

Town of Acton



2020 Annual Town Meeting Warrant

The Annual Town Meeting will begin at 6:00 PM on Monday, June 29 in the Acton-Boxborough Regional High School Upper Gymnasium (Indoor, socially-distanced seating) and the Adjacent Parking Lot (Outdoor, socially-distanced seating)

36 Charter Road

Town Meeting Location

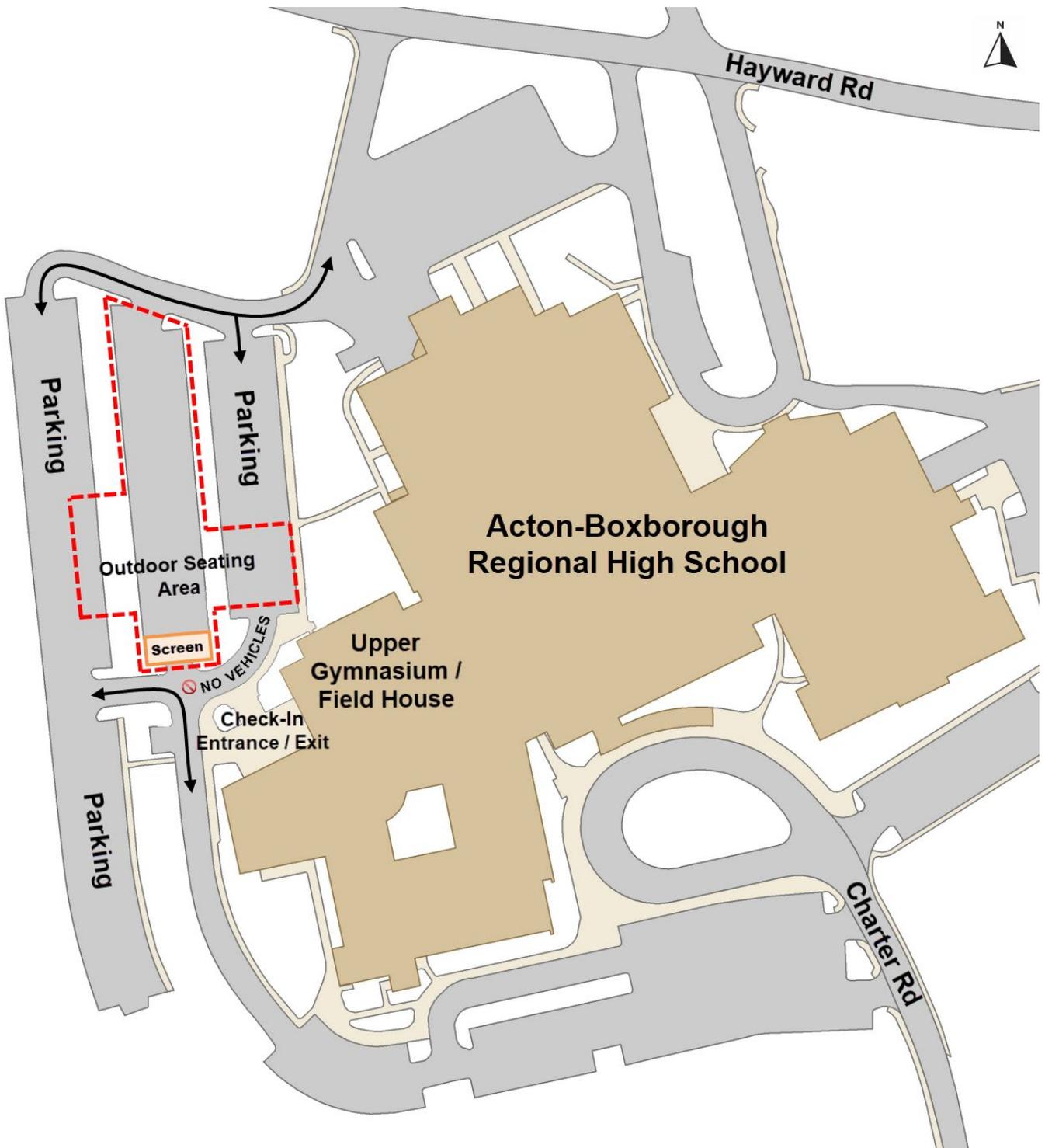


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* Article is on Consent Calendar

Article submitted by Citizens' Petition

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Board of Selectmen's Message

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

Town Meeting Dates, Times and Location

The Annual Town Meeting will begin Monday, June 29 at 6:00 PM in the Acton-Boxborough Regional High School Upper Gymnasium/Field House. Town Meeting is expected to conclude in a single evening. Come early to get checked in by the Town Clerk's staff and to obtain additional information. Check-in will take place on the outdoor plaza of the Upper Gymnasium.

Many of the articles in this Warrant relate to matters which are routinely addressed every year, such as the municipal operating budget, regional school district assessments, and enterprise and revolving fund budgets. Other articles relate to issues and matters that are new or unique this year. Although some articles, such as zoning or bylaw amendment proposals, do not involve appropriation of funds, much of the Annual Town Meeting's attention is focused on fiscal matters.

Town Meeting Warrant and Procedures

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

Your attention is invited to the Warrant section on Town Meeting Parliamentary Procedure, serving as a basic guide to Town Meeting process written by the Town Moderator. The best debate is conducted by those who have informed themselves concerning the issues. Informed debate is delayed when speakers rise only to ask basic questions that could be individually addressed. To assist speakers to inform themselves in advance, and to avoid delays during the meeting engendered by persons seeking basic information, the Board of Selectmen strongly encourages and solicits questions in advance concerning any of the proposed Articles. Information regarding the Articles may be obtained from any of the contacts listed after each Article summary, or a general inquiry may be made to the Town Manager's Office at (978) 929-6611 or manager@actonma.gov for an appropriate referral.

Thank You to Our Volunteers

In addition to trying to balance our budgetary needs against limited resources, another necessity for the healthy function of our local government and community is the flow of active, interested citizens willing to volunteer their time, talents, and energy to participate as members of the Town's many volunteer

regulatory and advisory Boards, Commissions and Committees. Volunteers are the very foundation of our government, and as the needs of the Town expand, so does the need for volunteers. No special knowledge is necessary to volunteer, only an interest to serve the community and advance the public good, combined with a willingness to learn. The rewards may be intangible, but are very real.

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

Joan Gardner, Chair
Jon Benson, Vice-Chair
Dean A. Charter, Clerk
Peter J. Berry
David D. Martin

Board of Selectmen

Town Moderator's Message

Dear Acton Voters,

June 12, 2020

We are living in strange times and this year's Annual Town Meeting will be different than what we have been used to. While every effort is being made to make the meeting accessible and efficient, there are not always good answers that will meet everyone's needs. Please be assured that many good and smart people have worked to solve as many problems as possible to be able to hold the meeting safely while meeting legal requirements.

The meeting will be Monday, June 29 at 6:00 PM at the Acton-Boxborough Regional High School Field House and parking lot. Touchless check in will be at the entrance to the Field House (upper gym) outside. Masks will need to be worn except in cases of medical necessity. People can then choose whether to go inside and sit socially distant or to be outside sitting socially distant. Both locations will be connected through audio and video, talk to text translation, and microphones for voters to speak. Each person will have to consider what makes them feel the most comfortable. Chairs will be placed in the parking lot at appropriate intervals, but people wanting to be outside may bring their own chairs to put in those spots. Insect repellent and umbrellas may also be needed, as the outdoor space will not be covered. There will not be a non-voter section except for the press. The meeting will be streamed on Acton TV for those wishing to watch.

I will hold a moderator's meeting for presenters on Thursday, June 18 at 7 PM via Zoom. Presenters should submit their slides by June 17. The presentations for articles will be recorded and available online by June 23. Anyone wishing to make a presentation should contact me as soon as possible.

To join the Zoom webinar, please use the link <https://zoom.us/j/95538857996>, or call in by telephone to (646) 876-9923 and entering ID #955 3885 7996. Telephone users may dial *9 to request to speak after joining the meeting. Computer and app users may use the "raise hand" feature to request to speak.

To make the meeting as efficient as possible, the following steps will be taken:

- Presentations will be available online by June 23 for voters to review and contact the presenters with questions prior to the meeting if possible.
- Twenty of the thirty-one articles are on the consent agenda. Voters will have the opportunity to hold out an article, but if you have questions that could be answered prior to the meeting, please contact the sponsor if possible. Once the list has been reviewed and any articles held out for individual discussion, those articles will be voted as a block.
- The article sponsors will have up to 5 minutes to present. Voters including con presenters will have up to 2 minutes to make their point or ask their questions.
- Voters wishing to speak will maintain social distance as indicated by markings on the floor or ground and may remove their masks while speaking.
- Voting will be by a combination of voice and holding up large colored tickets. Clickers will not be used due to sanitation concerns.

The need to make the meeting safe and to honor our democratic process is at the heart of this plan. Let us gather with good intention to conduct our legislative session thoroughly yet efficiently.

Sincerely,
Jo-Ann Berry
Town Moderator

Town Manager's Message

Dear Residents of Acton:

On December 2, 2019, I presented the Town Manager's proposed budget for Fiscal Year 2021 to the Board of Selectmen. The Board voted to support this budget on January 27, 2020 and the Finance Committee voted to support this budget on February 28, 2020.

Then the world changed, perhaps forever, as a result of the Coronavirus (COVID-19) pandemic. We have lost residents to this hideous disease and our hearts are heavy as we mourn their passing. This pandemic has triggered a world-wide emergency public health crisis, the likes of which have not been seen for 100 years. The effects of this pandemic required that restrictive Federal, State, and local behavioral mandates and business closures be put in place. These necessary measures essentially halted all aspects of our former world. From travel to dining, to the ability to hold a Town Meeting, everything became ensnared in the pandemic. Our Town Hall closed to the public on March 13th and it has not yet been reopened (although all services have remained operational throughout).

As the world fought to contain the pandemic, the very measures necessary to slow the spread of the virus threw the world economy and our state and local economies into unprecedented turmoil. We now see large increases in unemployment and many business sectors that have been deeply wounded. The threat of a recession looms possible in the horizon.

What does this mean to the citizens of Acton?

First-off, rest assured that our local government under the leadership of the Board of Selectmen stand poised to protect you and your families and provide public services to all citizens. As we continue to manage the COVID-19 pandemic, our departments have been effectively adapting the services we provide through innovation and the use of technology. We have accelerated our online capabilities and now dozens of monthly public meetings are being held via a virtual meeting platform called "Zoom". We have a Covid-19 hotline that can provide multitudes of information to our citizens. Our capable management team and staff have worked together to assist each other in ways not seen before to provide services. We are utilizing Acton's FM radio station WAEM-LP 94.9 to provide information and additional programming for residents. Our focus for the radio station has been providing access to public board meetings and general informational updates (and PSAs) to individuals who may not be able to access our web site resources or social media. We have also transitioned the monthly "Java with John" program at the Senior Center to a weekly live broadcast on radio and video stream on youtube.

Since this pandemic started we have closely monitored the potential financial impacts to the community as we prepared for FY2021. The pandemic necessitated the reconvening of the Acton Leadership Group, (ALG). This group, responsible for bringing a long-term financial model to Town Meeting adjusted FY2021 revenue forecasts downward by \$885K due to lower expected revenues. We also adjusted downward by \$1.03M expenditure requests, and reserve use was lowered. We are adopting a measured approach with our revised FY2021 budgets as we continue to monitor all financial activities in an attempt to weather the storm. I'm happy to report that our FY2020 tax collection rate stands today at over 98%. Given the circumstances, this is very positive news and is another testament to the resolve of our most precious asset – our residents.

We've applied for FEMA disaster assistance grants, and we are utilizing CARES Act funding to mitigate costs. We have developed innovative programs to assist our residents and businesses including rental assistance and small business grants.

On June 29, voters at the Annual Town Meeting will consider the FY2021 budget along with many other articles on the warrant. This budget is reflective of the goals of the Board of Selectmen and is responsive to the needs of the community.

For more information about the municipal operating budget, please visit the Town web site at www.actonma.gov/budget

FY 2021 Budget

The recommended municipal operating budget for FY 2021 is \$35,615,202, a 2.50% increase over FY 2020. The operating budget addresses multiple challenges as discussed further below and does not include any new personnel requests. In line with Finance Committee recommendations we are proposing to fund \$575,000 in capital from Free Cash along with continuing to fund maintenance items within the operating budget and targeted investments in capital from other sources as described in more detail below. The total request, when factoring recommended capital and subsidies to enterprise funds, is \$36,700,202 a 2.34% increase over the total Town budget appropriation for FY 2020.

Reserves

Our Free Cash level is \$3.7M, we also have an additional \$2.1M in our stabilization account which results in a total of \$5.8M in reserves which is 5.5% of the recommended budget.

Fiscal Year 2021 Capital Improvement Program

The FY2021 Budget includes a plan to invest in capital that is consistent with recommendations from the Finance Committee 2020 Point of View. Capital needs for the next five years have been outlined and funding has been assigned preliminarily to each year which will be adjusted annually based on needs and available resources. A critical element of the funding recommendation is to utilize free cash for one-time capital projects.

Summary

I would like to thank the Board of Selectmen for its leadership and the Town's Department and Division Heads, and staff for their professionalism and work to prepare for Annual Town Meeting. I look forward to seeing you all at the Town Meeting.

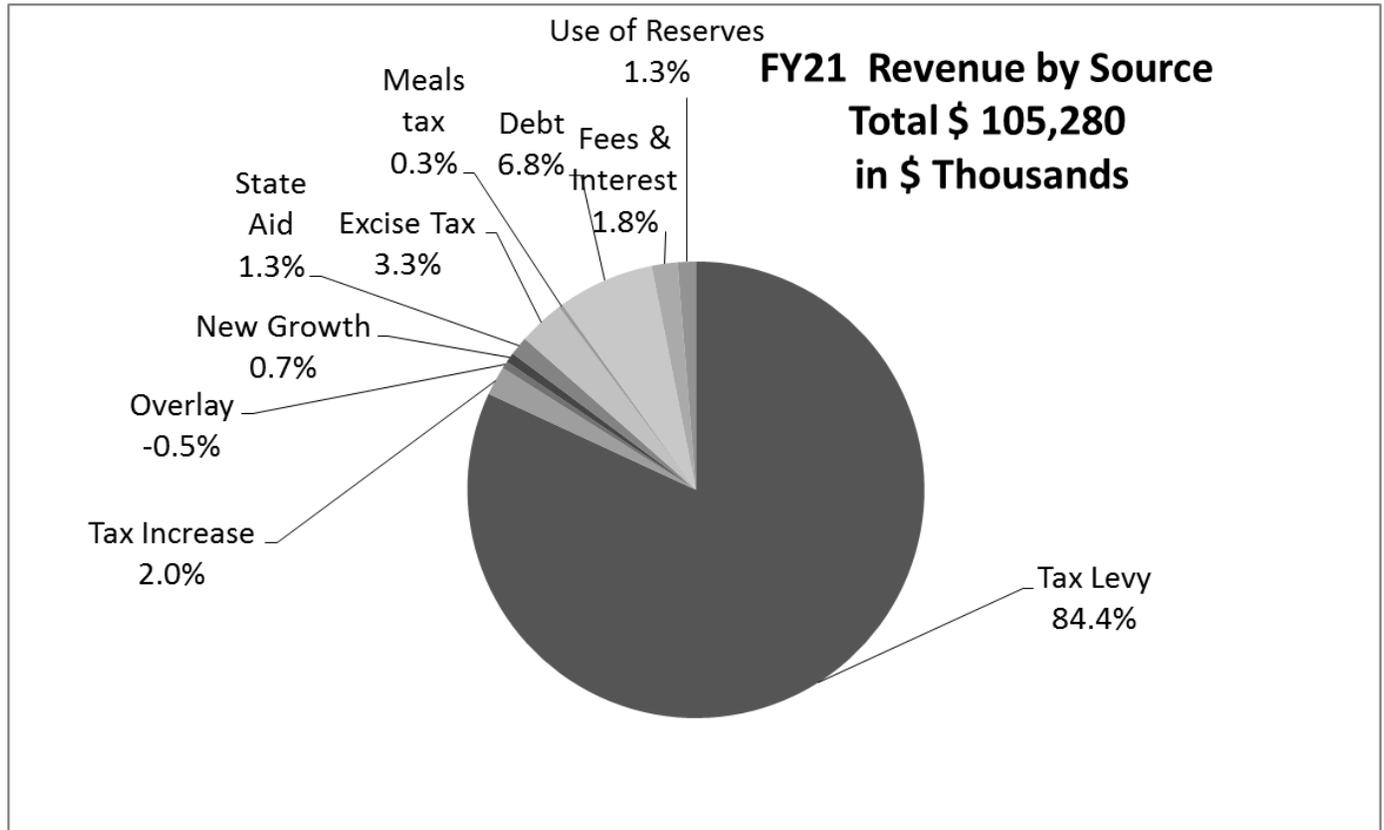
Respectfully Submitted,

John S. Mangiaratti
Town Manager

Fiscal Year 2021 Budget Background

The numbers contained in these next few pages for FY21 (the fiscal year beginning July 1, 2020) are derived from the Acton Leadership Group plan, which does not include Enterprise Funds and Revolving Funds. Because this document only pertains to Acton's revenues and expenses, the Acton-Boxborough Regional School District Budget is shown as the assessment which is Acton's share of the total spending less revenue which the school district receives.

What Are Our Sources of Revenue?



Most (87 percent) of our revenue comes from local property taxes, which is comprised of three components:

1. **Property Tax Levy** – the existing assessed property taxed at the current rate per thousand
2. **New Growth** – additional assessed value from new homes, additions to homes, and changes in parcels.
3. **Tax Increase** – typically a 2-½ percent increase allowed on the property tax levy

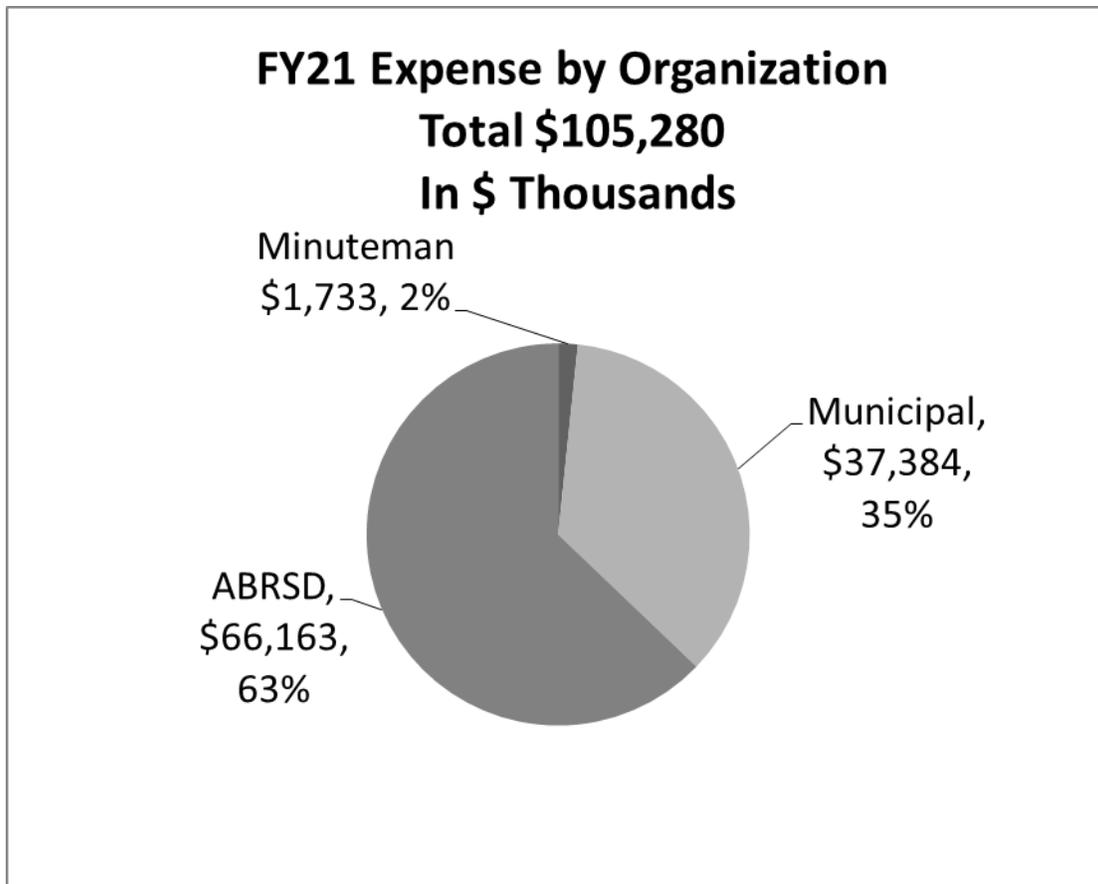
In this case Debt refers to the additional taxes that are earmarked to pay for the debt service of past building projects that were authorized by the voters as debt exclusions from Proposition 2.5%. In FY21 there is new debt for the Douglas Gates Twin School and the North Acton Fire Station, both of which were approved in December of 2019. State aid to the Town accounts for nearly 1.3 percent of the total. State aid to education is a total of \$15,000,000 in revenue to the school district and is included in the assessment as an offset to expenses.

The FY21 Budget includes revenue from the local option Meals Tax for \$312,000, and \$300,000 from the Nursing Service.

Other categories of revenue include Excise Taxes, which are assessed on motor vehicles and trailers, and account for 3 percent of our total revenue. Fees and Interest account for 1.8 percent of revenue. Acton collects fees for various permits, vital records, and licensing. Interest varies year-to-year depending on the interest rate and the amounts deposited.

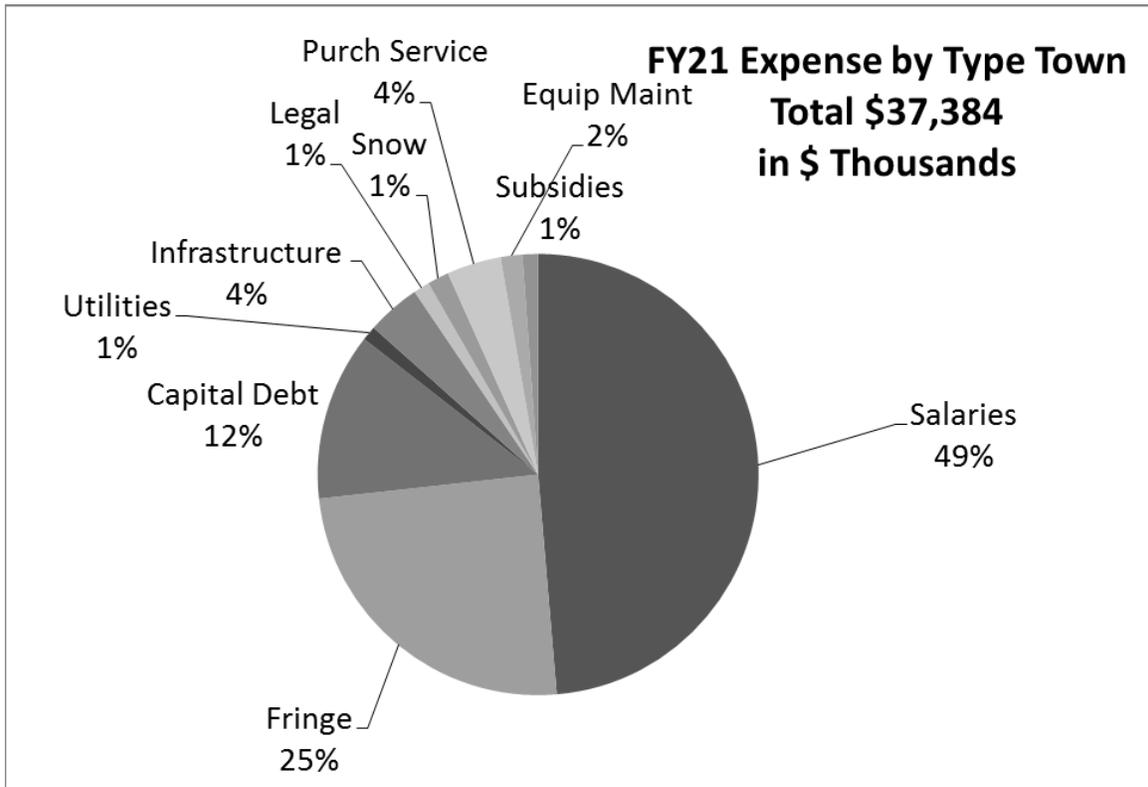
In this year's budget, Reserves account for 1.3 percent of the total revenues.

Which Town and School Entities Spend Our Money?



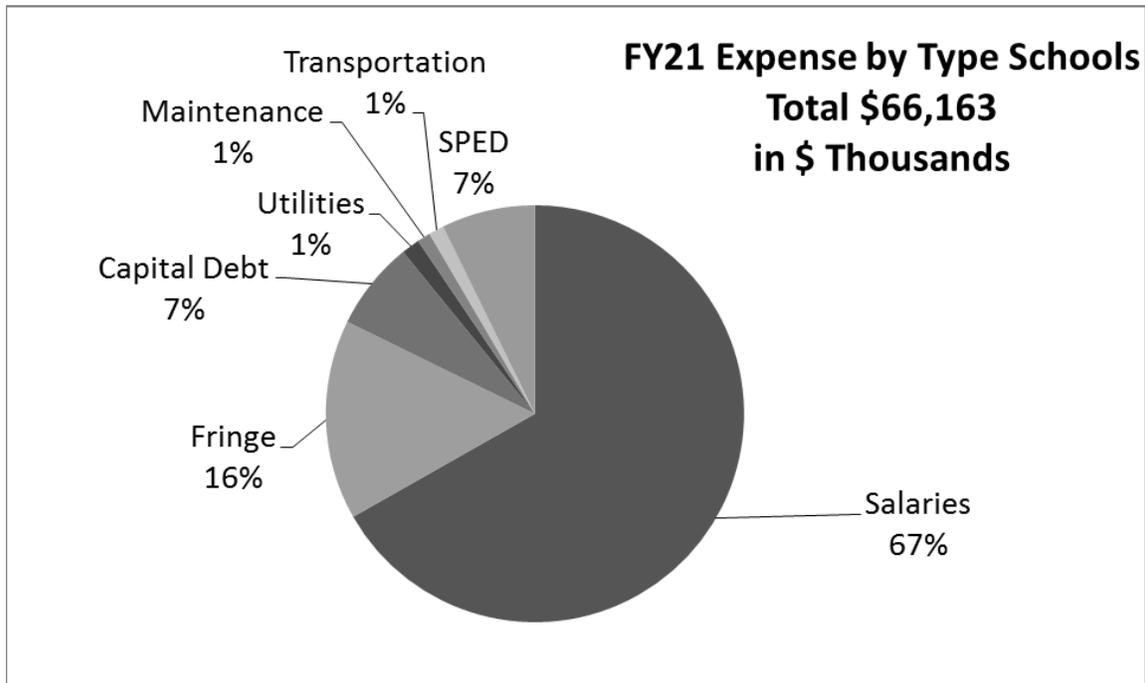
The town's revenues support three budgets within our town. 65 percent of our expenditures support education priorities: Acton-Boxborough Regional Schools assessment (64 percent of expenditures), and Minuteman Regional School District assessment (2 percent of total expenditures). The municipal government (which funds police, fire, highway, library, health, planning and other general government services) accounts for the remaining 34 percent of the total expenditures.

What Does the Municipal Government Spend Our Money On?



Approximately 74 percent of the Town spending goes to Salaries and Fringe (benefits), the cost for the people who provide services to the residents. Capital and debt service accounts for 12 percent and Infrastructure cost accounts for 4 percent of the spending. This category includes the maintenance and improvement of roads, sidewalks, buildings, grounds, and information technology.

What Do the Schools Spend our Money For?



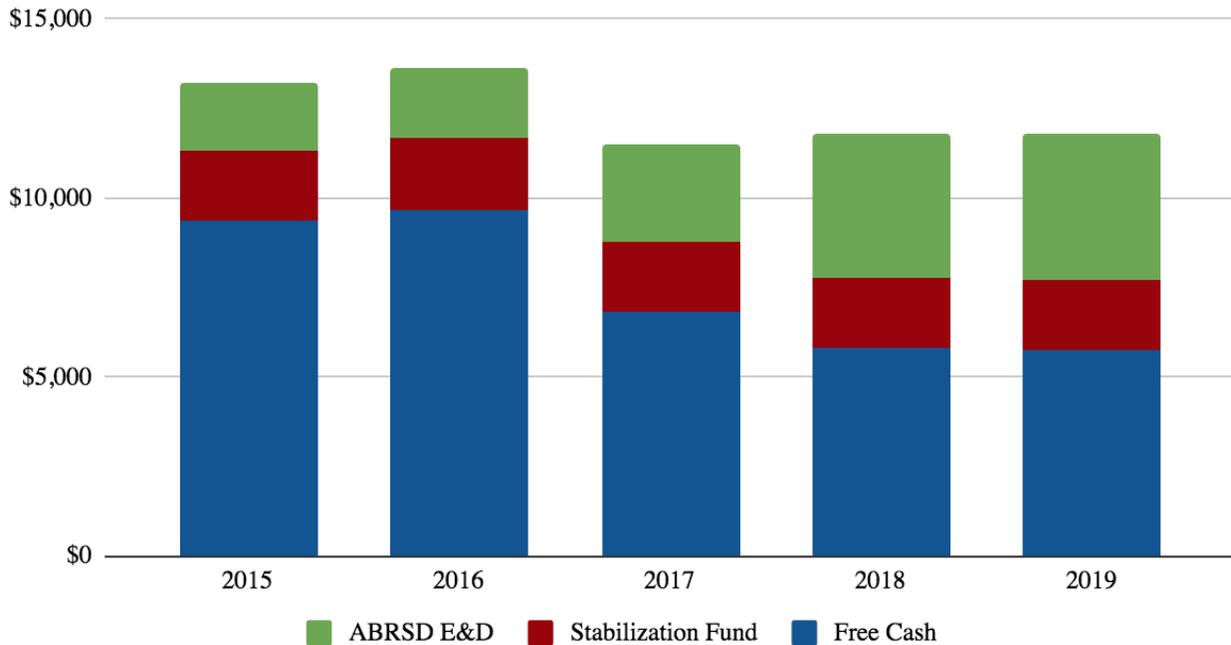
As with the Town, the largest category is the cost of people to provide services to our students. Salaries and Fringe account for more than 83 percent of the total. The next largest category is special education which accounts for almost 7 percent, followed by capital and debt service at 7 percent. The assessment total is the net amount paid by Acton taxpayers after subtracting revenue that the region receives mostly aid from the State (approximately \$17 million) and the Boxborough share (approximately \$12 million). The percentages in the above chart are based on the total ABRSD budget.

Finance Committee's Message

Financial Condition

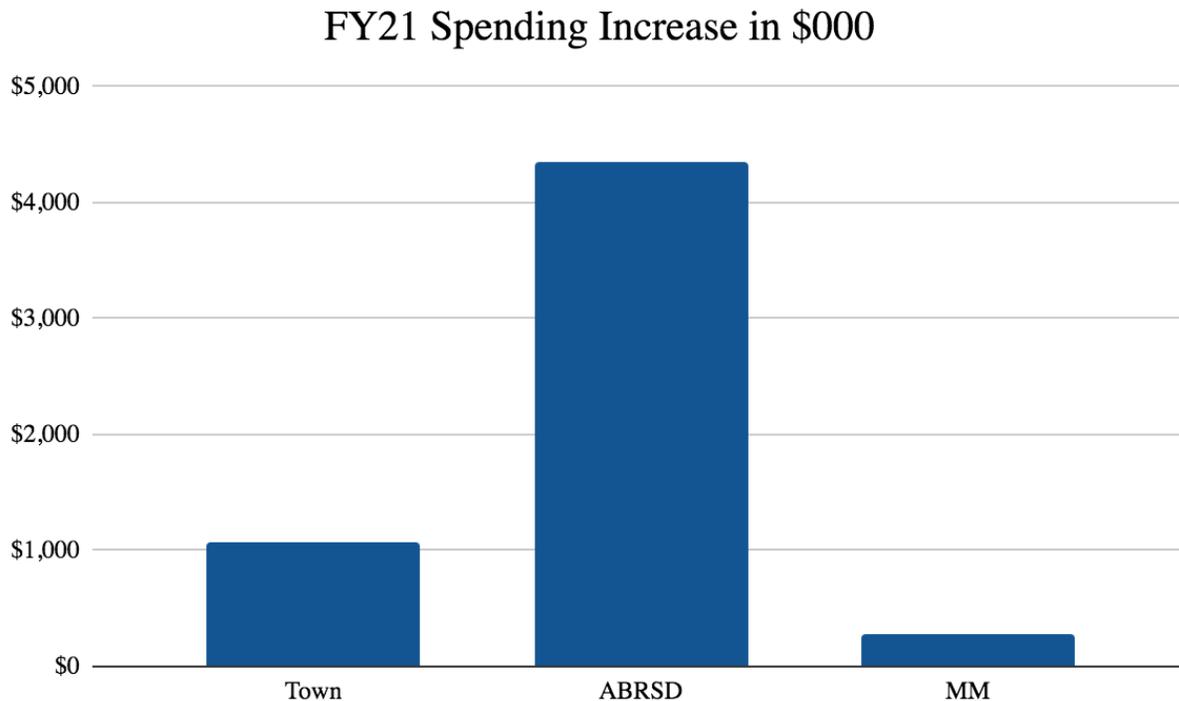
Acton continues to be in a very sound financial position. Both the Town of Acton and the Acton-Boxborough Regional School District have been rated AAA by Standard & Poor's and Moody's has removed the negative outlook on ABRSD's AA2 rating. The Town continues to have a strong tax collection rate, which is a sign of the financial health of the residents. At \$7.7 million of combined free cash and Town stabilization fund, reserves are at 11.21% of the municipal budget and 2.02% of will go towards Acton spending for FY21. This is well ahead of the Massachusetts Department of Revenue guidelines of 5% of the municipal budget. The Town's financial health is strong.

Town and School Reserves \$000



FY2021

The proposed budget for Fiscal Year 2021 is \$105,129,727 which is an increase of \$6,540,313 or 6.6% over the FY2020 budget.



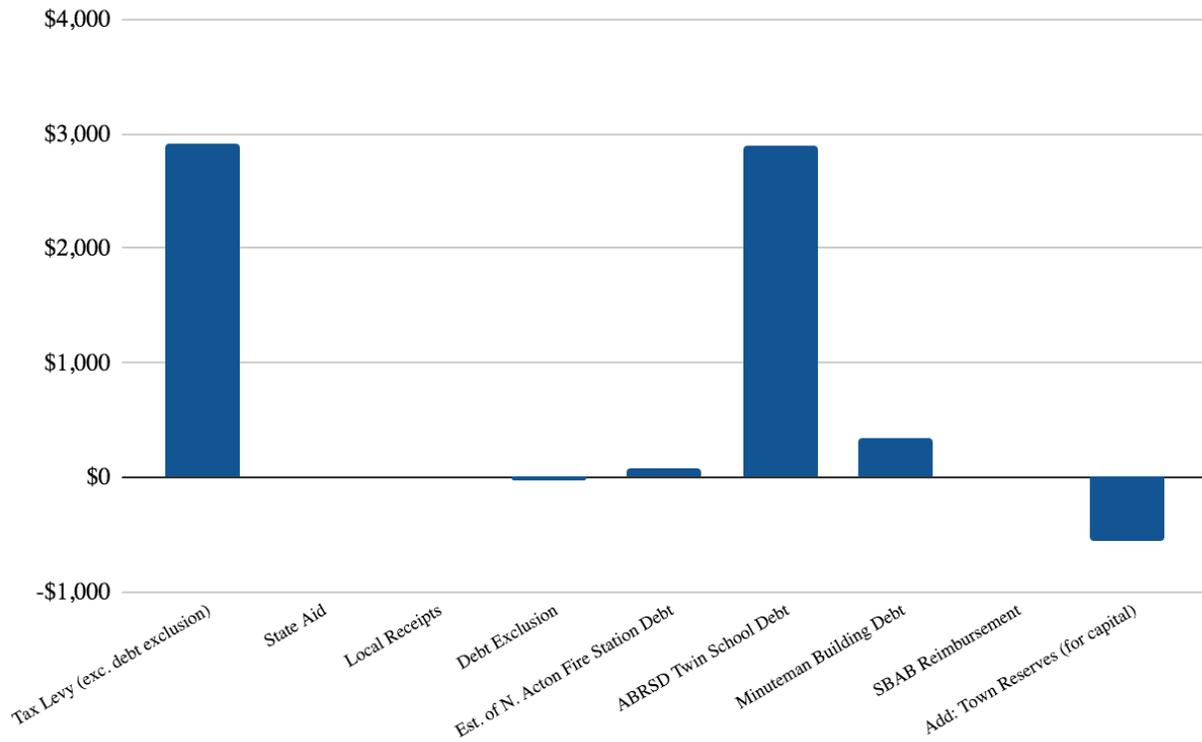
The Town operating budget is up by \$1,076,663 or 4.25%. Capital spending was maintained at \$675,000, plus the debt service of \$75,000 for the North Acton Fire Station.

After accounting for the School District's revenue, reserve use and cost shifts per the regional agreement, the total assessment for Acton increased by \$4,348,795 or 6.63%. The operating budget for the schools increased 6.12%. This budget includes the debt service for the new Twin School, as well as funding designed to assist the schools in maintaining consistent educational practices while responding to Covid-19.

The Minuteman Regional Vocational Technical High School assessment increased by \$277,302 or 19.05%. This significant increase is a result of the borrowing for the new building, the departure of a partner school district, and an increase in the cost of bussing.

The increase in budgets will be met by the revenue changes shown in the following chart.

Municipal Funding Sources in \$000



The average single family tax bill will increase by 7.21% from \$11,790 in FY20 to \$12,640 in FY21.

*Proposition 2½ allows for the tax levy to be increased by 2.5% per year. In some past years, Acton has increased property taxes less than the allowed 2.5%.

*New Growth is the value of new building not previously included on the tax rolls.

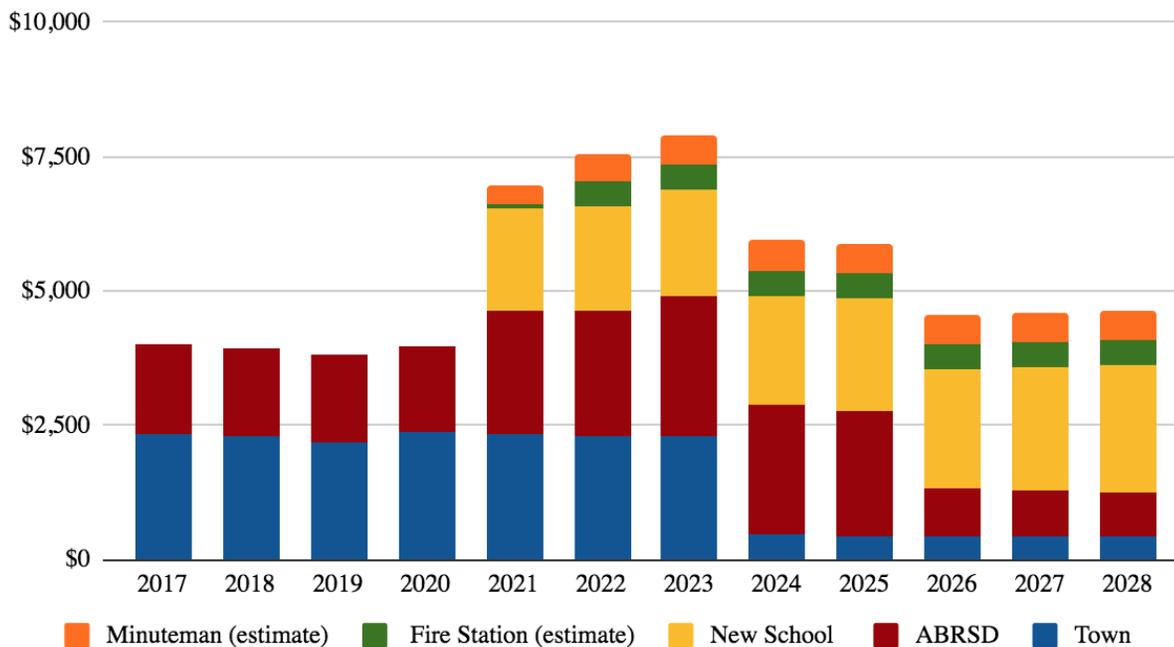
*Local receipts include excise taxes, permits, and other fees.

Future Considerations

The Acton Leadership Group Plan follows this message. In addition to the FY21 budget, it contains projections for the following two years. These are based on a careful review of the trends in revenue and the key cost drivers in our budgets. Based on this analysis, an override for operating costs is not anticipated at this time.

Both the new Douglas / Gates Twin School Building and the North Acton Fire Station are two capital intensive projects that were approved this past fall in a Special Town Meeting and at the ballot box in December. These two projects will address deficiencies that have occurred over time as well as providing new services to residents. The cost of these projects will be funded through borrowing which will be in the form of issuing long term bonds and will result in a debt exclusion (sometimes referred to as a capital override). A debt exclusion represents a levy that is removed from the limit of Proposition 2½, and increases taxes over and above what it called for by the operating budget. Conversely, this levy disappears when the debt is paid off. Bearing in mind that there are multiple assumptions here that will be worked out over the year, the estimation that the combined debt for these two projects is approximately \$76 million. It is also important to remember that the current debt service load is decreasing as we come to the end of payments from previous projects.

Yearly Debt Service in \$000



OPEB

We appreciate the continued funding of our Other Post Employment Benefit liability. The Town is in an excellent position and the School District is making good progress when compared to other communities in the commonwealth. Continuing to pay towards this future liability serves the Town in the short term when it comes to borrowing, and will be of great service in the longer term when payments will not have to come out of immediate taxation. It would be a mistake for this to ever be seen as a source of short-term savings.

Reserve Funds

As stated in the past, the Finance Committee has concerns with using Reserve Funds to fund operating budgets. Our town reserves should be used to fund much needed capital improvements to facilities, as uncovered by an independent study conducted in 2015, and is scheduled to be reviewed again. We disagree with the school district's increased use of Excess and Deficiency Reserves to fund their operating budget with new programs like All Day Kindergarten.

Long Term Outlook

The Multi Year ALG Plan shown on 18 for outlying years shows deficits. The cost escalation assumptions are greater than what the Finance Committee recommends. The committee once again believes that these operating deficits should not be covered by the use of reserves. We believe that the town and school district will reduce costs or an operating override maybe come a reality. Through the budgeting process, we expect ALG will be able to eliminate the deficits in future years of the model without requiring an override.

Summary

This past year as in other years has been a year of change for our town. The town and the Acton-Boxborough Regional School District bring their own approaches to the budgeting process and have put an emphasis on longer term capital planning, a process that the Finance Committee supports. Not only was this coming year's budget taken into account in finalizing the numbers that will be voted on during Town Meeting, but the impact of future projects was also ever present during deliberations. As a community we have entered a phase of both maintaining our current services and infrastructure while planning for the future needs of our town and its citizens.

The Finance Committee

Roland Bourdon - Chair, Christi Andersen Vice-Chair, Christine Russell – Clerk

Members: Jason Cole, Steve Noone, Mike Majors, Dave Wellinghoff, Sahana Purohit, and Adam Nolde

Acton-Boxborough Regional School District

Covid-19 Update June, 2020

Our schools recognize the enormous impact of Covid-19 and the economic downturn on members of our community, and it is similarly important for our community to understand that the pandemic and school closures have and will continue to impact every aspect of our school operations, teaching and learning, and budgeting. Recognizing the economic uncertainty that lies ahead, we worked with our school committee throughout the spring to reduce our budget requests by just over \$1M, in non-instructional areas including capital spending, administration, salaries, and a modest increase in the use of Circuit Breaker Reserves (Special Education).

Recognizing the uncertainty of planning for a transition to school in the fall, approximately ½ of the total reduction will be reserved for unanticipated costs related to Covid-19. We will continue to maximize grant opportunities for reimbursement of eligible expenses, and should the district not need all or part of the reserved amount, it will be returned to our reserves the following year. We believe this to be a prudent way to plan for the immediate uncertainty ahead, while also maintaining stability for possible economic uncertainty beyond FY21. Financial information throughout this memo reflects the original budget adopted by our school committee in February 2020.

Reductions undertaken by the schools to reflect the impact of Covid-19 result in an overall operational budget increase of 2.73%. When debt repayment for the building project (detailed below) is included, the total increase in assessments are 7.10% (Acton) and 5.21% (Boxborough)

We would like to thank our community for the tremendous support of our schools during this closure, and in particular, for the tremendous support you showed for our recent graduates.

FY21 Budget

Developing a school budget takes significant time, energy and collaboration among many individuals and groups within our schools and community. The Budget evolved over multiple iterations during the first months of the school year. The discussion included feedback from our school committee, school and district administrators, local officials, and staff regarding the development of budget priorities, staffing requests, capital improvements, and key strategic allocations that will further the work of the district in realizing the goals of our new Strategy for Improvement.

Debt Repayment

In addition to the typical operating budget increase proposed by the schools, the district needed to add the costs of repaying the first year's debt on the building project to the warrant for Town Meeting. On Tuesday March 3, the District completed the sale of our bonds to fund both the school building project and the Capital Improvement Plan (CIP). Thanks to the strategic planning of our Debt Strategy Subcommittee and the efforts of our finance team and Treasurer Margaret Dennehy, the District was able to confirm its AAA bond rating from Standard and Poors and secure historically low interest rates on the bonds for these projects. The final interest rate on the 30 year bond for the building project is 2.198%. The final interest rate for the bond for the district's CIP is 1.026%. These historically low interest rates result in significant savings to the district and taxpayers.

Based on the final interest rate for the CIP bond, the district will save more than \$1.4 million in interest payments over the life of our loan compared to what was proposed to and approved by voters at Town Meeting in 2019. Based on the final interest rate of the building project bond, average tax increases will be \$385 in Acton and \$279 in Boxborough. This represents a savings of approximately \$35 - \$67 per year per household compared to what was approved by voters in December 2019, and a savings of 50% per household compared to what was approved by voters in 2017 when the feasibility study was approved at Town Meeting.

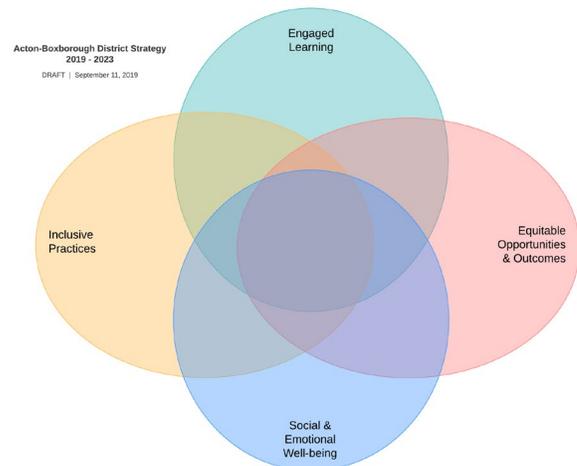
The debt payment (beyond the operating budget) is \$3,445,991 for the first year. When voters review the warrant for Town Meeting, it is important to know that the total increase in the FY21 budget reflects this appropriation to pay the debt for the new school. Including the debt repayment for the building project, the district’s proposed budget for FY21 is \$96,912,701. This represents a *total* increase to the budget of 6.52%, and assessment increases of 7.10% (Acton) and 5.21% (Boxborough).

Strategy in Transition

The District remains committed to our Core Values of Wellness, Equity and Engagement, as well as our Vision and Mission to provide high quality educational opportunities to inspire a community of learners and to develop engaged, well-balanced learners through collaborative, caring relationships. This year marks a transitional period for the District’s strategy to achieve these ends. The administrative team is working with our School Committee to consider feedback I solicited during my entry process as outlined in my [Report of Entry Findings](#). To that end, we are developing a new long-range strategy that will guide the District over the next 3-5 years. The new strategy focuses on four key overarching Strategic Objectives that intentionally support one another: *Engaged Learning, Inclusive Practices, Social and Emotional Wellbeing, and Equitable Opportunities and Outcomes*.

We will continue to develop our strategy over the course of this year. We recognize that as our students’ needs evolve and we seek to improve outcomes for all students, we will need to reconsider established ways that we have allocated our resources. To this end, we have proposed a budget that strategically allocates resources aligned with our overarching Strategic Objectives.

We have placed particular emphasis on Strategic Objectives for improving students’ *Social and Emotional Wellbeing*, and ensuring *Equitable Opportunities and Outcomes*, through budget priorities that drove reallocations of staff within special education, and through the decision to reduce tuition for All Day Kindergarten. Additionally, proposed changes in resource allocation within the general education program are designed to increase our focus on *Engaged Learning*. Because the overall strategy has been intentionally designed with overlapping Strategic Objectives, we believe that the proposed budget will support the District’s capacity in all four of these priority areas.



FY21 Budget Priorities

The main strategic priorities accomplished through this budget include:

Reallocation of existing resources in order to continue our Strategic Growth and adhere to the Budget Guidelines:

While the District will reduce its overall staffing by 1.2 FTE, which includes 0.8 of FTE reductions included in the \$1M adjustment referred to in the first paragraph of this message, we are proposing to reallocate existing resources to new staffing with no overall budgetary impact. By reallocating existing staff and resources in the general education environment, we were able to add an elementary STEAM coach, a math support teacher at the junior high school, a high school Dean of Academics and a Digital Learning Specialist to support a roll-out of a 1:1 Initiative in grade 9 next year.

Within Special Education, we will also reallocate existing staff and resources to create new positions. New staff positions within special education include teachers to expand the capacity of programs, counseling supports for students who require specialized programming and support for general education teachers who work with students that have complex social-emotional needs.

A commitment to a multi-year, fiscally responsible transition to tuition-free all-day kindergarten:

Beginning last year, the School Committee began to consider a move toward tuition-free All-Day Kindergarten (ADK) and voted to reduce ADK tuition by \$750 per year in FY21 with a commitment to implement tuition-free ADK at some point in the future. With the passage of the [Massachusetts Student Opportunity Act](#), and revenue that is projected to come to ABRSD in the future years of its implementation, the move to ADK would eventually become cost-neutral for the District.

Implementation of the Capital Improvement Plan (CIP) that was developed and adopted during the FY20 Budget Process:

The district is proposing to continue full implementation of the CIP during FY21, but proposes to slow the growth of capital funding in order to reduce the impact of the budget on taxpayers. Specifically, we propose to level-fund the capital allocation in the operating budget at \$1.2M. This amount, coupled with \$4.65M in bond proceeds (approved by voters in FY20) will allow the district to fully implement the Capital Improvement Plan for FY21. To see a full list of projects included in our CIP, please visit our Capital website.

https://www.abschools.org/district/superintendent_s_office/capital_planning/interactive_capital_plan_info

Summary

A budget is more than a spending plan; it is a strategy toward achieving a set of goals which helps the District to achieve its vision. It is my hope that our budget presents a clear and compelling vision of how the District will leverage the valuable financial resources of the community to continue to improve our schools for the benefit of our students. More information about our [FY21 Budget](#) is available online.

Acton-Boxborough Regional School District
Comparative Budget Summary by Character Code

	FY2018 Budget	FY2018 Actual	FY2019 Budget	FY2019 Actual	FY2020 Budget	FY2021 Proposed	FY2021 Variance	% Chg.
Salaries, Teaching - 01	34,957,155	34,684,015	36,836,152	37,095,832	38,644,222	40,299,131	1,654,909	4.3%
Salaries, Principals - 02	2,393,559	2,410,510	2,447,883	2,450,914	2,509,716	2,564,667	54,951	2.2%
Salaries, Central Administration - 03	1,249,128	1,467,558	1,306,890	1,300,646	1,327,515	1,354,186	26,671	2.0%
Salaries, Support Staff - 04	9,716,262	9,638,298	11,911,339	11,379,419	12,353,716	12,723,045	369,329	3.0%
Salaries, Athletics - 05	583,202	558,340	627,874	608,746	691,197	695,099	3,902	0.6%
Salaries, Buildings - 06	808,007	755,248	818,672	804,320	950,523	963,741	13,218	1.4%
Salaries, Custodial - 07	1,531,398	1,465,529	1,559,721	1,464,521	1,576,310	1,574,089	(2,221)	-0.1%
Salaries, Home Instruction - 08	8,500	956	8,500	1,231	-	3,000	3,000	n/a
Salaries, Misc. Student Services - 09	1,574,847	1,496,979	432,428	269,599	313,000	234,000	(79,000)	-25.2%
Salaries, Subs Miscellaneous - 11	73,103	58,880	71,103	14,684	61,428	8,000	(53,428)	-87%
Salaries, Subs Instructional - 12	681,212	743,352	702,095	764,726	593,200	699,000	105,800	17.8%
Salaries, Overtime - 13	233,215	251,526	233,215	312,904	186,985	191,250	4,265	2.3%
Stipends, Curriculum/Instruction - 14	197,000	115,704	189,500	160,693	175,399	174,200	(1,199)	-0.7%
Fringe, Course Reimbursement - 15	56,000	57,827	56,000	69,624	56,000	105,000	49,000	87.5%
Fringe, Health Insurance - 16	8,385,796	8,253,656	8,072,389	7,568,255	7,432,894	7,910,233	477,339	6.4%
Fringe, Health Insurance, Retiree - 17	879,098	889,010	946,579	955,541	1,120,175	1,098,823	(21,352)	-1.9%
Fringe, Life/Disability Insurance - 18	42,100	40,375	44,520	42,775	45,856	45,856	-	0.0%
Fringe, Unemployment Insurance - 19	40,000	31,674	40,000	48,377	40,000	40,000	-	0.0%
Fringe, Workers Compensation - 20	600,000	493,550	515,574	440,589	420,978	443,290	22,312	5.3%
Fringe, Middlesex Cty. Retirement - 21	2,318,753	2,318,753	2,513,393	2,468,034	2,663,092	2,845,329	182,237	6.8%
Fringe, Medicare - 22	825,000	812,991	827,105	859,053	872,871	934,500	61,629	7.1%
Contributions, OPEB Trust Fund - 23	900,000	900,000	900,000	900,000	900,000	900,000	-	0.0%
Instruction Supplies - 24	1,049,095	1,258,899	1,156,237	1,357,509	1,265,641	1,247,750	(17,891)	-1.4%
Instruction Textbooks - 25	265,689	239,975	258,915	234,753	262,398	258,813	(3,585)	-1.4%
Instructional Services - 26	55,628	53,913	578,590	374,228	656,500	657,700	1,200	0.2%
Other, Capital Outlay - 27	1,038,450	1,033,987	134,292	542,315	160,000	1,073	(158,927)	-99%
Other, Capital - CIP - 28 (new in FY19)			1,000,000	822,248	1,203,100	2,000	(1,201,100)	-100%
Other, Debt Service - 29 (see Note)	1,903,718	1,903,718	1,872,518	1,872,518	1,911,218	6,387,442	4,476,224	234%
Other, Property/Casualty - 30	182,959	129,979	152,000	175,925	225,000	231,125	6,125	2.7%
Other, Maint Buildings/Grounds - 31	759,020	1,112,124	803,945	964,153	818,445	741,400	(77,045)	-9.4%
Other, Maintenance Equipment - 32	157,343	91,670	134,761	107,736	123,215	205,875	82,660	67.1%
Other, Legal Service - 34	161,350	148,124	175,000	71,872	140,000	115,000	(25,000)	-18%
Other, Admin Supplies - 35	1,033,692	990,929	867,182	872,664	878,345	743,382	(134,963)	-15%
Other, Athletic Supplies - 36	67,491	66,230	71,524	70,223	78,060	100,750	22,690	29.1%
Other, Custodial Supplies - 37	157,984	148,460	155,000	148,313	155,000	155,000	-	0.0%
Other, Spec Ed Transportation - 38	1,784,024	1,701,945	1,474,768	1,623,965	1,705,000	1,877,463	172,463	10.1%
Other, Student Transportation - 39	887,468	818,441	1,133,022	1,108,438	1,084,852	1,082,044	(2,808)	-0.3%
Other, Travel, Conferences - 40	133,303	150,587	236,600	187,890	215,906	153,399	(62,507)	-29%
Other, Spec Ed Tuition - 41	5,483,010	5,366,301	5,161,531	5,506,413	4,855,000	4,515,197	(339,803)	-7.0%
Other, Utilities - 42	1,758,200	1,368,243	1,304,000	1,319,489	1,304,000	1,310,000	6,000	0.5%
Other, Telephone - 43	85,751	52,923	85,751	52,173	81,055	82,599	1,544	1.9%
Other, Sewer - 44 (see Note)	304,823	273,281	286,333	280,350	286,333	103,000	(183,333)	-64%
Assessments - 48	766,658	606,062	628,479	575,434	637,466	634,750	(2,716)	-0.4%
Other, CONTINGENCY - 49	1,500	208	1,567	(811)	500	500,500	500,000	
GRAND TOTAL	86,090,491	84,960,732	88,721,492	88,248,278	90,982,111	96,912,701	5,930,590	6.52%

Note -

Comparison of capital expenditure categories between FY2020 and FY2021:

CIP Program - appropriated for projects (CC28)	1,203,100	2,000
CIP Program - first year of debt service on bond (CC29)	-	900,000
CIP Program - other costs (CC27)	50,000	1,073
		903,073

Detailed comparison of debt service (CC29 and other) between FY2020 and FY2021:

Existing debt service (JHS, SHS, Lower Fields)	1,911,218	1,858,118
CIP Program - first year of debt service on bond	-	900,000
Douglas/Gates construction - first year of debt service on bond	-	3,445,991
Acton Sewer Betterment debt service (through FY2030)	(in CC44)	183,333
		6,387,442

CONTINGENCY (included in CC49): Provision for estimated costs required for the re-opening of school in the fall; covering health/safety measures, building cleaning, distance learning services; detailed plans for re-opening are in progress at this writing.

The Acton-Boxborough Regional School Committee voted a budget request in March (“Then” in the table below). On May 21, 2020, it voted to amend the budget (see Superintendent’s message in this report); the results of the amendment (i.e., “Now”) appear in the Revised column below.

Recommended Assessment %-Change from P/Y (Then and Now)

	SC Voted	Revised
Budget without 1st year new school debt service -		
TOTAL Assessment	2.97%	2.07%
Assessment - ACTON	3.26%	2.36%
Assessment - BOXBOROUGH	1.42%	0.53%
Budget WITH 1st year new school debt service -		
TOTAL Assessment	7.50%	6.80%
Assessment - ACTON	7.80%	7.10%
Assessment - BOXBOROUGH	5.90%	5.21%

Below is a summary of the calculation of assessments for member towns:

ACTON-BOXBOROUGH RSD		ACTON	BOXBOROUGH
FY2021 Recommended Budget Assessments	Average Enrollment >>	84.34%	15.66%
GROSS DISTRICT BUDGET (ABRSD Appropriation)			
<i>Represents 2.73% increase (6.52% with first year debt) over FY2020</i>	\$96,912,701	\$81,826,859	\$15,085,842
SHARE OF DEBT SERVICE (ELEM. SCHOOLS) PAID by TOWNS	729,458	\$615,208	\$114,250
GROSS BUDGET-TOTAL (Total Regional Expenditures)	\$97,642,159	\$82,442,067	\$15,200,092
TOTAL REVENUES AND RESERVE USE	\$19,205,536	\$16,197,509	\$3,008,027
TOWN ASSESSMENTS - BEFORE REGIONAL APPENDIX A	\$78,436,623	\$66,244,557	\$12,192,065
RESULTING ASSESSMENT PERCENTAGE SHARES		84.46%	15.54%
DIFFERENCE RESULTING FROM APPENDIX A	FY21 Shift>>>	-\$25,000	\$25,000
FINAL ASSESSMENT PER APPENDIX A	\$78,436,623	\$66,219,557	\$12,217,065
Less - CREDIT FOR DEBT SERVICE PAID FROM TOWN BUDGETS -	(729,458)	(635,508)	(93,950)
NET ASSESSMENT AMOUNT DUE FROM BOTH TOWNS	\$77,707,165	\$65,584,049	\$12,123,116
NET ASSESSMENT PERCENTAGE SHARES		84.40%	15.60%
INCREASE (DECREASE) FROM PRIOR YEAR (\$)	\$4,949,626	\$4,348,796	\$600,830
INCREASE (DECREASE) FROM PRIOR YEAR (%)	6.80%	7.10%	5.21%
Separation of Capital Components from Total Assessment:		\$5,325,309	\$878,800
Operating Budget Components of Total Assessment:		\$60,258,740	\$11,244,316

Town of Acton Multi-Year Financial Model

Prepared by the Board of Selectmen, School Committee and Finance Committee
 Town Meeting Recommendation for FY21 as of June 11, 2020
 Estimates for FY22 and FY23 are for planning purposes only, and are subject to change.

Summary	Budget FY20	Recommendation FY21	Projection FY22	Projection FY23
Municipal Funding Sources:				
Tax Levy (excluding debt exclusion)	\$ 86,499,027	\$ 89,417,953	\$ 92,370,902	\$ 95,397,674
State Aid	\$ 1,398,000	\$ 1,398,000	\$ 1,398,000	\$ 1,398,000
Local Receipts	\$ 5,562,000	\$ 5,562,000	\$ 5,562,000	\$ 5,562,000
Debt Exclusion	\$ 2,506,230	\$ 2,475,848	\$ 2,410,612	\$ 2,356,107
Estimate of North Acton Fire Station Debt	\$ -	\$ 75,000	\$ 469,000	\$ 469,000
Estimate of ABRSD Elementary School Debt	\$ -	\$ 2,906,270	\$ 3,051,000	\$ 3,036,000
Estimate of Minuteman Building Project Debt	\$ -	\$ 335,426	\$ 531,404	\$ 570,572
SBAB Reimbursement	\$ 923,000	\$ 923,000	\$ 923,000	\$ 923,000
Add: Town Reserves (for capital)	\$ 1,701,157	\$ 998,738	\$ 1,150,000	\$ 1,000,000
Acton Total Funding Sources	\$ 98,589,414	\$ 104,092,235	\$ 107,865,917	\$ 110,712,353
Allocation to Budgets				
Municipal Budget				
Municipal Budget % Change	3.75%	2.34%	3.75%	3.75%
Estimate of North Acton Fire Station Debt	\$ -	\$ 75,000	\$ 469,000	\$ 469,000
Total Municipal Budget	\$ 35,861,539	\$ 36,775,202	\$ 38,545,460	\$ 39,973,327
Municipal Budget % Change - With New Debt	3.75%	2.55%	4.81%	3.70%
ABRSD Assessment				
ABRSD Assessment % Change	2.09%	2.36%	3.81%	3.24%
Estimate of ABRSD Elementary School Debt	\$ -	\$ 2,906,270	\$ 3,051,000	\$ 3,036,000
Total ABRSD Assessment	\$ 61,235,254	\$ 65,584,049	\$ 68,116,518	\$ 70,207,001
ABRSD Assessment % Change - With New Debt	2.09%	7.10%	3.86%	3.07%
Minuteman Assessment				
Minuteman Assessment % Change	11.65%	19.05%	31.22%	22.97%
Estimate of Minuteman Building Project Debt	\$ 291,735	\$ 335,426	\$ 531,404	\$ 570,572
Total Minuteman Assessment	\$ 1,455,681	\$ 1,732,983	\$ 2,274,039	\$ 2,796,298
Minuteman Assessment % Change - With New Debt	11.65%	19.05%	31.22%	22.97%
Total Acton Budgets	\$ 98,552,474	\$ 104,092,234	\$ 108,936,017	\$ 112,976,626
Net Position	\$ 36,940	\$ 0	\$ (1,070,100)	\$ (2,264,273)
Table 6 Data				
	FY20 ABRSD Revenues	FY21 ABRSD Revenues	FY22 ABRSD Revenues	FY23 ABRSD Revenues
ABRSD Funding Sources:				
State AID Ch.70	\$ 15,187,441	\$ 15,345,811	\$ 15,499,269	\$ 15,654,262
Transportation	\$ 1,907,131	\$ 2,097,225	\$ 2,139,170	\$ 2,181,953
Regional Bonus Aid & Misc Revenue	\$ 410,000	\$ 567,500	\$ 567,500	\$ 567,500
Charter School Aid	\$ 30,000	\$ 50,000	\$ 50,000	\$ 50,000
Excess & Deficiency (Acton share est. @ 84.8%)	\$ 585,120	\$ 970,960	\$ 965,000	\$ 815,000
Total	\$ 18,119,692	\$ 19,031,496	\$ 19,220,939	\$ 19,268,715
Additional OPEB Contribution	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000	\$ 1,500,000
Town of Acton - Tax Impact				
	FY20	FY21	FY22	FY23
Total Valuation ('000s)	\$ 4,655,102	\$ 4,794,755	\$ 4,938,598	\$ 5,086,756
Tax Rate	\$ 19.24	\$ 20.03	\$ 20.19	\$ 20.20
SF Value	\$ 612,787	\$ 631,171	\$ 650,106	\$ 669,609
% Change in SF Value	4.87%	3.00%	3.00%	3.00%
SF Tax Bill	\$ 11,790	\$ 12,640	\$ 13,124	\$ 13,523
% Change in SF Tax Bill	4.17%	7.21%	3.83%	3.04%
\$ Change in SF Tax Bill	\$ 472	\$ 850	\$ 484	\$ 399

Free Transportation to Town Meeting

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



The Town of Acton is offering **free** door-to-door van rides to Town Meeting.

CrossTown Connect will have a driver covering the hours from 4:30 PM – 10:30 PM for the night of Town Meeting. The dispatch service will be open for reservation until 12:00 PM on the day of the meeting. Rides can be booked with the CrossTown Connect dispatch at (978) 844-6809. The service will run even if there are no reservations, as we will take walk-ons from Town Meeting that want a trip home. There will be no charge to passengers for any of these Town Meeting trips. When the van is not in use between 4:30 PM to 10:30 PM, it will be parked in the Acton-Boxborough High School parking lot where Town Meeting is being held. The driver will be waiting in the van for anyone that would like a ride home.

Volunteers Sought

Do you want to get involved in making Acton a better place to live? There are many boards and committees in town run by volunteers, and many of them are in need of new members. This is your chance to make a difference! There are both ad hoc and ongoing committee slots available. Examples include the Volunteer Coordinating Committee, the Planning Board, the Historic District Commission, and the Recreation Commission. There is sure to be a board that can use your knowledge and skills.

To learn more, visit the Volunteer Coordinating Committee page on the Town website: <http://www.acton-ma.gov/111/Volunteer-Coordinating-Committee>. There is no better way to give back to your community than volunteering. Applications may be filed online from the Town's website at <http://www.acton-ma.gov/formcenter/town-managers-office-5/volunteer-application-43>.

Message from Acton Nursing Services



Acton Nursing Services (ANS) continues its 95 year tradition of providing public health and home health care services to Acton. The location at 30 Sudbury Road Rear, Acton in the Human Services and Senior Center Facility has made it easy for more people to learn about its services. Acton Nursing Services offers comprehensive Home Health Care, podiatry and blood pressure clinics, and health and wellness information. Durable medical equipment loans are also available. For more information about any health needs, contact Acton Nursing Services at 978-929-6650 or visit online at www.actonnursingservices.com.

Acton Nursing Services is not only a town treasure but is highly regarded. ANS earned a rating of 4 stars (out of 5) for Quality of Patient Care as most recently reported by the Centers for Medicare and Medicaid Services. This is an important achievement since the Massachusetts average is 3 stars and the National average is 3.5 stars. ANS patients gave ANS very high performance ratings on the Patient Satisfaction Survey; 93% of patients who responded would recommend ANS to friends and family. On all individual measures ANS performed better than the Massachusetts averages, which in most instances, are above the National averages.

Acton-Boxborough High School parents should also appreciate that Acton Nursing Services is the key to the delivery of the ImPACT® baseline testing for concussion risk assessment. ANS has conducted the ImPACT® baseline test for the past two school years for freshmen students at ABRHS. ImPACT® is the most scientifically validated computerized neurocognitive test used by more than 7,400 high schools and 1,000 colleges and universities to help evaluate and manage suspected concussions. The test tracks a student's symptoms and measures multiple aspects of cognitive functioning, including attention span, working memory, sustained and selective attention time, non-verbal problem solving, and reaction time. In the event of a concussion, students can then take a post-concussion test to compare to their ImPACT® baseline test that was given at the start of their high school careers. For more information, to request your child's baseline results or to schedule a post-concussion test, please contact Acton Nursing Services at 978-929-6650.



Consent Calendar

In an effort to make Town Meeting more efficient, the Consent Calendar or Consent Agenda is used. The Selectmen choose articles that are usually recurring and that are not expected to generate controversy. The articles are voted as a unit and passed without debate.

The Town Meeting will begin with a single Consent motion that will include Article 1. The Consent articles are indicated with an asterisk (*) in the Article Index as well as in the title of each article.

The Moderator will read out the numbers and titles of the articles. If two or more voters object to an article being included in the consent agenda, they may call out “Hold.” This may be because there is a question or a voter feels discussion and debate is warranted. The Article will be removed from the Consent Agenda.

Once any articles have been held out from the Consent Agenda, the Moderator will call for the vote on the remaining articles as a unit.

Please review the articles and motions. Summaries are also included with each article. Motions for consent articles are included under the text of each article. All other motions will be available on a separate handout at Town Meeting. Articles and motions must be substantially similar.

If you have any questions about any articles, motions, or procedures, please contact the official listed in the summary of the article or the Town Manager’s Office at manager@actonma.gov or 978-929-6611 before Town Meeting.

Jo-Ann Berry
Town Moderator

“Be sincere, Be brief, Be seated.”
– Franklin Delano Roosevelt

Annual Town Meeting Warrant

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

*	This article is on the Consent Calendar
#	This article was submitted by Citizens' Petition

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

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



*Town of Acton
Commonwealth of Massachusetts, ss.*

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

In the name of the Commonwealth of Massachusetts, you are hereby directed to notify the legal voters of said Town of Acton, qualified to vote at Town Meetings for the transaction of Town affairs, to meet at the Acton-Boxborough Regional High School Upper Gymnasium in said Acton on **Monday, June 29, 2020 at 6:00 PM**, then and there to act on the following articles:

Articles

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

Move that the Town fix the compensation for elected officers as shown in the Article.

Mrs. Gardner nominates William Mullin of Wilson Lane, Acton, for the position of Temporary Moderator, term to expire 2021.

Tara J. Leuci, Trustee of the West Acton Citizens' Library, nominates Melissa Loporto of 49 Windsor Ave, Acton, for the position of Trustee of the West Acton Citizens' Library, term to expire 2023.

Jo-Ann Berry, Trustee of the Elizabeth White Fund, nominates Michael J. Gowing, of 93 Harris Street, Acton, for the position of Trustee of the Elizabeth White Fund, term to expire 2023.

Jo-Ann Berry, Trustee of the Elizabeth White Fund, nominates Elizabeth T. Speers, of 18 Bromfield Road, of 93 Harris Street, Acton, for the position of Trustee of the Elizabeth White Fund, term to expire 2022.

Jo-Ann Berry, Trustee of the Elizabeth White Fund, nominates Catherine C. Longwell, of 9 Kennedy Lane, Acton, for the position of Trustee of the Elizabeth White Fund, term to expire 2021.

Robert Vanderhoof, Trustee of the Acton Firefighters' Relief Fund, nominates Thomas Matthews of 17 Herget Drive, Pepperell, for the position of Trustee of the Acton Firefighters' Relief Fund, term to expire 2023.

Allison Hammer, Trustee of the Charlotte Goodnow Fund, nominates Jennifer Smith, of 5 Juniper Ridge Road, Acton, for the position of Trustee of the Charlotte Goodnow Fund, term to expire 2023.

Summary

This article provides for the election of a Temporary Town Meeting Moderator (General Bylaws § A8), Trustees of the Town's various trust funds and establishes the salaries of the Town's elected officials.

Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

- C. Complete Streets and intersection design and construction projects would continue a commitment to substantially invest in creating walkable and safer streets throughout Acton.
- D. This project will provide a fully-accessible bathroom for the Francis Faulkner Meeting Room 204 in the upper level of Town Hall. This meeting room is the primary meeting location for the Board of Selectmen meetings, public hearings and several large community events. Given the increased spacing guidelines issued due to the COVID-19 virus, use of this large meeting space is anticipated to increase. Currently, the public needs to use the restrooms one or two floors below this space.
- E. This project funds traffic calming measures implemented by the Public Works Department. The Town implements multiple traffic calming measures throughout the community including signage, crosswalks, and line painting.
- F. Facility Capital Plan Study is a long term capital planning study to identify and prioritize the next 10-20 years of investments in our facilities, incorporating ADA recommendations from ADA transition plan, laying out a roadmap for transitioning away from fossil fuel heating, and aligning roof reconstruction projects with potential solar installations. This study will utilize existing studies and perform additional analysis to create a long term plan for how to invest in our facilities to support budget planning and effective utilization of resources.
- G. The Public Safety Facility Dispatch center requires new fire alarm system and upgrades to dispatching hardware, software and related equipment. A state grant will be used to supplement this funding.
- H. This water resources study was recommended by the Water Resources Advisory Group to help supplement existing studies and provide further analysis on our current and future water resource needs and concerns.

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
 Selectman assigned: Dean A. Charter: bos@actonma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u> Recommended	<u>Finance Committee</u> Recommended
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Article 6 Acton-Boxborough Regional School District Assessment
 (Majority vote)

To see if the Town will raise and appropriate, transfer and/or appropriate from available funds, the sum of \$65,584,049 to defray the necessary expenses of the Acton-Boxborough Regional School District, or take any other action relative thereto.

Summary

This Article requests funds for the Acton-Boxborough Regional School District Assessment. This assessment, voted by the Acton-Boxborough Regional District School Committee, is governed by the terms of the Acton-Boxborough Regional School District Agreement. The capital portion of the assessment covers the District’s budgets for debt service and capital outlays; the operating assessment covers personnel and all non-capital operating costs.

Direct inquiries to: Peter J. Light, Superintendent: plight@abschools.org / (978) 264-4700
 Selectman assigned: David D. Martin: bos@actonma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u> Recommended	<u>Finance Committee</u> Recommended
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Article 7 Minuteman Regional School District Assessment
(Majority vote)

To see if the Town will raise and appropriate, transfer and/or appropriate from available funds, the sum of \$1,732,983 to defray the necessary expenses of the Minuteman Regional Vocational Technical School District, or take any other action relative thereto.

Summary

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

Direct inquiries to: Dr. Edward A. Bouquillon, Superintendent
 ebouquillon@minuteman.org / (781) 861-6500
Selectman assigned: Peter J. Berry: bos@actonma.gov / (978) 929-6611

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

Article 8 Community Preservation Program –
(Majority vote) **Direct Appropriations from Fund Balances**

To see if the Town will appropriate or set aside for later appropriation, and authorize and direct the Board of Selectmen and the Town Manager to expend or set aside, from the FY 2019 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 2019 COMMUNITY PRESERVATION FUND BALANCES	
FY 2019 Community Preservation Fund Revenues	
Community Preservation Fund Surcharge Collected in FY 2019	\$ 1,033,473.82
State Community Preservation Trust Fund Receipt, October 2019	\$ 247,192.00
Other FY 2019 Community Preservation Fund Components	
Interest Earned in FY 2019 (less abatements and exemptions)	\$ 89,237.37
Unencumbered FY 2019 Fund Balance	\$ 14,245.59
Recapture of unspent previous years’ project appropriations	\$ 57,672.62
Gift from Wright Hill Association, LLC	\$ 10,000.00
Total - FY 2019 Community Preservation Fund Balance	\$1,451,821.40
FY 2019 Open Space Set-Aside	
Set-Aside Fund Balance from appropriations for the Acquisition, Creation, and Preservation of Open Space and its Rehabilitation and Restoration	\$2,339,204.52
Total FY 2019 Open Space Set-Aside Fund Balance	\$2,339,204.52
FY 2019 Historic Resources Set-Aside	
Set-Aside Fund Balance from appropriations for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources	\$ 0.00
Total FY 2019 Historic Resource Set-Aside Fund Balance	\$ 0.00

FY 2019 Community Housing Set-Aside	
Set-Aside Fund Balance from appropriations for the Acquisition, Creation, Preservation, and Support of Community Housing	\$ 0.00
Total FY 2019 Community Housing Set-Aside Fund Balance	\$ 0.00
APPROPRIATIONS FROM FY 2019 COMMUNITY PRESERVATION FUND BALANCE	
Purposes	Recommended Amounts
Set-Aside Appropriations for	
A. Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources; required set-aside for meeting 10% of spending from FY 2009 revenues	\$ 12,447.00
B. Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources; required set-aside for meeting 10% of spending from FY 2015 revenues	\$ 1,000.00
C. Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources; required set-aside for meeting 10% of spending from FY 2016 revenues	\$ 33,034.82
D. Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources; required set-aside for meeting 10% of spending from FY 2017 revenues	\$ 711.48
A-D Total of set-aside appropriations for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources	\$ 47,193.30
E. Acquisition, Creation and Preservation of Open Space, and its Rehabilitation and Restoration	\$ 280,000.00
Spending Appropriations	
F. Community Housing Program Fund	\$ 50,000.00
G. Town of Acton – Regional Housing Services	\$ 32,500.00
H. Acton Housing Authority – 348-364 Main Street Development	\$ 500,000.00
II. Town of Acton – Restoration of Historic Streetscapes	\$ 8,264.58
J. Town of Acton – Repointing & Chimney Restoration of 1889 Acton Memorial Library	\$ 70,000.00
K. Town of Acton – East Acton Village Green	\$ 49,802.00
L. Town of Acton – 53 River Street Park	\$ 120,000.00
M. Town of Acton – Gardner Field & Playground Master Plan (Phase I)	\$ 30,000.00
N. Town of Acton – NARA Sports Pavilion – Phase 2	\$ 200,000.00
Administrative Appropriation	
O. A fund for CPC direct expenses and for reimbursing the Town of Acton for administrative services and operating expenses provided in support of the Community Preservation Committee	\$ 55,000.00
Total Recommended Appropriations from FY 2019 Community Preservation Fund Balance	\$ 1,442,759.88
APPROPRIATION FROM OPEN SPACE SET-ASIDE FUND BALANCE	

P. Wright Hill Open Space Land Acquisition - Debt Service	\$ 79,200.00
Total Recommended Appropriations from the Open Space Set-Aside Fund	\$ 79,200.00
APPROPRIATION FROM COMMUNITY HOUSING SET-ASIDE FUND BALANCE	
	\$ 0.00
Total Recommended Appropriations from the Community Housing Set-Aside Fund	\$ 0.00
APPROPRIATION FROM HISTORIC RESOURCES SET-ASIDE FUND BALANCE	
I2. Town of Acton – Restoration of Historic Streetscapes	\$ 6,735.42
Total Recommended Appropriations from the Historic Resources Set-Aside Fund	\$ 6,735.42
Resulting Fund Balances	
Resulting FY 2019 Community Preservation Fund Balance	\$ 9,061.52
Resulting Balance in the Set-Aside Fund for the Acquisition, Creation, and Preservation of Open Space, and its Rehabilitation and Restoration	\$ 2,540,004.52
Resulting Balance in the Set-Aside Fund for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources	\$ 40,457.88
Resulting Balance in the Set-Aside Fund for the Acquisition, Creation, Preservation, and Support of Community Housing	\$ 0.00

* 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,

And, whereas Massachusetts General Laws Chapter 44B requires that the Town appropriate for spending, or set-aside for future spending, from the FY 2019 Community Preservation Fund Revenues at least 10% for open space, 10% for historic resources, and 10% for community housing;

And, whereas the recommended appropriations for open space, historic resources, and community housing each meet or exceed 10% of the FY 2019 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 2019 Community Preservation Fund Balance the minimum necessary amounts to allocate not less than 10% of the FY 2019 Community Preservation Fund Revenues for open space (\$128,066.58), not less than 10% of the FY 2019 Community Preservation Fund Revenues for historic resource (\$128,066.58), and not less than 10% of the FY 2019 Community Preservation Fund Revenues for community housing (\$128,066.58), or take any other action relative thereto.

Summaries

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

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

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

In September 2019, the Community Preservation Committee published its 2020 Community Preservation Plan (<https://www.acton-ma.gov/DocumentCenter/View/5917>) with guidelines for the submission of projects seeking funding. The Committee received twelve applications for funding of proposed projects and programs. The Committee reviewed the applications, interviewed proponents, and solicited legal opinions on the proposals to help evaluate their eligibility under the Act. This article represents the Committee's overall recommendation for appropriations, which includes recommended funding from the available Community Preservation Fund balances for the proposed projects and programs, debt service on a prior year bond, and administrative program support. The recommended funding levels may differ from the amounts requested by the projects' proponents; some of the proposed projects have undergone transformations from how they were proposed originally; and some proposed projects were not recommended for funding.

All recommended amounts are "up-to" spending limits. Savings, if any, will be available for future appropriations. The recommended appropriations leave a remaining Community Preservation Fund balance of \$9,061.52 that is available for future Town Meeting appropriations in all eligible funding categories under the Act.

The CPA states that Town Meeting may delete or reduce any of the recommended appropriations, but may not add new items or increase the recommended appropriations. It requires that the Community Preservation Committee recommends and that Town Meeting appropriates in each fiscal year the spending of not less than 10% of the annual revenues in the Community Preservation Fund (\$128,066.58 in FY 2019) for each of the following: open space; historic resources; and community housing. The Committee's recommendations meet the required funding levels. The Committee may also recommend eminent domain taking by the Town of interest in real property (not recommended this year), the borrowing of funds for Community Preservation (not recommended this year), and an appropriation of not more than 5% of the annual revenues of the Community Preservation Fund for the Committee's

administrative and operating expenses (\$64,033.29). Due to the competitive year for funding, the Community Preservation Committee recommended \$55,000.00, which is 4.29% of the annual revenues of the Community Preservation Fund.

A total of \$57,672.62 has been recaptured from unspent prior years' Community Preservation project appropriations and moved to the Community Preservation Fund. The recapture of prior year project appropriations can result in spending less than the statutory minimum 10% in any particular fiscal year for historic resource, open space, or community housing projects. This article makes set-aside fund appropriations as necessary to compensate for such shortfalls in prior years.

A.-D. Historic Resources Set-Asides

The recapture of prior years' unspent CPA funds appropriated in 2009, 2015, 2016 and 2017 for historic resource purposes put the Town below the 10% statutory minimum threshold in that category for the named years. To make up the shortfalls, the Committee recommends appropriations to the Historic Resources Set-Aside Fund of \$12,447.00 (make-up for 2009), \$1,000 (make-up for 2015), \$33,034.82 (make-up for 2016), and \$711.48 (make-up for 2017). With these appropriations the resulting balance in the Historic Resources Set-Aside Fund becomes \$47,193.30. Town Meeting, with the recommendation of the Community Preservation Committee, may appropriate spending from this set-aside fund for the purpose of acquisition, preservation, rehabilitation and restoration of historic resources. In this article, the Committee recommends such spending (see item I2).

E. Open Space Set-Aside

The current Open Space Set-Aside Fund balance is \$2,339,204.52. This item proposes to add \$280,000 to that fund balance. Town Meeting, with the recommendation of the Community Preservation Committee, may appropriate spending from the Open Space Set-Aside Fund for the purpose of acquisition, creation, preservation, rehabilitation or restoration of open space. In this article, the Committee recommends such spending.

F. Community Housing Program Fund

The recommended \$50,000 appropriation from the Community Preservation Fund replenishes the existing Community Housing Program Fund for "the acquisition, creation, preservation, and support of community housing in the Town of Acton." The Fund was first established with a CPA appropriation in 2004. It is used to finance affordable housing initiatives and other activities in "support of community housing" eligible for CPA funding under definition in the statute. The Fund is managed by the Acton Community Housing Corporation (ACHC) for community housing initiatives and activities recommended by the ACHC or any other community housing entity approved by the Board of Selectmen. Expenditures from this Fund must be approved by the Board of Selectmen.

This recommended appropriation funds the continuation of the ACHC's past and current programs, which for example includes the purchase or subsidy of Acton Housing Authority's low income rental units; selling price, closing cost, mortgage payment and other subsidies to first time homebuyers of affordable units; capital improvement assistance for affordable units; funding and grant support of housing studies and plans; and pre-development funding for senior rental projects.

G. Town of Acton – Regional Housing Services

The recommended appropriation of \$32,500 from the Community Preservation Fund would continue the Town's participation in a Regional Housing Services Program for the next year to assist with meeting the administrative, compliance and monitoring needs for the Town's existing affordable housing units and to further regional housing goals and efforts. Now that one of the founding ACHC members, Nancy Tavernier is retiring from the Committee, there is a greater need to transition additional tasks to the

RHSO. It is unsustainable for a volunteer committee to continue the level of services typically provided by a paid staff person. The transition impact amounts to an additional 95 hours per year.

The Regional Housing Services Office (RHSO) is currently located at 37 Knox Trail in Acton and is managed by Concord's Director of Planning and Land Management. The RHSO assists with affordable housing matters in the participating towns – Acton, Bedford, Concord, Lexington, Lincoln, Sudbury, and Weston. This innovative regional approach to managing the administration of local affordable housing programs was developed with the assistance of the Metropolitan Area Planning Council (MAPC), funded by the State's District Local Technical Assistance (DLTA) program, and launched on July 1, 2011.

During the term of the agreement, the Regional Housing Services Office will provide core housing services to Acton totaling 375 hours per year with the specifics of services negotiated by the Acton Community Housing Corporation (ACHC) and the Acton Planning office. Such services may include, for instance, checking compliance with regulatory agreements; monitoring of affordable housing units; updating and reconciliation of local housing inventory records with those maintained by the Department of Housing and Community Development; project-review assistance; maintenance of ready-buyer lists; assistance with affordable housing lotteries and resales; and conducting homeownership training.

The Regional Housing Services Office website (<http://www.rhsousing.org/>) offers a variety of information designed to help local officials, and current and prospective residents. The information on the website includes regularly updated affordable housing inventories for each town, a listing of affordable housing opportunities that are currently accepting applications, and a section on resident services with local resources and contact information. The website also has a secure access section for RHSO and Town staff for easy access to unit level data for ownership units with purchase information, contact history, and key documents (permits, regulatory agreements, deeds, and deed riders) for projects and owners. This allows each participating town online access to the confidential information the RHSO staff maintains.

CPA funds can be used for the "preservation and support of community housing." Where this funding request is for a program whose goal is to assist Acton's housing programs, ensure compliance with restrictive covenants, preserve Acton's prior investments in affordable housing, including zoning concessions under M.G.L., Ch. 40B, and further affordable housing solutions for the region, it is preserving and supporting community housing as provided in the Act.

H. Acton Housing Authority – 348-364 Main Street Development

The recommended appropriation of \$500,000 will help pay for pre-development costs for the development of 31 units of elder/disabled affordable rental housing at 348-364 Main Street. The entire development cost will be approximately \$15,000,000 and the Community Preservation funds will leverage millions in State and private financing. The Acton Housing Authority proposed building 31 units of affordable rental housing on Main Street in response to the Town of Acton's Request for Information issued in 2018. Several meetings and hearings were held to elicit input from the community on the best uses for the Town-owned land at 348-364 Main Street. Following the hearings and input, the Main Street Committee recommended the Acton Housing Authority proposal to the Board of Selectmen. The Board of Selectmen presented the proposal for approval at the 2019 Annual Town Meeting and it was supported by 91% of the vote. The wait list for affordable senior housing in Acton continues to grow. The Acton Housing Authority currently has 99 local senior households on its waiting list.

11. & 12. Town of Acton – Restoration of Historic Streetscapes

The recommended appropriation of \$15,000 will help restore the historic streetscapes of the Acton Center, South Acton, and West Acton Historic Districts through the replanting of Public Shade Trees. All work will be performed on publicly owned lands, rights of way or adjacent properties as allowed by Massachusetts General Law Chapter 87. Approximately 25 new specimen trees will be planted under this

proposal. This is a follow-up project similar to earlier ones funded with Community Preservation Funds in 2010, which resulted in more than 24 new trees. It is expected that on average 8 new trees will be planted each year with this project.

J. Town of Acton - Repointing & Chimney Restoration of 1889 Acton Memorial Library

The recommended appropriation of \$70,000 will fund necessary work to preserve and restore parts of the historic 1889 portions of the original Acton Memorial Library building. The work will include spot pointing the east, west and south sides of the building's brick and brownstone exterior, resetting granite steps, repointing brownstone steps, and rebuilding approximately five feet of the west chimney top due to spalling mortar and bricks. The Richardsonian Romanesque style building was designed by Hartwell and Richardson and gifted to the Town by William Allen Wilde in 1889. The Town will be contributing \$1,500 from the Municipal General Fund toward the project. The Memorial Library Board of Trustees voted to also contribute \$1,500 to this project.

K. Town of Acton - East Acton Village Green

The recommended appropriation of \$49,802 will fund the implementation of the East Acton Village Green at the corner of Concord Road and Great Road. The East Acton Village Planning Committee received a State grant in 2003 to hire the Cecil Group to design the green and subsequently a \$70,000 CPA grant to construct it. However, the project was tabled due to the imminent construction of the Bruce Freeman Rail Trail in Acton, which runs through the site. The trail is now completed and this project will create the green adjacent to the trail. Three dedicated community members are to become commemorated posthumously at the site for their contributions to the environment and the Town of Acton; all were members of the East Acton Village Planning Committee. This small parcel of land is situated at the heart of historic East Acton Village, which was once the hub of a vibrant community with the railroad depot, telegraph poles (standing to this day), and Ice House Pond, where Yankee entrepreneurs cut and shipped giant blocks of ice by wagon and railroad to insulated clipper ships in Boston. The project scope includes:

- Remove dead, dangerous, or unhealthy tree overgrowth
- Grind stumps, dig out invasive shrubs and bittersweet vine
- Spread loam and grass seed
- Prepare and plant pollinator garden
- Restore/plant wetlands shrubs
- Install walkway, benches, and patio for accessible picnic table
- Install historic panels and kiosk; environmental educational panel
- Install memorial plaques for Mary Michelman, Carol Holley, and Micki Williams for their contributions to the environment and the Town of Acton.

L. Town of Acton – 53 River Street Park

The recommended appropriation of \$120,000 will assist the Town in the 53 River Street Dam project with the final design and permitting. The scope of the project includes:

- Finalize dam removal engineering design
- Permitting
- Dam and building removal
- Stream restoration
- Site restoration
- Final park design
- Park construction

M. Town of Acton – Gardner Field & Playground Master Plan (Phase I)

The recommended \$30,000 appropriation assists the Acton Recreation Department and the Friends of Gardner Field with the development of a master plan and preparation of land survey for the revitalization of Gardner Field. The neighborhood group has raised funds to help with the cost of the master plan. The appropriation would help pay for the following:

- Site analysis of existing pedestrian circulation and vehicular entry
- Develop a design for the playground, parking area and determine the feasibility of a splash pad and public restroom
- Delineate phased site development including planting, fencing, and removing invasive shrubbery
- A series of collaborative meetings between the town representatives, Friends of Gardner Field representatives, town residents, and the landscape architects
- Site visits performed by the landscape contractor
- Cost estimate for each phase of the project
- Final deliverables including a written summary of findings, programming goals, and master plan concept drawings

N. Town of Acton – NARA Sports Pavilion – Phase 2

The recommended \$200,000 appropriation will assist the Acton Recreation Department with Phase 2 of the NARA Sports Pavilion. NARA Park has been home to the Joseph Lalli Miracle Field since 2012, the first fully-accessible baseball diamond in New England designed specifically for athletes with disabilities. In 2016, the Recreation Department requested CPA funding for renovation of two modular houses comprising the Sports Pavilion, and was awarded funding for approximately half the project cost. The funding now recommended will help complete the NARA Sports Pavilion facility. This phase of construction associated with the Miracle Field is the addition of an accessible family restroom in the “north” building close to the Miracle Field. Architectural plans have been completed with construction on the north building slated to begin in early spring 2020. Since receiving CPA funds in 2016, the Town has been fortunate to receive multiple donations and in-kind services from local contractors. Also, the Town contributed to the project from the general fund budget and secured a state grant. When the north building opens to the public in the summer, it will provide a specialized family restroom for Miracle Field athletes and their caretakers, along with men’s and women’s restrooms and essential storage space for recreation equipment.

O. Administrative and Operating Expenses

The recommended appropriation of \$55,000.00 is 4.3% of the FY 2019 revenues in the Community Preservation Fund (local surcharge and State trust fund receipts). The funding is to help the Town with administrative and legal expenses incurred in connection with the support of the Community Preservation Committee and Program, and to pay for any Community Preservation Committee direct expenses. The Act provides that up to 5% may be spent on administrative and operating expenses.

P. Wright Hill Open Space Land Acquisition - Debt Service

The recommended appropriation of \$79,200.00 from the Open Space Set-Aside Fund will pay for the anticipated fifth annual payment on the 15-year bond for the Wright Hill Open Space land acquisition. The 2014 Annual Town Meeting authorized the Treasurer to borrow for a repayment term of not less than 15 years and not more than 20 years up to \$990,000 for the Wright Hill Open Space land.

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Dean A. Charter: bos@actonma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u> Recommended	<u>Finance Committee</u> Recommended
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Article 9 Fund Collective Bargaining Agreement
(Majority vote)

To see if the Town will 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 Fire Department union, Acton Permanent Firefighters, Local #1904, International Association of Firefighters, AFL-CIO, as filed with the Town Clerk, or take any other action relative thereto.

Summary

This article requests funding for collective bargaining agreement cost items under the provisions of Massachusetts General Laws Chapter 150E, Section 7. When a tentative agreement is reached with a union, the Town will bring a funding request for the financial elements of the agreement to the first available Town Meeting for approval. If the funding is approved, the Town is obligated to fund the remaining years of the contract. If the funding request is rejected by Town Meeting, the parties must return to the bargaining table for further negotiations.

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Peter J. Berry: bos@actonma.gov / (978) 929-6611

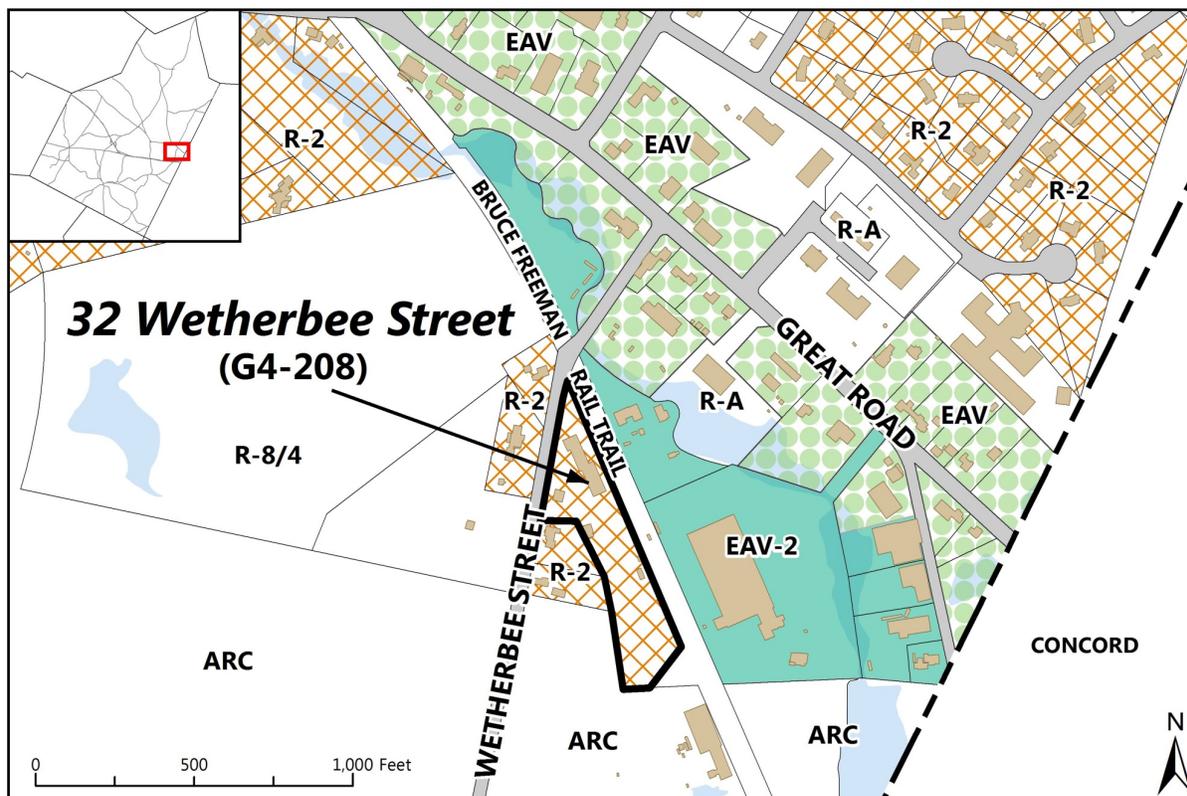
Recommendations: **Board of Selectmen** **Finance Committee**
 Deferred **Deferred**

Article 11 # Amend Zoning Map – 32 Wetherbee Street
(Two-thirds vote)

To determine whether the Town will vote to amend the Zoning Map by changing the Assessor’s Parcel G4-208 at 32 Wetherbee Street from Residence 2 to East Acton Village – 2, or take any action relative thereto.

Summary

This article proposes to change the zoning designation of the 5.4 acre parcel of land located at 32 Wetherbee Street from Residence 2 (R-2) to East Acton Village 2 (EAV-2).



Direct inquiries to: John Durkin: jdurkin@onyxcorporation.net / (978) 263-1185
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

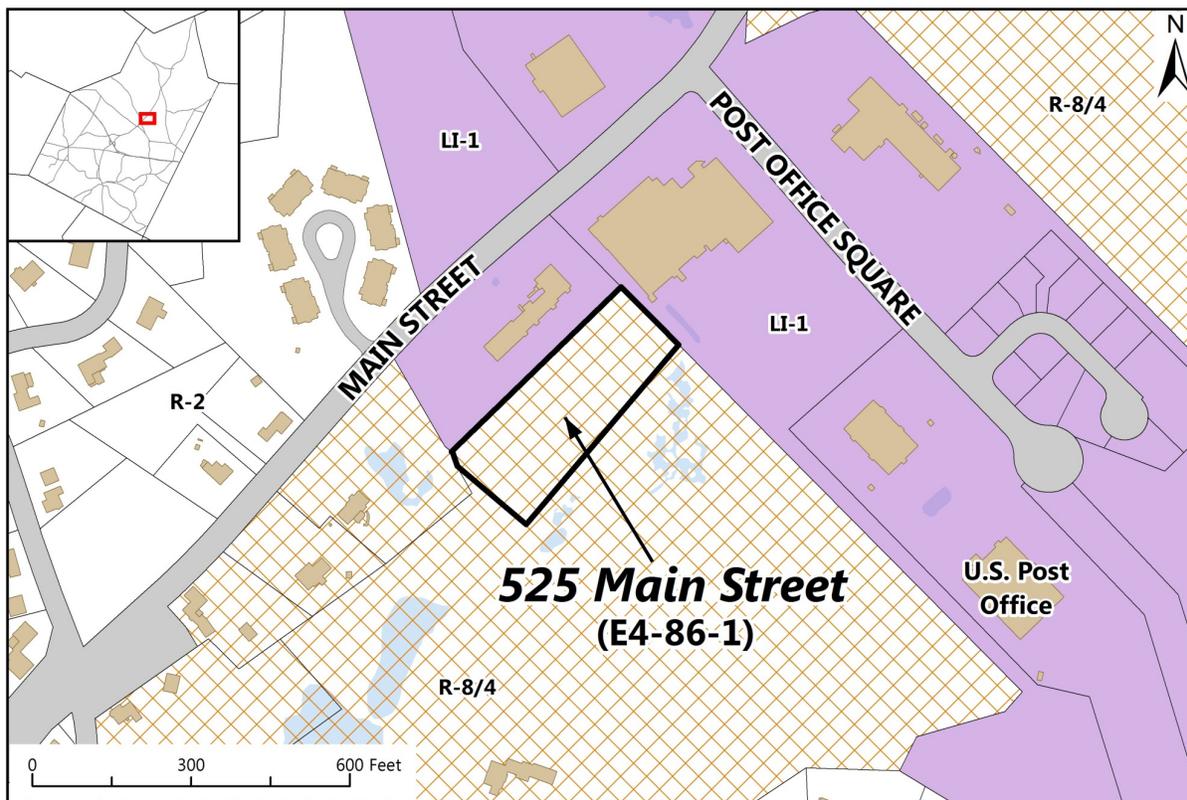
Recommendations:	<u>Board of Selectmen</u> Recommended	<u>Finance Committee</u> No Recommendation	<u>Planning Board</u> No Recommendation
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Article 12 # Amend Zoning Map – 525 Main Street
(Two-thirds vote)

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 E4-86-1 (525 Main Street) from Residence 8/4 (R-8/4) to Light Industrial 1 (LI-1), or take any other action relative thereto.

Summary by Petitioner

The property at 525 Main Street is currently comprised of 2 parcels in 2 zoning districts. The parcel in the Light Industrial 1 (LI-1) district contains a commercial building occupied by the Russian School of Mathematics and other uses. The school needs to improve site circulation to alleviate traffic issues on Main Street. Changing the Zoning designation of the second parcel is needed to provide the corrective infrastructure.



Direct inquiries to: Igor Chernin: igor@smacton.com / (978) 590-0679
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

Recommendations:	<u>Board of Selectmen</u> Recommended	<u>Finance Committee</u> Recommended	<u>Planning Board</u> Recommended
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Article 13 * Amend General Bylaws – Consumption of Alcoholic Beverages
(Majority vote)

To see if the Town will vote to amend Chapter E, General Public Regulations, of the General Bylaws of the Town as follows:

- A. Delete Section E41, Alcoholic Beverage on Town Common.
- B. In Section E45, Non-Criminal Disposition, delete the reference to Section E41
- C. Replace Section E42, Alcohol in Public, in its entirety to read as follows:

No person shall drink or possess an unsealed container of any alcoholic beverage as defined in Chapter 138, Section 1 of the Massachusetts General Laws while in or upon any public way or any way that the public has a right of access, whether in or upon a vehicle, or on foot, or while in or upon any public place or public building or playground, or while in or upon a private parking lot, or a private way to which the public has access as invitees or licensees unless they possess a valid one-day liquor license from the Board of Selectmen. A police officer may arrest without a warrant any person who commits a violation of this Bylaw in his presence and may seize the alcoholic beverages, which shall be kept by him and destroyed upon adjudication or returned to the person entitled to lawful possession.

[Note: Relevant sections of this Chapter are copied below for reference:

E41. Alcoholic Beverage on Town Common

No person shall, at any time, consume any alcoholic beverage on the Town Common.

E42. Alcohol in Public

No person shall drink or possess an unsealed container of any alcoholic beverage as defined in Chapter 138, Section 1 of the Massachusetts General Laws while in or upon any public way or any way which the public has a right of access, whether in or upon a vehicle, or on foot, or while in or upon any public place or public building or playground (except that the Board of Selectmen may, if they deem it appropriate, issue a special one-day liquor license for events at the Senior Center and NARA Park), or while in or upon a private parking lot, or a private way to which the public has access as invitees or licensees, or in or upon any private land or place without the written consent of the owner or authorized person in control thereof. A police officer may arrest without a warrant any person who commits a violation of this Bylaw in his presence and may seize the alcoholic beverages, which shall be kept by him and destroyed upon adjudication or returned to the person entitled to lawful possession.

E45. Non-Criminal Disposition

Chapter E - Sections E35, 36, 37, 38, 39, 40, 41, 42 – Miscellaneous Prohibitions Bylaw; enforcing person - regular police officer - Fine \$25.00.]

Motion

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

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Dean A. Charter: bos@acton-ma.gov / (978) 929-6611

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

Article 14 * **Budget Transfer**
(Majority vote)

To see if the Town will appropriate from available funds a sum of money to defray necessary expenses above the amount appropriated at the 2019 Annual Town Meeting, or take any other action relative thereto.

Motion

Move that the Town take no action.

Summary

This article is routinely placed on the Warrant to allow Town Meeting to transfer funds and supplement monies, if necessary, to cover expenses in the current fiscal year.

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 15 * **Rescind Borrowing Authorization**
(Majority vote)

To see if the Town will rescind the authorized, but unissued balance of the borrowing authorization set forth below, as such amount is no longer needed to complete the project for which it was initially approved, or take any other action relative thereto:

<u>Amount</u>	<u>Unissued</u>	<u>Article /</u>	<u>Purpose</u>
<u>Authorized</u>	<u>Balance</u>	<u>Town Meeting</u>	
\$990,000	\$90,960	Article 19 / April 2014	Wright Hill open space land acquisition

Motion

Move that the Town rescind the authorized, but unissued balance of the borrowing authorization set forth in the Article.

Summary

In prior years, the Town authorized borrowing up to the amount and for the purpose specified in the Article. Because the authorized but unissued debt is reported to the Massachusetts Department of Revenue on the Town's Statement of Indebtedness, the Town seeks to rescind the unissued portion of the borrowing.

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 16 * Firefighters' Relief Trust Fund
(Majority vote)

To see if the Town will vote to authorize and direct the Trustees of the Acton Firefighters' Relief Fund, created by Article 27 of the 2006 Annual Town Meeting, with the advice and consent of the Board of Selectmen and utilizing the services of Town Counsel, to petition a Massachusetts court of competent jurisdiction to reform and reorganize the Trust under the bylaws in substantially the form set forth below, or take any other action relative thereto:

**BY-LAWS
OF THE
ACTON FIREFIGHTERS' RELIEF FUND**

Purpose

The purpose of the Town of Acton Firefighters' Relief Fund (the "Fund") is to provide the financial assistance specified herein to Fund Members when they suffer injury or illness requiring hospitalization, as described more fully herein, or to provide the financial assistance described herein to a specified beneficiary or beneficiaries when a Fund Member dies.

Definitions

Call Member means a former member of the Acton Fire Department ("AFD") who left the AFD without retiring from the AFD, after having served in the AFD for at least ten (10) years.

Current Member means an active member of the AFD.

Fiscal Year means the period commencing on July 1st of each year and ending on June 30th of the following year.

Fund Member means a Current, Call or Retired Member of the AFD that pays annual dues to the Fund.

Previous Member means a former member of the AFD who left the AFD without retiring and without having served in the AFD for at least ten (10) years.

Retired Member means a former member of the AFD who retired from the AFD.

Trustees of the Fund

The Fund is, and shall continue to be, administered by three (3) trustees (the "Trustees") chosen by the Town's Annual Town Meeting, one for one year, one for two years, one for three years, and, thereafter, one annually for the term of three years. Each Trustee must be a registered voter of the Town or a Current, Call or Retired Member of the AFD.

Eligibility to Participate in the Fund

Call Members, Current Members and Retired Members are eligible to participate in the Fund. Previous Members are not eligible.

Funding and Limits

The Fund will be funded by dues paid annually by participating Fund Members, and by any donations made to the Fund by the public or from any grants or other gifts, which will be deposited to the Fund in their entirety. If at any time the Fund's available balance falls below Ten Thousand Dollars (\$10,000), the Fund will become temporarily unavailable for making benefit payments until such time as the available balance increases up to at least Fifteen Thousand Dollars (\$15,000). Any applicants who do not receive a benefit payment to which they otherwise would be entitled because the Fund's available balance is insufficient may reapply once the Fund becomes available for making benefit payments again.

Annual Dues

Anyone eligible to participate in the Fund can enroll at any time, by submitting an application in the form provided by the Fund, along with a check payable to the Fund in the amount of Thirty Dollars (\$30) for the non-refundable registration fee.

Once accepted into the Fund, the Fund Member's annual dues will thereafter be withdrawn from the Fund Member's pay check in the first pay period in July, pro-rated for any remaining period of the then-current

fiscal year. A Fund Member who retires will not be required to continue paying dues, although he or she may still benefit from the Fund. Fund Members will remain enrolled in the Fund, unless they advise the Trustees in writing that they no longer wish to participate. In order to withdraw participation, the member must submit a letter of withdrawal to Fire Administration at least sixty (60) days prior to July 1st. New members of the AFD will, upon hiring, be provided with information explaining the Relief Fund and how they can enroll in it.

Benefits Payable by the Fund

The Trustees of the Fund shall have the authority to expend the Fund and make the following awards to Fund Members in meritorious cases:

- (a) Where a Retired Member is hospitalized for at least forty-eight (48) consecutive hours, the Trustees may award a one-time benefit in the amount of Five Hundred Dollars (\$500). This benefit shall only be available to any one Retired Member once in any twelve-month period.
- (b) Where a Retired Member is admitted to a nursing home, skilled nursing facility or other long-term care or permanent care facility, the Trustees may award a one-time benefit in the amount of One Thousand Dollars (\$1,000). This benefit shall only be paid once to any one Retired Member.
- (c) Where an Active Member is hospitalized for at least forty-eight (48) consecutive hours, the Trustees may award a one-time benefit in the amount of One Thousand Dollars (\$1,000). This benefit shall be available to any one Active Member twice (two separate hospital stays) in any twelve-month period.
- (d) Where an Active Member suffers an injury or medical event in the performance of medical or firefighter response duties, and that injury or medical event requires at least forty-eight (48) consecutive hours of hospitalization, the Trustees may award a one-time benefit in the amount of One Thousand Dollars (\$1,000). This benefit shall be available to any one Active Member twice (two separate hospital stays) in any twelve-month period.
- (e) Where an Active Member dies while engaged in the duties of an Acton firefighter, the Trustees may award to that Fund Member's designated beneficiary a one-time benefit in the amount of Five Thousand Dollars (\$5,000).
- (f) Where an Active Member otherwise dies while not engaged in the duties of an Acton firefighter, the Trustees may award to that Fund Member's designated beneficiary a one-time benefit in the amount of Two Thousand Five Hundred Dollars (\$2,500).

The Trustees shall have the right to amend the amounts of benefits paid by category by amending these Bylaws.

The Trustees may require an applicant for benefits under the Fund to submit a Benefit Request Form signed by the applicant under the penalty of perjury, as well as documentation supporting the claim of a Fund Member seeking any of the benefits described in paragraphs (a) through (c) above, if in the Trustees' sole discretion they deem such information necessary.

Special Circumstances

The Trustees have limited discretion to make benefit payments in amounts other than those specified above if there are special, extenuating circumstances that are not likely to repeat, and if the Trustees agree unanimously to do so. However, in such event, the Trustees cannot release more than Five Thousand Dollars (\$5,000) to any one Fund Member or Fund Member's beneficiary without also obtaining a two-thirds (2/3) vote of the Active Fund Members.

Motion

Move in the words of the Article.

Summary

This Fund was established by Article 21 of the Annual Town Meeting held on March 11, 1935. The purpose of the Fund is to provide financial assistance to members of the Acton Fire Department when they suffer injury or illness requiring hospitalization, or to provide financial assistance to a specified beneficiary or beneficiaries when a member dies. Currently, the bylaws of the Fund pays benefits based on a percentage of a firefighter’s base monthly salary. Under the current bylaws, the Trustees of the Fund (elected by Town Meeting) do not have the authority to change any of the terms under which the Fund operates. This article would allow the Trustees to petition the court to reform the Fund to make benefits payable at a uniform amount and to adopt the revised bylaws substantially as set forth above, providing the Trustees more flexibility in making benefits payable in unexpected, extenuating circumstances.

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 17 * Commuter Lot & Station Maintenance
(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 service fees, operation, maintenance or improvement of facilities and infrastructure at the South Acton Commuter Lot, including all costs incidental and related thereto, or take any other action relative thereto.

Motion

Move that the Town raise from department receipts and appropriate \$130,207 for the purposes set forth in the Article.

Summary

This Article funds elevator maintenance, utilities, debt service and banking service fees for the operation of the commuter parking lot. Revenue in this fund is composed of fees from parking meters, resident and non-resident parking stickers and bicycle locker rentals.

Fund Balance 6/30/19	Budgeted Revenue FY20	Budgeted Expense FY20	Transfer to Transportation	Estimated Fund Balance 6/30/20
\$ 298,676	\$ 378,252	\$ 76,900	\$ 121,000	\$ 479,028

Estimated Fund Balance 6/30/20	Budgeted Revenue FY21	Budgeted Expense FY21	Transfer to Transporation	Estimated Fund Balance 6/30/21
\$ 479,028	\$ 283,689	\$ 130,207	\$ 160,000	\$ 472,510

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 18 * 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

Move that the Town raise \$136,000 from department receipts, transfer \$23,783 from retained earnings and appropriate \$159,783 to operate the septage waste disposal program.

Summary

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

Fund Balance 6/30/19	Budgeted Revenue FY20	Budgeted Expense FY20	Estimated Fund Balance 6/30/20
\$ 113,007	\$ 137,677	\$ 157,677	\$ 93,007

Budgeted Revenue FY21	Budgeted Expense FY21	Estimated Fund Balance 6/30/21
\$ 136,000	\$ 159,783	\$ 69,224

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 19 * Transfer Station and Recycling Enterprise Budget
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, and transfer 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

Move that the Town raise \$542,000 from department receipts, transfer \$239,426 from retained earnings and appropriate \$781,426 for the purpose of solid waste disposal and recycling, and further that the Town authorize the Town Manager to lease on such terms and conditions as he may determine vehicles and equipment for a period not to exceed five years, and to sell, trade or otherwise dispose of vehicles and equipment being replaced and to expend any proceeds so received.

Summary

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

Fund Balance 6/30/19	Budgeted Revenue FY20	Budgeted Expense FY20	Estimated Fund Balance 6/30/20
\$ 727,572	\$ 618,800	\$ 618,800	\$ 727,572

Budgeted Revenue FY21	Budgeted Expense FY21	Estimated Fund Balance 6/30/21
\$ 542,000	\$ 781,426	\$ 488,146

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 20 * 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

Move that the Town raise \$1,780,000 from department receipts, transfer \$387,251 from retained earnings and appropriate \$2,167,251 for the purpose of operating the sewer system.

Summary

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

Fund Balance 6/30/19	Budgeted Revenue FY20	Budgeted Expense FY20	Estimated Fund Balance 6/30/20
\$ 1,400,230	\$ 1,788,330	\$ 2,130,170	\$ 1,058,390

Budgeted Revenue FY21	Budgeted Expense FY21	Estimated Fund Balance 6/30/21
\$ 1,780,000	\$ 2,167,251	\$ 671,139

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 21 * Ambulance Enterprise Budget
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, and transfer 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

Move that the Town raise \$1,100,000 from department receipts, raise \$150,000 from general revenues, transfer \$128,723 from retained earnings and appropriate \$1,378,723 for the purpose of operating the ambulance service.

Summary

This article requests an appropriation to operate the Town’s ambulance service. The enterprise fund includes the salaries and benefits for nine Firefighter/EMT Paramedics allocated to this fund. Charges for ambulance service and any other income derived from the operation of the ambulance service will be deposited in this fund and used for expenditures of the enterprise fund or to reduce user fees. Fund status is noted below (for budget detail see Municipal Supplement).

Fund Balance 6/30/19	Budgeted Revenue FY20	Budgeted Expense FY20	Estimated Fund Balance 6/30/20
\$ 623,095	\$ 1,210,941	\$ 1,288,591	\$ 545,445

Budgeted Revenue FY21	Budgeted Expense FY21	Estimated Fund Balance 6/30/21
\$ 1,260,000	\$ 1,378,723	\$ 416,722

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 22 * Transportation Enterprise Budget
(Majority vote)

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

Motion

Move that the Town raise \$187,630 from department receipts, raise \$260,000 from general revenues, transfer \$160,000 from commuter lot parking fees fund balance and appropriate \$607,630 for the purpose of operating the transportation service.

Summary

The transportation program has been funded through Annual Town Meeting appropriations since 2009. This article will continue the Transportation Enterprise Fund from which all transportation programs will operate. The Council on Aging Van, formerly funded from a separate Council on Aging Van Enterprise Fund, is operated and funded from the Transportation Enterprise Fund. Also included in this fund are the MinuteVan transportation services; the Dial-A-Ride (general public), Rail Shuttle (commuters), the Road Runner service (seniors and people with disabilities) and a fixed route business/customer/employee service. This service has hourly runs with stops along Great Road, Kelley’s Corner, West Acton Center and South Acton Center. All of these programs run Monday through Friday and are dedicated to meet the needs of commuters, local travelers, seniors and people with disabilities. Matching funds for portions of the programs are received from the Lowell Regional Transit Authority and the Massachusetts Department of Transportation. Funds from the Commuter Parking lot fund are also dedicated to the Rail Shuttle service.

Fund Balance 6/30/19	Budgeted Revenue FY20	Budgeted Expense FY20	Estimated Fund Balance 6/30/20
\$ 21,263	\$ 642,400	\$ 642,400	\$ 21,263

Budgeted Revenue FY21	Budgeted Expense FY21	Estimated Fund Balance 6/30/21
\$ 607,630	\$ 607,630	\$ 21,263

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 23 * **Revolving Fund Budgets**
(Majority vote)

To see if the Town will vote to limit the total amount that may be expended from the revolving funds for the Historic District Commission, Building Department, Health Department, Transportation Service, Fire Department and Public Works Department as noted in the FY21 Authorized Expense column in the table below, or take any other action relative thereto.

Fund Balance 6/30/2019	FY20 Budgeted Revenue	FY20 Budgeted Expense	Est. Fund Balance 6/30/2020	FY21 Estimated Revenue	FY21 Authorized Expense
Historic District Commission					
\$ 2,105	\$ 200	\$ 200	\$ 2,105	\$ 200	\$ 200
Building Department					
190,261	257,962	257,962	190,261	288,166	288,166
Sealer of Weights and Measures					
79,518	27,085	27,085	79,518	25,326	25,326
Hazardous Materials Inspection					
38,319	55,792	55,792	38,319	65,325	65,325
Food Service Inspection					
26,508	57,383	57,383	26,508	60,609	60,609
Stormwater					
97,880	54,685	54,685	97,880	83,902	83,902
CrossTown Connect					
6,059	180,000	180,000	6,059	180,000	180,000
Fire Alarm Network					
111,929	65,115	65,115	111,929	95,115	95,115
Roadway Maintenance					
3,650	47,000	47,000	3,650	47,000	47,000
Total				\$ 845,643	\$ 845,643

Motion

Move that all revolving funds be authorized and continued in the amounts, for the purposes, and with the limits on the total amount that may be expended as set forth in the Article.

Summary

This Article limits on an annual basis the amount that may be expended from each of the respective revolving funds. All monetary figures are rounded to the nearest dollar.

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 24 * **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

Move that the Town accept the reports of the various Town Officers and Boards as set forth in the 2019 Town Report and that the Moderator call for any other reports.

Summary

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

Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 25 * **Authorize Easements**
(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to grant, abandon or acquire by purchase, gift, eminent domain or otherwise and to grant, terminate or accept deeds of easement interests for streets, trails, drainage, sewer, utility or other public purpose, on such terms and conditions and in a final location or locations as the Selectmen may determine, or take any other action relative thereto.

Motion

Moves that the Town authorize the grant, termination or acquisition of easements as set forth in the article.

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 26 * Highway Reimbursement Program (Chapter 90)
(Majority vote)

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

Motion

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

Summary

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

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 27 * Insurance Proceeds
(Majority vote)

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

Motion

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

Summary

According to Massachusetts General Laws, some reimbursements received from insurance carriers require appropriation. This article would authorize the Town Manager to expend such reimbursements.

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 28 * **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 as amended, 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

Move 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.

Summary

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

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 29 * **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

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

Summary

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

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 30 * **Performance Bonds**
(Majority vote)

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

Motion

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

Summary

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

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

Article 31 * Sale of Foreclosed Properties
(Two-thirds vote)

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

Motion

Move in the words of the Article.

Summary

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

Direct inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Selectman assigned: Joan Gardner: bos@actonma.gov / (978) 929-6611

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

And you are directed to serve this Warrant by posting attested copies thereof fourteen days at least before the time of said meeting, in not less than six public places in Town, to be designated by the Board of Selectmen.

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

Given under our hands at Acton this fifteenth day of June, 2020.

Joan Gardner, Chair
Jon Benson, Vice-Chair
Dean A. Charter, Clerk
Peter J. Berry
David D. Martin

Board of Selectmen

A true copy, Attest:


Constable of Acton

Glossary of Terms Commonly Used in Municipal Finance

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

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

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

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

Available Funds: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other onetime costs. Examples of available funds include free cash, stabilization funds and overlay surplus.

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

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

Bond: A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate.

Bond Authorization: The action of town meeting authorizing the executive branch to raise money through the sale of bonds in a specific amount and for a specific purpose. Once authorized, issuance is by the treasurer upon the signature of the selectmen.

Bond Issue: Generally, the sale of a certain number of bonds at one time by a governmental unit.

Bond Rating (Municipal): A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment. Rating agencies, such as Moody's and Standard and Poors, use rating systems, which designate a letter or a combination of letters and numerals where AAA is the highest rating and C1 is a very low rating.

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

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

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

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

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

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

Collective Bargaining: The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union. regarding wages, hours and working conditions.

Community Preservation Act (CPA): Enacted as MGL Ch. 44B in 2000, CPA permits municipalities accepting its provisions to establish a restricted fund from which monies can be appropriated only for a) the acquisition, creation and preservation of open space; b) the acquisition, preservation, rehabilitation, and restoration of historic resources; and c) the acquisition, creation and preservation of land for recreational use; d) the creation, preservation and support of community housing; and e) the rehabilitation and restoration of open space, land for recreational use and community housing that is acquired or created using monies from the fund. The local program is funded by a local surcharge up to 3 percent on real property tax bills and matching dollars from the state generated from registry of deeds fees.

Community Preservation Fund: A special revenue fund established pursuant to MGL Ch. 44B to receive all monies collected to support a community preservation program, including but not limited to, tax surcharge receipts, proceeds from borrowings, funds received from the Commonwealth, and proceeds from the sale of certain real estate.

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

Debt Service: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

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

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

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

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

Excess Levy Capacity: The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year.

Exemptions: A discharge, established by statute, from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

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

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

Fiscal Year ("FY"): A 12-month period, beginning July 1 and ending June 30, to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. The designation of the fiscal year is that of the calendar year in which it ends; for example, FY17 or FY 2017 is the fiscal year which begins July 1, 2016 and ends June 30, 2017.

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

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

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

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

Government Finance Officers Association (GFOA): This organization provides leadership to the government finance profession through education, research and the promotion and recognition of best practices.

Governmental Accounting Standards Board (GASB): The ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

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

Level-Service Budget: A budget that describes the funding required for maintaining current levels of service or activity, plus cost increases for contractual and mandated obligations. It brings previously-approved programs forward at existing levels of service.

Levy Ceiling: A levy ceiling is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2½). It states that, in any year, the real and personal property taxes imposed may not exceed 2½ percent of the total full and fair cash value of all taxable property. Property taxes levied may exceed this limit only if the community passes a capital exclusion, a debt exclusion, or a special exclusion. (See Levy Limit)

Levy Limit: A levy limit is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2½). It states that the real and personal property taxes imposed by a city or town may only grow each year by 2½ percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion. (See Levy Ceiling)

Local Aid: Revenue allocated by the Commonwealth to cities, towns, and regional school districts. Estimates of local aid are transmitted to cities, towns, and districts annually by the "Cherry Sheets." Most Cherry Sheet aid programs are considered general fund revenues and may be spent for any purpose, subject to appropriation.

M.G.L.: Massachusetts General Laws.

New Growth: The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year. It does not include value increases caused by normal market forces or by revaluations. New growth is calculated by multiplying the assessed value associated with new construction, renovations and other increases by the prior year tax rate. The additional tax revenue is then incorporated into the calculation of the next year's levy limit.

Other Post-Employment Benefits (OPEB): The set of benefits, other than pensions, that government employees earn while actively working, but do not receive until they retire. Typically included is health insurance coverage for retirees, their spouses and in some cases their beneficiaries.

Operating Budget: A plan of proposed expenditures for personnel, supplies, and other expenses for the coming fiscal year.

Overlay: (Overlay Reserve or Allowance for Abatements and Exemptions) An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that year. The overlay reserve need not be funded by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet, and cannot exceed an amount deemed reasonable by the Commissioner of Revenue.

Overlay Surplus: Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account. Within 10 days of a written request by the chief executive officer of a city or town, the assessors must provide a certification of the excess amount of overlay available to transfer. Overlay surplus may be appropriated for any lawful purpose. At the end of each fiscal year, unused overlay surplus is “closed” to surplus revenue, i.e., it becomes a part of free cash.

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

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

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

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

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

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

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

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

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

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

Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

Tax Rate Recapitulation Sheet (Recap Sheet): A document submitted by a city or town to the Department of Revenue in order to set a property tax rate. The recap sheet shows all estimated revenues and actual appropriations that affect the property tax rate.

Tax Title (or Tax Taking): A collection procedure that secures a city or town's lien on real property and protects the municipality's right to payment of overdue property taxes. Otherwise, the lien expires if five years elapse from the January 1 assessment date and the property has been transferred to another owner. If amounts remain outstanding on the property after issuing a demand for overdue property taxes and after publishing a notice of tax taking, the collector may take the property for the city or town. After properly recording the instrument of taking, the collector transfers responsibility for collecting the overdue amounts to the treasurer. After six months, the treasurer may initiate foreclosure proceedings.

Tax Title Foreclosure: The procedure initiated by a city or town treasurer in Land Court or through land of low value to obtain legal title to real property already in tax title and on which property taxes are overdue. The treasurer must wait at least six months from the date of a tax taking to initiate Land Court foreclosure proceedings (MGL Ch. 60 §65).

Triennial Certification: The Commissioner of Revenue, through the Bureau of Local Assessment, is required to review local assessed values every three years and to certify that they represent full and fair cash value (FFCV). Refer to MGL Ch. 40 §56 and Ch. 59 §2A(c).

Trust Fund: In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by town meeting. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

Turn Back: Unexpended funds of a prior fiscal year operating budget are returned to the Town, which ultimately revert to Free Cash.

Underride: A vote by a community to permanently decrease the tax levy limit. As such, it is the opposite of an override. (See Override)

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

Warrant: An authorization for an action. For example, a town meeting warrant establishes the matters that may be acted on by that town meeting. A treasury warrant authorizes the treasurer to pay specific bills. The assessors’ warrant authorizes the tax collector to collect taxes in the amount and from the persons listed, respectively.

Moderator's Rules and Parliamentary Procedure

Town Meeting is a time honored tradition that dates back almost 400 years in Massachusetts. It represents democracy in its purest form where voters actively participate in decisions about how we govern ourselves. Town Meeting is a legislative body in deliberation and as the legislative branch of town government, it functions according to a set of rules and procedures. Such rules have been in effect in some form since town meetings were first held in New England. These rules are required to ensure an orderly and dignified way of proceeding with its business. The rules in Acton are drawn from four sources: Massachusetts General Laws, our Town Bylaws, a book of parliamentary procedure called *Town Meeting Time*, and tradition and past precedent including the Moderator's judgment.

In adopting these rules, I hope to balance the two most frequent (and somewhat conflicting) complaints I hear about Town Meeting: (1) it takes too long because people speak too long and (2) there is not enough debate. Most importantly, I will strive to apply the rules consistently, and allow everyone an opportunity to address the issues before Town Meeting which I hope will produce an enjoyable experience for all who attend. If so, please let your neighbors know so we can increase the interest in and attendance at Town Meeting!

Rules of Town Meeting

1. Those wishing to provide handouts and other informational material should consult with the Town Clerk and/or the Moderator in advance of the meeting. Flyers and other informational material are allowed as long as they are issued by Town Boards or Committees and/or relate directly to the business of Town Meeting. The name of the sponsoring organization must appear on the flyer/handout. No political flyers or signs will be allowed inside the building in which Town Meeting is being held.
2. Pro and con microphones will be set up in the meeting hall or auditorium. If you wish to make a comment, approach an appropriate mike and wait to be recognized by the Moderator. Those with questions may use any microphone. We will attempt to accommodate those who cannot access a microphone by the use of a portable mike. If you wish to be recognized and cannot go to a mike, raise your hand and request a portable mike.
3. The motion is read by the Moderator and must be seconded. Simply call out "second" once the motion is read and that will put the article "in play." The motion is what is voted on, not the article that appears in the warrant. The motion should, however, strongly resemble the article. The motion will also appear on the screen for audience members while it is being read.
4. Once the motion is made and seconded, the mover speaks first followed by the appropriate town Boards (typically the Selectmen and the Finance Committee) who will state their recommendation on the motion. Presenters (movers) are generally allowed 8 minutes to present an article to Town Meeting. If a presenter has a pressing need to speak for more than 8 minutes they must discuss the reasoning for extra time with the Moderator ahead of the meeting. The Moderator holds a "pre-meeting" ahead of Town Meeting in order to review presentations and questions that presenters may have. All presenters should attend the pre-meeting. This year that meeting will be held on April 1, 2020 at 7 PM in the Faulkner Hearing Room (204) of Town Hall.
5. If someone wishes to make a rebuttal presentation, they must consult with the Moderator ahead of the meeting (at the "pre-meeting") and follow all rules set out regarding presentations. Rebuttal presenters will be allowed 5 minutes for their presentation.

6. Any registered voter may speak to an article, but all must speak politely and respectfully. Speakers must confine their remarks to the motion and may not engage in what town meeting time calls “Personalities.” Personalities means that no speaker shall make personal remarks about others or impugn or question the character or motives of others at Town Meeting. It is widely understood by moderators throughout the Commonwealth that this means no one is to be referred to by name including elected or appointed officials. The purpose of Town Meeting is to discuss policies and ideas not people.
7. Voters must be recognized by the Moderator and first give their name and address. The time limit for comments is 2 minutes. Brevity and new points are encouraged. Repetition of the same points suggests that it is time to call the question to cut off debate. Priority will be given to first time speakers, but voters can speak to an issue a second time, once first-time speakers are no longer in line.
8. Questions are allowed and encouraged, and are directed to the Moderator who shall determine the person to respond. Upon receipt of an answer a brief comment by the person who posed the question is permitted.
9. Voting on motions that require a simple majority is first done by voice. If the moderator cannot discern the result based on the voice vote, then we will use the electronic voting method. All motions requiring a two-thirds plurality will be done by electronic voting means. Electronic voting results will be declared by the Moderator as required by law and also displayed on the screen in the auditorium. Each voter will be provided with a clicker upon checking in with the Town Clerk’s staff. Tellers will be available to answer questions about electronic voting and we will do a few “dry-run” votes on fictitious motions as a way to make everyone comfortable with the electronic voting process. It is my hope that the use of electronic voting will speed up town meeting, protect the privacy of the voter, and ensure accurate vote counts in a matter of seconds.
10. The Moderator will generally accept a motion to cut off debate (“move the previous question”) once, in the Moderator’s determination, there has been enough debate that town meeting members are sufficiently informed as to the pros and cons of the motion.

The following are the more formal parliamentary procedures drawn from *Town Meeting Time*:

More Formal Parliamentary Procedure

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

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

* In Acton, we generally do not accept amendments to amendments as it too confusing.

** Controlled by Town Bylaw – 2/3 vote same night; 3/4 Vote, plus posting on ensuing nights.

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

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

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

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

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

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

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

Amend – Many types of motions can be amended or altered to bring them to an even higher state of perfection. Of course, since amendments are a little like “beauty being in the eye of the beholder,” they sometimes fail to pass. In any event, after the amendment is disposed of by a vote, the primary motion, either so amended or not, comes back to the assemblage for further discussion and vote.

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

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

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

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

Town Meeting should be enjoyable and efficient in conducting its business and as Moderator I will strive to meet those goals. I have prepared additional information regarding Town Meeting, information regarding presentations, and other helpful information which may be found on the town’s web site: www.actonma.gov.

Thank you,

Jo-Ann M. Berry
Town Moderator

Internet & Telephone References

Official Town of Acton Website	http://www.actonma.gov
Document Management System (“Docushare”)	http://doc.actonma.gov
Geographic Information System (“GIS”)	http://www.actonma.gov/gis

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

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

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

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

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

<u>Department, Board or Committee</u>	<u>E-mail address</u>	<u>Telephone</u>
Acton 2020 Implementation Committee	acton2020@actonma.gov	(978) 929-6440
Acton Community Housing Corporation	achc@actonma.gov	(978) 929-6611
Acton Leadership Group	alg@actonma.gov	(978) 929-6611
Acton Nursing Services Advisory Committee	ansac@actonma.gov	(978) 929-6650
Acton-Boxborough Cultural Council	abcc@actonma.gov	(978) 929-6611
Appeals, Zoning Board of	boa@actonma.gov	(978) 929-6631
Assessor Department	assessor@actonma.gov	(978) 929-6621
Assessors, Board of	bas@actonma.gov	(978) 929-6621
Building Department	building@actonma.gov	(978) 929-6633
Cable Advisory Committee	cac@actonma.gov	(978) 929-6611
Cemetery Department	cemetery@actonma.gov	(978) 929-6642
Citizens' Library Department, West Acton	wacl@actonma.gov	(978) 929-6654
Clerk Department, Town	clerk@actonma.gov	(978) 929-6620
Collector Department	collector@actonma.gov	(978) 929-6622
Commission on Disability	cod@actonma.gov	(978) 929-6633
Community Preservation Committee	cpc@actonma.gov	(978) 929-6631
Community Resources Coordinator	lducharme@actonma.gov	(978) 929-6651
Conservation Commission	conscom@actonma.gov	(978) 929-6634
Council on Aging Board	coa@actonma.gov	(978) 929-6652
Council on Aging Staff (Senior Center)	seniorcenter@actonma.gov	(978) 929-6652
CrossTown Connect (Transportation)	ctc@actonma.gov	(978) 844-6809
Design Review Board	drb@actonma.gov	(978) 929-6631
Economic Development Committee	edc@actonma.gov	(978) 929-6440
Engineering Department	engineering@actonma.gov	(978) 929-6630
Finance Committee	fincom@actonma.gov	(978) 929-6611
Fire Department	fire@actonma.gov	(978) 929-7722
Geographic Information Systems	gis@actonma.gov	(978) 929-6612

Green Advisory Board	gab@actonma.gov	(978) 929-7744
Health, Board of	boh@actonma.gov	(978) 929-6632
Health Department	health@actonma.gov	(978) 929-6632
Health Insurance Trustees	hit@actonma.gov	(978) 929-6611
Highway Department	highway@actonma.gov	(978) 929-7740
Historic District Commission	hdc@actonma.gov	(978) 929-6631
Historical Commission	hc@actonma.gov	(978) 929-6631
Housing Authority	office@actonhousing.net	(978) 263-5339
Human Resources Department	hr@actonma.gov	(978) 929-6613
Information Technology Department	it@actonma.gov	(978) 929-6612
Land Stewardship Committee	lsc@actonma.gov	(978) 929-6634
Land Use Department	lud@actonma.gov	(978) 929-6440
Manager's Office, Town	manager@actonma.gov	(978) 929-6611
Memorial Library Department	library@actonma.gov	(978) 929-6655
Memorial Library Trustees	mlt@actonma.gov	(978) 929-6655
Municipal Properties Department	mp@actonma.gov	(978) 929-7744
Natural Resources Department	nr@actonma.gov	(978) 929-6634
Nursing Department	nursing@actonma.gov	(978) 929-6650
Open Space Committee	osc@actonma.gov	(978) 929-6634
Parking Clerk	parkingclerk@actonma.gov	(978) 929-6611
Planning Board	pb@actonma.gov	(978) 929-6631
Planning Department	planning@actonma.gov	(978) 929-6631
Police Department	police@actonma.gov	(978) 929-7711
Recreation Commission	reccom@actonma.gov	(978) 929-6640
Recreation Department	recreation@actonma.gov	(978) 929-6640
School Committee, A-B Regional	abrsc@abschools.org	(978) 264-4700
School Committee, Minuteman		(781) 861-6500
Selectmen, Board of	bos@actonma.gov	(978) 929-6611
Senior Taxation Aid Committee	stac@actonma.gov	(978) 929-6621
Sidewalk Committee	sidewalks@actonma.gov	(978) 929-6630
South Acton Train Station Advisory	satsac@actonma.gov	(978) 929-6630
Town Manager	manager@actonma.gov	(978) 929-6611
Town Moderator	moderator@actonma.gov	(978) 929-6611
Transportation Advisory Committee	tac@actonma.gov	(978) 929-6630
Treasurer's Advisory Committee	trac@actonma.gov	(978) 929-6611
Veterans Service Officer	vso@actonma.gov	(978) 929-6614
Volunteer Coordinating Committee	vcc@actonma.gov	(978) 929-6611
Water Resources Advisory Committee	wrac@actonma.gov	(978) 929-6632
West Acton Citizens' Library	wacl@actonma.gov	(978) 929-6654

Connect with the Town of Acton



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actonmagov](https://twitter.com/actonmagov)



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actonmagov](https://instagram.com/actonmagov)

Emergency Notification Systems

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

Examples of Emergency Notifications include:

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



Blackboard Connect (Also known as Reverse 911)

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

While we receive telephone record updates from Verizon to populate our contact database, please do not assume your phone number or e-mail address is included. Just as citizens may choose to opt *out* of these notifications, citizens in these categories are particularly invited to *add* their information to the database:

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

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

We encourage residents to update their own information including adding cell phone numbers and e-mail addresses by visiting the Town's website at <http://www.actonma.gov/cty>. Here, you can register, review, and update your contact information. Residents without access to the Internet may accomplish this by calling the **Information Technology Department** at (978) 929-6612 or by visiting Town Hall.



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



[actonma.gov](http://www.actonma.gov)

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Mobile Message Boards

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

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



Acton TV Government Cable Channel

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

Comcast: Channel 99

| **Verizon FIOS:** Channel 41

Volunteer Application

VOLUNTEER COORDINATING COMMITTEE

Town Hall
472 Main Street
Acton, MA 01720

E-mail: vcc@actonma.gov
Telephone: (978) 929-6611
Fax: (978) 929-6350

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

(Please print or type)

Date _____

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

Address Number / Street

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

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

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

Do you have any time restrictions? _____

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

How long have you lived in Acton? _____ In Massachusetts? _____

Present occupation and employer (Optional: Attach résumé) _____

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

Education or special training: _____

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

Thank you. If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee. Current membership may be obtained through the Town Manager's Office at Town Hall, manager@actonma.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	Appointing Body
Applicant Called _____	Selectmen / Manager / Moderator
Schedule Date & Time _____	Interview Date _____
Recommendation _____	Appointed Date _____
	Term _____
Board, Committee or Commission _____ _____ _____ _____	Member / Alternate / Associate Member / Alternate / Associate Member / Alternate / Associate Member / Alternate / Associate
Recommendation Sent _____	Notification of Appointment Received by VCC _____ Committee Notified _____ Applicant Notified _____

No openings at this time

Online Bill Payments

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

www.actonma.gov/payonline

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

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

- Access, view and pay your tax bills or sewer operation and maintenance bills online
- Available 24 hours/7 days from anywhere you have access to the Internet
- Paying your bill online is faster and, in some instances, cheaper than writing and mailing a check
- You may choose to eliminate paper invoices to reduce clutter and help the environment (except motor vehicle excise bills, which the State requires be mailed)
- You have the option to pay immediately, schedule a payment, or sign up for Auto-Pay
- You can pay with electronic check, or Visa or Master Card credit/debit cards

Please note: This service begins with, and goes forward from, the FY 2015 fourth quarter Real Estate and/or Personal Property tax bills, Sewer Operation and Maintenance bills, and any subsequent calendar year 2015 Motor Vehicle Excise bills. Any prior billing and/or payment activity that pre-dates July 1, 2013, will not be available online, and must involve the Town of Acton Collector's Office at (978) 929-6622.

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

www.actonma.gov/payonline

Notes



Town of Acton
472 Main Street
Acton, MA 01720

BULK RATE
U.S. POSTAGE PAID
PERMIT #67
ACTON, MA 01720

POSTAL PATRON
ACTON, MA 01720

BE IN THE KNOW . . .

Sign up for Town Notifications on the Town's website.



@actonmagov