		21,210.08
CAPTAIN ROBBINS	7021	2,500.00		2,500.00
T-13 ROBBINS WOODLAND	7022	1,500.00		1,500.00
T-34 JENKS FAMILY	7023	142,176.26		142,176.26
T-12 ELDRIDGE ROBBINS	7024	1,000.00		1,000.00
T-11 MARTHA DESMOND	7025	3,000.00		3,000.00
T-05 NEW PERPETUAL CARE	7026	1,285,279.00	34,670.00	1,319,949.00
T-25 RAYMOND MONUMENT	7027	700.00		700.00
T-06 OLD PERPETUAL CARE	7028	178,259.92		178,259.92
T-04 ARLETTE APLEYARD	7029	2,000.00		2,000.00
T-26 RAYMOND CARE	7030	2,000.00		2,000.00
T-35 MARY SMITH FUND	7031	2,000.00		2,000.00
T-27 HOSMER	7032	102,238.95		102,238.95
T-29 WETHERBEE	7033	10,000.00		10,000.00
T-36 ERNEST JONES	7034	1,000.00		1,000.00
T-24 BLANCHARD	7035	2,419.24		2,419.24
T-07 AB CONANT FAMILY	7036	1,000.00		1,000.00
T-23 FRANK KNOWLTON	7037	1,000.00		1,000.00
T-22 MRS ONEIL	7038	372.39		372.39
T-33 WELLS	7039	3,000.00		3,000.00
PORTER JENKS	7040	76,977.01		76,977.01
T-01 HIGH SCHOOL	7041	4,000.00		4,000.00
T-90 KATHERINE M. KINSLEY	7042	9,461.75		9,461.75
T-88 WILLIAM A WILD	7043	9,006.00		9,006.00
T-78 SUSAN/LUTHER CONANT	7044	1,532.00		1,532.00
T-86 LUKE TUTTLE	7045	200.00		200.00
T-84 NEWELL B TAINTER	7046	11,849.79		11,849.79
T-82 LIBRARY PLANTER	7047	1,000.00		1,000.00
T-80 MILDRED P MOORE	7048	2,000.00		2,000.00
T-70 MARK CLAPP	7049	1,142.00		1,142.00
T-76 HIRAM J HAPGOOD	7050	200.00		200.00
T-72 CHARLOTTE CONANT	7051	1,500.00		1,500.00
T-74 MINNIE DAVIS	7052	336.50		336.50
FLORENCE GRANDINE	7053	20,672.34		20,672.34
DOLAN LEYS TRUST FUND	7057	10,000.00		10,000.00
ACTON FIREFIGHTERS RELIEF FUND	7058	11,145.00		11,145.00
DONALD & FREDA ROBBINS TRUST	7059	20,000.00		20,000.00
		2,049,906.68	0.00	2,084,576.68

**TOWN OF ACTON  
EXPENDABLE TRUST FUNDS  
FY15 MONTH :June 2015**

ACCOUNT	BEG BAL 7/1/14	EXPENDITURES	REVENUES	END NON EXPEND BAL PER G/L June FY15
T-16 ELIZABETH WHITE	7002 1,198.07	(1,374.31)	1,495.38	1,319.14
T-28 VARNUMN TUTTLE MEM'L	7003 119,159.35	(1,650.90)	5,296.67	122,805.12
T-05 BETSY BALL CHARITY	7004 25,052.31	(251.34)	1,748.75	26,549.72
T-18 GEORGIA WHITNEY CHAR	7005 23,515.49	(269.01)	1,630.18	24,876.66
T-01 CHARLOTTE GOODNOW	7006 232.76	(23.14)	131.81	341.43
T-37 ACTON YOUTH	7007 591.13	(155.06)	1,080.06	1,516.13
T-40 JAMES KINSLEY	7008 7,424.74	(60.31)	342.74	7,707.17
DRUM TRICENTENNIAL FUND	7009 948.41	(6.78)	38.56	980.19
CONSERVATION FUND	7012 44,029.45	(315.20)	1,777.88	45,492.13
T-17 GEORGIA WHITNEY	7013 20,170.62	(251.71)	1,511.05	21,429.96
T-31 WATSON FUND	7014 6,172.69	(201.50)	386.34	6,357.53
T-21 HOIT & SCOTT FUND	7015 789.40	(39.24)	61.05	811.21
T-10 DR ROBERT DAVIS	7016 2,805.63	(57.22)	169.83	2,918.24
T-20 FRANK HAYWARD	7017 10,035.83	(128.43)	461.86	10,369.26
T-03 GEORGE AMES	7018 540.80	(7.20)	47.53	581.13
T-19 GEORGIA WHITNEY	7019 1,564.32	(51.92)	142.17	1,654.57
T-15 ROBBINS & AMES	7020 87,197.44	(775.76)	4,745.38	91,167.06
CAPTAIN ROBBINS	7021 18,351.22	(149.25)	872.18	19,074.15
T-13 ROBBINS WOODLAND	7022 2,692.26	(59.99)	191.45	2,823.72
T-34 JENKS FAMILY	7023 115,551.72	(2,259.04)	11,846.73	125,139.41
T-12 ELDRIDGE ROBBINS	7024 2,020.05	(51.62)	135.79	2,104.22
T-11 MARTHA DESMOND	7025 6,205.82	(130.32)	413.54	6,489.04
T-05 NEW PERPETUAL CARE	7026 17,998.24	(19,772.12)	51,838.77	50,064.89
T-25 RAYMOND MONUMENT	7027 14,061.04	(105.67)	602.27	14,557.64
T-06 OLD PERPETUAL CARE	7028 156,767.36	(30,480.32)	15,595.66	141,882.70
T-04 ARLETTE APPELYARD	7029 5,141.91	(130.56)	315.86	5,327.21
T-26 RAYMOND CARE	7030 4,553.22	(111.33)	300.17	4,742.06
T-35 MARY SMITH FUND	7031 2,225.62	(90.22)	195.74	2,331.14
T-27 HOSMER	7032 143,159.93	(10,417.32)	11,137.98	143,880.59
T-29 WETHERBEE	7033 131,523.30	(1,206.44)	5,796.05	136,112.91
T-36 ERNEST JONES	7034 1,953.84	(36.13)	128.67	2,046.38
T-24 BLANCHARD	7035 6,951.26	(131.50)	407.47	7,227.23
T-07 AB CONANT FAMILY	7036 2,251.47	(53.25)	149.91	2,348.13
T-23 FRANK KNOWLTON	7037 1,648.38	(48.95)	122.34	1,721.77
T-22 MRS ONEIL	7038 1,644.36	(14.44)	85.84	1,715.76
T-33 WELLS	7039 30,102.92	(301.41)	1,361.76	31,163.27
PORTER JENKS	7040 4,480.78	(900.26)	2,669.12	6,249.64
T-01 HIGH SCHOOL	7041 1,361.13	(38.37)	246.00	1,568.76
T-90 KATHERINE M. KINSLEY	7042 2,353.80	(84.44)	651.55	2,920.91
T-88 WILLIAM A WILD	7043 3,162.48	(87.03)	592.32	3,667.77
T-78 SUSAN/LUTHER CONANT	7044 4,376.59	(42.28)	249.54	4,583.85
T-86 LUKE TUTTLE	7045 1,744.44	(13.93)	79.52	1,810.03
T-84 NEWELL B TAINTER	7046 5,218.72	(122.10)	795.27	5,891.89
T-82 LIBRARY PLANTER	7047 1,691.77	(19.25)	128.28	1,800.80
T-80 MILDRED P MOORE	7048 2,260.53	(30.49)	188.79	2,418.83
T-70 MARK CLAPP	7049 428.17	(11.23)	74.78	491.72
T-76 HIRAM J HAPGOOD	7050 1,039.02	(8.87)	51.34	1,081.49
T-72 CHARLOTTE CONANT	7051 2,357.23	(27.60)	166.15	2,495.78
T-74 MINNIE DAVIS	7052 432.81	(5.51)	34.30	461.60
FLORENCE GRANDINE	7053 4,534.14	(180.57)	882.41	5,235.98
GEORGE KASHUBA	7054 4,569.78	(32.72)	169.09	4,706.15
	7055 356,448.64	(2,552.26)	13,702.82	367,599.20
DOLAN LEYS TRUST FUND	7057 198.70	(73.01)	417.00	542.69
ACTON FIREFIGHTERS RELIEF FUND	7058 168,650.40	(1,379.31)	7,278.46	174,549.55
DONALD & FREDA ROBBINS TRUST	7059 470.93	-54.32	837.00	1,253.61
	1,582,012.42	(76,832.46)	151,779.16	1,656,959.12

# HUMAN SERVICES

## COMMISSION ON DISABILITIES

### Our Mission

The Commission on Disability's (COD) mission is to make Acton a better place to live by:

Advocating for the rights and interests of citizens with disabilities and their families

Ensuring that Acton meets the laws, regulations, and guidelines set down by federal, state, and regional bodies pertaining to the rights of citizens with disabilities

Acting as a resource for education around the needs of people with disabilities and their families

Striving to build a solid community of people with disabilities to increase our visibility and lobbying power and to decrease the sense of isolation that comes from living in a rural area

### 2015 Goals

Our 2015 goal (based on a 2013-2015 master plan) was to advocate for inclusion for people with disabilities, and disability rights.

### Acton COD Disability Resources Fair

In conjunction with the above goal, one of our major accomplishments in 2015 was the hosting of a COD Disability Resource Fair which included 24 representatives from agencies in Acton and beyond, and through which much important information was disseminated. The success of this fair has resulted in a decision to host an event of this kind on a regular basis, perhaps every two or three years.

### Self-Education Topic

The COD's self-education topic was Independent Living. This was and remains an over-arching theme for our other activities, i.e., that people with disabilities should have as much autonomy as possible. In keeping with our topic, and following up from a 2014 meeting with the Central Middlesex Director of The Department of Developmental Disabilities, a second full meeting this year included parents of persons with disabilities, during which there was a useful discussion of the most pressing needs within the Acton community, i.e., affordable housing, transportation, and inclusion/social activity.

### Membership

In 2015, we were greatly saddened by the death of Stephen Baran, a COD member who had originally served as our liaison from the Council on Aging (COA). Steve was a wise and wonderful contributor to our group, and we continue to miss his gentle presence at our meetings. Karen Troy, who had joined us as an Associate Member in August 2014, left the committee in spring of 2015. We are grateful for her contributions. We gained two new members: Ann Corcoran, replacing Steve as our COA liaison, and Joan Burrows who – along with her husband – founded the Acton COD in 1987. We also have one regular volunteer – Kevin Antonelli - who attends most meetings and assists the committee in many ways. We are eager to have more volunteers join us.

### New and Former Officers

In September 2015, a new chair was elected: Madeline Harvey. Cindy Patton was elected Vice-Chair and Secretary, and Leslie Johnson was elected Treasurer. The COD is greatly indebted to Lisa Franklin, who has served the COD for over a decade, often as its chair. Lisa remains an active member of the commission.

### Interfaith Network Meeting

In October 2015, several members of the COD met with clergy from in and around Acton, to discuss issues of accessibility at houses of worship. This resulted in a lively and productive conversation, such that it was recommended by the Interfaith Network that we hold this meeting annually. We were delighted by their positive response and interest in better serving persons with disabilities in Acton. Some challenges remain to ensure that all people with disabilities have access to religious or spiritual worship of their choosing, including transportation from home to houses of worship.

### COD Handbook

A new handbook was produced by several committee members, to replace the original one developed a few years earlier. This is a helpful resource tool containing information about who we are, what we do, what we believe, rules and regulations, procedures, goals and objectives, and reference materials. Members can now utilize this book on a regular basis at meetings for quick reference, and we understand that the Statewide COD office is interested in producing a similar book based on our model.

## **VariANCES**

In 2015 we reviewed and made recommendations on 3 (three) Applications for Variance regarding 521 CMR (the access code portion of the Massachusetts Department of Public Safety regulations). This is a regular, ongoing task of the COD: to arrange and make site visits to the properties in question, to hold special meetings as necessary to discuss these applications (often with the applicants present), and to present its recommendations to the Massachusetts Architectural Access Board to assist them in their final decisions about whether or not to grant the variances.

## **CITIZENS' CONCERNS**

As has been a regular practice of the COD, we continue to hear concerns of individual citizens as they arise and assist them in resolving their issues, often by referring them to the proper sources within Acton, or within the Commonwealth. We also requested and received directives from the Massachusetts Office on Disabilities (MOD) on how to handle some of these cases, particularly the more complicated ones that might involve legal action.

## **REPRESENTATION AT TOWN MEETINGS**

As in the past, COD members have presented and advocated for the committee's views on various issues at the several Town Meetings that took place in 2015.

## **TOWN MEETING ACCESS AND VOTING**

An ongoing issue for the COD has been access and ease of voting at Town Meetings, for persons with disabilities. Progress is being made, but more remains to be done so that all members of the Town can fully participate in – and easily vote at – Acton's Town Meetings.

## **LETTERS TO THE BEACON**

As appropriate, letters and articles were submitted by the COD to The Beacon regarding matters of interest to the community relating to persons with disabilities.

## **TRANSPORTATION**

Transportation is a key issue of concern to persons with disabilities. While Acton has multiple ride and van options, more help is needed, including night and weekend service, which is not currently available (for example, transportation to churches or synagogues). We are working with the appropriate sources on this problem, and are lucky to have as our Board of Selectmen liaison, Franny Osman, who is very much involved with the Transportation Advisory Committee, and keeps us regularly informed and shares the concerns of the Commission with the Board.

## **CONFERENCES AND WORKSHOPS**

During 2015, several COD members attended various conferences or workshops. These included:

- Massachusetts Statewide Independent Living Council annual conference
- Minuteman annual meeting
- Statewide COD Meeting
- Travel Trainers
- Work Without Limits
- Other Projects

As of this writing, the COD continues to work on producing a welcome packet for persons with disabilities who are new to the Town, a "Kids on the Block" puppet production, and ongoing variances relating to two schools.

## **EYES AND EARS AROUND TOWN**

One of the most important functions of the COD is to serve as the 'eyes and ears' around town, for example, noticing when handicapped parking spots are misused, have not been cleared of snow, when entrances to establishments may be blocked, such that wheelchair access is impossible, etc., and bringing these issues to the appropriate sources within the Town so that they can be addressed. The COD has a good working relationship with town, state and local commissions, including, but not limited to:

- Acton Building Department
- Acton Department of Natural Resources
- Acton-Boxborough Schools
- Aging Disability Resource Consortium
- Architectural Access Board
- Council on Aging
- Council on Independent Living
- Cross-Town Connect
- Human Service Transportation Office (Massachusetts Executive Office of Health and Human Services)
- Massachusetts Clubhouse Coalition
- Massachusetts Office on Disability
- Minuteman Transportation Regional Coordinating Council
- Regional Coordinating Council
- State Coalition

Membership  
Madeleine Harvey, Chair  
Cindy Patton, Vice Chair and Secretary  
Leslie Johnson, Treasurer  
Joan Burrows  
Ann Corcoran  
Danny Factor  
Lisa Franklin

Respectfully Submitted

Madeleine Harvey

# ACTON COMMUNITY HOUSING CORPORATION

The Acton Community Housing Corporation (ACHC) is appointed by the Board of Selectmen in accordance with special legislation granted by Home Rule petition in 1996. ACHC's mission is to facilitate the creation of affordable housing opportunities with priority given to Acton residents and employees working in Acton.

ACHC meets on a monthly basis to review proposed affordable housing projects, discuss ways to acquire additional affordable units, develop programs to assist first time homebuyers, and act as the liaison to the town for affordable housing developers. ACHC currently has five full members and two associate members.

## Regional Housing Services Office

In 2012, the Town of Acton, at the recommendation of ACHC and funded through the CPA, joined the Regional Housing Services Office now based in the Town of Concord. The program has provided part time support to the Town and ACHC by assisting in meeting the administrative, compliance, and monitoring requirements for the Town's existing affordable housing units, and furthering regional housing goals and efforts. The towns of Acton, Bedford, Burlington, Concord, Lexington, Sudbury, and Weston participate in the Regional Housing Services group to manage affordable housing from a municipal perspective. Roland Bartl, the Town Planner, sits as a member of the Advisory Committee for the RHSO. The program is now in its fourth year and greatly benefits the Town. It has been funded with Community Preservation Act funds through 2016.

## Independent Audit

ACHC is audited annually by the Town Auditor in conjunction with the Town's annual audit.

## Affordable Housing Developments in 2015

**Acton Meadows.** The Acton Meadows 40B located at 263 Great Road was approved in 2012 and is expected to be completed in Spring 2016. Of the 26 units to be provided, seven will be counted as affordable units.

**Post Office Crossing.** This 12 unit 40B located at 6 Post Office square was approved in 2014 but is not yet underway.

## Proposed Affordable Housing Developments in 2015

**111-113 School Street.** This development is proposed to be 4 duplexes with 2 of the units designated as affordable. It will be a MassHousing development.

**34 Elm Street.** Much of the ACHC's time was spent on a proposed development located on Elm St., a location 1/2 mile from West Acton Village. Included in the proposal was an 8-bed group home for developmentally disabled adults, a renovated farmhouse, and a number of single family homes. This proposal generated much controversy in the nearby neighborhoods. Eventually the developers decided to take the proposal to MassHousing instead of using the collaborative approach of the DHCD LIP program.

**Martin St. and Mass. Ave.** Proposed developments at both locations were suggested but never formally brought to ACHC. One or more developments are anticipated for 2016.

## Capital Improvement Program

ACHC funded one request from deed restricted unit owner for assistance in making capital improvements that meet the definition of preservation.

## Closing cost assistance

Closing cost assistance was granted to five affordable unit owners to help purchase their homes in 2015 and 2016.

## Morrison Farmhouse

ACHC worked with Town Counsel and the Town Manager to prepare an RFP seeking bidders to purchase the Morrison Farmhouse which will be on its own legal lot assuming a Town Meeting vote to rezone the parcel. The RHSO assisted with the preparation of the RFP. The unit would be renovated by the buyers and would become a deed restricted affordable unit.

## Resales of 2 units

Two affordable units were marketed for resale this year. The one at Somerset Hills sold very quickly but the townhouse at Faulkner Mill did not. It may ultimately be sold to an over income buyer but will remain deed restricted for future resales.

## Housing Production Plan

The major activity of ACHC in 2015 was the creation of a Housing Production Plan. A Housing Production Plan is a proactive strategy for planning and developing affordable housing as well as an analysis of the housing needs in the town. The Town contracted with the Metropolitan Area Planning Council (MAPC) to do the Plan and it was

approved by the Board of Selectmen, the Planning Board and the MA Department of Housing and Community Development (DHCD).

The final plan that emerged provides Acton with housing and programming guidance to target those with unmet housing needs, build capacity and community awareness, guide housing production to priority development areas, and amend zoning to advance housing production. ACHC will work on the Implementation Plan with the assistance of the Planning Department and the RHSD.

Goals and Strategies for Affordable Housing Production detailed in the Housing Production Plan

- Goal 1:** Work to Preserve & Advance Housing Affordability in Town
- Goal 2:** Build Community Awareness of Housing Demand, Issues, & Activities
- Goal 3:** Increase Town Financial, Organizational, & Infrastructural Capacity for Affordable Housing Production
- Goal 4:** Target Affordable Housing Production Goals to Appropriate Areas of Town
- Goal 5:** Adopt Zoning Changes to Allow for Housing Choices & Flexible Approaches to Achieve Housing Affordability
- Goal 6:** Address Unmet Housing Needs Through Programming

**CPA requests**

Town Meeting approved CPA funding for the ACHC's Community Housing Program Fund of \$150,000.

**Affordable Unit count for 2015**

The current total of subsidized housing units in Acton as of December 2015 is 553; of these 54 are affordable home ownership units. Other affordable units in the inventory are privately developed rental units, Acton Housing Authority units, and state group homes. This represents 6.53% of the 8475 total housing units in the town counted as officially affordable.

We would like to thank the Board of Selectmen and Town Staff, especially the Planning Staff, for their ongoing support of the ACHC. As Chairman, I would especially like to thank our very loyal and talented committee members. Without their dedication, there would be little progress made in the affordable housing effort

- Full Members
- Nancy Tavernier, Chairman
- Bob Van Meter, Vice Chairman
- Jennifer Patenaude, Treasurer
- Bernice Baran, Co-Clerk
- Lara Plaskon, Co-Clerk

- Associate Members
- Dan Buckley
- Corrina Roman-Kreuze

## COMMUNITY SERVICES COORDINATOR

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The position of Community Services Coordinator was created in 2009 to connect Acton Residents experiencing need with local and State social service resources. Since January 2015 there were 750 face to face encounters. Coordination of these services takes place through office visits and regular attendance at local food pantries, community suppers and meetings.

The following services are frequently sought out by residents: food assistance, health insurance information, fuel assistance, utility bill assistance, housing assistance, behavioral health referrals, overall support and seasonal clothing for children. Information and referral via telephone was also an integral means of providing resources to residents. Over 1570 phone contacts were received from residents seeking information on social service programs.

The SERVE Program continues to provide assistance to residents experiencing need through emergency food and gasoline vouchers. SERVE is an acronym that stands for Serving Residents through Voluntary Efforts. The program was created to provide a safety net for residents experiencing a short-term emergent need. The SERVE Program also receives donations from local churches and individuals within the community.

The holiday season was fruitful thanks to the generosity of individuals, churches, local banks and businesses fifty Acton Families were provided with Holiday Assistance in the form of gift cards, toys and clothing.

Community members and Town Departments continue to provide ongoing support to this position. Sincere thanks and appreciation are extended to the following departments: Acton Nursing Services, Police, Fire, Board of Health, Human Resources, Council on Aging, Acton Community Housing Corporation, Board of Selectmen and the Town Manager for their ongoing support and dedication to this position.

Laura Ducharme  
Community Services Coordinator

## COUNCIL ON AGING

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The mission of the Acton Council on Aging is to advocate for seniors by enhancing their quality of life and independence through programs and services designed to address their health and economic concerns as well as social and cultural interests.

The Senior Center, located at 50 Audubon Drive, provides programs and services to Acton residents 60 and over as well as information and referrals for residents of any age with concerns about aging relatives, neighbors and friends. Acton's senior population continues to grow with over 4,400 residents age 60 or older.

### Programs

The Senior Center is open Monday through Friday from 8-5 and provides a gathering place where seniors enjoy social, recreational, health, and educational activities. Regular activities include aerobics, chair exercise, Tai Chi, Zumba, yoga, chess, computer club, knitting/crocheting, quilting, movies, painting, bridge, genealogy, book discussion groups, and meditation.

Acton seniors chose from 15 weekly exercise classes to participate in at the Senior Center. Two new classes were added this year: a late afternoon fitness class to accommodate varied schedules and an Aging Backwards class based on the popular PBS series



**Active Aging Class Participants**



**Senior Center Members enjoying a Lifelong Learning Lecture**

Lifelong learning is a passion for many Acton seniors. Lecture subjects included World War II, history of Iran, music from the Cold War, presentations on various artists and art styles, the Amendments to the US Constitution, inside the mind of Jihad, America's forgotten conflicts, and the history of Fort Warren. AARP offered a Smart Driver course and the Acton Fire Department offered CPR Training and a presentation on kitchen fire safety.

Live performances are always a welcome respite and this year they included a Valentine's Day Broadway show, dramatic reading of Irish voices, a unique bellowphone show, the Concord Traveling Players, and an interactive show about the Titanic.

The opportunity to learn more about local government and services was made possible by presentations on real estate taxes, an inside look at the town's finances and the new van shuttle service.

Informational programs covered the sometimes tough-to-talk about subjects such as planning for your own death, and estate planning. Other presentation topics included restorative justice, free TV services, insider car buying tips, computer security, Windows 10, and an introduction to Pinterest.

Seniors had the opportunity to get in touch with their creative sides with painting classes, jewelry making and a new paper crafting workshop.

Intergenerational experiences include a regularly scheduled chess match of seniors vs. students, dinner prepared and served by the Girl Scouts as well as several musical performances.



**Intergenerational Chess**

Some of the health and wellness programs included: hearing and vision screenings, mindfulness and meditation groups, Alzheimer's caregiver support, fall prevention, balance exercise groups, and nutrition education classes. In addition, the COA offered a 6-week support group for those suffering with mild depression and a Clear the Clutter support group.

### **Expansion**

The current Senior Center consists of one large multipurpose room, a dining room and office space. Due to the growth of Acton's senior population and the increased number of programs offered, the challenge for adequate program space, private meeting space and parking has increased and continues to be problematic. This year the Board of Selectmen voted in support of moving forward with a new Senior Center/Human Service Building located on Town owned property on Arlington St. An Article for design funds will be brought to April Town meeting. Please visit the COA website for up dated information.

### **Funding**

The COA is funded primarily by the Town. An annual grant from the State Executive Office of Elder Affairs funds additional exercise classes and a part-time Health and Wellness Coordinator. Through this position we are able to offer many health related programs. The Friends of the Council on Aging sponsor numerous classes, programs, special events, and day trips. They also administer the Emergency Fuel Assistance Fund and mail the "File of Life" to each senior's home. Their active fundraising and strong support enable almost all of our programs to be offered free of charge to Acton seniors. The Friends receive support from the senior community and area businesses.

### **Meals**

Minuteman Senior Services hosts weekday lunches at the Senior Center and this year provided over 4,500

home delivered meals to seniors. Joy Agule is the Minuteman Senior Services Dining Coordinator. A monthly catered lunch from Benchmark Senior Living at Robbins Brook and quarterly lunches from Newbury Court and Life Care of Acton are brought on site for the seniors to enjoy. The most popular however, is the Town Employee lunch. Once a month a different Town Department volunteers to cook and serve a delicious meal at the Center. The Veteran's Service Officer, James MacRae, hosts a monthly breakfast at the Senior Center.

### **Services**

Bi-weekly "Wellness Clinics" provided by Acton Public Health Nursing Service offer individual attention to senior residents who come for blood pressure checks, questions about new medications, flu vaccines, etc.

Detective Michael Eracleo is our Elder Service Officer and visits the Senior Center on a monthly basis. Brent Carter serves as our liaison to the Fire Department and has written grants providing smoke and CO detectors to the seniors in Acton.

Health insurance counseling and workshops are provided through Minuteman Senior Services by the Acton SHINE program (Serving Health Information Needs of Everyone). The COA Senior Service Coordinator provides resource information in areas of housing, legal and financial assistance, adult day care, home health services, residential care facilities, and Alzheimer's care. Residents receive help preparing fuel assistance applications as well as accessing other state and local assistance programs.

Friendly Visitors provide companionship to isolated seniors. The RUOK phone check-in program is coordinated with the Acton Police Department. The Handyman program meets the requests of seniors for minor home repairs. Our Durable Medical Equipment Loan program is greatly appreciated by the community, as we recycle used equipment in excellent condition to those who have a temporary or permanent need for it.

Information about all programs, classes and services is detailed in the Acton Senior Bulletin which is sent to all Acton seniors. The newsletter, available on the COA's website, [actoncoa.com](http://actoncoa.com), can be e-mailed or picked up at the Senior Center, which cuts down on distribution costs.

### **Volunteers**

The Senior Center has over 130 volunteers who together worked over 4,300 hours this year. Without our incredible volunteers we would not be able to provide the services we do. Volunteers deliver meals to homebound seniors, help serve special luncheons, teach classes and do minor home repairs. They also provide tax assistance, legal counseling, answer office phones, organize our

library, provide medical transportation and are Friendly Visitors.

The Council on Aging Board meets the first Monday of each month at 3:00 in conference room 9 at Town Hall. Those currently serving on the Board are Chair Barbara Wilson, Vice Chair Marion Maxwell, Secretary Ellen Feinsand, Treasurer Bonnie Lobel, Ann Corcoran, Peter Duran, Jacquie Friedman, Rosanne Stone, Paul Turner, liaison from the Board of Selectmen Franny Osman and liaison for the Friends of the Acton COA Norma Wu. We would like to thank Sally Thompson and the late Steve Barran for their years of dedicated service on the COA Board

The Acton Lions Club and Acton-Boxborough Rotary Club provide seasonal dinner events for over 100 seniors. Theater III offers free dress rehearsals. High school students do lawn work in the spring and fall. The Salvation Army, Food Pantry and the Friends of the Acton COA assist seniors in need. The Acton Woman's Club, school groups, area church groups and private citizens donate gifts at the holidays. THANK YOU to all who have volunteered their time, energy and skills to enhance the well being of Acton's seniors.

The hard work and dedication of the Council on Aging Staff should also be commended.

Chris Chirokas- Program Coordinator  
Linda Dallimore – Staff Assistant  
Beverly Hutchings –Senior Services Coordinator  
Liz Paley - Health and Wellness Coordinator  
Judy Peters – Office Manager  
Zaborowski - Exercise Instructor

Respectfully Submitted,

Sharon Mercurio  
Council on Aging Director

## **ACTON HEALTH INSURANCE TRUST**

The Acton Health Insurance Trust is a joint purchasing agency of the Town of Acton and the Acton-Boxborough Regional School District. The Trust provides health insurance for town and school employees and retirees. Approximately two-thirds of the insured are school employees and one third of the insured are municipal employees. There are five Trustees, the treasurers of the Town and the Regional schools and a member of the Board of Selectman, the Regional School Committee, and the Acton Finance Committee.

The Trust employs a health insurance consultant, Cook and Company, whose representative, Peter Savage, attends all meetings of the Trust. The Trust employs an accountant, Borgatti Harrison to provide treasury services including receipt and disbursements of funds, billing of retirees, investment of cash and provision of monthly income statements and balance sheets to Trustees. The Trust is annually audited by Bill Fraher, CPA.

The Trust offers four different insurance products to active employees and non-Medicare retirees, Master Health Plus, a Blue Cross PPO (both considered indemnity plans) and two HMOs, one with Blue Cross and one with Harvard Pilgrim. For these plans the Trust is self-insured. That means that all employee health costs are paid by the Trust and not by the insurance companies which administer them for the Trust. The companies are paid a percentage fee for their administrative services. Downside risk to the Trust is minimized by the purchase of stop-loss insurance for claims over \$125,000, which the Trust bids and buys on a yearly basis. The Trustees set the premium rates annually based on municipal and school experience. Assuming that the reserves of the Trust are of an appropriate magnitude, the health insurance rates are set so that revenues will equal expected expenses.

In addition, for Medicare retirees, the Trust offers self-insured Medex as well as a premium-paid Medicare advantage plan. Except for the two Medicare plans, the plan designs for the plans have been negotiated by the Town Manager and the School Committees with their unions

In Fiscal 15, 282 individuals and 566 families received health insurance (June, 2015 enrollment), through the Trust. Excluding Medicare enrollment, almost all members were covered by HMO plans. In addition 43 retirees were enrolled in a Tufts premium based plan.

The Trust experienced modestly negative results during Fiscal 15 which included almost \$100,000 paid to the U.S. Treasury as part of the affordable Care Act. Total operating expenses were \$17,221,212. Claims and administration expenses were \$16,268,115. This was

an increase of \$2,402,383 over FY 14. This reflected an increased number of employees covered with the addition of the employees from the Boxborough elementary schools now part of the Region and several very large claims. Acton elementary employees who joined the Region were already in the Trust because they had been Town of Acton employees before the addition of grades K-6 into the Region. Net unrestricted assets at the end of FY 15 were \$2,421,561. This represented a ratio of 14.0 percent of FY 15 operating costs. These reserves exclude \$960,000 of funds to pay claims incurred during Fiscal 15, but not yet submitted for payment (IBNR).

Additional financial details may be seen in the annual audit.

Steve Barrett  
Mary Brolin, Secretary  
Margaret Dennehy {01-06/15}  
Robert Evans Jr., Chair  
GowingSharon (Tess) Summers,  
(06-12/14)

## **ACTON HOUSING AUTHORITY**

Public Housing Authorities were created in 1969 under Massachusetts General Laws, Chapter 121 B. Section 3. Acton's Annual Town Meeting on March 30, 1970 approved the establishment of the Acton Housing Authority. The Authority is governed by a five member board; four members elected for a five year term and the fifth member appointed by Governor for five years. The operation of the Authority is administered by the Executive Director and staff. The MISSION of the Acton Housing Authority (AHA) is to provide safe, decent and affordable housing for low and moderate income individuals and families.

### **AFFORDABLE HOUSING ASSISTANCE**

In 1980, the Acton Housing Authority (AHA) welcomed its first residents at Windsor Green, a sixty-eight unit affordable housing complex for senior and disabled residents of Acton. The Housing Authority has continued to meet its commitment to providing affordable rental housing to Acton residents over the past three decades, adding to the inventory by building and buying new units. In 2015 we purchased a new two-bedroom duplex at the Meadows for affordable rental housing for families and the money was provided by the Town through the Acton Community Housing Development Corp. This brings the amount of housing units owned by the AHA to 159 at 14 different locations; 91 senior/disabled units, 56 family units, and 12 congregate units for disabled adults. The AHA also manages 155 Federal Housing Choice Vouchers (Section 8's) and 26 State Alternate Housing Vouchers for a total of

181 rental subsidies. These rental subsidies are used to assist low-income individuals and families rent housing in the private market. The AHA provides permanent affordable rental housing to a total of 340 households.

The only time we can assist people on our waiting list is when a unit turns over or by creating additional housing units. In 2015 we were able to provide 4 seniors, of which 2 were veterans, 4 disabled individuals and 5 families with an affordable unit due to turnover in the units that we own. We were also able to assist new households through turnover in our voucher program and assisted 2 families, 1 senior and 1 disabled person who were new to the program. This means that in 2015 we provided housing assistance to 329 households who were already receiving assistance and 17 new households. All of the households we assisted had a local preference; 16 lived in Acton and 1 lived in Boxborough. Many of the applicants we assisted were referred to the AHA by the Town of Acton community service worker, Council on Aging and Veteran's Services officer. There are currently 408 households on our waiting lists who have a local preference and the wait for a unit is now over three years for non-emergency applicants.

### **PROPERTY MANAGEMENT**

The Town of Acton has provided support to the AHA over the past few years with Community Preservation Act Funds (CPA) for capital preservation projects. The AHA also receives capital funds from the Commonwealth of Massachusetts and has prioritized its capital funds on preserving the exterior of our buildings, increasing energy efficiency through new heating and water saving systems and modernizing kitchens and baths that are over 25 years old. In 2015 the AHA received \$92,000 CPA grant to replace old rusted doors and a \$300,000 weatherization grant from the Department of Energy to install air source heat pumps at our senior complex on Windsor Avenue. The AHA also put in arc fault interrupters at our senior and family units and replaced some kitchen and baths that were three decades old and had significant wear and tear. The AHA maintenance staff completed over 848 work orders to make repairs in tenant units.

### **FAMILY SELF-SUFFICIENCY AND RESIDENT SUPPORT**

The AHA Family Self Sufficiency (FSS) coordinator had 30 families enrolled in the FSS program in 2015 and several graduated. The goal of the FSS program is to assist household in increasing their incomes. The AHA also receives a grant from the United Way so that the FSS coordinator can provide a couple hours/week of assistance to some of our residents who live in our units. The FSS coordinator was able to assist over 100 households with summer supplies, school supplies, food assistance, fuel

assistance, holiday donations and information and referral. Much of this work was done with the support and donations of the local community. The Housing Authority Board, staff and residents are very thankful for the on-going support and generosity of the people who live and work in Acton. The AHA would like to thank the many boards and committees, schools, religious organizations, Acton-Boxborough United Way, businesses and residents who have assisted us over the past year. During the holidays donations of food, clothing, educational supplies and toys were received by many of our residents.

Board of Commissioners  
Robert Whittlesey, Chair  
Ryan Bettez, Vice Chair  
Bernice Baran, Treasurer  
Ken Sghia-Hughes, Assistant Treasurer  
Nancy Kolb, Secretary  
Kelley Cronin, Executive Director

## **ACTON PUBLIC HEALTH NURSING SERVICES**

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The Acton Nursing Services, a division of the Health Department, has provided services to the Town of Acton since 1923. We are proud to carry on the tradition of providing skilled, caring services to Acton residents.

The Acton Nursing Services is proud to announce that for a fifth year in a row it has been named to the list of the top 25% of home care providers in the country! This listing of successful providers is compiled by OCS HomeCare and Decision Health; these two organizations evaluate agencies on five domains of performance to determine those agencies in the Top 25%:

1. Quality of care
2. Process measurement implementation – process measures are used to assess adherence to clinical practice recommendations
3. Financial performance
4. Patient Experience (HHCAHPS)
5. Quality Improvement

These rankings are developed using publicly available data. OCS Homecare identifies agencies which enhance the quality of patient care so that a path to better outcomes and to patient satisfaction can be achieved. The Acton Nursing Service is proud of the recognition it has received, thanks to the work and dedication of its staff.

The Acton Nursing Services had received a grant in the amount of \$120,000 from the Steinberg-Lalli Foundation to assist those residents of Acton who are either uninsured

or underinsured and could use the assistance with medical needs. As the year ended we are proud to report that the funds were used by 171 residents in the Town of Acton! We cannot express enough thanks to Mr. Steinberg for his generous gift that has helped so many.

Our Flu Clinics were a success with over 1100 residents vaccinated for the 2015-2016 season and as the year ended we were still vaccinating those who missed our clinics. That is a 55% increase over last season's flu vaccinations and we hope to expand this next year! We held three town wide clinics at Acton-Boxborough Regional High School, one clinic at the Council on Aging and two clinics at Town Hall, making the vaccine accessible to all age groups. Thank you to the ANS staff and volunteers from the Acton Medical Reserve Corps and Friends of the Acton Nursing Services who assisted with set up, break down and staffing of these important clinics.

We continue to provide services at our office on the 2nd floor of Town Hall for adult and childhood vaccinations under the Department of Public Health Vaccine for Children guidelines and blood pressure checks. We encourage people to call before coming to assure availability of a nurse. We have also expanded our Podiatry Clinic and are now holding bi-monthly clinics in our offices. We are lucky enough to have a contract with a Certified Foot Care Nurse, Sarah Kinghorn BSN, RN, CFCN, for these clinics as residents are thrilled with her services! Watch for the dates of the clinic in the COA newsletter.

Acton Public Health Nursing Services provides home health care, including skilled nursing; physical, occupational and speech therapy; medical social services and home health aide assistance. If you or a loved one needs services after a hospitalization, an injury or a change in your medical condition, be sure to ask your doctor to refer to Acton Nursing Service.

Volunteers and other town departments continue to provide substantial assistance to the Nursing Service. The Friends of Acton Nursing Service (FANS) provides ongoing financial and volunteer support. We continue to work closely with the Council on Aging to provide services to senior citizens, as well as attend monthly Senior at Risk meetings at the COA in conjunction with the Acton Police Department, Acton Fire Department, the Veteran Services Officer, Acton Housing and Minuteman Senior Services.

In the Fall of 2014 the Board of Selectman assigned a group of citizens to the Acton Nursing Services Task Force to assist with marketing efforts and to help increase Acton Nursing Services visibility within the community. Our first postcard mailing went out in November to those 60+ residents. Additional mailings will be sent in 2016, so watch your mailboxes!

Heather York RN, WCC  
Nursing Director

**Public Health Nursing  
Service Statistics  
FY2015**

**Home Visits**

Registered Nurse	1554
Home Health Aide	1801
Physical Therapy	518
Occupational Therapy	156
Speech Therapy	4
Total Home Visits	4,033

**Health Promotion Activities**

TB Testing	5
Blood Pressure Checks	794
Podiatry Clinic	153
Influenza Vaccinations	1,135
Other Vaccinations	31

Public Health Nursing Hours 2991



**SEALER OF WEIGHTS & MEASURES**

The Sealer of Weights & Measures annually checks the accuracy of all weighing and measuring devices used by all retail and wholesale businesses in the conduct of their trade. This includes scales, gasoline and oil pumps, scanners, yard goods and measuring devices.

Number of devices sealed:

Scales	128	Adjusted.	4	Not sealed	2
Gas/Oil Pumps	204	Adjusted	19		
Scanner Inspections	51				
Apothecary Weights	59				
Reverse Vending	21				
Oil Trucks	4				
Propane Trucks	1				
Bulk Storage	1				

Respectfully submitted,

Mark FitzPatrick  
Sealer of Weights & Measures

# VETERANS' SERVICES

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## Overview of Services

The Veterans' Service Officer's job is to help veterans learn about, apply for, and in some cases, receive benefits. Veterans' Agents are knowledgeable about an array of federal, state and local benefits to which you may be entitled. These services include assistance submitting service connected injury claims and veteran pension claims to the Department of Veterans Affairs. The primary duty of a Veteran's Agent is to help administer Massachusetts State Chapter 115 Veterans' Benefits to eligible Acton residents. Chapter 115 provides a needs based means tested program of financial and medical assistance for indigent veterans and their dependents, including unmarried surviving spouses. Qualifying veterans and their dependants receive financial assistance for food, shelter, clothing, housing supplies and medical care.

Some of the annual events my department assists with are:



**Memorial Day Parade and Ceremonies:**



**2015 Memorial Day Grand Marshal  
Richard J. O'Brien, CAPT, USNR, ret.**

## Veteran's Day Ceremonies



**2015 marked the 3rd Annual Veteran's Day breakfast for Acton and Boxborough Veterans. This was a collaborative effort of the Acton-Boxborough Rotary Club and the Acton-Boxborough Regional High School. There were roughly 300 Veterans in attendance and over 150 high school students greeting people and serving breakfast.**

Staff  
James R. MacRae, Director  
Beverly Hutchings, Staff Assistant

## **VOLUNTEER COORDINATING COMMITTEE**

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The VCC (Volunteer Coordinating Committee) recruits and vets volunteer applicants for Acton's 45 committees, boards, commissions and councils (collectively called committees) that are appointed by the Board of Selectmen and the Town Manager. There are currently 250 member and 70 associate member positions on these committees. The VCC has met with, interviewed and vetted 53 volunteer applicants for various openings this past year.

Volunteers serving on the many Town committees help the town government to function effectively and efficiently, bring new and varied views, expertise and experience to the process, and provide the most direct connection between town government and town residents. Serving as a volunteer is an excellent way to have a role in town government, to become knowledgeable about the Town, and to meet other Acton residents with similar interests.

We are fortunate to have so many qualified people willing to spend time serving their town. We thank these people for donating their time and expertise to keep the town government running efficiently.

If you are interested in serving on a committee but are not sure which one would be a good fit, an excellent way to find out is to attend some meetings at any of your possible choices, learn about their current issues, talk to members about time commitment, etc. All meetings are open to visitors (by state law), no invitation is necessary. Meeting times and places are posted at least 48 hours in advance at the Town Hall and on the Town website at <http://www.acton-ma.gov/>.

It is always to verify this information on the day of the meeting by calling the Clerk's office at Town Hall, 978-929-6620.

Members:  
Charles Aaronson  
Peter Ashton  
Daniel Brunelle  
Jean Lane  
Hart Millett  
Jennifer Querbes

# EDUCATION AND LIBRARIES

## ACTON PUBLIC SCHOOLS AND ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

### EDUCATION REPORT

September 2014 – August 2015

### INTRODUCTION

The 2014-15 school year will be remembered as a pivotal one in the history of public education within the towns of Acton and Boxborough, for it served as the inaugural year of full regionalization of educational services, PreK–Grade 12. On July 1, 2014, the “district” officially began its operations with six elementary schools between Acton and Boxborough along with the junior and senior high schools, all governed by one locally elected regional school committee.

While every effort was made to keep things relatively unchanged, it was the case that behind the scenes considerable time and energy went into ensuring that services at the elementary level were seamless and integrated across both towns. While many people were responsible for helping to solidify the path towards full regionalization, our staff throughout the district, both within our schools as well as behind the scenes in the Central Office, worked uncountable hours towards making sure that this new entity got off the ground efficiently and effectively. While there may have been a few hurdles along the way, by all accounts the year ended on a very positive note with some of the “growing” pains behind us.

Most importantly, during this year of transformation the “heart” of our school district – our classrooms – was supported by our tireless, passionate and committed staff, who do all that they can, every single day, to ensure that our educational system continues to serve the best interests of all of the young people in these two wonderful towns.

### ENROLLMENT

Due to regionalization, the elementary enrollment now includes Blanchard Memorial School.

As of October 1, 2014 the elementary school enrollment decreased from the previous year by 34 students, from 2,806 to 2,772. Of the total number enrolled, 27 were special education students attending “out-of-district” schools – a decrease of four students from the previous October 1. Kindergarten enrollment decreased by seven

students, from 327 to 320. There were 17 school choice students at the elementary level.

The junior high school enrollment for October 1 decreased by twenty-four students, from 931 to 907, with seven school choice students.

The high school enrollment decreased from 1960 to 1905, a difference of 55 students. There were 25 school choice students at the high school – a decrease of four students from the previous year. There were 67 special education students in grades 7–12 attending out-of-district schools.

### PERSONNEL

Staffing changes for the 2014-15 school year were affected by the June 2014 retirement of five Acton Public School teachers and eight Acton-Boxborough Regional teachers. Five Acton Public Schools and seven Acton-Boxborough Schools resignations were received, and eight leaves of absence were granted for the newly regionalized Acton-Boxborough School District teachers. 29.5 full-time equivalent new teachers were hired to fill these vacancies and additional openings. The continued drop in enrollment at the elementary schools allowed the School Committee to reduce a too-full elementary section (from fifteen to fourteen classrooms in second grade and from sixteen to fifteen in third grade).

### CURRICULUM AND INSTRUCTION

#### Regionalization

Taken from the Superintendent’s memo to the School Committee, 12/12/2014.

July 1, 2014 marked a new beginning for the towns of Acton and Boxborough. Two towns, where a strong commitment to public education has previously been supported by three separate school systems – Acton Public Schools, Boxborough Public School and Acton-Boxborough Regional Schools (7-12), came together this school year . . . when the communities entered into a fully regionalized school system. While full regionalization has resulted in a number of changes within the system and the two towns, the enduring commitment that faculty, staff and administration provide the best possible educational experience for our young people has not waived.

As you will read throughout this report, a smooth transition and a focus on the best possible educational experience were at the center of our activities and decisions.

## Summer Leadership Retreat and Institute

Our district's mission statement has guided our Summer Leadership Institutes and work for the past several years:

To prepare all students to attain their full potential as lifelong learners, critical thinkers, and productive citizens of our diverse community and global society.

This summer, as we began our first full year as a newly regionalized school system and welcomed Dr. Glenn Brand as our new Superintendent, a Leadership Retreat was held for an expanded School Leadership Team to focus on Relationships, Reflection, Resilience and Renewal. Two full days in early July were spent with Chip Wood, co-founder of Northeast Foundation for Children (NEFC) and a developer of the Responsive Classroom approach, and Pamela Seigle, Executive Director of Courage and Renewal Northeast, who facilitated the following outcomes:

- Build relationships and trust among the group.
- Establish norms for administrative teams.
- Further develop capacity to deal with change.
- Further deepen listening and questioning skills.
- Learn mindfulness strategies to handle stress.
- Learn exercises and protocols to take back to schools and departments.

In August, a one-day Leadership Institute was held for the District Leadership Team, which includes all department leaders, chairpersons and directors. The day focused on three distinct topics: the District Long-Range Strategic Plan, Regionalization and Building Leadership Capacity, and the Educator Evaluation Process.

Educator Evaluation Process: Focus on Implementing District Determined Measures (DDMs) and Student Feedback

Last year, the Educator Evaluation Process required districts to create or identify and then pilot two measures of student learning gains to be used to inform an Impact on Student Learning Rating for every certified staff member. This year, the district implemented DDMs. MCAS growth measures and ACCESS growth measures were applicable for some educators as one of the two measures. Most educators were able to use direct measures, which assess student growth in a specific area over time using baseline and end data. Given the nature of their work, some educators were able to choose indirect measures, which measure

the conditions for learning or the consequences of learning. Throughout the process of creating/identifying, implementing, and refining DDMs, the Acton-Boxborough Regional School District approached this work with two guiding principles: keep the work as close to the educator as possible and make certain it's meaningful and manageable.

The next phase of the Educator Evaluation Process involved gathering student feedback by each educator to be shared with his/her evaluator. A small working committee of educators and administrators was formed to create guidelines, which included the time line, questions and mechanisms for gathering feedback, and the sharing process. The majority of department meetings and educator collaborative time was spent refining DDMs and discussing the process for gathering student feedback.

## Summer Professional Learning

"To learn with passionate intensity, (young) children need models.

They need teachers who are avid learners." -Ellin Keene

The Acton-Boxborough Regional School District's Professional Learning Program exists to provide opportunities for all educators to be learners and to improve our practice. This summer our educators logged many hours on campus, attending workshops and working collaboratively on Research and Development Projects. Below are some highlights.

## Research and Development

Over one hundred twenty educators worked on over thirty-five Research and Development projects to create curriculum and assessment. Research and Development (R&D) projects are intended to substantively advance current practice. Proposals are written in the spring and are thoroughly evaluated by a committee of administrators and educators to make certain they incorporate the following components:

- What problem or need in current practice does this proposal address?
- How will the R&D rectify this problem?
- How does the proposal incorporate new thinking?
- What will be produced/created?
- With whom and how will the product be shared?
- What measures will be used to evaluate the success of the project?

This summer, projects ranged from creating 3D Graphics I and II Curriculums to identifying Supplementary Text Sets for Underrepresented Voices in Freshman and Sophomore English, creating Inquiry-Based Science Labs, and Re-visioning the Grade Six Science Curriculum.

### Technology Workshops

#### Google Drive

Educators learned how to share documents with parents, students and colleagues; create blogs; collaborate on documents; provide students with feedback on their writing; use templates and Add-ons; and more.

#### SmartBoard Training

Educators learned how to use the SmartBoard and Notebook software as an integral tool in their instruction. Participants wrote daily reflection pieces on how each of the course's lessons can inform and complement their instructional practice.

#### So You Have an iPad, Now What?

Educators learned how to access the App Store, rearrange apps, multitask, configure iPad settings, and many other useful applications for teaching and learning.

Columbia University Teachers College, Homegrown Institute: Growing Readers Workshop, K-2 and 3-6

Columbia University Teachers College facilitated on our campus a four-day institute entitled: Growing Readers Workshop. The workshop focused on the building blocks – the conditions of learning – for creating a successful Reading Workshop: immersion, expectation, demonstration and engagement, approximation and responsibility, feedback/response, and practice, as well as the following components:

- The central role of curriculum development and planning in the teaching of reading.
- Units of study across the year in the reading workshop.
- The components of balanced literacy.
- Comprehension strategies.
- Assessing and planning for work with individuals and small groups.
- Read aloud and accountable talk.
- Writing about reading.
- Book Clubs.

Twenty-five K-6 educators focused their work together based on the question, "How does this teaching build upon

what I already know about the teaching of reading?" Discussions stemmed from: assigning books vs. giving choice, moving around the room to give all students feedback, and taking cues from students.

### 6 Traits of Writing, K-6

This two-day interactive workshop allowed participants to dive deeply into the six traits of writing. The course covered: understanding what each trait encompasses, connecting the traits to the MA ELA and Literacy Framework, teaching students to become self-assessors, assessing student papers, applying mentor texts to teach genre and skill, and implementing mini-lessons as a part of the writer's workshop.

### Columbia University Teachers College, Teaching Writing Units of Study, K-2 and 3-6

Columbia University Teachers College facilitated on our campus a two-day Institute: Teaching Writing Units of Study. Fifty-three classroom teachers and special educators learned the structure that undergirds the Units of Study in Opinion/Argumentative, Information and Narrative Writing. They also learned methods to use while teaching opinion/argumentative, information and narrative writing, as well as how to integrate assessment into curriculum.



## **Conflict Resolution**

A three-day training was held for twenty staff members (classroom teachers, psychologists, counselors, and special educators) interested in expanding their skills in addressing various types of conflicts. Managing conflicts and disagreements and having difficult conversations are important components of our work as educators. The goal of this training was to develop strategies, tools, and language to help participants engage successfully in different situations. Metropolitan Mediation Services (MMS), an organization that has offered mediation services in the Greater Boston area since 1984, facilitated the training. MMS provides mediation services to businesses, government agencies, schools, courts, social service agencies, and individuals from Greater Boston neighborhoods and families. They also provide conflict resolution training to business people, attorneys, judges, mental health professionals, and educators, among others.

## **Adolescent Literacy Summer Institute**

Two AdLit coaches facilitated a three-day institute for twenty-six classroom teachers, special educators, and administrators. The topics addressed aligned closely with the MA ELA and Literacy Framework, as well as the work done in the previous year-long coaching with Acton-Boxborough educators. Core topics included: disciplinary literacy strategies, academic language and discipline-specific vocabulary instruction, motivating and engaging adolescents with text, choosing and using multiple texts, text-based questions and answers, and considering text.

## **Fostering Mathematical Practices, K-5 and 6-12**

This three-day workshop focused on implementing the Mathematical Practices from the MA Mathematics Framework in grades K-5 and 6-12. Twenty-eight educators connected the mathematical practices to the critical areas, learned the key ideas in each practice, learned a set of questions to prompt mathematical practice use with students, identified evidence of the mathematical practices in the problem-solving process, and learned several instructional routines to develop the practices.

## **Mentor Training**

For new mentors, training sessions were held at the beginning and end of the summer in anticipation of working with their protégés. The workshop focused on peer observations, feedback, protocols, curriculum review, classroom management, and district policies and procedures.

## **Professional Learning Days**

This school year we utilized two full professional days for our faculty and staff. The November Professional Day was building-based; the January Professional Day was a PreK-8 Literacy Celebration, while the high school continued its focus on homework and began its conversations about mid-year assessments. Additionally, four early elementary release days throughout the year provided time for both district-wide and school-based professional learning to occur. The district-wide days were structured as Benchmark Reading Workshops; the two school-based days focused on a goal of each school. Please see below for more details about each Professional Day.

### **November 2014: Building-Based**

Blanchard Memorial School continued their work with their new mathematics program, Math In Focus. Specifically, they had three concurrent breakout sessions: instructional strategies, pacing, and mathematical practices. Staff moved through each activity in two-grade level groups to encourage bridging and conversation. They wrapped up as a whole building at the end to re-cap and discuss lessons, homework, differentiation, and technology.

Luther Conant School focused on using the district writing rubrics to calibrate their scoring of narrative writing prompts. Teachers worked in grade level teams to score pieces and discuss scoring discrepancies to ensure they were all on the same page as to what their grade level expectations looked like.

C.T. Douglas School spent the day working together with Dan Wise, a visiting lecturer at Tufts and a former teacher at High Tech High. The goal of the day was to form a model for grade levels of pedagogy to meet their school vision and to “tune” each teacher’s specific plans for instruction. Together they practiced Critique, a method of providing kind, specific, and helpful feedback.

To learn how to work with students with challenging behaviors, Gates staff used the Collaborative Problem Solving model from Teaching Challenging Kids: The Collaboration Problem Solving Approach by J. Stuart Ablon, Ph.D., Director of Think:Kids from the Mass General Hospital. The philosophy of Think:Kids is, “Kids do well if they can... if they can’t, something is getting in the way. We need to figure out what so we can help.” They worked to identify triggers/expectations, lagging skills, and challenging behaviors.

The McCarthy-Towne School’s day was divided into two parts, the morning being devoted to literacy. They used Protocols to explore the work that had already started with the Primary Teams (K-2) and anticipating the work to be

started with the Intermediate Teams (3-6) in January. They then came together as a school to discuss what emerged from each of the protocols, as well as some questions about assessment expectations. The second part of the day was used to look closely and critically, again using Protocols, at using authentic work as assessment, collection, and archive and to define how we use student work as a school in different contexts.

At Merriam School, Steven Levy (former Massachusetts Teacher of the Year, author of *Starting from Scratch*, and consultant for Expeditionary Learning) was their guest facilitator for the day, as one of their goals is to reinvigorate and deepen project-based work. He used videos, activities, student work samples and project description samples to stimulate discussion with staff.

Staff members at R.J Junior High met in their respective departments during the morning to continue work related to District Determined Measures and develop protocols for analyzing student results and identifying growth bands. A few departments also pursued work on shared curricular pursuits and adapting units to meet new goals. In the afternoon, most staff members met with their teams (i.e., 8 Green, 7 Gold) to develop team-based plans and activities for the year, along with discussing strategies and interventions for particular students who would benefit from additional support. Non-team staff met with colleagues from other schools, and assistants met to discuss a book they read as a group and how the ideas might apply to their work with students.

Departments at the ABRHS balanced both school-wide and department-specific work during the November 5 Professional Day. School-wide topics included the academic integrity statement and examples to use within departments to educate students, discussions about homework and assessments, and mid-year exams. Department-specific work focused on unit-based DDMs, grade level outcomes and frameworks within specific disciplines, and curriculum mapping.

The Performing Arts Department elementary staff either took part in school-based professional learning in their own building or arranged a visit to another school district to observe classes that held some significant learning for them. The grade 7-12 staff met as a group to continue their work on DDMs and to consider a new schedule of drama productions in order to resolve some scheduling concerns of the district.

The elementary Visual Arts teachers either took part in the school-based professional learning in their own building or collaborated on iPad applications for the art classroom and aligned art units to the National Visual Arts Standards. The junior high Visual Arts teachers worked with

other exploratory teachers and the technology specialist on PowerSchool grading/comment issues and also focused on Art 1 and Art 2 cohorts' DDM data. The high school Visual Arts teachers continued to work on DDMs, compiling and recording data from initial implementation.

Throughout the day, the Health and Physical Education Department worked to draft a mission and vision statement, compare district curriculum to K-12 national outcomes, learn the fly casting unit that is taught at the junior high school, and worked on DDMs by grade-level.

All members of the Nursing Department attended a presentation by the Massachusetts Department of Public Health (MDPH) in collaboration with the Northeastern University School Health Institute. Charlie Applestein, MSW, spoke on *Working with Challenging Students, Creating a Strength Based Culture in Your School Setting*. They also received timely updates from the MDPH on Ebola and enterovirus D-68 surveillance, prevention of prescription and other drug abuse, and oral health initiatives.

The EDTech Operations team met to share knowledge about ABSchools admin tools and to test Google Classroom. The EDTech Academics team updated the [edtech@ab](mailto:edtech@ab) website and began exploring digital citizenship curriculum.

During the morning, the Early Childhood Program staff participated in a professional learning workshop led by Abby Hanscom from Teachers21. It focused on resiliency and what it means for students and teachers, how we deliver feedback to children and each other, and the importance of using "growth mindset praise." In the afternoon, the Preschool special educators continued their ongoing work on aligning the Early Childhood Progress Report with the Common Core Standards and Teaching Strategies Gold Assessment. The Preschool Speech Pathologists collaborated on the following speech/language topics: fluency, assessment of their current evaluation tools, review of multilingual evaluation and treatment and use of visual supports for play and Augmentative and Alternative Communication.

Secondary special educators focused on self-determination skill building for the purpose of transition to adulthood and post-secondary planning. There was a slide presentation and group work related to self-determination and self-advocacy curriculum, as well as development of IEP goals related to these skills.

The high school counselors met to discuss their DDMs, create the tool/spreadsheet to follow both DDMs, and discuss their timeline for doing them. They were also able to discuss their shared goal in the afternoon around their Student Support Team. The junior high school coun-

selors met to discuss their DDMs; then they met with their teams to discuss students, plan activities for the year, and discuss the Ambassador Program.

Most of the K-12 Speech and Language Pathologists were involved in building-based programs. Two participated in webinars related to evaluating and working with ELLs, as well as learning instructional strategies and accommodations for students with word retrieval deficits.

One hundred five special education and speech/language assistants, K-12, attended a training on behavior interventions and how to implement them across the grades. It also included learning disabilities with the goal of understanding characteristics of students with learning disabilities and implementing programming, strategies, and accommodations.

The Community Education and Extended Day Staff reviewed the powerful interactions they have with children and how their actions dramatically affect them. They learned to identify the signs of stress in children, as well as what triggers and signals they can look for, and discussed some methods of de-escalation. Their day included work as a full staff, as well as in small groups discussing various scenarios and strategies.

## **January 2015 Professional Learning Day**

### **PreK-Grade 8: Literacy Celebration**

The definition of literacy has changed substantially. In 2010, the Teaching and Learning Committee reviewed the most current research on Literacy and created a working definition:

A literate person is one who, throughout life, deepens her knowledge and develops her potential through reading and writing; listening and viewing; speaking and presenting; thinking critically; creating and innovating.

A literate person deciphers meaning and expresses ideas through a range of media.

A literate person effectively communicates her insight and/or knowledge.

A literate person transfers learning to new situations in her own life and in the life of the community and the world.

Over the past few years, there has been work around the new MA English Language Arts (ELA) and Literacy Standards. RJ Grey Junior High began by focusing on reading strategies, implementing daily silent reading for students and staff, supporting a student-produced literacy magazine, differentiating literacy assessments, and creat-

ing a library for reading materials appropriate for different student needs. Additionally, a group of teachers from several disciplines has been collaborating as part of a two-year grade seven through twelve Disciplinary Literacy initiative.

Our Preschools are using portfolio assessment to measure literacy skills, including emergent writing skills and knowledge of the alphabet. Through a PreK Science, Technology, Engineering and Mathematics (STEM) Guided Workshop, they continue to make connections with the new MA ELA and Literacy Framework and Science & Technology. These include using specific scientific language and providing developmentally appropriate activities, including songs and picture books that address literacy.

The elementary schools are unpacking standards; creating and calibrating writing prompts, rubrics and checklists; designing lessons for implementing the literacy standards across disciplines; addressing author's craft as it relates to the reading standards; and implementing reading and early literacy assessments.

While we continue to refine what we have in place and prepare for continued work in this area, we set aside this Professional Day with three goals in mind:

- To forge some new relationships and enrich existing ones within our newly formed district.
- To be inspired by the learning and teaching of each other.
- To gather feedback so the Curriculum and EdTech departments know where to focus their efforts to continue to support literacy teaching and learning.

The day began with an inspiring keynote address by Lester Laminack, a full-time writer and consultant working with schools throughout the United, that combined two ideas: Writing as a Pursuit of Passion and Where Ideas Come From: An Examination of the Spark that Ignites a Story.

Participants then attended mini-workshop sessions, facilitated primarily by their colleagues, based on their own identified interests in the three following categories:

- a mini-workshop session in your "wheelhouse" (something you can take back and use directly in your work with students),
- a mini-workshop that helps you stretch your learning and teaching of literacy,
- a mini-workshop purely to learn about what's happening with literacy teaching and learning in the district.

## **ABRHS and Departments**

The high school spent two hours in the morning working in cross-curricular groups. They shared what a typical thirty-minute homework assignment looks like in their classes and how that homework assignment fits into the work they do in their classes. They then discussed what they believe about the purpose of homework and how much homework they believe students should have on a given night. All departments also talked about mid-years and workload. Additionally, several departments used the time to do some content specific collaboration.

The Health/Physical Education Department, K-12, finalized their vision and mission statements. In addition, the K-6 Physical Education staff shared a Circus Skills unit and an Appalachian Trail unit; the 7-8 Physical Education staff worked with an adaptive physical education specialist; and the 9-12 Health and Physical Education staff worked on their DDMS.

The elementary level nurses participated in an onsite CPR/AED class for healthcare providers taught by an outside-authorized American Heart Association instructor. For the remaining time, they each took on-line course work of their individual choosing through Northeastern University's School Health Institute on topics such as the following: "Re-entry to School after Psychiatric Hospitalization," "Trauma Sensitivity & A.C.E. Awareness in the School Setting," "Guidelines for Best Practices in the Use of Electronic Health Records," "Infection Control," etc. The JH nurses completed an on-line program from St. Anselm's College on Diabetes Pharmacology. They were also all recertified in CPR and AED training. The HS nurses attended an all-staff faculty meeting at the high school specifically regarding homework for high school students. The nurses worked with their groups in discussions about this topic.

During the morning, counselors and psychologists 9-12 met with the faculty to discuss workload; counselors and psychologists 7-8 met to discuss DDMS. Later, they all met together to discuss student transitions from the RJ Grey Junior High to ABRHS. In the afternoon, counselors and psychologists K-12 met to discuss transitions, the WISC, and professional development ideas.

## **Teaching and Learning Work**

Building upon last year's literacy work, additional information was uploaded to the writing resource page for educators and staff, including student checklists, teacher tools, and condensed overviews of the units of study, K-6.

## **Disciplinary Literacy, Year Two**

Disciplinary Literacy involves learning to read, write, reason and think in a discipline while simultaneously learning the key concepts and core ideas of that discipline. Thirty educators from RJ Grey Junior High School and ABRHS, along with administrators and representing the science, social studies, English, academic support and special education departments, committed to working with AdLit consultants for the second year in a row in order to develop a knowledge base for how to implement disciplinary literacy in the classroom and schools. This commitment included full days of professional learning, continuous work on inquiry projects, observing each other's literacy work in the classroom, and sharing this work with school and department colleagues. A small subgroup of these educators also presented their work at the MA Department of Elementary and Secondary Education Conference.

## **Curriculum Updates to the School Committee**

Four presentations on three curricular areas were made to the School Committee to update them and the community on the teaching and learning in each discipline. The four presentations were: Elementary Literacy; Disciplinary Literacy, 7-12; Mathematics, K- 12; Elementary Science.

All four presentations can be accessed on the school district site: <http://www.abschools.org/departments/curriculum>

## **Kindergarten Screening**

Kindergarten screening took place in the spring of 2015 instead of the fall in order to meet and know our youngest students in a setting that is more familiar to them and before fall classroom lists are made. The time line change was seen as a positive step in making certain that we are prepared to receive students and have the necessary supports in place.

## **Outdoor Learning Play Spaces**

During the spring of 2014, the Acton Public Schools applied for and received a Community Preservation Committee Grant to fund the design of outdoor learning play spaces at the elementary schools. Based on research (see below), the district identified the following health benefits for students:

- Being physically active outdoors and in nature can improve children's health.<sup>1</sup>
- Greater access to green views and green environments yields better cognitive functioning; more proactive, more effective patterns of life

functioning; more self-discipline and more impulse control; greater mental health overall; and greater resilience in response to stressful life events. 2

- Less access to nature is linked to exacerbated attention deficit/hyperactivity disorder symptoms, more sadness, and higher rates of clinical depression. 2

The district also recognized a need for expanded self-directed recreational opportunities outdoors (e.g., at recess) in order give students:

- More choices in their activities.
- More play opportunities in which children make their own decisions.
- More opportunities to interact with nature-based activities in a setting more natural than a lawn or playing field.
- More options for students who are less interested in competitive games and sports.

In the spring of 2015, the Acton-Boxborough Regional School District applied for and received a Community Preservation Committee Grant to fund the construction of Phase I of the outdoor learning play spaces at the elementary schools. We are appreciative of the CPC's decision to fund this request and to provide us with the opportunity to move one step closer to seeing this initiative come to fruition.

1 McCurdy, L. E., Winterbottom, K. E., Mehta, S. S., & Roberts, J. R. (2010). *Using nature and outdoor activity to improve children's health. Current Problems in Pediatric and Adolescent Health Care, 40(5), 102-117.*

2 Kuo, Frances E. (Ming), (2010) *Parks and Other Green Environments: Essential Components of a Healthy Human Habitat, National Recreation and Parks Association*

## ELEMENTARY SCHOOLS

The six elementary schools – Blanchard, Conant, Douglas, Gates, McCarthy-Towne, and Merriam – have the following in common every year.

Each has a School Council, as required by the Educational Reform Act of 1993.

Vital parent involvement plays an active role in the life of each school. These parents sponsor numerous assembly programs that enrich their school's cultural and aesthetic life with musicians, storytellers, and other performers. They raise funds for schoolwide projects; provide volunteers for many in- and out-of-class activities, tasks, and services; staff the "Safe Arrival" hotlines; and sponsor school newsletters and other activities.

A number of whole-school events take place, such as orientation programs for kindergarten parents and children as the school year begins, back-to-school night open houses in the fall, and a Memorial Day program in the spring.

Students use computers, technology, associated software, and the Internet in various ways: to supplement the writing/composing process, to enrich or extend learning experiences in each curricular area, to strengthen the learning of concepts and practice of skills via the Internet.

The faculty participates in professional learning through one or more of these activities: pursuit of formal course work, involvement in systemwide curriculum and instruction review and improvement projects, participation in the districtwide Professional Learning Day, and attendance at professional conferences and workshops. In addition, many teachers work with student teachers. Through their actions, every year the faculty shows that they are truly committed to the concept of being life-long learners.

Each school has a reception or event to celebrate and honor the parents and volunteers who assist them during the school year.

### In 2014-15, the Elementary Schools...

Fully regionalized with Boxborough PK-6 teachers and administrators.

Continued to utilize math and reading assessments in order to better understand and support the individual learning needs of students.

Continued to align math programs with the content standards, deepen teachers' math content knowledge and understanding and incorporation of the standards for mathematical practice in their classrooms.

Incorporated specific training on the administration of benchmark literacy assessments as part of the PL on early release Thursdays.

Incorporated literacy in all subject areas through the PreK–Grade 8 Professional Learning Day and several literacy PL workshops (Writing and Purposeful Talk in the Content Area, Close Reading, etc.).

Created K–6 overviews for the Teachers College Units of Study in Writing to support writing instruction throughout the district.

Continued to implement the Massachusetts (Common Core) curriculum standards for English Language Arts and Mathematics through classroom instruction, professional learning offerings, and R&Ds.

Began to plan for science revisions in anticipation of the release of a new MA Science, Technology, and Engineering Framework.

Continued partnerships/school visits/field trips with local businesses in support of science education through our School Business Partnership Program.

Received grant funding for nature playgrounds at four of the elementary school buildings.

Offered Literacy Seminars, Close Reading, Words Their Way, more...

Partnered with Parent Involvement Project (PIP) Programs

The Acton-Boxborough PIP organization continued to offer high-quality science, technology, engineering, and mathematics (STEM) learning experiences for Acton and Boxborough families. An AB PIP STEM event is curriculum-centered and “hands-on”; activities happen outside of the school day and include parents and students as partners and participants in the activities.

Annual PIP events included the Acton and Boxborough 4th-grade Star Party, 3rd- and 5th-grade Market Math events at Roche Brothers, and Family Domino/Games Night. AB PIP continues to promote the “Acton, Naturally” nature guide, co-developed previously by the Acton Public Schools and the Town of Acton. These custom guides are available at the HS bookstore.

### **Partnered with the Discovery Museums**

In return for the use of space at the Administrative Building as a distribution center for the Museums’ Traveling Science Workshop Program, the Discovery Museums continued to offer a series of three free outreach programs. Each of our elementary schools has taken advantage of these Traveling Science Workshops.

### **R. J. GREY JUNIOR HIGH SCHOOL**

R. J. Grey welcomed a total of 907 students, 428 7th graders and 479 8th graders, based on October 1, 2014 enrollment numbers for the start of the 2014-2015 school year.

We were fortunate to welcome several new colleagues: Andrew Thompson, 8th grade Science Teacher; Caroline O’Malley, 7th grade Science Teacher; Erica Wright, 8th grade Math Teacher; Nathalie Daniel, Special Education Assistant; Kristi Stewart, Special Education Assistant; Emily Keeler, Special Education Assistant; Lena Jarostchuk, Registrar and Counseling Office Support; and Katy Frey, Main Office Support.

Teaming, the fundamental core of RJ Grey, enables staff to create a strong web of support to enhance student success: a large school becomes a smaller school. After re-organizing our teams, we started this year with four teams per grade level and five core academic teachers on each team (English, Social Studies, Math, Science and World Language). The team model allows for consistent communication among teachers; issues can be addressed early, and students have an opportunity to develop close relationships with their teachers, as well as with a familiar peer group. Our team model is directly in support of our newly crafted district mission statement: To prepare all students to attain their full potential as lifelong learners, critical thinkers, and productive citizens of our diverse community and global society.

This year, we shifted to a “house” model for organizing our Assistant Principals and Counselors. We have one Assistant Principal and two counselors dedicated to each grade; they will follow the students through their time at RJ Grey.

Seventh graders participate in an “exploratory program” that consists of Study Skills, Art, Music, and Minuteman Technology Lab I, each of which meets every other day for half the year. Exploratory courses for the eighth graders include Art, Minuteman Technology Lab 8, Drama, and Computer Literacy; these classes last for one-half of the year. In addition to the core curriculum, students can choose to participate in an elective in Band, Chorus, Drama, Engineer’s Workshop, or Sports & Fitness.

Students also take classes in Physical Education/Health. Starting a few years ago, a restructuring led us to combine our Physical Education, Health and Life Skills classes under one department head, Beth Viscardi. This allows these classes to share students on a rotating basis, while combined as one department for enhanced communication and shared curriculum delivery. Some highlights in Health this year: the 7th grade, in conjunction with the Superintendent’s K-12 Wellness Committee, developed sleep tip videos for 6th graders, and the 8th graders developed 4.5 minute Tabatas and shared them with all of the AB K-6 elementary school staff.

Continuing with our efforts to meaningfully incorporate educational technology into our classrooms and the experiences of our students, we provided each of the eight teams with their own Chromebook cart. Shared amongst the team teachers, these Chromebooks allow students and teachers to utilize the Google platform and other web-based programs as a vehicle for various individual and collaborative learning activities. From peer editing to developing class presentations to conducting online research, team teachers capitalized on this resource, not as a way to replace the importance of direct engagement, but to enhance and

supplement the various activities and instructional strategies being implemented in the classroom.

In an effort to reduce daily stress and incorporate reading as a daily practice during the school day, we have continued with our Silent Reading initiative. By making a few adjustments in our daily block schedule, we were able to incorporate a 20-minute period every day when the entire school population participates in silent reading. Students and staff alike look forward to this time during their day when they can take some time to jump into their favorite book.

Additionally, continuing our emphasis on reading, we saw the RJ Grey Student/Teacher Book Club continue as a school tradition. Four books were read throughout the year, and book discussions were scheduled in the evening and after school. During the last meeting of the year, the 12-member club welcomed a local author for questions and discussion. Poetry Fridays continued, as members of our student and staff community read a selected poem during the morning announcements.

In October 2014, RJ Grey (as well as the high school and elementary schools) received the results of the state-mandated MCAS (Massachusetts Comprehensive Assessment System) tests from the previous spring. We continue to be proud that our students' scores compared favorably with the top-performing schools in the state. This is a result of the high quality of teachers and teaching, an excellent curriculum, fine students, and the supportive families who make education a priority for their children.

We continue our commitment to the partnership between school and home by leveraging our technology, using daily emails, monthly online articles, Grey Matters, Twitter and weekly communication notifications to keep our school community informed with up-to-date information. This year we also created a schoolwide expectation that all teachers maintain a course website that would include relevant information and resources related to their respective courses, along with updated information regarding current homework assignments and upcoming assessments.

The School Council, consisting of four parents, two staff members, and the principal, also addressed a wide variety of relevant issues and made recommendations to the administration that were very helpful. The School Council continued to have a strong voice in the development of the school and the overall school climate. An active P.T.S.O. organization (for families in grades seven through twelve) planned, organized, and assisted with many events at RJ Grey. The P.T.S.O. also sponsored evening programs designed to provide information about the schools and made funding available so that we could equip all students with planbooks free of charge.

For many students, learning and connecting with members of the RJ Grey community took place through our extracurricular programs. The interscholastic athletic program included teams in cross-country, soccer, field hockey, basketball, softball, track, and baseball. All participants on these teams paid an activity fee that helped to support these programs. The intramural program was available to all students, meeting either before or after school. These intramural sports included basketball and strength training. In addition to the on-going after-school activities, which included the Ski Club, Jazz Band, Speech and Debate Team, Chess/Board Games Club, Math Counts, Technology and Engineering Club, and the Yearbook, we had some new, student-initiated after-school clubs – Origami Club and Remote Control Club. We also added the Fly Fishing, Yoga, Weight Lifting and Tennis clubs.

Through the involvement of the Student Council, students connect with each other in a number of ways. This group helped to plan school-wide activities, dances, selling Candy-Grams and other service learning projects. In addition, several teams organized community service projects to support local organizations, such as the Coat Drive (hundreds of coats were collected and distributed to families in need), holiday Toys for Tots collection, fall clean-up day at several recreational areas in Acton, as well as an extremely successful food fund drive to support the Acton Food Pantry.

The school musical, *Once On This Island Jr.* was performed in March and included over 80 students in the cast, crew and student production, as well as the volunteer work of 45 parents. The fall play was a production of *Miss Nelson Is Missing* that had over 40 students participating, and a spring production of *One Act Scenes* involved 40 students. The 7th- and 8th-grade Drama elective classes presented informal short plays for their peers during Grey Block. Mrs. Miller also teaches the 8th-grade Drama Exploratory class.

In June we held our Charity Ice Cream Social, "Empty Bowls." Families were invited to this event, which showcased the students' art and singing talents. Ice cream was served in bowls that were hand-crafted in art classes by 7th-grade students. The bowl serves as a reminder of the vast number of hungry families around the world and right here in our own community. The money raised from the event was donated to the Acton Community Supper and Acton Food Pantry.

Our "RJ Grey Cares" initiative continued this year; 100% of the funds collected from our staff was distributed to student families who are faced with financial hardship. Some examples of what this fund pays for are holiday gifts, winter clothing, and school supplies. We are thankful for the amazing generosity we continue to see from our colleagues.

Special events during the school year included Halloween Dress-Up Day, the Thanksgiving Assembly, Blue and Gold Day (school spirit day), pajama and hat days, a weekend day ski trip to Waterville Valley, the end-of-year seventh-grade trip to Kimball's, the eighth-grade day at Canobie Lake Park, and the Student Recognition Assembly. Our student recognition program, "Everyday Leaders," continued. Twice per trimester, RJ Grey teachers nominated students who demonstrated daily acts of kindness, enthusiasm, and respectfulness toward peers and teachers throughout the year. These students were treated to a lunch with Principal Shen.

At the end of 2015, we said goodbye to four retiring staff members: Carol Brady, Ginger Kendall, Tim Nolan and Lillian Ramos.

## **ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL**

Post Secondary Education: The ABRHS Class of 2015 was comprised of 460 students; of these, 94% enrolled at four-year schools, while 3% continued their education at two-year colleges, prep and technical schools.

Standardized Test Results: Average SAT scores for the 2015 senior class again exceeded those of state and national populations. An increase from 93% to 95% of seniors took the SATs, well above the state average of 80%. Our average combined score for the SAT was 1892, which is 395 points higher than the average combined National score of 1497.

National Merit Scholarship Competition: Twenty members of the Class of 2015 achieved semi-finalist recognition; sixty-eight others received letters of commendation.

National Honor Society: One hundred and thirteen members of the Class of 2016 were inducted into the NHS in April 2015.

National Latin Exam: Results: 18 Gold (Summa cum laude); nine Silver (Maxima cum laude); four Bronze (Magna cum laude); three cum laude; three perfect scores (one at Level 1 and two at Level II).

Academic Decathlon Team: During the 2014-2015 season, the team of nine regulars and eleven alternates won the Massachusetts State Championship for the 23rd time in the past 24 years. A total of thirty Massachusetts high schools competed. In addition, the team placed 6th overall in the country out of fifty competing schools at the USAD National Championship.

Mathematics Team and Competitive Activities: In the 2014-2015 season, the AB math team finished first in the

monthly competition in the Massachusetts Mathematics League. The team continued on to the state competition run by the Massachusetts Association of Mathematics Leagues in April 2015 and placed second among large schools in Massachusetts. They then competed in the New England Association of Mathematics Leagues Competition in May 2015 and placed first among large schools in New England.

In addition to the team competition, seven students were finalists in the Massachusetts Mathematics Olympiad exam – Andrew Li, Niket Gowravaram, Kenneth Wang, Josh Xiong, Akshay Karthik, Steven Jin, and Aaron Chen. In the National AMC, eleven students placed in the top 10% nationwide, and three of these - Josh Xiong, Kenneth Wang and Niket Gowravaram – advanced to the 3rd level of this competition: the USAMO (United States of America Mathematics Olympiad).

Speech and Debate: The team, composed of over ninety students from grades 9-12, competes in nine local and several regional invitational tournaments during the season from October to April. Students compete in a variety of events: Public Forum and Lincoln-Douglas Debate; Student Congress; Play, Prose and Poetry Reading; Duo Interpretation; Declamation; Original Oratory, Group Discussion, Dramatic Performance; Impromptu and Extemporaneous Speaking. As members of the Massachusetts Speech and Debate League, the Boston Diocese of the Catholic Forensics League (non-denominational) and the National Speech and Debate Association, the team is matched against schools across the state and consistently places students in the final rounds. Students can earn qualifying bids to represent AB at the State Championships in April through their participation at local tournaments. 2014-2015 was a record-setting year in terms of the number of students we sent to States; results included the team fourth place at State Speech and Congress Championships, first place in Group Discussion, third place in Oratory, finalist places in Impromptu, Congress and Duo Interpretation, and team third place at the State Debate Championships. The team's top competitors also competed at Harvard University's Speech and Debate Invitational, the National Speech and Debate Association's National Qualifying Tournament, and the qualifier for the National Catholic Forensics League's National Tournament. In 2014-2015, ten of our students earned the right to represent our local leagues at the two season-ending national tournaments. Finally, four seniors earned the Academic All American award given by the National Speech and Debate Association to seniors who have combined scholarship with success and dedication to forensics competition and service.

Athletics: During the 2014-2015 school year, participation in athletics slightly decreased, with 1,818 students in grades 7-12 participating. State championships were won by field hockey and several individual track and field

athletes. League Championships were won by field hockey, girls' soccer, girls' ice hockey, girls' alpine ski, girls' indoor track, girls' Nordic ski, boys' Nordic ski, baseball, boys' lacrosse, boys' tennis, girls' spring track. Numerous AB student-athletes received All Scholastic honors from the Globe and Herald newspapers.

**Proscenium Circus:** This student drama group at the high school functions as a teaching and working theater. In addition to offering outstanding professional instruction in technical theater, acting, movement, scenic design, scenic painting, voice, directing, dance, costume design, hair and makeup, stage management, set construction, lighting, sound and house management, "PC" produces three mainstage shows throughout the year, as well as over twenty smaller productions. The productions for the 2014-2015 year included the fall play, *You Can't Take It With You*; a winter musical, *Sweet Charity*; two festivals with their Competitive State Play, *Air Raid*; and the annual competitive class plays. As a part of the Proscenium Circus, the improv troupe "Chuckle Sandwich" performed; a student-directed production of *A Midsummer Night's Dream* was produced in the black box theater.

**PLADD (Peer Leaders Against Destructive Decisions):** PLADD is a merger of Peer Leadership and Students Against Destructive Decisions, is a student-centered organization focused on promoting healthy decision making for youth in the community. Students worked on a variety of activities throughout the 2014-2015 school year to increase awareness of how destructive decisions can impact students and the AB community as a whole. PLADD students facilitated I-SAFE alcohol/drug awareness programs at most of the elementary schools. ABRHS students, along with a youth officer, fielded questions on issues of drug/alcohol use, social culture of the high school, and general issues of adolescent development.

**The School Newspaper:** Beginning in the spring of 2015, *The Spectrum* was converted to an entirely online publication ([www.thespectrumabrhs.com](http://www.thespectrumabrhs.com)). The staff are transitioning to being able to cover events in a more timely fashion than with the previous print format and to developing long form and thematic articles. They meet once a week and work together to write, edit, and upload articles, photographs, video, and more, in an effort to reflect the richness and diversity of the ABRHS community.

**Student Council:** The Student Council meets weekly to plan all-school activities and to review school policies directly affecting the student body. Money raised by these activities is donated to charity or used to purchase items that enhance student life at the high school. Five representatives are elected from each class. Any member of the student body is welcome to attend Student Council meetings. If a student decides to participate on a regular basis, he or she can become a walk-on member.

**"Window Seat":** Acton-Boxborough Regional High School's Art and Literary Magazine annually publishes three issues of student poetry, prose, lyrics, essays, narratives, translations, and various forms of art. Club members and student leaders write, edit, design, print, publicize, and distribute the magazine on their own. Every week, members write creatively in a workshop setting to generate submissions for the magazine; however, the magazine also welcomes and encourages students not participating in the club to submit their art or writing for publication. Together with writers, art students also meet every week to create original art or illustrations for specific pieces of writing for the magazine. "Window Seat" students also work in conjunction with the Robert Creeley Foundation to publish work from the 2015 Robert Creeley poetry award-winning poet, Ron Padgett, and the Helen Creeley student poetry prizewinners, a competition for student poets that awards the winning students a cash prize and the honor to be an opening reader for the Robert Creeley award-winning poet. Poems submitted for the competition are published in the magazine's spring issue, along with artwork generated by the Foundation's Broadside Project. Students in officers' positions in "Window Seat" gain leadership experience in collaboration, design, publishing, marketing, finance, fundraising and publicity. To supplement the budget allotted by the school, students conduct fundraising in the local area. Students also established and maintained a web presence for the magazine at [wseat.wordpress.com](http://wseat.wordpress.com) and on Tumblr. Meetings are held weekly on Thursdays; layout and magazine design sessions occur three times yearly.

**Career Exploration Activities:** Beginning in November, more than 70 students made one-day job shadowing visits to a variety of work sites. This program owes its success to the support of the Middlesex West Chamber of Commerce School-Business Partnership Committee and to parents and other local residents willing to host students. At three Career Speaker events during the year, career speakers talked to groups of students interested in their fields of work; over 200 students attended each of the three events. In 2015, 130 members of the senior class completed three-week full-time internships at the end of the school year. Other career exploration activities included the Senior Seminar course, the Work Study program, speakers who visited classrooms, and a website listing employment opportunities.

**Senior Community Service Day:** On Friday, May 1, the Class of 2015 organized the 21st annual Senior Community Service Day. The day began with the annual Senior Breakfast, where the faculty and administration cooked a wonderful breakfast for the seniors at the school. Then the students spent the day volunteering in and around Acton and Boxborough. Over 480 students could be seen all over the community in matching T-shirts raking leaves, clearing paths and planting gardens.

Community Service Activities: The school's "Accept the Challenge Program" encourages every student to become involved in some way in volunteer activities – during the school year, during the summer, or both. Unlike surrounding communities, A-B does not have a community service graduation requirement; even so, community service is a strong part of the culture at A-B. During the school's fifteenth annual Community Service Awards Night on January 20, 2015, we celebrated the students' accomplishments and recognized that our students volunteered almost 80,000 hours this year. We also celebrated the life and works of Dr. Martin Luther King, Jr. at this event.

Energy and Resource Conservation: ABRHS continues to focus on energy and resource conservation. Electricity consumption has decreased 27% over the last five years, resulting in both cost savings and a reduced environmental footprint for the school. This reduction is due to efficiency projects in both lighting and mechanical equipment, as well as a strong commitment to energy conservation by faculty and staff. The Resource Force student team is actively engaged in highlighting energy conservation and is working on an innovative "circuit-level metering" project, looking at highly granular electricity data for the high school.

The high school also has a strong commitment to recycling and composting. In the cafeteria, students sort out compostables and recyclables from their lunch stuff with coaching from their peers at two student-managed sorting stations. The result is that compostables and recyclables now compose 75% of the stream from the cafeteria, leading to a dramatic reduction in solid waste. In addition, the kitchen is capturing recyclables and compostables; sawdust from the woodshop is composted as well!

The student Recycling Club manages the weekly pickup of recyclables from classrooms and offices.

## **PUPIL SERVICES**

Acton-Boxborough Regional School District's Pupil Services Department implemented a wide range of supported services to more than 1200 students during the 2014-2015 school year. Students served ranged in age from 3 to 22 and were supported by a variety of specialized staff, including special educators, English Language Education teachers, counselors and nurses in each school building. Described below are the program components and services provided throughout the district.

### **Early Childhood Services**

The Carol P. Huebner Preschool, formerly the Acton Public Schools Preschool, continued to provide a local integrated learning environment for children aged 3-5.

Students with identified special education needs and those who are developing typically are educated side-by-side, meeting required IDEA regulations pertaining to inclusion in the least restrictive environment. Half- and full-day services are provided to children from age three to five years old, across six sessions (two full-day and four half-day, meeting four days per week). More than 100 students were enrolled in the program by the end of the 2014-2015 school year.

As the Acton Public Schools and Boxborough Public Schools regionalized with the Acton-Boxborough Regional Schools in the 2014-2015 school year, staff members worked together to join the two exceptional early childhood programs from Acton and Boxborough. Under the direction of Acton-Boxborough's Pupil Services Director and the Preschool Director, an Early Childhood Program Improvement grant was written to provide professional development opportunities for staff from both programs.

### **Special Education**

The Special Education Department has a dedicated staff of special educators, speech/language specialists, occupational therapists, physical therapists, and behavioral specialists. These specialists and trained assistants address student special needs, both in the general education classrooms and within special education settings.

Pupil Services continued to reach out to parents with the continued goal of supporting an open dialogue between parents/guardians and school personnel. The Special Education Parent Advisory Council (Sped PAC) continued as an integral part of the Pupil Services organization. Sped PAC met regularly with the Special Education Director and offered suggestions and parent input on a wide variety of issues, as well as support to parents/guardians regarding resources and family supports. In addition, Sped PAC provided parents with information regarding special education regulations, home activities, social/recreational opportunities, parent speakers, and guidance related to student transitions.

For the last three years, Pupil Services has partnered with Community Education to continue providing an integrated summer program for students with social needs. Students in this program have had an opportunity to join with typical peers for such high interest courses as cake decorating, art, crime scene investigation, and ukulele.

The elementary special educators researched and investigated a variety of assistive technological supports. With the purchase of the Lexia online reading program, students continued to develop and improve their decoding, vocabulary and fluency skills, both at home and at school. Chromebooks were purchased for several learning centers, allowing students to use a variety of programs to assist in the process of writing.

Special Education regulations require students be educated in the least restrictive environment alongside typical peers. To ensure that a continuum of services is provided in the public school setting, program design and development is essential. During the 2014-2015 school year, a continuum of services was provided to address students with Autism Spectrum Disorder at the high school level. The Bridges Program and the Occupational Development Program at the high school completed the continuum of services from Preschool through graduation for students with Autism Spectrum Disorder. The Bridges Program provided an inclusive opportunity for students to further develop social skills, life skills, executive functioning skills and employability skills while accessing the richness of academics provided within an inclusive public school setting.

Students at the secondary level begin to focus on essential and mandated post-secondary transitional planning activities to prepare them for life after high school. Transitional supports included services provided by our .4 Transition Coordinator and a Transition Counselor at the high school. Additional supports related to transition included job placement, job coaching and internship opportunities. The Transition Coordinator worked with special education students to develop transitional activities and areas of vocational and educational interests.

Special educators at the junior high school level continued to provide, as part of their summer Just Words Training, a Wilson Reading program intended to support small group reading instruction. As students matriculate from the elementary level to the secondary level, it is important that they continue to receive specialized instruction and to develop skills in the areas of reading and written language.

### **Counseling and Psychological Services**

Counseling departments in all schools continue to place the highest value on creating an environment that is not only safe but also nurturing for every student to learn, achieve and succeed.

During the 2014-15 school year, students in grades 6, 8, 9, 10, 11, and 12 participated in the Youth Risk Behavior Survey through Emerson Hospital. Results will be shared with the district and the community during the fall of 2015-16 school year.

At the secondary level, clinicians worked with adolescents to anticipate daily student stressors that might contribute to potential problems and crises. The counseling department referred students and their families to appropriate agencies as needs were determined. Daily issues for students included, but were not limited to, attendance issues, stress management, and a wide range of mental

health issues. Due to an increase in staffing, counselor caseloads have been reduced, allowing staff more time to support students, families and colleagues. In order to promote continued high academic achievement and support for students, counselors assisted students in the college planning and application process, as well as other post-secondary planning activities. The goal has been to ensure students have a plan after graduation with coordinated personal goals.

Specific to the high school, the counseling department has created a Student Support Team (SST) that complements the work of the state-mandated Child Study and Student Assistance Teams. These teams allow counselors, psychologists, nurses, alternative program staff, special educators and administrators to meet regularly to discuss at-risk students and to promote a safe school culture. In addition, effective communication and a strong sense of collaboration between the school resource officers and school officials continue to be critical components of our commitment to safe schools. Our school resource officers continued to provide professional networking and liaison support. The school resource officers work closely with building principals and administrators and develop personal relationships with students and faculty to ensure a visible presence within all schools. In addition, the school resource officers provided crisis intervention and consultation.

During the 2014-2015 school year, counselors and psychologists focused on training and support to faculty regarding mental health issues. This training included sharing data and trends related to adolescent mental health, as well as identification of warning signs related to depression and suicidality. Teachers were taught how to respond if they had concerns regarding students. In addition, a trauma specialist made faculty aware of the impact of trauma on the educational experience. Seminars were held for faculty to provide education on the process of supporting students returning from hospitalizations, as well as to provide supports and accommodations that may be required for students struggling with mental health issues, such as anxiety or depression. Students were also part of the training and awareness. Signs of Suicide (SOS) curriculum was provided to students within small instructional groups.

At the elementary level, all schools worked on common protocols related to mental health and ways to support students and teachers in their work with students. Counselors and psychologists worked with students within their classrooms to identify signs of stress and anxiety and to teach strategies for students to manage these emotions. In this work, it is important for students to have the ability to identify these feelings and learn ways to cope with them so they can be successful academically, emotionally and physically. Counselors and psychologists also worked to establish a protocol for mandated reporting of concerns

related to possible child abuse and neglect. Counselors and psychologists spent considerable time learning about local agencies such as the Acton Town Social Worker and others in the community who may provide outside supports and resources for families.

### **Health and Nursing**

The district successfully met the requirements for continued involvement with the DPH (Department of Public Health) Essential School Health Services Grant (ESHS). This grant was renewed and continued to provide financial assistance to the district for the purpose of staffing, direct care, nurse leadership, and professional development.

The Nursing Procedure Manual content was updated and converted to Google Docs to allow for more ease as a reference tool and to support the need to keep information current and relevant. Nurses in the district then presented at a statewide nurse leader conference on this process.

To support students and staff, the nurses worked on restructuring school district paperwork related to field trips, designed to reflect medical implications reflective of DPH medial delegation rules and nurse practice.

To continue to adhere to OSHA mandates, staff participated in the e-learning modules for Life-Threatening Allergies and Blood Borne Pathogens and took an accompanying quiz for each module. This on-line training allowed for all staff to be trained across the district with the ability to track compliance and the possible need for additional training.

In addition, school nurses provided support by organizing flu clinics for staff members, updating head lice procedures to assure alignment with the American Academy of Pediatrics and National Association of School Nursing best practices implemented in the Fall of 2014, and obtaining EpiPens through a grant program for administration in the case of anaphylactic reaction.

### **English Learner Education**

The English Learner Education (ELE) program continues to address the increasing number of students requiring support from the ELE program. This previously identified trend in increasing numbers of students continued throughout the 2014-2015 school year. The program added 1.0 additional staff to increase to four full-time elementary teachers and one teaching assistant. The high school and junior high school share one ELE teacher.

Regulatory requirements related to the RETELL initiative were addressed through a district-sponsored SEI endorsement course for teachers. Approximately fifty

teachers were trained throughout the school year in strategies for assisting limited English speaking students in gaining proficiency in English and study skills. Presentations were provided across the district to educate staff about the RETELL Initiative and requirements for SEI endorsement related to teacher licensure renewal. The Department of Elementary and Secondary Education (DESE) asked Acton-Boxborough to host two teacher courses for the 2014-2015 school year. In addition to teachers, administrators began training during the 2014-2015 school year as well.

Acton-Boxborough Regional Schools continued to be considered a moderate incidence district due to the increasing number of students requiring ELE support. The district continued to be eligible for federal funding through the Title III Grant. This grant supplements programming for ELL students, parent engagement and professional development. Through this grant, an English as a Second Language (ESL) beginner class was offered to parents at the library during school hours. The Title III Grant also provided summer school programs for students for a third summer. This program expanded to include three classes and to allow incoming first grade students to attend. Over 70 students participated in the summer program. A Title III Community Resource Fair was held in March for ELE families with support from community participants such as PTOs, the Hudson-Maynard Adult Education Program, Community Education, the high school counseling office, the Latino Family network and the Acton Public Library.

The ELE staff began a year-long professional development workshop to create progress reports that reflected new WIDA standards. In addition, ELE curriculum development continued as mandated by DESE.

In the spring of 2014, the data management software, ELLevation, was purchased for ELE programs. This software was partially funded by the Title III Grant. The chairperson for ELE and EdTech worked with the ELLevation's technical department to set up interfaces and prepare for data transfer.

In the upcoming year, regionalization and the continued growth trend in the ELL population will continue to be the focus of determining programmatic and staffing needs related to this trend. In addition, training related to RETELL will be offered for some members of the secondary staff and administration.

### **Conclusion**

Pupil Services provided supportive services throughout the district to more than 1200 students and implemented in-service professional learning opportunities for 200-250 staff. The department continued to provide

trainings and e-learning modules to address regulatory requirements, as well as to educate staff on state mandates related to professional responsibilities. In addition to federal and state regulatory mandates related to areas within Pupil Services, state mandates have required all staff to address the implementation of the teacher evaluation system, the development of District Determined Measures, and RETELL initiative requirements. While these mandates are extensive and demanding, the focus of our work in Pupil Services continues to be the health, safety and well-being of our students.

## **HEALTH AND PHYSICAL EDUCATION**

Physical Education at Acton-Boxborough Regional High School is an integral part of the education process. Physical and Health Education are graduation requirements, meeting our Massachusetts Department of Elementary and Secondary Education state requirements and following the National Standards for Physical and Health Education curriculum. Fitness for Living is our Grade 9 integrated Health and Physical Education course. The goal of this wellness education program is for students to learn about and develop accurate information about health and fitness. Students will learn about and discuss risk prevention topics, such as Stress Management, Teen Dating Violence, Sports Health, Decision Making, CPR and First Aid, Substance Abuse, Media Literacy, Cardiovascular Fitness, and Nutrition. Students in grades 10-12 are instructed in a variety of physical education and movement activities. These activities are designed to develop emotional well-being, strength of character, sensitivity to the differences of others, as well as a sense of citizenship, self-worth and identity. Students have the opportunity to participate in team games, group fitness, and cooperative activities. Some examples of the sports and activities may include aerobics, body bar and step aerobics, badminton, flag football, Frisbee, dancing, disc golf, soccer, speedball, tennis, softball, volleyball, fitness center, mixed games, water aerobics, Pilates and Yoga. Once a year, the ABRHS Physical and Health Education department organizes a Health and Fitness Day. This day is dedicated to encourage more physical fitness and involves the whole high school community to “get up and move.” Students and staff members walk around the track, Zumba, and play games of Frisbee.

The Junior High Physical Education experience complements the total educational development that students follow during their two years at RJG. Students follow a curriculum that guides them through a host of experiences centered on developing a healthy lifestyle. Skills and activities are introduced through progressions, and each unit builds upon previously learned skills. Students experience a wide variety of life-long activities that they can carry with them the rest of their lives; these include tennis,

basketball, floor hockey, and volleyball. Fly casting was a well received and exciting new addition to the curriculum.

Health education at RJG promotes the resiliency of its adolescent students. Health educators facilitate lessons that encourage positive decision-making with regard to mental, physical, and social health. Students are challenged to examine the short-term and long-term effects of health related decisions. The ultimate goal is for adolescents to act independently in promoting their own health, seek resources when necessary, and contribute to public health issues.

At the elementary schools, Physical Education is a meaningful experience for students and prepares them for Junior High school. Students are exposed to a wide variety of exercises, games, skills, rules for sports, and some adventure challenges. The Elementary Physical Education Department follows our State and National Guidelines for curriculum. Due to new state mandates, two new assessments have been added to the curriculum. All 2nd-grade students are tracked on their ability to self-turn a jump rope throughout the year. In addition, all 4th-grade students are assessed on their skill of overhand throwing. All six elementary schools hosted “Back to School Physical Education Nights.” These were family events where parents and students came to the gyms at night to experience a typical day in physical education. It was fun and exciting to see parents playing along side students.

## **PERFORMING ARTS**

At the Acton-Boxborough Regional High School, the band and chorus programs continued to flourish as they performed in and around our community, and elsewhere. In addition to marching in our own Acton Memorial Day Parade, the band marched in a number of parades outside of our community, including the Marlborough Labor Day Parade, Littleton’s 300th Celebration, the Boston Columbus Day Parade, and the Quincy Christmas Parade (where they took 1st place overall). The ABRHS Chorus traveled to Spain and France, where they performed in cathedrals in Barcelona and Toulouse. The choral department put on an outstanding talent show, traditionally known as “Cabaret.” Thirteen of our student musicians from band, chorus and orchestra were selected to perform at the MMEA Eastern District Festival held in January; nine of them earned All-State recommendations. Our Madrigal Singers put on a Madrigal Dinner for the community at which they performed a renaissance-style dinner theater. [See the High School entry for information about Proscenium Circus.]

At the R. J. Grey Junior High School, the eighth-grade band and chorus each participated in the Great East Music Festival, held at West Springfield High School in May. They each earned a Gold Medal for their outstanding per-

performances. The JHS musical, "Once On This Island," had a terrific run of performances with a huge cast of approximately eighty students involved. Twenty students were selected to perform in the concert band, orchestra or chorus at the MMEA Eastern Junior District Music Festival held in March. The seventh- and eighth-grade band marched in the Boxborough Memorial Day Parade.

At the elementary schools, the Beginning and Advanced Bands performed very well in their Winter and Spring Concerts. The bands also performed at each school's Memorial Day assembly, along with songs and poems performed by individual classes. The Gates and Conant School choruses sang in a Pan Choral Concert with members of the junior high and high school choruses. The combined Acton Elementary School Bands marched in the Acton Memorial Day Parade, while the Blanchard Memorial Elementary School Band marched in the Boxborough Memorial Day Parade. A very special honor was earned by the Blanchard Band as they received a Gold Medal for their outstanding performance at the MICCA concert festival.

## VISUAL ARTS

Throughout the school year, student efforts and accomplishments in the Visual Arts program were exhibited in each of the eight schools and the High School Administrative Conference Room, as well as off-site venues. Student artwork appeared in various school newsletters, and drawings by kindergarten students graced the cover of the Kindergarten Handbook.

In the fall, high school art students visited the Peabody Essex Museum in Salem where they viewed several exhibits, including one of sculptures by Alexander Calder.

Acton-Boxborough students continue to garner awards in the annual Boston Globe Scholastics Art Awards competition. This year four students received Gold Key awards for their artwork, which was exhibited at Boston University's 808 Gallery.

Gold Key winners were honored at ceremonies at the Museum of Fine Arts, Boston, and their winning work was sent to New York for the national judging.

Visual Arts students had the opportunity to participate in a variety of art shows during the school year. High school Portfolio students presented their work at the annual "Elections" exhibit held at the Acton Memorial Library. Photography student work was included in a show of Massachusetts High School Student Photographs at the State Transportation Building in Boston. Acton-Boxborough Portfolio Class students also participated in a sixth year of an interdisciplinary unit of study between the English and Visual Arts departments. Collaboration included multi-

grade levels of students in English and Visual Arts classes working together and connecting with the community-based Robert Creeley Foundation. Portfolio students created broadside designs to accompany 2015 Creeley Foundation Award Winning Poet Ron Padgett's work. One student's artwork was chosen for the broadside design, which was printed in a limited edition.

Two Acton-Boxborough Regional High School students were chosen to participate in Art-All State at the University of Massachusetts, Dartmouth, a competitive program that provides high school juniors the opportunity to work with professional artists and teams of their peers to create installation art. Students visited galleries and museums in New Bedford as sources of inspiration for this collaborative work. Acton-Boxborough was one of the interview sites for students applying to Art All-State. Three Acton-Boxborough high school art teachers were among those serving on interview teams.

In December, high school art students, as well as their art teachers, created wearable art that was sold during lunches at the high school to raise funds for the local food pantry.

The eighth-grade art teacher at RJ Grey continued the tradition of the "Rotunda Project." This project involves all sections of Art 2 students creating artwork that is displayed in the rotunda in the main entrance area of the school. This installation changes yearly.

For several years the seventh-grade art teacher at RJ Grey has organized an "Empty Bowls" project where grade 7 students create hand-built ceramic bowls that are used and sold during an ice cream social held at the school. The proceeds from the sale of these bowls has been donated to the Acton Community Supper and Acton Food Pantry.

During March and April, Acton-Boxborough student artwork was exhibited in Youth Art Month Shows at the State Transportation Building in Boston and the Worcester Art Museum, Worcester. "Students Make Their Mark," an exhibit of representative student artwork from each of the eight schools, was on display at the Acton Senior Center during the month of April. The work of thirty-seven students was included in this K-12 exhibit. The K-12 exhibit "Things" was held at the Sargent Memorial Library and included the artwork of forty-six students representing all eight schools in the district.

The art and music teachers at McCarthy-Towne created and co-taught a monthly experiential workshop for students highlighting the integral connections between art and music. Concepts such as rhythm, shape, composition, and pattern were explored through movement, storytelling, painting and sculpture.

In May, the K-12 Visual Arts staff participated in a Professional Learning workshop at the De Cordova Museum in Lincoln. The day included a De Cordova staff-led tour of the current exhibit, "Walking Sculpture." The K-12 art teachers worked collaboratively to create found object sculptures that were temporarily installed on site.

Elementary art staff attended an EDCO workshop with Boston-based artist, Janet Echelman, whose untitled floating sculpture was installed above the Rose Fitzgerald Kennedy Greenway in Boston. The sculpture was constructed of more than a half-million knots and more than 100 miles of rope.

The art teachers from the Blanchard and Conant Schools made presentations at Massachusetts and National Art Education Conferences, as well as the Mass Cue Conference. The art teachers at Conant and McCarthy-Towne Schools participated in the "Pinwheels for Peace" initiative.

The art teacher at Gates worked with a local artist who visited the school to share his sculptural work and career as an artist. The art teacher also organized a school-wide exhibition of student artwork for the school community and parents.

The Visual Arts Director was one of sixteen National Art Education Association Research Team delegates who traveled to Finland, visiting schools and cultural sites to research the role the arts play in the general community, as well as the place the arts have in education. The director was one of the delegates from this trip who made a presentation on this research at the National Art Education Conference in New Orleans, LA.

In the spring the Visual Arts Director served on a committee of art teachers and administrators convened by the Massachusetts Department of Elementary and Secondary Education to identify the Crosswalks between the Massachusetts Visual Arts Frameworks Standards and the new National Visual Arts Standards.

## **EDUCATIONAL TECHNOLOGY**

The Department of Educational Technology worked diligently throughout the 2014-2015 school year in support of regionalization. As to be expected, the merging of three separate districts into the Acton-Boxborough Regional School District presented multiple operational technology issues that needed to be addressed.

At the start of the school year, all Acton-Boxborough Regional School District (ABRSD) facilities were part of a Fiber-optic Wide Area Network (WAN), with the exception of the Blanchard Memorial School in Boxborough. This

network, made up of both District-owned and Comcast-provided fiber, provides a critical data link between facilities. Many district services are shared over this data connection, including but not limited to:

- Internet Access.
- Student and Staff Document Storage, File Shares, and Backups.
- Security Camera Monitoring and Recording (Genetec).
- Library Resources (Destiny).
- School Nursing Data (SNAP).
- Computer Management and Antivirus Updates (Altiris/Sophos).
- Financial Management (Munis).

To address this issue, EDTech encumbered funding to support installation of a new fiber-optic link. This work was completed in the spring, allowing all of the services mentioned above to be available to Blanchard staff and students.

Historically, the Blanchard staff has made great use of the technology resources previously acquired through both purchases and generous donations. Unfortunately, after finishing a complete inventory over the summer, EDTech found over 80 allocated student computers at Blanchard that were showing their age and were no longer being used to support teaching and learning. Further, another 10 staff laptops were also identified as needing to be replaced. To resolve the Blanchard Memorial School's aging computer crisis, EDTech encumbered a total of \$32,629 in funding to purchase the following equipment:

- Technology Lab: 22 desktop workstations: \$15,070.00
- Three 20-unit Chromebook carts, each \$17,559

Other issues that were addressed in support of regionalization included an Active Directory upgrade, which merged each network's distinct schema into a single directory, and an enhanced disaster recovery plan. Moving our current backup system off-site to the Blanchard school bolstered the process by which EDTech can recover and protect IT infrastructure in the event of a disaster.

The EDTech department continues to enhance our teaching and learning environment by providing flexible technology tools for students and staff. This year, our main focus was to continue to implement more technology in the classroom to support our updated educational technology learning goals and to provide real-time access to technology for our students when needed most. Using our Google Apps for Education "ABschools" domain, schools were able to quickly implement cost-effective Chromebooks into their teaching and learning environment with great

success. An additional 16 classrooms in grades 4-6 were equipped with Chromebook carts! Teachers have now identified ABSchools as their primary 21st century toolkit, as the Google Apps suite supports so many facets of student learning, including student writing, project-based activities that incorporate creativity and collaboration, information/research projects, digital portfolios, and more. With these tools, students can capture and analyze data using “Forms” and “Sheets”; they can collaborate and write for authentic audiences on “Docs”; and they can present their photos and movie presentations on “Sites.”

EDTech has continued its support of the “Innovative Learning Program,” or ILP. Developed in a way that supports a “bottoms-up” approach, the department established this initiative by seeking proposals from teachers and staff that focused on innovating their teaching and learning through the use of technology in the classroom. To be accepted into the program, teachers defined clear learning goals with specific measures of success. We had 21 teachers accepted to the program with an almost 50/50 ratio of teachers using Chromebooks and tablets. Along with sharing learning outcomes with staff within the district, many of the teachers in the ILP cohort also presented at various technology conferences throughout the region to promote the use of technology in the classroom and share successful strategies with colleagues across the state.

## **SUMMER SCHOOL**

The Acton-Boxborough Regional School District Summer School serviced 518 students. Although the vast majority of students were from Acton and Boxborough, students from seventeen other communities enrolled in summer courses. Per usual, there was a lengthy wait-list for Physical Education. Seventeen students took online courses for enrichment.

Steven Martin worked to develop an online registration system, similar to that used by Community Education, before resigning his summer school position to assume the role of Athletic Director. Maurin O’Grady served as director of the 2015 summer school session.

As in previous years, Acton-Boxborough Regional School District Summer School is a self-funding program. Tuition receipts allow us to continue offering first-rate summer educational programming for students in Acton, Boxborough, and several other communities.

## **COMMUNITY EDUCATION**

The Community Education office is located in the Administration Building, 15 Charter Road, Acton. Its staff organizes, staffs, and directs the following programs and activities.

**Day and Evening Classes:** Each year, Community Ed. offers 2,000+ classes for children, teens and adults. Classes and other programs are posted on the Community Ed. website: <http://abce.abschools.org> and advertised in INTERACTION, the course catalog that is mailed four times a year to over 21,000 area homes. More than 10,000 students enroll in classes annually.

**Extended Day:** To meet the demands of school age childcare for working Acton families, Community Education offers high quality before- and after-school care for over 250 children in grades K-6 at four community-based sites: the Administration Building, the Conant School, the McCarthy-Towne School, and the Gates School. Our programs provide thoughtful guidance, authentic experiences and engaging activities to complement classroom learning. These programs are self-sustaining, funded entirely by the tuition and fees.

**All-Day Kindergarten Program:** Community Ed. administers the business affairs of the All-Day Kindergarten program at each elementary school.

**Summer Day Program:** Located at the Administration Building, this program offers weeklong sessions to 80+ children per week in grades K-6. Activities include: Arts and Crafts, Music and Drama, Cooperative Games, Red Cross Swim Lessons, Free Swim, and Special Events.

**Vacation Week Programs:** During school vacations, Community Ed. runs childcare programs that include field trips and enrichment activities. Community Ed. also offers one-day programs on the school district’s “no school” days (e.g., staff professional days, Veterans Day, Columbus Day) to assist parents who need childcare.

**Youth Winter Basketball League:** Over a 12-week period, more than 800 boys and girls in grades 3-12 participate in weekly practices and league play. The league is staffed by more than 150 paid and volunteer coaches, timers, and referees.

**Driver Education:** Community Ed. runs a Registry-approved driving school, offering classroom instruction and on-road training to 300+ students annually. It offers Saturday license test exams in partnership with the RMV and has expanded the number of weeklong accelerated classes offered.

**Pool & Field House Programs:** Located at ABRHS, the Pool & Field House Program provides the public with opportunities to use the high school pool and field house on the weekends. In addition to open swim and gym, Community Ed. runs a full program of children’s swim lessons, a youth swim team, master’s competitive swimming, morning and evening lap swim, and water exercise classes.

Fitness Center: Community Ed. has a team of volunteers who supervise public drop-in times at the Fitness Center, located at the Acton-Boxborough Regional High School.

Scheduling Use of School Fields: Little League, Softball, Pop Warner, Youth Lacrosse, and Youth Soccer, as well as individuals, businesses, and community organizations, receive permits for school field use through Community Ed. Fees charged are returned to the school district to support the facilities.

Scheduling Use of School Buildings: Use of the eight school buildings outside of school hours is scheduled through Community Ed.

Snack Shack at Lower Fields: Community Ed. operates the snack shack at the new bathrooms/ concessions facility at the Lower Fields.

Community Education receives no funding from the school districts or towns and runs all programs on a self-sustaining basis. Monies are returned to the districts to use for space and equipment. For more information about Community Education and the programs that it offers, call (978) 266-2525.

## **FACILITIES AND TRANSPORTATION**

The district continues to demonstrate strong leadership in energy efficiency with multiple benefits, including reduced costs, learning and leadership opportunities for students, reduced carbon emissions, and national and state recognition. Electricity use has been cut by 29% below our benchmark set in FY2009, with a 20% cut in electricity and natural gas use overall. This success is due to major grant-funded lighting and mechanical upgrades and a focus on energy conservation with strong engagement by staff, faculty and students.

Solar arrays on three school roofs supply 5% of the district's electricity use, and 40% of the electricity purchased from Eversource/NSTAR is certified from renewable sources. The district is actively researching additional opportunities for solar thermal and solar photovoltaic on favorable economic terms. The district's use of conventional fossil fuel-based electricity has been cut by almost 70% over benchmark, given the combination of conservation, efficiency and renewable sources.

A major focus during the past year was implementation of \$286,000 in grant-funded energy efficiency projects awarded to ABRSD through DOER Green Communities state funding and utility incentives (at no cost to Acton taxpayers). New high-efficiency condensing boilers at RJ Grey was the most significant project; as a result, gas use

at RJ Grey dropped 17% last year, while usage went up slightly at other buildings. Other projects completed include (1) tying exhaust fans to building management software at RJ Grey, (2) LED exterior lighting at Conant, Gates and Douglas, and (3) working with granular energy data to boost energy efficiency at ABRHS and RJ Grey.

The district was recently awarded an additional \$340,000 in energy efficiency projects after applying for another round of DOER Green Communities grant funding and utility incentives. The projects receiving funding include (1) upgrading to LED interior lighting at McCarthy-Towne, Merriam, RJ Grey and the ABRHS pool, (2) improving HVAC efficiency at the Parker Damon Building, (3) improving energy efficiency for the district's main server room, and (4) WiFi thermostats for modular classrooms. Implementation of these projects is currently underway.

Compostables and recyclables are captured in several of our cafeterias (and all kitchens) with the active support of students coaching their peers on how to sort their stuff. This program is in place at ABRHS, McCarthy-Towne, Merriam and Conant. This has led to cost savings and a dramatic reduction in solid waste since compostables and recyclables make up 80% of the waste stream from the cafeterias & kitchens if captured appropriately. In addition, single stream recycling is in place in all of our offices and classrooms with support from student teams.

Student Green Teams are active in all of our schools, helping to promote energy conservation and/or recycling and composting. We encourage and support the engagement of our students in helping to build a culture of conservation in our schools. Several of our schools were recognized with national and state awards this year for excellence in energy conservation and energy education from the National Energy Education Development Project (NEED).

## **IN CONCLUSION**

With a school system such as ours, which strives to provide rich, robust and enriching educational experiences for our students, both in and out of the classroom, it is impossible to capture in words all of the past successes within a single school year. However, this 2014-15 Town Report attempts to share with the citizenry of Acton and Boxborough a glimpse into some of the highlights of which we are proud.

The success of any educational institution, at any level, comes about as a result of a number of factors and is never due to one single thing alone. That statement could not be any more true for this institution, an organization that absolutely thrives on the strong collective commitment of staff, students, parents/guardians and our extended com-

munity alike. As your new Superintendent throughout the inaugural year of regionalization, I had the good fortune to come to learn first hand the incredible joy that our students take in coming to school each day. At the same time, I also had the pleasure to observe that this is overshadowed only by the incredible joy that our staff takes in helping our students realize their full potential.

Glenn Brand  
 Superintendent of Schools  
 On Behalf of the School Committees  
 January 2015

**2013-14 Includes Acton Public, Boxborough Public & Acton-Boxborough Regional School Districts**  
**2014-15 Represents the newly expanded PreK-12 Acton-Boxborough Regional Schools**

**Number of Certified Staff**

Grade	Projected	
	13-14	14-15
K-6	219.42	216.72
JH	73.80	73.80
HS	152.05	152.15
System Wide	10.10	8.00
Totals	455.37	450.67

Funded by "school choice" included 2.8 FTE 2.8 FTE

**Number of Non-Certified Staff**

Grade	Projected	
	13-14	14-15
K-6	136.23	135.36
JH	25.22	25.76
HS	42.30	40.30
System Wide	73.90	71.90
Totals	277.65	273.32

**Number of Students**

Grade	Projected	
	13-14	14-15
Preschool	48	52
K	327	317
1	359	350
2	382	372
3	433	397
4	439	438
5	428	449
6	429	433
O.D.SPED K-6	31	35
Total	2876	2843

"School Choice"/tuition students included ->

	69	65
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7	468	424
8	463	467
O.D.SPED 7-8	10	10
Totals	941	901

"School Choice"/tuition students included ->

	16	14
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9	475	453
10	486	467
11	482	475
12	517	466
O.D.SPED 9-12	41	41
Totals	2001	1902

"School Choice"/tuition students included ->

	32	35
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**Class Size Information\***

Class Size Average	13-14
Boxborough K-6	18.85
Acton K-6	22.80
JH	22.32
HS	22.00

Class Size Range	
Boxborough K-6	16 to 22
Acton K-6	20 to 25
JH	14 to 27
HS	1 to 56

**Number of Classes Below 20/Above 25**

Boxborough K-6	14/0
Acton K-6	0/0
JH	25/10
HS	125/105

\* Class size information for 14-15 can only be determined once students are assigned

**Acton-Boxborough Regional School District  
Proposed FY'16 Budget Summary by Character Code**

	<b>FY15 Budget</b>	<b>FY16 Recommended Budget as Approved 2-12-15</b>	<b>% Increase FY15 to FY16</b>
Salaries, Teaching - 01	\$31,924,482	\$33,078,855	3.62%
Salaries, Principals - 02	\$2,109,446	\$2,188,065	3.73%
Salaries, Central Administration - 03	\$1,048,045	\$1,068,125	1.92%
Salaries, Support Staff - 04	\$8,469,123	\$9,040,355	6.74%
Salaries, Athletics - 05	\$497,703	\$520,643	4.61%
Salaries, Buildings - 06	\$709,164	\$719,691	1.48%
Salaries, Custodial - 07	\$1,495,839	\$1,471,234	-1.64%
Salaries, Home Instruction - 08	\$17,044	\$20,000	17.34%
Salaries, Miscellaneous Pupil Services - 09	\$1,411,089	\$1,499,675	6.28%
Salaries, Subs Miscellaneous - 11	\$186,093	\$222,781	19.71%
Salaries, Subs Instructional - 12	\$524,516	\$530,508	1.14%
Salaries, Overtime - 13	\$242,855	\$242,855	0.00%
Stipends, Curriculum/Instruction - 14	\$112,211	\$168,283	49.97%
Fringe, Course Reimbursement - 15	\$56,000	\$56,000	0.00%
Fringe, Health Insurance - 16	\$7,595,271	\$8,343,695	9.85%
Fringe, Health Insurance, Retiree - 17	\$904,093	\$924,241	2.23%
Fringe, Life/Disability Insurance - 18	\$28,583	\$38,000	32.95%
Fringe, Unemployment Insurance - 19	\$25,000	\$25,000	0.00%
Fringe, Workers Compensation - 20	\$339,446	\$348,412	2.64%
Fringe, Middlesex County Retirement System - 21	\$1,756,208	\$1,961,424	11.69%
Fringe, Medicare - 22	\$817,453	\$846,064	3.50%
Contributions, OPEB Trust Fund - 23	\$506,000	\$700,000	38.34%
Instruction Supplies - 24	\$941,664	\$1,116,075	18.52%
Instruction Textbooks - 25	\$282,195	\$278,710	-1.23%
Instructional, Library - 26	\$57,725	\$59,435	2.96%
Other, Capital Outlay - 27	\$541,629	\$335,459	-38.06%
Other, Debt Service - 29	\$1,847,734	\$1,920,743	3.95%
Other, Property/Casualty - 30	\$98,924	\$106,369	7.53%
Other, Maint Buildings/Grounds - 31	\$582,748	\$715,048	22.70%
Other, Maintenance Equipment - 32	\$192,906	\$146,470	-24.07%
Other, Legal Service - 34	\$128,650	\$150,000	16.60%
Other, Admin Supplies - 35	\$816,320	\$808,198	-0.99%
Other, Athletic Supplies - 36	\$67,502	\$53,666	-20.50%
Other, Custodial Supplies - 37	\$145,984	\$157,984	8.22%
Other, Sped Transportation - 38	\$1,340,411	\$1,528,647	14.04%
Other, Student Transportation - 39	\$1,165,457	\$938,300	-19.49%
Other, Travel, Conferences - 40	\$90,149	\$89,186	-1.07%
Other, Sped Tuition - 41	\$5,213,514	\$5,269,951	1.08%
Other, Utilities - 42	\$1,730,472	\$1,630,499	-5.78%
Other, Telephone - 43	\$148,285	\$144,045	-2.86%
Other, Sewer - 44	\$287,191	\$287,191	0.00%
<b>GRAND TOTAL</b>	<b>\$76,455,124</b>	<b>\$79,749,882</b>	<b>4.31%</b>

# MINUTEMAN HIGH SCHOOL

## Introduction to the School

Minuteman High School is an award-winning regional high school located in Lexington, just west of Boston, in a sweeping 16-town district rich in Revolutionary War history.

Minuteman offers career and technical education in more than one dozen majors, ranging from carpentry and cosmetology to biotechnology and engineering technology. It couples that with rigorous academic instruction, including Advanced Placement courses.

Minuteman gives its graduates a competitive edge in the new global economy by providing them with a high-quality career and technical education, integrated with a rigorous grounding in mathematics, English, science, and social studies. Minuteman offers a wide selection of academic courses and programs, including foreign languages (Spanish, French and Latin), art, and Girls in STEM (Science, Technology, Engineering, and Mathematics). The school offers a wide range of sports and does not charge any fees to participate.

In a typical year, more than 60% of Minuteman's graduates pursue college or advanced training.

The Minuteman district includes 16 member communities: Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Dover, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland, and Weston.

Minuteman High School is an accredited member of the New England Association of Schools & Colleges (NEASC).

## A Look Back at 2015

The year 2015 was a busy one at Minuteman.

The school saw major changes in its leadership team, took several steps to advance its long-planned and long-awaited building project, secured state grants to support its programs, established a highly popular Girls in STEM Camp, refocused marketing efforts on recruiting in-district students, received awards for student academic and trade successes, saw improvement in its MCAS scores, assisted non-profit community groups and towns with a host of projects, and secured approval of its budget from each of the 16 towns in the district.

## Leadership Changes

Minuteman saw major leadership changes during 2015 with the appointment of a new Principal, Assistant

Principal, Director of Outreach and Development, and Director of Special Education.

John "Jack" Dillon III, who served as the school's Assistant Principal for nine years, was selected as Principal. Mr. Dillon has worked in education for 25 years. Before working at Minuteman, he served as Assistant Principal at Maynard High School and as a health teacher and acting Assistant Principal at Burlington High School. He earned a Master of Education degree from Cambridge College. He holds a B.S. in Education from Bridgewater State University.

He was one of 34 persons who applied for the Principal's position. He succeeds Ernest F. Houle, who was appointed Superintendent-Director at Assabet Regional Vocational Technical High School in Marlborough.

George M. Clement, a long-time educator and finalist for a national teaching award, was selected to succeed Mr. Dillon as the new Assistant Principal / Director of Admissions.

In his new role, Mr. Clement is responsible for letting seventh- and eighth-grade students and their families know about the high-quality educational opportunities available at Minuteman. He will meet annually with hundreds of potential applicants and be in overall charge of the school's admissions process. He will also be coordinating a variety of career development activities intended to give middle school students an opportunity to experience career and technical education and get a sampling of STEM (Science, Technology, Engineering and Math) initiatives.

Mr. Clement has been at Minuteman since 2009 as a Reading Specialist. In 2014, he was named a finalist for Scholastic Company's "All-Star Educator Award" for reading.

He holds a B.A. in History/Education from Merrimack College in North Andover and a Master of Education in Special Needs from Simmons College in Boston.

Steven C. Sharek was appointed in January as the school's Director of Outreach and Development. Mr. Sharek previously served as Superintendent-Director at Montachusett Regional Vocational Technical High School, as a Communications/Grants Coordinator and Cluster Coordinator at Greater New Bedford Regional Vocational Technical High School, and as the Assistant Dean of Academic Services at Southern New England School of Law (now UMass Dartmouth School of Law).

He previously served as a radio news reporter, assistant to the Mayor of New Bedford, City Councilor and Council President in New Bedford, and Town Moderator in Dartmouth.

Mr. Sharek holds a B.A. in English from UMass Dartmouth, a Master's in Educational Leadership from Bridgewater State University, and a Juris Doctor from Southern New England School of Law.

He succeeds Brendan Dutch, who served as Director of District Communications, and left for a position at the State House.

In October, Amy Perreault was appointed interim Director of Special Education, succeeding Kevin Lynn. Ms. Perreault has served as the Supervisor of Special Education at Minuteman since February of 2014. Prior to that, she served as Student Programs Support Administrator in the Fitchburg Public Schools. She has 15 years of experience in the field of education, having worked for Chapter 766 schools, residential and group home facilities, and in public schools in both California and Massachusetts. She has served as an adjunct faculty member for the University of Southern California and for Merrimack College. She is a Licensed Independent Clinical Social Worker. She holds a Bachelor's degree from Merrimack College in North Andover, a Master of Social Work from Simmons College in Boston, and a Doctor of Education in Educational Leadership (Ed.D.) from San Diego State University in California.

A formal search for a permanent Director was scheduled for later in the fall.

### **Building Project Advances**

A long-planned building project took major steps forward during 2015.

On February 6, Minuteman's School Building Committee announced preliminary cost estimates for four alternatives: renovating the school with state financial help, renovating and expanding with state help, building a new school with state help, and building a new school and demolishing the old one with state help. In addition, a subcommittee released a cost analysis for a self-funded model that would be required if the state-funded project is rejected. According to Kaestle Boos Associates, Inc., the project architect, new construction is the least expensive of the options. A minimum of 40% of the estimated \$144.9 million project cost would be borne by the state. The maximum estimated district share would be \$86.9 million.

On March 11, the School Building Committee launched a series of public presentations and information-gathering meetings. The first meeting was held in Acton. During its presentations, Committee members stressed three reasons to take action: current problems with the building's condition must be addressed, the school's educational programming could be enhanced in a better physical plant, and the school's accreditation is in jeopardy solely because of the condition of the building.

On April 30, the School Committee held its final public presentation, this one in Arlington.

On May 11, the School Building Committee voted to recommend construction of a new school.

On May 19, the Minuteman School Committee endorsed construction of a new school as its "preferred option" for addressing current facilities issues; creating an educational environment that best meets the needs of students, teachers, and employers; and ensuring continued accreditation. The committee also authorized Skanska USA, its project manager, to submit supporting documentation to the Massachusetts School Building Authority (MSBA) by June 11.

On August 6, the MSBA unanimously endorsed the building of a new 628-student Minuteman High School on district land adjacent to the existing school. The MSBA Board of Directors voted 4-0 in favor of the district's "preferred solution" – construction of a new \$144.9 million school for 628 students. The board authorized the school to prepare detailed schematic drawings for the new building.

"This is a huge step forward," said Ford Spalding, chairman of the Minuteman School Building Committee. "Now it's time for everyone in our member communities to rally around this project and protect the \$58 million that MSBA is offering to invest."

The new high school, which would be built in the Town of Lincoln on land owned by the District, would be funded by the MSBA and the 16 district towns. The MSBA would pay a minimum of 40% of eligible costs.

The new school would be smaller in size than the current school, with fewer students, but would still offer a host of advanced career and technical education programs designed to meet the region's current and emerging workforce needs.

State Treasurer Deborah Goldberg, who chairs the MSBA board, delivered an impassioned plea supporting vocational technical education and the value of schools such as Minuteman across the Commonwealth. "There's a direct connection between these schools and sustainable economic development in the state," said Treasurer Goldberg. She described Minuteman as a "magnet" for students who will be filling 21st century jobs. "We need to move forward," she said, "because of what it means to the state and our future." Once parents begin to see the connection between vocational technical education and high-paying jobs, she said she would not be surprised to see Minuteman back at the MSBA seeking to expand.

In a four-page memo provided to the Board of Directors, MSBA Director of Capital Planning Mary Pichetti outlined a series of reasons why the MSBA staff was recommending approval of the Minuteman project. Among other things, she said vocational technical education plays an important role in the economic future of the state; Minuteman is an important educational resource for students; the school's Educational Program Plan is "comprehensive", demonstrates demand for proposed programs, and aligns with evolving trends in employment; and there is a need for capital investment in the existing facility.

The July 21 memo also noted that new state regulations establish a capital fee to be added to non-resident students' tuitions and an additional fee for non-resident students enrolled in special education. According to the memo, this change "...addresses one of the District's long-standing concerns regarding its member's share of supporting non-resident students."

The MSBA memo strongly endorsed the planned 628-student school. It also indicated that a school with an enrollment of 600 is the smallest school the agency would be willing to commit state funds to.

"The District has worked with its School Committee to craft a fiscally responsible plan that downsizes the school to avoid over-reliance on non-member enrollment while still maintaining a high quality vocational and academic curriculum," wrote Ms. Pichetti. She said a school of 435 students "is not operationally sustainable and would not meet the District's educational goals." According to Ms. Pichetti, "[t]he MSBA would not be able to support the construction of a high school with a design enrollment less than 600 students due to the diseconomies of scale affecting the cost and the ability for the District to deliver its desired curriculum."

Ms. Pichetti said a review of enrollment and application data "... demonstrate sufficient demand for program offerings to ensure the facility will be utilized."

State Representative Carmine L. Gentile (D-Sudbury) and Representative Alice Peisch (D-Wellesley) both spoke to the MSBA board, noting that some town officials still had concerns about the size of the planned school and how it's going to be funded. However, both also acknowledged the need for a new school.

### **Schematic Design Process Completed**

Following the MSBA vote, Superintendent Edward Bouquillon scheduled a series of meetings with stakeholders to get their input on the project.

Working with a team of architects from KBA Associates, Dr. Bouquillon engaged students, faculty and staff members, business leaders, parents, community representatives, the School Building Committee, and the School Committee in shaping the design of the new school.

A completed schematic design was submitted to the MSBA on December 1.

### **Setting the Stage for Project Bonding**

On December 22, the Minuteman School Committee took two votes that many town officials viewed as important to the project's ultimate success.

The committee voted 13-0 to approve consensus amendments to the Minuteman Regional Agreement. Members voted 14-0 to negotiate an intermunicipal agreement with the Town of Lincoln which will serve as host community for the new school.

The Minuteman School Committee postponed a vote to bond for the project until no later than February 23, 2016.

### **Local Funding Approval Still Needed**

Minuteman must still secure local approval for the project.

The Minuteman School Committee has been discussing how best to proceed. State laws allows two options: consideration by Town Meetings in each of the 16 member towns or approval through a one-day district-wide referendum. As the year drew to a close, no decision had been made.

Building Committee chair Ford Spalding has stated frequently that it's important to preserve MSBA's base reimbursement rate of more than 40%. "If we turn down this project," Mr. Spalding says, "the costs to our towns of repairing the building will far exceed what we're going to invest in building a new school."

A Building Committee Subcommittee estimated that repairing the school piecemeal would be almost twice as expensive as building a new school, take 10 years or more to complete, be more disruptive to students, probably hurt enrollment, and likely lead to the loss of Minuteman's accreditation.

### **Poll Shows District Voters Support New School**

Voters in the Minuteman High School district support the school, its programs, and a proposal to replace the school with a new building – and they do so in big numbers, according to professional research poll. The poll of 400

registered voters was conducted by nationally-recognized pollster David Paleologos of DAPA Research Inc. in late August. It has a margin of error of +/- 4.9 percentage points.

The poll, which was commissioned by Minuteman, was designed to gauge voters' sentiment about the school and the quality of its programs, their awareness and level of support for a proposed building project, and the factors that most influence voters' opinions.

"This poll shows that there's a strong positive feeling in the district about Minuteman High School and its programs," said pollster David Paleologos, head of DAPA Research Inc.

"There's a clear willingness to build a new school," Paleologos said. "And this support crosses all demographics: gender, income, age, area, and even political party. These are overwhelming numbers, and the type of results we don't see very often."

Some 78% of voters polled indicated positive or very positive feelings about the school, with only 2% indicating they had negative feelings. Sixty-four percent (64%) indicated they had positive or very positive feelings about the quality of the vocational-technical programs at Minuteman, with just 2% indicating negative feelings.

The poll showed overwhelming support for construction of a new school. Some 68.5% indicated they would vote to build a new school, 23% were undecided, and 8.5% indicated they would oppose it.

Intensity of support for a new school was higher than intensity of opposition, according to Mr. Paleologos.

Keys factors influencing voters decisions were impact on students (31%), impact on tax bills (22%), and condition of the existing building (16%).

By a margin of 46%-39%, voters indicated that they would prefer to see a decision about the project made by voters during a district-wide ballot, instead of by individual Town Meetings in each of the 16 Minuteman towns. Some 76% of those preferring a district-wide ballot favored building a new school; 63% of those preferring Town Meeting approval favored building a new school.

The live telephone poll was approved by the Minuteman School Committee in July and was conducted by DAPA Research August 25-28. Before the survey got underway, the polling questions were submitted to the Massachusetts Office of Campaign and Political Finance for approval.

During the spring of 2015, the Minuteman School Building Committee hosted public presentations in 15 of its

16 member communities and solicited input on five options, including renovation of the existing school, renovation and addition, and construction of a new school. Of those who completed written or online surveys, 89.1% of the respondents preferred construction of a new school.

### **New State Regulations Help District Taxpayers**

The Board of Elementary and Secondary Education this year adopted new state regulations covering vocational technical education. While not all of the regulatory changes are helpful to Minuteman High School, two changes are big "wins" for taxpayers in the Minuteman school district.

One change established a capital fee for out-of-district students. Another established a special education fee for out-of-district students receiving special education services.

These regulatory changes are the direct result of efforts by Minuteman to allay concerns from the district's member communities about the costs of providing educational services to out-of-district students.

With the full support of the Minuteman School Committee, the Superintendent worked with the Department of Elementary and Secondary Education to pursue a change in state regulations to allow Minuteman to assess a capital fee. The state Board adopted the new regulations on February 27. Those regulations call for both a capital fee and a special education fee.

The Minuteman School Committee and School Administration both support charging a capital fee for out-of-district students. We recognize that the new capital fee is a huge "win" for district taxpayers.

### **Why A New School?**

The Minuteman facility is more than 40 years old. Its building systems – structure, electrical, mechanical, roofing, windows and exterior cladding – are at the end of their life and are failing fast. The facility falls far short of meeting today's standards to support the planned educational curriculum, and it falls short of meeting current requirements for energy efficiency, life safety, air quality, seismic loading (earthquake resistance) and ADA compliance for accessibility, to name a few.

Minuteman's facilities can no longer keep pace with the instructional and program needs. For any technical school, it is imperative to maintain a current facility and curriculum. Minuteman facilities must be updated so as to support current needs and be flexible enough to meet future needs. The current conditions of the facility are an obstruction to delivering a high performance technical edu-

cation and developing an adequate workforce. Minuteman is a community regional education resource effective in developing secondary students, and (re)training the existing workforce for the local and regional economy.

The approximately 330,000 square foot core structure was built in the early 1970's under a design concept known as the Open School. The exterior wall is jumbo masonry brick veneer with airspace and insulated cavity space with backup CMU wall assembly. The interior finish is either painted, furring with painted gypsum board or wall-mounted acoustical panels. There is no air and vapor barrier indicated in the wall construction does not comply with current code-mandated minimum performance standards. The exterior wall envelope is insulated metal panel with continuous single pane glazing on the upper portion of the exterior walls. The metal panel is acting as the air and vapor barrier. This wall construction does not comply with current code-mandated minimum performance standards. While some work has been done over the past few years to repair and upgrade certain parts of the building, the majority of the structure still comprises original materials and systems.

In anticipation of a major upgrade of the facility to meet the newly approved Education Program Plan, spending on maintenance work has intentionally been limited to critical work only. Consequently, preventive maintenance has been deferred and has accumulated to the point where much of it must now be considered critical. Coupled with the requirement to bring the building up to code, the scope of work that will need to be done as quickly as possible is enormous.

The condition of the school building has been the focus of attention for the New England Association of Schools and Colleges (NEASC) since its visit to the school in 2009. It was the reason NEASC scheduled a follow-up "Focused Visit" in 2011 to review the status of the areas of concern. Rather than finding improvement as the evaluators had expected, the conditions had continued to deteriorate. In its Focused Visit report on the visit in May 2014, NEASC's Commission on Technical and Career Institutions rated the school facilities as "Needs Improvement." NEASC has placed Minuteman's accreditation on "Warning" status solely due to the condition of the building.

#### What Education in the New School Will Look Like

In the new school, there will be two Career Academies and a Shared House providing services and programs for all students. The Career Academies will include 16 state-approved Chapter 74 programs offering 21 career majors. These career vocational technical education (CVTE) majors are designed to match current and emerging labor market needs of the region. The new Educational Program Plan adjusts current program offerings through the phase out of two CVTE programs, the merging of two programs,

and the creation of two new CVTE programs: Advanced Manufacturing & Fabrication and Multi-Media Design and Engineering.

Engineering, Construction, and Trades Academy  
Advanced Manufacturing & Fabrication (New)  
Electrical  
Plumbing and Heating  
Carpentry and Construction  
Automotive Technology  
Multi-Media Design and Engineering (New)  
Robotics and Automation  
Programming and Web Development  
Design and Visual Communications  
Life Sciences and Services Academy  
Culinary Arts and Hospitality  
Early Education and Teaching  
Cosmetology and Barbering  
Health Services  
Environmental Science and Technology  
Biotechnology Horticulture and Landscaping Technology

This reorganization of the CVTE programs into two Career Academies is in response to the current and projected changes in the workforce. The entire Minuteman community, students, staff, faculty, parents and business advisory members have been involved in the development of this model. The new school is clearly the best selection to support the reorganization in a manner that enhances our school wide goal of deeply integrating academic and vocational curriculum. The original building was designed to separate the disciplines. This runs directly counter to the District's priority that programs work together, not in isolation. The existing facility contains six levels/floors. This further separates students and programs making the integration of curriculum impractical or inefficient in most instances.

The new Educational Program Plan necessitates an integrated delivery of educational programming across all disciplines. Relevant programming that prepares young people for college and career will increase the demand overall for access to Minuteman. Numerous research publications have documented the growing need for high schools to address the career development of all students in order to create a return on the weighty college investment facing families in our District. Minuteman students develop experience through integrated academic and technical training in their chosen field before they enter postsecondary institutions.

The Educational Program Plan reflects CVTE Programs and career majors that are valued by our member communities because they give our students an advantage in knowing their skills and interests related to their college

major selection. The Career Academies, once fully implemented in a new facility, will facilitate the integration of academic and CVTE curriculum, a fundamental element in the District's philosophy. The Career Academy model was an outcome of an extensive planning and visioning effort that took place over the 2010-2012 school years and reaffirmed through professional development activities in 2014-2015. It was determined that the Career Academy model had several advantages that supported our core beliefs as a school community. This model not only facilitates the integration of academic and CVTE curriculum, it supports the logical adjacencies that enhance the learning experience for students in different occupational training programs that are related to one another within the same academy. It also provides opportunity to locate programs within academies near programs that have combined project-based learning activities.

The new school will also substantially improve lab space for Robotics, Engineering and Automation; Environmental Science and Technology; Culinary Arts and Hospitality; and Health Assisting, allowing students to access high-level curriculum.

The Shared House will provide core programming that is accessed by all students, regardless of career major. This is best done in a central location. The Shared House will contain a variety of programming common to both Academies. It will continue to offer Advanced Placement (AP) classes, foreign languages, music, art, and a rigorous offering of college prep classes.

Academics comprise English (AP English Literature and Composition), Mathematics (AP Calculus A-B), Humanities (History, Civics, Psychology, Languages, Art, Music), Science (Biology, Chemistry, Physics, Applied Physics, Anatomy and Physiology, Nutrition), and Physical Education. The Shared House contains programs and services that most high schools offer, such as advanced placement classes, health and wellness (nursing) services, physical education, guidance and media (library) services. Guidance and career counselors are assigned by Academy and CVTE Program, not by alphabet or grade level. This affords traditional guidance staff with the opportunity to deliver services to students in a manner that is reflective of student interests within a career major.

### **Minuteman Secures State Grants**

Minuteman High School secured nearly \$150,000 in separate competitive grants to supplement its budget and support its programs.

Minuteman was awarded an \$88,970 state grant to expand its Biotechnology program and give students a competitive edge in one of the state's fastest-growing

industries. The grant was one of six awarded by the Massachusetts Life Sciences Center to schools in the MetroWest region.

The grant will allow Minuteman's Biotechnology program to purchase biotech equipment and supplies, including Bioreactors and Bio Commanders software. This will make more equipment available to more students, allow the school to simulate industry environments or "wet labs," and increase the teaching of process control, an essential skill in any biotech career. The Bioreactor and accessories will allow Minuteman students to grow transformed cells to mimic the procedures used in industry.

Minuteman's Biotechnology program allows its students to explore and research the many careers in the biotech industry, including bio manufacturing technician, research and development scientist, and biomedical engineer. The four-year program includes aseptic techniques, microscope use, applied genetics, marine biology, microbiology electrophoresis, basic instrumentation, molecular biology and DNA, writing standard operating procedures, immunology, protein chemistry, proteomics, statistical process control, and sustainability and green techniques.

Biotech students at Minuteman can earn up to 11 college credits at Middlesex Community College while still in high school. These credits are transferrable to a four-year state university.

According to industry figures, the number of Biotechnology research and development jobs grew faster in Massachusetts than in any other state in the nation.

Minuteman operates a highly-regarded Technology Outreach Program in several middle schools in the Nashoba Regional School District and the Acton-Boxborough School District. The Outreach Program serves as a pipeline for students interested in careers in STEM (Science, Technology, Engineering, and Mathematics).

In July, the school was awarded a competitive state grant of \$59,940 to purchase three training simulation systems for students learning welding.

These high-tech systems will enhance instruction in the metal fabrication and joining technologies, freshman exploratory and advanced manufacturing programs. Advanced Manufacturing is a new program that will start being phased-in during the 2016-17 school year. These machines provide a sophisticated virtual simulation of what it's like to actually do welding. Students using the machines wear a welder's helmet and have a realistic experience that is safe, educational, and utilizes fewer materials.

By using simulators, the potential for students to sustain burns and eye injuries, both of which are ever-present dangers in welding, is eliminated; electrical consumption and hazardous gas emissions from welding are lessened or eliminated; students tend to respond enthusiastically to the virtual aspect of these simulators, which reminds them of video games and can make the welding profession exciting. In addition, teachers can more effectively train students, track their progress, more accurately pinpoint their errors, and improve the quality and extent of the feedback students receive.

### **State Treasurer Visits Girls in STEM**

Minuteman's Girls in STEM Career Exploratory Camp got a visit from a top state official: State Treasurer Deborah Goldberg.

During a visit to the school August 5, Treasurer Goldberg observed what these seventh- and eighth-grade girls were doing and learning, frequently interacting with them and asking many pertinent questions. She said the girls are being empowered "so they can realize their own dreams and make a difference" in the state's economy, especially in burgeoning, 21st Century fields such as health care, finance, high-tech and biotechnology that are largely dominated by men.

The weeklong Girls in STEM Career Exploratory followed up on the success of the first Girls in STEM Camp ever held at Minuteman in February. Both programs featured hands-on learning experiences for the participants, who were mentored by Minuteman Girls in STEM Club members who themselves are mentored by women in STEM careers. The Girls in STEM Career Exploratory was attended by 34 middle school girls from Arlington, Bolton, Dracut, Everett, Lexington, Lincoln, Newton, Weston and Woburn.

"What we're doing is answering a need out there," said Michelle Roche, Minuteman's Director of Career and Technical Education. With Engineering instructor Becky Quay and Horticulture/Landscape Technology instructor Sarah Ard, she has played an integral role in establishing these new STEM opportunities for female students at Minuteman.

Goldberg's visit began with a presentation about Girls in STEM by Minuteman students Julia Ruderman of Arlington, Alicia Benway of Waltham and Tristin O'Connor of Bolton.

The Treasurer visited four classrooms, one devoted to each STEM area, where activities were underway. She asked the students to discuss the experiments they were conducting and plunged in with gusto when it was her turn

to take part. In the math classroom, Goldberg was invited to blow into a long plastic tube to demonstrate her lung capacity by seeing how much water she could displace. After she did so, the students calculated how much water she displaced.

Treasurer Goldberg asked why the students came to this STEM program. All agreed that they liked the females-only aspect of it. Several told her that they plan to pursue STEM careers. One declared she loves science.

Many local officials, members of the Treasurer's office, and Minuteman staff were present for Treasurer Goldberg's visit. They included Arlington Town Manager Adam Chapdelaine; Lexington School Superintendent Mary Czajkowski; State Representative Carmine Gentile (D-Sudbury); Jordan Eldridge, aide to State Representative Kate Hogan (D-Stow); Minuteman School Committee members David Horton of Lexington and Cheryl Mahoney of Boxborough; Needham Selectman Dan Matthews, and Laurel Bufano and Harriet Wong of the Belmont Burbank Elementary PTA.

### **New Recruiting, Retention and Marketing Efforts**

Minuteman retained the services of Mark C. Perna, a nationally recognized expert in recruiting and retaining students in vocational-technical schools. Mr. Perna is the founder of Tools for Schools of Columbus, Ohio.

Throughout the year, he worked with a team of administrators, faculty and staff members led by Assistant Principal George Clement. They developed a comprehensive recruiting and marketing campaign to increase applications and enrollment from our member towns. With his help and concerted efforts by the entire staff, Minuteman is going to attract and retain more of the right students in the right programs for the right reasons. As a result of doing this, the school will enroll more students, retain them in greater numbers, and attain higher graduation rates. The right student is one who is motivated, dedicated, sees the light at the tunnel, and wants to get there.

With Mr. Perna's help, Minuteman is changing its messaging to emphasize the advantage of a career technical education: students receive rigorous academic instruction and earn significant professional credentials that prepare them for college and career.

Further, Minuteman has redesigned and refocused many of its recruiting activities and the timeline used to deliver them. Among other things, the school has redesigned its ninth-grade exploratory program to give freshmen more freedom programs they really want to explore in depth. These changes will allow students to make educated and thoughtful decisions regarding which career path to choose. This will lead to a more streamlined educational

experience and ultimately increase student retention rates.

Finally, the school has taken initial steps to simplify its admissions process by creating an online application system and developed a new 4-minute recruiting video to be shown to middle school students. The video was produced by Andrew Mudge of Black Kettle Films.

## **Student Awards**

### **Massachusetts SkillsUSA Competition**

Twelve students from Minuteman High School received medals -- four gold and eight bronze -- in a state-wide skills competition. The students earned the medals at the SkillsUSA State Leadership and Skills Conference held in Marlborough from April 30 to May 2. Fifty-nine students from Minuteman took part in the event.

SkillsUSA allows students in career and technical education to compete in a host of technical and leadership competitions.

The medalists were Sarah Joseph (Arlington), bronze medal in career pathways showcase – health; Aiblinn Moore (Medford), bronze medal in telecommunications cabling; Caitlin Monagle (Wellesley), gold medal in community action project; McKenzie Hartman (Sudbury), gold medal in community action project; Alison Beucler (Medford), bronze medal in OSHA; Rachel Sheehan (Malden), bronze medal in OSHA; Kentra Vellom (Sudbury), bronze medal in OSHA; Danny Lessard (Medford), gold medal in Plumbing (postgraduate), Robin Verheyen (Harvard), bronze medal in commercial baking (postgraduate); Collin Kelly (Sudbury), gold medal in action skills; Kaleena Gullede (Watertown), bronze medal in career pathways showcase – health; and Allison Kirk (Saugus), bronze medal, career pathways showcase – health.

Michaela Ganimian (Stow) was elected to serve as a SkillsUSA State Officer next year, and Minuteman's SkillsUSA Chapter adviser Terry Regan was named Adviser of the Year. Engineering technology instructor Becky Quay and the following Minuteman students in the STEM (science technology, engineering and math) program were given special recognition as the SkillsUSA National Grand Prize winners for their Student2Student mentoring program: Nakeyra Santos (Lexington), Tanisha Santos (Lexington), Rachel Touns (Boxborough), Alicia Benway (Waltham), Channon Lessard (Medford), Alison Beucler (Medford), Anastasia Monich (Boxborough), Hannah Whitney (Acton), Emma Clemente (Medford), Tristin O'Connor (Bolton), Michaela Ganimian (Stow), Diana Perez (Everett), Sarah Joseph (Arlington), Julia Ruderman (Arlington), Kaleena Gullede (Watertown), and Alice Hawkes (Waltham).

## **National SkillsUSA Competition**

Minuteman High School accepted a grand prize for its Girls in STEM program and a Minuteman student earned a silver medal during the 51st annual SkillsUSA National Leadership and Skills Conference in Louisville, Kentucky.

Minuteman's Girls in STEM team was honored with the top award from SkillsUSA's Student2Student Mentoring program. Students Sarah Joseph (Arlington), Kaleena Gullede (Watertown), Julia Ruderman (Arlington), and Alison Beucler (Medford) represented the Girls in STEM. They were joined by teacher advisors Becky Quay and Sarah Ard.

The school's Girls in STEM Club mentored seventh and eighth grade girls, informed them about STEM opportunities, education and careers, and provided them with outstanding female role models. Girls in STEM and Minuteman were each awarded \$500 to continue their work.

Collin Kelly of Sudbury earned the silver medal in the Action Skills competition in which students demonstrate a technical skill to a panel of judges. Collin demonstrated the proper technique for the monitoring and maintenance of ammonia concentrations in a fish tank.

The Community Action Project team of Caitlin Monagle (Wellesley) and McKenzie Hartman (Sudbury) finished fourth, just out of the medals, for their project stenciling storm drains in Wellesley. Danny Lessard (Medford) competed in the postgraduate plumbing category and finished in the middle of a talented group of contestants.

Michaela Ganimian (Stow) attended the Conference as a SkillsUSA State Officer-elect and served as a voting delegate, as did Ms. Joseph and Ms. Gullede.

## **Pioneer Institute Essay Contest**

In May, Minuteman junior Julia Ruderman won first place in the Pioneer Institute's Frederick Douglass Prize Essay Contest for Massachusetts

Ruderman, who lives in Arlington, earned a \$5,000 prize from Pioneer for her essay on the Old Schwamb Mill in Arlington.

The Frederick Douglass Prize Essay Contest for Massachusetts encouraged students to choose from dozens of historic sites across Massachusetts, and develop a clearly organized and well-researched essay drawing on primary and secondary sources, that explains the historical impact and significance, according to the Pioneer Institute.

Old Schwamb Mill on Mill Street is the country's only manufacturer of hand-turned, museum quality oval frames and it is the oldest continuously operating mill site in the United States (c. 1650).

Ruderman essay was selected for first place from 66 essays. An independent panel of judges, including current and former high school history teachers, selected winners.

Minuteman receives \$1,000 for Ruderman's accomplishment as well.

### **Walter J. Markham Award Nominee**

Maria Cid-Pacheco, majoring in biotechnology, was Minuteman's 2015 nominee for the Walter J. Markham Award sponsored by the Massachusetts Association of Vocational Administrators (MAVA) and the Massachusetts Vocational Association (MVA).

The Markham Award, which is named for a visionary leader in the field of vocational technical education in Massachusetts, is bestowed on a senior who has demonstrated "leadership, good school attendance, excellence in technical studies and excellence in academic achievement," according to the guidelines established by MAVA and the MVA.

Cid-Pacheco, an Arlington resident, demonstrated leadership, initiative and dedication, both in and beyond the classroom. She received numerous prestigious awards, such as the Rensselaer Medal from the Rensselaer Polytechnic Institute in Troy, N.Y.; the Bausch & Lomb Honorary Science Award from the University of Rochester and the Future Farmers of America Agriscience Fair gold medal for Environmental Systems.

Cid-Pacheco expressed gratitude to her Biotechnology teachers, Patrick Rafter and Crystal Auger.

### **Outstanding Vocational-Technical Student Award**

Emma Clemente, an environmental science and technology major, was the school's MAVA/MVA Outstanding Vocational-Technical Student of 2015.

She, along with other distinguished student honorees from technical high schools and programs across the Commonwealth, was honored at the annual Outstanding Vocational Student Award Dinner at Mechanics Hall in Worcester on April 15.

The Outstanding Vocational-Technical Student award requires, among other things "a minimum of a cumulative 3.50 grade-point average, leadership qualities, technical competence, excellent attendance and community involvement."

Clemente clearly earned the respect of her environmental science and technology teachers at Minuteman, Patrick Rafter and Anthony Wilbur, who believe she is the "most academically gifted student among the senior class, and among the most reliable and conscientious students in the school."

Ranked in the top 5 percent of Minuteman's 2015 graduating class, Clemente earned her American Red Cross First Aid & CPR Certification, Massachusetts Grade 2 Municipal Wastewater Operator's License, Massachusetts Grade 1 Drinking-Water Treatment Plant Operator's License, OSHA HAZWOPER Certification, OSHA 10-Hour General Industry Safety Certification, and a Confined-Space Entry Certification.

### **MCAS Success**

Minuteman High School improved its performance on MCAS tests this year, with that improvement extending to all disciplines and all student subgroups. Results of the test were reported by the Department of Elementary and Secondary Education (DESE).

"In many cases, the improvement was significant," said William J. Blake, Jr., Minuteman's Director of Curriculum, Instruction and Assessment. "Improvement was particularly significant for our students with disabilities."

Mr. Blake said scores in English Language Arts are the highest in Minuteman school history with a 100% pass rate and 97% of students rating Advanced and Proficient combined, an increase of 12% over last year. Students in all subgroups increased their performance on the ELA test, with 100% of females scoring Advanced and Proficient combined. Students with disabilities exceeded the state average in every standard and question type. Their open-response performance improved by 8%.

On the Mathematics test, Minuteman saw a 93% first time pass rate, with 73% scoring Advanced and Proficient combined, a 4% increase from a year ago. Short-answer responses improved across the board. Students in 9 of 15 subgroups increased their performance. Students with disabilities exceeded the state average in 15 of 17 math strands; their performance on short-answer questions increased by 20%, exceeding the state level by 9%. Their open-response performance exceeded the state by 10%. Students in Title I improved their performance on short-answer questions by 29%. Students in the high needs category improved their performance on short-answer questions by 16%, exceeding the state average.

In Science Technology and Engineering (STE) overall, Minuteman had a 98% pass rate with 69% scoring Advanced and Proficient combined, a 4% increase from 2014.

In Biology, Minuteman had a 98% pass rate, an 8% increase from 2014. Some 70% of those taking the Biology test scored Advanced and Proficient combined, a 9% increase from 2014. Overall, performance in Biology increased for all items, question types and 5 of 6 topics. Students in the economically disadvantaged category exceeded the state average in all items, question types, and 5 of 6 Biology topics. Students with disabilities scoring Advanced and Proficient combined increased by 19%. Students with disabilities improved in all areas and exceeded the state average in all items, question types, and 5 of 6 topics.

For the third consecutive year, Minuteman students who took the Chemistry exam had a 100% pass rate with 74% scoring Advanced and Proficient combined. Those students exceeded the state average in all areas, question type, and 7 of 8 topics.

### **District Enrollment for High School Program**

As of October 1, 2014, Minuteman had 673 students enrolled in its high school day program. Of these, 384 (57.1%) lived in one of the 16 district towns and 289 (42.9%) lived outside the district.

For the high school day program, the breakdown of member town enrollment was as follows: Acton (26), Arlington (146), Belmont (29), Bolton (10), Boxborough (4), Carlisle (8), Concord (12), Dover (3), Lancaster (32), Lexington (40), Lincoln (4), Needham (22), Stow (18), Sudbury (24), Wayland (3) and Weston (3).

For the high school day program, students also came from more than two dozen communities from outside the district: Andover (2), Bedford (4), Billerica (17), Boston (35), Brookline (3), Burlington (2), Cambridge (3), Dedham (2), Everett (6), Littleton (1), Malden (7), Maynard (2), Medford (44), Newton (3), North Andover (2), Reading (5), Revere (1), Saugus (2), Somerville (3), Southborough (1), Stoneham (2), Wakefield (2), Waltham (50), Watertown (63), Wellesley (6), Wilmington (2), Winchester (3), and Woburn (16).

### **Post-Graduate Programs**

The Minuteman Technical Institute (MTI) offers six (6) different post-graduate programs: Advanced Automotive Technology, Building Construction Technology, Cosmetology, Culinary Arts/Baking, Early Education & Care, and Electrical Wiring.

“We provide students with the skills they need to compete successfully for jobs in high-growth industries,” said Jill Asser, Director of Community Education. “They learn from the experts, they learn more, and they get the individual attention they deserve.”

MTI provides students with the required qualifications to confidently seek out and successfully compete for employment. Adults may apply to the MTI programs to hone their skills in a technical area, retrain for new employment, or learn new technical skills. MTI rapidly equips students with the knowledge, self-confidence, and industry certifications to enhance qualifications for their existing career or begin a new one.

MTI’s post-graduate programs follow the regular school calendar and are held from September through June, Monday through Friday, from 7:45 a.m. to 2:30 p.m.

MTI offers interest-free payment plans for all of its programs. In addition, students living in one of Minuteman’s 16 district towns receive a 50% tuition discount.

### **Enrollment in Post Graduate Programs**

As of October 1, 2014, Minuteman had 63 students enrolled in its post-graduate programs. Of these, 26 (41.3%) lived in one of the 16 district towns and 37 (58.7%) lived outside the district.

For the post-graduate program, the breakdown of member town enrollment was as follows

Acton (4), Arlington (6), Belmont (2), Boxborough (1), Concord (4), Lexington (2), Lincoln (2), Needham (2), Stow (1), Sudbury (1), and Wayland (1).

For the post-graduate program, students came from more than 20 communities outside the district: Andover (1), Bedford (1), Belmont (2), Billerica (3), Boston (2), Burlington (1), Cambridge (1), Chelmsford (3), Hanscom AFB (1), Harvard (1), Lowell (2), Maynard (1), Medford (1), Melrose (1), Natick (1), Salem (1), Somerville (2), Tewksbury (1), Wakefield (2), Waltham (5), and Woburn (4).

### **Community Education**

Minuteman Community Education offers more than 100 classes for adults of all ages to start a new hobby, get in shape, or learn a new skill.

Among the notable program offerings are Electrical Journeyman, Master Electrical, Plumbing Tier I, Basics of Personal Finance & Investing, Unconventional Investing, Dump Cable TV, Facebook & Social Networking for Seniors, Intro to 3D Modeling, Monoprinting, Protecting Your Digital Footprint, Soul Food, Student Loan Debt Relief, Universal Design for the Home, Tapas, Vintage Foods, Cake Decorating, Basics of Fondant, and much more.

The Community Education department offers youth programming to students in grades one through eight during the February and April school vacation weeks, which

provides a great opportunity to learn about Minuteman's programs. Additionally, it offers a wide variety of programs for students entering grades 1-12 in the month of July. Community Education offers classes in Academics, Academic Enrichments, Career Exploration, Creative Arts, Sports & Recreation, Technology & Engineering, and Test Prep & Study Skills.

Approximately 2,000 children and adults come through these programs every year.

### **Approval of the District Budget**

In a process that took a full eight months from start to finish, Minuteman's budget was approved by every Town Meeting in its 16 member communities. The new budget covers the period from July 1 to June 30, 2016. The \$19.8 million budget was 0.9% larger than last year's.

Under the leadership of Assistant Superintendent of Finance Kevin F. Mahoney, the annual budgeting process officially begins in October. At that time, Mr. Mahoney asks department heads to submit budget requests, with a draft preliminary budget going to the school committee in December, and meetings with town finance committees, boards of selectmen, and Town Meetings in the spring.

During 2015, the first Town Meeting was held in Lincoln on March 28. The final Town Meeting was held in Bolton on June 8.

The FY 2016 budget begins a multi-year transition to a school with a smaller, 628-student enrollment and slightly fewer career majors. Under the new budget, the school continues to phase-out two vocational/technical programs, merge two programs, and phase-in two others.

The budget eliminates an additional fee to member towns for Special Education. Instead, it incorporates those costs into the overall operating budget.

The new budget puts \$50,000 into a special OPEB Trust Fund to begin to set aside funds for employees' post-retirement health benefits.

### **Minuteman School Committee**

A 16-member School Committee, comprised of volunteers appointed by Town Moderators in each of the member communities, approves the district budget, hires the superintendent, and sets policy for the district.

Four new members joined the School Committee during the year: Pam Nourse of Acton, Vincent Amoroso of Boxborough, Jennifer Leone of Lancaster, and Sharon Antia of Lincoln. Ms. Nourse succeeded Nancy

Banks, who relocated outside the district. Mr. Amoroso succeeded Cheryl Mahoney. Ms. Leone replaced David Mazzola, who resigned. Ms. Antia succeeded Kemon Tschloglou, a long serving School Committee member.

The other members of the School Committee are Jeffrey Stulin of Needham (Chair), Carrie Flood of Concord (Vice Chair), and David Horton of Lexington (Secretary), Susan Sheffler of Arlington, Jack Weis of Belmont, David O'Connor of Bolton, Judith Taylor of Carlisle, Ford Spalding of Dover, Alice DeLuca of Stow, David Manjarrez of Sudbury, Mary Ellen Castagno of Wayland, and Douglas P. Gillespie of Weston.

### **Visit by the District Attorney**

In April, Middlesex District Attorney Marian T. Ryan visited Minuteman to promote the "Cut it Out" program to Cosmetology and Culinary Arts students. Cut It Out is a program designed to train hairdressers, cosmetologists and other professionals to detect signs of domestic violence and report it to appropriate authorities. The initiative is sponsored by the Professional Beauty Foundation.

After the District Attorney made her presentation, Cosmetology students provided free salon services, including manicures and hairstyling, to several women served by two organizations that help victims of domestic violence: the Asian Task Force Against Domestic Violence and REACH Beyond Domestic Violence.

District Attorney Ryan ended the day with a lunch prepared by the school's Culinary Arts students in the school's student-run restaurant, the Fife and Drum.

### **Minuteman Students Work on Community Projects**

Every year, students from Minuteman High School work on projects for non-profit agencies or member communities. During 2015, there were several high-profile projects: housing building in Wayland and Lexington and a greenhouse project at Fenway Park.

On July 13, construction began on a new affordable housing unit development on Fairview Avenue in Lexington. The Lexington Housing Assistance Board (LexHAB) project includes three new units and the renovation of a single-family home. Students from Minuteman will renovate the single-family home, which was built in 1912. Students from the plumbing, electrical, carpentry and heating programs will work on the renovation, which will update the entire building. The four-bedroom home will be converted into a three-bedroom home during the renovation.

Students from Minuteman High School also are working on two duplexes on Stonebridge Road in Wayland.

Built by Habitat for Humanity, the two new dwellings will involve work by two dozen students from Minuteman.

Starting in the fall of 2014, juniors and seniors in the plumbing and electrical programs at Minuteman began installing the plumbing, electrical and heating systems in both buildings. The two buildings, at 91/93 and 95/97 Stonebridge Road, include four units.

Finally, a group of students from Minuteman High School helped construct a rooftop garden at Fenway Park using the skills they acquired in the school's environmental science program. The students helped construct a green roof on top of Gate A for an extensive new garden called Fenway Farms. A variety of herbs and vegetables will be grown there to provide fresh ingredients for food served to Fenway patrons, to promote healthy eating choices, and to be environmentally friendly.

### **Educational Outreach to Member Towns**

Minuteman High School teachers and students participated in a first-of-its-kind educational outreach project designed to enrich the learning experience of seventh graders at the William Diamond Middle School in Lexington.

In the first phase of this outreach, students from Diamond enhanced what they studied in their academic classes, including English, history and health, through a morning of hands-on activities and demonstrations provided by students and teachers from Minuteman. The two-pronged topic — understanding how the industrialization of farming impacts our food supply and knowing how to make healthy nutritional choices — is derived from two books the students have already read.

For the second phase, the middle school students travelled to Minuteman to visit two technical programs of their choice and to shadow Minuteman students to discover the usefulness of career and technical education.

The goal is to show the middle school students how to focus on what they like to do and what they do well.

This project took place at Diamond and Minuteman on May 7 and June 1.

### **Minuteman in the National Spotlight**

Minuteman High School was the focus of national attention at least three times during the year.

First, the school's Girls in STEM program was recognized by SkillsUSA, a national organization that runs trade and leadership competitions for students in career and technical schools. SkillsUSA recognized the value of Min-

uteman's mentoring efforts for Girls in STEM by awarding this initiative the 2015 Grand Prize in the Student2Student mentoring program. Minuteman was recognized at the national SkillsUSA conference in Kentucky.

Second, I authored an article that appeared in the April 2015 issue of *School Administrator* magazine. The article, "Career Skills v. Academics: Not an Either/Or Proposition," can be found at: <http://aasa.org/content.aspx?id=36953>. *School Administrator* magazine is published by the American Association of School Administrators (AASA).

Third, author Nicholas Wyman included a chapter on Minuteman's success in his book: *Job U: How to Find Wealth and Success by Developing the Skills Companies Actually Need*. The book was published in paperback in January 2015.

In September of 2014, Minuteman High School was featured in a national radio broadcast. The American RadioWorks broadcast was called "A 21st-Century Vocational High School" and can be found at <http://www.americanradioworks.org/segments/a-21st-century-vocational-high-school/>.

### **Sports and Clubs**

Minuteman offers a wide selection of clubs and sports and the vast majority of Minuteman students take advantage of these opportunities. Principal Jack Dillon reports that fully 85% of the student body is involved in a sport or participates in a club.

During 2015, two of our athletic teams — the boys' golf team and the boys' basketball team — won state vocational tournaments.

The school also appointed a new Athletic Director: Heather Plater, a Physical Education teacher and softball coach at Minuteman. Plater succeeds long-time Athletic Director John Donato, who resigned from the position at the end of last year. Both will continue to serve as Physical Education teachers at Minuteman.

### **Looking Ahead**

The coming year should be another exciting one at Minuteman High School and I look forward to it with great hope and anticipation. The school's long-planned building project will again be front and center and I truly hope that our 16 member towns will rally around the project, protect the millions of dollars that the state is willing to invest it, and do what's best for our students — and our region's economy. Further, I am eager to start thinking more closely about how best to reuse the old facility in order to maximize the economic and financial benefits to the Minuteman district.

In closing, I wish to offer my personal thanks to the members of the District School Committee, both past and present; members of the School Building Committee; the Skanska/KBA Project Team; our faculty, staff, and students; our alumni; our Program Advisory Committee members; our town and state leaders; the townspeople who attended our community meetings, and the entire staff and board of the MSBA for bringing us to this point in the process. This is meaningful work and I am grateful for the efforts and commitment of my team.

Respectfully submitted,

Edward A. Bouquillon, Ph.D.  
Superintendent-Director

## **ACTON MEMORIAL LIBRARY**

Acton Memorial Library was a center of activity again in 2015. Almost 350 library programs were offered and nearly 6,000 people enjoyed them. Meeting room use increased 8.9% to 925, an all-time high. There were 26 days when more than 1,000 people came to the library.

### **HIGHLIGHTS AND CHANGES**

The library celebrated its 125th anniversary. Special activities included programs on the music, dress, and customs of the Victorian era and on the library's architecture and history. There was also a display of titles from each of the library's 125 years, a timeline of the library's development, and a related quiz. Commemorative travel mugs were commissioned and sold.

There were many staff changes. Danielle Savin was hired as Assistant Director to succeed Ellen Clark, who had retired at the end of 2014. Julie Glendon retired as Young Adult/Technology/Community Services Librarian and Reference Librarian Annie Glater was chosen for the position; Heather Murray was hired as Reference Librarian to succeed Annie. Long-term Circulation Assistant 2 Kaja Michaels left in August; Circulation Assistant 2 Anshu Sood was selected for that benefited position, and Circulation Assistant 1 Kristin Macleod was promoted to the position vacated by Anshu. Amanda Dindal was hired as a Circulation Assistant 1 to fill Kristin's place. Long-term Children's Librarian Marilu Nowlin retired at the end of October and Clare Seaton was hired to succeed her.

In September, the library launched a Speed Reads collection to offer new books in high demand on a first come, first served basis. This replaces the rental collection sponsored by the Friends of the Acton Libraries.

The most significant change to the library's technology was the switch by the Minuteman Library Network from the classic catalog to the Encore interface, which facilitates the search for articles and reviews. The number of holds a user may have at one time increased to 50. The time limit for public computers was increased to 90 minutes in mid-March, and wireless printing capability added in the fall. The per user download limit for the Freegal music service rose to five per week on March 30. Registration capability was added to the library's online calendar, enabling people to sign up for limited attendance library programs from work, home, etc. People who prefer to sign up in person or by phone can still do so.

Programs and classes on technology covered topics such as introductions to Twitter, Pinterest, online genealogy resources, several Google tools, Craigslist, and Facebook; downloading e-books, audiobooks, and music; streaming

movies; using Microsoft Word and PowerPoint; sharing digital photos and using various devices effectively. A drop-in computer help session is offered once or twice a month.

The Children's Room continued to be an active area. In addition to three story times a week through most of the year, programs included a Stuffed Animal Picnic, Chinese Brush Painting and cookie decorating workshops, Origami for Beginners, a wildlife program and, in keeping with the Summer Reading Program theme 'Every Hero Has a Story' presentations on superhero training and heroines on the homefront. Ed the Music Man presented his interactive programs regularly and the popular summer craft programs, the Friday Morning players, and monthly Family Movie nights continued.

'Blind Date with a Book', introduced in the adult area in 2014, was expanded to the children's area and went over very well.

'Reading to a Dog' continued with Molly, a three year old Labradoodle. Molly is a therapy dog who comes to us from the Pets and People Foundation. Children improve their reading skills when the listener is a friendly, non-judgmental dog.

Adult program highlights included two film series, Classic Mystery Movies and Film Masterpieces of the 1970's, plus six Star War movies shown to audiences of adults and children. There were also programs on edible perennial gardening and landscaping, antiques and auctions, the Lincoln assassination, two evenings with authors, and an evening with Robert Frost. The movies Invasion of the Body Snatchers in late October and Mr. Holmes in December rounded out the year.

### **LIBRARY HOURS AND SERVICES**

The library is a seven-day-a-week service (67 hours a week) most of the year and a six-day-a-week service during the summer (mid-June through early September.)

Monday through Thursday	9-9
Friday and Saturday	9-5
Sunday	2-5
Summer Hours: Saturdays 9-1, closed Sundays	

The library is closed on state and federal holidays, Easter, and the day after Thanksgiving.

Acton Memorial Library offers a wide range of services for children and adults, many accessible from home. Online services include the ability to place requests for items, renew materials, download audiobooks, e-books, and music, stream videos, search the Minuteman catalog with Chinese, Japanese, Korean, or Russian input, pay fines or for lost materials, create personal reading lists,

and reserve museum passes. Through the website, [www.actonmemoriallibrary.org](http://www.actonmemoriallibrary.org), users can sign up for emails of library news and events, follow the library through Facebook, Twitter, and Pinterest, access subscription database and curated weblinks, view the Events Calendar and register for some activities, access numerous online local history resources including a Civil War website, view a monthly list of new items and numerous booklists linked to the catalog through the Bookletters service, request items through interlibrary loan, and link to the Minuteman Library Network catalog. Materials can be obtained from other libraries and staff is happy to assist users who need help with the process.

The library offers books, newspapers, magazines, DVDs, CDs, large print materials, graphic novels, recorded books, museum passes, local history and genealogy collections, an iPad with reference apps, and a collection of artwork by Arthur Davis. Rental DVDs are provided through the support of the Friends of the Acton Libraries. There is an extensive, multi-format Chinese language collection along with small French, Gujarati, Hindi, Korean, Portuguese, Russian, Spanish, and Tamil collections and a multi-format ESL collection. Professional reference and children's librarians are available for assistance on-site, by phone, and via email. Reserve collections for school assignments can be arranged. A limited number of state and federal tax forms are available, and the library hosts tax volunteers who help low and moderate income households prepare tax returns.

Twelve public computers are provided in the adult area, with support for international language scripts, including Russian, Chinese, Korean, and other Asian languages. Printers, photocopiers, a microfilm reader/printer, two scanners, a typewriter, and mobile phone chargers are available. Wireless internet access and printing are available throughout the library.

Library users have access to small study rooms, and there is meeting space available for community groups. The Civil War Exhibit, housed in the original building, is a unique resource for people interested in local history. The library offers a book discussion group, delivery of materials to the homebound, and volunteer opportunities. Special programs include film series, speakers on a range of topics, author visits, and technology classes. There are pre-registered children's storytimes for two year olds, two drop-in storytimes for three to seven year olds, a monthly Family Movie Night, and extra activities during school vacation weeks. During the summer reading program, there are drop-in craft programs for children and opportunities to perform in a short play.

## **LIBRARY STATISTICS**

### **Calendar Year 2015**

Circulation: 552,435 (down 3.8%)

Traffic Count: 235,151 (down 3.8%)

Use of public Internet computers: 21,763

Note: the time limit for public computer use was changed from 60 to 90 minutes per session in March 2015, so year to year comparison is not possible.

Books read for the Summer Reading Program: 5,765 (down .6%)

### **Fiscal Year 2015 (July 2014-June 2015)**

Acton residents with active library registrations:

14,648 (down 0.4%)

Collections (total items): 200,573 (up 4.7%)

Reference questions: 16,199 (down 3.2%)

Children's programs: 256 (up 32.6%)

Children's program attendance: 4,955 (up 29.3%)

Adult programs: 86 (up 14.7%)

Adult program attendance: 1,014 (down 7.3%)

Items requested from other libraries: 53,891 (down 5.6%)

Items requested by other libraries: 53,081 (down 8.7%)

Number of volunteers: 117 (up 58.1%)

Payments sent to Finance: \$48,939 (down 2.7%)

## **COMMUNITY INTERACTION**

In addition to making available meeting and bulletin board space for dozens of community groups, space is provided for ESOL tutoring, tutor training, student assessment, and conversational practice groups.

To help the public become more aware of its services, information on library activities appeared regularly in the Council on Aging newsletter and Municipal Quarterly as well as local papers and websites, and the library had a table at the Farmer's Market in West Acton.

Staff did a presentation on library services to the Acton Chinese Language School, conducted a tour for an ESL class, and taught classes at the Senior Center on using tablets and Kindle readers to access digital resources.

The Garden Club put up their display in the lobby, and donated arrangements for circulation desk from late fall to early spring. An exhibit on Lyme disease prevention provided information through the summer months.

A high school Social Studies Department meeting focusing on how the library can better serve students took place in November. Teachers' workshops were also held at the library, as were classes for parents whose primary language is not English who have children in local schools.

Reading list titles for high school students were highlighted in the Young Adult area and high school textbooks updated for in-house use. Staff spoke to school classes, tours were given, and student art exhibited. Information emailed to teachers raised awareness of library activities and increased program attendance. The meeting room was reserved to provide additional study space during exams and the library stayed open two Sunday evenings in May to provide study space for students preparing for Advanced Placement exams. A high school student interested in becoming a librarian spent time job shadowing staff during April vacation, and the Madrigals performed for a second year.

## **LONG RANGE PLAN**

### **Facilities Goal**

The Board of Trustees created a facilities subcommittee consisting of Ann Chang, David Barrat, Miriam Lezak, Suzanne Shanahan, and Sampada Salunkhe in spring 2014. The committee was charged with investigating changes to make library space more user-friendly, and looking into the space-related needs outlined in the Long Range Plan, such as a café, spaces for collaboration, enhanced areas for technology, and quiet areas.

Tom Dunn replaced David Barrat on the subcommittee when David's term as trustee ended in April 2015 and he chose not to run for another term.

The subcommittee worked with Johnson Roberts Associates, a library architecture firm, which was chosen in late 2014 and submitted its report in June 2015. The subcommittee then reviewed the report's recommendations and developed a multi-year schedule for implementation, factoring in cost, improvements realized, and the disruption to services that would take place while the changes are being made.

The subcommittee decided that Phase 1 should include improving the lobby's appearance, providing a coffee machine in the Solarium, minimizing the echo under the dome at the top of the stairway, installing window treatments in the Periodical Area, and adding a door between the Children's and meeting rooms. A request for use of state library aid funds to cover the costs of Phase 1 was made to the Board of Trustees, which approved the motion.

The coffee machine and display racks for use in the lobby and elsewhere in the building have arrived and the window treatments are on order.

## **Staffing Goal**

When the Long Range Plan was written, the library was anticipating retirements of nine key staff members by June 2018, and much of 2014 was spent revising outdated job descriptions and ensuring pay rates were competitive. This work paid off in 2015, when two retirements and the unanticipated departure of another key employee led to six position vacancies, which were filled effectively and with minimal service disruption.

The Long Range Plan is available on the library's website at <http://www.actonmemoriallibrary.org/uploads/page-body/Acton-Memorial-Library-Long-Range-Plan-FY2014-2018-web.pdf>

## **MUSIC COMMITTEE**

Trustees Ann Chang and Miriam Lezak make up the Music Committee.

There were three concerts at the library in 2015, one under the auspices of the Acton Woman's Club, one in conjunction with the library's 125th Anniversary, and the final one in association with the ABRHS Madrigal singers. All were well received.

For the first time, the trustees voted funds to repair the piano, tune it as needed, and furnish performers' fees. In addition, approval was received for a \$300 Acton Boxborough Cultural Council grant written by Miriam Lezak to bring the Kazzrie Jaxon quartet to the library in March 2016.

When concerts are held, the meeting room is available for quiet study.

The piano was given to Acton High School on its opening in 1926 by John F. "Honey Fitz" Fitzgerald and his wife Mary Josephine Hannon Fitzgerald, who was born in Acton. Their daughter Rose was the mother of President John Kennedy and Senator Edward Kennedy. After several moves and some idle years, the piano was restored through a Community Preservation Grant and placed in the library by the Board of Selectmen.

The library policy for use of the Fitzgerald Piano is available on the library's website.

## **ARTS COMMITTEE**

The Arts Committee is charged with making the arrangements for exhibits in the meeting room and the Solarium display case. The committee is co-chaired by artist Kay Hartung and Trustee Ann Chang.

The process of recruiting and selecting artists starts in late January, when notice of the opportunity goes out via the press, email, and brochures. The deadline for submissions is March 1. A jury comprised of local artists and the Arts Committee co-chairs reviews the entries and selects artists for the solo exhibitions. The month of April is set aside for a show by ABRHS art students.

Many of the artists hold opening receptions and spend time talking about their work with the public.

The artists with 2015 meeting room exhibits were: January/February: Liza Carter, photography; March: Lisa M. Raye, gouache resist illustration; April: ABRHS art students; May/June: Helen Lozoraitis, mixed-media collage; July/August: Celia Knight, fiber; September /October: Neil Wilkins, painting; November/December: Deborah Dendler, drawing and sculpture.

The Solarium display case exhibited 'Memory Books' by Willy Garver from June to September, decorated skateboards by Andrew Child in September and October and sculptures by Deborah Dendler in November and December.

Information on the display and exhibition procedures are on the library's website. The library and community have benefited from the talents of these artists, and we thank them for their participation.

## **FRIENDS OF PINE HAWK**

The library continued to be host site for the Friends of Pine Hawk, which seeks to increase understanding and awareness of the archaeological and human stories behind the Native American artifacts found when the South Acton sewer treatment plant was built. Named for the site and begun in 2002, the group has offered 83 programs for children and adults over the years. Members include private citizens and professionals from the library, the Discovery Museums, and the Acton Schools.

The library hosted seven Friends' events for State Archeology Month. The first was physicist Dr. Timothy Fohl discussing evidence of the Native American influence on colonial medicine in the area. The next was a discussion of the book *American Passage: The Communications Frontier in Early New England*, which was joined in by its author Wellesley College historian Katherine Grandjean. In the third program, Peabody Award-winning filmmaker Ted Timreck screened his latest work, which illustrates discoveries that are changing the understanding of the ancient Algonquin Atlantic. In another program, Stephen Mrozowski, Director of the Fiske Center for Archaeological Research at UMass/ Boston, summarized the results of a project at the site of a household headed by four gen-

erations of Nipmuc women. James Stormhorse Sandborn showed youngsters his dance regalia and explained its meaning. Dr. Suanna Crowley described geoarchaeology and how a landscape perspective can inform research, and author Edward Lodi discussed his book *Who When Where* in King Philip's War in the final program.

**LITERARY ARTS PROGRAM**

On March 19, Robert Creeley Award winner Ron Padgett read to an audience of almost 200 in the ABRHS auditorium. Helen Creeley Student Poetry Prize winners Nicole Blackwood of Newburyport and Sequoia LeBreux of Shelburne Falls opened for Mr. Padgett. They were selected from 71 applicants from 42 towns. The next day Mr. Padgett visited ABRHS, reading and interacting with an audience of over 450 students.

**STAFF**

The Trustees recognize and appreciate the dedicated effort that members of the library staff make to create a welcoming environment.

Staff as of December 31, 2015

30-40 hours/week

Library Director	Marcia Rich
Assistant Director	Danielle Savin
Head of Circulation	Sue Callahan
Head of Reference	Susan Paju
Head of Children's Services	Lee Donohue
Outreach, Programming and	
Technology Librarian	Annie Glater
Reference Librarian	Heather Murray
Library Assistant II	Eunice Gorman
Library Assistant II	Joy Hamel
Library Assistant II	Anshu Sood

20-29 hours/week

Technical Services Librarian	Stephanie Knowland
Children's Librarian	Elise Katz
Administrative Assistant	Mary Katis
Library Assistant II	Karen Anderson

10-19 hours/week

Children's Librarian	Clare Seaton
Library Assistant II	Kristin McLeod
Library Assistant II	Barb Floss
Library Assistant I	Jennifer Keefe
Library Assistant I	Amanda Dindal
Library Assistant I	Melissa Gonzalez
Library Assistant I	Mong-Yu Blancha
Library Assistant I	Lauren Hutton
Library Assistant I	Donna White
Page	Kathy Pespisa
Page	Renjia Xu

Less than 10 hours/week

Children's Librarian	Jennie Simopoulos
Reference Librarian	Jeremy Robichaud
Electronic Outreach	Julie Glendon
Reference/Children's Librarian	Jane Flanders
Library Assistant I	Mary Wile
Page	Anupama Sriram
Page	Stetson Doggett
Page	Amanda Waters
Page	Teresa Willand

Many staff attended professional meetings or programs offered by the Massachusetts Library System, the Minuteman Library Network, or other professional organizations.

**VOLUNTEERS**

Many volunteers give their time and skills to assist the library. The Trustees and staff sincerely thank each and every one for their invaluable support. A yearly event is organized by the Trustees to recognize the volunteers and to thank them for their dedication and service.

**TRUSTEES**

Corporate Trustee Bob Surdel resigned in December due to relocation. He had been on the Board since 2005. Elected trustee Sampada Salunkhe was chosen to take his place on the corporate board.

At the spring Town elections, Pam Lynn was voted in for a three-year term.

Dennis J. Ahern  
 Ann Chang  
 Thomas Dunn  
 Joseph Glannon, Vice President  
 Miriam Lezak  
 Pam Lynn, Secretary  
 Sampada Salunkhe  
 Suzanne Shanahan, President

## CITIZENS' LIBRARY ANNUAL REPORT

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Unlike the past several years, 2015 was not defined by any one major change at Citizens' Library, rather by several small changes. Much of the year was spent working on a project designed to make our book processing and circulation experience quicker and more efficient. Our team of volunteers spent countless hours re-barcoding all 10,000 plus items in the library. On the technology front, our two public computers and printer were replaced and a new photocopier for public use was added to the first floor. We're proud to say all of those items were paid for with the proceeds of our summer book sales. In collection development, we beefed up our mystery collection and have almost filled the new mystery room to capacity.

From June to October we once again, ran monthly book sales out of the Windsor building. The Sunday morning pairing of a trip to the Acton Boxboro Farmers Market and the Citizens' Library book sale has become a favorite among many Acton residents. Through our sales, we managed to raise over \$5000 which not only funded new computers, but also continues to fund our Saturday hours from September through June and our Sunday hours from June to October.

From a day to day perspective, things have remained on track as we continue to serve the community by providing books, audio-books, DVDs, computer access and a quiet space to study and work. Circulation numbers remained steady, and our tot-time program continued to attract and engage young children, as it has for years. Patrons continue to enjoy and appreciate the cozy atmosphere and personal service they have come to know and Citizens' Library continues to be an integral part of the West Acton Village community as well as the Town of Acton as a whole.

### Trustees:

Pamela Cochrane – Member at Large  
Nancy Lenicheck – Chairman  
Ellen Spero – Secretary

### Volunteers:

Trudi Carson  
Robin Comeau  
Sarah Dawley  
Kaleta Fraizer  
Corrine Merkh  
Lucy Miskin  
Charlene Twente

### Submitted by:

Jennifer Friedman, Library Director  
jfriedman@acton-ma.gov

# CULTURAL AND HISTORICAL ACTIVITIES

## ACTON-BOXBOROUGH CULTURAL COUNCIL

The Acton-Boxborough Cultural Council (ABCC), established in 1982, has as its mission to award and administer Massachusetts Cultural Council (MCC) Grant funds, to promote the arts, and to help develop cultural programs in the Acton and Boxborough communities. Volunteers are appointed to the Council by the selectmen of each community, but it functions as a single entity undertaking these activities:

- Review of grant applications from individuals, libraries, schools, and arts and community organizations; and awarding MCC grant funds to projects that provide a local public benefit. The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the Massachusetts Cultural Council through an annual appropriation by the state legislature;
- Sponsorship of cultural programs for the Acton and Boxborough communities using funds generously designated by Town Meeting of each community. These funds have been used by the ABCC to present jazz, classical, and world music concerts, vocal performances, films, opera, public art installations and more;
- Advocacy for the arts through community outreach and publicity.

The ABCC's meets from September-June; calendar year 2015 encompasses the second half of FY15 (January-June) and the first half of FY16 (July-December). This Annual Report gives preliminary results of our FY16 Grant Cycle in which we plan to support 33 individuals, schools, libraries and arts organizations using state funds allocated to us by the Massachusetts Cultural Council. This report will also highlight the local events, programs and collaborations the ABCC was able to undertake in 2015, thanks to the continued financial support from our Towns.

**ABCC Voting Members Acton:** Kristie Rampton Johnson, Linda Mayer, Sunanda Sahay, Beth Davis, Dawn Wang, Palma Cicchetti(Appointed June 2015).

**Boxborough:** Nancy Evans Ramika Shah, Sheila Hanrahan ( appointed June 2015)

Kristie Rampton Johnson and Sunanda Sahay have been co-chairs since fall 2013 and their terms have been renewed by the MCC in June 2015. Sheila Hanrahan

serves as Secretary. Sunanda and Kristie have been the co-Grants Coordinators for FY2015-16. Ramika Shah and Linda Mayer are serving in the roles of Treasurer and Publicity Coordinator respectively

Recruitment: We work closely with the Acton and Boxborough Boards of Selectman, Town staff and other Town volunteers on our continued membership efforts.

### Mass Cultural Council (State) Funding for FY16:

The ABCC is one of 329 Local Cultural Councils (LCCs) funded by the Massachusetts Cultural Council (MCC) through an annual appropriation by the state legislature. Each fall, we are required to distribute this annual allocation through a grant process. We review each application and award monies considering the quality, originality and creativity; planning, budget, and most importantly, community benefit of each proposed project.

At the beginning of fiscal year 2015-16 the ABCC was allotted \$10,015.00 from the MCC, representing a slight increase over our allocations for the previous three fiscal years. Council decided to save 5% for administrative costs such as website maintenance.

It was another competitive grant season. We publicized the availability of grants through emails, fliers and press releases in The Beacon and Action Unlimited. Also we provided telephone and email consultation to several applicants. We received 41 applications requesting a total of \$20,220.00 in funding. After very difficult and lengthy deliberations the ABCC chose to fund 33 projects that give the greatest benefit to our communities including projects at the public libraries, some of the elementary schools, NARA park, Open Door Theater, the Boxborough Council on Aging, Rotary Club of Acton-Boxborough, Acton Community Chorus, local and neighborhood museums and several other Acton-based organizations and individual artists. Final approval from the MCC of local Council grant decisions is expected in mid- January; grantees are notified and grantee names and grant amounts are announced to the public at that time.

### Local Funding and Council-Initiated Events

The ABCC was once again generously supported by both Acton and Boxborough town funds via warrant articles and line items. The dedication of the voters, Boards and public officials in both towns is truly remarkable. Acton provided the ABCC, through a Warrant Article, with a grant of \$2,000.00 Boxborough provided \$1,500.00 for exclusive use in Boxborough. Few local cultural councils enjoy

this level of local support. We are extremely grateful and seek every opportunity to acknowledge the support of our two towns. We are grateful also for the physical support that the two towns provide: meeting spaces, access to the town copiers, etc. 2015 was the seventh year the ABCC benefited from the excellent support of the Information Technology Department of the Town of Acton, to scan all grant applications and provide online access to all Council members to the scanned documents through the Town website. This saved thousands of sheets of paper and many hours of labor. Our “green” grants cycle has received statewide recognition from the MCC.

We are also thankful for the continued support and active involvement of our liaisons, Acton Selectman Janet Adachi and Boxborough Selectman Susan Bak.

**The ABCC sponsored and collaborated on several exciting events in 2015. Details are below.**

### **Shakespeare in the Park**

A group of professional quality actors from NY came to start the inaugural season of Walden Shakespeare with “A Midsummer Night’s Dream” at NARA Park, Acton, during the last weekend of July. It was spearheaded by past Acton resident and the artistic director of the Company, Careena Melia who is now splitting her time between NY and LA. Each show through the weekend was well-attended. Public was invited to witness the cast of six professionals and six amateur actors to present the lives of 4 Athenian lovers of the theatre.

### **Flag Presentation to replace the stolen Flags from the historic district Old Schoolhouse# 2, Boxborough**

Alexis Presti-Simpson of Boxborough led the efforts to buy and re-store the stolen flags from the Old School House # 2 of Boxborough. Greg Hutchins ordered 3 custom made replica flags for the schoolhouse. In May the flag was presented by the Council to its co-owner Nancy Morrison.

### **Fifth annual “Our World in Film” International Film Series, May 2015**

Following 2008’s year-long “Our World” festival of cultures, we have offered an annual international series of acclaimed films for adult audiences. ABCC past members Greg Hutchins and Todd Davis coordinated the series with current member Nancy Evans, which included the films Picnic At Hanging Rock (Australia), Electra (Greece) and A Hard Day’s Night (UK), and a night of short films by film students and professors from Massachusetts colleges and universities. Introductions to each film were provided by various committee members and discussions were led by local residents familiar with the culture shown in the film.

Showings were held at the Acton Town Hall and the films shown have been donated to the Towns’ libraries for their collections.

### **FY15 Grantee Reception – April 10, 2015**

The ABCC held its annual Grantee Reception at Sargent Memorial Library in Boxborough. This event provides a valuable opportunity for grantees to meet, to publicize their projects, and to network with other arts-minded individuals and groups. In addition to our FY15 grantees, our state and local legislators and officials were also invited to attend. Each grantee had a chance to speak briefly to acknowledge supporters and collaborating artists and organizations and to highlight upcoming events. Senator Jamie Eldridge, Rep. Cory Atkins, Acton Selectman Janet Adachi, and Boxborough Selectman Les Fox attended. Performances by 2015 grantees included a group from Nashoba Valley Concert Band and Poetry Recital by Susan Richmond and Linda Hoffman. The Council also celebrated the contributions of retiring members Marion Powers, Nancy Kumaraswami, Greg Hutchins and Alexis Presti-Simpson in the presence of Sen Eldridge and Rep Atkins.

### **Grantee festival ‘Essence Of India’ receives Gold Star award from MCC**

One of our grantee cultural festivals, the “Essence Of India,” has been selected by the MCC for its prestigious annual Gold Star Award because of its diversity, outreach, inclusiveness and success in integrating the arts into the community. Gold Star winning projects like these tell the story of how culture contributes to the quality of life in cities and towns across Massachusetts.

**Looking at the future** – We are exploring several projects including donating a sculpture to the West Acton Train Station. It will be a long term project as it will require coordination between MBTA, public, Council members and the Town of Acton. Our Council member Linda Mayer is engaged in talks with Satsac Group, has attended a meeting and has visited various possible sites with the sculptor Ann Kress.

We are reaching out to other town groups such as Acton Museum to see if we can collaborate on some events or projects, starting in advance planning for a major event to take place in 2017 such as an art exhibit with local artists including a corresponding art activity for children.

We are also working to get a formal logo and a reusable banner to promote ABCC events.

## HISTORIC DISTRICT COMMISSION

Properties within Historic Districts carry the distinction of protected status, which enhances the value of both the property and community in which it is located. We are very fortunate to have three historic districts in the Town of Acton: South Acton, West Acton and Acton Center. These districts were established to preserve the architectural significance and rich character of these neighborhoods. Each is administered by the HDC according to the rules and regulations set forth in Massachusetts General Laws, Chapter 40C, and the Chapter P by-law of the Town of Acton as enacted at Special Town Meeting in 1990. Historic District Commission procedures are intended to permit appropriate architectural changes while protecting neighborhoods from alterations that might lower economic and aesthetic values of individual properties.

In 2015, the HDC received and reviewed 42 applications and several requests for preliminary reviews on areas ranging from signage, fencing and new windows and doors to a request for the demolition of a small garage. We receive many questions about the process of reviewing applications. The HDC is required by law to review the architectural appropriateness of most proposed exterior design changes in the three districts, whether they are alterations, new additions, or removal of structures. These rules apply to all buildings in the districts, even those you might not consider "historic."

Items typically requiring a Certificate of Appropriateness include changes visible from a public way, such as installing new siding, additions, demolitions, removing or altering porches, windows, balconies or other building elements and features. Examples of Items which require a Certificate of Non-Applicability include color of paint, storm windows, storm doors, window air conditioners; planting

or removal of trees, shrubs and other plants (except when required for screening, as specified as a condition on a certificate); flags and flagpoles, and minor repairs and maintenance which do not alter the visual appearance of a property.

The HDC is a statutory board consisting of volunteers appointed by the Selectmen and whenever possible include a property owners or residents of each district, a real estate agent and typically other citizens interested in preserving and enhancing the Acton's character. By law, an architect registered in the Commonwealth, is required to be on the Commission. The Acton HDC has two architect members. We are currently looking for four new members. Commission members do not need to live in one of the three districts. The commission meets the second and fourth Tuesday of each month. All meetings are open to the public and we warmly invite you to attend. Please contact us at any time by e-mail: [hdc@acton-ma.gov](mailto:hdc@acton-ma.gov). The 7:30 PM time slot at each of our regularly scheduled meetings is available for Citizens' Questions. This is a "drop in" time for members of the public to ask questions and share feedback without making an appointment. We also offer workshops, lectures and walking tours- please e-mail us [hdc@acton-ma.gov](mailto:hdc@acton-ma.gov) with the subject heading: Add to Events List, if you would like advance notification of these.

### Members:

David Foley (Chair)  
David Honn (Vice-Chair)  
David Shoemaker (Secretary)  
Fran Arsenault  
Ron Regan  
Anita Rogers

Board of Selectman Liaison:  
Chingsung Chang

## HISTORICAL COMMISSION

The year began with the loss of an antique house that became the poster child for, "Demolition by neglect". This is something we have witnessed repeatedly over the years. We had granted the owners a demolition permit but the house was discovered heavily involved in fire on the second day in January.

During the year, we received two requests for demolition. One was withdrawn and the other felt significant enough to receive a 12 month delay in granting the permit. This 12 month delay was for the owner to market the property and find a suitable buyer who was interested in restoring the property.

This year, we witnessed a renewed interest in two former railroad lines. The Marlborough branch line that begins in South Acton will become a rail trail through Maynard and southerly down to Marlborough. The former Penn Central Line in East and North Acton will connect with the portion that has already been developed through Carlisle, Westford, and Chelmsford.

The South Acton Train Station was completed near the end of the year. It is the newest edifice to grace the area and is serviced by a new second track to enhance service to the town. We were pleased to have been consulted for information during the process.

Brad Graham, who served us for a number of years, resigned when he moved out of Acton. He helped us with a number of projects. While we miss him, we wish him well in the future. During the year we were joined by Doug Herrick who has added much to our resources. He owns one of the more interesting properties in town and we are most fortunate to have his expertise.

Brad Maxwell has continued to head the Historic Plaque program, like all the members, he is very knowledgeable and diligent in handling the program. As these plaques are quite noticeable, we get more requests for them.

Tory Beyer continues to be our liaison to the Community Preservation Commission and she continues to keep us in the loop with the preservation projects that are funded by the CPC.

Warren Richmond joined us, first as an associate member. He took Brad Grahams spot on the board, he is dedicated and we hope he enjoys the meetings.

Katie Green is our liaison to the Board of Selectmen and has helped us immensely with our activities and obtaining answers to many questions that come up from time to time.

Bill Dickerson serves as Vice Chairman, and Bill Klauer currently is the Chairperson. The former is an architect and reviews the plans that come before us. Bill Klauer continues to connect the present with the past as a local historian, and has also served as a member of the oversight committee that will report their findings to the Board of Selectmen regarding the Community Preservation Program.

We would like to conclude our report by thanking the many people that help us with making the Commission a success each year. We function on a very meager budget and manage to accomplish much. A special thanks to the Acton Memorial Library and the volunteers who were able to scan all the inventory forms so that the information will be available on line.

# COMMUNITY DEVELOPMENT

## ACTON 2020 IMPLEMENTATION COMMITTEE

2015 was the third year for the Acton 2020 Implementation Committee. The Committee continues in transition with one member resigning. There are currently five active members, although one member has expressed the desire to resign, so that would leave only four active members – just enough to establish a quorum. So recruitment of new members is an important issue for the Committee.

It was a difficult year in the sense that much of the energy normally invested in overall 2020 efforts was directed specifically towards the Kelly's Corner Improvement Initiative, as several members of the 2020 also serve on that Committee, including the Chair.

### Specific Items:

- In the fall, 2020 hosted a joint meeting with the Acton Housing Authority and the Acton Community housing Corporation to learn more and discuss the relationship between the two entities and how their efforts relate to the goals of the Community Plan
- 2020 (the Town) has hired an outside consultant to produce a new website that can be shared by other town committees, and that will be used to better communicate with the general public. The website should be ready sometime in February – the draft versions are already a great improvement over the existing
- In 2016, the Committee will look to work closely with the Land Use Economic Development Director to implement components of the Plan

Respectfully submitted,

Andrew Brockway, Chair

The Committee is comprised of the following members:

Andrew Brockway, Chair  
Nancy Gerhardt  
Patricia McKnight  
Eric Solomon  
John Sonner

## CABLE ADVISORY COMMITTEE

The Cable Advisory Committee (CAC) serves to advise the Board of Selectmen in matters pertaining to Cable Television in the Town of Acton and to assist with license negotiations. We also accept complaints from consumers and work with the two cable companies to resolve issues.

There were three major focus areas for the CAC in 2015

- Survey of Acton residents to capture community-wide needs, concerns and preferences related to Cable Services
- Digital delivery by Acton TV
- Aging I-Net infrastructure

### Survey of Acton Residents

The current license agreements with Comcast expires in 2020 and the license with Verizon expires in 2021. While there are several years left on current license agreements, the negotiation process of cable licenses is lengthy and complex. Typically the process starts three years before license expiration. In order to prepare for future license negotiations, the Committee is proposing to conduct a survey of Acton residents to capture community-wide needs, concerns and preferences related to Cable Services.

In 2015 the committee developed the questions for the survey and researched methods for survey dissemination. At the last meeting of 2015, the committee finalized the list of the survey's questions. The methods for conducting the survey may be either through electronic means, through mailing, or (more likely) a combination of the two. In 2016, the Committee is planning to work with the Town's IT Department and the Board of Selectman to finalize the survey process.

### Digital Delivery by Acton TV

In 2015, the Committee, together with Acton TV and Cable service providers, continued to explore possible options for transitioning to digital transmission of Acton TV programming. This transition has a number of aspects that include changes to the Acton TV workflow and changes to the technology for delivering the signal from Acton TV to the service providers.

The initial focus has been on the transition from

analog to digital signal delivery, which will start with transitioning the PEG signals from analog to digital format. Several equipment options have been considered based on recommendations from the cable service providers. While, at this time, an optimal option that would justify the capital investment by Acton TV has not been identified, we will continue to work with all stakeholders to find a long-term solution.

### **Aging I-Net infrastructure**

In 2013 the Committee initiated discussion with the Town IT Department, Comcast, Acton TV, and school representatives to address the issue of aging I-Net equipment. I-Net is an institutional network that is used to distribute a video signals from a central location to municipal and schools buildings within Acton. Any failure of I-Net nodes may result in an interruption of transmission of official Town programming, including Board of Selectmen meetings. The I-Net of equipment has been in service for many years, and the frequent occurrences of equipment failures are becoming a concern. After several engagements with Comcast, the immediate equipment failure issues have been resolved. At the same time the committee, Acton TV, and the Town IT Department have started to investigate possible future I-Net architectures. The committee reviewed a proposal for the new architecture, and will continue to work with all stakeholders in 2016.

### **Citizen Concerns**

One of the key services the Committee provides is the processing of citizen complaints (or answer questions) with regard to cable service. The committee assists the citizens of Acton by maintaining cordial relationships with representatives of cable service providers in Acton. The Cable Advisory Committee maintains a relationship with the Government Affairs Managers from both Comcast and Verizon, and meets with them periodically to discuss concerns. It also elevates customer service complains when citizens have exhausted the customer services channels.

The Committee meetings are held on third Thursday of each month at the Acton TV studio conference room. Acton citizens are always welcome to attend the meetings.

#### **Members:**

Oleg Volinsky, Chair  
Chester Ruszczyk  
Terence Lobo  
Richard Logan  
Steve Davidson

#### **Associate Member:**

John Covert

## **DESIGN REVIEW BOARD**

The Design Review Board reviewed and provided comments on the following proposals in 2015:

- 282 Main Street multi-family housing (informal review)
- 110 Grill Restaurant on Route 27 at Kelley's Corner (former McDonald's site)
- Concord Water Treatment Plant at Nagog Pond
- 267 Great Road housing
- 87 Hayward Road/Haartz Corp.
- 429-33 Great Road (Pegasus Tack Shop)
- 107-115 Great Road/Wetherbee Plaza (auto museum)
- 348 Main Street (Next Generation Child Center)
- First Village subdivision and mixed-use development on Great Road

During the year, the DRB also reviewed and finalized revisions to its charge and provided comments on the Kelley's Corner Design Guidelines. The DRB discussed the desirability of a new zoning bylaw to address the proliferation and appearance of donation bins. In addition, the DRB provided feedback on the proposed job description for the Town Economic Development and Land Use Director position.

The Design Review Board meets the first and third Wednesday of the month in Town Hall, in Room 126. Please drop in and join us. Our email is: [drb@acton-ma.gov](mailto:drb@acton-ma.gov).

The Board members are:

Holly Ben-Joseph (Landscape Architect), Chair

Peter Darlow, (Architect), LEED AP- Member

David Honn, (Architect) - Associate Member

Kim Montella (Civil Engineer & Real Estate Agent)  
- Member

Michael Dube- (Attorney) Planning Board Liaison

The DRB's Selectmen Liaison is Janet Adachi and we thank her for her efforts on our behalf.

Ray Yacouby is the Planning Board Alternate liaison.

# ECONOMICAL DEVELOPMENT COMMITTEE

THE EDC reorganized and rewrote its Mission Statement. It presently has 11 members (10 Full, 1 Associate). The EDC has actively participated in the current Master Plan (Acton 2020) via representation on the Kelley's Corner Steering Committee.

A Land Use/Economic Development Director has recently been hired. The EDC plans to work with him to meet Board of selectmen and EDC goals.

The EDC meets on the first and third Thursday of every month at 7:30 pm in Room 204 of Acton Town Hall on Route 27.

## MISSION STATEMENT

Help attract, retain, and grow businesses and jobs in Acton and improve the economic environment

Help increase the value and desirability of our community by supporting the needs of the current commercial and industrial businesses

Promote the appropriate development, redevelopment, and renewal of commercial property.

## EDC PROJECTS FOR 2016

Listed below are EDC top five prioritized projects:

- Sewers in West Acton
- Transportation and Parking
- EDC Vision and Roadmap
- Revitalize Other Areas Besides Kelley's Corner
- Ease of Doing Business

## Sewer West Acton

Communicate with West Acton businesses and residents to enlist their support for extending sewers to West Acton. Collaborate with involved Boards, Committees, Town Departments, and especially the new Land Use Economic Development Director.

## Transportation and Parking

Identify business areas that could benefit from increased parking and nearby scheduled bus stops. Work with appropriate Boards, Committee, and Town Departments to write a plan for 2016.

## EDC Vision and Roadmap

The EDC is working to increase earlier involvement with businesses interested in moving to Acton. Consideration is being given to marketing of its attractions such as the Acton Arboretum, the Bruce Freeman Rail Trail, the Assabet River Rail Trail, and the child-focused Discovery Museums.

## Revitalize Other Areas besides Kelley's Corner

Kelley's Corner is an area near the center of Acton with thriving businesses but congested due to the intersection of Route 27 and Route 111 highways. The EDC intends to identify business development needs for South Acton, Nagog Park, and various parts of North Acton.

## Ease of Doing Business

Start work on a "Business Guide to Dealing with Acton Town Hall" similar to the existing EDC-generated "Quick Reference Guide to Obtaining a Business Sign Permit License".

## EXISTING PROJECTS CONTINUED/NEW PROJECTS STARTED IN 2015

Described below are some projects continued or started in 2015

Two West Acton business owners updated the EDC on their existing and new development projects.

EDC participated in meetings with Associated Environmental Systems on AES move to Acton.

EDC participated in the initial interview process of selecting a new Land Use/Economic Development Director.

EDC was updated on the existing sewer system covering mostly Kelley's Corner, especially with difficulties to be expected in extending sewers to West Acton, especially from residents who choose to continue with septic systems. West Acton businesses wholeheartedly support extending sewers to West Acton.

In 2014, EDC met with business owners at two business plazas. In both cases, the business owners wanted a directory sign erected for improved visibility to passing auto traffic. Both efforts, continuing into 2015, has been unsuccessful since erecting such signs would be voluntary by the plaza owner and not mandated by town bylaw.

## Economic Development Committee Members:

Dick Calandrella (Chair)

Ann Chang

Chingsung Chang (liaison from Board of Selectmen)

Derrick Chin (liaison from Planning Board)

Nancy Dinkel (Chamber of Commerce liaison)

Josh Fischel (Associate Member)

David Foley (Vice Chair)

Allan Gulliver

Larry Kenah (Clerk)

Bharat Shah

Doug Tindal (liaison from Finance Committee)

## KELLEY'S CORNER IMPROVEMENT INITIATIVE STEERING COMMITTEE

2015 was extremely busy for the KC Steering Committee; including many meetings as a Committee both with and without the consultant team.

### Specific Items:

- In January, the Committee hosted a presentation for Kelley's Corner neighbors
- In May, 2015, the Committee hosted its third public forum on the proposed initiative
- The Chair gave a brief update of the progress to date at the April Town Meeting
- The Chair gave presentations to the Board of Selectman and the Finance Committee on progress to date.
- In the fall/winter, the Committee directed a significant effort into completing the Final Report
- In the winter, the Committee worked on outreach efforts to stakeholders and the general public in preparation for a public forum on Feb. 4, 2016.
- The Committee intends to present articles on zoning and infrastructure improvement at April, 2016 Town Meeting

Respectfully submitted,  
Brockway, Chair

The Committee is comprised of the following volunteer members:

Andrew Brockway (Acton 2020)  
Margaret Woolley Busse, Finance Committee  
Peter Darlow, Design Review Board  
J.D. Head  
Larry Kenah, Economic Development Committee  
Eric Solomon, Acton 2020 (KC Neighborhood)

## PLANNING DEPARTMENT

The Department provides technical, logistical and administrative support for the Planning Board, Board of Appeals, Board of Selectmen, Acton 2020 Implementation Committee, Kelley's Corner Steering Committee, and Community Preservation Committee. Ongoing major projects include the Assabet River Rail Trail, the Bruce Freeman Rail Trail, and Acton 2020 – the implementation of the Town's new Comprehensive Community Plan with a primary focus on the Kelley's Corner Improvement Initiative. The Department is responsible for zoning enforcement and manages the bike locker rentals at the train station and commuter parking rentals at Jones Field. The Planning Department also participates in the Regional Housing Services Program with six surrounding Towns. Department staff: Roland Bartl, AICP, Planning Director; Kristen Guichard, AICP, Assistant Planner; Robert Hummel, Assistant Planner; and Kim Gorman, Administrative Assistant.

### Planning Board

Members serve 5-year terms. At the end of 2015, the Board's members were Jeff Clymer (Chairman), Michael Dube, Derrick Chin, Bharat Shah, and Ray Yacouby. There are four vacancies on the Board. Subdivision and zoning permit activity: 7 Applications and 9 Approval Not Required Plans (ANR). Members serve as representatives and liaisons to the Acton 2020, Community Preservation, Economic Development, Open Space, and Water Resources Advisory Committees, on the Design Review Board, and as representatives to MAGIC and MAPC.

### Board of Appeals

Members serve 3-year terms. At the end of 2015, the Board's members were Jonathan Wagner (Chairman), Suzanne Buckmelter, Richard Fallon, Adam Hoffman, and Francis Mastroianni. There is one vacancy. Zoning permit activity: 21 Applications

### Board of Selectmen

Zoning permit activity: 9 Applications.

### Rail Trails

The Bruce Freeman Rail Trail (BFRT) is under construction. Construction bid opening for the Assabet River Rail Trail will be early in 2016.

See separate reports by the Acton 2020 Implementation, Kelley's Corner Steering, and Community Preservation Committees.

Roland Bartl, AICP  
Planning Director

## **PUBLIC CEREMONIES AND CELEBRATIONS**

The Acton Public Ceremonies and Celebrations Committee would like to thank all those who have helped put together the Ceremonies and Celebrations for the 2015.

On Patriots Day in April, Scouts and Citizens followed the Acton Minutemen as they retraced the Isaac Davis Trail to the North Bridge in Concord. This was the 58th retracing of the Line of March.

The Memorial Day Parade was well attended by Citizens, Scout troops Acton Minutemen, Bands from the Schools and Veterans. Richard O'Brien was the Grand Marshall this year.

Veterans Day was observed in the Acton Town Hall's Faulkner Meeting Room with James MacRae as speaker. The Daughters of the American Revolution also presented a Flag and a plaque commemorating 50 years since the Vietnam War. The Daughters of the American Revolution also participated in the Acton Minutemen's "History of the Flag" ceremony. A big thank you goes out to them for helping with that ceremony.

All these events were successful due to the efforts of individual volunteers and civic minded groups that pitched in to help us commemorate the history of our community and our country.

The Acton Public Ceremonies and Celebrations Committee needs your help in planning these important events. Please join the Committee and add your talents to our celebrations.

Gail Sawyer  
Chairperson

## **RECREATION DEPARTMENT**

Recreation is a division of Natural Resources, working alongside the Cemetery and Conservation divisions, supervised by Natural Resources Director, Tom Tidman. The Recreation Department creates programs and events for the community at Acton's municipal parks, playgrounds and fields. We administer permits for NARA facilities, Town athletic fields, T.J. O'Grady Memorial Skate Park and Camp Acton. We work at enhancing our facilities, programs and event offerings every year with our mission statement uppermost in mind: "Building a sense of community through quality recreation."

The Recreation Department began operations at NARA 15 years ago in spring 2000. NARA, a 40+ acre outdoor recreation area, is home to 6.5 acres of irrigated softball/soccer fields, a totally accessible baseball field (Joseph A. Lalli Miracle Field), an outdoor amphitheater with capacity for 3,000 attendees with a stage and snack-bar, playground, volleyball courts, one-mile handicap accessible paved walking trail, a 500-foot beach with two shade structures, 9-acre swimming pond, and a bathhouse pavilion that includes a snack bar, restrooms and changing facilities.

One of the most significant undertakings this year for the Natural Resources staff has been working on a 10-year NARA Master Plan, due for completion in early 2016. To obtain public input for the Master Plan, an online survey was conducted from June – September, which received over 400 responses.

Our department continues to work diligently to offer over 140 quality programs for all ages and abilities. Our programs offer a range of activities from arts and crafts to music, sports, nature programs and bus trips. The programs are instructed by independent contractors, local businesses and our own staff and offer a variety of program for all ages and abilities. This year we were proud to introduce new programs like Reach for Real (an adaptive music program), Lantern Trail Walks, Fables and Fairy Houses, as well as offering popular favorites like Bird Watching with Andy Magee, horticultural classes and youth sports programs.

Recreation Community Preservation Act grant funded projects are in progress. The Town of Acton contracted Stantec to design T.J. O'Grady Skate Park improvements in coordination with the ABRHS Lower Fields project. Construction of a skate bowl will be funded by a 2012 Community Preservation Act (CPA) grant and will begin this spring/summer. We are also applying for CPA funding to complete the skate park expansion with a triangular skate plaza. Town of Boxborough is funding a portion of the construction with their Town's CPA funding. Recreation

is working on bringing upgraded junior basketball courts to the Goward and Gardner playgrounds, a CPA funded project. The Town of Acton hired an installer for the Elm Street Playground project, Forte Landscaping, and the equipment installation was completed in the summer. A grand opening ceremony was held in June with the participation of the Acton Family Network.

Recreation oversees two Community Garden sites: Morrison Farm Community Garden with 50 garden plots and the North Acton Community Garden with 44 garden plots. Both garden sites are so popular that all plots were signed up for prior to the growing season start date. Recreation has been working for many years to find a new community garden site to help meet the demand. Happily we can report that after much planning in 2015, a new community garden site will be added in 2016. The new "Hebert Community Garden" will be located in South Acton near Ace Hardware and will offer 32 garden plots. The opening date is dependent upon completion of site prep work and installation of a water supply.

The new NARA Picnic Pavilion structure was constructed in 2014. This summer a large charcoal grill was added to the pavilion. A rain garden was completed with the assistance of an Eagle Scout candidate in front of the pavilion's entryway to help handle water drainage around the building. Large planter boxes were custom-made by our Natural Resources crew to serve as room dividers for pavilion rentals. Due to public demand, we are continuing to work on plans to add nearby bathrooms. The use of NARA's picnic areas and fields for large functions such as weddings, corporate outings, family reunions and celebrations has been growing. The new Picnic Pavilion, which can be reserved entirely or partially, was rented every weekend in the summer, and even some weekends in the spring and fall.

NARA Park Beach provides the only public swimming beach in town and served 601 members, in addition to selling 3,501 daily passes. This town amenity is very active during the summer months. Beach operations consist of a lifeguarded beach, Red Cross Swim Lessons, boat rentals, and a snackbar. NARA Beach was in operation from Saturday May 23 through Friday, August 28. Red Cross Swim group, private, and semi-private lessons were offered. This past summer was very dry and hot, and there was a high bacteria count in mid-August (after maintaining low readings most of the summer season) so the pond was closed for three days. Recreation also operates a full-day camp (NARA Summer Camp) for ages 4-15. NARA Camp opened June 29 and ran for nine weeks through August 28. NARA Camp was well attended with 255 campers, overseen by Camp Director Priyanka Deb. NARA Camp offers themed activities and field trips each week. For Beach and Camp operations, Recreation hires 40+ seasonal staff employees each summer.

In early 2015, we opened our events with our annual Winter Carnival, held on Saturday, February 7. It was a cold day and the grounds were buried in snow. We'd like to extend our thanks to the many crew members who helped clear the snow and prepare the park. This fun family event is filled with activities including marshmallows by the fire, wish lanterns, complimentary hot chocolate from Dunkin' Donuts, tractor hayrides, games and more! We would like to give our thanks and appreciation to John Chalmers and the Northeast Correctional Facility in Concord for providing and operating the popular tractor hayrides at our events. In addition, we are very grateful to the dedicated Emergency Management volunteers who attend many of our events and offer their services.

Through the generous support of our business sponsors, we had an amazing year of concerts and special events. Our concerts featured Scooby Snax Band, Eaglemania, Dell Smart & Exit In, Indian Hill Music Jazz Quartet, A Far Cry, Sons of Businessmen, Ben Rudnick & Friends, and the Country Mile Band. Our special events included Winter Carnival, three Skate Night Parties, Eggie Night, a Spring and Fall Family Campout at NARA Park, Independence Day Celebration, Beach Party Blast, four Movie Nights, Monsterbash, and two special ticketed concerts in July featuring The World Famous Glenn Miller Orchestra and Tusk - The Ultimate Fleetwood Mac Tribute.

On Saturday, June 20, we had a beautiful day for our annual Beach Party Blast at NARA Park. There were fun activities both in and out of the water and a concert featuring The Scooby Snax Band. We'd like to thank Roche Brothers for their annual contribution for this event.

Acton's annual Independence Day Celebration was held on Friday, July 3rd. It could not have been a more perfect day! This is the largest attended event held in the Town of Acton and its success is a reflection of the many dedicated employees, volunteers, vendors and local businesses. Family Fun Time offered water slides, moon bounces games, and music by Crystal Entertainment with major sponsors including Cambridge Savings Bank and Enterprise Bank. There was a terrific selection of food vendors and a fabulous free concert funded in part by TD Bank and featuring Eaglemania. Following the concert, a spectacular fireworks display was performed by Atlas Pyrotechnics, sponsored by Donelan's Supermarket and Gould's Clothing.

New in 2015, Recreation was proud to work with Walden Shakespeare to host three performances held July 24, 25 and 26th of William Shakespeare's A Midsummer Night's Dream. This was a very successful and exciting event that was spearheaded by Careena Melia, Artistic Director of Walden Shakespeare. Careena, an accomplished New York City theater professional and educator

who has roots in Acton, is bringing Walden Shakespeare back in 2016 with a new performance scheduled for six dates in June, 2016.

We had three memorable cultural events at NARA in August, 2015. Essence of India celebrated India and China, Together in Culture through song, dance, food, and colorful exhibits, a cooperative event with the Acton Chinese Language School. It was well-attended and received rave reviews. Thanks to the diligent work of co-founders Sunanda Sahay and Seema Kapoor and their legion of volunteers, Essence of India is receiving the Gold Star award at the Massachusetts Cultural Council's annual event at the State House on February 10, 2016. All the Town Cultural Councils in our state nominate their best event and MCC state council selects a single event to honor. To be chosen from hundreds of worthy events is quite a milestone. Acton Recreation also hosted a Chinese Music and Dance Night that was filled with Chinese culture, beautiful costumes, dance, and music. We extend our greatest appreciation to the Acton Chinese Language School who put together all the wonderful performers. An award winning Marionette production presented by Tanglewood Marionettes was held at the Amphitheater, The Dragon King, a story based on Chinese folklore that entertained all ages.

We'd like to recognize the generosity of our 2015 sponsors who supported our large array of concerts and special events. Our Platinum Sponsors (\$5,000-\$9,999) were Donelan's Supermarket and Gould's Clothing and Dunkin Donuts. Our Gold Sponsors (\$2,500-\$4,999) were Cambridge Savings Bank and TD Bank. Our Silver Sponsors (\$1,000-\$2,499) were Enterprise Bank, Roche Brothers, Sorrento's Pizza, Revolutionary Community Yoga, Sechrest & Bloom, LLC, Especially for Pets, Northern Bank, Private Citizen, and Emerson Hospital. Our Bronze Sponsors (\$500-\$999) were Workers Credit Union, Acton Lions Club, Concord Teacakes, Life Care Center of Acton, Harvard Pilgrim Health Care, Pro Tech Gas at 2A/27, Sunoco at 421 Mass Avenue. Our Basic Sponsors (\$250-\$499) included the Levitt Law Group, Middlesex Savings Bank, Levine-Piro Law, PC, 1 on 1 Self Indulgence Spa and Acton Ford. Our Friend Donors (\$100-\$249) were Art Signals Studio and Video Signals, Minute Man Arc for Human Services, Jo Karen Lingerie, Joseph Perry Plumbing and Heating, AAA Northeast, Acton Medical Associates and The Healing Point.

The Recreation Department reaches out to our community through various methods including direct mailing of its bi-annual program booklet to over 12,000 homes and businesses, Facebook, Twitter, Blogging, Electronic Newsletters to 4,100 patrons, and other social media websites and community calendars. We extend a special thank you to the Acton-Boxborough Beacon, Action Unlimited and ActonTV for their support with public notifications and coverage of our events.

Our staff remains strong and dedicated to the patrons of Acton. In March we were proud to welcome Mary Lou Repucci to our team as our Secretary. On December 30, Melissa Rier gave birth to her son Christopher Richard Rier, a healthy baby boy weighing 8 lbs. 6 oz.

On July 3rd we honored our Recreation Volunteer of the Year, Barbara Willson. Barbara is an avid community supporter of Acton. Her dedication to Acton Recreation has not gone unnoticed. Barbara spent countless hours providing office support and completing large tasks that allowed us to give you the best service we can provide. We'd like to thank her for her dedication, service, and support to the Town of Acton.

The winter of 2015 has been one that we won't soon forget. The continued back-to-back storms that kicked off in late January created many challenges of not only clearing the snow but finding places to put the snow. We'd like to extend our gratitude to the Natural Resources crew for working long hours to not only keep our roadways and walkways safe, but their continued efforts to remove the snow at NARA Park. They are responsible for grounds upkeep at Town recreation properties throughout the year. We also thank Bruce Carley, our NARA Groundskeeper, for his dedication throughout the year.

The Recreation Department wishes to thank our many valuable supporters and volunteers who assist the department in carrying out our mission: "Building a sense of community through quality recreation." Thank you to the Acton-Boxborough youth and adult sports leagues for providing sports programs to players of all ages. Thank you to these community organizations for their support to the community and our department: Acton Lions Club, Acton-Boxborough Rotary Club, Middlesex West Chamber of Commerce, ActonTV, Acton Garden Club and Acton Family Network. The Recreation Commission has our gratitude for their time and support. Acton Recreation values the many High School volunteers that help at our special events and concerts. We'd like to extend our gratitude to Steven Repucci who dedicated many hours at our events to take photos and help out where needed. Our appreciation is also extended to our Town Department colleagues including Natural Resources, Municipal Properties, Police, Fire, Health, Building, Highway, IT and Emergency Management Services.

Department Staff:  
Cathy Fochtman, Recreation Director  
Maura Haberman, Event & Program Coordinator  
Melissa Rier, Recreation Coordinator  
Mary Lou Repucci, Recreation Secretary

Recreation Commission:  
Bridget McKeever-Matz, Chairman  
Joe Will  
Nancy Gerhardt  
Carol Gerolamo

## SENIOR CENTER STUDY COMMITTEE

In the Spring of 2015 the Board of Selectmen established a Senior Center Study Committee (SCSC) with the following charge: "The Board of Selectmen does hereby establish a Senior Center Study Committee to evaluate the options for the relocation or renovation of the Senior Center. The Committee shall determine future programmatic needs of the Senior Center and the corresponding space needs and evaluate the feasibility of renovating the current center, leasing a facility, or building a new building on Town or privately owned land". The creation of a new or renovated Senior Center was also set as the first priority for the Board of Selectmen's goals.

The work of the SCSC built on previous studies conducted by the Senior Center Expansion Committee in 2007-2009 and the Senior Center Building Committee in 2011-2012. The SCSC also utilized information from the town wide Space Needs Study conducted by Allegro Interior Architecture in 2012 and the Facilities Maintenance Master Plan conducted by LLB Architects in 2014-2015.

Based primarily on previous information, the SCSC determined that expansion on the existing site was not a feasible option. The Committee also determined that there was not sufficient available space in existing town buildings. The Committee also investigated the projected growth of the senior population in Acton over the next 10 to 20 years. The previous suggested site for a new Center on Quarry Road was eliminated due to insufficient size as some portions of that site was now under a Conservation Restriction. The committee also determined that leasing was not a good option.

The firm of LLB Architects was hired to conduct a feasibility study of a new building of around 20,000 square feet, which would include a Human Services wing to include the Nursing Service, Veterans' Service Office, and Community Resource Coordinator. The new Center would include 125 parking spaces, would be located on Town owned land on

Arlington Street, and is projected to cost between 8 and 10 million dollars. The Board of Selectmen has endorsed the Arlington Street site.

The SCSC has requested a warrant article of \$300,000 for the April 2016 Town Meeting. If approved, the building design would be advanced, and a request for construction funds would be brought to Town Meeting in April, 2017.

Members of the Committee:  
Franny Osman (Board of Selectmen)  
Barbara Willson (Council on Aging)  
Marion Maxwell (Council on Aging)  
Sharon Mercurio (Council on Aging Director)  
Andrea Ristine (Municipal Properties Superintendent)  
Peter Ashton, Dean Charter, Mimi Flanary, Chris Hamilton, Robert Skillen (Members at Large)

Respectfully Submitted

Dean A. Charter, Chairman, SCSC

## SENIOR AND DISABLED TAX RELIEF COMMITTEE

The Senior and Disabled Tax Relief Committee administers the voluntary fund established by the Town many years ago to provide tax relief to seniors and others under Town-approved, state legislation. This past year the committee was able to help several individuals and provided total relief of approximately \$9,000. The committee works with the Board of Assessors to ensure that those eligible for other forms of relief are first served by those programs before being reviewed by this committee. Our review process is conducted in confidence. We encourage the citizens of Acton to donate to this fund in any amount you are comfortable with and we encourage those who believe they may qualify for relief to apply.

The Committee continued its work monitoring the new senior tax relief program enacted in Sudbury two years, and along with the Finance Committee has recommended to the Board of Selectmen that a similar pilot program be implemented this year. Please contact the Assessor's Office for questions on our program eligibility requirements.

In addition, other forms of tax relief are available for seniors and veterans. For example, the senior work program continues to attract a full compliment of volunteers who donate their time in jobs for the Police Department, various Departments in Town Hall and the Memorial Library and, due to its popularity, has been expanded in recent years. The Assessors Office provides outreach to seniors and others to inform them of the various programs available under the law which provide property tax relief. Feel free to contact the Assessors office if you have any questions about property tax relief.

Thank you.

The Senior and Disabled Tax Relief  
Committee

Susan Miller  
Barbara Wilson  
Peter Ashton  
Carol Mahoney  
Nancy Gerhardt  
Steve Barrett - Treasurer  
Brian McMullen – Assessors Office

## TRANSPORTATION ADVISORY COMMITTEE

The Town's MinuteVan program was expanded this year with the addition of a fixed route shuttle, Cross-Acton Transit (CAT), in November. The CAT became the 5th vehicle dedicated to assisting residents in overcoming their transportation challenges. The other vehicles supporting the program are the Rail Shuttle, COA Van, Road Runner and the Dial-A-Ride. Together these vehicles provide service to Seniors, People with Disabilities, Commuters, Reverse Commuters, Special Populations and the General Public. Annual Ridership for all of these services increased in 2015 to 21,852 from the 2014 ridership of 19,015, a 14.92% increase.

### Cross-Acton Transit (CAT)

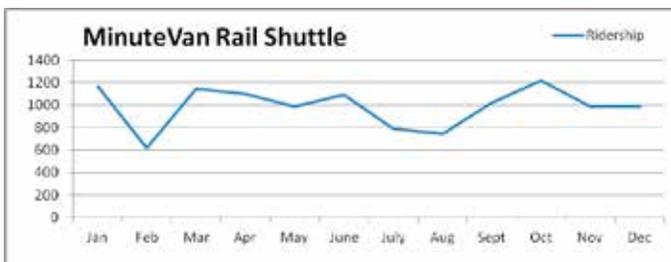
The new CAT shuttle's route connects higher density residential units and senior housing with shopping centers, the Council on Aging facility and the South Acton Train Station. It provides service Monday through Friday with the exception of holidays. The scheduled route is an hour round trip ride that begins at 8 AM and ends at 6 PM. All fares are \$1.00. Riders can track the shuttles progress at [www.crossactontransit.com](http://www.crossactontransit.com). The service is open to all. The CAT schedule is as follows:

Sachem Way	Nagog Woods Post Office	Avalon Drive (front gate)	Great Road Condos	Acton Woods Plaza	Could's Plaza (Donelan's)	Brookside Shops	Council on Aging	S. Acton MBTA Station	East Acton	Roche Brothers/Kelly's Corner	68 Windsor Ave.	Middlesex Bank (577 Mass. Ave)	Town Hall/Library
8:00 a	8:04 a	8:09 a	<i>This stop is available by request. Call 978-844-6809</i>	<i>This stop is available by request. Call 978-844-6809</i>	<i>Doesn't stop here at this time</i>			8:25 a	<i>This stop is available by request. Call 978-844-6809</i>	8:40 a	8:45 a	8:50 a	8:55 a
9:00 a	9:04 a	9:09 a			9:16 a	9:21 a	9:31 a	9:35 a		9:40 a	9:45 a	9:50 a	9:55 a
10:00 a	10:04 a	10:09 a			10:16 a	10:21 a	10:31 a	10:35 a		10:40 a	10:45 a	10:50 a	10:55 a
11:00 a	11:04 a	11:09 a			11:16 a	11:21 a	11:31 a	11:35 a		11:40 a	11:45 a	11:50 a	11:55 a
12:00 p	12:04 p	12:09 p			12:16 p	12:21 p	12:31 p	12:35 p		12:40 p	12:45 p	12:50 p	12:55 p
1:00 p	1:04 p	1:09 p			<i>Does not stop here at this time.</i>			<i>Does not stop here at this time.</i>					
2:00 p	2:04 p	2:09 p			2:16 p	2:21 p	2:31 p	2:35 p		2:40 p	2:45 p	2:50 p	2:55 p
3:00 p	3:04 p	3:09 p			3:16 p	3:21 p	3:31 p	3:35 p		3:40 p	3:45 p	3:50 p	3:55 p
4:00 p	4:04 p	4:09 p			4:16 p	4:21 p	4:31 p	4:35 p		4:40 p	4:45 p	4:50 p	4:55 p
5:00 p	5:04 p	5:09 p			5:16 p	5:21 p	5:31 p	5:35 p		5:40 p	5:45 p	5:50 p	5:55 p
6:00 p	6:04 p	6:09 p	<i>Does not stop here at this time.</i>			<i>Does not stop here at this time.</i>							

### Rail Shuttle

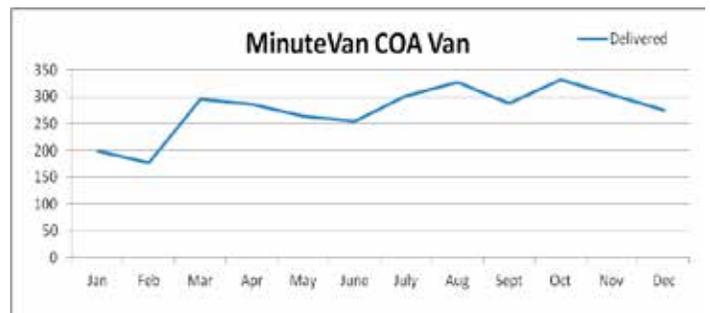
The Rail Shuttle connects off-site commuter parking with peak hour trains at the South Acton MTA Station. The off-site locations are behind the West Acton Fire Station and designated spaces at the Mt. Calvary Church. The service operates Monday through Friday with the exception of holidays. Reserved parking and bus pass is an annual fee of \$250. The annual fee for a bus pass only is \$200. Day passes are \$3 per day and monthly passes are available at \$40. Service animals are welcome on the vehicle to assist individuals with disabilities.

In February of this year the MBTA had a significant loss of service due to winter conditions and equipment failures. During the days that service at the South Acton Station was unavailable the Rail Shuttle changed its route to connect with Alewife, allowing commuters to still make their trip inbound to Boston. However, the loss of service experienced by the MBTA during that month impacted ridership on the Rail Shuttle which saw a 24% reduction as compared to the previous February. Annual ridership for the Rail Shuttle increased in 2015 to 11,872 from the 2014 ridership of 10,376, a 14.42% increase. The monthly ridership for the Rail Shuttle was as follows:



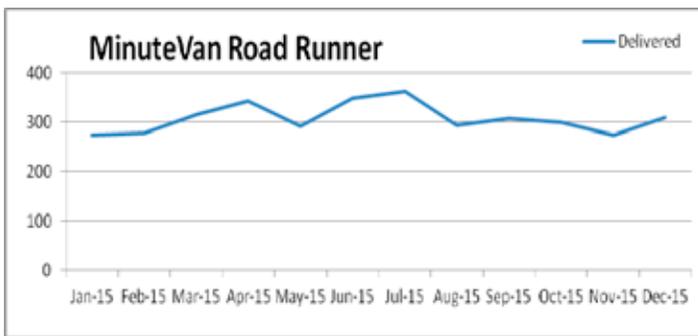
### Council On Aging Van

The Council On Aging Van is open to all seniors (60 and over) and any Acton resident with a qualified disability. This door to door service operates Monday through Friday, 8 AM to 4 PM, with the exception of holidays. Trips can be booked by calling the dispatcher at 978-844-6809 any time between 8:30 AM and 4:00 PM. The service covers anywhere in Acton, Maynard and Concord, as well as parts of Boxborough, Littleton and Westford. The van is equipped with a wheelchair lift and service animals are welcome. Trips within Acton are \$1, outside of Acton the trip is \$1.5. Annual ridership for the COA Van increased in 2015 to 3,304 from the 2014 ridership of 2,504, a 31.95% increase. This significant increase is due to more trips dedicated to programs with multiple riders. The monthly ridership for the COA Van was as follows:



## Road Runner

The Road Runner is open to all seniors (60 and over), residents with a qualified disability and the general public when space is available. This door to door service operates Monday through Friday, 8 AM to 3 PM, with the exception of holidays. Trips can be booked by calling the dispatcher at 978-844-6809 any time between 8:30 AM and 4:00 PM. The service covers anywhere in Acton, Maynard and Concord, as well as parts of Boxborough, Littleton and Westford. The van is equipped with a wheelchair lift and service animals are welcome. Trips within Acton are \$1, outside of Acton the trip is \$1.5. This service provides weekly shopping trips for non-English speaking residents which has become very popular. Annual ridership of the Road Runner increased in 2015 to 3,703 from the 2014 ridership of 3,242, a 14.22% increase. The monthly ridership for the Road Runner was as follows:



## Dial-A-Ride

The Dial-A-Ride is open to all Acton residents. This door to door service operates Monday through Friday, 8 AM to 11 AM and 12:15 PM to 6:15 PM, with the exception of holidays. Trips can be booked by calling the dispatcher at 978-844-6809 any time between 8:30 AM and 4:00 PM. The service covers anywhere in Acton or within a 3.5 mile radius of Acton Town Hall on a space available basis. Out of town locations include but are not limited to; West Concord Center, Emerson Hospital, Maynard Center, the Concord and Boxborough skating rinks and the Food Pantry. The van is equipped with a wheelchair lift and service animals are welcome. Children aged 12-18 may ride alone with their parent's permission. Trips within Acton are \$2, outside of Acton the trip is \$4. Annual ridership of the Dial-A-Ride increased in 2015 to 2,973 from the 2014 ridership of 2,893, a 2.77% increase. The monthly ridership for the Dial-A-Ride was as follows:



## CrossTown Connect

Acton is one of the founding members of CrossTown Connect. This is a unique transportation management association made of public members; Acton, Boxborough, Littleton, Maynard and Westford and private members; Guterrez Company, IBM, Juniper Networks, Mill and Main and Red Hat. The CrossTown Connect members focus on working closely with public agencies and stakeholders, establishing employee transportation networks, advocating for transportation resources and legislation, facilitating "last mile" connections, providing commuter services and marketing programs.

Acton, Boxborough, Littleton and Maynard receive dispatch services from CrossTown Connect for their Council of Aging Vans and other door to door services. Utilization of a common dispatch center has increased ridership for each van by having longer hours and being more accessible for the riders. It has also reduced cancellations of trips as riders previously overbooked in case they couldn't reach dispatch services when they needed the ride. In the last six months the call volume at the dispatch center has increased from 3,501 to 5,595, a great indicator of the value provided by this service.

CrossTown Connect also provides transportation services to the private and public partners. These services include; ride-matching to form car pools, emergency ride home programs, vanpool information, promotion of active commuting options like biking and walking, marketing programs to promote alternatives to driving alone, assisting employers in implementing pre-tax transit benefits and advocating for improved transportation services in the region.

This year CrossTown Connect worked closely with the MBTA to get earlier outbound trains arriving at the South Acton and Littleton Stations. In December MBTA implemented a new winter schedule which had outbound trains arriving in South Acton at 7:29 AM and in Littleton at 7:36 AM. This was a critical goal as the private partners in CrossTown Connect recruit metro Boston employees who rely upon the MBTA to get to their destination in a timely fashion.

In September the International City and County Management Association (ICMA) recognized CrossTown Connect with an excellence in Government award. The Town Managers and Administrators of the five communities attended the ICMA conference in Seattle where they accepted the Community Partnership Award in the population category of 10,000 to 49,999. The public and private members of CrossTown Connect are proud to receive that recognition and hope to continue to promote the success the organization has achieved.

# PUBLIC WORKS AND ENVIRONMENT

## BUILDING DEPARTMENT

2015 has been an event filled year for the Acton Building Department, The renovation of the North Wing of Town Hall was completed in June and we moved back to our new open work space. We share the space with Health, Planning and Conservation Departments. We now have a large front counter to serve residents and builders; it seems to be working very well. We have not yet resolved where we will be posting our informational pamphlets and guides but it is a work in progress and we hope to have it all completed in the near future.

Implementation of the MUNIS permit tracking software was started in November; fortunately this is the slowest time of year for us while we learn how to use the system.

As in 2014, construction of new buildings and renovations of existing buildings continue at a strong pace. In addition the heavy snows last January and February resulted in a lot of damage to buildings due to ice dams on roofs.

The Building Department issued the following permits for 2015:

Electrical:	1013
Plumbing and Gas	920
Trench	56
Building	1608

The approximate value of the permitted work was \$33,205,000.00

Both Brian Mc Donald and Norman Franks have completed the requirements for certification as Local Building Inspectors. It is good to be back to full staffing with certified inspectors.

Cheryl Frazier, the Building Department Administrative Assistant, has announced her retirement date of January 8, 2016; Cheryl has been with the Acton Building Department for 21 years. She started December 12, 1994 and has seen many people pass through the office. Cheryl has become a fixture in the Building Department; people always expect to see Cheryl at her desk if she is not there they always ask for her. Cheryl's years of experience and institutional knowledge will be difficult to replace. Cheryl is looking forward to spending more time with her husband Alex, we wish health and happiness and a long retirement.

Along with the move back to Town Hall the Building, Health, Planning and Conservation Departments are being reorganized into one Land Use Department, and starting January 4, 2016, Matthew "Selby" Selby will be joining the Town of Acton as the Land Use/ Economic Development Director.

The Land Use Departments have continued to meet with the Land Use re-org Coordinator Kristin Alexander during the time at 33 Nagog and the move back to Town Hall. Kristin's hard work has paid off and we made the move back to Town Hall seamlessly with minimal interruption of service. Now that we are back and settled in, and with the arrival of Selby, Kristen will be able to spend more time on her own work. However Kristen is also the coordinator for the MUNIS permitting software so we will still be spending plenty of time together.

We are continuing to figure out what the re-organized Land Use Departments will actually be, and we look forward to Selby joining our Department

I will be starting my tenth year with the Building Department and I look forward to another good year working with and serving the people of Acton.

Respectfully Submitted,

Frank Ramsbottom  
Building Commissioner

## CEMETERY COMMISSION

In 1993, Brewster Conant joined the Commission for a three-year term and stayed for 22 years, serving many years as Commission Chair. He retired from the Commission this year. The Commission and the Town are grateful for Brewster's dedication and commitment as a member of this Commission (and many, many other Boards and Commissions that serve the Town), helping to make Acton a wonderful place to live.

The three-member Commission, established in 1864, oversees the three Town-owned cemeteries:

- Woodlawn (est. 1738), Concord Road, Acton Center,
- Forest (est. 1750), Carlisle Road, North Acton, and
- Mt. Hope (est. 1848), Central Street, West Acton,

The Commission is responsible for the expenditure of funds from various cemetery trust funds. During 2015, the following amounts were paid to the Town Treasurer:

General Fund	\$58,147.12
Cemetery Land Fund	\$8,150.00
Perpetual Care Fund	\$34,150.00

Also, the Commission reviewed or took the following actions:

Welcomed Connie Ingram to full membership after she had joined the Commission as an Associate. Like Brewster, Connie has good knowledge of the overall workings of the community.

Reviewed the charges for burials, both full interments and repositing of cremains. The Commission periodically checks the fees to ensure that they are consistent with those of surrounding towns and that they also cover actual labor and equipment costs.

Appropriated funds, including interest, from trust accounts for maintenance of all three cemeteries. This included outside contract work to trim and remove trees and grind the stumps.

For Woodlawn:

- constructed an outside handicap ramp, sidewalk, and parking area for the Kennedy Building as part of an overall project to bring the building up to ADA standards.

- hosted two memorial services at the Memorial Chapel (a 1937 gift to the Town from Georgia Etta Whitney and her sister Sarah A. Watson).
- had Wetherbee Electric install a new, grounded electric circuit for the Memorial Chapel organ to replace the original electrical service that was sparse and lacked today's requirements. The new circuit ultimately supplies wind for the instrument and powers a converter that furnishes current for the electromagnets in the chest.



*Kennedy Building with Ramp*

For Forest, saw Town Meeting approve a \$10,000 Community Preservation Act grant to pursue inclusion of the cemetery in the National Register of Historic Places. The grant allows hiring of a historic preservation consultant to prepare nomination papers for submission to the National Parks Service. Adding Forest Cemetery to the National Register will give it the recognition it deserves, increase the protection on the property via Massachusetts Historical Review of future adjacent projects, and allow Federal grants for restoration of the property.

For Mt. Hope,

- Opened Section 9 (at the current far end of the Mt. Hope roadways) for burials.
- Removed 14 large trees that had become a safety concern due to tree rot.
- Learned of the latest plans for housing development on property adjacent to the cemetery west of the Mt. Hope Chapel. The property, originally part of a parcel known as the "Madden Property," has about 4 acres of upland that could be used for housing or for future cemetery development. Various town groups and the Commission gave serious consideration during the year to Town purchase of this property, but ultimately the Town was unable to meet the asking price of the developer.

The Cemetery Department is part of Acton's Department of Natural Resources, which includes:

- Tom Tidman, Director, whom the Commission thanks for his help and advice.

- Shawn O’Malley, Natural Resources Crew Chief, who has again provided fine oversight of vital cemetery operations and maintenance, and is directly responsible for keeping the three cemeteries in their excellent shape.
- Allura Overstreet, Cemetery Department Secretary, who continues her excellent work at updating cemetery rules, regulations, and databases, handling cemetery relations with other Town departments, and interacting with the public on cemetery matters, including use of Woodlawn Chapel.

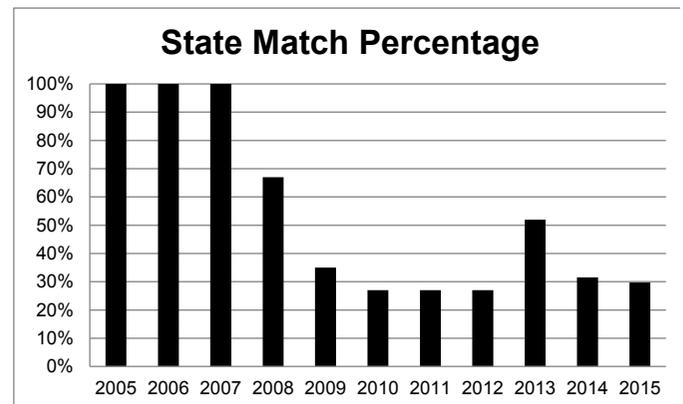
The Cemetery Commission is here to serve Acton and welcomes citizen attendance at its 2 p.m. monthly meetings on the third Wednesday of each month at Town Hall. Citizens can also make inquiries and/or comments through a visit at the Cemetery Office in the Kennedy Building, a phone call to 978-929-6642, and by way of the Town’s website at [www.acton-ma.gov](http://www.acton-ma.gov).

Commissioners:  
 Joe Will, Chairman  
 William A. Klauer  
 Connie Ingram

## COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Committee (CPC) is responsible for the administration of the Community Preservation Fund, the selection of projects for recommendation to Town Meeting for funding, and the monitoring of the progress of funded community preservation projects. By statute, Community Preservation Funds may be allocated to those projects which support the acquisition, creation, and preservation of open space, historic resources, community housing, and land for recreational use.

From the first funding round in 2004 through October 2007 the Town benefited from a 100% State match for all locally raised Community Preservation Funds. Caused by a revenue drop in the Massachusetts Community Preservation Trust Fund and an increasing number of cities and towns adopting the Community Preservation Act (CPA, M.G.L. Ch. 44B), the State match has since dropped significantly as the chart below indicates. In 2013 Acton received an increase in the match due to an additional \$25 million that was deposited in the CPA Trust Fund from the State’s FY13 budget surplus. However, in 2014, the state match was again reduced to \$263,941 (31.47%) as the state only deposited \$10 million into the CPA Trust Fund and again in 2015, the state match is just under 30%.



At the beginning of 2015, the Community Preservation Fund balance stood at \$1,199,016. In addition, there were \$1,658,572 in the Open Space Set-Aside Fund and \$33,034 in the Historic Preservation Set-Aside Fund.

In April, the Annual Town Meeting appropriated \$1,153,504 from the Community Preservation Fund for fourteen projects:

- \$300,000 transferred to the Open Space Set-Aside Fund
- \$30,327 transferred to the Historic Preservation Set-Aside Fund to meet the required 10% spending

- \$2,708 transferred to the Historic Preservation Set Aside Fund to make-up for underspending of the 10% requirement in 2012
- \$35,000 to the Acton housing Authority for a project feasibility study
- \$150,000 to the Acton Community Housing Corporation's Community Housing Program fund
- \$10,000 for costs to nominate the Forest Cemetery on the National Historical Register
- \$70,000 to the Acton Woman's Club for Phase 2 work on preservation and accessibility of the building
- \$24,952 to construct the Fern boardwalk and associated tree removal in the Acton Arboretum
- \$36,000 for water chestnut removal over three years at Ice House Pond
- \$26,125 to put in an irrigation well at the Acton Arboretum
- \$120,000 to the Regional School system for the construction of Natures Play spaces at the elementary schools in Acton
- \$150,000 to the Discovery Museums for the Discovery Woods and Creativity Playscapes
- \$143,230 for easements to permit the construction of the Assabet River Rail Trail
- \$55,163 to cover the Town's direct and administrative costs for the CPA Program.

In addition, \$7,000 was appropriated from the Open Space Set Aside Fund to cover the interim borrowing on the debt portion of the 2014 purchase of the open space parcel at Wright Terrace in West Acton.

Due to the high level of demand for CPA funds and the number of valuable projects, the Committee made a cognizant decision to recommend, and Town Meeting subsequently approved, funding which left a \$45,512 balance in the unallocated Community Preservation Fund and \$33,035 in the Historic Preservation Set-Aside Fund, while the balance in the Open Space Set-Aside Fund stood at \$1,951,572.

To date, CPC funds have supported approximately 100 community preservation projects throughout the community. Some community preservation projects that were completed during 2015 were:

- The NARA Pavilion
- Wright Hill open space acquisition

In addition, community preservation monies funded ongoing projects and programs such as:

The Open Space Acquisition and Preservation Fund to assist with appraisal, legal fees, and other costs related to the land acquisition process

The Community Housing Program Fund administered primarily by the Acton Community Housing Corporation (ACHC). Among other things, the fund pays for buy-down assistance, closing cost, and down payment assistance to first time income eligible homebuyers of deed restricted affordable community housing units, and

Acton Housing Authority tenant support services.

Acton's participation in the Regional Housing Services Program (<http://www.rhsohousing.org/>)

As of June 30, 2015, the Town had raised \$875,162 from the local CPA surcharge for FY2014 and in November received \$259,489 in State matching funds (29.65%). Total available funds at the end of calendar year 2015 are approximately \$1,200,782 plus the \$1,951,572 in Open Space Set-Aside Fund and \$33,035 in the Historic Preservation Set Aside Fund.

Over the summer of 2015 the CPC updated the annual Community Preservation Plan. This process included soliciting comments from community organizations and Town Committees, a public hearing in September to ascertain the needs, possibilities and resources of the Town regarding community preservation, comments and suggestions from Townspeople and representatives of interest groups eligible for CPC funding. As part of its hearing process on the annual plan, the CPC allows potential applicants to discuss their potential projects, ask questions about the application process, and gain a better sense about what constitutes a strong CPA funding application. The Final 2016 Plan was published in September 2015 and is posted on the Town website. It contains updated guidelines and information for applicants seeking community preservation funds.

In November, the Committee received fourteen applications for funding in 2016, for a total request of \$2,300,648. This is the third year in a row in which application requests far exceed available funding. The CPC reviews all project proposals and interviews each applicant. The CPC then deliberates and decides which projects and at which funding level to recommend to the 2016 Annual Town Meeting. In its deliberations, the CPC considers available funding, the applicants' proposals, legal opinions, applicant interviews, input from Town Boards, including the Selectmen and Finance Committee, and comments from the general public.

The Community Preservation Committee generally meets every 2nd and 4th Thursday of the month in the Acton Memorial Library meeting room. All CPC meetings are open to the public and the Committee welcomes public participation throughout our annual process. Townspeople may e-mail the Committee at [cpc@acton-ma.gov](mailto:cpc@acton-ma.gov) or contact the Town Planning office at (978) 929-6631 with questions, comments, and feedback. For additional information and to view the current Community Preservation proposals, citizens may visit the Community Preservation page on the Town website at [www.acton-ma.gov](http://www.acton-ma.gov). The CPC would like to thank the Planning Department which provides Town staff support to the Committee which is greatly appreciated!

**2015 CPC Members:**

Peter K. Ashton – At Large (Chair)

Paula Goodwin – Conservation Commission (Vice-Chair)

Joe Will – Recreation Commission (Clerk)

Victoria Beyer – Historical Commission

Peter Berry – Board of Selectmen

Walter Foster – At Large

Ken Sghia-Hughes – Acton Housing Authority

Susan Mitchell-Hardt – At Large

Jeff Clymer – Planning Board

Two associate member positions are currently vacant

## ENGINEERING DEPARTMENT

### Staff

Town Engineer/Director of Public Works

**Corey S. York, P.L.S., E.I.T.**

Assistant Town Engineer

**Paul Campbell, P.E., S.I.T.**

Civil Engineer/Surveyor 1

**QinRui Pang, E.I.T.**

Secretary (shared with Planning Dept.)

**Kim L. Gorman**

### Services

The Engineering Department provides the Town's various departments and committees with civil engineering and land surveying services. The department has been temporarily relocated to 33 Nagog Park Drive. During 2015, the Engineering Department worked on the following:

### Public Works Projects

Supervised the construction of sidewalks on Great Road, Summer Street, Willow Street, Central Street, High Street and Main Street.

Assisted with the implementation of the new Pay As You Throw / Save Money and Reduce Trash (PAYT/SMART) program at the Transfer Station.

Implemented other changes at the Transfer Station such as the new swap shop, improving the signage, and establishing new programs to divert additional materials from our waste stream.

Assisted the Natural Resource Department with the reconstruction of the Arboretum parking area on Taylor Road.

Coordinated work efforts with the MBTA as part of their double tracking and train station projects.

Acquired the new parking metering system and expect the installation to occur in the spring of 2016 following the completion of the MBTA work.

Working with the Sidewalk Committee and residents on various sidewalk designs based on the committee's recommended priorities.

Conducted traffic counts using the Department's counters/classifiers on various roads in Town.

Working with the MassDOT on State-controlled projects roads such as the Route 2/Piper Road/ Taylor Road safety audit and the Mass Ave road paving project.

Coordinating with utility companies to facilitate Town projects such the north Main Street drainage replacement, road safety improvements on High Street and in Acton Center and other general infrastructure activities. We've also been involved with emergency preparedness meetings in coordination with the utility companies to try and improve communication for future storm events.

Continuing our efforts to inspect, maintain and repair the town-owned bridges.

Designing the bridge replacement on Parker Street by Clover Hill Road.

Provided our assistance during the major storm events

### Special Studies

Assisted the Selectmen's Sidewalk Study Committee with various questions related to sidewalks under consideration for construction.

Conducted the Acton Center Traffic Study and plan to seek authorization to implement some of the preferred mitigation measures and will further evaluate the other suggested improvements.

Preparing for the implementation of the Complete Streets policy and other priorities to help promote safer travel through Acton for all modes of transport.

Working with the IT Department to leverage our GIS

Assisted the Municipal Properties Department with the Town-wide Public Facility Study.

Worked with the Manager's Office and the South Acton Train Station Advisory Committee regarding commuter rail station issues.

Continue to implement and monitor the final mitigation measures related to the solar panels on the Town Landfill. The new landfill gas monitoring program required at the landfill by the DEP for the Solar Project has been installed and the periodic testing and monitoring will begin in 2016.

### **New Development Work**

The Engineering Department reviews plans and engineering calculations submitted for approval to various Town boards such as the following:

- Site plans for the Board of Selectmen
- Comprehensive permits for the Board of Appeals
- New special permits for the Planning Board
- New subdivisions for the Planning Board

The Department inspected the on-going construction activities to ensure compliance with plans and specifications.

### **Ongoing Duties**

- Prepare amendments to the Traffic Rules and Orders
- Prepare maps and graphics for other Town Departments
- Prepared various Town Meeting Articles
- Maintain and update the Town atlas and other maps
- Maintain and repair the Town's 4 traffic signals
- Maintain, repair and collect the money from the parking meters at the South Acton Commuter Parking Lot

Collect groundwater samples at the landfill

Issue and inspect street curb cut permits

Review building permits

Review sewage disposal permits

Review "Approval Not Required" plans

Manage the rental of commuter parking spaces at Martin and Stow Streets (Jones Field)

### **Resident Services**

In conjunction with the Planning Department, the Engineering Department attempts to answer questions concerning flood plains, zoning, traffic signs, impacts of new development, property lines and a myriad of other topics. This Department maintains files of deeds and property line plans and makes copies for a nominal fee. This service is generally provided on a walk in basis, however making an appointment will assure the correct person will be available to answer your questions.

Corey York, P.L.S., E.I.T.  
Town Engineer/Director of Public Works

## **GREEN ADVISORY BOARD**

Since 2009, the Green Advisory Board (GAB) has investigated and prioritized energy efficiency improvements and renewable energy sources for Acton's municipal properties and our schools. Much financial aid has been given for efficiency projects through the Massachusetts Department of Energy Resources' Green Communities Grant (GCG) Program; the GCG accepts proposals from the Town, which also submits grants on behalf of the School District. In FY' 2015, the Town was awarded and administered \$245,000 in grant funds, 86% of which was used by the School District and 14% of which was used by the Town's LED street conversion project. An additional \$170,000 in utility incentives will accompany the GCG funding to support this year's energy efficiency projects. This funding has enabled us to continue great progress in both the Town of Acton and the Acton-Boxborough Regional School District. Currently Acton is **13%** below our baseline measure of overall energy consumption in FY2009. The most recent round of energy efficiency projects and status of renewable energy projects are described below.

## MUNICIPAL

### Lighting

**LED Streetlight Conversion Project:** the Municipal Properties Department continues to work with Wellesley Municipal Light Plant in converting all municipal street lights over to Light Emitting Diode (LED) lights. Approximately 330 lights have been converted at the time of composing this report; the first incentive payment for \$20,341 has been received from Eversource.

**Memorial Library Lighting Controls Project** for the installation of occupancy and photo sensors was completed in February 2015, allowing lights to dim when they are not needed by library patrons. The project was funded by the \$37,511 from a state Department of Energy Resources (DOER) grant and \$9,847 in incentive funds from NSTAR.

### Solar

**Landfill Solar Array** has been online since January 2014 and produced 2,020,332 kWh in Fiscal Year 2015 period at the time of composing this report.

Excess electricity produced during summer months is “banked” with Eversource and credited to us during the darker winter months.

**Energy Efficiency Fund:** In addition to providing energy at a fixed cost for 20 years, the Landfill Solar Array provides payments to the Town that are deposited into the Acton Energy Efficiency Fund (created in 2012 through Town Meeting and Legislature approval). This fund will provide a self-sustaining source of funding for energy projects in municipal buildings; grant funding and incentive payments are also deposited into this account.

## REGIONAL SCHOOL DISTRICT

### Lighting and Mechanical

The District completed several major energy efficiency projects in FY2015 that were funded through \$301,460 received in DOER GCG funds and utility incentives. These projects included:

New high-efficiency condensing boilers at RJ Grey JHS, which resulted in a 17% reduction in natural gas for the 2014-2015 winter season compared to the previous year.

LED exterior lighting at Conant, Gates and Douglas Schools to upgrade older, inefficient fixtures;

Exhaust fans tied to building management software at RJ Grey JHS;

Granular energy data captured at the ABRHS and JHS to identify opportunities for smarter energy management.

The District was awarded \$339,000 in the most recent round of funding for energy efficiency projects through a combination of DOER GCG funding and utility incentives. This group of projects is currently underway which includes:

LED lighting upgrades for interior spaces at RJ Grey JHS, Merriam and McCarthy-Towne, and the high school pool.

HVAC efficiency upgrades at the Parker Damon Building;

HVAC efficiency upgrade for the main server closet for the District;

Wi-Fi thermostats for modular classrooms.

### Solar and Renewables

The three PV solar arrays on school roofs (280 kW in aggregate at ABRHS, RJ Grey Junior High School and Douglas School) generated 307,000 kWh of electricity in FY2015. The District is actively researching opportunities for additional solar capacity to further reduce energy costs and emissions with the support of a \$12,500 Technical Assistance grant from DOER. The District’s electricity contract includes a commitment to obtain 20% of electricity from renewable sources (approximately 1,000,000 kWh in FY2015).

### Vehicle Fuel Use

The District school buses continue to be fueled with ultra-low sulfur diesel (reducing particulate and nitrogen oxide emissions), and the bus fleet is equipped with clean Selective Catalytic Reduction technology (further reducing emissions). Diesel use is up for FY2015 as a result of integrating Blanchard into the district’s bus operations. The District has a “no idling” policy for vehicles on school grounds, and buses are equipped with a shut-off mechanism that enforces no idling beyond five minutes.

### Engagement and Excellence

The District’s strong success in energy efficiency (29% reduction in electricity use across the district in FY2015 since the FY2009 benchmark) is due to engagement by staff, faculty and students in energy conservation, cutting costs and greening school footprints. Students

are encouraged to promote energy conservation, including working with committed faculty advisors on student Green Teams. Several of our schools were recognized with national and state awards for excellence in energy conservation and education by the National Energy Education Development Project (NEED) in the spring of 2015.

GAB Members:

Eric Hudson, Chair

Dennis Loria, Vice Chair

Mary Smith

Cameren Cousins

Padmaja Kuchimanchi, Associate

Peter Berry, Selectman Liaison

Andrea Ristine, Municipal Properties Superintendent,  
Town of Acton

Dean Charter, Municipal Properties Director, Town  
of Acton

Pamela Cady, Energy Conservation Analyst, Town  
of Acton

Kate Crosby, Energy Manager, Acton-Boxborough  
Regional School District

## **HIGHWAY DEPARTMENT**

### **SNOW**

Last winter our crews were called upon 39 times to fully treat the road surfaces and spot treated the roads 8 times. The Department plowed the roads 9 times and scraped roads of slush and packed snow. The first snow fall of this very challenging winter arrived on November 26, 2014 and the last snow was on March 28, 2015. Total snowfall for our area was just over 100". Between storms the Highway crew continued to remove snow from sidewalks, intersections and cul-de-sacs. The back to back storms created delays and an extraordinary amount of wear and tear on our equipment and personnel. I am very proud and appreciative of the dedication and hard work the crew put in during this time. Acton residents are reminded that sand and salt is available at the Highway Department. Additional information regarding the town's snow plowing and mailbox replacement policy is available on the town web site. The Highway Department is purchasing salt off of the Massachusetts State bid which proves to be more cost effective.

## **ROADS**

All roads, sidewalks and town parking lots were swept in the spring. Pavement markings on streets and in parking lots were also painted during the spring. As time allowed, lawn damage from plowing was repaired. Asphalt berms were installed in numerous areas around town to resolve severe erosion that was undermining the road edges. Wash outs from heavy rains were filled.

Under our Pavement Preservation Program all roads were evaluated. The Highway Department has used this program since 1980. Robinwood Rd, Arborwood Rd, Brooks St, Parker St, Newtown Rd, Nagog Hill Rd, West Rd, and Houghton Ln were milled, leveled, all structures adjusted and fully resurfaced.

Message boards were put out and programmed when needed for emergency or informational purposes.

## **DRAINAGE**

The Highway crew performed their annual task of flushing and replacing drainage pipes, as needed. All sluice ways were cleaned. In addition, all drainage structures were cleaned and repaired as needed. The time to clean basins has been greatly reduced because sand is no longer used for snow and ice removal. Beaver dams were removed in culverts under the direction of the Natural Resources Department. A new concrete drainage culvert was installed on High Street along with a new headwall as part of an ongoing sidewalk project in this area. Drainage improvements were done on Grist Mill Rd, Woodchester Dr, and Windermere Dr, The crews also replaced a culvert on Parker St, and one on Hosmer St. Twenty-seven 27 catch basins and five manholes were repaired.

## **SIDEWALKS/SPECIAL PROJECTS**

The Highway crew constructed new sidewalks along Great Rd, N. Main St, Summer St, Central St, Willow St and High St. Sidewalks were overlaid on Arborwood Rd, Robinwood Rd Lawsbrook Rd, Musket Dr and Pope Rd.

## **MACHINERY**

The Highway Department is responsible for the maintenance of all town owned vehicles and equipment (excluding the School & Fire Dept) whether it is performed in-house or sent out for specialized repairs. There are 161 major vehicles/equipment and many small pieces of equipment. Vehicles and equipment that have been replaced were either traded in or auctioned off as surplus property.

The Highway Department is also responsible for maintaining the fuel pumps for the town and school department and is responsible for purchasing the fuel for all town vehicles (excluding the School Dept).

### **RECYCLING AND TRANSFER STATION**

The Highway Department operates the transfer station and recycling area. Refuse (known as Municipal Solid Waste or MSW) was accepted at our site and transferred to Devens Recycling Center LLC in Devens, MA and Waste Management in North Andover, MA.

The Pay As You Through (PAYT) program was implemented in September. Since its implementation, we have seen a significant increase in recycling and a decline in the MSW.

We have made progress in the recycling area. We accept CRTs, fluorescent light bulbs, clean styrofoam packing materials, small stones, rocks, concrete, batteries, hard drives for shredding, heavy plastics, and mattresses. Leaves, Christmas trees, clippings and brush are also accepted at the Transfer Station. We participate in the Cell Phones for Soldiers Inc project in support of our military serving overseas. This is a 501(c)(3) non-profit organization dedicated to providing cost-free communication services to active duty military members and veterans. There are also drop boxes at the PSF and both libraries in town.

The Swap Shop was opened this year. It is solely run by volunteers and operated from the Spring through the Fall months. The hours are dependent on the availability of the volunteers.

An At-Home Composting Program was instituted. Compost bins and kitchen scrap buckets are available for purchase by Acton residents at the Highway Department during normal business hours.

The transfer station and landfill are inspected quarterly by an outside engineering firm to comply with DEP regulations. The transfer station is also inspected annually by the DEP. Handouts are available at the gatehouse that will answer your refuse and recycling questions. Information is also available on the town's web site.

It is a combined effort to keep the Highway Department running smoothly. I wish to thank all of the other departments for their help and assistance during the year. A special thank you goes to the Highway crew for the many projects undertaken and completed throughout the year.

### **HIGHWAY DEPARTMENT STAFF**

Corey York, DPW Director/Town Engineer  
Karen Switzer-Neff, Highway Department Office Manager  
Kevin Farrell, Assistant Highway Superintendent  
Carl Maria, Crew Leader – Highway Department  
Donald Hawe, Heavy Equipment Operator  
William Wilkie, Heavy Equipment Operator  
Michael Ricard, Heavy Equipment Operator  
Joseph Borey, Light Equipment Operator  
Collin Barry, Truck Driver/Skilled Laborer  
Mark FitzPatrick, Truck Driver/Skilled Laborer  
Jon Bailey, Truck Driver/Skilled Laborer  
Mike Horan, Truck Driver/Skilled Laborer  
William Murphy, Truck Driver/Skilled Laborer  
Charles Willett, Head Mechanic  
Sam Bell, Equipment Repair Person  
Matt Lutinski, Equipment Repair Person  
Robert Mallard, Crew Leader- Transfer Station  
Jeff Newcomb, Heavy Equipment Operator –Transfer Station  
Thomas Bailey Truck Driver/Skilled Laborer

Respectively submitted,  
Richard Waite, Highway Superintendent

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## LAND STEWARDSHIP COMMITTEE

The Land Stewardship Committee is a volunteer committee responsible for the care of almost 1,700 acres of Acton's conservation lands. Most of this work is outside: patrolling, blazing trails with paint, widening the trails when they grow narrow, removing blowdowns (trees), mowing meadows, installing and repairing bridges, walkways and kiosks, supplying maps to kiosk map boxes, removing trash, cleaning up vandalism, and noticing and reporting dumping and encroachment issues to the Conservation Commission and town staff. All of these activities continued in 2015.

There were many Eagle Scout projects performed on conservation land this year. Alejandro Zambrano rebuilt the roof on the Nashoba Brook pencil factory educational kiosk and removed approximately 20 invasive plants from the surrounding area. Liam Jones rebuilt 100' of stone dust trail at the Arboretum. Jacob Crowley removed large masses of invasive shrubs and replanted 15 native wetlands shrubs around the sun pond. Griffin Smith built a new kiosk for the Robbins Mill conservation land. Ben Oltsik created an informational video at Acton TV called "Recreational Opportunities in Acton" which may be found on the home page of the town's website.

Three new stewards joined the committee this year: Todd Tsarkiris for Wetherbee, Paula Goodwin for Heath Hen Meadow, and Jim Salem for the new Wright Hill land. We thanked former longstanding stewards Ann Shubert and Dave Cochrane as they retired from the committee. Progress was made this summer planning trails, mowing meadows and getting the bounds installed for the new Wright Hill land. Sudbury Valley Trustees is in process of creating the conservation restriction. The Robbins Mill parcel received newly-blazed trails and a new kiosk. Eagle Scout Daniel Walton is preparing to build a boardwalk there next spring.

The Board of Selectmen approved a formal charter for the Land Stewardship Committee for the first time. It clarifies what committee members are and are not responsible for; and how to work with volunteers and the other town boards and commissions.

Much work was done to remove invasive plants again this year. Many workdays and volunteers removed invasive garlic mustard from several conservation lands including the Arboretum, Nashoba Brook, Jenks, Guggins Brook, and Nagog Hill conservation lands. The Great Hill steward removed barberry and winged euonymus with youth volunteers. An invasive species educational display was set up along the entrance to the parcel along the field behind the School Street fire station to educate the community about invasive plants, identifying species with laminated tags.

Progress was made on the Trail Through Time project within Nashoba Brook conservation land. Five new informational panels were designed and fabricated. Two were installed on the Indian kiosk by the Eagle Scout who constructed it last year. Three await installation as stand-alone panels. A fourth, and final, Indian site, called Pipsissewa, was identified, scoped out, and an access path to it was flagged. Informational materials have been completed for the 3rd Kiosk panel. Two student community service days performed maintenance at the Wheeler Farmstead site. A naturalized wildflower garden was begun on weedy space between the Wheeler Farmstead and the Wheeler (aka Robbins) Mills site. Doug Halley and Linda McElroy gave a power point presentation to the Conservation Commission on August 19 and the document can be found here: <http://doc.acton-ma.gov/dsweb/Get/Document-50520>

A group of stewards are working on updating the conservation land maps for the website. This will provide more accurate and up to date information for visitors/hikers. A new bridge was built at the pencil factory dam. The old one had rotted away and was in danger of collapsing. Stewards with carpentry skills also installed new decking on the bridge over Nashoba Brook near the Wheeler Lane parking area.

Acton's conservation lands have many dedicated volunteers who help maintain trails by blazing, putting down wood chips, installing directional arrows, cutting up and removing large, fallen trees and repairing boardwalks and bridges. These folks range from young cub scouts to older boy and girl scouts. They include volunteers who are mentally and/or physically disabled, senior citizens and school groups. The Appalachian Mountain Club brought a team of hearty volunteers, coordinated by the Bay Circuit Trail Volunteer Programs Supervisor, Beth Gula, to build bog bridges and move boulders to improve the Nashoba Brook trail for the second year in a row. The Friends of the Acton Arboretum continue to support and fund major improvement projects, plant trees, flowers and shrubs and contribute to large infrastructure improvement projects like the Arboretum parking lot, irrigation well and new boardwalks. Dedicated land stewards took time off their work schedules to attend a chain saw safety program so that when they go out into the woods to remove fallen trees, they are better skilled. Thank you to all of these community members who give so much to our cherished open spaces.

Respectfully submitted by,

Bettina D. Abe, Chair

## MUNICIPAL PROPERTIES

The Municipal Properties Department discharges the following duties:

1. Design, construction, renovation, maintenance, utilities, and management of all Town buildings, except those controlled by the School Department.
2. Development and maintenance of the Town Common, roadsides, public street lights and landscaped areas.
3. Management of street trees as provided in MGL Chapter 87, and management of Public Nuisances related to shade trees, as provided in MGL Chapter 132.
4. Assistance to other departments as needed in the areas of purchasing, land management and construction.
5. Provide staff support to the Green Advisory Board.

## VEGETATION MANAGEMENT

This year 95 dead or dangerous street trees were removed, 67 street trees were pruned to reduce hazards, and stumps that presented traffic hazards were ground out below grade. Trees were removed for various sidewalk and drainage projects, and plants of various sizes were installed as replacements on those projects. Numerous sections of roadway were trimmed to provide better overhead clearance, including portions of Newtown Road, Main Street, High Street, and Concetta Circle. New trees were planted in the Historic Districts, paid for in a Streetscape Restoration Article funded by the Community Preservation Grant Program.

This Department has continued a very aggressive roadside vegetation control program to open up intersections, road shoulders, and sidewalks. Approximately 50 miles of road shoulder are mowed several times each summer with the side arm mower or brush hog. In addition to the roadside mowing, the Department continues to attempt to control nuisance and invasive vegetation, including Poison Ivy, Oriental Bittersweet, Multiflora Rose, and Japanese Knotweed using a variety of techniques.

Winter Moth, an alien invasive insect, was noted in increasing numbers this spring, when the insects were in caterpillar stage, defoliating many deciduous trees. The adult stage, a small tan or gray moth, was present in very large numbers clustered around outside lights in late November and early December. This indicates that there could be significant defoliation of trees in the spring of 2016.

Areas of Gypsy Moth infestation were noted in portions of North and East Acton. This insect has not been a significant pest since the 1980s, but appears to be on the upswing. The natural controls (a fungus and a virus) are weather dependent and hopefully the spring of 2016 will be damp, as moisture is essential for the spread of the natural pathogens in the Gypsy Moth population.

Hemlock Woolly Adelgid, another alien invasive insect that feeds on Canadian Hemlock trees, is on the rebound in Acton. This insect had caused significant tree mortality as it works its way north along the Eastern Flyway, and has pretty much decimated the Hemlock population in Connecticut. At this point the only area wide control is an uncommonly cold winter, which happens every few years. Other biological controls are being investigated, but it remains to be seen if climate change or cold resistant populations of the insect cause more extensive infestation.

Emerald Ash Borer, also an alien invasive insect, has managed to move from Michigan, where it was first detected in the United State, to the Berkshires and Southern New Hampshire in a bit over ten years. This is an incredibly fast rate of dispersal, and we could expect to begin seeing it in our area in the next few years. This insect has been even more destructive than the Asian Longhorned Beetle.

Asian Longhorned Beetle (ALB), which can cause extensive heartwood damage and structural failure of hardwood species has been found in the Greater Worcester area, and in Jamaica Plain. The quarantine area around Worcester has been expanded to 110 square miles. The Boston infestation was eradicated. This insect originates in China, and had been imported in wood dunnage such as freight pallets. Regulations brought into effect ten years ago will probably reduce new importations, but it will be very hard to stop the spread of the insect outside of the quarantine area.

Another insect that has created quite a bit of consternation is the Conifer Seed Bug. This insect is not a significant pest of trees, but it is close enough in size and shape to the ALB to generate many calls to this Department. It also has the annoying habit of getting into houses to overwinter and flies around light fixtures. When startled the insect exudes a powerful scent, similar to turpentine, which most people find offensive.

## FACILITIES PROJECTS

February 2015 broke numerous records for low temperatures and snow fall amounts. The entire department devoted considerable time to snow removal and preventative actions to protect our public buildings. No routine

tree work was performed in February, but the crew and a contracted aerial lift truck were involved in removing excess snow from roofs.

There were a number of repairs and upgrades in our public buildings in 2015, significant projects included:

The offices in the Town Hall north wing that had been vacated to temporary quarters at Nagog Park, were gutted and completely renovated, providing new open office environment, and included a fire alarm system upgrade for the entire building. The north wing office space was reoccupied in June. A new air conditioning chiller and condenser unit for Town Hall was installed to service the entire building. A 1,800 CFM air handler was also replaced in the Town Hall.

The earlier studies that were conducted to determine the need, cost, and specifications for HVAC upgrades at all three fire stations were updated, and those amended costs added to the Long Term Capital Plan.

Slate roof repairs were done in July on the Memorial Library and Town Hall caused by 2015 winter conditions. A new chimney flue was replaced at the South Fire Station. Municipal Properties also assisted the Information Technology Department with repairs to one of their small communications facilities.

The Department also gathered as much information as possible to assist the Board of Selectmen in determining what options are possible with the potential future reuse of the Morrison Farm House.

The 1.6 megawatt solar photo voltaic electric production field has been online for just under two years and continues to benefit the Town with a fixed rate for electricity for Town owned buildings and street lights. In addition to providing "green" energy at a fixed cost for 20 years, the Landfill Solar project provides payments to the Town of Acton of approximately \$60,000 per year. These payments are deposited into the Acton Energy Efficiency Fund (EEF), which was approved by Town Meeting and the Legislature in 2012. This fund will provide a self sustaining source of funding for energy conservation projects. Funds from grants and incentive payments can be deposited into the Fund. The first project undertaken is the LED streetlight conversion project.

The Municipal Properties Department continues to work with Wellesley Municipal Light Plant in public street light conversions, thus far completing over 330 street lights to LEDs; \$34,300 of the project this year was funded through the Massachusetts Department of Energy Resources (DOER) Green Communities Grant and additional funds will be provided through the Energy Efficiency Fund. The Town has already received one incentive rebate

from Eversource for \$20,340 for the conversions completed to date which was deposited into the EEF. The conversion project is expected to be completed by the middle of 2016.

The Board of Selectmen and the Town Manager authorized a twenty-year maintenance master plan study for all Town facilities. The firm of LLB Architects was selected to prepare the plan, which was completed in September. This plan will benefit the Town significantly in the future development for setting a priority list and budgeting for building improvements.

Municipal Properties applied for and was awarded a Risk Safety Grant through the Massachusetts Interlocal Insurance Association (MIIA) that provided a hydraulic lift gate on one of the Department's maintenance trucks to help the prevention of injury transporting equipment and supplies and personal protective equipment for protection from bloodborne pathogens.

The long term goal of the Board of Selectmen was to have a Transition and Succession Plan developed for each Town department. The plan for the Municipal Properties Department was submitted and reviewed by the Town Manager in early 2014. The Department was restructured to serve and report to the Department of Public Works Director, Corey York in early 2015 in anticipation of the departure of the Director, Dean Charter who retired after forty years of dedicated service to the Town. Although Mr. Charter retains the title and serves as Acton's Tree Warden within the Department. In keeping with the plan, all members of the Department continue additional training as needed to maintain licenses and certifications and where appropriate, training was approved to encourage employees to advance in Town service. Andrea Ristine served as the Interim Superintendent in July and ultimately chosen by the Town in September to serve as the new Municipal Properties Superintendent.

In closing, we would like to thank the various civic organizations, volunteers, and Town departments who have assisted this Department in the past year. A great deal of praise is given for the hard work and dedication shown by the Municipal Properties staff:

John Fleming, Building Maintenance  
Clark Hayward, Senior Worker  
Paul Hunt, Groundskeeper  
Ryan Hunt, Arborist, Crew Leader  
Brian Kissane, Groundskeeper  
Dayle MacGillivray, Building Maintenance Crew Leader  
Malcolm MacGregor, Grounds Crew Leader  
David Theriault, Building Maintenance  
Christopher West, Building Maintenance

Dean A. Charter, Tree Warden (Municipal Properties  
Director retired 7/1/2015)  
Pamela Cady, Energy Conservation Analyst

Andrea Ristine,  
Superintendent

## NATURAL RESOURCES

The Natural Resources Department is comprised of Conservation, Recreation and Cemetery; and its staff is directed by Tom Tidman. This summer, Natural Resources published 60 printed, color copies of the State-approved 2014-2021 Open Space and Recreation plan (OSRP), which were distributed to various department heads, committee chairs and citizens. The OSRP is listed on the Town of Acton home webpage under Quicklinks, and on the Conservation and Recreation town web pages. A hard copy is on file at the Town Manager's office as well as at Acton Memorial Library and other related departments in town hall.

This year the Acton Conservation Commission issued:

- 18 Orders of Conditions (OoC) under the Wetlands Protection Act (WPA)
- 2 Orders of Conditions (OoC) under the Town of Acton Bylaw only
- 2 Orders of Resource Area Delineation (ORAD)
- 1 extension of an existing OoC
- 19 Determinations of Applicability (DoA)
- 10 Certificates of Compliance (CoC)

The Town of Acton submitted several wetlands filings and received 5 Orders of Conditions. Paula Goodwin is the newest confirmed member of the Conservation Commission.

The Natural Resources Department is in the process of writing a master plan for NARA Park, which includes a history of the park and a 10-year action plan. A public survey was conducted with over 400 responses. Please see the Recreation Department's 2015 Annual Report for more details on the year's accomplishments.

The Acton Arboretum received several major upgrades to its infrastructure this year. A new, 26-space parking lot was built and paved just in time for a December snow and ice storm. A rain garden will be built in spring 2016 to capture and infiltrate storm water run-off. Electrical conduit was placed under the pavement and a new transformer installed to provide power to the Arboretum for future use. An irrigation well is expected to be dug in the spring 2016. A new 271' long, ADA compliant pedestrian

boardwalk was built across the peat bog at the opposite side of the Arboretum adjacent to Minot Avenue. The new boardwalk has a non-slip, fiberglass deck and viewing platform. It is elevated above the bog and allows light and animal passage beneath. A paved ramp will connect the new boardwalk to the Minot Ave. sidewalk. Both of these projects were made possible by grant funding from the Community Preservation Fund, the Friends of the Acton Arboretum, Inc. and generous donations from local citizens. Town staff provided personal, guided Arboretum sensory tours for the first time this spring for students with disabilities from the Perkins and Cotting Schools.

Town meeting approved funds to replace the Arboretum's fern boardwalk. The fern boardwalk is the last of three, deteriorated, wooden boardwalks to be replaced and made ADA accessible in the Arboretum in three years with CPA funding. Total cost of this project is \$25,952.19, which was offset by contributions including a \$1,000 donation from the Friends of the Acton Arboretum and an in-kind donation from Axe Brothers of \$500.

Thanks to funding from the Community Preservation Fund, an environmental company with a mechanical harvester was hired to clear invasive water chestnut plants from the surfaces of Ice House and Robbins Mill Ponds. These impounded portions of Nashoba Brook become covered with water chestnuts each summer, threatening the ecosystem and open water habitat. Additionally, 25 volunteers worked on a summer Saturday to hand-pull the plants from the edges of Robbins Mill Pond where the harvester could not reach.

Other work to remove invasive plants at NARA, the Arboretum, Canoe Launch, Great Hill, Jenks, Guggins Brook, Nagog Hill, and Nashoba Brook conservation lands is ongoing by volunteers who cut and dig out glossy buckthorn, garlic mustard, burning bush, Japanese honeysuckle, multi-flora rose, Japanese barberry, purple loosestrife, tree of heaven, and Norway maple seedlings, just to name a few.

The Land Stewardship Committee elected a new chairman, Bettina Abe. The committee members work hard removing dangerous or fallen trees from trails. Some stewards attended a chain saw safety training class offered by the Town's liability insurance company. Eagle Scouts were busy improving trails and amenities at NARA and conservation lands. Please see the Land Stewardship Committee Annual Report for additional details on conservation land trails and projects.

As always, the 3 Acton Cemeteries were immaculately maintained this year. Please see the Cemetery Commission report for further details.

Natural Resources kicked off a new program called WildAware in September with a presentation to the Board of Selectmen, who endorsed the program. The purpose of Acton WildAware is to educate the community about the existence and habits of wild creatures with whom we share our natural resources. Conservation Commissioner, Paula Goodwin and NR Assistant Bettina Abe write monthly articles for the Beacon and Action Unlimited to inform people about local wildlife conservation. There is also an Acton WildAware Facebook page. People are invited to submit wildlife photos which will be made into collage posters for display at the library. A 24-hour, summer (2016) "bioblitz" (wildlife inventory) event is planned, as well as a wildlife party at NARA Park. A 30-minute film about WildAware may be viewed on the Acton TV and Town of Acton websites. The film is shown on the local cable access channels.

A Charter with Mission Statement was created for the Land Stewardship Committee, and was approved by the Conservation Commission and the Board of Selectmen. Acton's conservation lands are lucky to have many dedicated community volunteers to help maintain trails and Arboretum gardens: clients from the NuPath day program; RJ Grey students; ABRHS seniors and students; OakMeadow School students; Groton School students; and the Friends of the Acton Arboretum, Inc. Thanks to the volunteers who serve on the Recreation Commission, Land Stewardship Committee, Conservation and Cemetery Commissions.

## **OPEN SPACE COMMITTEE**

The Open Space Committee is responsible for evaluating open space preservation opportunities, acting as an advocate to town boards, and keeping the public informed about progress made in implementing the goals of the Town of Acton Open Space and Recreation Plan as well as updating the plan on a periodic basis. The Committee advises various Town Boards on specific land acquisition and protection opportunities, including assessment of lands associated with Chapter 61, 61A and 61B offerings, land-set asides, and land gifts or defaults to the Town. The Committee also acts as the municipal liaison with individuals, land protection advocacy groups, and land conservation trusts active in the preservation of open space. In addition, the Open Space Committee acts as the sponsor for specific open space protection proposals.

During the past year the Open Space Committee has continued to work with a number of land owners interested in either selling land to the town, or having the town buy a conservation restriction for the property that would protect the land as open space. These have included key properties abutting the Great Hill and Heath Hen Meadow,

as well as one of Acton's largest remaining farms. This work is ongoing and will hopefully lead to land preservation opportunities being brought to future Town Meetings. The Committee has been greatly assisted in its efforts by the Acton Conservation Trust, and expresses thanks to this private, non-profit organization led by Susan Mitchell-Hardt. The Committee also thanks the Sudbury Valley Trustees, a regional non-profit land protection organization, for its ongoing advice and support of the Committee's land protection endeavors.

As reported last year, the Town of Acton Open Space and Recreation Plan obtained approval by the Commonwealth late last year, and is now available on-line at <http://doc.acton-ma.gov/dsweb/Get/Document-50377>. In addition to offering a wealth of information on the Town's natural and recreational resources, Commonwealth approval of the plan allows the Town to apply for state land purchase funds, an avenue of resources the Committee looks to actively pursue.

### Members of the Committee:

Andrew Magee, Chair

Franny Osman – Selectman Liaison

Peter Ashton

Dick Hatfield

Jeff Clymer, Planning Board Representative

Terry Maitland, Conservation Commission Representative

Matt Mostoller, Water District Representative

### Support and Partners:

Tom Tidman – Town of Acton Natural Resources Director

Susan Mitchell-Hardt – Acton Conservation Trust Liaison

# COMMUNITY SAFETY

## ANIMAL CONTROL OFFICER

During the past year we received 202 calls regarding animal problems or complaints throughout the Town of Acton. The calls primarily consisted of lost and found dogs. All dogs except for 3 that were picked up were returned to their licensed owners. The 3 dogs not claimed that were held for the required 7 day holding period were placed in shelters and were quickly re-homed. 23 Dog Bylaw Citations were issued.

Respectfully,

Patrick Palmer

## ANIMAL INSPECTOR

48 Animals were quarantined for rabies during the past year. The quarantined animals consisted of 35 dog bites, 1 cat bites. 12 additional domestic animals were quarantined for wounds they sustained from encounters with wildlife other than a domestic animal.

All animals under quarantine were released after the necessary duration of quarantine and all were determined to be free from the rabies virus.

As in past years, 8 Horse barns were inspected and all were found to be free of contagious disease. A total of 125 horses and ponies we counted during the inspection process and no issues were found. Additionally a barn was inspected with 4 steers. The animal barn census totaled 128 horses and ponies and 4 steers.

Respectfully submitted,

Patrick Palmer

## BOARD OF HEALTH

The Board of Health and the Health Department has had another busy year with many exciting transitions. The biggest changes were:

Transition of the Health, Building, Planning and Natural Resources Departments into the Land Use Department.

### Implementation of Munis Permit Tracking

The Health Department long time Health Director retired.

Public hearing to increase the purchase age of tobacco to 21.

These changes helped to shape the focus that the Board of Health and Health Department accomplished in 2015.

### Land Use

The Health Department spent one half of 2015 at 33 Nagog Park while renovations were completed in the North wing of Town Hall and had a successful transition back to Town Hall in June. As a Land Use Department, coordination and communication between departments has been enhanced significantly and we look forward to working closely with all departments to ensure excellent service to our residents.

### Munis Permit Tracking

Munis permit tracking went "live" in November 2015. The Health Department is grateful to IT Staff, especially Kristin Alexander and Kayla Patel as well as the professional services of Tyler Hosted Services for ensuring that our staff was well trained to begin this large transition from paper to electronic permitting. The Health Department looks forward to implementing electronic permits for convenience and communication benefits with the Land Use Department staff as well as our residents and contractors in the foreseeable future.

### Death Certifications/Burial Permit

The Executive Office of Health and Human Services implemented an Electronic Death Registration System (EDRS) on November 1, 2014 to allow Funeral homes, Medical Staff, Medical Examiners, Town Clerks and Health Departments to gain the benefits of an electronic system.

The Health Department issues Burial Permits on a regular basis and was fortunate to have trainings through webinars to make a smooth transition from paper burial permits into electronic Death certificates in 2015.

### **Sewers**

The West Acton Center Sewer Extension Project was contemplated in the Town's 2006 Comprehensive Water Resource Management Plan (CWRMP). The eastern portion of the West Acton Center Sewer Extension concept was originally linked with sewerage the Spencer/Tuttle/Flint neighborhood in 2008. In October 2015, a Design Basis Report was prepared for the West Acton Center (both east and west of the railroad tracks) for the Town's consideration and discussion. The key elements of that Design Basis Report are:

- The project concept would service almost 200 parcels, including the Douglas & Gates schools.
- The expected average daily sewer flow is 26,000 gallons per day. There is sufficient capacity in the existing treatment plant for this increase in sewer flow.
- The total project concept cost, including contingency is \$10.3M.
- Low-interest loans from the State and possible Public Works Economic Development grants will be pursued for the project.

### **WR Grace**

De maximus continued operation of the Landfill Area Treatment System. Monthly sampling was performed throughout the year. As of October 23rd the concentration of 1,4-dioxane levels in the influent was 2.6 ug/l and in the effluent 1.4 ug/l. Additional vegetation was placed in the sediment area based on the results of prior vegetation inspections.

### **Health Director Retirement**

Doug Halley began working with the Town of Acton on June 19, 1978 and spent 37 years with the Town of Acton with 28 years as the Health Director until his retirement on October 31, 2015. We will miss him tremendously in this capacity but the Town is fortunate to have him on a part-time basis as our Transportation Director.

Doug's successes during his time here were inspiring and worth a mention and a giant thank you!

Sewer – Assisted in sewerage approximately 10% of Acton

Pine Hawk – Preservation of archeology dig

WR Grace – Negotiated with contractors and WR Grace and helped resolved contamination of Town's drinking water wells

Acton Nursing Service. – Assisted in reaching Top 100 in the country

Cross Town Connect – Transportation to commuter lots, Local Government Excellence Award for Community Partnership from ICMA.

Mentor– 14 of Doug's employees became Health Directors in other communities.

### **Tobacco Public Hearing**

The Board of Health voted to adopt changes to Article 18-Tobacco Regulations through a Public Hearing process in September of 2014 which took effect on January 1, 2015. This regulation change increased the purchase age to 21 as part of a comprehensive tobacco control policy.

### **CHNA15 Grants**

The Health Department received two grants from CHNA15 :

Collaborative Grant- R.I.T.E. Project – Resident Isolation to Engagement –\$18,000 to work collaboratively with other departments/agencies to reduce isolation of our residents. So far we have completed an English Literacy class with a group of 12 Isolated Senior Asians and we look forward to planning more events in 2016 in collaboration with Council on Aging, Commission on Disabilities, Acton Food Pantry, Acton Boxborough Farmers Market, Acton Police and Fire Departments, Community Resource Coordinator and more.

Mini-Grant – Acton Board of Health Isolated Residents Connection to Healthy Food - \$6,000 to provide multiple cooking classes, access to Healthy Food and target Isolated Residents by providing a comprehensive range of programs including:

Increased access to healthy food by providing trips to the farmer's market

Transportation to events

Translation services

Nutritionist taught cooking classes

A special thank you to Sheryl Ball, Weiyuan Sun and Margaret Mikkola, Registered License Dietitian for helping to make these grant's successful.

**Translation Services/Weiyuan Sun**

The Health Department is fortunate to have an Administrative Assistant, Weiyuan Sun, who is fluent in Taiwanese and Mandarin. She played a key role in identifying and reaching Acton's growing Asian community by identifying basic town services that before her assistance were not possible. She has spent numerous hours educating these residents on their septic systems, Title 5, Food Safety and use of the transportation shuttles and the Board is grateful for her service. Weiyuan also assisted the Acton Nursing Service, Fire and Police Departments with translation services at flu clinics and trainings. Congratulations also go to Weiyuan for successfully passing the Certified Professional Food Manager and Certified Pool Operator training that allowed her to conduct semi-public pool inspections.

**Wastewater Conference**

Evan Carloni, RS. Public Health Inspector held a wastewater mini conference to help educate local septic system designers, inspectors and installers. Presby Environmental, Inc., Oakson, Inc., and Eljen Corporation all presented their most up to date technology and expressed

interest to the Health Department in participating in another Acton wastewater mini conference in the future. CEU's were provided to all that attended, giving over half a year's worth of CEU's in one day for certain credentials. Special thanks to Evan for all of his hard work in making these events successful.

**Food Safety/Choke Saving Certification**

The Health Department certified approximately 50 people in Food Safety and Choke Saving. These programs are an important part of Health Department to ensure that our residents are protected from food borne diseases and illnesses and enable our residents to eat at our variety of food service establishments safely.

**Rabies Clinic**

The Health Department would like to thank Dr. Jonathan Kelman, Great Road Veterinary Hospital and DogStar Activity Center, John and Julie Seeley for volunteering their professional services for a very successful Rabies Clinic that was held on Saturday, February 7, 2015. We are so appreciative of their help and expertise to ensure these events remain well attended and successful. In 2015 we serviced more cats/dogs than ever before. We are grateful to be able to continually provide this low cost service to the Town.

**2015 Permits**

<b>Wastewater</b>	<b>Permits</b>	<b>Wastewater Misc</b>	<b>Permits</b>
Title 5 Inspections	210	Disposal Works Installers	36
New Construction Septic	22	Title 5 Inspectors	42
New Construction Commercial	22	Wastewater Treatment Plant	16
Replacement Construction Septic	37	Septage Hauler	20
Porta-Potties	0	Septic Tank Pumpings 2224	
Minor Repair Septic	111		
<b>Food Preparation Service</b>	<b>Permits</b>	<b>Specialty Food Service</b>	<b>Permits</b>
0 seats	18	Hot Bar	4
1 to 40 seats	26	Cold Bar	4
41-100 seats	12	Deli	6
100+ seats	7	Bulk Food	5
Cafeterias	7		
<b>Food Retail Service</b>	<b>Permits</b>	<b>Misc Food Service</b>	<b>Permits</b>
Less than 5,000 sq ft	31	Utility Kitchen	24
5,000-10,000 sq ft	3	Sundries	10
Over 10,000 sq ft	5	Catering	5
Temporary Food	35	Mobile Food	3
Frozen Dessert	2	Tobacco	23
Residential Kitchen	7	Farmer's Market	24

<b>Hazardous Materials – Generator/User</b>	<b>Permits</b>	<b>Hazardous Materials –Storer</b>	<b>Permits</b>
Large Waste Generator	0	Large Industry Storer	24
Small Waste Generator	41	Small Industry Storer	95
<b>2015 Permits (con't)</b>			
<b>Hazardous Materials – Generator/User</b>	<b>Permits</b>	<b>Hazardous Materials –Storer</b>	<b>Permits</b>
Materials Generator	3	Large Retail Storer	0
Materials User	107	Small Retail Storer	11
Remediation Discharge	1	Waste Storer Industry	60
Remediation	1	Waste Storer Retail	5
Waste User	4		
<b>Miscellaneous Health</b>	<b>Permits</b>		<b>Permits</b>
Body Art Practitioner	2	Beach	1
Body Art Establishment	1	Swimming Pools	20
Commercial Hauler	9	Wading Pools	6
Funeral Director	3	Tanning Salon	1
Drain Layer			

The Health Department thanks our Senior Workers, Mary Ann Caouette, Carol Lake and Bonnie Breslin for providing assistance with much needed Health Department tasks.

The Board thanks its staff (Doug Halley, Health Director, Health Inspectors Sheryl Ball and Evan Carloni, Admin, Weiyuan Sun, Community Resource Coordinator, Laura Ducharme, Animal Inspector, Patrick Palmer, Sealer of Weights and Measures, Mark Fitzpatrick, for assisting the Board in achieving so many goals this year.

Board of Health Members  
Michael Kreuze, Chairman  
Joanne Bissetta, Vice Chairman  
Mark Conoby, Member  
William McInnis, Member  
William Taylor, Member  
Robert Oliveri, Associate Member

## **ACTON EMERGENCY MANAGEMENT AGENCY**

The Acton Emergency Management Agency (AEMA) consists of the following: Communications/RACES (Ham Radio Operators), Auxiliary Fire, Rehab/Support Services Team, Shelter Management and Explorer Post/Venture Crew 7(BSA). All members are expected to take First Aid/CPR annually and First Responder Courses so that their training is up-to-date. Our members provide First Aid services and Logistical Support at many of our Town's celebrations including Patriots Day, Memorial Day, Independence Day, NARA events and other events.

Throughout the year members have taken courses through the Federal Emergency Management Agency(FEMA) and the Massachusetts Emergency Management Agency(MEMA).

Our members have provided many volunteer hours to the Town of Acton beyond our regular meetings and trainings. The Agency is ready to respond to help make a difference in time of need and is available 24 hours a day. We can be contacted by calling 978-929-7730, leave a brief message along with your name and phone number. A member will get return your call as soon as possible.

The Acton Emergency Management Agency is always happy to accept applications for more volunteers.

### Officers of Acton Emergency Management

Hald, Mark – Director

Sawyer, Gail – Deputy Director, KB1-ICF-RACES Operator, Explorer/Venture Advisor

### Members:

Chalmers, John

Ingram, Connie Sue – Shelter Specialist

Ingram, Bob

Niemi, Wayne

Northup, Shelley – N1JVE – RACES

Northup, William – N1QPR- RACES

Ouellette, Christopher – KB1-ICG – RACES

Gail Sawyer

Deputy Director- AEMA

## **ACTON EXPLORER POST/VENTURE CREW 7- SEARCH AND RESCUE**

The Explorer Post/Venture Crew is a division of the Boy Scouts of America, Sponsored by the Acton Lions Club in conjunction with the Acton Emergency Management Agency. Meetings are held on the 2nd, 3rd and 4th Wednesday evening of every month at 7:30 pm at the Acton Emergency Management Building at 3 School St. in South Acton. New members, aged 14 to 20, male or female are always welcome to join. If interested, please call 978-929-7730 leave a brief message and we will get back to you as soon as possible.

During the year, we have participated in many town activities including the Town Fair, Independence Day , Ski and Skate sale, Concerts at NARA Park- just to name a few! We have given more than 2000 hours to the Town of Acton and the Boy Scout community by providing First Aid and emergency services.

### Members:

Gail Sawyer- Advisor

Wayne Niemi- Associate Advisor

Chris Ouellette – Committee Member

Bob Ingram Committee Member

Connie Sue Ingram-Committee Chair

Samii Trecartin- Member

Scott Landry- Member

Mark Casey- Member

Scott Konkle- Member

# ACTON FIRE DEPARTMENT

Personnel Changes to our Department  
**Retired**



**Robert (Bob) F. Sabourin**  
**Hired 8-23-1979, Retired 11-30-2015**

Bob was hired as a Call Firefighter in 1979; in 1980 he began as an Acton full-time Dispatcher. Bob performed training for all Dispatchers from 1981 until Acton went to a separate Dispatch Center. In November of 1982, Bob became a full-time Firefighter/EMT-B. Over the years, Bob received multiple letters of recognition for his good service to the Town of Acton. Bob assisted the SAFE program with installing smoke and CO detectors. Bob's wish for the new Firefighters is that they have fun and enjoy the job as their career goes forward.

## New Firefighter/Paramedic in the Ranks



**Dave Sukerman**  
**Hired 1-26-2015**

Dave completed his Mass Fire Academy Fire Recruit Training and is a Certified Paramedic. Welcome to the Acton Family.

## Apparatus and Equipment:

The Vehicle Maintenance Division has been working hard to keep all vehicles maintained. Acton Truck & Equipment, Northeast Emergency Apparatus, and Minuteman Truck have done a great job with assisting in all repairs. We had a large repair on Engine 22 which is the newest piece of apparatus. We suffered a great loss due to an engine fire in Ladder 28. Due to the Clean Air Act, the newer vehicles cost more to maintain and repair.

The Small Engine Maintenance Division has kept all equipment maintained and serviced. We have had no fuel or performance issues. The small engine fuel program is working well. The lighting systems on the older apparatus which is used for scene lighting is a challenge when it comes to repairs. The parts for these lights are not readily available. We should look into a replacement program for these scene lights. Some equipment has been moved from Rescue 29 and placed on Engine 21. The Partner Vent Saw was one of the larger items. Within the next budget cycle, it would be nice to upgrade this saw. There has been a request to outfit Ladder 28 with a Vent Saw set to be used for cutting concrete. The BW Quattro four-sensor gas meters are performing well. The Scott Scout meters will be phased out with time. I suggest that one new BW Quattro meter, or equivalent, be purchased each year for the next four years. The town currently owns and maintains eight four-sensor gas meters. Two carbon monoxide detectors have been purchased and attached to the first-in medical bags on Rescue 33 and 34. This equipment is needed to assist with metering gases during emergency situations.

The inspectional program's work is on-going. We stay current with the oil burner alterations, oil tank and LP tank installations. The underground storage permits for fuel oil and gasoline is an on-going program. I thank A.J. for all her assistance.

Respectfully,  
Acting Captain Robert Smith

## Fire:



Car 1 (2008 Ford Expedition) was replaced with a 2015 Chevy Tahoe. The vehicle has a 5.3L EcoTec3 V8 engine that operates as an 8 cylinder - and also down to a

4 cylinder under light loads. This will help with fuel savings for the department. Regular maintenance is also supposed to cost less, compared to other vehicles that we still have in service. This continues the equipment replacement program as requested by the Town.

The Fire Department responded to over 260 fire calls, including fires located on School Street, Willow Street, Hosmer Street, Pine Cone Strand, Arlington Street, Strawberry Hill Road and Windsor Avenue.

Acton Firefighters also responded to mutual aid calls from Maynard, Concord and Westford, which included structure fires and a horse barn that collapsed killing multiple horses.

#### **Educational Classes Attended by our Firefighter/EMT's Include:**

CPR Instruction, Advanced Cardiac Life Support (ACLS), Fire Instructor courses, Fire Officer I and II classes, Fire Investigation Seminars, Mass Fire Academy Recruit Training, Commanding the Mayday class, BART (basic animal rescue training) classes, Life Flight training, Chain Saw training, Chief Fire Officer (CFO) training program, Fire Investigations training, High Voltage training from MFA, Weekly EMS Webinars, Emergency Vehicle Operators Class (EVOC).

New Recruits, Vandette, Killeen, and Sukerman have completed their Mass Fire Academy Recruit Training and are able to operate at all scenes.

Brent Carter was nominated for the MFA SAFE Instructor of the Year award, by Sharon Mecurio of the COA. Congratulations go out to Brent for all his hard work.



**(Pictured L to R): Deputy Hart, Fire Marshall Coan, FF/EMT Carter, Sharon Mercurio, Chief Futterer**

A new Lead Dispatcher position was filled by Mary Ann McLaughlin with Local 25; she provides supervision for the Dispatchers, making the Dispatch process stronger than ever. Welcome to the Acton Family.

#### **Emergency Medical Services:**



#### **New to the Fleet: 2014 Horton Ambulance - Rescue 33**

The Acton Fire Department responded to just under 1,500 medical calls in 2015. A new ambulance was placed into service on March 27, and responded to a majority of these calls. Along with the new ambulance, six new defibrillators were purchased to replace the older defibrillators that were on the apparatus.

Narcan, which reverses the effects of Opioid overdoses, continued to have a positive result when used in the field by our EMT/Paramedics. Albuterol, which is used for patients experiencing difficulty breathing, and those who have been diagnosed with COPD or Asthma, has also been very successful in assisting patients prior to ALS arrival.

The Acton Fire Department EMS Division continues to look at training and advances in medical research, to better serve the Public.

EMS Coordinator  
Lt. Sammet

#### **Fire Alarm:**

The Acton Fire Alarm system is maintained by Firefighter Ken Ineson, Superintendent, and assisted by Lieutenant Kris Ellicks.

The Fire Alarm system has grown to 540 boxes (242 master boxes, 256 street boxes, 26 medical boxes, and 18 radio boxes). The Fire Alarm Division maintains the wiring that runs on the telephone poles, and the decoding equipment in the three stations and Public Safety Building.

The Fire Alarm Division installs and removes the overhead banners that announce various community and civic activities. Also, we install the American flags in West Acton and Acton Center for National holidays throughout the year. We also work on projects with other departments throughout the Town (hanging the chain falls at Nara Park, and working on traffic lights and changing the lights on the pole lights in the Town lots.)

This past year, the Fire Alarm Division did 20 pole transfers (transfer of wires from old poles to new poles). We also added 2 new Radio boxes. Throughout the year, we refurbished the boxes on the system (replacing wiring, painting, internals, and oiling and greasing the moving parts).

Fire Alarm Division Superintendent  
FF/EMT Ken Ineson

### **Schools:**

The Acton Fire Department conducted safety inspections of all Acton Public Schools, Junior High and Senior High Schools prior to their opening in August. We are happy to report that all schools complied with the required safety codes. Any minor issues/repairs were addressed promptly, and re-inspected by the department.

The required fire/evacuation drills were also conducted in all schools. Thanks to the students and staff in each school, each evacuation drill was performed swiftly, efficiently and without any issues.

Safety Inspections at all preschools and child daycare facilities were also conducted. Each facility complied with safety codes, and follow-up inspections were performed to address any minor issues.

Captain Robert Vanderhoof

### **Fire Prevention:**

Overseen by Deputy Chief Robert Hart, the Fire Prevention Division continues to conduct commercial and residential inspections. Captain Robert Vanderhoof heads up the School Safety Division, ensuring the staff, students, and visitors remain safe. Four fire drills are conducted annually for each of the schools and daycare facilities in town. Joint safety inspections, done with the Building Department, ensure the school buildings are code compliant. Acting Captain Robert Smith oversees all flammable, combustible liquids and gases. This includes the annual inspections of all gas stations in town, bi-annual inspections of tank trucks garaged in Acton, propane storage permits, and all aspects of oil burner repairs and installations. Commercial and residential plan reviews, rough and final inspections for sprinkler work, alarm work, remodeling, new construction and commercial cooking hood systems are conducted by Deputy Chief Hart. Shift Commanders are responsible for conducting safety inspections for the issuance of a liquor license, and the residential smoke/carbon monoxide detector inspections for issuing the Certificate of Compliance necessary for the sale of a home in Acton.

Deputy Fire Chief Robert Hart

### **Public Education:**

The Public Education team continues to focus its efforts on educating school-age children about the dangers of fire. This year, we visited over forty classrooms and day care centers. We also were able to work with local Boy Scouts and Girl Scouts to educate them on fire safety and first aid. We also conducted cooking safety classes for all of the cafeteria staff in the school kitchens. The team continues to be very involved with the Senior Center, offering a smoke detector installation program, senior CPR classes, cooking safety, and a senior luncheon. The Senior SAFE team has recently worked at installing house numbers, medical lock boxes, and stovetop fire extinguishing devices for seniors. We also continue to hold our annual Open House during fire prevention week. This allows the public to come visit us and ask any questions they have about fire safety. The SAFE program continues to be successful in applying for and receiving state and federal grants, which allows us to provide public education to the Acton residents.

Team Leader: FF/EMT Brent Carter

### **CPR:**

The Acton Fire Department continues to provide CPR, AED, and First Aid Training to the Townspeople, as well as all Town employees. We successfully trained 57 people this year, and continue to put the word out that we offer these classes to the public. If you would like to attend a CPR, AED class, please feel free to call us. Thank you.

### **BART Training (Basic Animal Rescue Training)**

In 2015, two members were sent to take the BART class (basic animal rescue training). The Acton Firefighters Local 1904 purchased and donated the BART rescue equipment to the Fire Department. Beginning the first of the year, the whole department will receive training on this new equipment, then the equipment will be placed into service.



Tom Matthews FF/EMT

## Fire Investigations Team:

The Acton Fire Department Fire Investigation Team comprised of Firefighter Jared Crowley and Lieutenant Anita Arnum, conducted eight (8) fire investigations during 2015 within the Town of Acton, and responded four (4) times for mutual aid investigations. The Team has continued their education and training by attending meetings and seminars sponsored by the International Association of Arson Investigators (IAAI) and Metro Fire/Arson Association, as well as various online accredited organizations.

Respectfully Submitted,  
Jared Crowley FF/EMT

## FEMA: Hazmat Activities

Respectfully submitted by Lieutenant Arnum

The Massachusetts Regional Hazardous Materials (Hazmat) Response Program is an innovative response system designed to provide specialized response of personnel and equipment to the 351 communities of the Commonwealth of Massachusetts in order to 1) protect the public 2) protect the environment, and 3) protect property during incidents involving a release (or potential release) of hazardous materials. The Massachusetts Hazmat system is divided into six districts throughout the state. Each district has specialized vehicles and equipment strategically located in the district to allow for a maximum 1-hour response anywhere in the state. Each District Team is supported by 35 Hazardous Materials Technicians that are members of local Fire Departments within the District (Acton currently has one member on the District 3 Hazmat Team). Hazmat Team Members have received a minimum of 160 hours of initial training prior to certification as a Hazmat Technician. In addition, each member is required to maintain a minimum of 88 hours of continuing education each year. This training is attained via monthly District drills, an annual Hazmat Conference and various specialized Hazmat training opportunities throughout the year.

District 3 Hazmat is comprised of forty-seven Cities and Towns: Acton, Ashland, Auburn, Blackstone, Boxborough, Brookfield, Carlisle, Charlton, Concord, Douglas, Dudley, East Brookfield, Framingham, Grafton, Holliston, Hopedale, Hopkinton, Hudson, Leicester, Lincoln, Marlborough, Maynard, Mendon, Milford, Millbury, Millville, North Brookfield, Natick, Northborough, Northbridge, Oxford, Sherborn, Shrewsbury, Southborough, Southbridge, Spencer, Stow, Sturbridge, Sudbury, Sutton, Upton, Uxbridge, West Brookfield, Warren, Wayland, Webster, Westborough and Worcester.



**TOMs: Tactical Operations Module**, a mobile command post of sorts with computers, cameras, meters and specialized equipment.

**ORUs: Operational Response Units**, carry a host of specialized equipment required to enter, evaluate and initially mitigate a hazardous materials incident.

**Squads:** Smaller, mobile response vehicles with very specialized hazmat equipment that may be required for specific types of incidents.

When a Hazmat incident is identified or suspected in the state, the local Fire Department is most likely the first to respond. If deemed necessary, local first responders can activate the local District Hazmat Team to respond for assistance based on the following Levels of Response:

- Tier 1 – Hazardous Risk Assessment
- Tier 2 – Short-Term Operations
- Tier 3 – Long-Term Operation
- Tier 4 – Multi-District Response
- Tier 5 – Weapons of Mass Destruction/Mass Contamination, Full System Response

This year, a new Hazmat Response Level was added to the system: Fire Ground Air Monitoring. This response was added in order to assist departments, particularly when battling larger fires throughout the Commonwealth. This service is provided to assist in air monitoring in the vicinity of a fire, especially if hazardous materials may be involved.

2015 saw the creation of what is known as the “Innocent Homeowner Provision” which provides relief to homeowners from the cost of a Hazmat response at their home, provided that:

They are the Owner/Occupant

They are in lawful possession of the hazardous material in question

There was immediate notification of the release or situation

There is no gross negligence

District 3 responded to a total of 23 Hazardous Materials events in 2015. Responses included events such as fire ground air monitoring, ammonia leaks, attempted chemical suicides, mercury spills, chemical odors, clandestine drug labs, mixing of pool chemicals, threat letters with suspicious substances, Superfund sites leaking and unknown chemicals. The responses are broken down as follows:

Fire Ground Air Monitoring	2
Suspicious Substances	3
Chemicals	12
Clandestine Drug Labs	1
Special Events Support	2
Mercury Spills	2
Radiation Emergencies	1
<b>Total Calls</b>	<b>23</b>

Recently, the Hazmat Response System began the process of replacing its fleet, and District 3 received a new Tactical Operations Module (TOMs Unit) that is currently housed at the Marlborough Fire Department Headquarters. In addition, the system is continually upgrading equipment to keep up with advances in technology. This year, one of the highlighted pieces of equipment received is the M908, a hand-held mass spectrometry unit designed to provide powerful detection and identification capabilities to Hazmat Technicians in the field. Massachusetts has one of, if not the most comprehensive Regional Hazmat Response Systems in the nation.

**Radios/Communications:**

This year, the Radios Division continued to maintain and upgrade our radio fleet. Maintenance included solving some minor issues, as well as adding more regional and national frequencies to our radios to increase the number of agencies with whom we can communicate. These frequencies will serve as a backup to our main fire frequency in the event that our main frequency goes out of service for any reason. They will also be used to communicate with other Local, State and Federal Agencies in the event of a large scale incident. Handling the programming in-house has proven to provide a significant cost savings over paying private companies to do the same work.

We have also worked closely with the Fire and Police dispatch center to streamline some of our dispatching procedures, as well as standardizing our guidelines to provide the highest level of service to the Townspeople. The addition of the Lead Dispatcher position has proven to be an effective way of bringing the Departments together in an

effort to make the communications process as seamless as possible. 2015 was a very productive year and has helped pave the way to an even more productive 2016.

We would like to thank the taxpayers of Acton for their support in providing us with the tools necessary to keep our members, as well as the townspeople as safe as possible in both emergency and non-emergent situations.

Acting Lieutenant Nick Pentedemos

**In Memoriam of Those Who Have Passed Before Us:**

I am pleased to leave this area blank.

**In Conclusion:**

The residents and those who work or shop in Acton can rest assured that all the Firefighters/EMT's who serve Acton are well skilled, compassionate and caring individuals who come together as a team to deliver the best services to the Town of Acton Massachusetts.

Patrick J. Futterer Fire Chief

**Annual Statistics -2015  
Primary Type Incidents**

<b>Fire</b>	
21	Building fire
13	Cooking fire, confined to container
1	Chimney or flue fire, confined to chimney or flue
1	Fuel burner/boiler malfunction, fire confined
1	Off-road vehicle or heavy equipment fire
2	Forest, woods or wildland fire
11	Brush, or brush and grass mixture fire
2	Natural vegetation fire, other
1	Outside rubbish, trash or waste fire
4	Special outside fire, other
5	Fire, other
<b>62</b>	<b>Sub-Total, Fire</b>

**Overpressure, Ruptures, Explosion, Overheat (no ensuing fire)**

1	Overpressure rupture of steam boiler
<b>1</b>	<b>Sub-Total, Overpressure, Ruptures, Explosion, Overheat(no ensuing fire)</b>

**Rescue & Emergency Medical Service**

1,379	EMS call, excluding vehicle accident with injury
8	Mutual Aid Outgoing / Medical non-MVA
4	Mutual Aid Outgoing / Medical – MVA
157	Vehicle accident with injuries
17	Motor vehicle accident with no injuries
1	Lock-in (not lock-out)
1	Removal of victim(s) from stalled elevator
<b>1,567</b>	<b>Sub-Total, Rescue &amp; Emergency Medical Service</b>

**Hazardous Conditions (No Fire)**

4	Gasoline or other flammable liquid spill
46	Gas leak (natural gas or LPG)
66	Carbon monoxide incident
2	Heat from short circuit (wiring), defective/worn
1	Overheated motor
24	Power line down
4	Arcing, shorted electrical equipment
1	Vehicle accident, general cleanup
9	Hazardous condition, other
<b>157</b>	<b>Sub-Total, Hazardous Conditions (No Fire)</b>

**Service Calls**

66	Lock-out (not lock-in)
32	Water Problem / Evacuation
5	Water or steam leak
6	Smoke or odor removal
5	Assist police or other governmental agency
1	Police matter
3	Public service
101	Assist invalid
8	Unauthorized burning
4	Inspection, not classified
57	Mutual Aid
228	Service Call, other
<b>516</b>	<b>Sub-Total, Service Calls</b>

**Good Intent Calls**

30	Dispatched & canceled en route
3	No incident found on arrival at dispatch address
5	Authorized controlled burning
1	Prescribed fire
46	Smoke scare, odor of smoke
8	Steam, vapor, fog or dust thought to be smoke
2	Barbecue, tar kettle
1	EMS call, party transported by non-fire agency
28	Good intent call, other
<b>124</b>	<b>Sub-Total, Good Intent Calls</b>

**False Alarms & False Calls**

5	Municipal alarm system, malicious false alarm
9	Sprinkler activation due to malfunction
50	Smoke detector activation due to malfunction
1	Heat detector activation due to malfunction
35	Alarm system sounded due to malfunction
2	CO detector activation due to malfunction
20	Sprinkler activation, no fire - unintentional
1	Extinguishing system activation
72	Smoke detector activation, no fire - unintentional
26	Detector activation, no fire - unintentional
43	Alarm system sounded, no fire - unintentional
17	False alarm or false call, other
<b>281</b>	<b>Sub-Total, False Alarms &amp; False Calls</b>

**Severe Weather & Natural Disasters**

1	Lightning strike (no fire)
4	Severe weather or natural disaster, other
<b>5</b>	<b>Sub-Total, Severe Weather &amp; Natural Disasters</b>

**Other Type of Incidents**

3	Citizen complaint
1,369	Fire Alarm (Plug In or Plug Out)
2	Fire Alarm Work (Supt.)
538	Inspection, 26F 1/2 Smoke Detector
183	Inspection, Annual
92	Inspection, Final Occupancy
13	Inspection, Fire Drill
5	Inspection, LP Installation
12	Inspection, Oil Burner Alteration
14	Inspection, Oil tank installation
1	Inspection, Quarterly
50	Inspection, Rough
9	Inspection, Tank Removal
2	Lock Box Activity / Key update
21	Mutual Aid Outgoing / Engine
2	Public Education (Non-SAFE)
5	Special type of incident, other
8	Training
<b>2,329</b>	<b>Sub-Total, Other Type of Incidents</b>

**Other Incidents (codes w/ no rollup values)**

78	CAD Entry Error
<b>78</b>	<b>Sub-Total, Other Incidents (codes w/ no rollup values)</b>
<b>5,120</b>	<b>Total Number of Incident Types</b>

**Total Count of Unique Incident Numbers for this Period:**  
5,120

**Grand Total Count of Unique Incident Numbers for this Period:**  
5,120

**ACTON AUXILIARY FIRE DEPARTMENT**

The Acton Auxiliary Fire Department is a division of the Acton Emergency Management Agency. It is comprised of a small group of dedicated volunteers donating their time and efforts to provide support services to the Town of Acton during times of emergencies.

Due to changing times, rules and regulations, The Auxiliary Fire Department will be merged into the Acton Emergency Management Agency. We will still provide support services to the Town and its residents.

Respectfully submitted,  
Gail Sawyer  
Deputy Director  
Acton Emergency Management Agency

# POLICE DEPARTMENT

## Members of the Acton Police Department

### Chief's Message

The calendar year 2015 was a very good one for the police department. We have removed the department from the civil service hiring procedures that were causing incredible delays in our ability to hire officers quickly and efficiently. As a result we are able to fill our vacancies promptly thereby saving time and money. Also as the department becomes busier with new problems we can provide support to the townspeople without delay.

The job of the police is difficult and more issues are coming up on a regular basis. Mental health problems affect many people in the community and require much intervention by the police. A state grant has been funded to enable us to obtain help for these people. Opioid abuse is a major concern and has been getting worse on a state and national basis. Between the Fire Department and Police Department use of Narcan we have been able to save some lives that would have otherwise been lost to the scourge of drug abuse. As always we deal with a constant amount of domestic violence.

We are well aware of the concerns that residents have regarding traffic in town and do as much as we can to alleviate those problems. While we cannot control the number of vehicles we can certainly slow them down. You will see better enforcement as we get our patrol officer numbers up to higher staffing levels.

### Some notable statistics:

National Incident Based Reporting Incidents (Crimes)  
- from 552 to 759  
All Incidents up from 21,346 to 25,309 up 18.6%  
Arrests up from 142 to 169 up 19%  
Protective Custodies are down from 35 to 20 - down 42%  
Accidents up from 367 to 388 up 5.72%  
Traffic Complaints up from 162 to 227 up 40%  
Traffic Citations up from 1722 to 1912 up 11%

I would like to thank Town Manager Steve Ledoux, the Board of Selectmen, all the other department heads and the many officers and civilian employees of the Acton Police Department.

Frank J. Widmayer III  
Chief of Police

### CHIEF OF POLICE

Francis J. Widmayer III

### DEPUTY CHIEF

Richard Burrows

### LIEUTENANTS

James A. Cogan  
Douglas Sturniolo

### SERGEANTS

Raymond P. Grey  
Edward Lawton Jr.  
John Cooney  
Scott Howe  
Daniel Silva

### POLICE OFFICERS

James Goodemote  
Christopher Browne  
Christopher Prehl  
Frederick Rentschler  
Michael Cogan  
Kevin Heffernan  
Luke Penney  
Leo Gower  
Dean Keeler  
Gardena Abramowitz  
Keith Campbell  
Scott Krug  
Daniel Holway  
Todd McKelvie  
Tricia Sullivan  
John Collins  
Steven McCarthy  
Michael Eracleo  
Jonathan Stackhouse  
David Joachim  
Jesse Osterhoudt  
Anna Dapkas  
Douglas Mahoney  
Nathan Meuse  
Matt Hammer  
Martin Lawrence  
Jacob Frelick  
Steven Stalzer  
Colin Trelegan  
Marc Symington  
Tyler Russell

**SPECIAL POLICE OFFICERS**

John Dristilaris  
Deborah Richardson  
Roger Wallace  
Raymond L. LaRoche  
Robert Cowan

**POLICE MATRONS**

Faith Williams  
Deborah Richardson  
Becky Leblanc

**SECRETARY**

Faith Williams

**RECORDS CLERK**

Becky Leblanc

**DISPATCHERS**

MaryAnne McLaughlin (Lead Dispatcher)  
Kevin Antonelli  
Roger Wallace  
Daniel Deane  
Robert Boyd  
Alicia Burak  
Patrick Hawthorne  
Maurice Brassard  
Joanne Harpin  
Ryan Horman  
Marcie Furlong  
Megan Chen

**OPERATIONAL ASSIGNMENTS****Officer In Charge of Patrol Division**

Lt. Douglas Sturniolo

**Officer In Charge of Special Services Division**

Lt. James Cogan

**Officer In Charge of Detectives**

Sgt. Edward Lawton

**Department Prosecutor**

Det. Frederick Rentschler

**Detectives**

Det. Christopher Browne  
Det. Kevin Heffernan  
Det. Leo Gower

**Youth Officers & School Resource**

Det. Keith Campbell  
Det. Michael Eracleo

**Safety/Traffic/Crime Prevention Officers**

Det. Christopher Prehl  
Det. Jonathan Stackhouse

**Training Officer**

Deputy Chief Richard Burrows

**Family Services Unit**

Sgt. Raymond Grey  
Det. Jonathan Stackhouse  
Ptl. Tricia Sullivan  
Det. Michael Eracleo

**K-9 Unit**

Ptl. Daniel Holway & Miso

**Drug Unit**

Sgt. Edward Lawton Jr.  
Det. Dean Keeler

**Administrative Division**

The Acton Police Department Administrative Division is responsible for Training, Professional Standards, Accreditation, Grants, Public Information, Records and the New Hiring Process and other administrative functions of the police department.

**Training**

A major component in this division is training. Police officers are required by law to receive 40 hours each year of in-service training as prescribed by the Municipal Police Training Committee. There are also many certifications that must be maintained and other specialized training for various members of the patrol force and detectives. Training is tracked by fiscal year to match up with our budgeting process. For fiscal year 2015, which runs from July 1, 2014 through June 30, 2015 the department logged approximately 6,255 training hours.

The breakdown of the training was 1,154 hours of mandatory in-service training, 2,575 hours of various training including but not limited to, emergency vehicle operators course, search and seizure, criminal interdiction, domestic violence, DEA drug training, firearms, human trafficking, accountability and discipline, childhood disorders, excited delirium, Narcan, active shooter, field training, mental health first aid, cyber-crime, property and evidence management to name a few. There were two new officers, Martin Lawrence and Matthew Hammer, attending the police academy for 800 hours each and then went through a twelve week field training program for approximately 460 hours each.

In preparation for Police Chief Francis J. Widmayer III's upcoming retirement in January of 2017, the department is working on succession planning.

One of the highest levels of law enforcement management trainings is the FBI National Police Academy in Quantico Va. The academy consists of 10 weeks of training from FBI and other law enforcement trainers. Each class has over 200 law enforcement executives, including international officers from all over the world. The course curriculum is current and extensive and is recognized by the University of Virginia for 17 college credit hours. A majority of job postings for Chief of Police across the country and locally list the National Academy as a desired qualification.

Deputy Chief Richard Burrows attended the FBI National Academy in 2004, Sergeant Ray Grey attended in 2013, and Lieutenant James Cogan is currently on the waiting list.

FBI Law Enforcement Executive Development Association also offers supervisory classes for law enforcement. The first of three 40 hour primary courses is the Supervisor Leadership Institute which Lieutenants Cogan and Sturniolo attended in August and Sergeants Lawton and Cooney attended in October. Those supervisors will attend the second primary course Executive Institute in the spring and summer, and the third course Command Institute in the fall.

Other management training classes are Municipal Police Institute's Command Staff Executive Development Series which consists of ten full day classes covering liability, management, leadership and essential subjects for command staff. Deputy Chief Richard Burrows, Lieutenants Cogan and Sturniolo and Sergeant Lawton have attended.

### **Professional Standards**

We have a very professional police department that provides service to our residents, business owners and visitors. We had very few complaints last year and each one was thoroughly investigated.

### **Accreditation**

We are in the process of obtaining state accreditation through the Massachusetts Police Accreditation Commission. We achieved national accreditation in 1992 but due to the cost and labor intensive hours it was impractical to maintain. We have recently acquired the Lexipol policy program and are updating our policies and procedures and are putting processes in place to be able update them on a continuous basis. This will also assist us in training the officers and tracking their receipt of new and updated policies. The accreditation process will ensure we are using

industry best practices, assist the officers in performing their duties, and reduce overall liability.

### **Grants**

We applied for and received a grant through the Massachusetts Executive Office of Public Safety for a new digital fingerprint scanning machine for \$30,000. This device replaced an older model and increased the resolution of fingerprints taken, increased the capacity to obtain palm prints, and updated the software used to communicate with the state and FBI databases.

We applied for and received traffic safety grants through the State for FFY 15 for \$10,000 and FFY 16 for \$7,500. These grants allow us to assign officers for targeted traffic enforcement. Some deployments are for safety belt usage, some for distracted driving and some were "Drive Sober or Get Pulled Over" and the hope is to educate the public and reduce the accidents and injuries on the roads of Acton.

We applied for and received a Jail Diversion grant with several other communities that involves the hiring of a clinician that responds with officers and follows up on calls in our community that involve mental health issues and addiction issues. We have seen a rise in both over the past few years and we hope that this grant will allow us to help those individuals that need assistance with obtaining services and referrals.

### **Public Information**

The department provides press releases on a regular basis to the local newspapers, websites and other news sources advising of important and timely cases, arrests, and alerting citizens for potential scams and crime trends and patterns.

### **Records**

Providing records is an important function because all reports, forms and pictures and other items must be preserved for periods of time as specified by the Supervisor of Public Records. The Records Clerk is also responsible for providing copies of reports to many parties including insurance companies, court, and residents. Public records requests take a considerable amount of time to process due to the need to redact certain information.

### **New Hiring Process**

Since coming out of civil service we have begun a new hiring process. We put out a job posting for police officer in September and received approximately sixty résumés. We interviewed twenty-two candidates mostly academy

trained officers, and selected three to continue through the process. They passed an extensive background investigation, medical exam, psychological exam and passed the Physical Abilities Test.

**Our newest officers are:**

Colin Trelegan who started on November 16th and previously worked at UMass Lowell as a campus police officer, he has his Master's degree in Criminal Justice from UMass Lowell.

Marc Symington who started on November 23rd and previously worked for the Framingham State University as a campus police officer, he has his Master's degree in Criminal Justice from Bridgewater State University.

Tyler Russell who started on January 18th and he previously worked for the Princeton Police Department as a part time police officer; he has his Bachelor's degree in Criminal Justice from Worcester State University

We will begin the next hiring process in January and continue to fill vacant positions in the department until we are fully staffed. At the current rate of hiring we plan to be at our authorized staffing of forty- three sworn positions as of November 2016.

Deputy Chief Richard Burrows

**PATROL DIVISION**

The Acton Police Department Patrol Division provides uniformed patrol coverage to approximately 20.3 square miles of Acton with a population of over 21,000. The Patrol Division is the largest division in the department which consists of a Patrol Lieutenant, 5 Patrol Sergeants, and 17 Patrol Officers including a K9 unit. The Acton Police Department Officers are dedicated police professionals, committed to serving the Acton community. The Patrol Division responds to crimes in progress, motor vehicle crashes, domestic disturbances, residential & commercial alarms, social and mental health issues, and all forms of emergencies. Patrol Officers also conduct preliminary investigations and provide support to the Detective Division.

The Patrol Division K9 unit in 2015 consisted of K9 handler, Officer Daniel Holway, and our German Sheppard, Miso. The K9 unit assists the department with narcotic seizures, locating wanted & missing persons, arrests & search warrants, and promoting community interest and awareness through demonstrations. The K9 unit conducts annual in-service training and receives numerous trainings throughout the year to maintain certifications. Unfortunately, this past year Miso retired due to medical reasons and Officer Holway relocated. Officer Holway and Miso

were both valued members of our department and will be missed. The K9 Program has proven to be a success, and we are actively working to continue the program

Training is a key element of every police department. The Acton Police Department conducts yearly in-service training for all sworn members of the department. The training topics include law updates and court decisions, defensive tactics, use of force, and first responder certification, which includes First Aid and CPR. As First Responders, the Acton Police began carrying Nasal Naloxone in early 2015 in response to the increase of Heroin overdoses. Nasal Naloxone is a medication used to reverse an overdose of Heroin or other opioids. In 2015, the Acton Police Department responded to 12 overdoses from Heroin and other drugs (18 in 2014), two of which resulted in deaths (3 deaths in 2014). This year Nasal Naloxone was effective in 5 cases where the patient was unresponsive from an overdose. Sergeant Daniel Silva and Officer Mahoney are both certified trainers for administering the Nasal Naloxone and have trained the entire department.

The Patrol Division also has a Field Training Officer Program which consists of Sergeant Daniel Silva, Sergeant Scott Krug, Officer John Collins, Officer Stephen McCarthy, Detective Jon Stackhouse, Officer Douglas Mahoney, and Officer Nathan Meuse. The Field Training Program is designed to effectively train new recruit officers on the street after they graduate from the academy. The Field Training Program provides extensive training to recruit officers over a 12 week period. This results in a better trained officer who will increase the department's efficiency and effectiveness. The program also enhances the relationship between the police and the community.

This past year our department has expanded its personnel to include an additional Sergeant, Field Training Officer, and two Patrol Officers. Officer Scott Krug was promoted to the rank of Sergeant after 15 dedicated years of service with the department. Officer Nathan Meuse has expanded his duties and responsibilities as a Field Training Officer. Last year's recruits, Officer Martin Lawrence and Officer Matthew Hammer, completed their field training and have shown great dedication and professionalism.

The Acton Police Department has two Recruit Officers currently in the Field Training Program. Officer Colin Trelegan and Officer Marc Symington are expected to complete their training in early 2016. Both officers have previous experience in law enforcement. Officer Colin Trelegan worked as a Police Officer for UMass Lowell, and Officer Marc Symington worked as a Police Officer for Framingham State. We look forward to their future success with the Acton Police Department.

The Town of Acton continues to see an increase in its residential population and commercial business growth. In 2016 the Acton Police Department will continue to expand its force by adding additional officers in response to this increase. The Acton Police Department takes pride in serving the community and continues to maintain Acton as one of the safest towns in the Commonwealth.

Lieutenant Douglas J. Sturniolo  
Patrol Division Commander

## **SPECIAL SERVICES DIVISION**

The Special Services division of the Acton Police Department is comprised of 13 Detectives who work along with the patrol division to provide police services to our community. Their responsibilities include investigation and prosecution of all reported criminal incidents. Detectives are also assigned to our traffic unit, youth services unit, drug unit and one is assigned as department prosecutor who acts as our department's liaison to the Middlesex County District Attorney's Office.

### **Investigations**

Detective Sergeant Edward Lawton is responsible for assigning and supervising all criminal investigations, he also oversees the Drug Unit. Detectives Chris Browne, Kevin Heffernan and Leo Gower are responsible for conducting most criminal investigations. Detectives conduct hundreds of investigations each year into reported incidents including breaking and entering, larcenies and assaults. Detectives are also responsible for responding and investigating sudden or unattended deaths. Investigations often include taking photographs, attempting to recover latent fingerprints, interviewing victims, witnesses and suspects. Each investigation must then be documented by completing comprehensive reports which describe all aspects of the incident and investigation. Each investigative report is then reviewed and a decision is made as to whether someone may be charged in court.

Along with conducting investigations Detective Heffernan is responsible for firearms licensing and maintaining the sex offender registry. Detective Browne serves as our Evidence/Property officer, he is responsible for properly storing and tracking all evidence and recovered property.

### **Prosecution**

Most adult criminal matters and domestic orders are handled in the Concord District Court by Detective Fredrick Rentschler; he has served this role for many years. Occasionally more serious crimes are transferred to the Middlesex Superior Court in Woburn. Detective Rentschler

also handles motor vehicle citation appeals and is responsible for scheduling officers for hearings and trials in both district and superior court. Detective Rentschler is actively involved in the Drug Court as well. All criminal matters involving juveniles are normally sent to Middlesex Juvenile Court in Framingham or handled by Communities for Restorative Justice. Detective Keith Campbell serves as our department's liaison to C4RJ which is an outreach group focused on pre-court alternatives for young offenders aimed at lowering recidivism and stressing the impact of crime on the community.

## **Traffic Unit and Fleet Management**

Detective Chris Prehl and Detective Jon Stackhouse are assigned to the Traffic unit. It is their primary responsibility to respond to and handle complaints of traffic issues. Like all towns in our area speeding vehicles continue to be a major concern of our citizens and our police department. One method used to address these concerns is by deploying the department's speed trailer; this tool helps to raise operator's awareness of the posted speed limit. The trailer is able to track the speed of each passing vehicle and the time they passed. We can then review the data collected and schedule our enforcement efforts better.

Detective Prehl also serves as the Police Pursuit Vehicle (PPV) and Special Service Vehicle (SSV) expert for VEH98 contract team and was primarily responsible for those sections of the contract. Detective Prehl was chosen by OSD because of his years of expertise with police and specialty vehicles and with statewide vehicle contracts, purchasing vehicles and up fitting for his department and The Town of Acton.

## **Youth Services Unit**

The Youth Services Division works closely with the Acton Public and Acton Boxborough Regional Schools to respond to emergency situations and ensure a safe campus atmosphere at each school building. Having a tremendous working relationship between the police and school staff helps to create a positive learning environment as well as identify those students who may need greater support. Detective Michael Eracleo works at the elementary level as well as at the Victor School and Colebrook High School. Detective Eracleo spends a great deal of time working with individual students and staff on specific issues that arise, but also provides in class instruction to students on cyber bullying and substance abuse. Detective Keith Campbell works in both the High School and at RJ Grey Junior High. His time there is spent working with students and staff on a myriad of tasks ranging from school security to attendance compliance. Detective Campbell also handles criminal investigations involving youth offenders and victims.

## Drug Unit

Detective Dean Keeler is assigned to the drug unit and has been since its creation in the fall of 2013. There is a serious need for this unit as we continue to see an increase in the number of drug overdoses in our town similar to what the rest of the state is experiencing. Detective Keeler has built strong relationships in the past year with officers from surrounding towns that are also focused on drug enforcement. He has conducted numerous joint investigations over the past year with area towns as well as state and federal agencies.

In June of 2015 we began a trial program where members of the patrol force are temporally assigned to work in the drug unit. Both Officers John Collins and David Joachim have spent 3 months in this assignment and the feedback has been extremely positive. We hope to continue this program which gives officers the opportunity to learn more about drug investigations.

## Training

Each year detectives receive specialized instruction by attending numerous training classes as well as taking online training. This is in addition to yearly in-service training all sworn officers of the department are required to attend. Workplace training is essential to keep up with the many changes taking place in law enforcement each year. In 2015 detectives received hundreds of hours of specialized training in many different areas, including:

Bucal DNA Collection	Cell Phone Investigation
Fingerprint Recovery	Search Warrant preparation
Liquor Law Investigations	Investigating Child Abductions
Property & Evidence Management	Digital Photography
Adult and Juvenile Law Updates	Homegrown Violent Extremists
Sexual Assault Investigation	Narcotics Investigations

In 2015 our police department has continued to increase the use of the PSF-EOC (training room). By hosting seminars and training classes here in Acton we are able to provide the latest and most up-to-date training for our officers at a reduced cost.

In the spring of 2015 many members of the Special Services Division were called on to assist in hosting a citizen's police academy in the Training room. Approximately 20 members of our community enrolled and completed the 8 week course. The Academy covered many different subjects including domestic violence, traffic, drugs, inves-

tigations, prosecution, patrol operations, juveniles, and communications.

## Communications

Dispatchers who work in the communication center are also part of the Special Services Division. Dispatchers are a critical part of all public safety organizations. They are required to be skilled at operating a variety of communications equipment, including computer systems, telephones and radios. Public Safety Dispatchers receive and handle 911 emergency calls and also non-emergency calls for service. Dispatchers are trained to prioritize calls for police, fire and EMS assistance. Dispatchers use a computer-aided dispatch system and are trained to provide pre- arrival instructions to callers reporting medical emergencies using Power Phone emergency medical dispatch protocols. All dispatchers also receive mandatory annual in-service training each year. The communications center is staffed by 9 full-time and 3 part-time dispatchers.

In July 2015 Mary Ann McLaughlin was hired to fill the position of Lead Dispatcher, Mary Ann has many years of experience working in EMS field as both a dispatcher and EMT. Along with dispatching Mary Ann handles scheduling and overseeing dispatch training. Mary Ann is also responsible for quality assurance of Emergency Medical dispatch calls and dispatcher performance reviews.

Two new part-time dispatchers were also hired in 2015 Marcie Furlong and Megan Chen.

We have been anticipating the installation of NG-911 or Next Generation 911 in our dispatch center for a couple years now. The current 911 system has not had a major change in past 40 years of its existence. New technology is constantly evolving and 911 needs to keep up. We will soon see a change in hardware, software, standards, and policies. This evolving system will lead to safer, faster and more informed responses to 911 emergencies throughout the Commonwealth. This new system will provide better service to the public by offering more ways to access 911 services, by text, video chat and automatic vehicle crash notification. The new system is now expected to be up and running in early 2016.

Lieutenant James A. Cogan  
Special Services Division Commander

## SIDEWALK COMMITTEE

The Sidewalk Committee serves as an advisory board to the Board of Selectmen. The committee is currently comprised of the following people: Bettina Abe (co-chair), Kate Chung (co-chair), Steve Evans (secretary), Randall Bashta, Cameren Cousins, Pam Cochrane, and Dana Snyder-Grant.

This year, the town completed sidewalks on:

- Great Road (Acorn Park to Nonset Path by Nagog)
- Summer Street (Willow to Central)
- Central Street (Rail road tracks by Idylwilde to Half Moon Hill)
- Willow Street (Kingman to 93 Willow)
- High Street (Bridle Path: Parker Street to #176)

We continue to push ahead with the following sidewalks that are at the top of our priority list:

1. Great Road (Davis Road to Main Street)
2. High Street (#80 to 176)
3. Great Road – Main Street to Woodvale Condo's
4. Taylor Road (Minot to Barker)
5. Stow Street/Maple Street (In conjunction with the train station project)
6. Willow Street – Summer to Central
7. Main Street – 2A to Ledge Rock Way and a gap to Robbins Community
8. Parker Street – High Street to Drummer Road
9. Piper Road (tied)
10. River Street (tied)

Future Projects (In alphabetical order)

After the completion of the above streets, we will begin to work on the following streets:

- 11 Lawsbrook (all gaps) plus School (Hosmer to Lawsbrook)
- 12 Route 111 (Juniper Ridge to Guggins Brook/Fort Pond)
- 13 Parker (River to School)
14. Arlington Street (Summer to Sara)
15. Strawberry Hill Road (West of Pope)
16. Brook Street
17. Parker (Carlton to Maynard town line)
18. Newtown Road (Simon Willard to Minuteman)

## Goals for 2016

- Continue to press ahead with our top-priority sidewalks.
- Support the Engineering Department with any assistance they require (eg: gathering temporary easement signatures, talking with homeowners) to facilitate the building of the above sidewalks/walkways.
- Continue to review new development plans and respond to concerns from citizens.
- Consider submitting a request for CPC funds to support the building of sidewalks/walkways.

Do you have questions about sidewalks in Acton?  
Please email: [sidewalks@acton-ma.gov](mailto:sidewalks@acton-ma.gov).

# LEGISLATIVE

## ABSTRACT OF THE ANNUAL TOWN MEETING HELD MONDAY, APRIL 6, 2015, 7:00 P.M.

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL AUDITORIUM  
WITH ADJOURNED SESSION HELD APRIL 7, 2015  
NUMBER OF REGISTERED VOTERS ATTENDING TOWN MEETING  
APRIL 6, 2015 – 324 AND APRIL 7, 2015 – 381

April 6, 2015

The Moderator, Mr. Don Mackenzie, called the Annual Town Meeting to order on Monday, April 6, 2015, at 7:02 PM.

Mr. Mackenzie introduced Reverend Andy Armstrong of Acton Congregational Church, to give the invocation. This is the first time that Reverend Armstrong has given the invocation at Town Meeting.

Mr. Mackenzie introduced the chairman of the Board of Selectmen, Mr. Mike Gowing, who then introduced the members at the table. Eva Szkaradek - Town Clerk, Stephen Anderson - Town Counsel, Steve Ledoux – Town Manager, Katie Green-Vice Chair, Peter Berry-Clerk, as well as, Janet Adachi and Franny Osman members of the Board of Selectmen.

The Moderator introduced the Chair of the Finance Committee, Stephen Noone, who then introduced the members of the Finance Committee. Bob Evans, Margaret Busse – Clerk, Doug Tindal, Mike Majors - Vice Chair, Herman Kabakoff, Roland Bourdon, Mary Ann Ashton, and Bill Mullin.

Mr. Mackenzie gave an overview of the process of Town Meeting. He then explained some basic rules and parliamentary procedure of the Town Meeting as found in the back of the warrant.

### 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.

**MOTION: Mr. Gowing** moves that the Town fix the compensation for elected officers as shown in the Article.

### MOTION CARRIES

Andrea Miller, Trustee of the Elizabeth White Fund, nominates Peter Ashton, of 1 Olde Barn Way, Acton, for the position of Trustee of the Elizabeth White Fund, term to expire 2018.

### MOTION CARRIES UNANIMOUSLY

Nancy Lenicheck, Trustee of the West Acton Citizens Library, nominates Ellen Spero, of 25 Windsor Ave, Acton, for the position of Trustee of the West Acton Citizens Library, term to expire 2018.

**MOTION CARRIES UNANIMOUSLY** Harry Mink, Trustee of the Charlotte Goodnow Fund, nominates Trudy Khosla, of 186 Newtown Road, Acton, for the position of Trustee of the Charlotte Goodnow Fund, term to expire 2018.

### MOTION CARRIES UNANIMOUSLY

Robert Vanderhoof, Trustee of the Acton Firefighters' Relief Fund, nominates William Klauer of 70 Piper Road, Acton, for the position of Trustee of the Acton Firefighters' Relief Fund, term to expire 2018.

### MOTION CARRIES UNANIMOUSLY

The moderator explained that he would need to recuse himself from Article 23, because of a conflict of interest.

He introduced Town Clerk, Eva Szkaradek so that Town Meeting could elect a temporary Moderator for Article 23.

Ms Szkaradek - The Town Moderator has recused himself from participation in Article 23 concerning the Community Preservation Program. Under Town Charter Section 3-2 and Massachusetts General Law, chapter 39, section 14, Town Meeting will now elect a Temporary Moderator to preside over the proceedings on Article 23.

Mr. Steve Noone nominates Mr. Mike Gowing of Harris Street, Acton, to be the Temporary

Moderator for the proceedings on Article 23.

**MOTION CARRIES UNANIMOUSLY**

Ms Ann Chang - Motion to take Article 27, Brookside Shops, as the first article on the second night of Town Meeting.

**MOTION CARRIES**

**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.

**MOTION: Mrs. Osman** moves that the Town accept the reports of the various Town Officers and Boards as set forth in the 2014 Town Report and that the Moderator call for any other reports.

**MOTION CARRIES UNANIMOUSLY**

**ARTICLE 3 BUDGET TRANSFER (Majority vote)**

To see if the Town will vote to appropriate from available funds a sum of money to defray necessary expenses above the amount appropriated at the 2014 Annual Town Meeting, or take any other action relative thereto.

**MOTION: Mr. Gowing** moves that the Town take no action.

**MOTION CARRIES**

The Moderator explained the Pro and Con microphones, time frame, and process for all speakers, presenters, and questions.

**ARTICLE 4 ADOPT LOCAL OPTION MEALS EXCISE (Majority vote)**

To see if the Town will vote to accept Massachusetts General Laws, Chapter 64L, Section 2(a), to impose a local meals excise upon the sale of restaurant meals originating within the Town, or take any other action relative thereto.

**MOTION: Ms. Adachi** moves that the Town of Acton accept Massachusetts General Laws, Chapter 64L, Section 2(a) to impose a local meals excise.

**MOTION CARRIES**

**ARTICLE 5 TOWN OPERATING BUDGET (Majority vote)**

To see if the Town will raise and appropriate, and/or appropriate from available funds, a sum of money to defray the necessary expenses of the departments, offices and boards of the Town, exclusive of the Regional School budgets, or take any other action relative thereto.

**MOTION: Mr. Gowing** moves that the Town appropriate \$31,468,112 to be expended by the Town Manager for the purpose of funding the fiscal year 2016 municipal budget, and to raise such amount,  
\$ 30,147,612 be raised from general revenues,  
\$ 1,000,000 be transferred from the fund balance of the former North East Solid Waste Committee fund, pursuant to Chapter 376 of the Acts of 2006 and  
\$320,500 be transferred from Free Cash,

And 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.

**MOTION CARRIES**

**ARTICLE 6 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.

**MOTION: Mrs. Rychlik** moves that the Town appropriate \$53,171,009 to be expended by the Superintendent of Schools to fund the fiscal year 2016 assessment of the Acton-Boxborough Regional School District, and to raise such amount,  
\$ 51,850,509 be raised from general revenues and  
\$ 1,320,500 be transferred from Free Cash.

**MOTION CARRIES**

Krystina Rychlik introduces the members of the Regional School Committee and thanked Dennis Bruce, who will be stepping down after four years of service to the school committee. She introduced the newest School Committee member, Diane Baum, who will be sworn in at the close of Town Meeting. In addition Ms Rychlik introduced Dr. Glenn Brand, the School Superintendent.

**ARTICLE 7 STABILIZATION FUND – CAPITAL  
(Two-thirds vote)**

To see if the Town will vote to establish a Capital Stabilization Fund for general capital purposes, and to transfer and appropriate from available funds a sum of money to the Stabilization Fund, or take any other action relative thereto.

**MOTION: Mr. Gowing** moves that the Town, pursuant to Massachusetts General Laws, Chapter 40, Section 5B, establish a Capital Stabilization Fund for general capital purposes, and that the Town appropriate and transfer \$2,000,000 from Free Cash to the Capital Stabilization Fund.

**MOTION CARRIES  
DECLARED 2/3 BY MODERATOR\***

\*TOWN OF ACTON HAS ACCEPTED MGL CH 39 SEC 15 AT IT'S ANNUAL TOWN MEETING APRIL 2001. ARTICLE 43 AND THE AMENDED BYLAW 5A WAS APPROVED BY THE ATTORNEY GENERAL ON AUG. 6, 2001. (THE TOWN MEETING MODERATOR IS NOT REQUIRED TO COUNT A 2/3 REQUIRED VOTE.)

**ARTICLE 8 STABILIZATION FUND – SEWER  
(Two-thirds vote)**

To see if the Town will vote to establish a Sewer Stabilization Fund for sewer purposes, and to transfer and appropriate from Sewer Enterprise Fund available funds a sum of money to the Sewer Stabilization Fund, or take any other action relative thereto.

**MOTION: Mr. Gowing** moves that the Town, pursuant to Massachusetts General Laws, Chapter 40, Section 5B, establish a Sewer Stabilization Fund for sewer purposes, and that the Town appropriate and transfer \$1,600,000 from Sewer Enterprise Fund retained earnings to the Sewer Stabilization Fund.

**MOTION CARRIES  
DECLARED 2/3 BY MODERATOR\***

\*TOWN OF ACTON HAS ACCEPTED MGL CH 39 SEC 15 AT IT'S ANNUAL TOWN MEETING APRIL 2001. ARTICLE 43 AND THE AMENDED BYLAW 5A WAS APPROVED BY THE ATTORNEY GENERAL ON AUG. 6, 2001. (THE TOWN MEETING MODERATOR IS NOT REQUIRED TO COUNT A 2/3 REQUIRED VOTE.)

**ARTICLE 9 CAPITAL INFRASTRUCTURE AND  
EQUIPMENT**

**(Majority vote)**

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, vehicles, infrastructure and equipment as listed below, including related incidental costs, or take any other action relative thereto.

A. Natural Resources Truck Replacement	55,800
B. Cemetery Service Building Accessibility	32,500
Total	\$ 88,300

**MOTION: Mr. Gowing** moves that the Town raise and appropriate \$88,300 to be expended by the Town Manager for the purposes set forth in the Article, including costs incidental and related thereto.

**MOTION CARRIES UNANIMOUSLY**

**ARTICLE 10 TRANSPORTATION ENTERPRISE  
FUND**

**(Majority vote)**

To see if the Town will vote to accept the provisions of Chapter 44, Section 53F½ of the General Laws to establish a Transportation Enterprise Fund for transportation purposes, to be effective on July 1, 2015, and further to see if the Town will raise and appropriate, or appropriate from available funds a sum of money for such transportation purposes, or take any other action relative thereto.

**MOTION: Mrs. Osman** moves that the Town:

- (a) accept the provisions of Chapter 44, Section 53F½ of the General Laws to establish a Transportation Enterprise Fund for transportation purposes to be effective on July 1, 2015, and
- (b) appropriate and transfer \$509,400 to the Transportation Enterprise Fund for transportation purposes, and to raise such amount, \$ 234,439 be transferred from general revenues, \$ 178,099 be raised from department receipts, and \$ 96,862 be transferred from the commuter lot parking fees fund balance, and
- (c) 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.

**MOTION CARRIES UNANIMOUSLY**

**ARTICLE 11 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.

**MOTION: Mrs. Banks** moves that the Town raise and appropriate \$925,545 to fund the fiscal year 2016 assessment of the Minuteman Regional School District.

**MOTION CARRIES UNANIMOUSLY**

The Moderator asked Town Meeting to vote to allow Mr. Kevin Mahoney of Minuteman Regional School District, permission to speak on this article, if needed to answer questions. Motion carries unanimously to allow speaker.

Ms Adachi thanked Mrs. Banks for her service as the Town of Acton’s representative on the Minuteman School District. Mrs. Banks will be stepping down as the Minuteman representative for Acton in June.

**Motion to Adjourn: Mr. Bergart** moves to adjourn Town Meeting until tomorrow night, 7:00 PM, at the Acton Boxborough Regional High School Auditorium.

**MOTION CARRIES**

Town meeting adjourned at 10:23 pm April 7, 2015

The Moderator, Mr. Mackenzie, called the Annual Town Meeting to order on Tuesday, April 7, 2015, at 7:00 PM.

Town Meeting voted to move Article 27 as the first Article for the second night. This will be taken up after a few presentations.

The Moderator introduced the Town Manager, Steve Ledoux who gave the presentation for the annual recipient of the “Joseph A. Lalli Merit Award” endowed by the Steinberg Lalli Charitable Foundation, for outstanding work of a Town of Acton Municipal Employee. This is the tenth year that this award has been issued. The Foundation gave funding seven years ago, to recognize Public Safety Employees with this award as well.

On behalf of the Board of Selectmen and the Town, we would like to thank the Steinberg Lalli Charitable Foundation.

This year’s Municipal Employee of the Year award is presented to Maryjane Kenney, of the Human Resource Department. Maryjane thanked the Steinberg Lalli Charitable Foundation, for providing a Merit Award for municipal Employees. She thanked the Town Manger, Steve Ledoux, Board of Selectmen as well as Marianne Fleckner, Human Resource Director, for selecting her and encouraging her growth in the Human Resourced Department.

Mr. Ledoux honored the seventh annual recipient of the “Joseph A. Lalli Merit Award” for outstanding work of a Public Safety Employee. This year’s Public Safety Employee of the Year is presented to Detective Christopher Prehl of the Acton Police Department. Chris thanked Chief Widmayer for the nomination this year as well as Town Manager Steve Ledoux and the Board of Selectmen for choosing him for Public Safety Employee of the year. Detective Prehl has worked for the Acton Police Department for 27 years.

The Moderator, Don Mackenzie recognized Pat Clifford who served on the Finance Committee from 2003 to 2014. She was the liaison to Acton Community Housing Corporation, South Acton train Station Advisory Committee and the Community Preservation Committee.

Mr. Mackenzie recognized Mary Ann Ashton who will be stepping down after 9 years of service to the Finance Committee. She has made an incredible contribution to this Town. Mary Ann developed the Finance Committee long range planning model and led the cost saving initiative in 2009. She served as the liaison to the School Committee among others.

Mr. Mackenzie recognized Bill Mullin who will be stepping down this year. He has served on the Finance Committee from 2006 to 2015. Mr. Mullin developed and authorized the Annual Finance Committee Point of View document. He has served as the liaison for the Morrison Farm Committee among others. He led the Friends of the Leary Field and Lower Field Project, which have both been very successful.

Mr. Mackenzie also recognized Herman Kabakoff, who has announced his retirement from the board. Mr. Kabakoff served about 20 years in Town government, as Selectmen including 10 years on the Finance Committee. Mr. Kabakof had a significant part in the AAA Bond rating. He was thanked for his contribution to all the service he has giving to this Town.

Town Meeting voted to move Article 27 as the first Article for the second night.

**ARTICLE 27 AMEND ZONING MAP – BROOKSIDE SHOPS**

**(Two-thirds vote)**

To see if the Town will vote to amend the Zoning Bylaw, Map Number 1, by changing the zoning district designation for Town Atlas parcel F4-37 (145 to 149 Great Road) from Residence 8 (R-8) to Limited Business (LB), or take any other action relative thereto.

**MOTION: Mr. Clymer** moves that the Town adopt the Zoning Bylaw map amendments as set forth in the Article.

Barry ODonoghue 35 Esterbrook Road motion to postpone indefinitely. Motion to postpone lost

Original motion  
No 52 yes 90 Motion fails declared by moderator

**ORIGINAL MOTION LOST**

**ARTICLE 12 FUND COLLECTIVE BARGAINING AGREEMENT – POLICE SUPERIOR OFFICERS (FY16-FY18)**

**(Majority vote)**

To see if the Town will vote to raise and appropriate, transfer and/or appropriate from available funds a sum of money necessary to fund the cost items contained in Collective Bargaining Agreement(s) between the Town and the Acton Superior Officers’ Union MCOP Local 380 as filed with the Town Clerk, or take any other action relative thereto.

**MOTION: Mr. Berry** moves that the Town take no action.

**MOTION CARRIES**

**ARTICLE 13 FUND COLLECTIVE BARGAINING AGREEMENT – HIGHWAY, MUNICIPAL PROPERTIES AND CEMETERY (FY16-FY18)**

**(Majority vote)**

To see if the Town will vote to raise and appropriate, transfer and/or appropriate from available funds a sum of money necessary to fund the cost items contained in Collective Bargaining Agreement(s) between the Town and its Highway, Municipal Properties and Cemetery personnel union (AFSCME) as filed with the Town Clerk, or take any other action relative thereto.

**MOTION: Mr. Berry** moves that the Town take no action.

**MOTION CARRIES UNANIMOUSLY**

**Budget Consent (majority vote)**

**ARTICLE 14 \* SEPTAGE DISPOSAL ENTERPRISE BUDGET**

**ARTICLE 15 \* SEWER ENTERPRISE BUDGET**

**ARTICLE 16 \* TRANSFER STATION AND RECYCLING ENTERPRISE BUDGET**

**ARTICLE 17 \* AMBULANCE ENTERPRISE BUDGET**

**ARTICLE 18 \* COUNCIL ON AGING VAN ENTERPRISE FUND – AUTHORIZATION TO REVOKE**

**ARTICLE 19 \* SELF-FUNDING PROGRAMS (REVOLVING FUNDS)**

**ARTICLE 20 \* TOWN BOARD SUPPORT – ACTON-BOXBOROUGH CULTURAL COUNCIL**

**MOTION: Mr. Gowing** moves that the Town take up the seven articles in the Consent Calendar on pages 38 through 44 of the Warrant: Articles 14, 15, 16, 17, 18, 19 and 20.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 14 \* 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 Laws, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION: Mr. Gowing** moves that the Town appropriate \$142,556 for the purpose of septage disposal, and to raise such amount, \$142,556 be raised from department receipts.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 15 \* 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 Laws, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION: Mr. Gowing** moves that the Town appropriate \$1,747,423 for the purpose of operating the sewer system, and to raise such amount, \$1,725,423 be raised from department receipts and \$22,000 be transferred from retained earnings.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 16 \* 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 Laws, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION: Mr. Gowing** moves that the Town appropriate \$781,574 for the purpose of solid waste disposal and recycling, and to raise such amount, \$668,191 be raised from department receipts and \$113,383 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.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 17 \* AMBULANCE 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 health care, in accordance with Massachusetts General Laws, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

**MOTION: Mr. Gowing** moves that the Town appropriate \$897,169 for the purpose of operating the ambulance service, and to raise such amount, \$664,000 be raised from department receipts, \$162,000 be transferred from general revenues and \$71,169 be transferred from retained earnings.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 18 \* COUNCIL ON AGING VAN ENTERPRISE FUND – AUTHORIZATION TO REVOKE (Majority vote)**

To see if the Town will vote, effective as of the close of Fiscal Year 2015, to revoke the provisions of Chapter

44, Section 53F½ of the Massachusetts General Laws as to the Council on Aging Van Enterprise Fund; to close the Council on Aging Van Enterprise Fund balance to the General Fund; and to transfer any assets, debts and long-term liabilities of the Council on Aging Van Enterprise Fund to the General Fund; or take any other action relative thereto.

**MOTION: Mr. Gowing** moves that, effective as of the close of Fiscal Year 2015, the Town revoke the provisions of Chapter 44, Section 53F½ of the Massachusetts General Laws as to the Council on Aging Van Enterprise Fund; close the Council on Aging Van Enterprise Fund balance to the General Fund; and transfer any assets, debts and long-term liabilities of the Council on Aging Van Enterprise Fund to the General Fund.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 19 \* SELF-FUNDING PROGRAMS (REVOLVING FUNDS) (Majority vote)**

To see if the Town will vote, pursuant to Massachusetts General Laws, 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:

Fund Expenditure	FY16 Estimated Revenue	FY16 Authorized
Historic District Commission	\$200	\$200
Building Department	295,588	295,588
Sealer of Weights and Measures	14,623	14,623
Health Department		
Food Service Inspections	53,555	53,555
Hazardous Materials Inspections	50,999	50,999
Stormwater Inspections	49,815	49,815
Crosstown Connect	225,000	225,000
Fire Department		
Fire Alarm Network	64,165	64,165
Total	\$ 753,945	\$ 753,945

, or take any other action relative thereto.

**MOTION: Mr. Gowing** moves 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.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 20 \* TOWN BOARD SUPPORT – ACTON-BOXBOROUGH CULTURAL COUNCIL (Majority vote)**

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: Mr. Gowing** moves that the Town raise and appropriate \$2,000 for the ongoing expenses of the Acton-Boxborough Cultural Council.

**CONSENT MOTION CARRIES UNANIMOUSLY**

Selectmen Janet Adachi thanked Mr. Gowing for his 6 years of service to the Town. He will be stepping down after the close of Town Meeting. Mr. Gowing has also served as a member of the Council on Aging as well as a liaison to numerous Town Committees and area organizations.

**ARTICLE 21 NON-BINDING RESOLUTION – SENIOR TAX RELIEF (Majority vote)**

Resolved that Town Meeting concur in the decision to set-aside, over and above the usual funds available for exemptions, an additional \$200,000 so the Board of Assessors can implement a pilot program to further assist long-term senior residents of Acton. This pilot program is designated to assist those seniors, who after receiving the maximum refund under the State’s Senior Circuit Breaker Program, need additional assistance with Real Estate Taxes.

Or take any other action relative thereto.

**MOTION: Mrs. Osman** moves that the Town adopt the non-binding resolution as set forth in the Article.

**MOTION CARRIES UNANIMOUSLY**

**ARTICLE 22 NON-BINDING RESOLUTION – SMART/PAY AS YOU THROW (Majority vote)**

Resolved that Town Meeting supports the creation of a plan and timeline to evaluate and implement fiscally responsible solutions for increased recycling and waste reduction, including strategies such as “save money and reduce trash (SMART)” or “pay as you throw (PAYT),” or take any other action relative thereto.

**MOTION: Ms. Green** moves that the Town adopt the non-binding resolution as set forth in the Article.

The Moderator at 8:45 pm, asked the members of Town Meeting for a vote to limit the time for debate on this article.

Voted in favor to put time limit on total discussion and vote on this at 9:30pm  
No -61 Yes -110 Motion to limit debate carries

**MOTION CARRIES**

**ARTICLE 23 COMMUNITY PRESERVATION PROGRAM – DIRECT APPROPRIATIONS FROM FUND BALANCES (Majority vote)**

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 2014 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;

**FY 2014 COMMUNITY PRESERVATION FUND BALANCES**

<b>FY 2014 Community Preservation Fund Revenues</b>	
Community Preservation Fund Surcharge Collected in FY 2014	\$839,328.61
State Community Preservation Trust Fund Receipt, October 2014	\$263,941.00
<b>Other FY 2014 Community Preservation Fund Components</b>	
Interest Earned in FY 2014	\$21,468.94
Unencumbered FY 2014 Fund Balance	\$2,454.53
Recapture of unspent previous years’ project appropriations	\$71,823.13
<b>Total - FY 2014 Community Preservation Fund Balance</b>	<b>\$1,199,016.21</b>

**FY 2014 Open Space Set-Aside**

Set-Aside Fund Balance from appropriations for the Acquisition, Creation, and Preservation of Open Space and its Rehabilitation and Restoration \$1,658,571.87

**Total FY 2014 Open Space Set-Aside Fund Balance**  
**\$1,658,571.87**

**FY 2014 Historic Set-Aside**

Set-Aside Fund Balance from appropriations for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources \$0.00

**Total FY 2014 Historic Set-Aside Fund Balance \$0.00**

**APPROPRIATIONS FROM COMMUNITY PRESERVATION FUND BALANCE**

<b>Purposes</b>	<b>Recommended Amounts</b>
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**Set-Aside Appropriations for**

A. Acquisition, Creation, and Preservation of Open Space, and its Rehabilitation and Restoration	\$ 300,000.00
B1. Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources; required set-aside for meeting 10% of spending from FY 2014 revenues	\$30,326.97
B2. Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources; required make-up for under-spending 10% of revenues in 2012 after recapture	\$2,707.85

**Spending Appropriations**

C. Acton Housing Authority – Project Feasibility Study	\$35,000.00
D. Community Housing Program Fund*	\$ 150,000.00
E. Forest Cemetery – National Register Nomination	\$10,000.00
F. Acton Woman’s Club – Phase 2, Preservation & Accessibility	\$70,000.00
G. Acton Arboretum – Fern Boardwalk and Tree Removal	\$24,952.19
H. Ice House Pond & Robbins Mill Pond – Water Chestnut Removal	\$36,000.00
I. Acton Arboretum – Irrigation Well	\$26,124.50
J. Schools – Nature Play Space, Construction	\$ 120,000.00
K. Discovery Museum – Discovery Woods & Creativity Playscape	\$ 150,000.00
L. Assabet River Rail Trail	\$ 143,230.00

**Administrative Appropriation**

M. 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	\$55,163.00
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**Total Recommended Appropriations from FY 2014 Community Preservation Fund Balance \$1,153,504.51**

**SPENDING APPROPRIATION FROM OPEN SPACE SET-ASIDE FUND BALANCE**

N. Wright Hill Open Space Land Acquisition - Debt Service	\$7,000.00
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**Total Recommended Appropriations from the Open Space Set-Aside Fund \$7,000.00**

**Resulting Fund Balances**

Resulting FY 2014 Community Preservation Fund Balance	\$45,511.70
Resulting Balance in the Set-Aside Fund for the Acquisition, Creation, and Preservation of Open Space, and its Rehabilitation and Restoration	\$1,951,571.87
Resulting Balance in the Set-Aside Fund for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources	\$33,034.82

\*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.

, 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 FY 2014 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 FY 2014 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 2014 Community Preservation Fund Balance the minimum necessary amounts to allocate not less than 10% of the FY 2014 Community Preservation Fund Revenues for open space (\$110,326.97), not less than 10% of the FY 2014 Community Preservation Fund Revenues for historic preservation (\$110,326.97), and not less than 10% of the FY 2014 Community Preservation Fund Revenues for community housing (\$110,326.97), or take any other action relative thereto.

**MOTION: Mr. Ashton** moves that the Town:

- (1) transfer to and from the Community Preservation Fund and appropriate, re-appropriate, or set aside for current or later appropriation, \$1,160,504.51, all as set forth in the article, and
- (2) authorize the Town Manager to expend or set aside amounts as set forth in the article, and in compliance with conditions to be noted in the Community Preservation Committee's award letters.

**MOTION CARRIES UNANIMOUSLY**

**ARTICLE 24 AMEND PREVIOUS AUTHORIZATION  
– CEMETERY FACILITIES (1 OF 2)  
(Majority vote)**

To see if the Town will vote to amend and extend authorization under Article 15 of the 1985 Annual Town Meeting such that funds previously appropriated for the construction of a maintenance building on Cemetery property may be utilized to purchase the vacant Fish & Wildlife facility located at 66 Harris Street, including related incidental costs, or take any other action relative thereto.

**MOTION: Mr. Berry** moves to amend and extend the authorization under Article 15 of the 1985 Annual Town Meeting and to appropriate \$94,656 toward the purchase of the vacant Fish & Wildlife property as set forth in the article. Two third to pass

**MOTION CARRIES UNANIMOUSLY**

**ARTICLE 25 AMEND PREVIOUS AUTHORIZATION  
– CEMETERY FACILITIES (2 OF 2)  
(Majority vote)**

To see if the Town will vote to amend and extend authorization under Article 27 of the 1998 Annual Town Meeting such that funds previously appropriated for the construction of a storage building on Cemetery property may be utilized to purchase the vacant Fish & Wildlife facility located at 66 Harris Street, including related incidental costs, or take any other action relative thereto.

**MOTION: Mr. Berry** moves to amend and extend the authorization under Article 27 of the 1998 Annual Town Meeting and to appropriate \$91,848 toward the purchase of the vacant Fish & Wildlife property as set forth in the article.

Two thirds to pass

**MOTION CARRIES UNANIMOUSLY  
ARTICLE 26 AUTHORIZE LAND EXCHANGE WITH  
THE COMMONWEALTH – HARRIS  
STREET  
(Two-thirds vote)**

To see if the Town will vote to authorize the following disposition of real property to the Commonwealth and acquisition of real property from the Commonwealth:

1. To transfer from general municipal use to the Selectmen for purposes of disposition, and to authorize the Selectmen to dispose to the Commonwealth of Massachusetts, its Division of Fisheries and Wildlife ("DFW") and/or its Division of Capital Asset Management & Maintenance ("DCAMM"), as applicable, on such terms and conditions and for such consideration as the Selectmen may determine, and to convey, exchange or donate the deed of a fee simple interest in, that certain parcel of land shown as Parcel 22 on Town Assessor's Map D4, known as 558 Main Street Rear, consisting of approximately six (6) acres of woodland described in a deed from Quail Ridge Country Club LLC to the Town dated March 16, 2004, and recorded with the Middlesex South Registry of Deeds at Book 42294, Page 359, said parcel to become part of the protected wildlife management area known as the Whittier Land;

2. To acquire from the Commonwealth, DFW, and/or DCAMM, as applicable, by purchase, gift, exchange, eminent domain or otherwise, on such terms and conditions and for such consideration as the Selectmen may determine, for general municipal use, and to accept the deed of a fee simple interest in, the land with the buildings and improvements thereon shown as Parcels 89 and 90-2 on Town Assessor's Map C5, known as 66-68 Harris Street, consisting of a total of approximately 1.9 acres as described and identified in (a) a deed from Sven S. Hagen to the Commonwealth of Massachusetts on October 28, 1953, recorded with the Middlesex South Registry of Deeds at Book 8181, Page 354, and a plan entitled "Plan of Land in Acton to be Conveyed by Sven S. Hagen to the Commonwealth of Massachusetts, Surveyed by P. Bowers, September 16, 1953," and (b) a deed from Sven S. Hagen to the Commonwealth of Massachusetts, through its Division of Fisheries and Game on March 26, 1965, recorded with the Middlesex South Registry of Deeds at Book 10928, Page 156, and is a portion of the land shown on a plan entitled "Plan of Land in Acton, Mass. Owned by Sven S. Hagen, Scale 1" = 50' December 14, 1963, Fred X. Hanack, L.S.-C.E." (both plans being on file at the offices of the Town Clerk); and
3. To reserve, acquire or dispose of such easements over, across, under and along the foregoing properties as the Selectmen may deem appropriate;

or take any other action relative thereto.

**MOTION: Mr. Berry** moves that the Town authorize the disposition and acquisition of real property and easements as set forth in the article.

**MOTION CARRIES UNANIMOUSLY** General Consent (two-thirds vote)

**ARTICLE 28 \* AMEND TOWN BYLAW – POLICE DETAIL**

**ARTICLE 29 \* AMEND KENNEL LICENSE FEE STRUCTURE**

**ARTICLE 30 \* ACCEPT STREET – BRABROOK ROAD**

**ARTICLE 31 \* ACCEPT SIDEWALK EASEMENT – GREAT ROAD**

**ARTICLE 32 \* HIGHWAY REIMBURSEMENT PROGRAM (CHAPTER 90)**

**ARTICLE 33 \* INSURANCE PROCEEDS**

**ARTICLE 34 \* GIFTS OR GRANTS**

**ARTICLE 35 \* FEDERAL AND STATE REIMBURSEMENT AID**

**ARTICLE 36 \* PERFORMANCE BONDS**

**ARTICLE 37 \* SALE OF FORECLOSED PROPERTIES**

**ARTICLE 38 \* ACCEPT CHAPTER 59, SECTION 5C1/2 - ELDERLY, VETERANS & DISABLED TAX RELIEF**

**MOTION: Mr. Gowing** moves that the Town take up the ten articles in the Consent Calendar on pages 59 through 68 of the Warrant: Articles 28, 29, 30, 31, 32, 33, 34, 35, 36, and 37, not including Article 38.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 28 \* AMEND TOWN BYLAWS – POLICE DETAILS**

**(Majority vote)**

To see if the Town will vote to amend Chapter E of the General Bylaws by adding the following section E58:

**E58. Police Details**

1. Requested Police Details. Any person or entity performing any construction, operation, excavation, maintenance, repair, installation, restoration, utility work or other work within, over, under or along any public way, street, sidewalk, road shoulder or other public place within the Town shall first notify the Acton Police Department. Any person may request that police details be furnished by the Acton Police Department as the Chief of Police (or his or her designee) may determine to protect public health, safety and welfare during the performance of such work or for any other activity or event for which a police detail is requested. The person or entity requesting such police details shall pay the Acton Police Department at the prevailing rate for all such police details as are provided by the Acton Police Department pursuant to such a request. The Chief of Police (or his or her designee) may in his or her discretion determine that such police details are not required in the event the person or entity complies throughout such work with applicable provisions of the

General Laws permitting the use of flagmen as an alternative to such police details.

- 2. Required Police Details. Upon receipt of a notice pursuant to the prior section, or on his or her own initiative, the Chief of Police (or his or her designee) shall have the authority to require police details where he or she determines that the passage or flow of vehicular or pedestrian traffic may be disrupted, or where the public safety, health and welfare may be otherwise affected, on any public way, street, sidewalk, road shoulder or other public place within the Town as a result of any construction, operation, excavation, maintenance, repair, installation, restoration, utility work or other work within, over, under or along said public way, street, sidewalk, road shoulder or other public place, except where police details are provided by the Massachusetts State Police for that work. The person or entity performing such work shall pay the Acton Police Department at the prevailing rate for all such police details as are provided by the Acton Police Department.
- 3. Prohibited Work. No person or entity shall perform any construction, operation, excavation, maintenance, repair, installation, restoration, utility work or other work within, over, under or along said public way, street, sidewalk, road shoulder or other public place within the Town until the person or entity has complied with these bylaws.
- 4. Regulations. The Chief of Police shall adopt written criteria consistent with applicable law and with these bylaws concerning the process to be implemented, payments to be made for, and emergency exceptions (if any) to the procurement of such police details. The Chief of Police may require the posting of a bond or cash in advance of such work as reasonably necessary to secure payment for such police details.
- 5. Failure to Pay. Any such person or entity who fails to make payment for requested or required police details when due shall pay to the Town, in addition to the cost of the police details as set forth above, interest at the rate equivalent to that assessed for unpaid taxes pursuant to the provisions of Massachusetts General Laws Chapter 59, Section 57, as said provisions may from time to time be amended, calculated from the date the police details are provided to the date on which the person or entity makes full

payment for such police details as required hereunder.

- 6. Violations. Any such person or entity that violates any provision of this Section E58 shall be subject to a penalty of three hundred dollars (\$300.00) for each offense. Each day that such violation continues shall constitute a separate offense. The Chief of Police or his or her designee is hereby authorized to stop any work conducted in violation of any provision of Section E58.
- 7. Exemptions. The Town of Acton is exempt from the requirements of Section E58.

And further to see if the Town will amend Chapter E, Section E45, by adding the following provision after the provision entitled "Chapter E - Section E45 - Non-Criminal Disposition:"

Chapter E - Section E58 - Police Details - enforcing Persons – Regular Police Officer - Fine \$300.00, each offense.

, or take any other action relative thereto.

**MOTION: Mr. Gowing** moves that the Town adopt the General Bylaw amendments as set forth in the Article.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 29 \* AMEND KENNEL LICENSE FEE STRUCTURE (Majority vote)**

To see if the Town will amend its fee structure for kennel licenses as follows:

<b>Type of Kennel</b>	<b>Fee</b>
Commercial Boarding or Training Kennel	\$125.00
Commercial Breeder Kennel	\$125.00
Domestic Charitable Kennel	No Fee (exempt by statute)
Veterinary Kennel	\$125.00
Personal Kennel	\$ 45.00 (1-4 dogs, six months of age and older) \$ 89.00 (5-9 dogs, six months of age and older) \$ 125.00 (10 or more dogs, six months of age and older)

, or take any other action relative thereto.

**MOTION: Mr. Gowing** moves that the Town amend its fee structure for kennel licenses as set forth in the article.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 30 \* ACCEPT STREET – BRABROOK ROAD  
(Two-thirds vote)**

To see if the Town will authorize the Board of Selectmen to layout a portion of Brabrook Road and acquire and take, on such terms and conditions as the Selectmen may determine, by purchase, gift, eminent domain or otherwise and accept the deed of a fee simple or easement interest in the land owned by Ellsworth Village, LLC, shown as "Parcel 1D-2" on a plan entitled "Plan of a Portion of Brabrook Road To Be Accepted as a Town Way in Acton, Massachusetts, As Laid Out by Order of the Board of Selectmen, 2015" prepared by Stamski and McNary Inc, on file with the Acton Town Clerk, said acquisition and taking to be included in the layout extension of Brabrook Road as described in more detail in the Order of Layout, including without limitation the taking or acceptance of easements for roadway, drainage or other purposes; and further to see if the Town will raise, appropriate, transfer from available funds, or accept gifts for this purpose, or take any other action relative thereto.

**MOTION: Mr. Gowing** moves that the Town accept as a public way the extension of Brabrook Road, and authorize the acquisition, transfer or taking of the fee or easement interest of Parcel 1D-2 for roadway layout and associated easement interests, all as described in the article.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 31 \* ACCEPT SIDEWALK EASEMENTS –  
GREAT ROAD  
(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 sidewalks and associated drainage structures within and along the frontage on the following ways for all purposes which streets, sidewalks and ways are now or hereafter used in the Town, on such terms and conditions as the Selectmen may determine and in a final location or locations as the Selectmen may determine, on, across, over, and/or under the following land:

Great Road:

1. Land n/f of Iris Court Apartments, LLC of 1-5 Iris Court (Town Atlas Map G-5 Parcel 72),
2. Land n/f of Nagog Woods Condominium (Nonset Path & Town Atlas Map B-4 Parcel 8-5),

and further see if the Town will raise, appropriate, transfer from available funds or accept gifts for this purpose, or take any other action relative thereto.

**MOTION: Mr. Gowing** moves that the Town authorize the acquisition of the easements as set forth in the Article.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 32 \* HIGHWAY REIMBURSEMENT PRO-  
GRAM (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 Laws, Chapter 90, and any other applicable laws, or take any other action relative thereto.

**MOTION: Mr. Gowing** moves that the Town authorize the Town Manager to accept Highway funds from all sources and that such funds are hereby appropriated for highway purposes.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 33 \* 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: Mr. Gowing** moves 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.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 34 \* 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 Laws, Chapter 44, Section 53A, and any interest thereon, and that, consistent with the requirements of Massachusetts General Laws, 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: Mr. Gowing** moves that the proceeds of any gifts or grants from any source accepted pursuant to Massachusetts General Laws, 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.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 35 \* 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 Laws, 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: Mr. Gowing** moves 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.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 36 \* 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: Mr. Gowing** moves 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.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 37 \* 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: Mr. Gowing** moves in the words of the Article.

**CONSENT MOTION CARRIES UNANIMOUSLY**

**ARTICLE 38 \* ACCEPT CHAPTER 59, SECTION 5C½  
– ELDERLY, VETERANS & DISABLED  
TAX RELIEF  
(Majority vote)**

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 59, Section 5C ½, to allow an additional property tax exemption to a taxpayer who otherwise qualifies for an exemption pursuant to any clause specifically listed in the first paragraph of Section 5 of Chapter 59 for which receipt of another exemption on the same property would otherwise be prohibited, or take any other action relative thereto.

**MOTION: Mrs. Osman** moves that the Town accept Massachusetts General Laws Chapter 59, Section 5C ½, which provides for an additional real estate exemption for taxpayers who are granted personal exemptions on their domiciles under Massachusetts General Laws Chapter 59, Section 5, including certain blind persons, veterans, surviving spouses and seniors, and provide an additional exemption up to 100 percent of the personal exemption, to be effective for exemptions granted for any fiscal year beginning on or after July 1, 2015.

**MOTION CARRIES UNANIMOUSLY**

**MOTION TO DISSOLVE: Mr. Kadlec** moves to dissolve the Annual Town Meeting at 10:18 PM

**MOTION CARRIES UNANIMOUSLY**

The following served as tellers for this Annual Town Meeting

- Charlie Kadlec, Head Teller
- Peter Ashton Jeff Bergart Ann Chang Joan Gardner
- Bob Ingram, Herman Kabakoff, Anne Kadlec Pam Lynn
- Marion Maxwell Phyllis Novick, Marilyn Peterson, Molly Romer

# **ABSTRACT OF THE SPECIAL TOWN MEETING HELD TUESDAY, AUGUST 4, 2015, 7:00 P.M.**

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL AUDITORIUM  
NUMBER OF REGISTERED VOTERS ATTENDING THE SPECIAL TOWN MEETING  
AUGUST 4, 2015 - 403

August 4, 2015

The Moderator, Mr. Don Mackenzie, called the Special Town Meeting to order on Tuesday, August 4, 2015, at 7:01 PM.

The Moderator introduced the Chair of the Finance Committee, Mike Majors, who then introduced the members of the Finance Committee. Doug Tindal, Dave Wellinghoff, Jason Cole and Roland Bourdon.

Mr. Mackenzie introduced the chairman of the Board of Selectmen, Ms. Katie Green, who then introduced the members at the table. Eva Szkaradek - Town Clerk, Nina Pickering-Cook - Town Counsel, Steve Ledoux – Town Manager, Peter Berry – V Chair, Janet Adachi – Clerk, as well as Franny Osman and Chingsung Chang, members of the Board of Selectmen.

Mr. Mackenzie introduced Nina Pickering-Cook, and explained that she was in attendance in place of Mr. Anderson. He asked her to speak regarding what can be discussed on this article because of the pending litigation.

The Moderator explained the Pro and Con microphones, time frame, and process for all speakers, presenters, and questions.

## **ARTICLE 1 LAND ACQUISITION – WALKER PROPERTY**

**(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 a deed of fee simple interest, on such terms and conditions as the Selectmen may determine and for general municipal purposes, Parcels 32, 33, 54, 61, and 61-1 as shown on the Town of Acton Atlas Map F3 with street addresses of 348, 350, 352, 362, 364 Main Street in Acton, and recorded at the Middlesex South Registry of Deeds in Deed Book 50746, Page 581; Book 50967, Page 87; Book 50967, Page 193; and Book 59949, Page 358; and further to see if the Town will raise, appropriate, and/or transfer from available funds or accept gifts for this purpose, or take any other action relative thereto.

**MOTION: Ms. Green** moves that the Town authorize the Board of Selectmen to acquire the real property as set forth in the Article and on such terms and conditions as the Selectmen may determine, and appropriate and transfer from the Stabilization Fund \$1,850,000 to fund said acquisition and related transaction costs.

**MOTION CARRIES  
DECLARED 2/3 BY MODERATOR\***

\*TOWN OF ACTON HAS ACCEPTED MGL CH 39 SEC 15 AT ITS ANNUAL TOWN MEETING APRIL 2001. ARTICLE 43 AND THE AMENDED BYLAW 5A WAS APPROVED BY THE ATTORNEY GENERAL ON AUG. 6, 2001. (THE TOWN MEETING MODERATOR IS NOT REQUIRED TO COUNT A 2/3 REQUIRED VOTE.)

**MOTION TO DISSOLVE:** Motion made and seconded to dissolve the Special Town Meeting at 7:54 PM

**MOTION CARRIES**

The following served as tellers for this Annual Town Meeting

Charles Kadlec, Head Teller  
Peter Ashton, Anne Kadlec, Mary Ann Ashton, Marion Maxwell, Ann Chang, Phyllis Novick, Joan Gardner, Marilyn Peterson, Bob Ingram, Molly Hardy, Debra Simes, Pam Lynn

# ABSTRACT OF THE SPECIAL TOWN MEETING HELD TUESDAY, NOVEMBER 10, 2015, 7:00 P.M.

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL AUDITORIUM  
NUMBER OF REGISTERED VOTERS ATTENDING SPECIAL TOWN MEETING  
NOVEMBER 10, 2015 – 238

November 10, 2015

The Moderator, Mr. Don Mackenzie, called the Special Town Meeting to order on Tuesday, November 10, 2015, at 7:00 pm.

Mr. Mackenzie introduced the chairman of the Board of Selectmen, Ms. Katie Green, who then introduced the members at the table. Eva Szkaradek-Town Clerk, Nina Pickering-Cook -Town Counsel, Steve Ledoux – Town Manager, Peter Berry – V Chair, Janet Adachi – Clerk, as well as Franny Osman and Chingsung Chang, members of the Board of Selectmen.

The Moderator introduced the Chair of the Finance Committee, Mike Majors, who then introduced the members of the Finance Committee, Steve Noone, Roland Bourdon, Margaret Busse, Jason Cole, Doug Tindal, Dave Wellinghoff, Bob Evans and Shuyu Lee.

Mr. Berry requested to explain some changes in The Board of Selectmen recommendations to several articles as printed in the warrant.

The Moderator explained the Pro and Con microphones, time frame, and process for all speakers, presenters, and questions.

## ARTICLE 1 NON-BINDING RESOLUTION – DISCONTINUATION OF COMMON CORE STATE STANDARDS

(Majority vote)

To see if the town will adopt a non-binding resolution supporting the discontinuation of the Common Core State Standards (Common Core) and the associated testing known as PARCC (Partnership of Assessment of Readiness for College and Careers) within the Acton Boxborough Regional School District (ABRSD), and support the return to using the Pre-2011 Massachusetts standards in English Language Arts, Math, Science/Technology, and History/Social Science and associated testing known as Massachusetts Comprehensive Assessment System (MCAS).

WHEREAS: The Commonwealth of Massachusetts has had the highest educational standards in the country for decades because of effective policy voted into law by our elected state representatives;

WHEREAS: The Acton-Boxborough Regional School District has been consistently rated as one of the best in the Commonwealth, and

WHEREAS: The Common Core State Standards and associated testing, Partnership for Assessment of Readiness for College and Careers (PARCC) have been implemented without parental input and threaten parental control of their children’s education; and

WHEREAS: Education is most effectively handled at the local level, where teachers, administrators and parents can have direct control over school curriculum, frameworks testing, and policy.

### NOW, THEREFORE, BE IT RESOLVED THAT:

1. This Town Meeting opposes the use by the Acton-Boxborough Regional School District of Common Core and the associated testing known as PARCC.
2. This Town Meeting urges the ABRSD to discontinue the use of Common Core and PARCC and to return to the use of the Pre-2011 Massachusetts standards in English Language Arts, Math, Science/Technology, and History/Social Science and associated testing, known as MCAS.
3. This Town Meeting is opposed to standardized testing implemented more than twice per year for grades 3-8 and 10, not to exceed 4 days per year of mandatory testing, except for grades 5, 8 and 10, which may have one additional day of testing.
4. This Town Meeting opposes the use of any state or federal educational programs or testing unless such programs are reviewed and approved by the ABRSD School Committee with input from local teachers, administrators and parents.
5. This Town Meeting opposes the adoption of any educational programs linked to potential funding sources.

**MOTION: Mr. Smyers** moves that the Town adopt the non-binding resolution as set forth in the hand-out.

The Moderator has put a 45 minute time limit on this article. The Moderator called for a Teller count  
In favor - 104 opposed - 88

## **MOTION CARRIES**

### **ARTICLE 1 HANDOUT**

Amended Article

**ARTICLE 1:** To see if the town will adopt a non-binding resolution supporting the discontinuation of the Common Core State Standards (Common Core) and the associated testing known as PARCC (Partnership of Assessment of Readiness for College and Careers, or a rebranded version lacking local representation) within the Acton Boxborough Regional School District (ABRSD), and support the return to using the Pre-2011 Massachusetts standards in English Language Arts and Math and associated testing known as Massachusetts Comprehensive Assessment System (MCAS).

WHEREAS: The Commonwealth of Massachusetts has had the highest educational standards in the country for decades because of effective policy voted into law by our elected state representatives;

WHEREAS: The Acton-Boxborough Regional School District has been consistently rated as one of the best in the Commonwealth, and

WHEREAS: The Common Core State Standards and associated testing, Partnership for Assessment of Readiness for College and Careers (PARCC) have been implemented without parental input and threaten parental control of their children's education; and

WHEREAS: Education is most effectively handled at the local level, where teachers, administrators and parents can have direct control over school curriculum, frameworks testing, and policy.

**NOW, THEREFORE, BE IT RESOLVED THAT:**

1. This Town Meeting opposes the use by the Acton-Boxborough Regional School District of Common Core and the associated testing known as PARCC.
2. This Town Meeting urges the ABRSD to discontinue the use of Common Core and PARCC and to return to the use of the Pre-2011 Massachusetts standards in English Language Arts and Math and associated testing, known as MCAS.

3. This Town Meeting is opposed to high-stakes standardized testing implemented more than what is currently required by MCAS.
4. This Town Meeting opposes the use of any state or federal high-stakes standardized testing unless such programs are reviewed and approved by the ABRSD School Committee with input from local teachers, administrators and parents.

### **ARTICLE 2 HOME RULE PETITION – INCREASE LIQUOR LICENSE QUOTA (Majority vote)**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to enact Special Legislation in substantially the form set forth below to increase the Town's liquor license quota, or take any other action relative thereto:

An Act Authorizing the Town of Acton to Grant 16 Additional Licenses for the Sale of All Alcoholic Beverages and 6 Additional Licenses for the Sale of Wines and Malt Beverages To Be Drunk On The Premises

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same as follows:

SECTION 1. (a) Notwithstanding section 17 of chapter 138 of the General Laws, the licensing authority of the Town of Acton may grant 16 additional licenses for the sale of all alcoholic beverages and 6 additional licenses for the sale of wines and malt beverages to be drunk on the premises, pursuant to section 12 of chapter 138, provided, however, that such licenses are issued to establishments that hold a common victuallers license pursuant to section 2 of chapter 140 of the General Laws. The licenses shall be subject to all of said chapter 138 except said section 17.

(b) Once issued, the licensing authority shall not approve the transfer of any license granted pursuant to this act to any other person, partnership, corporation, limited liability company, organization or any other entity or location for a period of 3 years from the date of the original issuance, but it may grant the license to a new applicant at the same location if the applicant files with the licensing authority a letter from the department of revenue and a letter from the division of unemployment assistance indicating that the licensee is in good standing with the department and that all applicable taxes, fees, and contributions have been paid.

(c) If any license granted under this section is cancelled, revoked or no longer in use, it shall be returned physically, with all of the legal rights, privileges and restrictions pertaining thereto, to the licensing authority, which may then grant the license to a new applicant under the same conditions as specified in this act provided that the applicant files with the licensing authority a letter from the department of revenue and a letter from the division of unemployment assistance indicating that the licensee is in good standing with those entities and that all applicable taxes, fees, and contributions have been paid.

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

**MOTION: Mr. Berry** moves that the Town authorize the Board of Selectmen to petition the General Court for a Home Rule Act in substantially the form set forth in the Article.

### **MOTION CARRIES**

### **ARTICLE 3 HOME RULE PETITION – HARRIS STREET PROPERTY** **(Majority vote)**

To see if the Town will vote to authorize the Board of Selectmen to petition the General Court to enact special legislation in substantially the form set forth below to implement the exchange of money and property authorized by the vote of Town Meeting under Articles 24, 25 and 26 of the 2015 Annual Town Meeting Warrant relative to 66 Harris Street, or take any other action relative thereto.

An Act authorizing the Division of Fisheries and Wildlife to convey property to the town of Acton in exchange for other real property

Whereas, The deferred operation of this act would tend to defeat its purpose, which is to authorize forthwith the exchange of certain land in the town of Acton, therefore, it is hereby declared to be an emergency law, necessary for the immediate preservation of the public convenience.

Be it enacted by the Senate and House of Representatives in General Court assembled, and by the authority of the same, as follows:

SECTION 1. Notwithstanding any general or special law to the contrary, the commissioner of capital asset management and maintenance, in consultation with the director of the division of fisheries and wildlife, may transfer and convey to the town of Acton for general municipal purposes certain land with the buildings and improvements thereon previously appraised at a fair market value of \$235,000 comprised of: (1) a certain

parcel described in a deed recorded with the Middlesex south registry of deeds in book 8181, page 354 and identified on a plan entitled "Plan of Land in Acton to be Conveyed by Sven S. Hagen to the Commonwealth of Massachusetts, Surveyed by F. Bowers, September 16, 1953," on file with the division of capital asset management and maintenance; and (2) a certain parcel described in a deed recorded with the Middlesex south registry of deeds in book 10928, page 156 and is a portion of the land shown on a plan entitled "Plan of Land in Acton, Mass. owned by Sven S. Hagen, Scale 1"=50' December 14, 1963, Fred K. Hanack, L.S.-C.E", on file with said division.

SECTION 2. In consideration for and as a condition of the conveyance authorized in section 1, the town of Acton shall: (1) pay \$193,000, which shall be deposited into the wildland acquisition account within the Inland Fisheries and Game Fund established pursuant to section 2A of chapter 131 of the General Laws; and (2) convey to the division of fisheries and wildlife a certain parcel of land previously appraised at a fair market value of \$42,000, which consists of approximately 6 acres of woodland used as general municipal land by the town of Acton described in a deed recorded with the Middlesex south registry of deeds in book 42294, page 359, as follows:

Beginning at the southeast corner of the premises by land now or formerly of Luther Conant and land now or formerly of David Barnard; thence north on said land now or formerly of David Barnard about sixty (60) rods to stake and stones in the wall; thence westerly on land now or formerly of Horace Tuttle about sixteen (16) rods to a stake and stones; thence southerly on land now or formerly of Burgess about sixty (60) rods to a stake and stones; thence easterly on said land now or formerly of Luther Conant about sixteen (16) rods to the bound first mentioned above.

SECTION 3. Notwithstanding any general or special law to the contrary, the inspector general shall review and approve the appraisals described in this act. The inspector general may prepare a report of his review of the methodology utilized for the appraisal and may file the report with the commissioner of capital asset management and maintenance. Within 15 days after receiving the inspector general's report but no later than 15 days before the execution of any agreement or document under this act, the commissioner may submit the report to the house and senate committees on ways and means and the joint committee on state administration and regulatory oversight.

SECTION 4. Costs and expenses associated with the transaction authorized by this act shall be borne by the town of Acton.

**MOTION: Ms. Adachi** moves that the Town authorize the Board of Selectmen to petition the General Court for a Home Rule Act in substantially the form set forth in the Article.

**MOTION CARRIES UNANIMOUSLY**

**ARTICLE 4 FUND COLLECTIVE BARGAINING AGREEMENT – POLICE SUPERIOR OFFICERS (FY16-FY18)**

**(Majority vote)**

To see if the Town will vote to raise and appropriate, transfer and/or appropriate from available funds a sum of money necessary to fund the cost items contained in Collective Bargaining Agreement(s) between the Town and the Acton Superior Officers' Union MCOP Local 380 as filed with the Town Clerk, or take any other action relative thereto.

**MOTION: Mr. Berry** moves that the Town transfer from the fiscal year 2016 Town Operating Budget and appropriate \$18,821 to fund the first-year cost items contained in the fiscal year 2016 through 2018 Collective Bargaining Agreement between the Town and the Massachusetts Coalition of Police Local 380.

**MOTION CARRIES UNANIMOUSLY**

**ARTICLE 5 FUND COLLECTIVE BARGAINING AGREEMENT – HIGHWAY, MUNICIPAL PROPERTIES AND CEMETERY (FY16-FY18)**

**(Majority vote)**

To see if the Town will vote to raise and appropriate, transfer and/or appropriate from available funds a sum of money necessary to fund the cost items contained in Collective Bargaining Agreement(s) between the Town and its Highway, Municipal Properties and Cemetery personnel union (AFSCME) as filed with the Town Clerk, or take any other action relative thereto.

**MOTION: Mr. Berry** moves that the Town transfer from the fiscal year 2016 Town Operating Budget and appropriate \$47,777 to fund the first-year cost items contained in the fiscal year 2016 through 2018 Collective Bargaining Agreement between the Town and the American Federation of State, County and Municipal Employees.

**MOTION CARRIES UNANIMOUSLY**

**ARTICLE 6 SPECIAL TAX ASSESSMENT (Majority vote)**

To see if the Town will vote to enter into a Special Tax Assessment (STA) with Associated Environmental Systems (AES) or its successor, pursuant to the provisions of Massachusetts General Laws, including Section 59 of Chapter 40, Section 5 of Chapter 59 and others, in connection with the development of property located at 8 Post Office Square, Acton, shown as Parcel 59-2 on the Town of Acton Atlas Map E4, and 10 Post Office Square, Acton, shown as Parcel 2 on the Town of Acton Atlas Map F4, as described in the Economic Development Incentive Program Local Incentive Only application prepared by AES to be filed with the State's Economic Assistance Coordinating Council; and to authorize the Board of Selectmen to take such action as is necessary to obtain approval of that application and to implement the Special Tax Assessment Plan, or take any other action relative thereto.

**MOTION: Ms. Green** moves that the Town:

(A) Authorize the Board of Selectmen to approve the submission of and to support an application to the Massachusetts Economic Assistance Coordinating Council for a Special Tax Assessment ("STA"), pursuant to the applicable provisions of Massachusetts General Laws, in connection with the proposed relocation to and occupancy by Associated Environmental Systems, Inc. (AES) of property located at 8 Post Office Square, Acton, shown as Parcel 59-2 on the Town of Acton Atlas Map E4, and 10 Post Office Square, Acton, shown as Parcel 2 on the Town of Acton Atlas Map F4 (collectively, the "Property"), substantially in accordance with the Preliminary Application and Supplemental Application prepared by AES on file with the Board of Selectmen; and

(B) Authorize the Board of Selectmen to negotiate and execute a Special Tax Assessment ("STA") Agreement, on such terms and conditions as the Selectmen may determine, with AES concerning the Property, including a local incentive of a 100% real estate tax abatement on the Property in the first fiscal year, a 75% abatement in the second fiscal year, a 50% abatement in the third fiscal year, a 25% abatement in the fourth fiscal year, and a 0% abatement in the fifth fiscal year of the Agreement; and

(C) Authorize the Board of Selectmen to execute any documents, take any actions, and implement any measures as are necessary and appropriate to carry out the purpose of this article.

The Moderator asked Town Meeting to vote to allow Mr. Richard Ellert of Associated Environmental Systems, Inc AES, permission to speak on this article, if needed to answer questions. Motion carries to allow speaker.

**MOTION CARRIES**

**ARTICLE 7 FUND KELLEY’S CORNER 25% DESIGN (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 design and engineering related to the Kelley’s Corner Improvement Initiative, or take any other action relative thereto.

**MOTION: Mr. Berry** moves that the Town take no action.

**MOTION CARRIES UNANIMOUSLY**

**ARTICLE 8 FUND SOUTH ACTON TRAIN STATION LANDSCAPING (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 design and implementation of landscaping at the South Acton Train Station, or take any other action relative thereto.

**MOTION: Mr. Berry** moves that the Town take no action.

**MOTION CARRIES UNANIMOUSLY**

**ARTICLE 9 AMEND TOWN BYLAWS – STORMWATER MANAGEMENT AND EROSION & SEDIMENT CONTROL (Majority vote)**

To see if the Town will vote to amend the General Bylaws by adding the following chapter as Chapter X– Stormwater Management and Erosion & Sediment Control

**CHAPTER X**

**Stormwater Management and Erosion & Sediment Control**

**X1. Findings**

1.1 The United States Environmental Protection Agency (U.S. EPA) through the National Pollutant Discharge Elimination System (NPDES) Permit for

Small Municipal Separate Storm Sewer Systems (MS4s) requires that the Town of Acton must establish an appropriate regulatory framework for stormwater management.

- 1.2 Land disturbances and developments can alter the hydrology of local watersheds and increase stormwater runoff rates and volumes, flooding, stream channel erosion, and sediment transport and deposition.
- 1.3 Stormwater runoff can contain water-borne pollutants.
- 1.4 Stormwater runoff, soil erosion and nonpoint source pollution can be controlled and minimized through appropriate stormwater management.
- 1.5 Regulation of land disturbances and developments that create stormwater runoff is necessary to protect water bodies and groundwater resources; to control and minimize increases in stormwater runoff rates and volumes, soil erosion, stream channel erosion, and nonpoint source pollution associated with stormwater runoff; to safeguard public health, safety, and welfare; and to protect natural resources.
- 1.6 This Bylaw is needed to manage stormwater runoff caused by land disturbances or developments, and to minimize its degrading effects on local water resources and the resulting threats to public health and safety.

**X2. Purpose**

- 2.1 The purpose of this Bylaw is to establish stormwater management requirements and controls that protect the public health, safety, and welfare through the following objectives:
  - 2.1.1 require practices that eliminate soil erosion and sedimentation;
  - 2.1.2 control the volume and rate of stormwater runoff resulting from land disturbances;
  - 2.1.3 minimize flooding;
  - 2.1.4 mimic pre-existing hydrologic conditions during and after land disturbances or development to the maximum extent practicable;
  - 2.1.5 require the management and treatment of stormwater runoff from land disturbances and development;
  - 2.1.6 protect groundwater and surface water from degradation or depletion;
  - 2.1.7 maintain the natural infiltration of stormwater on sites and/or promote recharge to groundwater where appropriately sited and/or treated, with emphasis on the Zone 1, Zone 2 and Zone 3 recharge areas;
  - 2.1.8 maintain the integrity of stream channels;
  - 2.1.9 minimize stream bank erosion;

- 2.1.10 minimize impacts to stream temperature;
- 2.1.11 prevent pollutants from entering the municipal storm drainage system;
- 2.1.12 ensure that soil erosion and sedimentation control measures and stormwater runoff management practices, including efforts to minimize the area of land disturbance, are incorporated into the site planning and design process and are implemented and maintained during and after construction;
- 2.1.13 ensure adequate long-term operation and maintenance of stormwater best management practices;
- 2.1.14 require practices to control construction waste;
- 2.1.15 prevent or minimize adverse impacts to water quality;
- 2.1.16 comply with state and federal statutes and regulations relating to stormwater discharges; and
- 2.1.17 establish the Town of Acton's legal authority to ensure compliance with the provisions of this Bylaw through inspection, monitoring and enforcement.

2.2 This Bylaw is intended to address gaps in jurisdiction for stormwater management requirements in the Town of Acton Bylaws and the Massachusetts Wetlands Protection Act.

### X3. Definitions

**Abutter:** Each property owner, determined by the most recent records in the Assessors Office, of real property that abuts the Site on which the proposed Land Disturbance activity is to take place. Alteration of Runoff or Drainage Characteristics: Any activity on a Site that changes the Water Quality, or the force, quantity, direction, timing or location of Runoff or Drainage flowing from the Site. Such changes include: change from distributed Runoff to concentrated, confined or discrete Discharge; change in the volume of Runoff; change in the peak rate of Runoff; and change in the Recharge to groundwater on the area.

**Applicant:** Any Person or Persons requesting a Land Disturbance Permit.

**Best Management Practice (BMP):** An activity, procedure, restraint, or structural improvement that helps reduce the quantity or improve the quality of stormwater runoff.

**Clearing:** Any activity that removes vegetation. Clearing generally includes grubbing as defined below.

**Construction Preparation:** All activity in preparation for construction.

**Construction Waste:** Excess or discarded building or construction site materials that may adversely impact Water Quality, including but not limited to concrete truck washout, chemicals, litter and sanitary waste.

**Development:** The modification of land to accommodate a new use or expansion of use, usually involving construction; and redevelopment, rehabilitation, expansion, demolition, or phased projects that disturb the ground surface or increase the Impervious Cover area on previously developed sites.

**Drainage:** Water, originating from precipitation, flowing over or through man-made conveyances.

**Erosion:** The wearing away of the land surface by natural or man-made forces such as wind, water, ice, gravity, or vehicle traffic and the subsequent detachment and transportation of soil particles.

**Erosion and Sedimentation Control Plan:** A document with narrative, drawings and details prepared by a qualified professional engineer (PE) or a Certified Professional in Erosion and Sedimentation Control (CPESC), which includes Best Management Practices, or equivalent measures designed to control surface Runoff, Erosion and Sedimentation during construction preparation and construction related Land Disturbance activities.

**Grubbing:** The act of clearing land surface by digging up roots and stumps.

**Impervious Cover:** Material covering the ground with a coefficient of runoff greater than 0.7 (as defined in Data Book for Civil Engineers by Seelye;  $C = \text{runoff} / \text{rainfall}$ ) including, but not limited to, macadam, concrete, pavement and buildings.

**Implementing Authority:** The Board of Selectmen, or the Town Department designated by the Board of Selectmen to carry out the provisions of this Bylaw and the Regulations adopted by the Board of Selectmen.

**Land Disturbance:** Any activity, including Clearing and Grubbing, that causes a change in the position or location of soil, sand, rock, gravel, or similar earth material.

**Massachusetts Stormwater Management Policy:** The Policy issued by the Department of Environmental Protection, as amended, that coordinates state regulations promulgated under the authority of the Massachusetts Wetlands Protection Act, MGL c. 131 s. 40, and the Massachusetts Clean Waters Act, MGL c. 21, ss. 23-56. The Policy regulates stormwater impacts through performance standards aimed to reduce or prevent pollutants from reaching water bodies and to control the quantity of site runoff.

**Municipal Separate Storm Sewer System (MS4) or Municipal Storm Drain System or Municipal Storm Sewer System:** A conveyance or system of conveyances designed or used for collecting or conveying stormwater, including but not limited to any road with a drainage system, municipal street, catch basins, manhole, gutter, curb, inlet, piped storm drain, pumping facility, retention or detention basin, natural or man-made or altered drainage channel, ditch, swale, reservoir, and other drainage structure, that together comprise the storm drainage system owned or operated by the Town of Acton.

**Operation and Maintenance Plan:** A plan prepared by a qualified professional engineer (PE) or a Certified Professional in Erosion and Sedimentation Control (CPESC) describing the functional, financial and organizational mechanisms for the ongoing operation and maintenance of a stormwater management system to ensure that it continues to function as designed.

**Owner:** A Person with a legal or equitable interest in property, including his/her authorized representative.

**Permittee:** The Person who holds a Land Disturbance Permit and therefore bears the responsibilities and enjoys the privileges conferred thereby.

**Person or Persons:** Any individual, partnership, association, firm, company, trust, corporation, agency, authority, department or political subdivision of the Commonwealth or the federal government, to the extent permitted by law, and any officer, employee, or agent of such person.

**Pollutant:** Any element or property of: sewage; agricultural, industrial, construction or commercial waste; runoff; leachate; heated effluent; or other matter whether originating at a point or non-point source, that is or may be introduced into the MS4, groundwater or surface water.

Pollutants shall include, but are not limited to:

- Paints, varnishes, and solvents;
- Oil, fuel, and other automotive fluids;
- Non-hazardous liquid and solid wastes and yard wastes;
- Refuse, rubbish, garbage, litter, or other discarded or abandoned objects, ordnances, accumulations and floatables;
- Pesticides, herbicides and fertilizers;
- Hazardous materials and wastes;
- Sewage, fecal coliform, pathogens and animal wastes;
- Dissolved and particulate metals which are not naturally occurring;
- Rock, sand, salt, soils;
- Construction Waste and residues; and
- Noxious or offensive matter of any kind.

**Recharge:** process by which groundwater is replenished by precipitation through the percolation of runoff and surface water through the soil.

**Runoff:** Water flowing over the ground surface and originating from rainfall, snowmelt, or irrigation water flowing over the ground surface.

**Sediment:** Mineral or organic soil material that is transported by wind or water, from its origin to another location; the product of erosion processes.

**Sedimentation:** The process or act of deposition of Sediment.

**Site:** Any lot or parcel of land or area of property where Land Disturbance occurs, has occurred or will occur.

**Slope:** The incline of a ground surface expressed as a ratio of horizontal to vertical distance.

**Soil:** Earth materials including duff, humic materials, sand, rock and gravel.

**Stormwater:** Runoff and Drainage.

**Stormwater Management Plan:** A document containing narrative, drawings and details prepared by a qualified professional engineer (PE), which includes structural and non-structural Best Management Practices to manage and treat Stormwater generated from regulated Development activity. A Stormwater Management Plan also includes an Operation and Maintenance Plan describing the maintenance requirements for structural Best Management Practices.

**Water Quality:** The chemical, physical, and biological integrity of Water Resources.

**Water Resources:** Waters of the Commonwealth as defined by the Massachusetts Clean Waters Act, G.L. c. 21, § 26A.

**Zone 1, Zone 2, Zone 3 and Zone 4:** Groundwater Protection zones as defined by the Town of Acton.

#### **X4. Authority**

4.1 This Bylaw is adopted under authority granted by the Home Rule Amendment, Article LXXXIX (89) of the Constitution of the Commonwealth of Massachusetts, the Home Rule statutes, and in accordance with the regulations of the federal Clean Water Act found at 40 CFR 122.34, the Phase II rule from the Environmental Protection Agency found in the December 8, 1999 Federal

Register, and the National Pollutant Discharge Elimination System General Permit for Stormwater Discharges from Small Municipal Separate Storm Sewer Systems issued by EPA Region 1 on April 18, 2003.

#### **X5. Applicability**

5.1 This Bylaw shall apply to all Land Disturbances and Development within the jurisdiction of the Town of Acton. Except in accordance with a Land Disturbance Permit issued pursuant to this Bylaw, no Person shall perform any Land Disturbance that results in one or more of the Regulated Activities defined in Section 4.1 that is not an Exempt Activity listed in Section 4.2.

#### **X6. Regulated Activities**

6.1 Regulated activities subject to a Land Disturbance Permit shall include:

- 6.1.1 Land Disturbance or Development of greater than or equal to one (1) acre, or which is part of a common plan for Development that will disturb one or more acres of land.
- 6.1.2 Land Disturbance or Development of an area greater than or equal to 5,000 square feet having a 10% or greater Slope, or which is part of a common plan for Development that will disturb an area greater than or equal to 5,000 square feet having a 10% or greater Slope.
- 6.1.3 Land Disturbance or Development involving the creation or disturbance of 5,000 square feet or more of Impervious Cover, or which is part of a common plan for Development that will create or disturb 5,000 square feet or more of Impervious Cover.
- 6.1.4 Construction of a new drainage system, or alteration of an existing drainage system or conveyance, serving a drainage area of (a) one acre or more, or (b) 5,000 square feet or more of Impervious Cover.

#### **X7. Exempt Activities**

7.1 The following activities are exempt from the requirements of this Bylaw:

- 7.1.1 Activities for which all Stormwater management has been reviewed and approved as part of an order of conditions issued by the Acton Conservation Commission;
- 7.1.2 Normal maintenance of, or emergency repairs to, Town owned public ways, drainage systems and appurtenances.

7.1.3 Normal maintenance and improvement of land in agricultural use, as defined by the Massachusetts Wetlands Protection Act and its implementing regulations.

7.1.4 Maintenance and repair of septic systems.

7.1.5 The construction of fencing that will not result in Alteration of Runoff or Drainage Characteristics.

7.1.6 Emergency repairs to existing utilities (gas, water, sanitary sewer, electric, telephone, cable television, etc.).

7.1.7 Normal maintenance of or emergency repairs to any Stormwater treatment facility deemed necessary by the Implementing Authority or its agents.

7.2 The following activities are exempt from the requirements of this Bylaw UNLESS they exceed the threshold set forth in Section 4.1(1): in an expansion of impervious cover of more than 5,000 square feet.

7.2.2 Activities on single-family residential lots that are not in Zone 1 or Zone 2, where the activities are not part of a larger common plan of Development (including but not limited to a subdivision plan, special permit plan, or plan showing multiple "ANR" lots).

7.2.3 Construction of utilities other than drainage (e.g., gas, water, sanitary sewer, electricity, telephone, cable television, etc.) that will not result in a permanent Alteration of Runoff or Drainage Characteristics and will comply with the Erosion Control standard in the Massachusetts Stormwater Standards.

#### **X8. Administration**

8.1 The Acton Board of Selectmen shall administer this Bylaw. It shall, with the approval of the Town Manager, designate a Town department or official to be the Implementing Authority.

8.2 The Board of Selectmen, after public notice and hearing, shall promulgate and may periodically amend Regulations to effectuate the objectives of this Bylaw. The date of such hearing shall be advertised in a newspaper of general circulation in the Town at least seven (7) days before the hearing date.

- 8.3 The Regulations shall (without limitation):
- 8.3.1 Specify the information (including site plans) that must be submitted as part of a Land Disturbance Permit Application;
  - 8.3.2 Specify the procedures for review of Land Disturbance Permit Applications, including consideration of potential Water Quality impacts; and
  - 8.3.3 Specify the performance standards for construction and post-construction Stormwater management measures, and/or the Best Management Practices for control of Stormwater, that are reasonable and appropriate to achieve the objectives listed in Section 1.2 of this Bylaw.
- 8.4 If the Board of Selectmen determines that another Town project approval process adequately regulates construction and post-construction Stormwater management in a manner sufficient to achieve the objectives of this Bylaw, the Regulations may provide that the approval resulting from that process will serve as the Land Disturbance Permit for purposes of this Bylaw. The Regulations may also or in the alternative provide that the Implementing Authority may determine on a case-by-case basis that approval of the project by another Town entity will serve as the Land Disturbance Permit, provided that the Implementing Authority determines that the objectives of this Bylaw will be achieved by that approval. In any case where approval by another Town entity serves as the Land Disturbance Permit, the Implementing Authority is empowered to enforce all Stormwater-related conditions of that approval pursuant to the enforcement provisions of this Bylaw.
- 8.5 Failure by the Board of Selectmen to promulgate Regulations shall not have the effect of suspending or invalidating this Bylaw. Authority shall use the Massachusetts Stormwater Standards, as elaborated in the latest edition of the Massachusetts Stormwater Management Handbook, as the performance standards for Land Disturbance Permits.
- 8.7 The Implementing Authority and its agents shall review all Applications for a Land Disturbance Permit, conduct inspections as appropriate, issue or deny a Land Disturbance Permit, and conduct any necessary enforcement action. Following receipt of a completed Application, the Implementing Authority shall notify relevant Town departments, boards and committees (as designated in the Regulations or as determined by the Implementing Authority in the absence of Regulations) and the Water Supply District of Acton of receipt of the Application.
- 8.8 After submitting a Land Disturbance Permit Application to the Implementing Authority, the Applicant shall publish in the local newspaper and submit to the Town Clerk to be posted on the Town website a notice that the Implementing Authority is accepting comments on the Land Disturbance Permit Application. The Land Disturbance Permit Application shall be available for inspection and comment by the public during normal business hours at the Town Hall for 5 business days from the date of newspaper publication of the notice. A public hearing is not required. Members of the public shall submit their comments to the Implementing Authority during the above-described inspection period. The Implementing Authority reserves the right to require notification of Abutters should it be determined by the Implementing Authority to be appropriate.
- 8.9 Filing an Application for a Land Disturbance Permit grants the Implementing Authority, or its agent, permission to enter the Site to verify the information in the Application and to inspect for compliance with permit conditions.
- 8.10 The Implementing Authority shall:
- 8.10.1 Approve the Application and issue a Land Disturbance Permit if it finds that the proposed Stormwater controls will protect Water Resources, meet the objectives of the Bylaw, and meet the requirements of the Regulations;
  - 8.10.2 Approve the Application and issue a Land Disturbance Permit with conditions that the Implementing Authority determines are required to ensure that the project's Stormwater controls will protect Water Resources, meet the objectives of the Bylaw, and meet the requirements of the Regulations; or
  - 8.10.3 Disapprove the Application and deny a permit if it finds (a) that the proposed Stormwater controls are not protective of Water Resources or fail to meet the objectives of the Bylaw or the requirements of the Regulations, or (b) that the information submitted with the Application was insufficient to allow the Implementing Authority to make one of the determinations set forth in (i), (ii), or (iii) (a).

8.11 The Implementing Authority shall take final action on an Application within 30 days of the close of the public comment period. A copy of the final action shall on the same business day be filed with the Town Clerk. Certification by the Town Clerk that the allowed time has passed without the action of the Implementing Authority shall be deemed a grant of the Land Disturbance Permit.

8.12 Appeal of Land Disturbance Permit Decision. A decision of the Implementing Authority regarding a Land Disturbance Permit Application shall be final. Such a decision shall be reviewable in the Superior Court in an action pursuant to G.L. c. 249, § 4. The remedies listed in this Bylaw are not exclusive of any other remedies (if any) available under any applicable federal, state or local law.

### **X9. Permit Procedures & Requirements**

9.1 Permit procedures and permit filing requirements shall be defined in Regulations promulgated as provided in Section 5 of this Bylaw.

### **X10. Fees**

10.1 The Board of Selectmen, based on recommendations of the Implementing Authority, may establish and from time to time adjust fees to cover expenses connected with application administration and review, inspections, monitoring permit compliance, and enforcement, including the cost of Town administrative and professional staff and outside consultant support as needed. Applicants must pay applicable review fees to the Implementing Authority before the review process may begin.

### **X11. Performance Guarantee**

11.1 The Implementing Authority may require the Permittee to post, before the start of any Land Disturbance, a surety bond, irrevocable letter of credit, cash, or other acceptable performance guarantee. The form and substance of the guarantee must be sufficient to ensure that the work will be completed in accordance with the Land Disturbance Permit, as determined by the Implementing Authority. If the project is phased, the Implementing Authority may, in its discretion, release part of the guarantee as each phase is completed in compliance with the permit, but the guarantee may not be fully released until the Implementing Authority has made a determination that the project has been satisfactorily completed. The Implementing Authority may require a performance guarantee for ongoing operation and maintenance of a Stormwater management system.

### **X12. Waivers**

12.1 The Implementing Authority may waive strict compliance with any requirement of this Bylaw or the Regulations promulgated hereunder, where such action:

12.1.1 is allowed or otherwise not prohibited by federal, state and local statutes and regulations and the Town's MS4 Permit,

12.1.2 is in the public interest, and

12.1.3 does not derogate from the purpose and intent of this Bylaw.

12.2 The Implementing Authority may waive compliance with any of the performance standards set forth in this Bylaw or in the Regulations promulgated hereunder, where the Applicant demonstrates that the proposed Stormwater controls comply with the performance standards to the maximum extent practicable given Site constraints (e.g., lot size).

12.3 Any Applicant may submit a written waiver request. Such a request shall be accompanied by an explanation or documentation supporting the waiver request. A waiver request may be submitted with a Land Disturbance Permit Application, but is not required to be. The notice requirements of Section 5.5 apply in either case.

12.4 If, in the opinion of the Implementing Authority, additional information is required for review of a waiver request, the Implementing Authority shall notify the Applicant.

12.5 A decision on a waiver request shall be made by the Implementing Authority within 30 days of receiving all requested information (or within 30 days of receiving the waiver request if no additional information is requested). A copy of the waiver decision shall on the same business day be filed with the Town Clerk. A waiver request shall be deemed denied if not acted upon within the aforementioned time period. Certification by the Town Clerk that the allowed time has passed without the action of the Implementing Authority shall be deemed a denial of the waiver for the purpose of review as set forth in Section 9.6.

12.6 A decision of the Implementing Authority regarding a waiver request, including a deemed denial, shall be final. Such a decision shall be reviewable in the Superior Court in an action pursuant to G.L. c. 249, § 4. The remedies listed in this Bylaw are not exclusive of any other remedies available under any applicable federal, state or local law.

### **X13. Enforcement**

13.1 The Implementing Authority shall enforce this Bylaw, its Regulations, orders, violation notices, and enforcement orders, and may pursue all available civil and criminal remedies for such violations.

#### 13.2 Enforcement Orders

13.2.1 The Implementing Authority may issue a written order to enforce the provisions of this Bylaw or the Regulations thereunder, which may include, without limitation:

13.2.1.a A requirement to cease and desist from the Land Disturbance until there is compliance with the Bylaw, the Regulations, and the Land Disturbance Permit;

13.2.1.b Maintenance, installation or performance of additional Erosion and Sediment control measures;

13.2.1.c Monitoring, analyses, and reporting;

13.2.1.d Remediation of Erosion and Sedimentation resulting directly or indirectly from the Land Disturbance; and/or

13.2.1.e Compliance with the approved Operation and Maintenance Plan.

13.2.2 If the Implementing Authority determines that corrective action is required, the order shall set forth a deadline by which such corrective action must be completed. Said order shall further advise that, should the violator or property Owner fail to complete the corrective action within the specified deadline, the Town of Acton may, at its option, undertake such work, and the property Owner shall reimburse the Town's expenses of doing so. A performance guarantee may be required as part of any consented-to enforcement order.

13.2.3 Failure by the Implementing Authority to issue a written order shall not relieve the Person responsible for the violation of the Person's responsibilities under this Bylaw.

13.3 Appeal of Enforcement Order. An appeal of an Enforcement Order of the Implementing Authority may be made in writing to the Board of Selectmen within seven (7) business days from receipt of the

Order and reviewed at the next regularly scheduled meeting of the Board of Selectmen. Further relief shall be to a court of competent jurisdiction pursuant to G.L. c. 249, § 4.

13.4 Penalty. Any Person who violates any provision of this Bylaw, or any regulation, order or permit issued thereunder, may be punished by a penalty of not more than \$300.00 per offense which shall inure to the Town or to such uses as the Town may direct. Each day that such violation occurs or continues shall constitute a separate offense.

13.5 Non-Criminal Disposition. As an alternative to a penalty under Section 10.4 or a civil action to enforce the Bylaw, the Town of Acton may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, §21D and the Town of Acton General Bylaws Chapter E 45, in which case the Implementing Authority or authorized agent shall be the enforcing person. The penalty for the first violation shall be \$100 per day. The penalty for the second violation shall be \$200 per day. The penalty for the third and subsequent violations shall be \$300 per day. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.

13.6 Lien. If the Implementing Authority or its authorized agent undertakes work to correct or mitigate any violation of this Chapter, the Implementing Authority shall (within thirty (30) days after completing the work) notify the permit holder and the Owner(s) of the property (if different) in writing of the costs incurred by the Town of Acton, including administrative costs, associated with that work. The permit holder and the property Owner(s) (if different) shall be jointly and severally liable to pay the Town of Acton those costs within thirty (30) days of the receipt of that notice. The permit holder and the property Owner(s) (if different) may file a written protest objecting to the amount or basis of costs with the Implementing Authority within thirty (30) days of receipt of the notice. If the amount due is not received by the Town of Acton by the expiration of the time in which to file such a protest, or within sixty (60) after the final decision of the Implementing Authority or a court of competent jurisdiction resolving that protest, the amount of the Town's costs shall be a special assessment against the property and shall constitute a lien on the property pursuant to G.L. c. 40, § 58. Interest shall accrue on any unpaid costs at the statutory rate, as provided in G.L. c. 59, § 57.

**X14. Severability**

14.1 If any provision, paragraph, sentence, or clause of this Bylaw shall be held invalid for any reason, all other provisions shall continue in full force and effect.

**X15. Effective Date**

15.1 This Bylaw shall take effect six months after Town Meeting approval or upon completion of all relevant procedural requirements set forth in G.L. c. 40, § 32, whichever is later.

and to amend the General Bylaws by adding the following provision to Chapter E45 – Non-Criminal Dispositions after “Chapter U - Discharges to the Municipal Storm Drain System”:

Chapter X - Stormwater Management and Erosion & Sediment Control; Enforcing Person – Conservation Administrator, DPW Director or Health Director, or their respective authorized agents or employees; Fine \$100.00 per day for the first offense; \$200.00 per day for the second offense; \$300.00 per day for the third and each subsequent offense.

, or take any other action relative thereto.

**MOTION: Ms. Adachi** moves that the Town adopt the general bylaw amendments as set forth in the Article.

The Moderator asked Town Meeting to vote to allow Mr. Matt Mostoller member of WRAC, permission to speak on this article.

**Motion carries to allow speaker.**

**MOTION CARRIES**

**ARTICLE 10 AMEND MINUTEMAN REGIONAL SCHOOL DISTRICT AGREEMENT – TOWN OF WAYLAND’S REQUEST TO WITHDRAWAL FROM DISTRICT**

**(Majority vote)**

To see if the Town will vote to accept and approve the “Amendment to Minuteman Regional Agreement regarding the Withdrawal of the Town of Wayland from the Minuteman Regional School District,” as follows, which was approved by the Minuteman Regional School Committee on July 7, 2015 and which has been submitted to the Board of Selectmen consistent with the current Minuteman Regional Agreement, or take any other action relative thereto.

Amendment to Minuteman Regional Agreement regarding the Withdrawal of The Town of Wayland from the Minuteman Regional School District

Whereas the Wayland Town Meeting voted on April 15, 2015 to seek withdrawal from the Minuteman Regional School District, and whereas Section IX of the Minuteman Regional Agreement requires the Minuteman Regional School Committee under such a circumstance to draft an amendment to the Regional Agreement setting forth the terms by which a town seeking to withdraw may withdraw from the District, the Regional School Committee voted at a meeting on July 7, 2015 to submit the following amendment to the Regional Agreement to the member towns for their approval.

Amendment No. 4 to the Minuteman Regional Vocational Technical School District Agreement

1. The references to the Town of Wayland will be stricken from the prefatory language of the Regional Agreement as well as from Section I and from wherever else a reference to Wayland appears in the Regional Agreement.
2. The Town of Wayland, even after the date that its withdrawal becomes effective, will remain responsible, consistent with the terms of Section IX of the Regional Agreement, for its share of the indebtedness of the District which is outstanding as of the effective date of Wayland’s withdrawal.
3. Pursuant to the terms of 603 CMR 41.03, assuming that the approval of this amendment has been voted by the town meetings in all of the member towns, as well as having been approved by the Commissioner of Education, by December 31 of a given year, the effective date of this amendment and the effective date of Wayland’s withdrawal will be the July 1 following that December 31 date.

**MOTION: Ms. Nourse** moves that the Town take no action.

The Moderator asked Town Meeting to vote to allow Dr Bouquillon, permission to speak on this article.

Motion carries to allow speaker.

**MOTION CARRIES**

**ARTICLE 11 LAND ACQUISITION – PIPER LANE  
(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 a deed of fee simple interest, on such terms and conditions as the Selectmen may determine and for general municipal purposes, Parcels 3, 3-1 & 3-2 as shown on the Town of Acton Atlas Map H-3A, and in the deed recorded at the Middlesex South Registry of Deeds in Deed Book 48726 Page 495 and Deed Book 23190 Page 437; and further to see if the Town will raise, appropriate, and/or transfer from available funds or accept gifts for this purpose, or take any other action relative thereto.

**MOTION: Ms. Osman** moves that the Town take no action

**MOTION CARRIES  
DECLARED 2/3 BY MODERATOR\***

\*TOWN OF ACTON HAS ACCEPTED MGL CH 39 SEC 15 AT ITS ANNUAL TOWN MEETING APRIL 2001. ARTICLE 43 AND THE AMENDED BYLAW 5A WAS APPROVED BY THE ATTORNEY GENERAL ON AUG. 6, 2001. (THE TOWN MEETING MODERATOR IS NOT REQUIRED TO COUNT A 2/3 REQUIRED VOTE.)

**ARTICLE 12 LAND ACQUISITION – 176 CENTRAL STREET  
(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 a deed of fee simple interest, on such terms and conditions as the Selectmen may determine and for general municipal purposes, Parcel 200 as shown on the Town of Acton Atlas Map G2, and in the deed recorded at the Middlesex South Registry of Deeds in Book 58521, Page 358; and further to see if the Town will raise, appropriate, and/or transfer from available funds or accept gifts for this purpose, or take any other action relative thereto.

**MOTION: Ms. Osman** moves that the Town take no action

**MOTION CARRIES UNANIMOUSLY**

**ARTICLE 13 LAND ACQUISITION – 501 MASSACHUSETTS AVENUE (REAR)  
(Two-thirds vote)**

To see if the Town will authorize the Board of Selectmen to acquire, by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Selectmen may determine, the land containing 3.5 acres, more or less, that is a portion of Parcel 75-14 as shown on Town of Acton Atlas Map F-2, a portion of the property reflected in the deeds recorded at the Middlesex South Registry of Deeds at Book 16149, Page 188 and Book 25282, Page 251, and the property depicted as “Parcel Z-1” on a plan entitled “Plan of Land, Rear of 501 Massachusetts Avenue, Acton, Massachusetts, Prepared for Younameit Realty Company” dated June 8, 2007, prepared by Acton Survey & Engineering, Inc., a copy of which plan is on file with the Office of Conservation (the “Property”), for purposes of recreation and conservation; and further to see if the Town will raise, appropriate and/or transfer from available funds or accept gifts for this purpose, or take other action relative thereto.

**MOTION: Ms. Osman** moves that the Town authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise the real property as set forth in the Article on such terms and conditions as the Selectmen may determine, and appropriate and transfer from Free Cash \$28,000 to fund said acquisition and related transaction costs.

**MOTION CARRIES UNANIMOUSLY**

**MOTION TO DISSOLVE:** Move to dissolve the Special Town Meeting at 10:26 PM

**MOTION CARRIES UNANIMOUSLY**

The following served as tellers for this Annual Town Meeting  
Charles Kadlec, Head Teller  
Peter Ashton, Anne Kadlec, Pam Lynn, Mary Ann Ashton, Marion Maxwell, Debra Simes, Ann Chang, Jeff Bergart, Bob Ingram, Joan Gardner, Marilyn Peterson

# TOWN ELECTIONS AND STATISTICS

## TOWN OF ACTON ANNUAL TOWN ELECTION MARCH 31, 2015

VOTE COUNT		PCT 1	PCT 2	PCT 3	PCT4	PCT5	PCT6	TOTAL	%
MACHINE	8:00 AM	2	4	2	8	7	5	28	0.20%
	9:00 AM	4	9	12	14	8	11	58	0.41%
	10:00 AM	5	14	17	17	13	16	82	0.58%
	11:00 AM	11	21	35	38	31	26	162	1.15%
	12:00 PM	11	25	43	43	33	36	191	1.36%
	1:00 PM	14	30	51	49	35	47	226	1.61%
	2:00 PM	18	35	65	56	40	53	267	1.90%
	3:00 PM	38	53	70	61	44	77	343	2.45%
	4:00 PM	42	60	74	62	45	84	367	2.62%
	5:00 PM	47	67	89	71	55	94	423	3.02%
	6:00 PM	49	80	105	80	60	103	477	3.40%
	7:00 PM	54	92	122	90	68	124	550	3.92%
	8:00 PM	59	104	135	95	77	132	602	4.29%
	MACHINE TOTAL-FINAL	59	104	135	95	77	132	602	4.29%
	PROVISIONAL BALLOTS	0	0	0	0	0	0	0	0.00%
	HAND COUNT (OVERSEAS)	0	0	0	0	0	0	0	0.00%
<b>TOTAL VOTED</b>		<b>59</b>	<b>104</b>	<b>135</b>	<b>95</b>	<b>77</b>	<b>132</b>	<b>602</b>	<b>4.29%</b>
TOTAL # REGISTERED VOTERS---		2,345	2,312	2,395	2,493	2,403	2,080	14,028	
<b>MODERATOR</b>									
BLANK		14	15	17	16	7	20	89	14.784%
DONALD MACKENZIE		44	84	107	75	68	108	486	80.731%
PETER ASHTON		1	2	1	3	0	0	7	1.163%
SCATTERED		0	3	10	1	2	4	20	3.322%
<b>TOTAL</b>		<b>59</b>	<b>104</b>	<b>135</b>	<b>95</b>	<b>77</b>	<b>132</b>	<b>602</b>	<b>100.00%</b>
<b>BOARD OF SELECTMEN</b>									
BLANK		11	30	25	30	17	32	145	24.086%
CHINGSUNG CHANG		46	68	103	62	59	96	434	72.093%
JOHN SONNER		0	1	4	0	0	0	5	0.831%
SCATTERED		2	5	3	3	1	4	18	2.990%
<b>TOTAL</b>		<b>59</b>	<b>104</b>	<b>135</b>	<b>95</b>	<b>77</b>	<b>132</b>	<b>602</b>	<b>100.00%</b>
<b>SCHOOL COMMITTEE</b>									
BLANK		17	39	53	16	18	42	185	15.37%
DEANNE W. O'SULLIVAN		34	62	89	64	37	72	358	29.73%
FRANCES E. COOK		23	50	64	64	45	79	325	26.99%
DIANE M. BAUM		44	55	60	44	53	70	326	27.08%
SCATTERED		0	2	4	2	1	1	10	0.83%
<b>TOTAL</b>		<b>118</b>	<b>208</b>	<b>270</b>	<b>190</b>	<b>154</b>	<b>264</b>	<b>1204</b>	<b>100.00%</b>
<b>LIBRARY TRUSTEE</b>									
BLANK		13	24	25	15	12	23	112	18.605%
PAMELA W. LYNN		46	78	109	79	65	109	486	80.731%
SCATTERED		0	2	1	1	0	0	4	0.664%
<b>TOTAL</b>		<b>59</b>	<b>104</b>	<b>135</b>	<b>95</b>	<b>77</b>	<b>132</b>	<b>602</b>	<b>100.00%</b>

	PCT 1	PCT 2	PCT 3	PCT4	PCT5	PCT6	TOTAL	%
<b>HOUSING AUTHORITY</b>								
BLANK	14	23	28	16	17	23	121	20.10%
RYAN J. BETTEZ	44	80	105	78	60	108	475	78.90%
SCATTERED	1	1	2	1	0	1	6	1.00%
<b>TOTAL</b>	<b>59</b>	<b>104</b>	<b>135</b>	<b>95</b>	<b>77</b>	<b>132</b>	<b>602</b>	<b>100.00%</b>
<b>WATER DISTRICT - MODERATOR</b>								
BLANK	14	25	25	15	12	23	114	18.937%
RICHARD P. O'BRIEN	45	78	109	79	65	109	485	80.565%
SCATTERED	0	1	1	1	0	0	3	0.498%
<b>TOTAL</b>	<b>59</b>	<b>104</b>	<b>135</b>	<b>95</b>	<b>77</b>	<b>132</b>	<b>602</b>	<b>100.00%</b>
<b>WATER DISTRICT - COMMISSIONER</b>								
BLANK	14	24	30	14	13	23	118	19.6013%
LEONARD A. PHILLIPS	44	79	104	80	64	109	480	79.7342%
SCATTERED	1	1	1	1	0	0	4	0.6645%
<b>TOTAL</b>	<b>59</b>	<b>104</b>	<b>135</b>	<b>95</b>	<b>77</b>	<b>132</b>	<b>602</b>	<b>100.00%</b>

# OTHER INFORMATION

## REGISTERED VOTER STATISTICS

DEMOCRAT	4049
REPUBLICAN	1530
UNENROLLED	8659
OTHERS	109
TOTAL REGISTERED VOTERS	14347
UNREGISTERED	7039
POPULATION	21386

## DOG STATISTICS

DOG LICENSES ISSUED	2098
KENNEL LICENSES ISSUED	3

## VITAL STATISTICS

BIRTHS RECORDED	147
MARRIAGES RECORDED	94
DEATHS RECORDED	158

## DEATHS

NAME	DOD	AGE
ADAMS, JUDITH DIANE	2/20/2015	74
ALTERIO, DONNA L.	11/28/2015	72
ALTIMRE, BETTY JANE	9/17/2015	82
ALWARD, BRIAN WALTER	2/21/2015	65
ANDERSON, JR., ERNEST K.	5/13/2015	67
ARNOLD, KATHERINE FRANCES	4/21/2015	90
ASHTON, ROSEMARY E.	9/18/2015	52
BAIO, JAMES A.	1/23/2015	89
BARAN, STEPHEN	1/23/2015	85
BARRETT, ALAN	9/9/2015	80
BLUTE, JOHN W.	3/2/2015	93
BOBIK, GLORIA M.	2/23/2015	91
BOVEY, WILLIAM KIPP	2/12/2015	86
BRESADOLA, MARY ALICE	8/2/2015	59
CAMPBELL, DAVID BERNARD	9/11/2015	78
CARMICHAEL, ALEXANDER DOUGLAS	11/9/2015	86
CARPENTER, HELEN H.	10/22/2015	83
CHENG, JINJU	8/23/2015	79
CHEVRETTE, ALBERT	6/22/2015	83
CLANCY, THEODORE RICHARD	9/9/2015	79
CLEARY, PAUL FRANCIS	4/4/2015	87
COBLEIGH, WILLIAM JR.	11/14/2015	87
COMAR, HARRIET F.	4/26/2015	97
CONLEY, KATHLEEN MARIE	5/9/2015	65
COOK, GLADYS T.	12/6/2015	100
CORMIER, BERTHA AGNES	9/26/2015	97
CORYELL, ABBY H.	5/31/2015	62
CROTHERS, C. BRONSON H.	8/9/2015	54
DACOSTA, ANTONIO M.	6/16/2015	87
DAWES, DONALD L.	2/6/2015	83
DEGNAN, JOHN P. SR.	10/19/2015	90
DELUCA, JANE WELLEMAYER	6/7/2015	89

NAME	DOD	AGE
DEOLIVERIA, RAMON	6/17/2015	27
DESIMONE, ROBERT RICHARD	1/6/2015	82
DESMOND, KENNETH ALAN	7/9/2015	85
DEVEBER, JEFFREY LEVERETT	8/12/2015	70
DEYOUNG, JR. ARTHUR JOSEPH	7/8/2015	57
DINEEN, MARGARET MARY	6/30/2015	91
DIRUZZO, JEAN ALTHEA	3/13/2015	85
DUSSAULT, SR., BARRY J.	4/25/2015	68
DWINELLS, DONALD EUGENE	9/20/2015	88
ERICKSON, CHRISTOPHER JOSEPH	6/4/2015	58
FALL, CAROLA.	5/17/2015	76
FIDLER, RUSSELL GREGORY	2/22/2015	100
FIORENTINO, MAUREEN	2/9/2015	72
FRAZIER, SHERVERT HUGHES	3/3/2015	93
FRIEND, EUGENE	5/19/2015	58
FURLANI, DIOLINDA	1/19/2015	93
GAGLIANO, APRIL CARLOTTA	3/9/2015	95
GAGNE, JR. WALTER ARTHUR	7/10/2015	90
GARCIA, GILLES HENRI	6/25/2015	68
GRAHAM, LILLIAN ROSE	2/12/2015	93
GUILBEAULT, ANDREW	6/18/2015	37
GUO, FUCHANG	2/24/2015	89
HANCOCK, JAMES B.	10/3/2015	85
HARRISON, CATHERINE F.	4/4/2015	96
HAYES, CALVIN JOSEPH	5/24/2015	82
HIGDEN, CATHERINE AGNES	10/2/2015	88
HOFFMAN, DOLORES	11/10/2015	82
HOULE, NORMAN EDMUND	4/30/2015	79
HRYNIEWICH, ROSEMARY	2/4/2015	92
IANNOTTA, BENJAMIN C.	1/20/2015	80
JEGHELIAN, LEO	11/20/2015	80
JOHNSON, JANET D.	8/23/2015	84
JOHNSON, KAREN A.	9/14/2015	70
JOHNSON, STANLEY B.	3/2/2015	91
JONES, JR. JOHN EDWARD	7/20/2015	83
JOSLIN, NANCY HAYES	8/8/2015	82
KATZ, PHYLLIS RUTH	12/8/2015	89
KELLOGG, GAYLE HENRY	1/16/2015	92
KESILMAN, YEFIM	10/9/2015	69
KING, PAULINE E.	7/27/2015	86
KNOX, ESTHER WILLIAMS	6/16/2015	101
KRESS, DOROTHEA M.	5/16/2015	90
KRESS, PAUL J.	5/10/2015	93
LAKE, CHRISTOPHER DEAN	12/6/2015	52
LEE, SAM HEE	6/21/2015	86
LEEDS, FLORENCE	9/5/2015	93
LOMBARDO, VIOLET A.	5/12/2015	96
LORD, JOYCE L.	7/21/2015	88
LOUFUS, EVELYN	4/12/2015	91
MACCRACKEN, MARIA T.	7/16/2015	90
MAGUIRE, MARIANNE WALTON	7/1/2015	94
MANNINEN, REINO J.	6/15/2015	79

<b>NAME</b>	<b>DOD</b>	<b>AGE</b>	<b>NAME</b>	<b>DOD</b>	<b>AGE</b>
MCCARTHY, FAYE ELIZABETH	12/2/2015	75	ROBERTS, WILLIAM H.	1/25/2015	65
MCCUSKER, WILLIAM F.	11/27/2015	58	ROGERS, RICHARD C.	10/13/2015	90
MCELHINEY, III, ELDON E.	6/18/2015	79	RUTLEDGE, RONALD M.	5/27/2015	78
MCGAVICK, JR. GERALD J.	8/12/2015	82	SALA, MADELINE C.	10/30/2015	94
MCPMAHON, JAMES THOMAS	5/5/2015	84	SALAMONE, GAETANA	1/7/2015	88
MCNEISH, JOHN DOUGLAS	12/2/2015	57	SAMPSON, ALFRED J.	11/7/2015	89
MEEHAN, HAROLD W.	2/24/2015	84	SCACCIOTTI, MARY L.	4/28/2015	75
MEYERS, DOROTHY H.	11/19/2015	98	SCANLON, MICHAEL ROGER	10/9/2015	67
MILLER, JERRY ALLAN	2/15/2015	79	SCHETKY, EMILY BARBER	9/14/2015	89
MONOSOVA, TAISA	3/3/2015	89	SCHOCH, JEAN BAKER	2/14/2015	91
MONTAGUE, ELIZABETH MARY	4/25/2015	94	SEXTON, WILLIAM L.	11/9/2015	80
MOYE, SUDHA BABU	10/5/2015	76	SHIEH, C.Y. (aka SHIEH, CHUNG YUAN)	3/7/2015	89
MUKHANOV, ALISA	2/11/2015	79	SLOCOMBE, ANNETTE JOHNSTON	6/25/2015	94
MULLEN, THOMAS EDWARD	4/21/2015	64	SMITH, DAVID LEWIS	6/8/2015	95
NABLO, RUTH J.	2/13/2015	83	STUDER, JOHN ROBERT	8/23/2015	88
NELSON, CYNTHIA A.	8/16/2015	74	TAUSKY, JANICE ANN	2/27/2015	81
NEPOMNYASHCHY, DAVID	10/24/2015	96	THOMSON, KENNEITH STRYKER	9/25/2015	92
NULL, DONALD CARLYLE	8/27/2015	71	TOMYL, BARBARA ANN	3/3/2015	92
NUZZO, ROBERT	3/28/2015	54	TREMBLAY, ROBERT B.	6/19/2015	80
NYE, JOHN WILLIAM	7/28/2015	73	TROY, ISABEL G.	5/17/2015	87
PAINÉ, CATHERINE WINIFRED	7/17/2015	72	TUCKER, SHIRLEY ELLEN	2/21/2015	87
PEARLMAN, ERNEST	4/13/2015	94	TUFFIN, WILSON B.	10/26/2015	84
PENTA, ERNEST HENRY	9/17/2015	42	TUTTLE, MARY MARTHA	9/29/2015	77
PERKIN, CYRIL	8/2/2015	93	WAIT, LANGDON HIPPEN	1/2/2015	75
PIERCE, JOHN STURTEVANT	10/21/2015	77	WARNER, WILLIAM R.	4/13/2015	80
POWER, SHEILA J.	9/4/2015	86	WARREN, FRANKLIN EMERSON	5/9/2015	79
POWERS, ROBERT WILLIAM	2/12/2015	71	WHITTIER, JR. JOHN M.	9/13/2015	82
PRIEBE JR., FREDERICK WILLIAM	5/25/2015	82	WILKS, DONALD ARTHUR	10/13/2015	78
PSIRAS, ANNA	9/4/2015	95	WOMARK-CHEIFETZ, CINDY	4/23/2015	54
RAND, ROBERT H. JR.	8/27/2015	86	YACKNOWITZ, SYLVIA G.	1/24/2015	95
RICE, SUE M.	11/11/2015	87			

# ACTON INFORMATION

## NATIONAL, STATE, AND COUNTY OFFICIALS

<b>NATIONAL</b>	
President	Barack H. Obama
Vice-President	Joseph R. Biden, Jr.
Senators in Congress 5th Congressional District	Elizabeth Warren Edward Markey
Representative in Congress 3rd Congressional District	Niki Tsongas
<b>STATE</b>	
Governor	Charlie Baker
Lieutenant Governor	Karyn Polito
Secretary of the Commonwealth	William F. Galvin
Attorney General	Maura Healey
Treasurer and Receiver General	Deborah B. Goldberg
Auditor of the Commonwealth	Suzanne M. Bump
Senator Middlesex / Worcester District	James B. Eldridge
Representative in General Court 14th Middlesex Representative District	Cory Atkins
Representative in General Court 37th Middlesex Representative District	Jennifer Benson
<b>MIDDLESEX COUNTY</b>	
Clerk of Superior Court	Michael A. Sullivan
Register of Deeds Middlesex South	Maria C. Curatone
Register of Probate	Tara E. DeCristofaro
District Attorney	Marian Ryan
County Sheriff	Peter J. Koutoujian

## ELECTED TOWN OFFICIALS

<b>POSITION NAME</b>	<b>TERM EXPIRES</b>
<b>Moderator</b> Donald MacKenzie	2016
<b>Acton Board of Selectmen</b>	
Katherine E. Green - Chair	2016
Peter Berry - Vice Chair	2017
Janet K. Adachi - Clerk	2016
Frances J. Osman	2017
Chingsung Chang	2018
<b>Acton-Boxborough Regional School Committee</b>	
Selectmen Liaison: K. Green	
Amy Krishnamurthy	2017
Paul A. Murphy	2017
Maya Minkin	2017
Michael J. Coppolino	2016
Kristina W. Rychlik	2016
Deanne W. O'Sullivan	2018
Diane M. Baum	2018
Mary Brolin - (Boxboro)	2016
Maria Neyland - (Boxboro)	2017
Brigid Bieber - (Boxboro)	2015
Kathleen Neville - (Boxboro)	2017
<b>Trustees Acton Memorial Library</b>	
Selectman Liaison: K. Green	
Pamela W. Lynn - Secretary	2018
Miriam L. Lezak	2017
Sampada S. Salunkhe	2016
Suzanne M. Shanahan - President	
Joseph W. Glannon - Vice President	
Ann Chang	
Thomas F. Dunn	
Dennis Ahern	
<b>Acton Housing Authority</b>	
Selectman Liaison: C. Chang	
Nancy Kolb-Secretary	2017
Kenneth Sghia-Hughes	2016
Bernice Baran	2016
Robert B. Whittlesey (State Appointed)	2019
<b>Trustees, Citizen's West Acton Library</b>	
Selectmen Liaison: F. Osman	
Ellen Spero	2018
Nancy Lenicheck	2016
Pamela Cochrane	2017

<b>POSITION NAME</b>	<b>TERM EXPIRES</b>
<b>Trustees, Charlotte Goodnow Fund</b>	
Trudy Khosla	2018
Harry A. Mink	2017
Bruce J. Muff	2017
<b>Trustees, Elizabeth White Fund</b>	
Peter Ashton	2018
Cornelia O. Huber	2016
Andrea S. Miller	2017
<b>Trustees, Acton Firefighters' Relief Fund</b>	
William Klauer	2018
Robert Vanderhoof	2016
Bruce Stone	2017

## **MODERATOR APPOINTMENTS**

	<b>TERM EXPIRES</b>
<b>Finance Committee</b>	
Selectman Liaison: J. Adachi	
Michael F. Majors	03/28/16
Margaret W. Busse	04/14/17
Doug Tindal	04/14/17
Stephen R. Noone	03/28/16
Roland Bourdon, III	05/28/16
Bob Evans	05/31/18
Jason Cole	05/31/18
Dave Wellinghoff	05/31/18
<b>Minuteman Regional Technical HS</b>	
Selectman Liaison: J. Adachi	
Pam Nourse	05/31/17

## **BOARD OF SELECTMEN APPOINTMENTS**

	<b>TERM EXPIRES</b>
<b>Acton 2020 Phase III Implementation Committee</b>	
Selectman Liaison: P. Berry	
Andrew Brockway	06/30/16
Eric Solomon	06/30/18
John Sonner	06/30/17
Patricia McKnight	06/30/17
Nancy Gerhardt - Associate	06/30/16
<b>Acton Boxborough Cultural Council</b>	
Selectman Liaison: J Adachi	
Linda Mayer	06/30/18
Sunanda Sahay	06/30/18
Kristine R. Johnson	06/30/18
Beth Davis	06/30/18
Xiadong (Dawn) Wang	06/30/18
Palma Cicchetti	06/30/18
Cecily Houston	06/30/18

	<b>TERM EXPIRES</b>
<b>Acton Community Housing Corporation</b>	
Selectman Liaison: J Adachi	
Nancy Tavernier	06/30/17
Corrina Roman-Kreuze	06/30/17
Bernice Baran	06/30/17
Jennifer Patenaude	06/30/18
Lara Plaskon	06/30/16
Robert Van Meter	06/30/16
Dan Buckley - Associate	06/30/17

<b>Acton Leadership Group</b>	
Margaret W. Busse - (Fin Com)	
Michael Majors - (Fin Com)	
Peter Berry - (BOS)	
Katie Green - (BOS)	
Steve Ledoux	
Steve Barrett - (Treasurer/Collector)	
Kristina W. Rychlik - (School Com)	
Paul A. Murphy - (School Com)	
Glenn Brand - (School Superintendent)	
Marie Altieri - (Assistant Superintendent)	
Ann Chang - (Recording Secretary)	
Bart Wendell - (Facilitator)	

<b>Acton Nursing Service Task Force</b>	
Selectman Liaison: K Green	
Charles Kadlec	01/12/16
Howard Sussman	01/12/16
Ellen Feinsand	01/12/16
Adrian Hancock	01/12/16
Marge Kennedy	03/09/16
Florence Ross	01/16/16
Dick Calandrella	02/05/16

**ARC of Innovation** - Janet Adachi

<b>Board of Appeals</b>	
Selectman Liaison: J Adachi	
Jonathan Wagner	06/30/18
Richard Fallon	06/30/16
Adam Hoffman	06/30/18
Francis Mastroianni - Associate	06/30/18
Suzanne Buckmelter - Associate	06/30/16

<b>Board of Assessors</b>	
Selectman Liaison: C Chang	
Carol Leipner Srebnick	06/30/17
Susan C. Miller	06/30/18
Gary Yu	06/30/18
Paul Wexelblat - Associate	06/30/18

<b>Board of Health</b>	
Selectman Liaison: K. Green	
Mark Conoby	06/30/16
William McInnis	06/30/16
Joanne Bissetta	06/30/16

	TERM EXPIRES		TERM EXPIRES
<b>Board of Health Cont.</b>		<b>Council on Aging</b>	
Michael Kreuze	06/30/18	Selectman Liaison: F. Osman	
William R. Taylor	06/30/18	Barbara K. Willson	06/30/16
Robert Oliveri - Voting Associate	06/30/18	Ann Corcoran	06/30/16
		Paul Turner	06/30/18
		Marion Maxwell	06/30/18
<b>Board of Registrar of Voters</b>		Bonnie Lobel	06/30/18
Deena Ferrara - Democratic	02/30/16	Jacqueline Friedman	06/30/18
David H. Lunger - Republican	02/30/17	Rosanne Stone	06/30/17
Thomas P. Beals - Republican	06/30/18	Peter Duran	06/30/17
		Ellen Feinsand	06/30/18
<b>Cable Advisory Committee</b>		<b>CPA Study Committee</b>	
Selectman Liaison: C Chang		Peter Berry (BOS Rep)	Standing
Oleg M. Volinsky	06/30/16	Bridget Marz (Rec Rep)	Standing
Chester Ruszczczyk	06/30/16	William Klauer (Historical)	Standing
Terrence Lobo	06/30/16	Corrina Roman-Kreuzer (ACHC)	Standing
John Covert	06/30/18	Kenneth Sghia-Hughes (Housing Auth)	Standing
Richard Logan	06/30/17	Paula Goodwin (ConsCom)	Standing
Steve Davidson	06/30/17	Roland Bourdon (FinCom)	Standing
		Ray Yacouby (Planning)	Standing
<b>Cemetery Commission</b>		Walter Foster	Standing
Selectman Liaison: F. Osman		Carolyn Kilpatrick	Standing
Joseph P. Will	06/30/17		
William Klauer	06/30/16	<b>Design Review Board</b>	
Connie Ingram	06/30/18	Selectman Liaison: J Adachi	
		Holly Ben-Joseph	06/30/16
<b>Commission on Disabilities</b>		Peter Darlow	06/30/18
Selectmen Liaison: F. Osman		David Honn	06/30/17
Madeleine Harvey	06/30/16	Kimberly Montella	06/30/17
Cindy Patton	06/30/16	Michael Dube - Planning Rep	06/30/18
Elizabeth Franklin	06/30/18		
Daniel L. Factor	06/30/16	<b>Economic Development Committee</b>	
Ann Corcoran	06/30/18	Richard Calandrella (At Large)	06/30/17
Leslie Johnson - Associate	06/30/17	David Foley (Full Member)	06/30/17
Joan Burrows	06/30/19	Lawrence J. Kenah (At Large)	06/30/17
		Chingsung Chang (BOS)	03/28/18
<b>Community Preservation Committee</b>		Derrick J Chin (Planning)	06/30/17
Peter Berry - (BOS)	2017	Doug Tindal (Fin Com)	06/30/17
Paula Goodwin - (ConsCom)	06/30/18	Nancy B. Dinkel, (Chamber)	06/30/18
Victoria Beyer - (Historical)	06/30/17	Allan D. Gulliver (At Large)	06/30/18
Jeff Clymer - (Planning)	06/30/19	Ann Chang (Associate)	06/30/17
Joseph P. Will (Recreation)	06/30/15	Bharat Shah (Associate)	06/30/17
Kenneth Sghia Hughes (AHA)	06/30/17	Josh Fischel (Associate)	06/30/17
Peter Ashton (At Large)	06/30/16		
Susan Mitchell-Hardt (At Large)	06/30/18	<b>Green Advisory Board</b>	
Walter Foster (At large)	06/30/18	Selectman Liaison: P. Berry	
		Eric Hudson	06/30/16
<b>Conservation Commission</b>		Dennis Loria	06/30/16
Selectman Liaison: J. Adachi		Mary Smith	06/30/17
Andrew Magee	06/30/17	Cameron Cousins	06/30/18
Terry Maitland	06/30/18	Padmaja Kuchminmanchi - Associate	06/30/16
Tom Arnold	06/30/18		
William Froberg	06/30/18		
Amy Green	06/30/16		
James Colman	06/30/16		
Paula Goodwin	06/30/18		

**TERM EXPIRES****TERM EXPIRES****Health Insurance Trustees**

Robert Evans - (Fin Com)  
 Peter Berry - (BOS Rep)  
 Steve Barrett (Treasurer/Collector)  
 Mary Brolin (School Com-Box)

**Historic District Commission**

Selectman Liaison: C Chang  
 David Foley 06/30/17  
 David Honn 06/30/17  
 Kathryn A. Acerbo-Bachmann 06/30/16  
 Anita Rogers 06/30/16  
 Ronald Regan 06/30/16  
 Fran Arsenault 06/30/18  
 David Shoemaker - Alternate 06/30/16

**Historical Commission**

Selectman Liaison: K. Green  
 William Klauer 06/30/17  
 Bradford Maxwell 06/23/17  
 Victoria Beyer 06/30/18  
 William Dickinson 06/30/16  
 Warren Richmond - Associate 06/30/17

**Kelley's Corner Steering Committee**

Selectman Liaison:  
 Andrew Brockway (Acton 2020) Standing  
 Eric Solomon (Acton 2020) Standing  
 Robert Bukowski (Planning) Standing  
 Margaret Busse (Fincom) Standing  
 Lawrence J. Kenah (EDC) Standing  
 Peter Darlow (DRB) Standing  
 John Head II - At Large (Assoc) Standing

**Land Stewardship Committee**

Selectman Liaison: J. Adachi  
 Bettina Abe 06/30/16  
 Bruce Rachman 06/30/16  
 Joe Will 06/30/17  
 James Snyder-Grant 06/30/18  
 Laurence Ullmann 06/30/18  
 Robert Guba 06/30/18  
 Jason Temple 06/30/17  
 Robert Farra 06/30/17  
 Gary Kilpatrick 06/30/16  
 Nan Millett (Associate) 06/30/16  
 Philip Keyes (Associate) 06/30/16  
 Andy Gatesman (Associate) 06/30/16  
 Joseph Holmes (Associate) 06/30/16  
 Joshua Haines (Associate) 06/30/16  
 John Watlington (Associate) 06/30/16  
 Sherman Smith (Associate) 06/30/16  
 Elan Riesman (Associate) 06/30/16  
 Todd Tsakiris 06/30/16  
 James Salem (Associate) 06/30/16  
 Paula Goodwin (Associate) 06/30/16

**Lowell Regional Transit Authority**

Selectman Liaison: : F. Osman  
 Mike Gowing

**MAGIC/MAPC**

Selectman Liaison: : F Osman  
 Ray S. Yacouby (1st Alternate Rep for BOS)

**MBTA Advisory Board**

Ronald Regan

**Metropolitan Area Planning**

Franny Osman 6/30/2017

**Minuteman Home Services**

Selectman Liaison:  
 Charles D. Aaronson Standing

**Morrison Farm Committee**

Selectman Liaison: K. Green  
 William Mullin Standing  
 Mary Ann Ashton Standing  
 Leanne Baxter Standing  
 Charles D. Aaronson Standing  
 Andrew Magee Standing  
 Doug Tindal Standing  
 Katherine Cunkleman Standing  
 Peter Grover Standing  
 Ann Chang Standing  
 Jon Benson Standing

**No Place For Hate**

Selectman Liaison: F. Osman

**North Acton Fire Station Task Force**

Patrick Futterer -Fire Chief Standing  
 Robert Hart- Deputy Fire Chief Standing  
 Dean Charter - Muni Prop Dir Standing  
 Mark Hald - IT Director Standing  
 Maura Harrigan - citizen Standing  
 Robert Ingram - citizen Standing  
 Robert Puffer - citizen Standing

**Open Space and Recreation Advisory Committee**

Frances J. Osman (BOS) 2017  
 Terry Maitland (Cons Com) 06/30/16  
 Jeff Clymer (Planning) 06/30/17  
 Matt Mostoller (Water District) 06/30/16  
 Peter Ashton 06/30/17  
 Andrew Magee 06/30/17  
 Dick Hatfield 06/30/17

	<b>TERM EXPIRES</b>
<b>Planning Board</b>	
Selectman Liaison: P. Berry	
Robert Bukowski	06/30/19
Michael Dube	06/30/19
Jeff Clymer	06/30/19
Ray Yacouby	06/30/20
Derrick J Chin	
Bharat Shah	

<b>Public Ceremonies Committee</b>	
Gail Sawyer	

<b>Recreation Commission</b>	
Selectman Liaison: K. Green	
Bridget McKeever Matz	06/30/16
Joseph P. Will	06/30/18
Nancy Gerhardt	06/30/18
Carol Gerolamo	06/30/18

<b>Route 2 Corridor Advisory Committee</b>	
Selectman Liaison:	

<b>Senior Center Study Committee</b>	
Franny Osman (BOS Rep)	02/23/15
Barbara K. Willson - (COA)	02/05/15
Marion Maxwell - (COA)	02/05/15
Sharon Mercurio - (COA Dir)	02/23/15
Andrea Ristine - Muni Prop Rep	07/20/15
Peter Ashton	01/12/15
Robert Skillen	02/05/15
Chris Hamilton	01/12/15
Margaret Flanary	01/12/15

<b>Senior / Disabled Taxation Aid Committee (STAC)</b>	
Selectman Liaison: F Osman	
Steve Barrett (Town Treasurer/Collector)	
Susan Miller (Assessors)	06/30/16
Nancy Gerhardt	06/30/16
Carol Mahoney	06/30/16
Barbara Wilson	06/30/16

<b>Sidewalk Committee</b>	
Selectman Liaison: P. Berry	
Kate Chung	06/30/16
Sytske Campbell	06/30/16
Dana Snyder-Grant	06/30/16
Bettina Abe	06/30/17
Steve Evans	06/30/17
Pamela Cochrane - Associate	06/30/16
Cameron Cousins - Associate	06/30/18
K. Randall Bashta - Associate	06/30/16

	<b>TERM EXPIRES</b>
<b>Site Plan Special Permit Study Committee</b>	
Peter Berry (BOS Rep)	Standing
Derrick Chin (Planning Rep)	Standing
Ann Chang (EDC Rep)	Standing
Kimberly Montella (Design Review Rep)	Standing
John D Head (Kellys Corner Rep)	Standing
William Alesbury - At Large	Standing

<b>South Acton Train Station Advisory Committee</b>	
Selectman Liaison: P. Berry	
Mary (Michaela) Moran	Standing
Thomas D. Campbell	Standing
David D. Martin	Standing
Sean Hanley	Standing
Robert Condon	Standing
David Wellinghoff - FinCom Rep	Standing

<b>Transportation Advisory Committee</b>	
Selectman Liaison: F. Osman	
Michael Fisher	06/30/16
James E. Yarin	06/30/18
James Citro	06/30/18
Bengt Muten	06/30/18
Aneil Tripathy	06/30/17

<b>Town Report Committee</b>	
Selectman Liaison:	
Nicholas Zavolas	06/30/17
Gregory Hutchins	06/30/18
Cindy Patton	06/30/18

<b>Volunteer Coordinating Committee</b>	
Selectman Liaison: P. Berry	
Charles D. Aaronson	06/30/18
Daniel W. Brunelle	06/30/17
Peter Ashton	06/30/18
Jean Lane	06/30/17

<b>Water District-Land Management Advisory Committee</b>	
Selectman Liaison: J. Adachi	
Paul Malchodi - BOS Appointed	06/30/18
Greta Eckhardt - Water Dist Appointed	
Barry Rosen - Water Dist Appointed	
Charles Olmstead - Water Dist Appointed	
John Cipar- Water Dist Appointed	

<b>Water Resources Advisory Committee</b>	
Selectman Liaison: J. Adachi	
Jeff Clymer	06/30/16
Barry Rosen	06/30/16
Ron Beck	06/30/18
Matthew Mostoller (Water District)	06/30/18
Michael Kreuze (Health)	06/30/17
Helen Probst	06/30/17

# APPOINTMENTS MADE BY THE TOWN MANAGER

**Assistant Town Manager**  
Mark Hald

**Assistant Assessor**  
Brian McMullen

**Constable**  
Christopher Prehl  
Mark Hald

**Local Building Inspector**  
Brian MacDonald  
Norman Franks

**Deputy Forest Warden**  
Chief Patrick Futterer

**Deputy Inspector of Gas Piping and Gas Appliances**  
Todd Bosselmann

**Deputy Inspector of Wires**  
Charles Weeks

**Emergency Management**  
Acting Director, Mark Hald  
Deputy Director, Gail Sawyer

**Director of Municipal Properties**  
Dean Charter (retired June 2015)  
Andrea Ristine (September 2015)

**Director of Public Health**  
Douglas Halley (retired October 2015)

**Animal Control Officer/Animal Inspector**  
Patrick (Tack) Palmer  
Nelba Santos, Assistant

**Fence Viewer**  
Corey York

**Field Driver**  
Vacant

**Fire Chief**  
Patrick J. Futterer

**Deputy Fire Chief**  
Robert Hart

**Captains**  
Michael Lyons (retired)  
Scott Morse  
Bob Vanderhoof  
John (Jack) White

**Lieutenants**  
Anita Arnum  
Robert Smith  
Kristopher Ellicks  
Christopher Sammet

**Firefighter/EMT's**  
James Byrne  
Patrick Byrne  
Brett Carter  
Jared Crowley  
Gage Cummings  
Ed Daigneault  
Josh DeFelice  
Steve DeMeco  
Mike Doherty  
Chuck Dunnigan  
Shawn Ferraru  
Ken Ineson  
Pat Judge  
Mike Kileen  
Jim Kissane  
Tom Matthews  
Eric Matthieu  
Eric Matthieu  
Patrick McIntyre  
Dennis Munroe  
Nick Pentedemos  
Jim Ray  
Jim Ruggerio  
Bob Sabourin (retired Nov. 2015)  
Sean Shattuck  
Sean Sheridan  
Shaun Silva  
Nick Shelburne  
Robert Smart  
Dave Sukerman  
Richard Sullivan  
Clem Tyler  
Arielle Vendette  
Brian Whalen  
Jake Zbikowski

**Forest Warden**  
Patrick J. Futterer

**Inspector of Gas Piping and Appliances**  
James G. Corey

**Inspector of Wires**  
William Morehouse

**Local Building Commissioner**  
Francis Ramsbottom

**Natural Resources/Cemetery Director**  
Thomas Tidman

**Keeper of the Lockup**  
Frank J. Widmayer III

**Chief of Police**  
Frank J. Widmayer III

**Deputy Chief**  
Richard Burrows

**Lieutenants**

James Cogan  
Doug Sturniolo

**Sergeants**

John Cooney  
Ray Grey  
Edward Lawton  
Scott Howe  
Daniel Silva  
Scott Krug

**Police Officers**

Gardenia Ambromowitz	Martin Lawrence
Christopher Browne	Douglas Mahoney
Keith Campbell	Steven McCarthy
Michael Cogan	Todd McKelvie
John Collins	Nathan Meuse
Anna Dapkis	Jesse Osterhoudt
Mike Eracleo	Luke Penney
Jacob Frelick	Christopher Prehl
James Goodemote	Frederick Rentschler
Leo Gower	Tyler Russell
Mike Hammer	Jonathan Stackhouse
Kevin Heffernan	Steven Stalzer
Daniel Holway	Tricia Sullivan
David Joachim	Marc Symington
Dean Keeler	Colin Trelegan
Scott Krug	

**Police Matrons**

Faith Williams  
Debra Richardson  
Rebecca Leblanc

**Dispatchers**

Kevin Antonelli	Marcie Furlong
Robert Boyd	Joanne Harpin
Maurice Brassard	Patrick Hawthorne
Alicia Burak	MaryAnne McLaughlin (Lead Dispatcher)
Megan Chen	Roger Wallace
Daniel Deane	

**Public Ceremonies and Celebrations**

Gail Sawyer

**Public Weighers**

Christopher N. Prehl  
James A. Barbato  
Robert Greenough

**Recreation Director**

Catherine Fochtman

**Sealer of Weights and Measures**

Mark Fitzpatrick

**Supt. of Streets**

Richard Waite

**Town Finance Director**

Stephen Barrett

**Town Engineer**

Corey York

**Town Report Committee**

Nicholas Zavalas  
Cindy Patton  
Greg Hutchins

**Veteran's Agent**

James MacRae

**STREET LIST**  
**OF THE TOWN OF**  
**ACTON, MASSACHUSETTS**  
**TOWN OF ACTON**  
**ENGINEERING DEPARTMENT**

**January 1, ???**

<u>STREET NAME</u>	<u>PRECINCT</u>	<u>MAP INDEX</u>	<u>STREET NAME</u>	<u>PRECINCT</u>	<u>MAP INDEX</u>
ABEL JONES PLACE	4	M-10	BILLINGS STREET	4	L-9
ACORN PARK DRIVE	2	R-10	BIRCH RIDGE ROAD	3	M-7
ADAMS STREET	5	K-12	BITTERSWEET LANE	1	R-12
AGAWAM ROAD	3	N-8	BLACK HORSE DRIVE	3	L-7
ALBERTINE DRIVE	4	L-11	BLUE HERON WAY	1	R-11
ALCOTT STREET	6	O-12	BLUEBERRY PATH	1	T-11
ALEXANDRA WAY	1	S-10	BRABROOK ROAD	6	P-12
ALGONQUIN ROAD	3	O-8	BRAMBLE WAY	1	R-12
ANDERS WAY	4	N-10	BREEZY POINT ROAD	2	R-9
ANDREW DRIVE	4	N-9	BREWSTER LANE	5	L-11
APPLE VALLEY DRIVE	4	K-10	BRIAR HILL ROAD	1	Q-11
ARBORWOOD ROAD	5	N-11	BRIDGES DRIVE (No Homes)	2	O-10
ARLINGTON STREET	2	P-8	BRIDLE PATH WAY (No Homes)	1	Q-13
14 - 150 EVEN			BRIMSTONE LANE	1	Q-11
1 - 73 ODD			BROADVIEW ROAD	5	L-11
ARLINGTON STREET	3	N-8	BROMFIELD ROAD	6	O-11
272 - END EVEN			BROOK STREET	2	Q-11
89 - 423 ODD			42 - 48 EVEN		
ARLINGTON STREET	4	N-8	BROOKSIDE CIRCLE	5	M-12
156 - 250 EVEN			BROWN BEAR CROSSING	1	S-9
ASHLEY CIRCLE	1	S-11	BRUCEWOOD ROAD	5	N-11
ASHWOOD ROAD	5	N-11	BULETTE ROAD	2	P-7
ASPEN LANE	1	R-9	BUTTERNUT HOLLOW	1	S-9
ASSABET CROSSING	5	L-12	❖		
AUDUBON DRIVE	5	L-11			
AUTUMN LANE	3	M-8	CAITLAN DRIVE (No Homes)	4	M-8
AVALON DRIVE	1	S-9	CANDIDA LANE	5	M-11
AYER ROAD	5	M-12	CANTERBURY HILL ROAD	1	S-11
AZALEA COURT	6	O-13	CAPTAIN BROWN'S LANE	4	N-9
❖			CAPTAIN FORBUSH LANE	4	N-9
			CAPTAIN HANDLEY ROAD	1	R-10
BADGER CIRCLE	1	R-11	CARLISLE ROAD	1	T-11
BALSAM DRIVE	2	P-10	CARLTON DRIVE	5	K-11
BANKSIDE HOLLOW	1	S-9	CARRIAGE DRIVE	5	M-12
BARKER ROAD	6	N-10	CASTLE DRIVE	3	L-8
BAXTER ROAD	4	M-9	CEDAR TERRACE	4	N-9
BAYBERRY ROAD	6	O-12	CENTENNIAL LANE	4	L-11
BEACON COURT	4	L-9	CENTRAL STREET	4	M-8
BEECHNUT STREET	2	R-10	2 - 224 EVEN		
BELLANTONI DRIVE	5	N-13	3 - 277 ODD		
BELLOWS FARM ROAD	1	R-12	CENTRAL STREET	3	N-7
BERRY LANE	6	O-12	236 - 452 EVEN		
BETH CIRCLE	1	R-9	283 - 455 ODD		
BETSY ROSS CIRCLE	3	L-7			
BEVERLY ROAD	4	N-10			

<u>STREET NAME</u>	<u>PRECINCT</u>	<u>MAP INDEX</u>	<u>STREET NAME</u>	<u>PRECINCT</u>	<u>MAP INDEX</u>
CHADWICK STREET	5	M-11	DRIFTWOOD ROAD	5	N-11
CHAFFIN WAY (Newtown)	2	P-8	DRUMMER ROAD	5	M-12
CHARTER ROAD	4	N-9	DUGGAN ROAD	3	L-8
11 – 27 ALL			DUNHAM LANE	5	L-12
CHARTER ROAD	2	N-9	DURKEE ROAD	4	M-9
56 - 104 EVEN			DUSTON LANE	1	R-12
63 - 101 ODD					
CHASE PATH	1	R-11	❖		
CHEROKEE ROAD	3	O-8			
CHERRY RIDGE ROAD	3	M-8	EASTERN ROAD	1	S-11
CHESTNUT STREET	2	R-10	ELIOT CIRCLE	2	O-10
CHURCH STREET	3	M-8	ELLSWORTH VILLAGE ROAD	6	P-12
CINDY LANE	5	L-12	ELM COURT	3	N-8
CLOVER HILL ROAD	5	M-12	ELM STREET	3	N-8
COBURN DRIVE (School St)	5	M-11	EMERSON DRIVE	6	O-12
COLONIAL PATH	4	L-10	ESKER WAY (Minot)	6	O-11
COMMUNITY LANE	4	N-10	ESTERBROOK ROAD	6	P-12
CONANT STREET	5	L-11	ETHAN ALLEN DRIVE	3	L-7
2 – 64 EVEN			EVERGREEN ROAD	2	P-9
CONANT STREET	4	L-11	EVERGREEN WAY	2	P-10
1 – 65 ODD					
CONCETTA CIRCLE	5	L-12	❖		
CONCORD PLACE	6	O-11			
CONCORD ROAD	6	O-11	FAIRWAY ROAD	5	L-11
CONQUEST WAY	4	M-9	FARLEY LANE	4	L-11
CONSTITUTION DRIVE	2	M-9	FARMERS ROW	1	Q-11
COOLIDGE DRIVE	2	O-9	FARMSTEAD WAY	4	N-10
COUGHLIN STREET	6	O-10	FAULKNER HILL ROAD	4	L-11
COUNTRY CLUB ROAD	5	L-11	FERNWOOD ROAD	5	N-11
COUNTRYSIDE ROAD	2	P-8	FIFE AND DRUM ROAD	2	O-10
COWDREY LANE	2	O-10	FISCHER PATH	1	R-12
CRAIG ROAD	5	N-12	FLAGG ROAD	6	P-12
CRESTWOOD LANE	4	L-9	FLANNERY WAY	4	M-8
CRICKET WAY	6	P-11	FLETCHER COURT	4	L-10
CROSS STREET	1	T-11	FLINT ROAD	4	M-9
			FLINTLOCK DRIVE	3	L-7
❖			FOREST ROAD	6	O-11
			FORT POND ROAD	2	P-8
DAKOTA DRIVE	3	N-8	FOSTER STREET	5	N-12
DAVIS ROAD (102 only)	1	R-11	FOX HILL ROAD	5	M-11
DAVIS ROAD	6	R-11	FRANCINE ROAD	4	M-10
DEACON HUNT ROAD	4	N-9	FRANKLIN PLACE	2	P-11
DEERGRASS LANE	1	R-11	FRASER DRIVE	4	M-9
DEVON DRIVE	1	S-11	FREEDOM FARME ROAD	2	O-8
DISCOVERY WAY	5	N-11			
DORIS ROAD	4	N-10	2 - 4 EVEN		
DOWNEY ROAD	4	L-9	1 - 5 ODD		

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FREEDOM FARME ROAD	3	O-8
8 - 22 EVEN		
7 - 21 ODD		
FREEDOM POND	2	O-9
FROST DRIVE (Hosmer)	6	N-11
GABRIEL LANE	6	Q-11
GERALD CIRCLE	5	L-12
GIONCONDA AVENUE	5	M-11
GRANITE ROAD	1	S-10
GRACE PATH	1	Q-12
GRASSHOPPER LANE	6	P-11
GREAT ELM WAY	1	S-9
GREAT ROAD	6	Q-13
2 - 242 EVEN		
1 - 289 ODD		
GREAT ROAD	2	Q-11
246 - 580 EVEN		
GREAT ROAD	1	Q-11
301 - 581 ODD		
GREEN NEEDLE WAY	1	Q-12
GREENSIDE LANE	2	R-10
GREENWOOD LANE	2	P-10
GREGORY LANE	3	M-8
GREYBIRCH LANE	1	Q-12
GRIST MILL ROAD	3	K-8
GUSWOOD ROAD	5	N-12



HALEY LANE	5	M-11
HALF MOON HILL	3	M-8
HAMMOND STREET	2	P-9
HARRIS STREET	1	R-10
HARTLAND WAY	1	S-11
HARVARD COURT	6	P-11
HATCH ROAD	5	L-11
HAWTHORNE STREET	6	O-12
HAYNES COURT	3	M-8
HAYWARD ROAD	2	N-9
1 - 143 ODD		
HAYWARD ROAD	6	N-9
14 - 54 EVEN		
HAYWARD ROAD	4	N-9
66 - END EVEN		
HAZELNUT STREET	2	R-10
HEALD ROAD	2	O-10
HEATHER HILL ROAD	4	K-8

<u>STREET NAME</u>	<u>PRECINCT</u>	<u>MAP INDEX</u>
HEMLOCK LANE	2	P-10
HENLEY ROAD	1	S-9
HENNESSEY DRIVE	4	M-10
HERITAGE ROAD	5	N-12
HERON VIEW ROAD	4	L-9
HICKORY HILL TRAIL	2	P-10
HIGH STREET	5	L-11
2 - 88 EVEN		
92 - 284 ALL		
HIGH STREET	4	L-11
5 - 83 ODD		
HIGHLAND ROAD	3	K-7
HIGHRIDGE WAY (No Homes)	1	S-9
HILLCREST DRIVE	5	M-11
HILLSIDE TERRACE	3	M-8
HOMESTEAD STREET	3	M-8
HORSESHOE DRIVE	6	O-12
HOSMER STREET	6	O-11
2 - 60 EVEN		
3 - 57 ODD		
HOSMER STREET	5	N-12
71 - 119 ALL		
HOUGHTON LANE	3	N-8
HUCKLEBERRY LANE	6	O-10
HURON ROAD	3	O-8
HUTCHINSON WAY	2	N-9



INDEPENDENCE ROAD	5	L-12
IRIS COURT	6	O-13
ISABELLA WAY	2	P-8
ISSAC DAVIS WAY	6	O-10
JACKSON DRIVE	2	O-9
JAY LANE	1	Q-12
JEFFERSON DRIVE	2	N-10
JENNIFER PATH	1	R-10
JESSE DRIVE	3	N-8
JOHN FRANCIS LANE	1	T-11
JOHN SWIFT ROAD	2	O-10
JOSEPH REED LANE	4	N-9
JUNIPER RIDGE ROAD	3	M-8
KATE DRIVE	1	R-11
KEEFE ROAD	6	O-13

<u>STREET NAME</u>	<u>PRECINCT</u>	<u>MAP INDEX</u>	<u>STREET NAME</u>	<u>PRECINCT</u>	<u>MAP INDEX</u>
KEIZER PATH	2	O-10	MAIN STREET	2	O-10
KELLEY ROAD	4	M-10	398 - 630 EVEN		
KENNEDY LANE	2	N-8	585 - 619 ODD		
KINGMAN ROAD	3	L-8	MAIN STREET	1	R-11
KINSLEY LANE (No Homes)	4	M-9	664 - 1012 EVEN		
KINSLEY ROAD	4	M-8	679 - 1019 ODD		
KNOWLTON DRIVE	4	M-9	MALLARD ROAD	4	M-9
KNOX TRAIL	5	L-13	MAPLE STREET	4	L-10
			MARIAN ROAD	3	L-8
❖			MARSHALL PATH	1	T-11
			MARTHA LANE	1	S-11
LADYSLIPPER LANE	6	Q-12	MARTIN STREET	4	L-10
LARCH ROAD	2	P-10	MASSACHUSETTS AVENUE	6	N-11
LAUREL COURT	5	M-11	65 - 227 ODD		
LAWSBROOK ROAD	5	N-12	MASSACHUSETTS AVENUE	5	N-11
LEDGE ROCK WAY	1	S-11	96 - 226 EVEN		
LEXINGTON DRIVE	5	M-12	MASSACHUSETTS AVENUE	4	N-10
LIBERTY STREET	4	L-10	332 - 590 EVEN		
LILAC COURT	5	M-11	381 - 585 ODD		
LILLIAN ROAD	2	P-7	MASSACHUSETTS AVENUE	3	M-8
LINCOLN DRIVE	2	P-9	592 - 680 EVEN		
LISA LANE	5	N-13	591 - 693 ODD		
LITTLEFIELD ROAD	3	N-7	McKINLEY DRIVE	2	P-9
LONG RIDGE ROAD	2	P-10	MEAD TERRACE	3	M-8
LONGFELLOW PARK (No Homes)	6	O-11	MEADOW BROOK ROAD	2	P-10
LONGMEADOW WAY	6	Q-11	MEADOWS EDGE	1	S-9
LOOSESTICK WAY	1	R-11	MEETINGHOUSE ROAD	5	M-12
LOTHROP ROAD	4	M-9	MERRIAM LANE	5	M-11
			MEYER HILL DRIVE	1	R-10
❖			MICMAC LANE	3	O-7
			MILBERY LANE	3	L-8
MacGREGOR WAY	5	M-11	MILLDAM ROAD	1	R-11
MacLEOD LANE	3	L-8	MINOT AVENUE	6	O-11
MADDY LANE	5	N-12	MINUTEMAN ROAD	2	O-10
MADISON LANE	2	O-9	MOHAWK DRIVE	3	N-8
MAGNOLIA DRIVE	6	P-13	MOHEGAN ROAD	3	O-8
MAILLET DRIVE	5	K-12	MONROE DRIVE	2	O-9
MAIN STREET	4	M-10	MONUMENT PL	1	R-11
16 - 312 EVEN			MOSSY LANE	1	R-11
3 - 105A ODD			MUSKET DRIVE	2	O-10
MAIN STREET	5	L-10	MYRTLE DRIVE	6	P-13
113			NADINE ROAD	4	N-10
MAIN STREET	6	R-11	NAGOG HILL ROAD	6	P-10
348 - 380 EVEN			20 - 48 EVEN		
353 - 549 ODD			1 - 49 ODD		
			NAGOG HILL ROAD	2	Q-10
			74 - END ALL		

<u>STREET NAME</u>	<u>PRECINCT</u>	<u>MAP INDEX</u>
NAGOG PARK	1	S-9
NAGOG SQUARE	1	S-9
NARA RIDGE	1	S-11
NASH ROAD	4	L-9
NASHOBA ROAD	3	O-7
NEWTOWN ROAD	2	P-8
NONSET PATH	1	S-9
NORTH STREET	1	T-11
NORTHBRIAR ROAD	1	S-11
NOTRE DAME ROAD	3	L-8
NYLANDER WAY	4	M-10
❖		
OAKWOOD ROAD	5	N-11
OLD BEAVER BROOK	1	S-9
OLD CART PATH	1	Q-11
OLD COLONY LANE	5	N-13
OLD HIGH STREET	5	K-13
OLD MEADOW LANE	5	M-12
OLD OREGON TRAIL	1	Q-11
OLD POWDER MILL ROAD	5	K-13
OLD STONE BROOK	1	S-9
OLD VILLAGE ROAD	6	P-11
OLDE BARN WAY	2	O-8
OLDE LANTERN ROAD	3	L-8
OLDE SURREY DRIVE	5	M-11
ONEIDA ROAD	3	O-8
ORCHARD DRIVE	3	N-7
OVERLOOK DRIVE	4	L-9
OXBOW DRIVE	1	Q-11
❖		
PALMER LANE	2	R-10
PARKER STREET	5	L-12
PARKLAND LANE	2	R-10
PARMLEY DRIVE	5	L-11
PARTRIDGE POND ROAD	6	O-10
PARTRIDGE HOLLOW (Nagog)	2	P-10
PATRICK HENRY CIRCLE	3	L-7
PATRIOTS ROAD	2	P-10
PAUL REVERE ROAD	3	L-7
PEARL STREET (No Homes)	4	M-8
PERKINS LANE	3	N-8
PHALEN STREET	6	O-12
PHEASANT HILL	1	S-9

<u>STREET NAME</u>	<u>PRECINCT</u>	<u>MAP INDEX</u>
PHLOX LANE	6	P-13
PINE CONE STRAND	1	S-9
PINE STREET	4	L-11
PINE RIDGE FARM LANE	1	S-13
PINE RIDGE ROAD (Pvt Central)	4	L-9
PINEWOOD ROAD	5	N-11
PIPER LANE	4	M-11
PIPER ROAD	4	M-11
2 – 92 EVEN		
PIPER ROAD	5	M-11
1 - 97 ODD		
POND RIDGE DRIVE (Pvt School)	5	N-12
POND VIEW DRIVE	5	M-12
POPE ROAD	6	Q-12
16 - 190 EVEN		
7 – 317 ODD		
POPE ROAD	1	Q-12
200 - 380 EVEN		
POST OFFICE SQUARE	2	P-11
POWDER HORN LANE	3	L-7
POWDER MILL ROAD	5	K-13
PRESCOTT ROAD	4	L-9
PRESTON WAY	1	T-11
PROCTOR STREET	6	Q-12
PROSPECT STEET	4	M-10
PURITAN ROAD	5	L-12
PUTNAM ROAD	2	P-10
PUTTER DRIVE	5	K-12
❖		
QUABOAG ROAD	3	N-8
QUAIL RIDGE DRIVE	2	R-10
QUAIL RUN	1	R-11
QUARRY ROAD	1	S-10
❖		
RAILROAD STREET	4	L-10
REDWOOD ROAD	5	N-11
REEVE STREET	1	S-10
REVOLUTIONARY ROAD	2	O-10
REX LANE	1	S-10
RIVER STREET	5	M-11
ROBBINS STREET	4	L-9
ROBERT ROAD	5	L-12
ROBINWOOD ROAD	5	N-12

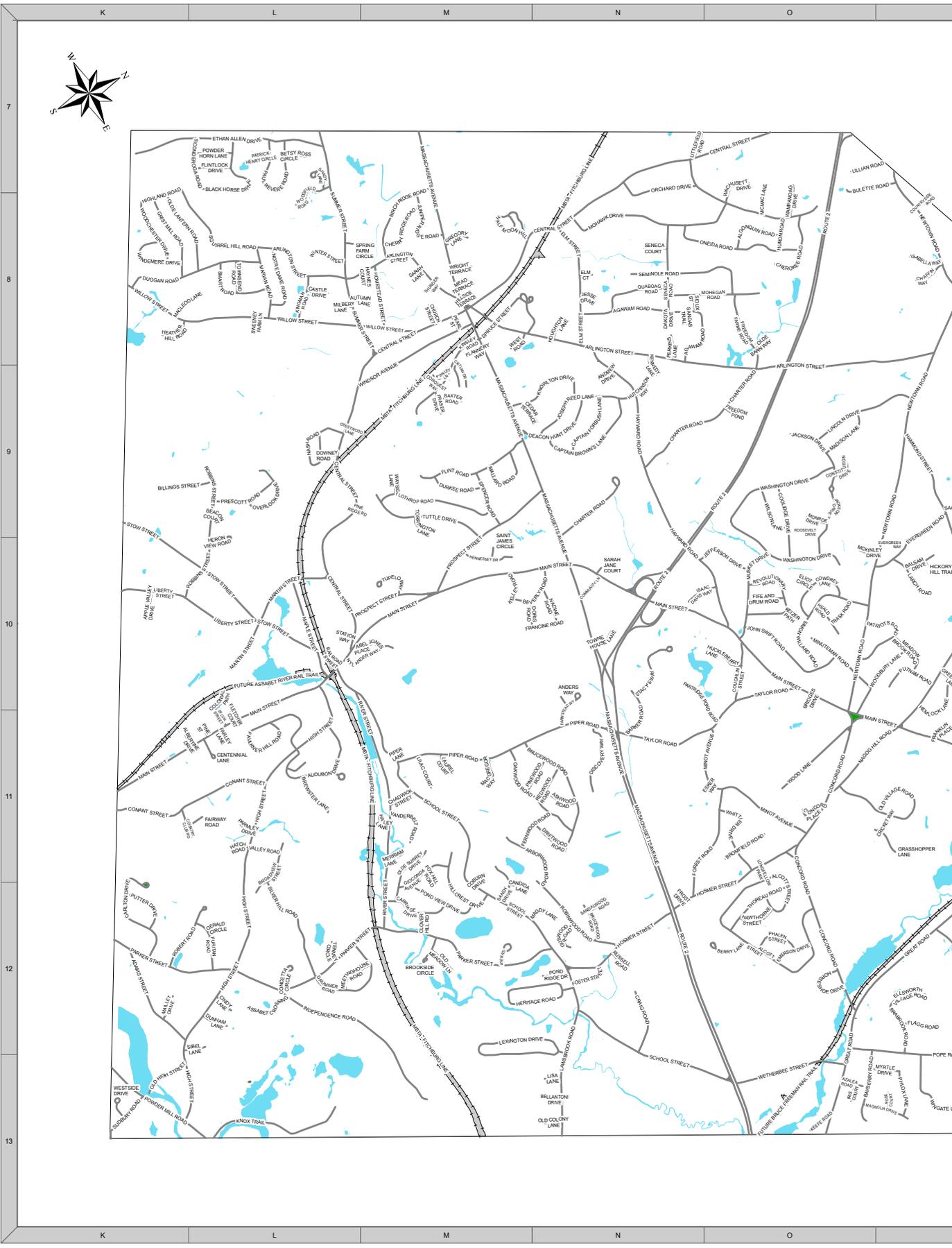
<u>STREET NAME</u>	<u>PRECINCT</u>	<u>MAP INDEX</u>
ROOSEVELT DRIVE	2	O-9
ROSE COURT	6	P-13
ROUTE 2		O-8, O-12
RUSSELL ROAD	5	N-12
RYDER PATH	2	R-10
❖		
SACHEM WAY	1	R-10
SAMANTHA WAY	1	R-10
SAMUEL PARLIN DRIVE	2	P-9
SANDALWOOD ROAD	5	N-12
SANDAS TRAIL	3	N-8
SANDY DRIVE	5	M-11
SARAH INDIAN WAY (Fort Pond)	2	P-8
SARAH JANE COURT	4	N-10
SARAH LANE	3	M-8
SAWMILL ROAD	1	S-11
SCHOOL STREET	4	M-10
2 - 90 EVEN		
SCHOOL STREET	5	M-11
108 - 316 EVEN		
3 - 323 ODD		
SEMINOLE ROAD	3	N-8
SENECA COURT	3	N-8
SENECA ROAD	3	N-8
SETTLEMENT WAY	1	Q-12
SHADY LANE	3	L-7
SIBEL LANE (High)	5	K-12
SILVER HILL ROAD	5	L-12
SIMON HAPGOOD LANE	6	Q-13
SIMON WILLARD ROAD	2	O-10
SIOUX STREET	3	N-8
SKYLINE DRIVE	2	R-10
SMART ROAD	3	L-8
SOUTH STREET	1	T-11
SPENCER BROOK RD (Concord)	1	S-13
SPENCER ROAD	4	M-9
SPLIT ROCK	1	S-9
SPRING FARM CIRCLE	3	L-8
SPRING HILL ROAD	1	R-12
SPRUCE STREET	4	M-8
10 - 12 EVEN		
3 - 25 ODD		
SPRUCE STREET	3	N-8
30 - 68 EVEN		
33 - 61 ODD		

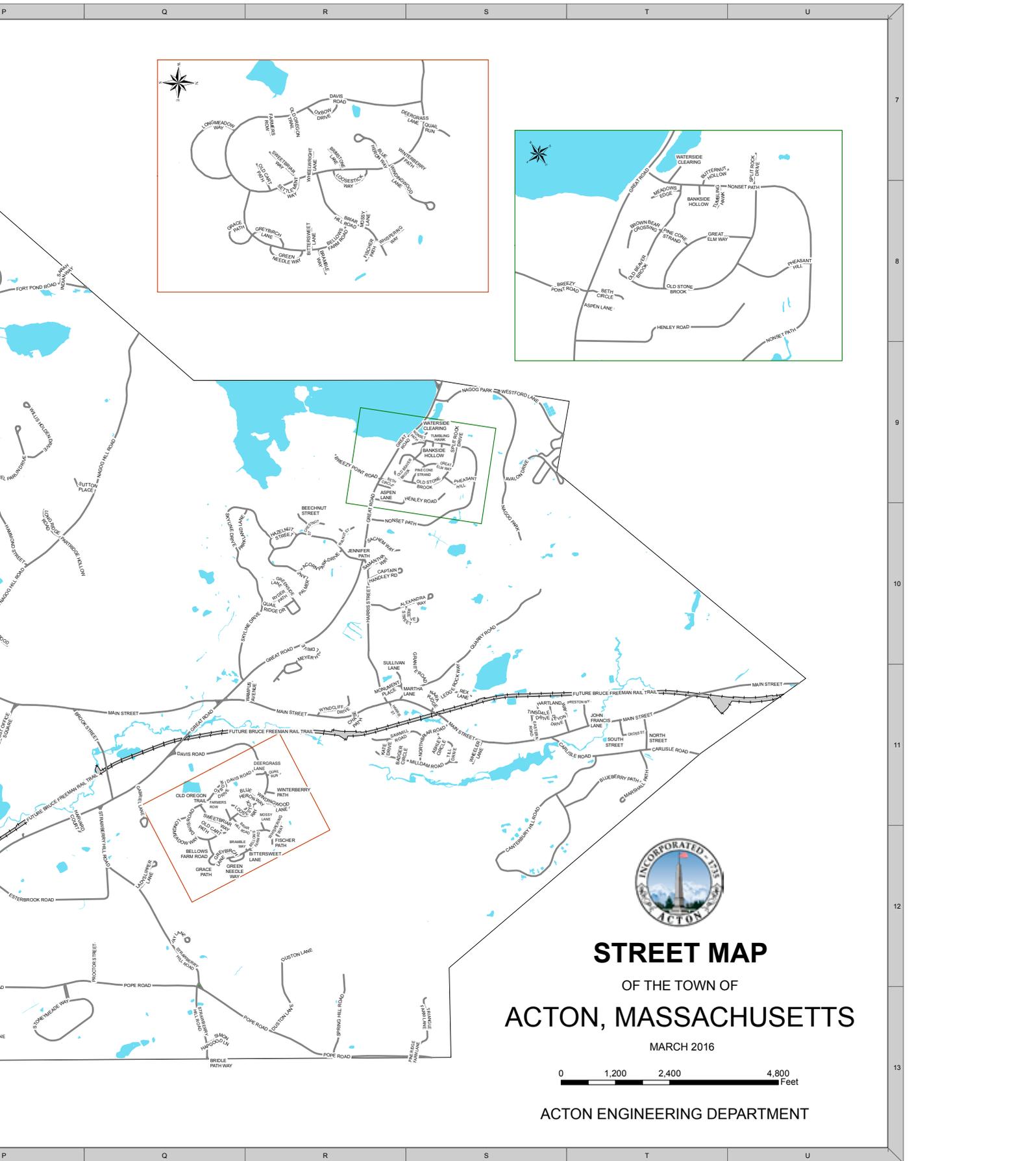
<u>STREET NAME</u>	<u>PRECINCT</u>	<u>MAP INDEX</u>
SQUIRREL HILL ROAD	3	L-8
ST JAMES CIRCLE	4	M-10
STACY'S WAY	6	N-10
STATION WAY (Train Station)	4	L-10
STONEYMEADE WAY	6	P-13
STOW STREET	4	K-10
STRAWBERRY HILL ROAD	6	Q-12
4 - 74 EVEN		
126 - 150 EVEN		
5 - 151 ODD		
STRAWBERRY HILL ROAD	1	Q-12
76 - 118 EVEN		
SULLIVAN LANE	1	R-11
SUDBURY ROAD	5	K-13
SUMMER STREET	4	M-8
8 - 24 EVEN		
13 - 23 ODD		
SUMMER STREET	3	M-8
33 - END		
SUTTON PLACE	2	Q-9
SWEENEY FARM LANE	4	L-8
SWEETBRIAR WAY	1	Q-11
SYLVIA STREET	4	L-11
❖		
TAYLOR ROAD	6	O-10
TENNEY CIRCLE	5	L-12
THOREAU ROAD	6	O-11
THUNDER WAY	3	M-8
TICONDEROGA ROAD	3	L-7
TILL DRIVE	1	S-11
TINSDALE DRIVE	1	S-11
TORRINGTON LANE	4	M-9
TOWNE HOUSE LANE	4	N-10
TOWNSEND ROAD	3	L-8
TRASK ROAD	2	O-10
TRIANGLE FARM LANE	1	S-13
TUMBLING HAWK	1	S-9
TUPELO WAY	4	M-10
TUTTLE DRIVE	4	M-9
❖		
VALLEY ROAD	5	L-11
VANDEBELT ROAD	5	M-11



<u>STREET NAME</u>	<u>PRECINCT</u>	<u>MAP INDEX</u>	<u>STREET NAME</u>	<u>PRECINCT</u>	<u>MAP INDEX</u>
WACHUSETT DRIVE	3	O-7			
WALNUT STREET	2	R-10			
WAMPANOAG DRIVE	3	O-7			
WAMPUS AVENUE	1	R-11			
WASHINGTON DRIVE	2	O-9			
WATERSIDE CLEARING	1	S-9			
WAYSIDE LANE	4	M-9			
WEST ROAD	4	M-8			
WESTFORD LANE (Commercial)	1	S-9			
WESTSIDE DRIVE	5	K-13			
WETHERBEE STREET	6	O-13			
WHEELER LANE	1	S-11			
WHEELWRIGHT LANE	1	Q-11			
WHISPERING WAY	1	R-11			
WHITTIER DRIVE	6	O-11			
WILLIS HOLDEN DRIVE	2	P-9			
WILLOW STREET	4	L-8			
28 - 172 EVEN					
WILLOW STREET	3	L-8			
5 - 179 ODD					
WILSON LANE	2	O-9			
WINDEMERE DRIVE	3	K-8			
WINDINGWOOD LANE	1	R-11			
WINDSOR AVENUE	4	M-8			
WINGATE LANE	6	P-13			
WINTER STREET	3	L-8			
WINTERBERRY PATH	1	R-11			
WOOD LANE	6	O-11			
WOODBURY LANE	2	O-10			
WOODCHESTER DRIVE	3	K-8			
WOODFIELD ROAD	3	L-7			
WRIGHT TERRACE	3	M-8			
WYNDCLIFF DRIVE	1	R-10			







# STREET MAP

OF THE TOWN OF  
**ACTON, MASSACHUSETTS**

MARCH 2016



ACTON ENGINEERING DEPARTMENT

## E-MAIL DISTRIBUTION LISTS

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

E-mails sent to shells are automatically forwarded to all members of the group who have provided an 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 to the right-hand 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.

Acton 2020 Committee	acton2020@acton-ma.gov
Acton Boxborough Cultural Council	abcc@acton-ma.gov
Acton Community Housing Corporation	achc@acton-ma.gov
Acton Housing Authority	aha@acton-ma.gov
Acton Leadership Group	alg@acton-ma.gov
Acton Nursing Services	nursing@acton-ma.gov
Appeals, Board of	boa@acton-ma.gov
Assessor Department	assessors@acton-ma.gov
Assessors, Board of	bas@acton-ma.gov
Building Department	building@acton-ma.gov
Cable Advisory Committee	cac@acton-ma.gov
Cemetery Commission	cemcom@acton-ma.gov
Cemetery Department	cemetery@acton-ma.gov
Citizens' Library Department	wacl@acton-ma.gov
Clerk Department, Town	clerk@acton-ma.gov
Collector Department	collector@acton-ma.gov
Commission on Disability	cod@acton-ma.gov
Community Preservation Committee	cpc@acton-ma.gov
Community Services Coordinator	lducharme@acton-ma.gov
Conservation Commission	conscom@acton-ma.gov
Council on Aging	coa@acton-ma.gov
Council on Aging (Senior Center)	seniorcenter@acton-ma.gov
Design Review Board	drb@acton-ma.gov
Economic Development Committee	edc@acton-ma.gov
Emergency Management Agency	ema@acton-ma.gov
Engineering Department	engineering@acton-ma.gov
Finance Committee	fincom@acton-ma.gov
Finance Department	finance@acton-ma.gov
Fire Department	fire@acton-ma.gov
Green Advisory Board	gab@acton-ma.gov
Health Department	health@acton-ma.gov
Health, Board of	boh@acton-ma.gov
Highway Department	highway@acton-ma.gov
Historic District Commission	hdc@acton-ma.gov
Historical Commission	hc@acton-ma.gov
Human Resources Department	hr@acton-ma.gov
Information Technology	it@acton-ma.gov
Land Stewardship Committee	lsc@acton-ma.gov
Manager Department, Town	manager@acton-ma.gov
Memorial Library Department	library@acton-ma.gov
Memorial Library Trustees	mlt@acton-ma.gov

Municipal Properties Department  
Natural Resources Department  
Open Space Committee  
Parking Clerk  
Planning Board  
Planning Department  
Police Department  
Public Ceremonies Committee  
Recreation Commission  
Recreation Department  
School Committee, Acton-Boxborough Regional  
Selectmen, Board of  
Senior Taxation Aid Committee  
Sidewalk Committee  
South Acton Train Station Advisory Committee  
Town Report Committee  
Transportation Advisory Committee  
Treasurer Department  
Veterans Services  
Volunteer Coordinating Committee  
Water Resources Advisory Committee

mp@acton-ma.gov  
nr@acton-ma.gov  
osc@acton-ma.gov  
parkingclerk@acton-ma.gov  
pb@acton-ma.gov  
planning@acton-ma.gov  
police@acton-ma.gov  
pcc@acton-ma.gov  
reccom@acton-ma.gov  
recreation@acton-ma.gov  
www.abschools.org  
bos@acton-ma.gov  
stac@acton-ma.gov  
sc@acton-ma.gov  
satsac@acton-ma.gov  
trc@acton-ma.gov  
tac@acton-ma.gov  
treasurer@acton-ma.gov  
vso@acton-ma.gov  
vcc@acton-ma.gov  
wrac@acton-ma.gov



VOLUNTEER COORDINATING  
COMMITTEE

## VOLUNTEER APPLICATION

TOWN HALL  
472 MAIN STREET  
ACTON, MA 01720

TELEPHONE (978) 929-6611  
FAX (978) 929-6350  
EMAIL [VCC@ACTON-MA.GOV](mailto:VCC@ACTON-MA.GOV)

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

(Please print or type)

Date: \_\_\_\_\_

Title <b>Mr. Mrs. Ms. Dr.</b>	First Name	Last Name
Street Address		
Phone Number(s)		Email Address

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 resume): \_\_\_\_\_

\_\_\_\_\_

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 and 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 interests/hobbies, etc.: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Thank you for your interest. If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee at [vcc@acton-ma.gov](mailto:vcc@acton-ma.gov).

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.*

---

**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  
Member / Alternate / Associate  
Member / Alternate / Associate  
Member / Alternate / Associate

Notification of Appointment

Received by VCC \_\_\_\_\_  
Committee Notified \_\_\_\_\_  
Applicant Notified \_\_\_\_\_

**Town of Acton Official Website**  
**<http://www.acton-ma.gov/>**

Useful pages that you can find on the Town of Acton website

<b>Name</b>	<b>Description</b>
Agendas & Minutes	Archived agendas and minutes for Town of Acton boards and committees
Boards & Committees	Links to the web pages for Town of Acton boards and committees
Budget	Town of Acton budget documents
Business	Links to Town of Acton resources for businesses
GIS / Mapping	Town of Acton Geographic Information System (GIS), an interactive tool that provides access to town maps and geographically referenced property information
Government	Links to Town of Acton government pages
How Do I?	Questions and answers that explain how to apply for permits, licenses, obtain vital records, and obtain municipal information
Job and Volunteer Opportunities	A list of employment and volunteer opportunities with the Town of Acton
Manager's Blog	A blog written by the Town Manager that covers issues that are important to the Town and its residents
Notify Me by E-Mail	Registration page to receive e-mail notifications for emergency alerts, bid postings, employment and volunteer opportunities, Acton news flashes, board and committee information, and town blog postings
Notify Me by Phone	Registration page to receive time-sensitive safety or community welfare messages from Town officials
Online Bill Pay	Page to pay real estate bills, personal property tax bills, motor vehicle excise tax bills, or Sewer Operation and Maintenance bills online
Residents	Links to Town of Acton resources for residents
Services	Links to Town of Acton services
Town Directory	Addresses and phone numbers for town departments and resources
Town Meeting / Election	Information for past and current year Annual Town Meetings, as well as town election information and results