

Town of Acton



2024 Annual Town Meeting Warrant

**The Annual Town Meeting will convene at 7:00 PM on Monday, May 6 in the
Acton-Boxborough Regional High School Auditorium and
Upper Gymnasium (All-Indoor Seating)**

Check-In Opens at 6:00 PM in the High School Cafeteria

36 Charter Road

Notice of Election and Meeting

Annual Town Election
Tuesday, April 30, 2024
7:00 AM – 8:00 PM

All Precincts Vote at R.J. Grey Junior High School – 16 Charter Rd

Please contact the Town Clerk's Office with any questions by e-mail at clerk@actonma.gov or by telephone at (978) 929-6620.

Annual Town Meeting
Monday, May 6, 2024
7:00 PM
Acton-Boxborough Regional High School Auditorium
36 Charter Road

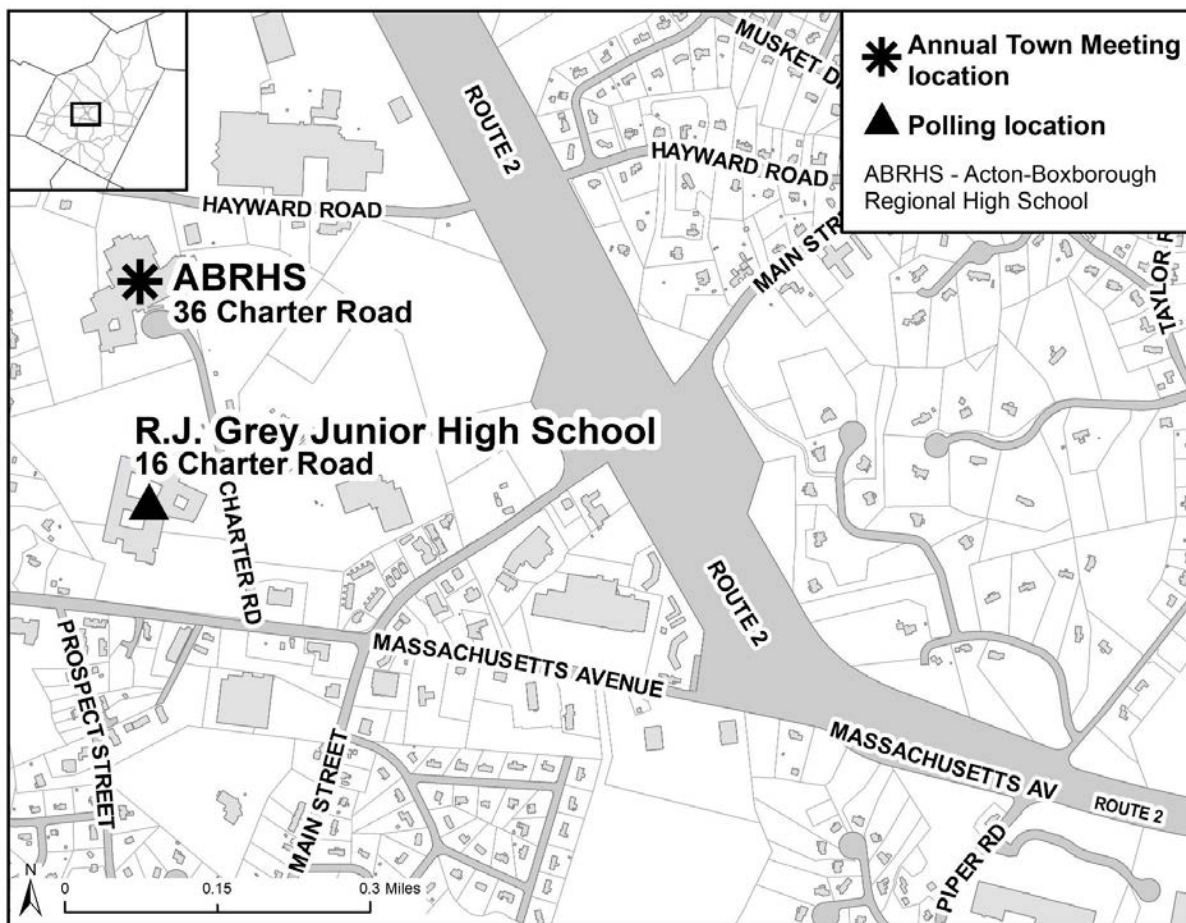


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More information about parking and shuttle arrangements will be posted to the Town web site at www.actonma.gov/townmeeting

如果您希望阿克顿镇将此文件翻译成中文，请通过电子邮件联系我们。

电子邮件邮箱：manager@actonma.gov

Entre em contato conosco por e-mail se desejar que o documento da Assembleia Geral seja traduzido para português, contacte: manager@actonma.gov

Comuníquese con nosotros por correo electrónico si desea que este documento de la Asamblea Municipal se traduzca al español: manager@actonma.gov

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* Article is on Consent Calendar

Article submitted by Citizens' Petition

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Select Board's Message

This Town Meeting Warrant is your invitation to participate in the legislative portion of Acton's Town government. Acton residents 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, May 6 at 7:00 PM in the Acton-Boxborough Regional High School Auditorium and Upper Gymnasium/Field House. Town Meeting is expected to adjourn that evening and resume on Tuesday, May 7 at 7:00 PM. Come early to get checked in by the Town Clerk's staff and to obtain additional information. Check-in will be open starting at 6:00 PM and take place in the cafeteria area.

Many of the articles in this Warrant relate to matters which are routinely addressed every year, such as the municipal operating budget, regional school districts' 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 Select Board from various proposals made by the Select Board, the School Committee, other Boards, staff and residents. The Select Board determines 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 Select Board 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's 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 residents 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 Select Board Member during Town Meeting. Please consider helping your Town by volunteering some time – we believe you will find it very rewarding.

Jim Snyder-Grant, Chair
Fran Arsenault, Vice-Chair
Dean A. Charter, Clerk
David D. Martin, Member
Alissa Nicol, Member

Select Board

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 5:30 PM to 11:00 PM for the night of Town Meeting. The dispatch service will be open for reservation until 12:00 PM on Wednesday, May 1. Rides can be booked with the CrossTown Connect dispatch at (978) 844-6809. When the van is not in use between 5:30 PM and 11:00 PM, it will be parked in the Acton-Boxborough High School parking lot where Town Meeting is being held.

Kid-Friendly Movie Night

Want to go to Acton Town Meeting but can't find a sitter?

Bring your school-aged child with you for a

KID-FRIENDLY MOVIE NIGHT

while you attend Acton town meeting!

Monday, May 6th

6:30-9:30 pm

Chorus Room

at Acton-Boxborough Regional High School

We will show an animated movie!



- * A release waiver will be required for each child and will be emailed to you when you reserve a spot
- * School-aged children (ages 4 and up) can be dropped off starting at 6:30 before heading down the hall to attend Town Meeting
- * The children will be chaperoned by adult volunteers (all CORI checked school district employees)
- * Other activities will also be available for the children in the Chorus Room
- * Food will not be served, but children are welcome to bring a water bottle with them
- * Children can wear pajamas and bring a cozy blanket

Please RSVP to Betty Ann Vitale (bavitale@hotmail.com) by **Friday, May 3rd** indicating the number of spots needed.

This event is sponsored by the Acton Boxborough Education Association

Town Moderator's Message

Dear Acton Voters,

I look forward to seeing many of you as we prepare for our annual town meeting. This opportunity to practice direct democracy face to face with our neighbors may seem old-fashioned and even a waste of time to some, but it allows us to hear and be heard without filters or barriers. Voters often know how they will vote before the meeting. They may change their minds, but even if a speaker with a different view does not persuade them, they may better understand why someone would vote differently. After the meeting, we will still be neighbors and will continue to want the best for our town.

The Meeting will begin on Monday, May 6 at 7:00 PM at the Acton-Boxborough Regional High School Auditorium with overflow space in the Field House as needed. Both locations will be connected through audio and video. The meeting will be streamed on Acton TV, though voters must be present to vote.

I will hold a Moderator's meeting for presenters on Wednesday, May 1 at 7:00 PM at the Public Safety Facility. Presenters should submit slides they plan to use at Town Meeting by Monday, April 29. Those presenting articles may also record a video that will be available online through Acton TV the week or so before town meeting — many thanks to Acton TV for supporting this important service.

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

- Article presentations will be available online a week or so before the meeting for voters to review and have the opportunity to contact presenters with questions before the meeting.
- 20 articles are on the consent agenda. Voters may hold out an article, but if you have a question that could be answered before the meeting, please contact the sponsor if possible. Once the list has been reviewed and 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. Con presented will be allowed 2 minutes for Select Board articles and up to 5 minutes for Citizens' Petitions. Voters will be allowed 2 minutes to make their point or to ask questions.
- Speakers will go to pro or con microphones. Those with questions may use any microphone.
- Voting will be done by voice, raising colored cards, or electronic clicker.

Thank you for your time and consideration as we meet on these important matters.

Sincerely,

Jo-Ann Berry
Town Moderator

Town Manager's Message

April 16, 2024

Dear Residents of Acton:

I am pleased to present details about the proposed Fiscal Year 2025 (FY25) Operating Budget adopted by the Select Board on February 26th and recommended by the Finance Committee on March 26th. The budget is reflective of the goals of the Select Board and is responsive to the needs of the community.

Over the last few years, I have provided information about the challenges of meeting service level expectations with the continuing strains on revenue. The needs in our community are growing and we are experiencing an increase in service expectations from our residents. We are focused on addressing the impacts of climate change and improving safety on our roadways. We have critical infrastructure needs such as a new Public Works facility and sidewalk construction to fund in the 10-year capital plan. Additionally, there are goals and priorities outlined in community plans, Select Board goals, and other emerging needs that require new investment.

The FY25 Proposed Budget contains several cost reductions and efficiencies. During nine budget presentations and several public discussions, there were substantial changes made to the level services budget and Capital Plan proposal that were initially published on December 18 and December 4, 2023. There are savings from a new health insurance program and an updated debt management strategy. This budget includes a reduction to staffing in the Finance, Operations, Town Manager, Nursing, and Public Works Departments, as well as in the Libraries. The Year-to-Year Expense Comparison on the following page shows an increase of 4.31% over FY2024. This does not include the impact of new proposed offsets from the Cemetery Trust and Other Post-Employment Benefits Trust.

The FY25 Proposed Budget makes use of additional revenue from a proposed operational override. If additional revenue from an override is not approved by the voters, an alternative version of the budget will be presented at Town Meeting. This alternative referred to as the “B” budget is approximately \$840,000 less than the Proposed Municipal Budget and Capital Plan (“A” budget), and includes further reductions to municipal operations, operating subsidies, and capital funding. The override is proposed because we have limited budget capacity to address normal increases in operating costs or emerging needs due to several years of significant increases in our fixed costs. Acton’s required assessment to Minuteman Technical High School increased 29% in FY23, 15.6% in FY24, and is projected to increase more than 12% in FY25. For consecutive years, our health insurance and pension costs have surged at a rate exceeding twice that of our revenue growth. We worked with employees to make changes to our health insurance coverage to avoid a 22.9% increase that was projected for FY25. Even with changes to our health insurance plan, our insurance budget is increasing 13.87% in FY25. These fixed cost increases have reduced funding available for town services. We have had to defer staffing and capital requests each year to be able to deliver budgets within the available revenues.

Leveraging External Funding

To be responsive to service expectations we find creative ways to fund programs, projects, and services. I credit our staff members for their ingenuity and aggressive pursuit of grants which helps build capacity for local investment. We completed the removal of the River Street dam with more than \$1.5M in grants to mitigate a safety hazard and restore the natural flow of Fort Brook Pond. We implemented a new online permitting system using American Rescue Plan Act funds which has helped increase revenues and has vastly improved operational efficiency. Through strategic collaborations with state and federal partners, we have successfully secured over \$17.5M in external funds such as grants and earmarks over the last five years. This funding has enabled us to address priority infrastructure projects, implement innovative

programs, and conduct essential planning studies that would not otherwise have been possible within our budget. These external funding sources along with several reorganizations and efficiency measures initiated by our departments have enabled us to operate effectively within these challenging fiscal conditions.

Overview of FY25 Budget Process and Recommendation

Department heads submitted level services budget requests to the Town Manager in October. Typically, the month of November is spent meeting with departments to help refine the budget requests to meet a target increase before the Town Manager's Recommended Budget is finalized. This year the process was slightly different. The process to develop this budget included early presentations of level services estimates in November and December. This information was shared with the Select Board, Acton Leadership Group, and Finance Committee. On December 4th, the Select Board directed that the Town Manager's Recommended FY25 Budget should be based on level services rather than a budget that meets a specific revenue target. Level services is defined as the funding required for maintaining current levels of service or activity, plus cost increases for contractual and mandated obligations. The initial level services budget that was presented is shown in the table below.

	FY24 Approved Budget	FY25 Level Services Budget	FY25 Proposed Budget	\$ Change from FY24	% Change from FY24
Municipal Operations (Article 4):	\$37,382,147	40,511,997	\$38,993,663	1,611,516	4.31%
Offsets*:		-300,000	-350,000		
Subsidies:	477,928	540,000	540,000	62,072	
Total Operations:	37,860,075	40,751,997	39,183,663	1,323,588	3.49%
Capital Borrowing (Article 6):	303,176	540,499	564,138	260,962	
Capital Free Cash (Article 5):	375,000	1,210,000	1,025,000	650,000	
Total Capital:	678,176	1,750,499	1,589,138	910,962	
Total Spending:	38,538,251	42,502,496	40,772,801	2,184,550	5.6%

**includes \$300,000 offset in FY25 for retiree health insurance from OPEB Trust, and \$50,000 offset from Cemetery Trust Funds for cemetery operations*

As shown in the table above, the total FY25 municipal spending request including recommended capital, and subsidies to enterprise funds, is \$40,772,801. This \$2,184,550 increase in spending is 5.6% over FY24. In the FY25 Capital Improvement Plan we are proposing to seek borrowing authorizations for \$6,700,000 in General Fund projects which would result in estimated debt service costs in the amount of \$564,138 using the maximum borrowing terms allowed and projecting a 5% interest rate. Additionally, we are proposing \$1,025,000 in capital projects to be funded from Free Cash.

While the fixed costs account for a large portion of the increase, there is also a proposed increase in capital investment that is needed to ensure the functionality and safety of our infrastructure. The FY25 budget maximizes the resources available in an effort to control costs. We continue to focus on making adjustments to better align resources with needs and to achieve cost savings while maintaining services. The following items are examples of how we continue to make improvements to operations and investing in capital needs without increasing the need for additional local tax investment.

Proposed Cost Reduction and Efficiency Measures in the Level Services Budget

- A new offset is proposed in this budget that would appropriate \$300k from the Other Post-Employment Benefits (OPEB) Trust to pay for a portion of the \$1.1M in retiree health insurance benefits in the FY25 operating budget.
- We completed a process with the Health Insurance Working Group to implement cost reduction strategies to reduce the cost of our health insurance program.
- The FY25 Capital Improvement Plan identified \$13.7M in debt projects and \$3.4M in free cash projects for FY25. We reduced the recommended capital projects in scope and phased some over multiple years to reduce the investment needed in fiscal year 2025.
- The cost for DPW Fueling Station Replacement will be reduced from a proposed cost sharing with Acton Boxborough Regional School District and CASE Collaborative Transportation which also use the facility.
- Several staffing requests have been deferred and we will continue to seek reorganizations or other funding strategies to bring these necessary positions into the organization. Staffing requests not included in the FY25 budget include a Fire Prevention Officer and more ambulance staffing for the Fire Department, an Administrative Lieutenant for the Police Department, an Assistant Recreation Director, a Project Manager position, and an Office Manager for the Operations Department.
- We have updated various fees to ensure we are collecting sufficient revenue to cover services provided.
- We leveraged a MassWorks planning grant to establish plans for roadway safety improvements for Great Road. MassDOT is planning to invest \$2M in improvements to Great Road over the next few years.
- We are proposing to use energy efficiency revenue from solar projects to offset the incremental cost of purchasing energy efficient equipment and other measures related to climate action goals.
- We are implementing a web-based public records request system to improve tracking and compliance with records requests and improve operational efficiency.
- We are continuing an Intermunicipal Agreement with Littleton to share an Electrical Inspector.
- We are continuing an Intermunicipal Agreement with Boxborough to share a Veterans Services.
- We are utilizing grant funding to build out customer service infrastructure and are continuing to leverage the talents of administrative staff throughout the organization to staff the Town Services Hotline. This increases our capacity and improves our customer service without adding staffing.
- We reorganized departments to establish a Health and Human Services Department and a Health and Family Services Division without increasing personnel.
- We reorganized the Finance and Human Resources Departments to improve operational oversight and support succession planning efforts.
- We are closely monitoring the potential funding opportunities in federal stimulus programs and developing “shovel ready” projects to help prepare for potential project-based funding availability.

Proposed FY25 Capital Plan

The FY2025-FY2034 Capital Improvement Plan was presented on Monday December 4, 2023, to the Select Board and Finance Committee. The comprehensive 10-Year Capital Improvement Plan (CIP) containing detailed information about recommended investments is available online (<https://www.acton-ma.gov/183/Town-Manager>). The plan included more than \$17M in necessary investments for FY25 along with financial and narrative data to help with understanding the prioritization. The investments being proposed to Annual Town Meeting were reduced based on prioritization feedback and project scheduling considerations. The remaining projects will be deferred and will have to be fit into the 10-year plan. The FY25 proposed capital investments are shown in the table below.



[View the FY2025-FY2034 Capital Improvement Plan](#)

Proposed General Fund Borrowing Projects		
	DPW Facility Improvements – Fueling Station	2,600,000
	Replacement of 2009 Aerial Ladder Truck	2,100,000
	Complete Streets – Prospect Intersection, Great Road	1,200,000
	Stormwater Infrastructure Improvements Bridges/Culverts	800,000
	Total General Fund Borrowing Projects	\$6,700,000
	Estimated Debt Service Cost	\$564,138
Proposed Free Cash Projects		
	Traffic calming and intersection improvements	200,000
	Self-Contained Breathing Apparatus Replacement	300,000
	Fleet Replacement Program – Police	180,000
	Cyclical Data Collection- Real Property	150,000
	Facility Study Priorities – Design	160,000
	Celebration Event for July 4 th	35,000
	Total Free Cash Projects	1,025,000

FY25 Budget Highlights - Investing in Community Priorities

Using policy direction from the Select Board and incorporating short- and long-term goals into our planning, we identified targeted investments in programs and initiatives that are community priorities. Please find information below about eight of these investments.

1. Infrastructure and Resiliency Initiatives to Address Impacts of Climate Change

A Hazard Mitigation Planning process is underway using a \$22k grant from FEMA. We also received a \$95k grant for Municipal Vulnerability Preparedness Plan (MVP) planning process, which includes \$45k for the planning process and \$50k for a seed project to be implemented in FY25. This project will support issues related to climate concerns, environmental justice communities, priority populations, climate vulnerability, and community resilience. In 2023, we completed an asset management plan that outlines investment necessary to maintain our stormwater assets such as bridges and culverts which is posted online at www.actonma.gov/stormwater. The recommendations identified within this plan have helped guide our proposed continued investments and improvement projects focusing on addressing our town-wide bridges and culvert inventory. Additionally, the Town completed a Town Wide Facility & Electrification Study in July of 2023 that has helped guide the development of the short- and long-term Capital Improvement plan. To view Acton's Town Wide Facility & Electrification Study, click [here](#).

2. Replacing Critical Fueling Infrastructure Needed by Town Departments and AB Regional Schools

As part of the process underway to design and replace the Department of Public Works Building, the Select Board have prioritized an initial construction project to relocate the current fuel pumps to a better situated location on the site. This is part of the capital plan requested under Article 6. The fuel pumps have reached the end of useful life and need to be replaced. It is proposed that the cost of this project will be shared with the school districts that also use the fueling station.

3. Implementing Roadway Safety Measures

The operating and capital budgets include funding to continue the Town's efforts in undertaking safety improvements to Acton roadways and intersections. Funding for designs are leveraged to seek grants and other funding opportunities to help reduce the financial impact on the Town for these much-needed improvements. We recently successfully partnered with MassDOT to make safety improvements to Great Road, such as a new signalized crossing system installed at Route 2A and

Brook Street. MassDOT is planning another \$2M of investments to Great Road using the complete streets conceptual plans that we created with MassWorks Grant funding. There are also a number of safety improvements identified with the FY25 CIP, which can be viewed [here](#). The Acton Police Department has also substantially increased its traffic enforcement to help with traffic calming and roadway safety.

4. Sustainability Initiatives

The FY25 budget funds sustainability initiatives to leverage state and federal funding to complete projects and initiatives that support our sustainability goals. To view Acton's Climate Action Plan, click [here](#). To view the progress made so far on the strategies view the Climate Acton Plan Progress Tracker -

www.actonma.gov/sustainability As part of this effort, the Sustainability Office is working with multiple departments to reduce emissions in the Town's municipal operations. Additionally, the Office is working closely with partners and volunteers to spark excitement around climate action and provide the necessary information and resources to residents. Other initiatives include: [Clean Energy Coaching Program](#); [EnergizeActon.org](#); [Neighborhood Clean Heating & Cooling Project](#); [Acton Power Choice](#); [Electrification Roadmap](#); [Acton Town Wide Facility & Electrification Study](#); [Acton Business Energy Efficiency Grant Program](#)

5. Enhancing Public Spaces to Improve Community Connection

We are advancing several projects to enhance public spaces such as:

- 53 River Street park planned for former industrial site after removal of the dam
- Gardner Field Playground renovation is ongoing
- NARA Park boardwalk replacement and other accessibility upgrades using grant funds
- A new dog park to be constructed on Main Street using grant funds from the Stanton Foundation
- Design and reuse plans are in process for the future of the 17 Woodbury Lane property that will provide space for the community

6. Improving Public Facilities

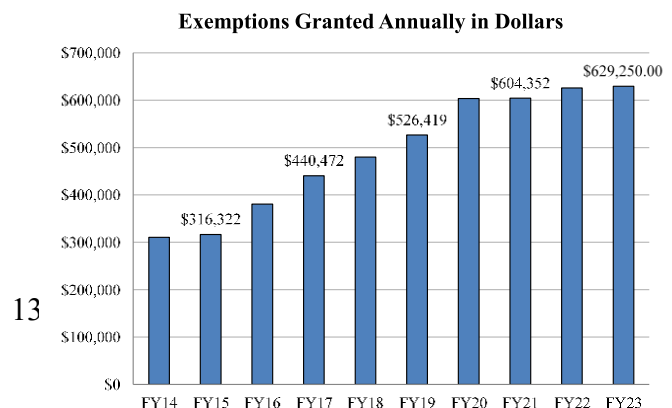
There is funding in the FY25 budget to address recommendations from the 2023 Acton Town Wide Facility and Electrification Study. This study captured the current condition of the Town's municipal building inventory to develop recommendations for capital repairs and maintenance for the next 10 years, and provided recommendations for how to electrify the existing buildings.

7. Boosting Businesses and Celebrating Acton

The FY25 budget includes funding to support the costs of implementing the fireworks event for a 4th of July celebration with bus transportation for remote parking. There is also funding to support the upcoming efforts related to planning for the 250th event. The budget also supports various economic development initiatives and events to encouraging the community to support local businesses. Implementation of the Kelley's Corner legacy tree project to find a creative way to reuse some of the trees removed from the infrastructure project is included as well.

8. Providing Tax Relief Programs for Residents

The Board of Assessors and the Assessors Office has been very successful over the past five years in granting tax exemptions for various residents, as well as educating the community on the senior tax deferral program. The FY25 budget continues this effort and provides support for these important tax relief programs. There are several tax relief options



available to residents. The chart (at right) shows a substantial increase in dollars granted for tax exemptions in the last five years. We also have a tax deferral program for seniors with income of not more than \$40,000 per year. There is a "Temporary Hardship" exemption that allows for temporary relief during difficult times. This temporary relief is granted under the discretion of the Board of Assessors which considers age, income, and other circumstances. Another opportunity for senior tax relief is through the Senior Work Program. If you are at least 60 years of age and an Acton resident, you are eligible to become a Senior Worker for the Town of Acton. For FY25, the hourly rate is \$15.00/hour for up to 110 hours per fiscal year. To apply, please visit the Human Resources Department in Town Hall, to complete a short one-page application. The program is an asset to the community and greatly appreciated by the Senior Workers who look forward to contributing back to their community. Annually, our Community Resources and Council on Aging departments also provide fuel assistance, food assistance, and other short-term financial relief to support Acton residents in need. Visit the web site www.actonma.gov/taxrelief to view a comprehensive resource for all of the property tax exemptions available to Acton residents. We intend to continue to advertise the availability of all these programs to assist those in need. If you have any question about these tax relief programs, please contact the Assessor's office 978-929-6621.

I would like to thank the Select Board for its leadership and the Town's Department and Division Heads, and staff for their professionalism and work to prepare this budget.

Respectfully Submitted,



John S. Mangiaratti
Town Manager

Finance Committee's Message

Costs have risen beyond our town's ability to pay. The same inflation that has made it harder for all of us to get by has hit the town and school district. Significant costs outside of the town's control have risen. The town and school district have been hit by sudden, unexpected health insurance costs and the school district has large mandated special education increases. Combining all of these facts, an override is needed now.

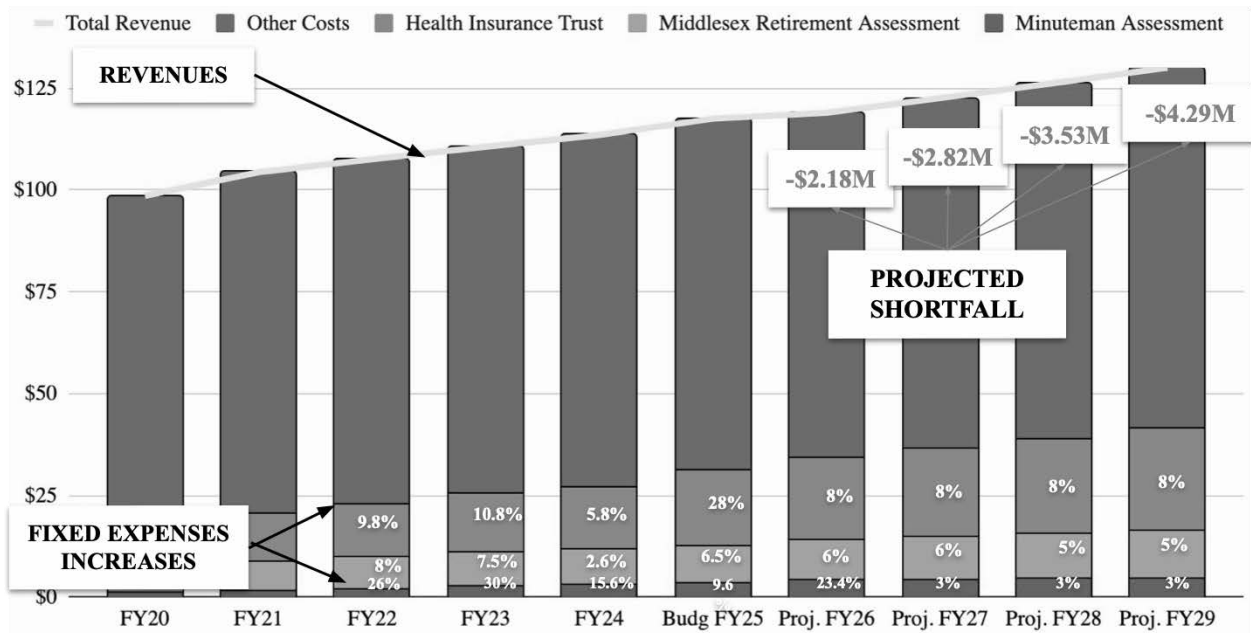
An override was on the horizon before this year's extraordinary expenses. The town can raise taxes by approximately 3% every year as limited by Proposition 2 1/2. (The increase is 3% because town growth is added to the 2 1/2% increased allowed by the law.) Regular staff compensation, maintenance, and utility increases eventually outgrow that 3% revenue increase. This happens periodically, even in a low inflation environment.

Pinching things even further, town and school district budgets were hit with unpredictable expenses. The health insurance for the town and school district jumped 22.8% in January of this year. Previous increases have averaged 5%. On the school side, state and federally mandated special education costs will jump by \$3 million in Fiscal Year 2025 (FY25). These expenses make the need for an override urgent.

The Total Expenses and Revenues Growth chart below shows the situation if the override does not pass and the town and school operate with their non-override budgets. These non-override budgets include service cuts. The size of the Projected Shortfall in Fiscal Year 2026 (FY26) is larger than can be managed in the budgeting process. There will still not be enough revenue to maintain even those lower service levels and will require an override and/or more service cuts at that point.

In addition to general expenses not keeping up with Proposition 2 1/2 revenue, the town's non-negotiable, fixed expenses (some of which are shown in the bottom three segments of each bar) have grown disproportionately over time. The top segment represents the money available to run the town and Acton's portion of the school district. That segment is 1.7% smaller in FY26 due to the indicated fixed expense increases. The light on the horizon is that these fixed expenses level out in FY27 relieving this pressure some.

Total Expenses and Revenue Growth Without and Override



To look at it another way:

1. Revenues need to grow to keep up with expense growth.
2. The rate of revenue growth is slow because of Proposition 2 1/2 limit.
3. Non-negotiable, fixed expenses have been increasing faster than revenue growth.
4. Inflation has also increased expenses.
5. Unexpected health insurance and mandated special education expenses have accelerated the problem.
6. There is not enough revenue left for the town and school district to operate services at the level we are used to.

The possible solutions are to pass an override that increases the total revenue or to cut services offered by the town and the school district in order to get by within the Proposition 2 1/2 revenue limit.

This override has been actively pushed off for the last two years. Recognizing the especially difficult financial time for tax payers during and after the pandemic, the town and school district worked hard to delay the need for an override. They cut 40 staff members, delayed filling open positions, and postponed maintenance and capital investments when possible in order to stay within the Proposition 2 1/2 revenue limit.

We have reached the day when no more reductions can be made if we want to keep the town and schools operating at the level we are proud of.

There are cuts for both the town and school district regardless of whether the override passes. The town is cutting seven positions and postponing important capital and safety upgrades. The school district is cutting the equivalent of 25 positions, increasing tuition for all day kindergarten, and increasing fees for students to take part in sports and other activities.

The town and school district have worked to ask for as little as possible while not needing to come back for another override immediately.

If an override does not pass, services will be cut. Making these cuts will do damage to our schools and will increase future costs as delayed, required capital investments and safety projects become more expensive over time. General expense growth will make an override necessary next year even if those cuts are made. This is not the case if the override and the associated budgets pass.

Overrides are actually an important part of being a town. Budgets are not expected to live within the growth limit put on by Proposition 2 1/2. Overrides force everyone to come together as a community to discuss with our elected officials whether our current values, desires, and pocketbooks match up with how our tax dollars are being spent. These difficult conversations ensure that our government is aligned with our priorities as they change over time.

The need for an override has been building since the last override was passed in 2005. It is an indication of the hard work of the town, school district, and the Acton Leadership Group process that it has taken this long to reach the need for another one. Town and district leadership have done an impressive job adding services over almost 20 years without coming to the tax payers for an override.

The suddenness of this override request means that longer term cost management conversations haven't happened yet. All budgeting entities and citizens should have those conversations to make sure our town remains as affordable as possible going forward.

The Finance Committee

Christi Andersen – Chair

Jason Cole - Vice Chair

Scott Sullivan - Clark

Christine Russell

Dave Wellinghoff

Roland Bourdon

Adam Nolde

Steve Noone

Greg Jarboe

Acton-Boxborough Regional School District

April 2024

Citizens of Acton and Boxborough,

I would like to extend a personal thank you to each of you for your continued support of our schools and children. Maintaining a top-notch school system that is a source of pride for our communities takes considerable support from our taxpayers. We sincerely appreciate all that you do for our students and families.

Our schools are at a critical crossroads for funding. Our funding has increased at about 3% per year over the last several years, while we have gone through the most significant period of inflation since the 1980s. This has left a funding gap between what it costs to run our schools, and the services we need to provide for our students.

The most significant impacts of inflation on our schools have been in the cost of employee healthcare, and providing legally required special education services for students. The Acton Health Insurance Trust had an extraordinary number of high claims this year, and the school District had to use a combination of reserves and budgetary funds to pay the Trust approximately \$3.2M beyond what was budgeted for FY24. While we have solved future challenges of health insurance by joining MIIA, the state's largest municipal health insurance trust, the impact on our budget and reserves has been significant. Special Education Transportation costs increased by 7.8% in FY23, 31.3% in FY24, and are budgeted to increase 34.1% in FY25. Similarly, Special Education Tuitions have increased by 9.3% in FY24 and are budgeted to increase 13.6% next year. The significant increases in healthcare and special education cannot be absorbed into the budget without reducing services to students.

We have reduced staff and increased our use of reserves over the last two years in order to balance the budget within the resources of the communities. This has left our reserves depleted, and placed increased pressure on our teachers to support student's increased needs. As we have needed to increase our staffing to provide required special education and multilingual services to students, we have also ***reduced forty positions over the last two years*** to stay within our budget.

FY23 Reductions	FY24 Reductions
<u>District-wide Leadership and Administration</u> <ul style="list-style-type: none">- Converting an Assistant Superintendent position to a Director of DEI (Diversity, Equity and Inclusion)- 3.0 FTE Bus Drivers- 1.0 FTE Security Staff- 1.0 FTE Operations/Grounds Staff- 0.5 FTE Capital Projects Manager <u>Elementary Teaching Positions</u> <ul style="list-style-type: none">- 14.4 FTE Classroom Assistants (equivalent of two grade levels)	<u>District-wide Leadership and Administration</u> <ul style="list-style-type: none">- 1.0 FTE Central Office Director of School Operations- 1.0 FTE Central Office Director of Special Projects- 3.0 FTE District-wide Elementary Curriculum Coordinators (Science, Literacy/Social Studies, Digital Literacy)- 1.2 FTE District-wide Department Leaders (Art, Physical Education) <u>Junior High Teaching and Support Positions</u> <ul style="list-style-type: none">- 1.0 World Language Teacher- 1.0 Campus Monitor- 0.6 Registrar

<u>Junior High Teaching and Support Positions</u> - 1.0 FTE JHS Teaching Position - 0.5 FTE JHS Clerical Staff <u>High School Teaching and Support Positions</u> - 3.2 FTE HS Teaching Positions - 1.0 FTE HS Clerical Staff	<u>High School Teaching and Support Positions</u> - 1.0 English Teacher - 1.0 Social Studies Teacher - 1.0 Science Teacher - 0.4 Physical Education Teacher - 0.4 Art Teacher - 0.4 Senior Seminar Coordinator - 1.0 Special Education Assistant - 0.4 Counseling Administrative Assistant
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The challenge facing the schools is that without increased funding, we face catastrophic reductions to staff and programs. While we recognize the challenge of asking taxpayers for additional funding, we also understand that without that funding, our schools will not provide the quality of education our community has come to expect.

FY25 Budget Overview

The FY25 Budget for the Acton-Boxborough Regional School District, as voted by the School Committee, totals **\$114,380,185, an increase of 7.68% from FY24**. This represents a NET ***decrease of 20.08 FTE staff positions***. The FY23 & FY24 District Budgets reduced 40.0 FTE bringing the two-year NET reduction in staff to 60 staff over the three year period.

The District anticipates minimal increases in revenues from state aid and other sources. Because the District is not using any reserves in the FY25 Budget to decrease assessments, the Regional Assessments to the communities increased by 10.33% to \$79,070,675 (Acton) and 14.46%, to \$15,960,274 (Boxborough).

FY21 represented the final year of the cost shift from Boxborough to Acton per the Regional Agreement, making this the fourth year since full regionalization where assessments are based solely on enrollment. It is important to note that enrollment projections for the next several years indicate a continued increase in the proportion of students residing in Boxborough, and this will be a significant consideration for the District and communities.

FY25 Budget Process

Developing the FY25 budget began in Fall 2023, and was a collaborative venture among District administrators and staff, the School Committee and its Budget Subcommittee. The process included the following key actions:

- Analysis of the progress toward previously established goals
- Mitigating the negative impacts of extraordinary health insurance costs from the Acton Health Insurance Trust
- Planning for ongoing financial commitments such as employee contract negotiations and special education tuition and transportation
- Consideration that Acton is at its tax levy limit and is seeking an operating override
- Consideration of an increased tax burden on Boxborough residents as proportionate student enrollment shifts from Acton to Boxborough

Multiple versions of our budget were presented over the last several months as we worked to balance the post-pandemic educational needs of our students with our economic realities. The discussion included feedback from the Budget Subcommittee, Capital Subcommittee, District and school administrators, local officials, and staff regarding the development of budget priorities, staffing requests, and capital improvements.

FY25 Budget Guidelines (Adopted Fall '23)

In recognition of the current budget constraints for the town of Acton, the school committee requested the district develop two budget models: one which reduced \$3M in expenses from a level-services budget, and one which reduced \$9.3M in order to stay within available revenues from the communities should an override not pass in Acton.

The following items are a summary of the strategic goals for the district as referenced in previous budget guidelines.

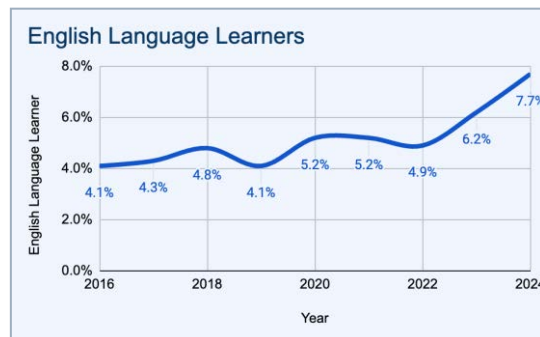
1. Ensure students have access to a robust system of supports for their:
 - a. Social emotional, mental and behavioral health needs
 - b. Academic needs
2. Continue to fund work to promote all students' sense of belonging through a strong and inclusive school climate and culture.
3. Provide resources that continue to address disproportionate outcomes for students who have been historically underserved by schools.

Alignment with the District Strategy

This year and next, the District is committed to three overarching goals that are responsive to student needs in the post-pandemic educational environment:

1. Improve social-emotional and mental and behavioral health outcomes for students by shifting our environments, practices and supports so that students can more effectively access learning and cultivate constructive relationships.
2. Increase the number of students on a pathway to proficiency in Literacy and Mathematics through implementation of a multi-tiered system of supports (MTSS), in order to expand access and opportunity for students
3. Improve students', staff, and families' sense of belonging by strengthening school culture and climate, diversifying the professional staff, and implementing culturally-responsive instructional practices and materials.

Despite budgetary challenges, we have invested in our system of support to ensure all of our elementary schools have highly trained math and literacy specialists, and literacy and STEAM coaches to help educators use data to support their instruction. We have expanded mental health support for students by partnering with an organization to guarantee that students we refer for mental health services can begin treatment within five days. Finally, over the last two years, we expanded opportunities and training for our



teachers to take on leadership to ensure our schools are culturally responsive to the students and families we serve.

New Positions

Understanding that there are limited financial resources available in the communities, the district proposed only two new positions, both of which are English Language Educator positions. The positions are needed to provide required services to multilingual students in our schools.

Cost Saving Strategies

The School Committee's Budget reduced approximately \$3M from what is needed to provide level services. This was accomplished through several primary strategies:

- Withdrawing from the Acton Health Insurance Trust and moving employee health insurance to the Massachusetts Interlocal Insurance Association (MIIA)
- Reducing 20 Staff positions including Administrative, Teaching and Support positions
- Increases in tuitions and fees for Kindergarten, Preschool, Athletics, Activities and Parking

Long-term Outlook

The School Committee recognizes that the resources of the community are limited and has committed to launching a community process to look at cost saving strategies including potential reorganization of schools and other structural cost savings opportunities. We anticipate this process beginning in the Fall of 2024.

Alternate "B Budget"

In addition to the proposed budget passing at both Town Meetings in Acton and Boxborough, funding the School Committee's Budget will require the Town of Acton to pass an operational override as a ballot initiative on April 30th. Because we do not know the outcome of this election, the school committee requested the administration develop a "B Budget" in the event an override does not pass.

The B Budget reduces \$9.3M in costs from the District Budget. This is done through a combination of strategies including:

- Withdrawing from the Acton Health Insurance Trust and moving employee health insurance to the Massachusetts Interlocal Insurance Association (MIIA)
- Reducing 86 Staff positions including Administrative, Teaching and Support positions and increasing class size at all levels beyond school committee guidelines
- Eliminates student mental health support through the Cartwheel Care program.
- Higher increases in tuitions and fees for Kindergarten, Preschool, Athletics, Activities and Parking
- Reducing important commitments to Capital and the Retiree Health Insurance Trust (OPEB)

Implementation of the District's B Budget would have extraordinary short and long-term implications for the schools. As a comparison, staff reductions proposed in both versions of the Budget are detailed in the table below:

A Budget Reductions (-20.08 FTE)	B Budget Reductions (-86.1 FTE)	
<p><u>District-wide Leadership and Administration</u></p> <ul style="list-style-type: none"> - 1.0 FTE Assistant Director of Special Education - 1.0 Curriculum Coordinator - 2.0 Digital Literacy Coach <p><u>Elementary Teaching Positions</u></p> <ul style="list-style-type: none"> - (+)1.0 ML Educator - 2.0 Building-based Tech Support - 2.85 Office Admins - 2.98 NET Reduction - Reallocation of Special Education Roles to Support Program Expansion <p><u>Junior High Teaching and Support Positions</u></p> <ul style="list-style-type: none"> - (+)0.6 ML Educator - 1.0 Custodian - 1.0 ABA Tutor - 1.5 Special Education Assistant - 1.0 PE Teacher - 1.0 English teacher - 0.4 Spanish Teacher - 0.5 ASC Assistant <p><u>High School Teaching and Support Positions</u></p> <ul style="list-style-type: none"> - (+)0.4 Reading Teacher - 2.0 Custodians - 1.0 Academic Support Assistant - 1.0 English Teacher - 1.0 Counselor 	<p><u>District-wide Leadership and Administration</u></p> <ul style="list-style-type: none"> - 1.0 FTE Assistant Director of Special Education - 2.0 Digital Literacy Coach - 0.6 SEL & Mental Health Coordinator <p><u>Elementary Teaching Positions</u></p> <ul style="list-style-type: none"> - (+)1.0 ML Educator - 2.0 Building-based Tech Support - 2.85 Office Admins - 2.98 NET Reduction - Reallocation of Special Education Roles to Support Program Expansion - 4.0 Library/ Media Specialists - 17.0 Elementary Classroom Teachers (4 Kindergarten) - -2.85 Reading Assistants - -6.0 Math Specialists <p><u>Junior High Teaching and Support Positions</u></p> <ul style="list-style-type: none"> - (+)0.6 ML Educator - 1.0 Custodian - 1.0 ABA Tutor - 1.0 PE Teacher - 1.0 English teacher - 0.5 ASC Assistant - 2.44 Special Education Assistant - 1.0 Spanish Teacher - 0.6 Library/Media Specialist - 1.0 Assistant Principal - 1.0 Counselor 	<p><u>Junior High Teaching and Support Positions (cont.)</u></p> <ul style="list-style-type: none"> - 1.0 Math Teacher - 1.0 Science Teacher - 1.0 Social Studies Teacher - 1.0 Special Educator - 1.0 Math Specialist <p><u>High School Teaching and Support Positions</u></p> <ul style="list-style-type: none"> - (+)0.4 Reading Teacher - 2.0 Custodians - 1.0 Academic Support Assistant - 2.0 Counselors - 4.0 English Teachers - 3.0 Social Studies Teachers - 2.0 Math Teachers - 2.2 World Language Teachers (incl Latin/ Chinese) - 1.0 Senior Seminar Teacher - 0.25 Visual Arts Teacher - 6.0 Campus Monitors - 1.0 Student Programs Coordinator - 0.475 Data Assistant - 0.475 Digital Literacy Assistant - 0.475 Language Lab Assistant - 1.0 Special Education Assistant - 0.475 STAR Program Tutor - 1.0 TV Studio Manager

Summary

The FY25 budget has been extremely challenging to develop as we balance the educational needs of our students with the resources of the two communities. It cannot be overstated that over the last two fiscal years, the District needed to reduce a significant number of positions in order to provide the communities with a sustainable budget. While the District has taken steps to provide a fiscally sustainable budget, continued reductions within the proposed budget are challenging, and reductions in the event of a B Budget becoming necessary will have serious consequences for the quality of education we provide for our students. I want to express my sincere appreciation for your consideration of the District's FY25 Budget.

Respectfully,

Peter Light,
Superintendent of Schools

Town of Acton Multi-Year Financial Model

Prepared by the Select Board, School Committee and Finance Committee

Town Meeting Recommendation for FY25 as of March 25

Estimates for FY26 and beyond are for planning purposes only, and are subject to change.

		FY2023 Recap	FY2024 Budget	FY2025 Plan	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast
Revenues								
Tax Levy	Prior Year Levy Limit	\$ 93,507,823	\$ 96,867,539	\$ 100,477,262	\$ 110,499,899	\$ 114,173,101	\$ 117,938,134	\$ 121,797,292
	Prop 2 1/2 Increase	\$ 2,337,696	\$ 2,421,688	\$ 2,511,932	\$ 2,762,497	\$ 2,854,328	\$ 2,948,453	\$ 3,044,932
	New Growth	\$ 1,042,924	\$ 1,188,035	\$ 910,705	\$ 910,705	\$ 910,705	\$ 910,705	\$ 910,705
	Current Year Levy Limit (+6.6 override in FY25)	\$ 96,888,443	\$ 100,477,262	\$ 110,499,899	\$ 114,173,101	\$ 117,938,134	\$ 121,797,292	\$ 125,752,929
Excluded Debt (Town)	Parker Damon (voted 12/8/1998)	\$ 1,339,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	PSF (voted 11/5/2002)	\$ 346,300	\$ 177,650	\$ -	\$ -	\$ -	\$ -	\$ -
	NAFS (voted 12/17/2019)	\$ 458,975	\$ 458,225	\$ 456,975	\$ 455,225	\$ 457,975	\$ 454,975	\$ 456,475
	SBAB Reimbursement	\$ (922,672)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Town Excluded Debt	\$ 1,221,603	\$ 635,875	\$ 456,975	\$ 455,225	\$ 457,975	\$ 454,975	\$ 456,475
Excluded Debt (Schools)	Jr/Sr High School (2005)	\$ 1,567,918	\$ 1,496,769	\$ 1,433,199	\$ -	\$ -	\$ -	\$ -
	Boardwalk School (12/17/2019)	\$ 2,894,800	\$ 2,879,571	\$ 2,861,309	\$ 2,878,882	\$ 2,880,136	\$ 2,878,047	\$ 2,880,971
	Boardwalk BAN (7/24/2023)			\$ 165,671				
	ABRSD Projects Excluded Debt	\$ 4,462,718	\$ 4,376,340	\$ 4,460,179	\$ 2,878,882	\$ 2,880,136	\$ 2,878,047	\$ 2,880,971
	Minuteman Projects Excluded Debt	\$ 523,884	\$ 591,181	\$ 659,823	\$ 671,959	\$ 671,959	\$ 671,959	\$ 671,959
	Total Schools Excluded Debt	\$ 4,986,602	\$ 4,967,521	\$ 5,120,002	\$ 3,550,842	\$ 3,552,095	\$ 3,550,006	\$ 3,552,931
	Total Excluded Debt:	\$ 6,208,205	\$ 5,603,396	\$ 5,576,977	\$ 4,006,067	\$ 4,010,070	\$ 4,004,981	\$ 4,009,406
	(Untaxed Levy Capacity)	\$ (136,337)	\$ (5,578)	\$ (1,200,000)	\$ (800,000)	\$ (800,000)	\$ (800,000)	\$ (800,000)
	(Overlay)	\$ (680,581)	\$ (849,446)	\$ (800,000)	\$ (800,000)	\$ (800,000)	\$ (800,000)	\$ (800,000)
	Net Levy:	\$ 102,279,730	\$ 105,225,634	\$ 114,076,876	\$ 116,579,168	\$ 120,348,204	\$ 124,202,273	\$ 128,162,335
	% Change:		2.88%	8.41%	2.19%	3.23%	3.20%	3.19%
	Net State Aid	\$ 1,487,464	\$ 1,553,179	\$ 1,553,179	\$ 1,553,179	\$ 1,553,179	\$ 1,553,179	\$ 1,553,179
	Local Receipts	\$ 5,533,410	\$ 5,663,994	\$ 5,750,000	\$ 5,750,000	\$ 5,750,000	\$ 5,750,000	\$ 5,750,000
	Use of Free Cash	\$ 1,250,000	\$ 1,050,000	\$ 2,065,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000	\$ 1,000,000
	Total Revenues:	\$ 110,550,604	\$ 113,492,807	\$ 123,445,055	\$ 124,882,347	\$ 128,651,383	\$ 132,505,452	\$ 136,465,514
	% change in Total Revenues:		2.66%	8.77%	1.16%	3.02%	3.00%	2.99%
Expenditures								
	Operating Budget	\$ 35,578,269	\$ 36,746,272	\$ 38,536,688	\$ 39,981,814	\$ 41,481,132	\$ 43,036,674	\$ 44,650,550
	Debt Exclusion: Town	\$ 1,221,603	\$ 635,875	\$ 456,975	\$ 455,225	\$ 457,975	\$ 454,975	\$ 456,475
	Total Municipal Operations (Article 4)	\$ 36,799,872	\$ 37,382,147	\$ 38,993,663	\$ 40,437,039	\$ 41,939,107	\$ 43,491,649	\$ 45,107,025
	Offsets for Operations in Article 4			\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)	\$ (350,000)
	Enterprise Subsidies	\$ 550,000	\$ 477,928	\$ 540,000	\$ 557,550	\$ 575,670	\$ 594,380	\$ 613,697
	New Capital	\$ 670,154	\$ 678,176	\$ 1,589,138	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000	\$ 1,250,000
	Total Town:	\$ 38,020,026	\$ 38,538,251	\$ 40,772,801	\$ 41,894,589	\$ 43,414,777	\$ 44,986,029	\$ 46,620,722
	% Change (Operations +Offsets w/out Excluded Debt)		3.28%	3.92%	3.78%	3.78%	3.78%	3.78%
	% Change (Total Spending)		1.36%	5.80%	2.75%	3.63%	3.62%	3.63%
School Assessments	ABRSD							
	Operating	\$ 65,226,537	\$ 67,293,418	\$ 74,610,496	\$ 77,449,016	\$ 80,460,059	\$ 83,587,406	\$ 86,826,935
	Debt Exclusion: ABRSD	\$ 4,462,718	\$ 4,376,340	\$ 4,460,179	\$ 2,878,882	\$ 2,880,136	\$ 2,878,047	\$ 2,880,971
	Total ABRSD Assessment (Article 7)	\$ 69,689,255	\$ 71,669,758	\$ 79,070,675	\$ 80,327,899	\$ 83,340,195	\$ 86,465,452	\$ 89,707,907
	% Change (Assessment w/out Excluded Debt)			10.87%	3.80%	3.89%	3.89%	3.88%
	% Change (Total Assessment):	3.18%	2.84%	10.33%	1.59%	3.75%	3.75%	3.75%
	Minuteman							
	Operating	\$ 2,317,439	\$ 2,693,618	\$ 2,941,080	\$ 3,771,622	\$ 3,898,271	\$ 4,028,719	\$ 4,163,081
	Debt exclusion: Minuteman	\$ 523,884	\$ 591,180	\$ 659,823	\$ 671,959	\$ 671,959	\$ 671,959	\$ 671,959
	Total Minuteman Assessment (Article 8)	\$ 2,841,323	\$ 3,284,798	\$ 3,600,903	\$ 4,443,582	\$ 4,570,231	\$ 4,700,679	\$ 4,835,040
	% Change (Spending w/out Excluded Debt)			9.19%	28.24%	3.36%	3.35%	3.34%
	% Change (Total Assessment):	29.75%	15.61%	9.62%	23.40%	2.85%	2.85%	2.86%
	Total Spending:	\$ 110,550,604	\$ 113,492,807	\$ 123,444,379	\$ 126,666,069	\$ 131,325,203	\$ 136,152,160	\$ 141,163,668
	% change in Total Spending:		2.66%	8.77%	2.61%	3.68%	3.68%	3.68%
	Net Position:	\$ (0)	\$ 0	\$ 676	\$ (1,783,723)	\$ (2,673,820)	\$ (3,646,708)	\$ (4,698,155)
		FY2023 Recap	FY2024 Budget	FY2025 Plan	FY2026 Forecast	FY2027 Forecast	FY2028 Forecast	FY2029 Forecast

Acton Nursing Services – Over 100 Years of Service



Acton Nursing Services (ANS) is located at 30 Sudbury Road Rear, Acton in the Human Services and Senior Center facility and offers comprehensive Home Health Care, podiatry and blood pressure clinics, balance classes, and health and wellness information. Durable medical equipment loans are also available. Over the decades, ANS has helped thousands of residents of all ages maintain and/or restore their health with a range of services. From flu shots, COVID vaccinations, and skilled home care services, ANS is a resource that many in Acton have used.

How do ANS patients rate the performance of ANS? ★★★★★

100% of patients who responded gave ANS the highest ratings for overall care, providing care in a professional way, and would recommend ANS to friends and family.

ANS earned higher levels of Patient Satisfaction on all measures in Medicare patient surveys than the Massachusetts and National averages for the most recent period.

PATIENT SATISFACTION SURVEY CENTERS FOR MEDICARE AND MEDICAID SERVICES For the Period July 1, 2022 – June 30, 2023

Patient Satisfaction Measure	ANS	Massachusetts Average	National Average
How do patients rate the overall care from the home health agency?	100%	85%	82%
How often the home health team gave care in a professional way?	100%	88%	88%
Would patients recommend the home health agency to friends and family?	100%	78%	76%
How well did the home health team communicate with patients?	96%	86%	85%
Did the home health team discuss medicines, pain, and home safety with patient?	96%	82%	82%

Source: Medicare.gov website - Home Care Compare, July 1, 2022 – June 30, 2023

The Town of Acton appreciates the services of the committed staff and leadership of the Acton Nursing Services team. For over 100 years, someone has always been there to help Acton residents stay healthy.

We hope you never need home care, but, if you or a family member, neighbor or friend needs help call ANS at **978-929-6650** or visit us at www.actonnursingservices.com

Consent Calendar

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

Town Meeting will begin with Article 1. The Consent Agenda will be addressed beginning with Article 2. 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 aloud the article numbers and titles. 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 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

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 at <http://www.actonma.gov/volunteer>. There is no better way to give back to your community than volunteering.

Annual Town Meeting Warrant



*Town of Acton
Commonwealth of Massachusetts, ss.*

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

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

All Precincts – R. J. Grey Junior High School – 16 Charter Road

On **Tuesday, April 30 between 7:00 AM and 8:00 PM**, by posting a copy of this Warrant by you attested, at each of the places as directed by vote of the Town, fourteen days at least before the thirtieth day of April 2024,

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

One Moderator for a one-year term,
One Select Board member for a three-year term,
Two School Committee members for three-year terms,
One Trustee of the Memorial Library for a three-year term,

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

One Commissioner for a three-year term and
One Moderator for a three-year term.

You are also to notify legal voters aforesaid to meet at the Acton-Boxborough Regional High School Auditorium in said Acton on **Monday, May 6, 2024 at 7:00 PM**, then and there to act on the following articles:

Articles

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.

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 per Town Meeting session
Select Board, Chair	\$ 750 per year
Select Board, Member	\$ 650 per year

, or take any other action relative thereto.

Summary

This article establishes the salaries of the Town's elected officials and provides for the election of a Temporary Town Meeting Moderator (General Bylaws § A8) and Trustees of the Elizabeth White Trust Fund, the Acton Firefighters' Relief Fund, the Charlotte Goodnow Trust Fund and the West Acton Citizens' Library.

Select Board Member: Jim Snyder-Grant: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Deferred

Article 2 * **Receive 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 2023 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.

Direct Inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611

Select Board Member: Jim Snyder-Grant: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Deferred

Article 3 **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 2023 Annual Town Meeting, or take any other action relative thereto.

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

Select Board Member: Jim Snyder-Grant: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Deferred	Deferred

Article 4 Town Operating Budget
(Majority vote)

To see if the Town will raise and appropriate, transfer and/or appropriate from available funds, the sum of \$38,993,663 to defray the necessary expenses of the departments, offices and boards of the Town, exclusive of the Regional Schools' budgets, or take any other action relative thereto.

Summary

This Article requests funds for the municipal operating budget. The standard motion for the municipal budget appropriation may include the transfer of funds from other sources such as Other Post Employment Benefits Trust, Cemetery Trust Funds and Wetland Filing Fees. The Select Board may propose an alternative budget motion at Town Meeting.

Direct Inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611

Select Board Member: David D. Martin: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	<u>Recommended</u>	<u>Recommended</u>

Article 5 Town Capital - Public Works, Public Safety and Public Celebrations
(Majority vote)

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

A.	Traffic calming and intersection improvements (and sidewalks) (DPW-15)	\$ 200,000
B.	Self-Contained Breathing Apparatus Replacement – Fire Department (FD-3)	\$ 300,000
C.	Fleet Replacement Program – Police	\$ 180,000
D.	Facility Study Priorities (FAC-New)	\$ 160,000
E.	Cyclical Data Collection- Real Property (FIN-1)	\$ 150,000
F.	Celebration Event for July 4 th	\$ 35,000
Total		\$ 1,025,000

Summaries

A. Traffic calming and intersection improvements (and sidewalks) (DPW-15)

Funding in the amount of \$200,000 to continue our commitment to substantially invest in creating a safer street network for walking and biking through Acton. We will use this money to design and implement sidewalks, bicycle accommodations and traffic calming measures that will provide a connected, integrated network that is safe for all modes of transport such as pedestrians, bicyclists and vehicular travel.

B. Self-Contained Breathing Apparatus Replacement – Fire Department (FD-3)

Funding in the amount of \$300,000 towards the purchase of replacements of Self-Contained Breathing Apparatus (SCBA) for the Fire Department. This equipment is vital to ensuring the safety of our Firefighters and solidifies our continued commitment to providing our first responders with the proper equipment to continue protecting the Town safely.

C. Fleet Replacement Program – Police

Funding in the amount of \$180,000 for the purchase of three new hybrid police vehicles. This project furthers the Town’s goal of transitioning the fleet from fossil fuels to more sustainable options.

D. Facility Study Priorities (FAC-New)

Funding in the amount of \$160,000 to fund a facility study that will provide a list of priorities for improvements/repairs across Town-owned properties. This study will incorporate improvements identified within the Acton Town Wide Facility & Electrification Study (found here- - <https://www.acton-ma.gov/DocumentCenter/View/9068/2023-The-Acton-Town-Wide-Facility-and-Electrification-Study?bidId>). This study is an important piece associated with the management and operational planning for the 28 Town Facilities, covering 268,622 s.f.

E. Cyclical Data Collection- Real Property (FIN-1)

Funding in the amount of \$150,000 for a data collection project. The Department of Revenue requires that every property in town be inspected at least once every ten years. The last cyclical data collection project was completed in 2015 to meet the 2016 deadline. The Assessor’s Office is requesting this funding to hire a vendor to work with our department to inspect parcels that have not been visited within the DOR’s ten-year window. Acton’s next deadline is 2026. Beginning in FY25 will be necessary, because cyclical data collection projects require a significant amount of staff hours and administrative work.

Of Acton’s 9,271 parcels, many have had a recent, qualified inspection through building permit, sales, abatement applications, and property owner requests. The remaining number of properties to be inspected is 4,461. With an estimated average cost per parcel of \$33.57 (estimate based on industry standard residential and commercial inspection costs, weighted by the number of each property type the town needs to complete) a total project cost can be estimated at \$150,000. The Department of Revenue requires that these inspections be up to date in order for the town to certify assessed values, which is a crucial step in setting the tax rate. Our representative at the DOR has recommended that we begin as soon as possible, and transition to routine annual data collection moving forward.

F. Celebration Event for July 4th

Funding in the amount of \$35,000 to fund a portion of the costs of implementing the 4th of July Independence Day celebration. The total cost of the event when considering staffing time and logistics is approximately \$50,000. We intend to use other funding sources including potential public private partnerships to cover the full cost of the event.

Direct Inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611

Select Board Member: David D. Martin: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	<u>Recommended</u>	<u>Recommended</u>

Article 6 Town Capital, Infrastructure, Design and Construction
(Two-thirds vote)

To see if the Town will raise and appropriate, appropriate from available funds and/or borrow a sum of money to be expended by the Town Manager for the purchase, replacement, study, design, improvement of facilities or infrastructure as listed below, including all costs incidental and related thereto; and further, to see if the Town will authorize the Select Board to enter into a contract with the Concord Area Special Education Collaborative (“CASE”) for the use of the Fueling Station for a term of more than three years, and on other terms and conditions as the Select Board deem to be in the best interest of the Town; or take any other action relative thereto.

A.	DPW Facility Improvements – Fueling Station Replacement (DPW-12)	\$ 2,600,000
B.	Replacement of 2009 Aerial Ladder Truck (FD-5)	\$ 2,100,000
C.	Complete Streets – Prospect Intersection, Great Road, sidewalks (DPW-15)	\$ 1,200,000
D.	Stormwater Infrastructure Improvements Bridges/Culverts (DPW-23)	\$ 800,000
Total		\$ 6,700,000

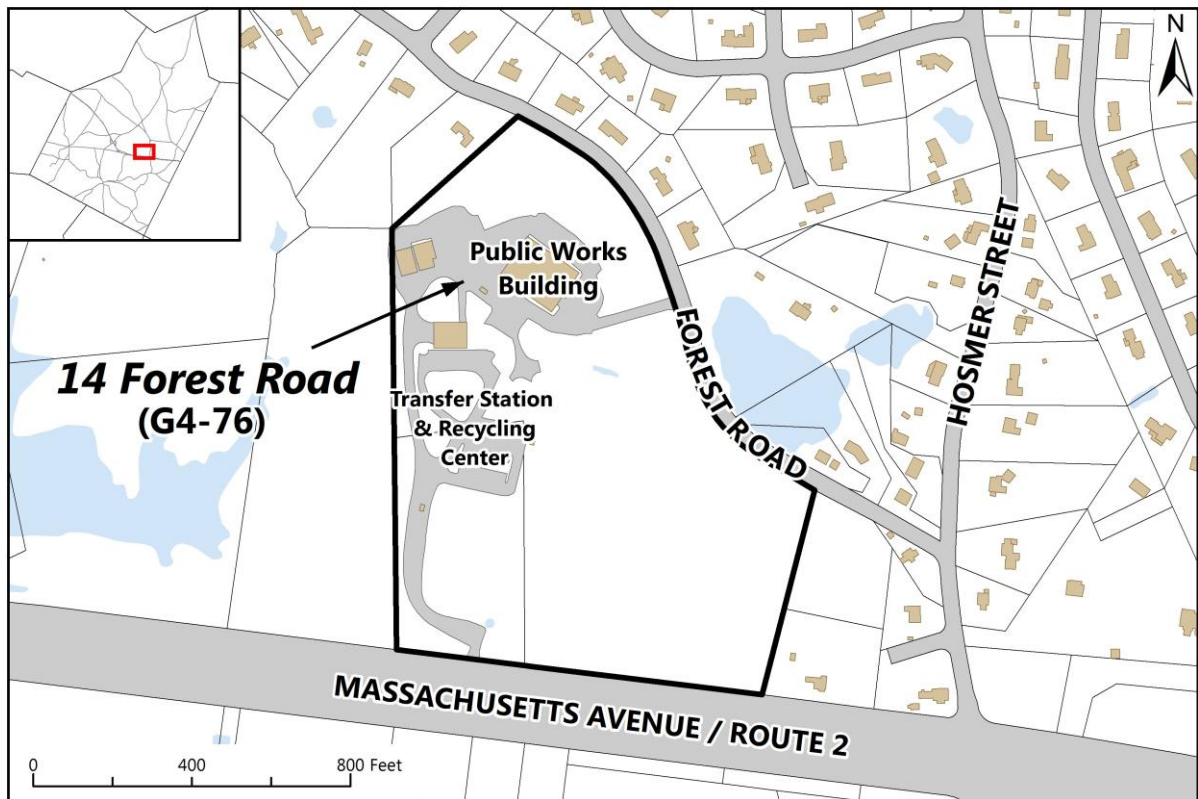
Summaries

A. DPW Fuel Station Replacement (DPW-12)

This funding request in the amount of \$2,600,000 is for the Fuel Depot Relocation at the Public Works Facility on Forrest Road. Funding for the Phase I Design Services of a new facility was approved in the FY24 Capital Budget and is progressing. The DPW Facility Committee identified this project as the highest priority in the overall phased approach to the facility project to address the present fuel depot and tanks, which sit in the middle of the current site (shown below). This depot provides fuel for all Town and School District vehicles, and comprises multiple underground storage tanks that are close to the end of their expected life span. Although the Town is progressing towards a full transition to an electric fleet, a need will remain for a fuel depot over at least the next twenty years. Additionally, the replacement tanks will require relocation onsite to accommodate the anticipated location for the new DPW facility.

This project will achieve a number of goals, including a Select Board short term goal identified in July, 2022. Previously, the Board approved the use of \$250,000 from the American Rescue Plan Act funds for the design and permitting of the new DPW Facility and Fuel Depot. This allocation request was previously recommended by the Finance Committee. Work on this portion of the phased project will need to move ahead quickly to ensure the replacement/relocation occurs prior to failure of the current tanks.

It is anticipated that the Acton Boxborough School District and the CASE Collaborative will share a portion of the cost of this project.

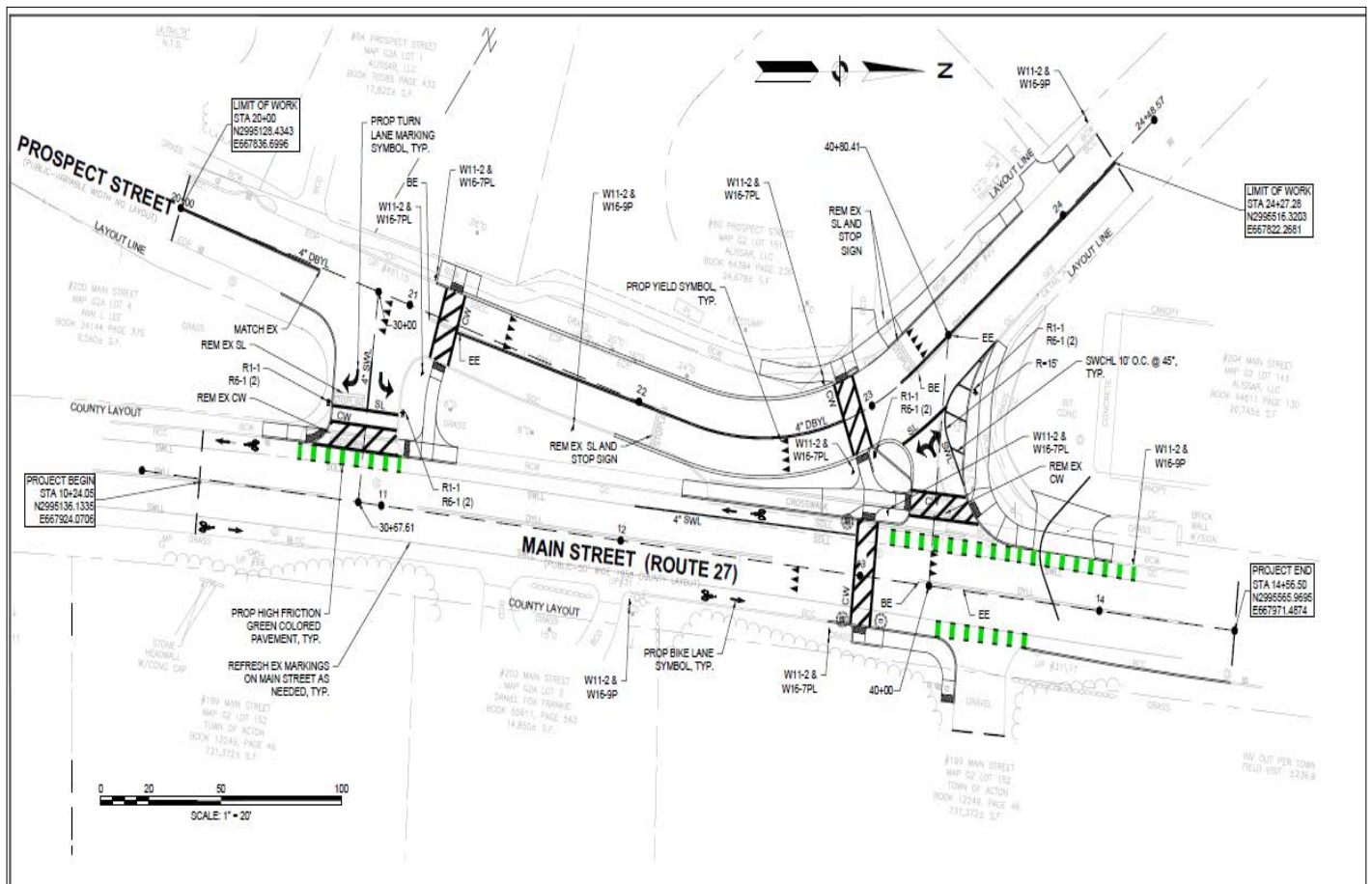


B. Replacement of 2009 Aerial Ladder Truck (FD-5)

This funding request in the amount of \$2,100,000 is for the replacement of the current 2009 Pierce Aerial Ladder Truck with a new Aerial Ladder Truck. The current ladder truck is nearing the end of its useful life and currently has 80,542 Miles and 5,911.6 hours of operations. While the Town is requesting funding in FY25, the process to build this truck typically takes multiple years, delaying receipt of the truck to FY27 or FY28. It is imperative to include lead time in the planning associated with purchase of a new truck.

C. Complete Streets – Prospect Street Intersection, Great Road, sidewalks (DPW-15)

This funding request in the amount of \$1,200,000 will be used to fund reconstruction of the Prospect Street and Main Street intersection, safety improvements on Great Road, and related Complete Streets efforts. This funding would continue a commitment to substantially invest in creating a safer street network for walking and biking through Acton. This request will include creation of sidewalks, bicycle accommodations and traffic calming measures that will provide a connected, integrated network that is safe for all modes of transport such as pedestrians, bicyclists and vehicular travel. The conceptual plan for Prospect Street is shown below.



D. Stormwater Infrastructure Improvements Bridges/Culverts (DPW-23)

This funding request for \$800,000 will be utilized to manage our bridges and culverts management program. DPW currently has an inventory of bridges and culverts that require routine repairs, and ultimately, replacements. This past summer, DPW began the design and permitting process associated with the Stow Street Bridge. It is anticipated that this process will take a little more than a year depending on regulatory reviews. The goal is to begin construction during FY26 or FY27. DPW anticipates starting Carlisle Road design during the spring/summer of 2024 as well.

This appropriation will allow DPW to begin design efforts and construction to improve and potentially replace identified bridges and culverts. Additionally, this project aides in the Town's stormwater management program. Stormwater is a regulated water resource and the objective is to maintain and provide a safe stormwater management system that will enhance the Town's water quality. Recently, Woodard & Curran completed a Stormwater Asset Management Plan (AMP), (shown below) that prioritizes stormwater improvement projects. This helps drive the Town's annual CIP requests and project focus. The Department of Public Works takes an active role in the maintenance, inspection, construction, public outreach and compliance with the United States Environmental Protection Agency's, National Pollutant Discharge Elimination System (NPDES) Permit.

Direct Inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611

Select Board Member: Dean A. Charter: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u> Recommended	<u>Finance Committee</u> Deferred
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Article 7 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 \$79,070,675 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

Select Board Member: David D. Martin: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Recommended

Article 8 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 \$3,600,903 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: Ms. Heidi Driscoll, Superintendent / (781) 861-6500

Select Board Member: Jim Snyder-Grant: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Recommended

Article 9
(Majority vote)

**Community Preservation Program –
Direct Appropriations from Fund Balances**

To see if the Town will appropriate or set aside for later appropriation, and authorize and direct the Select Board and the Town Manager to expend or set aside, from the FY 2023 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 2023 COMMUNITY PRESERVATION FUND BALANCES	
FY 2023 Community Preservation Fund Revenues	
Community Preservation Fund Surcharge Collected in FY 2023	\$ 1,295,219
State Community Preservation Trust Fund Receipt, 2023	\$ 272,311
Other FY 2023 Community Preservation Fund Components	
Interest Earned in FY 2023 (less abatements and exemptions)	\$ 94,349
Unencumbered FY 2023 Fund Balance	\$ 8,074
Recapture of unspent previous years' project appropriations	\$ 5,018
Total - FY 2023 Community Preservation Fund Balance	\$ 1,674,971
FY 2023 Open Space Set-Aside	
Set-Aside Fund Balance from appropriations for the Acquisition, Creation, and Preservation of Open Space and its Rehabilitation and Restoration	\$ 1,014,882
Total FY 2023 Open Space Set-Aside Fund Balance	\$ 1,014,882
FY 2023 Historic Resources Set-Aside	
Set-Aside Fund Balance from appropriations for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources (includes recapture from 2021 appropriation)	\$ 10,647
Total FY 2023 Historic Resource Set-Aside Fund Balance	\$ 10,647
APPROPRIATIONS FROM FY 2023 COMMUNITY PRESERVATION FUND BALANCE	
Purposes	Recommended Amounts
<i>Open Space</i>	
Set-Aside Appropriations for	
A. Acquisition, Creation and Preservation of Open Space, and its Rehabilitation and Restoration	\$ 550,000
Spending Appropriations	
<i>Community Housing</i>	
B. McManus Village Window Replacement	\$ 307,342
C. Regional Housing Services Program	\$ 40,000
D. Acton Community Housing Corporation – Community Housing Program Fund*	\$ 50,000
<i>Historic Resources</i>	
E. National Register of Historic Places Application for Woodlawn Cemetery	\$ 14,750

F. Woodlawn Cemetery Iron Gates	\$ 23,500
G. Rebuild Faulkner Homestead Chimneys	\$ 42,900
H. Theatre III Restoration & Repainting	\$ 89,354
I. Town Hall Gutter Restoration	\$ 84,626
<i>Recreation</i>	
J. 53 River Street Phase II	\$ 200,000
K. Acton Community Dog Park	\$ 100,000
L. Jones Playground Shade Structure	\$ 40,000
M. NARA Sports Plaza Shade Structure	\$ 55,000
<i>Administrative and Operating Expenses</i>	
N. A fund for Community Preservation Committee (CPC) direct expenses and for reimbursing the Town of Acton for administrative services and operating expenses provided in support of the CPC	\$ 71,282
Total Recommended Appropriations from FY 2023 Community Preservation Fund Balance	\$1,668,754
APPROPRIATIONS FROM OPEN SPACE SET-ASIDE FUND BALANCE	
O. Wright Hill Open Space Land Acquisition – Debt Service	\$ 69,600
P. Piper Lane Open Space Land Acquisitions – Debt Service	\$ 53,900
Total Recommended Appropriations from the Open Space Set-Aside Fund	\$ 123,500
APPROPRIATION FROM HISTORIC RESOURCES SET-ASIDE FUND BALANCE	
Q. Theatre III Restoration & Repainting	\$ 10,646
Total Recommended Appropriations from the Historic Resources Set-Aside Fund	\$ 10,646
Resulting Fund Balances	
Resulting FY 2023 Community Preservation Fund Balance	\$ 6,217
Resulting Balance in the Set-Aside Fund for the Acquisition, Creation, and Preservation of Open Space, and its Rehabilitation and Restoration	\$ 1,441,382
Resulting Balance in the Set-Aside Fund for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources	\$ 1
Resulting Balance in the Set-Aside Fund for the Acquisition, Creation, Preservation, and Support of Community Housing**	\$ 0

* 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 2023 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 2023 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 2023 Community Preservation Fund Balance the minimum necessary amounts to allocate not less than 10% of the FY 2023 Community Preservation Fund Revenues for open space (\$156,753), not less than 10% of the FY 2023 Community Preservation Fund Revenues for historic resources (\$156,753) and not less than 10% of the FY 2023 Community Preservation Fund Revenues for community housing (\$156,753), or take any other action relative thereto.

****There is no Community Housing Set-Aside Fund Balance from FY2023 and no funds are proposed to be appropriated to the Community Housing Set-Aside Fund this Town Meeting.**

Summaries

This article would make appropriations from the Town's Community Preservation Fund balance, and from the Community Preservation Set-Aside Funds. The Community Preservation Committee recommends all items listed.

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.

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 2023, the Community Preservation Committee published its 2024 Community Preservation Plan (<https://doc.acton-ma.gov/dsweb/View/Collection-17356>) with guidelines for the submission of projects seeking funding. The Committee received sixteen applications for funding of proposed projects and programs. The total amount of funding requested was \$3,232,260. 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 bonds, 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 \$6,217 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 (\$156,753) in FY 2023 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. The Community Preservation Committee recommended \$71,282, which is 4.55% of the annual revenues of the Community Preservation Fund.

A total of \$5,018 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 fiscal year for historic resource, open space, or community housing projects. There are no required set-aside fund appropriations this year as each category exceeds the 10% requirement.

Open Space

A. Set-Aside Appropriation for Acquisition, Creation and Preservation of Open Space, and its Rehabilitation and Restoration

The current Open Space Set-Aside Fund balance is \$1,014,882. This item proposes to add \$550,000 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.

Community Housing

B. McManus Village Window Replacement

The recommended appropriation of \$307,342 will fund replacing the 208 existing windows at McManus Village, located at 3-14 Sachem Way. McManus Village is a twelve-unit affordable rental housing development for low-income households whose annual income is less than 30% of the area-wide median income. McManus Village was built in 1985-1986 and the windows are original, not energy efficient, and frequently need repair.

C. Regional Housing Services Program

The recommended appropriation of \$40,000 from the Community Preservation Fund would continue the Town's participation in a Regional Housing Services Program for the 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.

The Office assists with affordable housing matters in the participating towns – Acton, Bedford, Concord, Lexington, Lincoln, Maynard, Natick, Sudbury, Wayland, and Weston.

During the term of the agreement, the Regional Housing Services Office will provide core housing services to Acton totaling 420 hours per year with the specifics of services negotiated by the 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.rhsohousing.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.

The Town of Acton can use CPA funds for the “preservation and support of community housing.” The goal of each funding request must 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. The request must preserve and support community housing as provided in the Act.

D. Acton Community Housing Corporation – Community Housing Program Fund

The recommended \$50,000 appropriation from the Community Preservation Fund (the “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 initially established with a CPA appropriation in 2004. The Fund finances affordable housing initiatives and other activities in “support of community housing” eligible for CPA funding under definition in the statute. The Acton Community Housing Corporation (ACHC) manages the Fund for community housing initiatives and activities recommended by the ACHC or any other community housing entity approved by the Select Board. Expenditures from this Fund must be approved by the Select Board.

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.

Historic Resources

E. National Register of Historic Places Application for Woodlawn Cemetery

The recommended appropriation of \$14,750 will fund a cultural resources management firm to research and provide the necessary National Register documentation for the Woodlawn Cemetery to be listed on the National Register of Historic Places. Woodlawn Cemetery being listed on the National Register of Historic Places would enable the cemetery to access grant funding that is only available to National Register properties, which would help assure the Cemetery’s optimal maintenance and preservation.

F. Woodlawn Cemetery Iron Gates

The recommended appropriation of \$23,500 will fund refinishing the swinging gates at Woodlawn Cemetery’s three entrance gates. Woodlawn Cemetery is Acton’s second oldest burying ground, its oldest cemetery, and the largest of the three Town Cemeteries. There are three significant gates located at the Woodlawn Cemetery; the West Gate, the Wetherbee (center) Gate, and the East Gate. The swinging wrought iron gates are supported by stone piers with ages approaching 100 years, with the ironwork itself being heavily corroded and discolored. The iron gates will be removed, repaired, sand-blasted, primed, painted, and reinstalled. The gates’ supporting piers were repaired with the aid of 2018 Community Preservation funds.

G. Rebuild Faulkner Homestead Chimneys

The recommended appropriation of \$42,900 will fund the rehabilitation of the chimneys located at one of Acton's oldest and most important historic properties, the Faulkner Homestead at 5 High Street. Iron Work Farm in Acton, Inc., a local 501(c) (3) non-profit corporation, has received Community Preservation funds in the past for historic preservation on the Faulkner Homestead and their other historic property, Jones Tavern. Both chimneys will be rehabilitated to ensure their deterioration does not proceed further. Every effort will be made to preserve as much of the existing chimneys as possible, but any necessary rebuilding will be done with bricks and mortar consistent with the original.

H. & Q. Theatre III Restoration & Repainting

The recommended appropriation of \$100,000 would support accessibility for Theatre III, located at 250 Central Street, with (I) \$89,354 appropriated from the CPA General Fund Balance and (Q) \$10,646 appropriated from the Historic Set-Aside Fund Balance. The paths of entrance and exit, the ingress and egress for actors, patrons, and production staff, must be navigable, safe, and welcoming. The improvements proposed require Theatre III to fully comply with the Americans with Disabilities Act. The funding amount will assist in the hiring of an ADA consultant to ensure compliance.

I. Town Hall Gutter Restoration

The recommended appropriation of \$84,626 will fund the restoration repair of the wood gutters on the historic 1863 portion of Town Hall, located at 472 Main Street. The historic gutters have declined over time and have caused rain water to accelerate decay to the wooden clapboard, siding, and exterior paint of Town Hall. Restoring and repairing the gutters will help to alleviate this acceleration of decay.

Recreation

J. 53 River Street Phase II

The recommended appropriation of \$200,000 will support additional site work for the proposed park located at 53 River Street. Construction of Phase I began in the Fall of 2023 and is now complete. The next phase includes all remaining grading, walking pathways, a parking lot, park signage, historic park elements, final engineering design modifications, construction monitoring, and landscaping plan implementation. While the recommended amount will not cover all the items required for Phase II, it will help to start Phase II. Since the Town of Acton acquired the 53 River Street property, the project has received four separate appropriations from the Community Preservation Act, including: a feasibility study, conceptual design, engineering, permitting assistance, dam removal, park construction, river restoration, archaeological monitoring, and tailrace preservation. The project has also leveraged significant State and Federal funds.

K. Acton Community Dog Park

The recommended appropriation of \$100,000 for the Acton Community Dog Park to be located at 348 Main Street will fund the remaining amount needed for construction. The proposed Dog Park will offer a place for dogs and their owners to safely enjoy the outdoors, walk, play, and socialize. The Town of Acton (via the Acton Dog Park Committee) has received a \$225,000 Stanton Construction Grant and \$40,000 in private donations to construct the dog park. The remaining items to be funded by the \$100,000 appropriation include accessible water fountains, benches, solar lights, a maintenance shed, dog waste stations, trash barrels, and additional funding for design costs.

L. Jones Playground Shade Structure

The recommended appropriation of \$40,000 will fund a shade structure for the uniquely accessible Jones Playground located at 54 Martin Street. Since the playground was constructed in 2020, Jones

Playground has quickly become a regional destination for children of all abilities to get outdoors to play. However, a frequent concern expressed by visitors is the complete lack of shade. While some trees have been planted, they are still young and cannot provide the desired shade needed for this playground. The funds will be used to buy a 25’ x 30’ shade structure to provide shade during sunny and hot days.

M. NARA Sports Plaza Shade Structure

The recommended appropriation of \$55,000 will fund two shade structures over the NARA Sports Plaza patio. The patio is a welcoming addition to the Sports Plaza, but it is currently exposed to the weather. Adding shade structures will benefit sports leagues, NARA Camp, users of the Joseph A. Lalli Miracle Field, and the general public who enjoy NARA year-round. The Recreation Department currently rents tents in the summer for approximately \$12,000 to help with this problem. Funding the two permanent shade structures will create long-term financial savings as the Recreation Department will no longer need to rent tents, and it will reduce damage to the lawn at NARA.

Administrative and Operating Expenses

N. Administrative and Operating Expenses

The recommended appropriation of \$71,282 is 4.55% of the FY 2023 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 CPA provides that up to 5% may be spent on administrative and operating expenses.

Appropriations from Open Space Set-Aside Fund Balance

O. Wright Hill Open Space Land Acquisition - Debt Service

The recommended appropriation of \$69,600 from the Open Space Set-Aside Fund will pay for the anticipated seventh 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.

P. Piper Lane Open Space Land Acquisition - Debt Service

The recommended appropriation of \$53,900 from the Open Space Set-Aside Fund will pay for the third annual payment on the 15-year bond for the Piper Lane Open Space land acquisition. The 2020 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 \$600,000 for the Piper Lane Open Space land.

Direct Inquiries to: Kristen Guichard, AICP, Planning Director:
 planning@actonma.gov / (978) 929-6631

Select Board Member: Dean A. Charter: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommend All Items	Recommend All Except Item K
		Defer Recommendation Item K

Article 10 **Amend Zoning Bylaw – Vehicle Sales, Rental**
(Two-thirds vote)

To see if the Town will vote to amend the Zoning Bylaw and to renumber or alphabetize as necessary:

In Section 3, Table of Principal Uses, for the row “Vehicle Sale, Rental”, for the Limited Business District where the PRINCIPAL USE is presently allowed by right (indicated by Y), change the PRINCIPAL USE to require a special permit from the Select Board (indicated by SPS).

		RESIDENTIAL DISTRICTS				VILLAGE DISTRICTS					OFFICE DISTRICTS		
PRINCIPAL USES		R-2 R-8 R-10	R-4 R-8/4 R-10/8	R-A	R-AA	V R	EA V	EAV-2	N A V	SA V	W AV	OP-1	OP-2
3.5 BUSINESS USES													
3.5.22	Vehicle Sale, Rental	N		N	N	N	N	N	N	N	N	N	N

		BUSINESS DISTRICTS			INDUSTRIAL DISTRICTS					SP. DIST.	
PRINCIPAL USES		KC	LB	PM	GI	LI	LI-1	SM(1)	TD	ARC	SITE PLAN
3.5 BUSINESS USES											
3.5.22	Vehicle Sale, Rental	N	SPS	Y	N	N	N	N	N	N	R

[Modifications from the current Bylaw are below. Added text is shown **bold**. Deleted text is shown with a strike.]

		RESIDENTIAL DISTRICTS				VILLAGE DISTRICTS					OFFICE DISTRICTS	
PRINCIPAL USES		R-2 R-4 R-8 R-8/4 R-10 R-10/8	R-A	R-AA	V R	EA V	EAV-2	N A V	SA V	W AV	OP-1	OP-2
3.5 BUSINESS USES												
3.5.22	Vehicle Sale, Rental	N	N	N	N	N	N	N	N	N	N	N

		BUSINESS DISTRICTS			INDUSTRIAL DISTRICTS					SP. DIST	
PRINCIPAL USES		K C	LB	PM	GI	LI	LI -1	SM(1)	TD	ARC	SITE PLAN
3.5 BUSINESS USES											
3.5.22	Vehicle Sale, Rental	N	≠ SPS	Y	N	N	N	N	N	N	R

, or take any other action relative thereto.

Summary

Adoption of this article would require a Use Special Permit for the use *Vehicle Sale, Rental*. Use Special Permits are discretionary permits and require a public hearing with the Select Board for approval.

Acton's Zoning Bylaw currently allows the use *Vehicle Sale, Rental* by-right in the Limited Business District. Vehicle Sale, Rental is defined as: "Facility for the rental, leasing or sale of automobiles, trucks, boats, motorcycles, trailers, recreational vehicles, farm equipment or similar motor vehicles having a maximum gross vehicle weight of 14,000 pounds; including open-air display. The open-air display area shall comply with the standards of Section 6.7 of this Bylaw." By-right means that a use and the development of that use is entitled to approval. The Limited Business District extends along Great Road (Route 2A).

Direct Inquiries to: Kristen Guichard, AICP, Planning Director:
planning@actonma.gov / (978) 929-6631

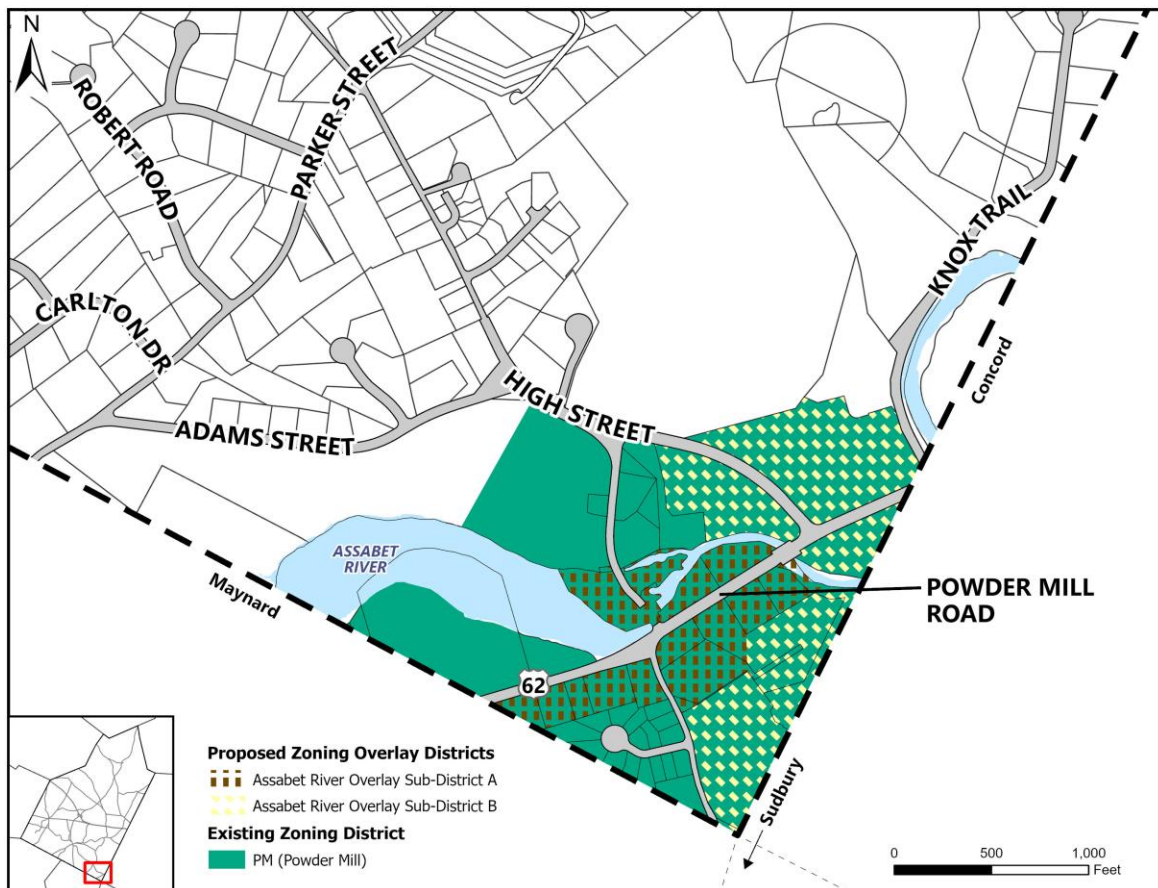
Select Board Member: David D. Martin: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u> Recommended	<u>Finance Committee</u> Deferred	<u>Planning Board</u> Recommended
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Article 11 **Amend Zoning Bylaw and Zoning Map –**
(Two-thirds vote) **Assabet River Overlay District & Powder Mill Zoning District**

To see if the Town will vote to amend the Zoning Bylaw and Zoning Map as follows and to renumber or alphabetize as necessary:

- A. Insert in the Table of Contents the following new Overlay District: Assabet River Overlay District
- B. Insert in Section 2 (Classification of Districts) the following new Overlay District:
Assabet River Overlay District
- C. Insert in Section 2.2 “Assabet River Overlay District Map of the Town of Acton” consisting of Map 5 and shown on the same sheet as Map Number 1.
- D. On the Zoning Map, Map Number 1, establish the Assabet River Overlay District. It shall be superimposed on the underlying Zoning District as shown on the map.



- E. In Section 3, Table of Principal Uses, for the row “Vehicle Sale, Rental”, for the Powder Mill District where the PRINCIPAL USE is presently allowed by right (indicated by Y), change the PRINCIPAL USE to not allowed (indicated by N).

		RESIDENTIAL DISTRICTS				VILLAGE DISTRICTS					OFFICE DISTRICTS	
PRINCIPAL USES		R-2 R-4 R-8 R-8/4 R-10 R-10/8	R-A	R-AA	VR	EAV	EAV-2	NAV	SAV	WAV	OP-1	OP-2
3.5 BUSINESS USES												
3.5.22	Vehicle Sale, Rental	N	N	N	N	N	N	N	N	N	N	N

		BUSINESS DISTRICTS			INDUSTRIAL DISTRICTS					SP. DIST.	
PRINCIPAL USES		KC	LB	PM	GI	LI	LI-1	SM(1)	TD	ARC	SITE PLAN
3.5 BUSINESS USES											
3.5.22	Vehicle Sale, Rental	N	Y	N	N	N	N	N	N	N	R

[Modifications from the current Bylaw are below. Added text is shown **bold**. Deleted text is shown with a strike.]

		RESIDENTIAL DISTRICTS				VILLAGE DISTRICTS					OFFICE DISTRICTS	
PRINCIPAL USES		R-2 R-4 R-8 R-8/4 R-10 R-10/8	R-A	R-AA	VR	EAV	EAV-2	NAV	SAV	WAV	OP-1	OP-2
3.5 BUSINESS USES												
3.5.22	Vehicle Sale, Rental	N	N	N	N	N	N	N	N	N	N	N

		BUSINESS DISTRICTS			INDUSTRIAL DISTRICTS					SP. DIST.	
PRINCIPAL USES		K C	LB	PM	GI	LI	LI-1	SM(1)	TD	ARC	SITE PLAN
3.5 BUSINESS USES											
3.5.22	Vehicle Sale, Rental	N	Y	Y N	N	N	N	N	N	N	R

F. Insert the following new section:

4.5 Assabet River Overlay District

4.5.1 Purpose – The Assabet River Overlay District is comprised of two sub-districts. The Assabet River Overlay District implements recommendations from the Acton 2020 Community Comprehensive Plan and the Connect Powder Mill redevelopment strategy. The intent is to promote an orderly mix of retail, commercial, residential, and community uses as the Powder Mill Road corridor grows and changes. This will accomplish the following goals:

- Create safe, non-motorized mobility throughout the corridor;
- Improve environmental quality through more sustainable development patterns;
- Strengthen the sense of community for existing and new residents, businesses, and visitors;
- Enhance the pedestrian experience along the corridor;
- Expand views and physical access to the river while fostering development that proactively protects the river from contaminants; and
- Contribute to meeting the diverse housing needs of the community.

The overlay zoning district considers existing development patterns and ensures that new development complements existing buildings and landscapes, especially the Assabet River. The overlay zoning district promotes the creation of more diverse housing options and small businesses to meet the needs of current and future residents, business owners, and other stakeholders. Housing provisions strive to provide housing choices for all income levels. Transportation safety and access is prioritized as developments occur, with an emphasis on creating new opportunities to walk, bike, or roll to local destinations.

4.5.2 Applicability

4.5.2.1 The provisions of this Section 4.5 may be utilized for any LOT located within the Assabet River Overlay District, subject to the provisions set forth in this Section 4.5.

4.5.2.2 LOTS utilizing the Assabet River Overlay District shall obtain a Site Plan Special Permit from the Select Board pursuant to Section 10.4.

4.5.2.3 The Assabet River Overlay District is defined and bounded as shown on the "Assabet River Overlay Map of the Town of Acton". The Assabet River Overlay District shall consist of two Sub-Districts:

- a) Sub-District A – The concept of Sub-District A is neighborhood businesses that foster smaller-scale mixed use with first-floor commercial to encourage pedestrian activity and connection with the river, promote commercial uses that are compatible with the riverfront, and incentivize environmentally sensitive redevelopment.
- b) Sub-District B – The concept of Sub-District B is commercial centers that allow commercial buildings with large footprints that incorporate pedestrian-friendly design, support economic development goals for creating sustainable employment opportunities, and encourage uses that meet needs of Powder Mill residents as well as surrounding neighborhoods.

4.5.2.4 The Assabet River Overlay District is superimposed over all Districts established by this Bylaw and the requirements of the Assabet River Overlay District are in addition to all other requirements set forth in this Bylaw. Where the requirements of the Assabet River Overlay District, as set forth in this Section 4.5, differ from or conflict with the requirements of the

remainder of the Bylaw, the requirements established for the Assabet River Overlay District shall prevail, except for the requirements in the Groundwater Protection and Flood Plain Districts.

- 4.5.3 Allowed Uses in the Assabet River Overlay District – When using the Assabet River Overlay District, the Table of Principal Uses in Section 3 shall not apply. Section 3.1 Provisions and Table of Principal USES and PRINCIPAL USE Definitions shall apply. The following table of uses shall apply to the Assabet River Overlay District:

3.2 GENERAL USES	Sub-district A	Sub-district B	Site Plan
3.2.1 Agriculture	Y	Y	NR
3.2.2 Conservation	Y	Y	NR
3.2.3 Recreation	Y	Y	NR
3.3 RESIDENTIAL USES			
3.3.2 Two-FAMILY Dwelling	Y	N	NR
3.3.3 Dwelling Conversions	Y	N	NR
3.3.4 Multifamily Dwelling	Y	SPS	R
3.4 GOVERNMENTAL INSTITUTIONAL & PUBLIC SERVICE USES			
3.4.1 Municipal	Y	Y	NR
3.4.2 Educational	Y	Y	NR
3.4.3 Religious	Y	Y	NR
3.4.4 Nursing Home	N	Y	R
3.4.5 Public or Private Utility Facilities	N	Y	R
3.4.6 Child Care Facility	Y	Y	NR
3.4.7 Other Public Use	N	Y	R
3.4.8 Full Service Retirement Community	N	SPS	R
3.4.9 Assisted Living Residence	N	SPS	R
3.4.10 Personal Wireless Facility	N	SPS	NR
3.4.11 Commercial Education or Instruction	Y	Y	R
3.4.12 Community Service Organization	Y	Y	R
3.5 BUSINESS USES			
3.5.1 Retail Store	Y	Y	R
3.5.2 Office	Y	Y	R
3.5.3 Health Care Facility	Y	Y	R
3.5.4 Hospital, Medical Center	SPS	SPS	R
3.5.5 Restaurant	Y	Y	R
3.5.6 Combined Business & Dwelling	Y	SPS	R
3.5.7 Hotel, Motel, Inn, Conference Center	SPS	SPS	R
3.5.8 Bed & Breakfast	Y	SPS	R
3.5.9 Lodge or Club	SPS	Y	R
3.5.10 Veterinary Care	Y	Y	R
3.5.11 Animal Boarding	SPS	SPS	R
3.5.12 Services	Y	Y	R
3.5.13 Repair Shop, Technical Shop, Studio	Y	Y	R
3.5.14 Building Trade Shop	N	Y	R
3.5.15 Commercial Recreation (1)	SPS	Y	R
3.5.16 Commercial Entertainment (2)	SPS	Y	R
3.6 INDUSTRIAL USES			
3.6.3 Manufacturing	N	SPS	R
3.6.4 Scientific	N	Y	R
3.6.5 Ground-Mounted Neighborhood Solar Photovoltaic Installation	N	Y	NR

(1) No Special Permit shall be required for Commercial Recreation facilities with a NET FLOOR AREA of less than 2,000 square feet.

(2) No Special Permit shall be required for Commercial Entertainment facilities with a NET FLOOR AREA of less than 12,000 square feet.

4.5.4 Dimensional Standards in Sub-District A – The following dimensional provisions apply in Sub-District A:

MINIMUM LOT AREA (in sq. feet)	7,000
MINIMUM LOT FRONTAGE (in feet)	150
MINIMUM LOT WIDTH (in feet)	NR
MINIMUM/MAXIMUM FRONT YARD SETBACK (in feet)	10/15
MINIMUM SIDE & REAR YARD SETBACK (in feet)	NR (1)
MINIMUM OPEN SPACE (in percent)	20%
MAXIMUM FLOOR AREA RATIO	NR
MAXIMUM HEIGHT (in feet)	40

(1) If such LOT in Sub-District A is abutting a LOT located within the Powder Mill Zoning District that is not also located within the Assabet River Overlay District, the minimum side and rear yard setback shall be 10 feet.

4.5.5 Dimensional Standards in Sub-District B – The following dimensional provisions apply in Sub-District B:

MINIMUM LOT AREA (in sq. feet)	30,000
MINIMUM LOT FRONTAGE (in feet)	150
MINIMUM LOT WIDTH (in feet)	NR
MINIMUM/MAXIMUM FRONT YARD SETBACK (in feet)	25/40
MINIMUM SIDE & REAR YARD SETBACK (in feet)	30
MINIMUM OPEN SPACE (in percent)	35%
MAXIMUM FLOOR AREA RATIO	NR
MAXIMUM HEIGHT (in feet)	45

4.5.6 Parking Requirements – The Minimum Parking Space Requirements by USE table outlined in Section 6.3 shall not apply in the Assabet River Overlay District. There are no minimum or maximum parking space requirements in the Assabet River Overlay District. The least amount of surface parking spaces needed for the uses on the LOT is recommended.

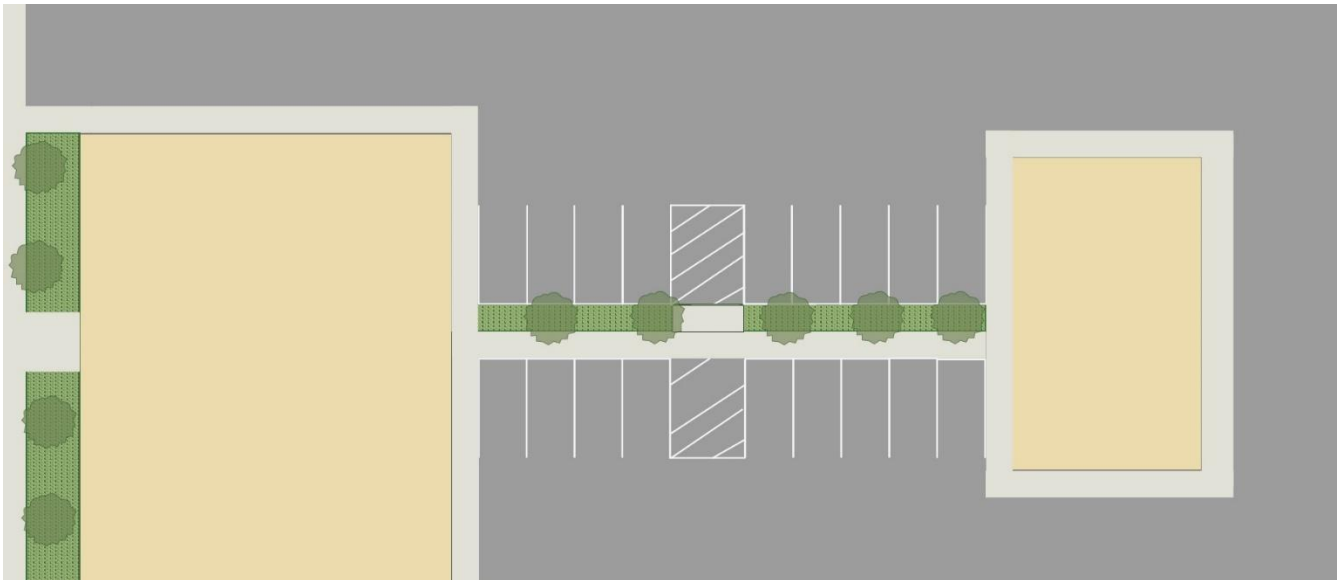
4.5.7 The following standards shall apply to new development on all LOTS utilizing the Assabet River Overlay District:

4.5.7.1 Walkways and Pedestrian Connections

4.5.7.1.1 Sidewalks – The Site Plan Special Permit Granting Authority shall require sidewalks along the LOT'S FRONTAGE on a STREET or STREETS and walkways between BUILDING entrances and the nearest STREET, STREETS, and BUILDINGS with minimal interruption by

driveways. Parking lot aisles, and access and interior driveways do not count as walkways. A sidewalk shall be provided along the LOT's FRONTAGE on a STREET or STREETS. The sidewalk shall be at least 5 feet wide. Sidewalks may be located wholly or partially within the STREET layout. Sidewalks shall be constructed with concrete and vertical granite curb.

- 4.5.7.1.2 The Special Permit Granting Authority shall require that all parking facilities be connected by a common driveway to the parking facilities of all adjacent USES and to all adjacent land within the Assabet River Overlay District, unless it finds that physical constraints, present site configuration, uncooperative abutters, or land vacancy precludes strict compliance. In such cases, the site and the parking facility shall be designed to provide for the future construction of common driveways. For the purposes of this Section, common driveway shall be defined as a driveway that is shared by two or more LOTS and located at least partially within the required setback areas of such LOTS. Such a common driveway can be either a shared ACCESS driveway to a STREET, or a driveway to a STREET, or a driveway connecting such LOTS with each other.
- 4.5.7.1.3 In Sub-District B, parking areas shall be interconnected in a manner that allows the unobstructed flow of pedestrians between uses and parking areas. Paving treatments or other features should be used to indicate safe travel paths for pedestrians.



Example of an interconnected parking area.

- 4.5.7.2 Front yard requirements –The front yard setback shall include landscaping that consists of a minimum of one street tree for every 40 feet of LOT frontage. Street trees shall be placed at reasonable intervals. Water-wise landscaping shall be utilized, including drought tolerant plants and mulching. Unless otherwise determined by the Conservation Commission, street trees included in the required front yard setback shall consist of a mix of not-invasive tree species that have a minimum caliper size of three (3) inches when planted. The front yard setback may consist of pedestrian walkways, pedestrian amenities, and pedestrian plazas.
- 4.5.7.3 Sustainability
- 4.5.7.3.1 Electric Vehicle (EV) Charging Stations – One (1) functioning Universal Level 2 EV charging station shall be installed for every 10 residential parking spaces, with a minimum of one (1)

Universal Level 2 EV charging station installed. The EV charging station can be located within the required landscaped areas for parking lots as required in Section 6.7.

- 4.5.7.3.2 Low emitting materials – BUILDINGS shall satisfy at least one product category from requirements within the LEED BD+C: New Construction, Low-Emitting Materials, as amended.
- 4.5.7.3.3 Green Stormwater Requirements – Stormwater management systems shall utilize at least one of the following on the LOT unless the applicant proves to the Site Plan Special Permit Granting Authority that such management mechanisms cannot be accommodated on the LOT:
 - a) Bioretention cells (exfiltrating and filtering);
 - b) Constructed stormwater wetlands (including gravel wetland designs);
 - c) Treebox filters (exfiltrating and filtering);
 - d) Water quality swales;
 - e) Grass channels; or
 - f) Green roofs.
- 4.5.7.4 Pedestrian Plaza – LOTS utilizing the Assabet River Overlay District shall have one or more pedestrian plazas on it.
 - 4.5.7.4.1 The combined area of pedestrian plazas shall measure at least five percent (5%) of the NET FLOOR AREA on the LOT, but not more than 3,000 square feet in combined area shall be required. No pedestrian plaza shall measure more than 3,000 square feet.
 - 4.5.7.4.2 The pedestrian plaza shall be a natural gathering spot at the STREET level in front of a BUILDING, on the side of a BUILDING, in between BUILDINGS, or abutting the Assabet River, which is to be used exclusively by pedestrians and connects to the sidewalk and walkways. For the purpose of this Section, a pedestrian arcade located within a BUILDING footprint and open to the outdoors may be counted towards the minimum area required for a pedestrian plaza.
 - 4.5.7.4.3 The pedestrian plaza shall be designed to be open on one side to an adjacent larger space, natural view, or outdoor activity area such as an outdoor cafe, coffee cart, food stand, basketball hoop, game tables, or playground. Within the pedestrian plaza, at least one seating area or activity pocket shall be placed along the edge of the plaza facing the plaza. The pedestrian plaza shall be accented with pedestrian amenities such as benches, kiosks and other partly enclosed outdoor structures to facilitate waiting or group activities. To create minor boundaries between outdoor areas and BUILDINGS where there is no grade change, the applicant shall add “sitting walls”. Sitting walls should be no higher than 17 inches, but at least 12 inches wide.
 - 4.5.7.4.4 Shade trees, ornamental trees and other landscaping shall be included to provide shelter from the sun, to reduce noise, to beautify or enhance the appearance of the Assabet River Overlay District and to mitigate fumes. All landscaping shall use species that are tolerant to the climatic conditions in Acton and shall be designed to facilitate ongoing maintenance.
 - 4.5.7.4.5 Notwithstanding any other provisions of this Bylaw to the contrary, the serving of foods and drinks at outdoor tables shall be permitted in a pedestrian plaza, provided all other applicable permits for food service have been issued by the Town.

- 4.5.7.4.6 A pedestrian plaza shall be considered part of the minimum required OPEN SPACE and can extend into the front yard. The area required for a sidewalk shall not be included in the pedestrian plaza.
- 4.5.7.5 Location of Driveways and Parking Lots – No driveway or parking lot shall be placed in the portion of a LOT that is directly in front of a BUILDING as seen from a STREET, whether or not the BUILDING is located on the same LOT as the driveway or parking lot, except that a driveway and parking lot may be placed in the front of a BUILDING that is located in the rear of another BUILDING when viewed from a STREET. No driveways or parking lots shall be located between a pedestrian plaza and a STREET, unless the pedestrian plazas are located in the rear of a BUILDING when viewed from a STREET. No driveway or parking lot shall intersect or be mixed with a pedestrian plaza. Vehicular driveways and parking lots may be located to the side and rear of BUILDINGS, to the rear of a pedestrian plaza or underground.
- 4.5.7.6 BUILDING Design
- 4.5.7.6.1 At least sixty percent (60%) of the front side of a LOT facing a STREET, measured in percentage of linear feet of the LOT FRONTAGE, shall be occupied by BUILDINGS or by a pedestrian plaza. When in Sub-District A, a BUILDING or pedestrian plaza must be located within 15 feet of the front property line to count towards the sixty percent (60%). When in Sub-District B, a BUILDING or pedestrian plaza must be located within 40 feet of the front property line to count towards the 60 percent (60%). A reduction of this requirement to 50 percent (50%) of the front side of a LOT may be allowed provided the Site Plan Special Permit Granting Authority finds that the alternative design features are consistent with this Section of the Bylaw.
- 4.5.7.6.2 BUILDING facades facing STREETS or pedestrian plazas are also referred to herein as the BUILDING front(s) or BUILDING front facade(s). Such BUILDING fronts shall have a vertical orientation, meaning either that the BUILDING shall actually have a greater height than width, or that the facades or roof lines of the BUILDING are designed to reduce the massing so that it appears as a group of smaller masses with a distinct vertical orientation.
- 4.5.7.6.3 The BUILDING front facades shall use different textures, shadow lines, uneven angles, detailing and contrasting shapes. BUILDING facades shall have a varied articulated façade at a minimum of every twenty-five (25) feet. BUILDING facades may incorporate architectural elements that project or recess by at least two (2) feet from the adjacent section of the façade.
- 4.5.7.6.4 The ground floor of buildings along a STREET in Sub-district A shall be occupied, or designed to be available for occupancy, by Business Uses that typically have a regular flow of people into and out of the establishment. This includes the following uses: Retail Store; Services; Restaurant; Services; Commercial Recreation; Community Service Organization; Hotel, Motel, Inn, Conference Center; Bed & Breakfast; Lodge or Club; Commercial Entertainment; Veterinary Care; Animal Boarding; Repair Shop, Technical Shop, and Studio. Additional uses may be allowed by a Use special permit from the Select Board. All other USES shall be located on BUILDING floors other than the ground level floor, on the ground level floor in a rear portion of a BUILDING, or in a BUILDING situated in the rear of other BUILDINGS that face one or more STREETS, and be hidden or screened so as to be unobtrusive when viewed from a STREET.
- 4.5.7.6.5 A main business entrance to each ground floor business, identified by the larger doors, signs, canopy or similar means of highlighting, shall be from the BUILDING front.

- 4.5.7.6.6 Arcades and canopies may not be located within 10 feet of the sideline of a STREET unless the Site Plan Special Permit Granting Authority finds that the reduction in setback to the sideline of the STREET is consistent this Section of the Bylaw.
- 4.5.7.6.7 The BUILDING front(s) shall contain windows covering at least 15 percent (15%) of the facade surface. Windows shall be highlighted with frames, lintels and sills or equivalent trim features. Windows and doors shall be arranged to give the facade a sense of balance and symmetry.
- 4.5.7.6.8 Windows shall cover at least 60 percent (60%) but no more than 80 percent (80%) of the ground level BUILDING front façade. Ground floor display windows shall be framed on all sides. They shall be highlighted with frames, lintels and sills or equivalent trim features, or may instead be recessed into the wall or projected from the wall.
- 4.5.7.6.9 Mirror windows and highly reflective surfaces shall not be allowed.
- 4.5.7.6.10 Roofs may be gabled with a minimum pitch of 9/12 (9" vertical for every 12" horizontal) and shall have overhanging eaves of at least one foot. BUILDINGS with two or more stories may have a flat roof provided that the tops of the BUILDING front facades are treated with a cornice or other architectural treatment that appears an integral part of the BUILDING from all visible sides of the BUILDING.
- 4.5.7.6.11 Flat-roofed buildings in Sub-district B that have a height greater than 36' must provide a minimum of a 5' setback of the building front façade between the third and fourth stories.
- 4.5.7.6.12 The main features of the architectural treatment of the BUILDING front facades, including the materials used, shall be continued around all sides of the BUILDING that are visible from a STREET or a pedestrian plaza. The Site Plan Special Permit Granting Authority may approve alternate treatment of side and rear BUILDING walls that is consistent with the Bylaw and preserves the architectural integrity of the BUILDING as a whole.
- 4.5.7.6.13 The design for multi-story buildings shall create a visual distinction between upper and ground floors. Upper stories should have the effect of "receding" from the ground floor. The intended effect can be achieved through several means, including a 1' step-back, architectural banding above the first story of approximately 1' in height or depth, or other visual break that creates a similar effect.
- 4.5.7.6.14 Garage doors or loading docks shall not be allowed in the BUILDING fronts.
- 4.5.7.6.15 Air conditioning equipment, electric utility boxes, satellite dishes, trash receptacles and other ground level utilities shall be unobtrusive when viewed from the STREET and adjacent LOTS.
- 4.5.7.6.16 Rooftop mechanical equipment shall be screened from a STREET by the use of architecturally compatible materials
- 4.5.8 In addition to the standards outlined elsewhere in Section 4.5, the following standards shall apply to all LOTS in the Assabet River Overlay District that abut the Assabet River:
- 4.5.8.1 River Access – New buildings constructed on any LOT shall provide a walkway, path, viewing area, seating area, or other form or physical access that allows views of the Assabet

River and riverfront area. The applicant may provide an easement for public access to the Town in lieu of physical infrastructure. When also meeting the standards of Section 4.5.7.4, this requirement may be counted towards the minimum area required for a pedestrian plaza.

- 4.5.8.2 Building Siting – New buildings shall be sited to maintain a view of the Assabet River from the public right-of-way. Where possible, the site design will preserve, enhance, and create views of the Assabet River.

, or take any other action relative thereto.

Summary

Adoption of this article would create a new overlay district, the Assabet River Overlay District, and would prohibit the use, Vehicle Sale, Rental, in the Powder Mill Zoning District to promote the assets and protect the environmental quality of the Powder Mill Corridor. The proposed zoning aims to unlock the corridor to allow for development that creates a destination district by encouraging uses that allow residents and visitors to shop and eat locally, and enjoy the Assabet River recreational opportunities.

The proposed zoning incentivizes environmentally sensitive redevelopment to enhance the quality of the river. All lots utilizing the overlay district will be required to provide EV chargers for residential parking spaces, construct buildings with low emitting materials to reduce chemical concentrations near the river, and use at least one green stormwater tool to help manage on-site stormwater. In addition, lots that abut the Assabet River will be required to provide access to the River and to site development to enhance views of the river.

Overlay districts are a flexible, incentive-based approach to zoning that lift barriers to the type of development the community wants to see. The overlay district consists of two separate but compatible sub-districts:

Sub-district A fosters smaller-scale mixed-use buildings with first-floor commercial to encourage pedestrian activity and connection with the river. Desired commercial uses are required on the first-floor, with the option for the second and third stories to be a range of commercial and/or residential uses. This sub-district follows most of the properties along Powder Mill Road south-east of the Assabet River.

Sub-district B allows commercial buildings with larger footprints that incorporate pedestrian-friendly design, supports sustainable employment opportunities, and encourages uses that meet needs of residents and visitors of the area. Residential is not allowed by-right to promote the goal of creating commercial centers. This sub-district extends along the north-east portion of Powder Mill Road and includes the larger parcels off of Sudbury Road.

Both sub-districts contain specific architectural, dimensional, parking, landscaping, open space, shade tree, and pedestrian plaza requirements to achieve the vision for the Corridor. Lots abutting the Assabet River have additional requirements.

Connecting Maynard, Acton, and West Concord, the Powder Mill Road Corridor consists of approximately one mile in Maynard and a half mile in Acton. Over the past three years, the Town of Acton has been working with the Town of Maynard to achieve a shared community vision to make the Powder Mill Road corridor a destination rather than a pass-through. This proposal is focused on Acton's approach to achieve the shared vision.

For detailed information about the Powder Mill Road Corridor Initiative please follow the link or use the QR code: <https://www.mapc.org/resource-library/powder-mill-road-corridor-initiative/>



During various engagement opportunities, the top rated uses desired were noted to be restaurants, retail, and housing. Currently, zoning is a barrier to achieving the vision established through the community outreach process. The current Powder Mill Zoning District does not incentivize these types of uses, and in many cases, allow uses that are in conflict with the vision. Guided by community engagement, the towns worked together to propose zoning that encourages walkable mixed-use developments, furthers environmentally sensitive development, advances complete streets, supports existing business and new business growth, and expands visual and physical access to the Assabet River.

Direct Inquiries to: Kristen Guichard, AICP, Planning Director:
planning@actonma.gov / (978) 929-6631

Select Board Member: Jim Snyder-Grant: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u> Recommended	<u>Finance Committee</u> Deferred	<u>Planning Board</u> Recommended
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Article 12 Amend Zoning Bylaw and Zoning Map – MBTA Overlay District (Majority vote)

To see if the Town will vote to amend the Zoning Bylaw and Zoning Map as follows and to renumber or alphabetize as necessary:

- A. Insert in the Table of Contents the following new Overlay District: MBTA Overlay District
- B. In the INFORMATION RELATING TO LAWS AND REGULATIONS GOVERING LAND USE, replace the language in the section for, SITE PLAN RULES AND REGULATIONS with the following:

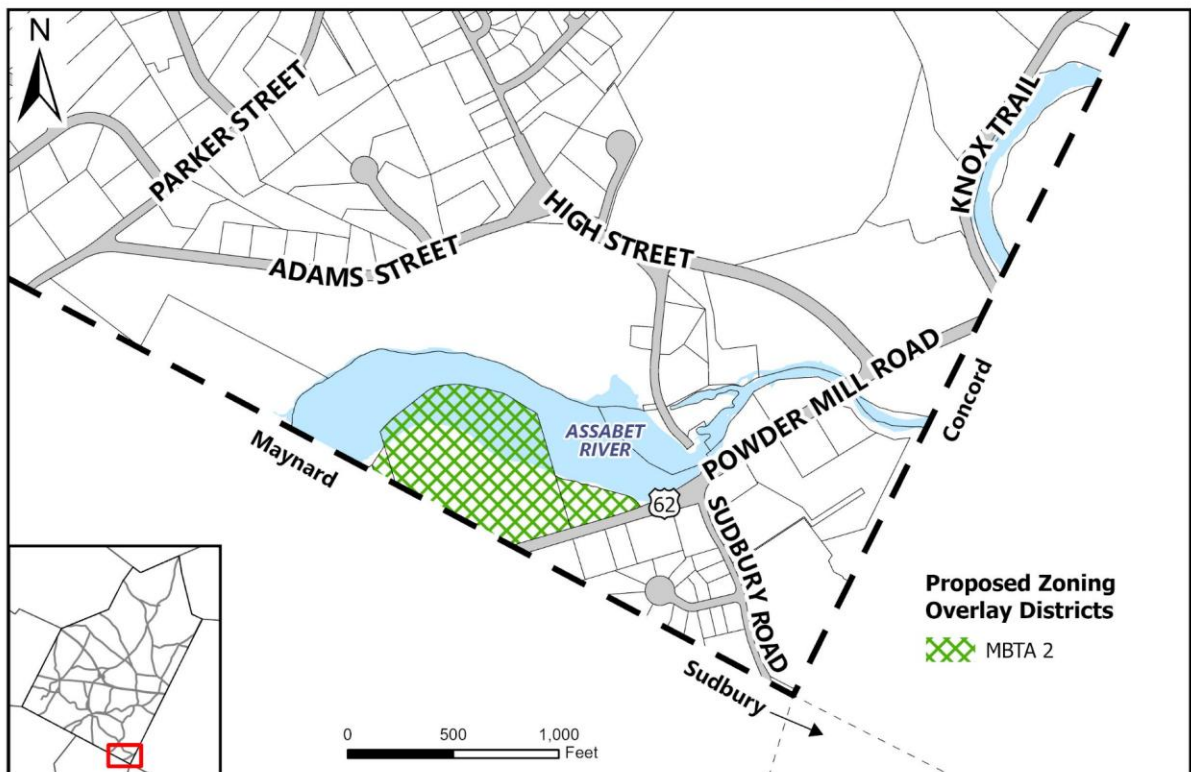
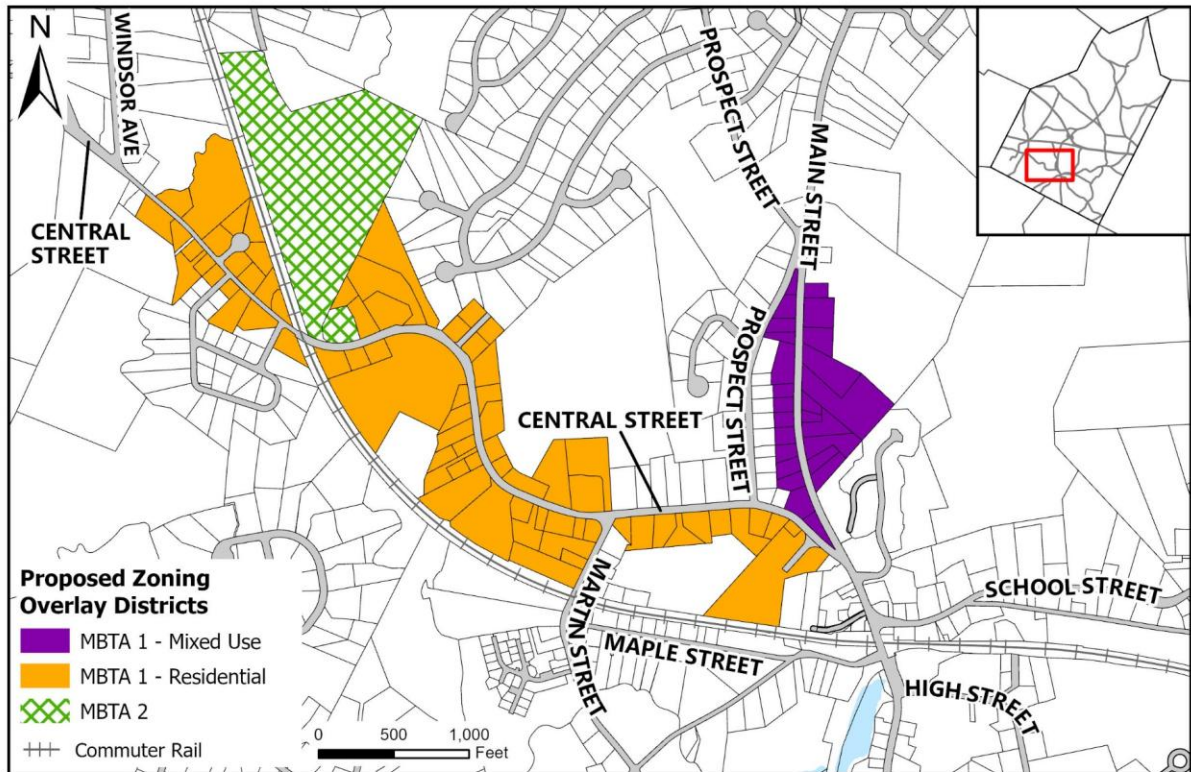
SITE PLAN RULES AND REGULATIONS set forth the rules and regulations, administered by the Select Board, to be followed for site development where a Site Plan Special Permit or Site Plan Approval is required.

*[Modifications from the current Bylaw are below. Added text is shown **bold.**]*

SITE PLAN RULES AND REGULATIONS set forth the rules and regulations, administered by the Select Board, to be followed for site development where a Site Plan Special Permit **or Site Plan Approval** is required.

- C. Insert in Section 2 (Classification of Districts) the following new Overlay District:
MBTA Overlay District;
- D. Insert in Section 2.2 “MBTA Overlay District Map of the Town of Acton” consisting of Map 6 and shown on the same sheet as Map Number 1.

E. On the Zoning Map, Map Number 1, establish the MTBA Overlay District as shown on the map. It shall be superimposed on the underlying Zoning District.



F. Insert in Section 3.3 a new subsection as follows:

- d. Where a site plan has been permitted in the MBTA Overlay District under Section 4.6 of this Bylaw.

G. Insert in Section 4 the following new subsection:

4.6 MBTA Overlay District

- 4.6.1 Purpose – The purpose of this Section is to increase opportunities for diverse housing near transit and walkable neighborhoods close to villages and centers. In order to allow opportunities for housing in a manner consistent with State and local housing policies, including the Town’s Climate Action Plan, the Town encourages new housing developments to contain a proportion of the DWELLING UNITS AFFORDABLE to persons or households at 80 percent Area Median Income. Accordingly, the provisions of this Section are designed: (1) to meet compliance with MGL Chapter 40A Section 3A; (2) to encourage a greater diversity of housing accommodations to meet the diverse needs of all people; and (3) to allow for more housing choices within a ½ mile of public transit and near existing village districts and centers.
- 4.6.2 Site Plan Review – The Select Board shall grant Site Plan Approval to any development that complies with the following subsections and with the requirements of Section 10.6.
- 4.6.3 Applicability
- 4.6.3.1 The provisions of this Section 4.6 may be utilized for any LOT located within the MBTA Overlay District, subject to the requirements and standards set forth in this Section 4.6.
- 4.6.3.2 The MBTA Overlay District is defined and bounded as shown on the "MBTA Overlay District Map of the Town of Acton". The MBTA Overlay District shall consist of three Sub-Districts:
- a) MBTA Sub-District 1 - Residential (MBTA 1 - Residential);
 - b) MBTA Sub-District 1 – Mixed Use (MBTA 1 - Mixed Use);
 - c) MBTA Sub-District 2 (MBTA-2).
- 4.6.3.3 Said MBTA Overlay District is superimposed over all Districts established by this Bylaw and the requirements of the MBTA Overlay District are in addition to all other requirements set forth in this Bylaw. Where the requirements of the MBTA Overlay District, as set forth in this Section 4.6, differ from or conflict with the requirements of the remainder of the Bylaw, the requirements of the MBTA Overlay District shall prevail, except for the requirements established in the Groundwater Protection and Flood Plain Districts.
- 4.6.3.4 Site Plan Approval Required – Anyone seeking a permit pursuant to this Section of the Bylaw shall obtain Site Plan Approval from the Select Board.
- 4.6.4 Allowed Residential Uses - Multi-family and Two-Family Dwellings shall be allowed as-of-right in both the MBTA 1- Residential, MBTA 1 – Mixed-Use and MBTA-2.
- 4.6.5 Allowed Commercial Uses - Commercial Uses allowed in the SAV-1 District identified with a “Y” in the Table of Principal Uses are allowed in MBTA 1 - Mixed Use Sub District only on the ground floor of BUILDING(s), provided that all Parking is located in the rear or on the side of a BUILDING(s).

- 4.6.6 Affordability Requirements for Initial Development – For the initial development of Multi-family Dwellings in MBTA 1- Residential, MBTA 1 – Mixed Use, and MBTA-2, such developments shall provide a minimum of ten percent (10%) of the DWELLING UNITS to be sold, rented, or leased at prices and rents that are affordable to individuals or FAMILIES at or below eighty percent (80%) of the median income for the Boston Primary Metropolitan Statistical Area. Said affordable DWELLING UNITS shall be eligible for the Subsidized Housing Inventory managed by the Executive Office of Housing and Livable Communities.
- 4.6.7 MBTA 1- Residential and MBTA 1 - Mixed Use Developments – MBTA 1- Residential and MBTA 1 – Mixed Use Developments shall be considered additional development options, subject to the following provisions:
- 4.6.7.2 Dimensional and Parking Space Provisions in MBTA 1- Residential and MBTA 1 – Mixed Use Developments – The following dimensional and parking space provisions apply:

MINIMUM LOT AREA (in sq. feet)	5,000
MINIMUM LOT FRONTAGE (in feet)	50
MINIMUM LOT WIDTH (in feet)	0
MINIMUM FRONT YARD SETBACK (in feet)	10
MINIMUM SIDE & REAR YARD SETBACK (in feet)	10
MINIMUM OPEN SPACE (in percent)	20%
MAXIMUM FLOOR AREA RATIO	NR
MAXIMUM HEIGHT (feet)	36
MAXIMUM DENSITY (units/acre)	10 units per acre
MAXIMUM PARKING SPACES	1.5 spaces per unit for surface parking or 2 spaces per unit if one or more spaces are interior garage spaces
MINIMUM PARKING SPACES	None

- 4.6.7.3 Site and Building Design Provisions - For the initial development of or conversion to Multi-family or Two-family Dwellings within MBTA 1- Residential and MBTA 1 – Mixed Use Developments, the following site and building design provisions shall apply. This section shall not apply to conversions where only interior renovations and minor exterior renovations for compliance with the State Building Code are proposed.
- 4.6.7.3.1 Pedestrian and Community Accommodations
- Sidewalks –Sidewalks shall be required along the LOTS’s FRONTAGE on a STREET or STREETS. The sidewalk shall be at least 5 feet wide. Sidewalk construction shall consist of concrete and vertical granite curb. Sidewalks may be allowed wholly or partially within the STREET layout. Sidewalks shall be considered part of the minimum required OPEN SPACE. The sidewalk shall be separated, where feasible, from the vehicular roadway with a landscaped or hardscape buffer to provide both safety to pedestrians and to create the sense of a village neighborhood.
 - Street Trees - One street tree shall be provided for every 50 feet of FRONTAGE. Where a landscape buffer of more than 4 feet wide is provided, street trees shall be

placed within the landscape buffer. Where less than 4 feet of landscape buffer is provided street trees shall be placed between the sidewalk and building. Street trees shall have a minimum DBH of 3 inches and shall be planted in accordance with Appendix P-1 of the Subdivision Rules and Regulations.

- c. Walkways – Walkways shall be required from the sidewalk to BUILDING entrances using straight or gently curving paths connecting BUILDINGS to BUILDINGS, BUILDINGS to STREETS and BUILDINGS to sidewalks with minimal interruption by driveways. Parking aisle, along with access and interior driveways, do not count as walkways. Walkways should include “bulges” to allow for gathering points that may include special features (e.g., water elements, sculptures, statues, benches).

4.6.7.3.2 Driveways and Parking Lots – The parking lot design requirements set forth in Section 6.7 shall apply to the extent such requirements do not conflict with any requirements of this subsection.

- a. No driveway or parking lot shall be placed in the portion of the LOT that is directly in front of a BUILDING as seen from a STREET, whether or not the BUILDING is located on the same LOT as the driveway or parking lot, except that a driveway and parking lot may be placed in the front of a BUILDING that is located in the rear of another BUILDING when viewed from a STREET. Additional parking lot design requirements set forth in Section 6.7 shall be required for parking lots serving more than a four-family residential Use.
- b. Vehicular driveways and parking lots may be located to the side and rear of BUILDINGS, underground, in a garage or parking structure.

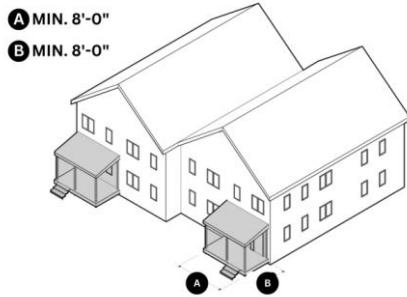
4.6.7.3.3 Building Design

- a. BUILDING facades facing STREETS are also referred to herein as the BUILDING front(s) or BUILDING front façade(s). Such BUILDING front shall have a vertical orientation, meaning either that the BUILDING shall actually have a greater height than width, or that the facades and roof lines of the BUILDING are designed to reduce the massing so that it appears as a group of smaller masses with a distinct vertical articulation.
- b. The BUILDING front facades shall be articulated with different textures, shadow lines, uneven angles, detailing and contrasting shapes are required. BUILDING facades shall incorporate architectural elements that project or recess by at least two feet from the adjacent section of the façade. The projecting or recessed facade shall occur on a minimum interval of fifty feet or less. Not more than fifty feet of a continuous BUILDING front shall be in the same vertical plane.
- c. The main features of the architectural treatment of the BUILDING front facades, including the materials used, shall be continued around all sides of the BUILDING that are visible from a STREET.
- d. Windows – Mirror windows and highly reflective surfaces shall not be allowed on the BUILDING fronts. BUILDINGS shall contain windows covering at least 15 percent of the façade surface. Windows shall be highlighted with frames, lintels, and sills, or equivalent trim. Where Commercial Uses are proposed on the ground floor, the amount of windows in the façade surface shall be at least forty percent (40%), but no larger than eighty percent (80%) of the façade surface.
- f. Roofs - Roofs shall be gabled with a minimum pitch of 9/12 (9” for every 12” horizontal) and have overhanging eaves of at least one foot. Two or three story BUILDINGS, or two or three story portions of a BUILDING, may have a flat roof provided that the tops of the BUILDING front facades are treated with a cornice, dormers or other architectural treatment that appears as integral part of the BUILDING

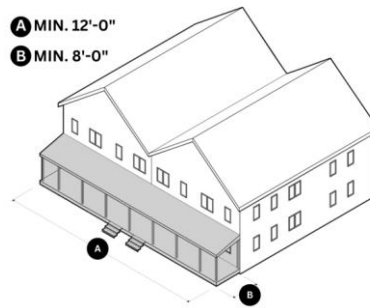
from all visible sides of the BUILDING. Rooftop mechanical equipment shall be screened from public view by the use of architecturally compatible materials.

- g. Residential unit entrances that face the STREET shall be articulated with one or more of the following architectural features:

- i. Porches, shared or individual. Individual porches shall be a minimum of 8 feet in depth and 8 feet in width. Shared porches shall be a minimum of 12 feet in width.

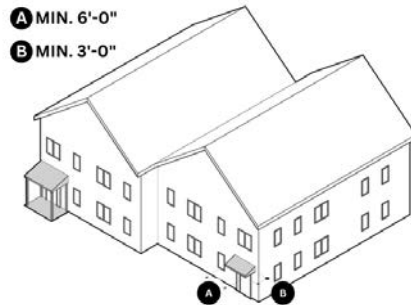


Example of individual porches.



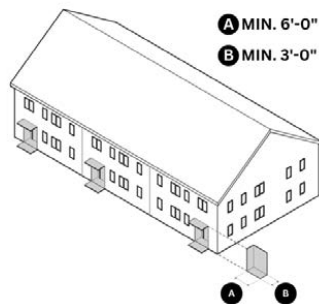
Example of shared porches.

- ii. Covered Entry, a minimum 6 feet in width. The covered area shall be a minimum of 3 feet in depth.



Example of covered entry.

- iii. Recessed Entry, a minimum of 3 feet in depth and 6' in width.



Example of recessed entry.

- iv. Where covered entrances consist of both a recessed and projected area, the minimum depth shall be considered the full depth of the projected and recessed area.
 - v. Porches and covered entries at residential entrances that project from the BUILDING may be located within the front yard setback.
- h. Accessory STRUCTURES, air conditioning equipment, electrical utility boxes, ground-mounted solar installations, satellite dishes, trash receptacles, and other ground level utilities shall be screened when viewed from the STREET and adjacent LOTS.
- i. Garage doors and loading docks shall not be allowed within the BUILDING fronts.
- 4.6.8 MBTA-2 Developments – A MBTA-2 Development shall be considered an additional development option. Developments permitted in the MBTA-2 are subject to the following provisions:
- 4.6.8.1 Dimensional and Parking Space Provisions in MBTA-2 – The following dimensional and parking space provisions apply in MBTA-2:

MINIMUM LOT AREA (in sq. feet)	43,560
MINIMUM LOT FRONTAGE (in feet)	50
MINIMUM LOT WIDTH (in feet)	0
MINIMUM FRONT YARD SETBACK (in feet)	35
MINIMUM SIDE & REAR YARD SETBACK (in feet)	50
MINIMUM OPEN SPACE (in percent)	40%
MAXIMUM FLOOR AREA RATIO	NR
MAXIMUM HEIGHT (feet)	55
MAXIMUM DENSITY (units/acre)	25 units per acre
MAXIMUM PARKING SPACES	2 spaces per unit
MINIMUM PARKING SPACES	None

- 4.6.8.2 Site and Building Design Provisions – For the initial development of or conversion to Multi-family or Two-family Dwellings within MBTA-2, the following site and building design provisions shall apply.
- 4.6.8.2.1 Pedestrian and Community Accommodations
- a. Sidewalks – Sidewalks shall be required along the LOTS's FRONTAGE on a STREET or STREETS. The sidewalk shall be at least 5 feet wide. Sidewalk construction shall consist of concrete and vertical granite curb. Sidewalks may be allowed wholly or partially within the STREET layout. Sidewalks shall be considered part of the minimum required OPEN SPACE. The sidewalk shall be separated, where feasible, from the vehicular roadway with a landscaped or hardscape buffer to provide both safety to pedestrians and to create the sense of a village neighborhood.

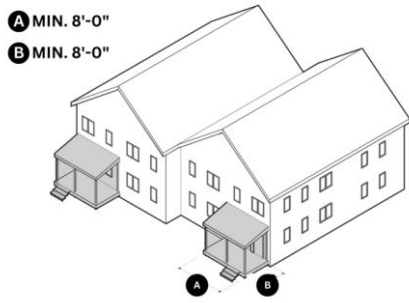
- b. Street Trees - One street tree shall be provided for every 50 feet of FRONTAGE. Where a landscape buffer of more than 4 feet wide is provided, street trees shall be placed within the landscape buffer. Where less than 4 feet of landscape buffer is provided street trees shall be placed between the sidewalk and building. Street trees shall have a minimum DBH of 3 inches and shall be planted in accordance with Appendix P-1 of the Subdivision Rules and Regulations.
- c. Walkways – Walkways shall be required from the sidewalk to BUILDING entrances using straight or gently curving paths connecting BUILDINGs to BUILDINGs, BUILDINGs to STREETS and BUILDINGs to sidewalks with minimal interruption by driveways. Parking aisle, along with access and interior driveways, do not count as walkways. Walkways should include “bulges” to allow for gathering points that may include special features (e.g., water elements, sculptures, statues, benches).

4.6.8.2.2 Driveways and Parking Lots

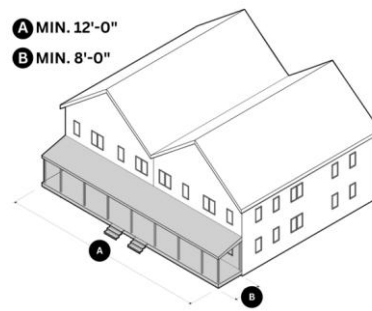
- a. No driveway or parking lot shall be placed in the portion of the LOT that is directly in front of a BUILDING as seen from a STREET, whether or not the BUILDING is located on the same LOT as the driveway or parking lot, except that a driveway and parking lot may be placed in the front of a BUILDING that is located in the rear of another BUILDING when viewed from a STREET. Additional parking lot design requirements set forth in Section 6.7 shall be required for parking lots serving more than a four DWELLING UNITS.
- b. Vehicular driveways and parking lots may be located to the side and rear of BUILDINGS, underground, in a garage or parking structure.

4.6.8.2.3 Building Design Guidelines

- a. Building facades facing STREETS also referred to herein as the building front(s) or Building façade. The BUILDING facades shall be articulated with different textures, shadow lines, uneven angles, detailing and contrasting shapes. Not more than 50 feet of a BUILDING front shall be in the same vertical plane.
- c. The main features of the architectural treatment of the BUILDING front facades, including the materials used, shall be continued around all sides of the BUILDING that are visible from a STREET.
- d. Windows - Mirror windows and highly reflective surfaces shall not be allowed on the BUILDING fronts. Building front(s) shall contain windows covering at least fifteen percent (15%) of the façade surface. Windows shall be highlighted with frames, lintels and sills or equivalent trim features. Windows and doors shall be arranged to give the façade a sense of balance and symmetry.
- e. Roofs shall be gabled with a minimum pitch of 6/12 (6” for every 12” horizontal) and have overhanging eaves of at least one foot. BUILDINGS over three stories or portions of BUILDINGS over three stories may have a flat roof provided that the tops of the BUILDING front facades are treated with a cornice, dormers or other architectural treatment that appears as integral part of the BUILDING from all visible sides of the BUILDING.
- f. Residential unit entrances facing the STREET on BUILDINGS located within 50 feet of the STREET shall be articulated with one or more of the following architectural features:
 - i. Porches, shared or individual. Individual porches shall be a minimum of 8 feet in depth and 8 feet in width. Shared porches shall be a minimum of 12 feet in width and 8 feet in depth.

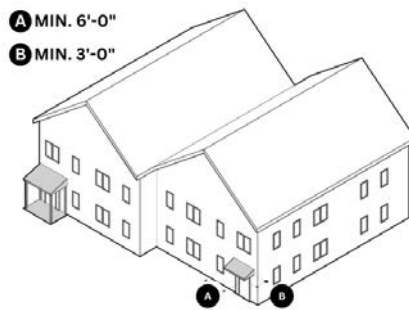


Example of individual porches.



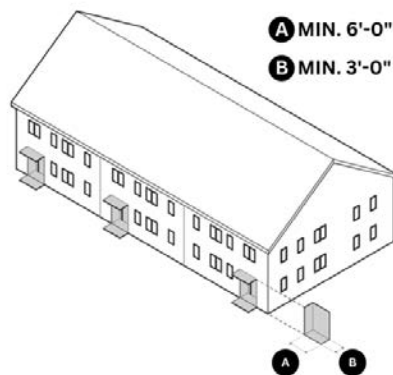
Example of shared porches.

- i. Projected Covered Entry, a minimum of 6 feet in width. The covered area shall be a minimum of 3 feet in depth.



Example of projected covered entry.

- ii. Recessed Covered Entry, a minimum of 3 feet in depth and 6' in width.



Example of recessed entry.

- iii. Where covered entrances consist of both a recessed and projected area, the minimum depth shall be considered the full depth of the projected and recessed area.

iv. Porches and covered entries at residential entrances that project from the BUILDING may be located within the front yard setback.

- g. A minimum of fifty percent (50%) of the GROUND FLOOR units shall be designed with the following inclusive visitability design approaches: at least one entry from an accessible path, shall have a threshold no greater than 0.5 inches high, and door widths of 36 inches. If the GROUND FLOOR unit has multiple stories, such units shall also include at least one-half bathroom on the ground floor.
- h. Garage doors shall not be allowed in the BUILDING fronts.
- i. Accessory STRUCTURES, air conditioning equipment, electrical utility boxes, ground-mounted solar installations, satellite dishes, trash receptacles, and other ground level utilities shall be screened when viewed from the STREET and adjacent LOTS.

4.6.8.2.4 Activated Outdoor Spaces – Where a LOT has STRUCTURES totaling a NET FLOOR AREA of 10,000 square feet or more, it shall have one or more activated outdoor spaces as follows:

- a. The combined area of activated outdoor space shall measure at least 5% of the NET FLOOR AREA on the LOT, but not more than 3,000 square feet in combined area shall be required. At least one activated outdoor area shall measure 1,500 square feet or more with a minimum side dimension of 20 feet.
- b. The activated outdoor space shall provide an outdoor space for residents to gather or play. Activated outdoor spaces may include, but are not limited to, shared seating areas, playgrounds, pools, parks, or pedestrian plazas.
- c. The activated outdoor space shall be located at the STREET level in front of a BUILDING, on the side or rear of a BUILDING, or in between BUILDINGS, and shall connect to sidewalks and walkways.
- d. Shade trees, ornamental trees and other landscaping shall be included to provide shelter from the sun, to reduce noise, to beautify the appearance of MBTA-2 and to mitigate fumes. All landscaping shall use species that are tolerant to the climatic conditions in Acton and shall be designed to facilitate ongoing maintenance and watering.
- e. Activated outdoor spaces shall be considered part of the minimum required OPEN SPACE. The area required for a sidewalk shall not be included in the activated outdoor space.

, or take any other action relative thereto.

Summary

[This article is a simple majority voting threshold in accordance with MGL Chapter 40A, Section 5 as discussed at the Planning Board Public Hearings of March 19, 2024 and April 9, 2024.]

This article proposes a new overlay zoning district consisting of three sub-districts that would achieve compliance with the new MBTA Communities Law while implementing action items of the South Acton Vision and Action Plan. The overlay district will provide additional, alternative options beyond what the underlying district allows. All developments utilizing the MBTA Overlay District would require 10% of the units to be deed restricted affordable at 80% of the Area Median Income in perpetuity. All three districts contain their own specific architectural, dimensional, parking, landscaping, open space, street tree requirements and amenities. The districts are as follows:

MBTA 1 – Residential allows for the option of small-scale multi-family housing at a maximum of 10 units per acre within the ½ mile radius of the MBTA South Acton Train Station. It extends along a portion of Central Street from Main Street to the crossing of Fort Pond Brook.

MBTA 1 – Mixed Use allows for the option of small-scale multi-family housing at a maximum of 10 units per acre within the ½ mile radius of the MBTA South Acton Train Station with the option of commercial uses allowed on the first floor. This district extends along Main Street from Central Street to the Prospect Street intersection.

MBTA 2 – Allows for the option for larger scale multi-family housing at a maximum of 25 units per acre at two locations where height and massing would be less noticeable. One location is directly between South Acton Village and West Acton Village (117 and 113 Central Street) and the other is located within the Powder Mill Corridor connecting to Maynard’s downtown (2, 18 and 18 rear Powder Mill Road).

Developments opting to use the MBTA Overlay District would be required to apply for site plan review under the Select Board’s authority and would require a public hearing. The approval process would assure compliance with all applicable laws including: Acton’s local Wetland Bylaw, Title 5, Acton’s Board of Health Regulations, Chapter X (stormwater), Acton Water District permitting and mitigation fees etc.

Other limitations including wastewater capacity may result in development less than the density allowances proposed in the overlay district. The Town only needs to lift the prohibition on multifamily zoning in order to comply with the state requirements.

In 2022, the Town embarked on a 2-year community engagement effort for the South Acton Vision and Action Plan. This effort looked at updating the 1995 South Acton Plan and explored how Acton could comply with State Law, Massachusetts General Law 40A Section 3A (MBTA Communities Law) while implementing action items of the Climate Action Plan and Comprehensive Community Plan, Acton 2020.



For detailed information about the South Acton Vision and Action Plan please follow the link or use the QR code: <https://www.mapc.org/resource-library/south-acton-plan/>

The goals of Acton’s Climate Action Plan align with goals in both the South Acton Vision and Action Plan and the MBTA Communities Law. This includes advancing sustainability and promoting affordable, accessible, and multi-family housing options as well as mixed-use development.

The MBTA Communities law designates Acton as one of the 176 MBTA Communities that must comply with the new law under Chapter 40A, Section 3A. The goal of the law is to allow multifamily housing in walkable neighborhoods closer to transit. The MBTA Communities Law does not require the construction of any units, but simply requires that zoning laws allow property owners the option to construct multifamily housing without discretionary permits. This is a combined housing, transit and climate policy focused on transit-oriented development designed to allow for:

- “More housing closer to the places that we go every day, such as local shops, jobs, schools, restaurants, parks, etc.
- Better access to work, services, and other destinations by increasing mobility and utilization of public transit
- Reduced reliance on single occupancy vehicles, which helps in our larger effort to confront the climate crisis.”



*For detailed information about the MBTA Communities law please see follow the link or use the QR code:
<https://www.mass.gov/info-details/multi-family-zoning-requirement-for-mbta-communities>*

Compliance is required by December 31, 2024:

Acton must adopt zoning that complies with the law and submit a compliance application by December 31, 2024. In other words, not complying with Section 3A is against the law—it is mandatory.

Municipalities that fail to comply with the MBTA Communities Law can face:

- Civil enforcement action by the Attorney General’s Office,
- Civil enforcement by legal groups,
- Liability under federal and state fair housing laws,
- Ineligibility for grants from the MassWorks and HousingWorks infrastructure programs.
- Losing eligibility in the Housing Choice Initiative and the town’s designation as a Housing Choice Community.

Acton has received numerous grants under these programs, and its status as a Housing Choice Community has enabled the Town and the Acton Water District to benefit from the State Revolving Fund loan discount rate and have access to the Local Capital Projects Fund. Over the past five years, Acton has received over \$12 million in grants from state programs for priority projects and programs that have helped reduce the need for local taxpayer investment.

Acton’s Housing Production Plan shows that 24% of Acton households are cost burdened, paying 30% or more of their income on housing costs; the rate (36%) is particularly high among renter households. Lifting the prohibition on multi-family housing by-right and allowing multi-family with a required affordability restriction in more areas of Town, will help to address local housing needs identified in Acton’s Housing Production Plan. The Fair Housing review found that the South Acton Vision and Action Plan, including the proposed MBTA Overlay District zoning does not have disparate impact on protected classes, does promote integration and combat segregation of protected classes, and does increase access to opportunity areas.

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 planning@actonma.gov / (978) 929-6631

Select Board Member: Alissa Nicol: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u> Recommended	<u>Finance Committee</u> Deferred	<u>Planning Board</u> Recommended
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Article 13 **Amend Zoning Bylaw and Zoning Map – South Acton Village Districts** (Two-thirds vote)

To see if the Town will vote to amend the Zoning Bylaw and Zoning Map and to renumber or alphabetize as necessary:

A. In the Table of Contents, delete the line for Section 6.9 and replace it with the following:

6.9 Special Provisions for the Village, Kelley’s Corner, Powder Mill Districts, South Acton Village District 1 and South Acton Village District 2

*[Modifications from the current Bylaw are below. Text shown in ~~strike through~~ is being replaced with text shown in **bold**]*

6.9 Special Provisions for the Village, Kelley’s Corner, ~~and~~ Powder Mill Districts, **South Acton Village District 1 and South Acton Village District 2.**

B. In the Classification of Districts, Section 2, replace SOUTH ACTON VILLAGE with the following new districts:

SOUTH ACTON VILLAGE 1 SAV-1
SOUTH ACTON VILLAGE 2 SAV-2

*[Modifications from the current Bylaw are below. Added text is shown in **bold**.]*

~~SOUTH ACTON VILLAGE~~ ~~SAV~~
SOUTH ACTON VILLAGE 1 **SAV-1**
SOUTH ACTON VILLAGE 2 **SAV-2**

C. In Section 3 – Table of Principal Uses, in the Village District group, remove the SAV column and replace it with the following two new columns: SAV-1 and SAV-2 as follows:

	VILLAGE DISTRICTS						OFFICE DISTRICTS		BUSINESS DISTRICTS			INDUSTRIAL DISTRICTS					SP. DIST.	
PRINCIPAL USES	EAV	EAV-2	NAV	SAV-1 (13)	SAV-2(14)	WAV	OP-1	OP-2	KC	LB	PM	GI	LI	LI-1	SM(1)	TD	ARC	SITE PLAN
3.2 GENERAL USES																		
3.2.1 Agriculture	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	NR
3.2.2 Conservation	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	NR
3.2.3 Recreation	N	N	N	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	NR
3.3 RESIDENTIAL USES																		
3.3.1 Single FAMILY Dwelling	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	N	N	N	N	N	N	NR
3.3.2 Two-FAMILY Dwelling	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	N	N	NR
3.3.3 Dwelling Conversions	SPA	SPA	SPA	Y	Y	SPA	N	N	SPA	SPA	N	N	N	N	N	N	N	NR
3.3.4 Multifamily Dwelling	Y(2)	Y(2)	N(3)	Y	Y	Y	N	N	N	N	N	N	N	N	N	N	N	R
3.4 GOVERNMENTAL INSTITUTIONAL & PUBLIC SERVICE USES																		
3.4.1 Municipal	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	NR
3.4.2 Educational	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	NR
3.4.3 Religious	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	NR
3.4.4 Nursing Home	N	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	N	R
3.4.5 Public or Private Utility Facilities	SPS	SPS	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	R
3.4.6 Child Care Facility	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	NR
3.4.7 Other Public Use (4)	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	N	R
3.4.8 Full Service Retirement Community	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	N	R
3.4.9 Assisted Living Residence (5)	SPS	SPS	SPS	SPS	SPS	SPS	N	N	SPS	SPS	SPS	N	N	N	N	N	N	R
3.4.10 Personal Wireless Facility (6)	N	SPP	N	N	N	N	SPP	SPP	N	SPP	SPP	SPP	SPP	SPP	SPP	SPP	N	NR
3.4.11 Commercial Education or Instruction	Y	Y	SPS	SPS	SPS	SPS	Y	Y	SPS	Y	Y	Y	Y	Y	Y	Y	N	R
3.4.12 Community Service Organization	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	R
3.5 BUSINESS USES																		
3.5.1 Retail Store	SPS(10)	Y	Y	Y	Y	Y	N	N	Y	Y	Y	N	N	N	N	N	N	R
3.5.2 Office	SPS(10)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	R
3.5.3 Health Care Facility	Y	SPS(10)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	R
3.5.4 Hospital, Medical Center	N	N	N	N	N	N	SPS	SPS	N	SPS	SPS	SPS	SPS	SPS	SPS	SPS	N	R
3.5.5 Restaurant (8)	SPS	SPS	SPS	Y(8)	Y(8)	SPS	N	SPS	SPS	SPS	SPS	N	N	N	N	SPS	N	R
3.5.6 Combined Business & Dwelling	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	N	N	N	N	N	N	R
3.5.7 Hotel, Motel, Inn, Conference Center	SPS	SPS	SPS	SPS	SPS	SPS	N	SPS	SPS	SPS	SPS	N	N	N	N	SPS	N	R

	VILLAGE DISTRICTS						OFFICE DISTRICTS		BUSINESS DISTRICTS			INDUSTRIAL DISTRICTS					SP. DIST.	
PRINCIPAL USES	EAV	EAV-2	NAV	SAV-1	SAV-2	WAV	OP-1	OP-2	KC	LB	PM	GI	LI	LI-1	SM(1)	TD	ARC	SITE PLAN
3.5 BUSINESS USES (continued)																		
3.5.8 Bed & Breakfast	Y	SPS	Y	Y	Y	Y	N	N	Y	Y	Y	N	N	N	N	N	N	R
3.5.9 Lodge or Club	SPS	SPS	SPS	SPS	SPS	SPS	N	N	SPS	SPS	SPS	N	N	N	N	N	N	R
3.5.10 Veterinary Care	SPS	SPS	N	SPS	SPS	SPS	N	N	Y	Y	Y	Y	Y	Y	SPS	N	N	R
3.5.11 Animal Boarding	N	N	N	N	N	N	N	N	N	SPS	SPS	SPS	SPS	SPS	SPS	N	N	R
3.5.12 Services	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	N	N	N	N	N	N	R
3.5.13 Repair Shop, Technical Shop, Studio	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	R
3.5.14 Building Trade Shop	N	Y	Y	N	N	Y	N	Y	N	Y	Y	Y	Y	Y	Y	Y	N	R
3.5.15 Commercial Recreation (9)	SPS(10)	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	N	R
3.5.16 Commercial Entertainment	Y	Y	N	Y	Y	SPS	N	N	SPS	SPS	SPS	N	N	N	N	N	N	R
3.5.17 Golf Course in Residential Districts	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	NR
3.5.18 Cross-Country Skiing in Residential Districts	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	NR
3.5.19 Vehicle Service Station	N	N	N	N	N	N	N	N	N	SPS	Y	Y	N	N	N	N	N	R
3.5.20 Vehicle Repair	N	N	N	N	N	SPS	N	N	SPS	Y	Y	N	Y	N	Y	N	N	R
3.5.21 Vehicle Body Shop	N	N	N	N	N	N	N	N	N	Y	Y	N	Y	N	Y	N	N	R
3.5.22 Vehicle Sale, Rental	N	N	N	N	N	N	N	N	N	Y	Y	N	N	N	N	N	N	R
3.5.23 Parking Facility	N	N	Y	N	N	Y	N	N	Y	Y	Y	N	N	N	N	Y	N	R
3.5.24 Transportation Services	N	N	N	N	N	N	N	SPS	N	N	Y	SPS	N	N	N	Y	N	R
3.5.25 Adult Uses	N	N	N	N	N	N	N	SPS	N	N	N	N	N	N	N	SPS	N	R
3.5.26 Firearm Business (12)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	SPS	SPS	N	R
3.6 INDUSTRIAL USES																		
3.6.1 Warehouse	N	N	N	N	N	N	N	Y	Y	N	N	Y	Y	Y	Y	Y	N	R
3.6.2 Distribution Center	N	N	N	N	N	N	N	SPS	N	N	SPS	N	N	N	N	SPS	N	R
3.6.3 Manufacturing	N	N	N	N	N	SPS	Y	Y	SPS	N	Y	Y	Y	Y	Y	Y	N	R
3.6.4 Scientific	N	N	N	N	N	N	N	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	N	R
3.6.5 Ground-Mounted Neighborhood Solar Photovoltaic Installation (11)	N	N	N	N	N	N	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	NR
3.6.6 Ground-Mounted Industrial Solar Photovoltaic Installation (11)	N	N	N	N	N	N	N	Y	Y	N	SPP	SPP	Y	Y	Y	Y	Y	NR

[Modifications from the current Bylaw are below. Text shown in ~~strike through~~ is being replaced with text shown in **bold**]

	VILLAGE DISTRICTS							OFFICE DISTRICTS		BUSINESS DISTRICTS			INDUSTRIAL DISTRICTS					SP. DIST.	
PRINCIPAL USES	EAV	EAV-2	NAV	SAV	SAV-1 (13)	SAV-2(14)	WAV	OP-1	OP-2	KC	LB	PM	GI	LI	LI-1	SM(1)	TD	ARC	SITE PLAN
3.2 GENERAL USES																			
3.2.1 Agriculture	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	R
3.2.2 Conservation	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	R
3.2.3 Recreation	N	N	N	N	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	R
3.3 RESIDENTIAL USES																			
3.3.1 Single FAMILY Dwelling	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	N	N	N	N	N	N	R
3.3.2 Two-FAMILY Dwelling	Y	Y	Y	Y	Y	Y	Y	N	N	N	N	N	N	N	N	N	N	N	R
3.3.3 Dwelling Conversions	SPA	SPA	SPA	SPA	Y	Y	SPA	N	N	SPA	SPA	N	N	N	N	N	N	N	R
3.3.4 Multifamily Dwelling	Y(2)	Y(2)	N(3)	Y(2)	Y	Y	N	N	N	N	N	N	N	N	N	N	N	N	R
3.4 GOVERNMENTAL INSTITUTIONAL & PUBLIC SERVICE USES																			
3.4.1 Municipal	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	R
3.4.2 Educational	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	R
3.4.3 Religious	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	R
3.4.4 Nursing Home	N	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	N	R
3.4.5 Public or Private Utility Facilities	SPS	SPS	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	R
3.4.6 Child Care Facility	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	R
3.4.7 Other Public Use (4)	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	N	R
3.4.8 Full Service Retirement Community	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	N	R
3.4.9 Assisted Living Residence (5)	SPS	SPS	SPS	SPS	SPS	SPS	SPS	N	N	SPS	SPS	SPS	N	N	N	N	N	N	R
3.4.10 Personal Wireless Facility (6)	N	SPP	N	N	N	N	N	SPP	SPP	N	SPP	SPP	SPP	SPP	SPP	SPP	SPP	N	R
3.4.11 Commercial Education or Instruction	Y	Y	SPS	SPS	SPS	SPS	SPS	Y	Y	SPS	Y	Y	Y	Y	Y	Y	Y	N	R
3.4.12 Community Service Organization	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	R
3.5 BUSINESS USES																			
3.5.1 Retail Store	SPS(10)	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	N	N	N	N	N	N	R
3.5.2 Office	SPS(10)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	R
3.5.3 Health Care Facility	Y	SPS(10)	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	R
3.5.4 Hospital, Medical Center	N	N	N	N	N	N	N	SPS	SPS	N	SPS	SPS	SPS	SPS	SPS	SPS	SPS	N	R
3.5.5 Restaurant (8)	SPS	SPS	SPS	SPS	Y(8)	Y(8)	SPS	N	SPS	SPS	SPS	SPS	N	N	N	N	SPS	N	R
3.5.6 Combined Business & Dwelling	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	N	N	N	N	N	N	R
3.5.7 Hotel, Motel, Inn, Conference Center	SPS	SPS	SPS	SPS	SPS	SPS	SPS	N	SPS	SPS	SPS	SPS	N	N	N	N	SPS	N	R

	VILLAGE DISTRICTS							OFFICE DISTRICTS		BUSINESS DISTRICTS			INDUSTRIAL DISTRICTS					SP. DIST.		
PRINCIPAL USES	EAV	EAV-2	NAV	SAV	SAV-1	SAV-2	WAV	OP-1	OP-2	KC	LB	PM	GI	LI	LI-1	SM(1)	TD	ARC	SITE PLAN	
3.5 BUSINESS USES (continued)																				
3.5.8 Bed & Breakfast	Y	SPS	Y	Y	Y	Y	Y	N	N	Y	Y	Y	N	N	N	N	N	N	R	
3.5.9 Lodge or Club	SPS	SPS	SPS	SPS	SPS	SPS	SPS	N	N	SPS	SPS	SPS	N	N	N	N	N	N	R	
3.5.10 Veterinary Care	SPS	SPS	N	SPS	SPS	SPS	SPS	N	N	Y	Y	Y	Y	Y	Y	SPS	N	N	R	
3.5.11 Animal Boarding	N	N	N	N	N	N	N	N	N	N	SPS	SPS	SPS	SPS	SPS	SPS	N	N	R	
3.5.12 Services	Y	Y	Y	Y	Y	Y	Y	N	N	Y	Y	Y	N	N	N	N	N	N	R	
3.5.13 Repair Shop, Technical Shop, Studio	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	Y	N	R	
3.5.14 Building Trade Shop	N	Y	Y	Y	N	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	Y	N	R	
3.5.15 Commercial Recreation (9)	SPS(10)	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	N	R	
3.5.16 Commercial Entertainment	Y	Y	N	SPS	Y	Y	SPS	N	N	SPS	SPS	SPS	N	N	N	N	N	N	R	
3.5.17 Golf Course in Residential Districts	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	NR	
3.5.18 Cross-Country Skiing in Residential Districts	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	NR	
3.5.19 Vehicle Service Station	N	N	N	N	N	N	N	N	N	SPS	Y	Y	N	N	N	N	N	N	R	
3.5.20 Vehicle Repair	N	N	N	N	N	N	SPS	N	N	SPS	Y	Y	N	Y	N	Y	N	N	R	
3.5.21 Vehicle Body Shop	N	N	N	N	N	N	N	N	N	N	Y	Y	N	Y	N	Y	N	N	R	
3.5.22 Vehicle Sale, Rental	N	N	N	N	N	N	N	N	N	N	Y	Y	N	N	N	N	N	N	R	
3.5.23 Parking Facility	N	N	Y	N	N	N	Y	N	N	Y	Y	Y	N	N	N	N	Y	N	R	
3.5.24 Transportation Services	N	N	N	N	N	N	N	N	SPS	N	N	Y	SPS	N	N	N	Y	N	R	
3.5.25 Adult Uses	N	N	N	N	N	N	N	N	SPS	N	N	N	N	N	N	N	SPS	N	R	
3.5.26 Firearm Business (12)	N	N	N	N	N	N	N	N	N	N	N	N	N	N	N	SPS	SPS	N	R	
3.6 INDUSTRIAL USES																				
3.6.1 Warehouse	N	N	N	N	N	N	N	N	Y	Y	N	N	Y	Y	Y	Y	Y	N	R	
3.6.2 Distribution Center	N	N	N	N	N	N	N	N	Y	SPS	N	N	SPS	N	N	N	N	SPS	N	R
3.6.3 Manufacturing	N	N	N	N	N	N	SPS	Y	Y	SPS	N	Y	Y	Y	Y	Y	Y	N	R	
3.6.4 Scientific	N	N	N	N	N	N	N	N	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	SPS	N	R	
3.6.5 Ground-Mounted Neighborhood Solar Photovoltaic Installation (11)	N	N	N	N	N	N	N	N	Y	Y	N	Y	Y	Y	Y	Y	Y	Y	NR	
3.6.6 Ground-Mounted Industrial Solar Photovoltaic Installation (11)	N	N	N	N	N	N	N	N	Y	Y	N	SPP	SPP	Y	Y	Y	Y	Y	NR	

D. In the Notes for Table of Principal Uses, replace note (2) as follows:

(2) Not more than four DWELLING UNITS shall be permitted per multifamily dwelling. In the VR District a Site Plan Special Permit shall not be required.

*[Modifications from the current Bylaw are below. Text shown in ~~strike through~~ is being replaced with text shown in **bold**]*

(2) Not more than four DWELLING UNITS shall be permitted per multifamily dwelling. In the VR District a Site Plan Special Permit shall not be required. ~~In the SAV district, the Select Board may by Special Permit allow more than four DWELLING UNITS per Multifamily Dwelling.~~

E. In the Notes for Table of Principal Uses, add the following new notes:

(13) Subject to certain provisions in Section 3.9.4.

(14) Subject to certain provisions in Section 3.9.5.

F. In Section 3.3 Residential USES, remove subsection a) and replace it with the following:

a) in the following Districts: Village Districts (EAV, NAV, SAV-1 and SAV-2, WAV);
Residence A District (R-A); Residence AA District (R-AA);

*[Modifications from the current Bylaw are below. Text shown in ~~strike through~~ is being replaced with text shown in **bold**]*

b) in the following Districts: Village Districts (EAV, NAV, ~~SAV~~, **SAV-1 and SAV-2**, WAV);
Residence A District (R-A); Residence AA District (R-AA);

G. In Section 3.3.3, definition of Dwelling Conversions, remove the existing definition and replace it with the following:

3.3.3 Dwelling Conversions – A single FAMILY dwelling or other residential BUILDING in existence prior to April 1, 1971 with less than four DWELLING UNITS may be altered and used for not more than four DWELLING UNITS if the LOT on which the BUILDING is located contains not less than 10,000 square feet per DWELLING UNIT and if one of the units is occupied by the owner of the property. In the R-A, R-AA, VR, SAV-1 and SAV-2, WAV, NAV, EAV and KC Districts the preceding requirement that the LOT on which the BUILDING is located shall contain not less than 10,000 square feet per DWELLING UNIT shall not apply. In the SAV-1 and SAV-2 the owner occupancy requirement shall not apply.

*[Modifications from the current Bylaw are below. Text shown in ~~strike through~~ is being replaced with text shown in **bold**]*

3.3.3 Dwelling Conversions – A single FAMILY dwelling or other residential BUILDING in existence prior to April 1, 1971 with less than four DWELLING UNITS may be altered and used for not more than four DWELLING UNITS if the LOT on which the BUILDING is located contains not less than 10,000 square feet per DWELLING UNIT and if one of the units

is occupied by the owner of the property. In the R-A, R-AA, VR, ~~SAV~~, **SAV-1 and SAV-2**, WAV, NAV, EAV and KC Districts, the preceding requirement that the LOT on which the BUILDING is located shall contain not less than 10,000 square feet per DWELLING UNIT shall not apply. **In the SAV-1 and SAV-2 Districts, the owner occupancy requirement shall not apply.**

- H. In Section 3.8, Accessory Use Regulations remove Section 3.8.1.2 and replace it with the following:

3.8.1.2 A home occupation, other than retail sales, conducted entirely within the DWELLING UNIT or an accessory BUILDING by a resident and employing no persons other than the residents. In the Village Residential District, the portion of the DWELLING UNIT or accessory BUILDING used for a home occupation shall be limited to 500 square feet of NET FLOOR AREA. The Board of Appeals may authorize by special permit a home occupation which 1) conducts retail sales, or 2) employs non-residents provided that no more than two such non-resident employees shall be present on the premises at any one time. In the SAV-1 and SAV-2 Districts the regulations on retail sales and resident employees do not apply.

*[Modifications from the current Bylaw are below. Added text is shown in **bold**.]*

3.8.1.2 A home occupation, other than retail sales, conducted entirely within the DWELLING UNIT or an accessory BUILDING by a resident and employing no persons other than the residents. In the Village Residential District, the portion of the DWELLING UNIT or accessory BUILDING used for a home occupation shall be limited to 500 square feet of NET FLOOR AREA. The Board of Appeals may authorize by special permit a home occupation which 1) conducts retail sales, or 2) employs non-residents provided that no more than two such non-resident employees shall be present on the premises at any one time. **In the SAV-1 and SAV-2 Districts, the restrictions on retail sales and resident employees shall not apply.**

- I. In Section 3.9, Special Provisions Applicable to Nonresidential USEs, add the following new sections:

3.9.4 Nonresidential USEs in the SAV-1 District - On LOTS in the SAV-1 District where the FLOOR AREA RATIO exceeds 0.40, only the following USEs shall be located on the ground floor side of the BUILDING that is facing a STREET: Retail Store; Restaurant; Community Service Organization; Services; Commercial Recreation; Repair Shop, Technical Shop, Studio; Hotel, Motel, Inn, Conference Center; Bed & Breakfast; Lodge or Club; and Commercial Entertainment. All other USEs shall be located on BUILDING floors other than the ground level floor, on the ground level floor in a rear portion of a BUILDING, or in a BUILDING situated to the rear of other BUILDINGS.

3.9.5 Nonresidential USEs in the SAV-2 District - On LOTS in the SAV-2 District only the following USEs shall be located on the ground floor side of the BUILDING that is facing a STREET: Community Service Organization; Retail Store; Restaurant; Services; Commercial Recreation; Repair Shop, Technical Shop, Studio Shop; Hotel, Motel Inn, Conference

Center; Bed & Breakfast; Lodge or Club; Commercial Entertainment. All other USES shall be located on BUILDING floors other than the ground level floor, on the ground level floor in a rear portion of a BUILDING, or in a BUILDING situated to the rear of other BUILDINGS.

- J. In Section 5 – Table of Dimensional Regulations, in the Village District group, replace SAV row and replace it with the following two new rows: SAV-1 and SAV-2 as follows:

DISTRICT	ZONING DISTRICTS	MINIMUM LOT AREA in sq. ft.	MINIMUM LOT FRONTAGE in feet	MINIMUM LOT WIDTH In feet	MINIMUM FRONT YARD in feet	MINIMUM SIDE & REAR YARD in feet	MINIMUM OPEN SPACE in percent	MAXIMUM FLOOR AREA RATIO	MAXIMUM HEIGHT in feet
VILLAGE DISTRICTS	EAV	NR	NR	NR	10 (10)	NR (1)	25%	0.20 (4)	36
	EAV-2	15,000	50	NR	10	10 (1)	35%	0.20 (4)	36
	NAV	10,000	100	50	10 (9)	10 (1)	35%	0.20 (4)	36
	SAV-1	NR	NR	NR	5 (10)	10	NR	0.40 (13)	40
	SAV-2	NR	NR	NR	5 (10)	NR(18)	NR	NR	45(19)
	WAV	NR	NR	NR	5 (10)	NR (1)	NR	0.40 (11)	36 (12)

And delete note (10), and replace it with the following new note (10):

- (10) The maximum front yard shall be ten (10) feet in the WAV District, SAV-1 and SAV-2 Districts and twenty feet (20') in the EAV Districts, or the lesser of the front yards of the two BUILDINGS or STRUCTURES on either side, whichever is the least. In the SAV-1 and SAV-2 Districts, if parallel parking is provided in accordance with Section 6.9.7.4.1, the maximum setback is twenty (20) feet. In the SAV-1 and SAV-2 Districts, if a pedestrian plaza is located in front of a BUILDING the maximum front yard setback shall be fifteen (15) feet, and if a pedestrian plaza and parallel parking on the LOT are located in front of a BUILDING, the maximum setback shall be twenty-five (25) feet. Exceptions: a) The maximum front yard requirement shall not apply to a BUILDING or STRUCTURE in the rear of an existing BUILDING or to an addition to the rear of an existing BUILDING or STRUCTURE, if all are located on one LOT with FRONTAGE on only one STREET; and b) The maximum front yard requirement shall not apply to a BUILDING or STRUCTURE on a LOT without FRONTAGE and located entirely in the rear of existing BUILDINGS or STRUCTURES so that it does not front on a STREET.

And delete note (13), and replace it with the following new note (13):

- (13) The maximum Floor Area Ratio (FAR) may be increased to 1.0, provided that the following USE(s) are located on the ground floor side of the BUILDING fronting a STREET: Community Service Organization; Retail Store; Restaurant; Services; Commercial Recreation; Repair Shop Technical Shop, Studio; Hotel, Motel Inn, Conference Center; Bed & Breakfast; Lodge or Club; and Commercial Entertainment.

And insert notes (18) and (19) as follows:

- (18) If a LOT abuts a South Acton Village 1 District the side and rear yard setback shall be 10 feet.
- (19) If a LOT abuts a South Acton Village 1 District, the maximum height is limited to 40 feet within 30 feet of the SAV-1 District.

*[Modifications from the current Bylaw are below. Text shown in ~~strike through~~ is being replaced with text shown in **bold**]*

In Section 5 – Table of Dimensional Regulations, in the Village District group, replace SAV row and replace it with the following two new rows: SAV-1 and SAV-2 as follows:

DISTRICT	ZONING DISTRICTS	MINIMUM LOT AREA in sq. ft.	MINIMUM LOT FRONTAGE in feet	MINIMUM LOT WIDTH In feet	MINIMUM FRONT YARD in feet	MINIMUM SIDE & REAR YARD in feet	MINIMUM OPEN SPACE in percent	MAXIMUM FLOOR AREA RATIO	MAXIMUM HEIGHT in feet
VILLAGE DISTRICTS	EAV	NR	NR	NR	10 (10)	NR (1)	25%	0.20 (4)	36
	EAV-2	15,000	50	NR	10	10 (1)	35%	0.20 (4)	36
	NAV	10,000	100	50	10 (9)	10 (1)	35%	0.20 (4)	36
	SAV	NR	NR	NR	40 (10)	40	NR	0.20 (13)	36 (12)
	SAV-1	NR	NR	NR	5 (10)	10	NR	0.40 (13)	40
	SAV-2	NR	NR	NR	5 (10)	NR (18)	NR	NR	45 (19)
	WAV	NR	NR	NR	5 (10)	NR (1)	NR	0.40 (11)	36 (12)

And delete note (10), and replace it with the following new note (10):

- (10) The maximum front yard shall be ten (10) feet in the WAV District and ~~twenty feet (20') in the SAV, and, SAV-1 and SAV-2 Districts~~ and twenty feet (20') in the EAV Districts, or the lesser of the front yards of the two BUILDINGS or STRUCTURES on either side, whichever is the least. In the SAV-1 and SAV-2 Districts, if parallel parking is provided in accordance with Section 6.9.7.4.1, the maximum setback is twenty (20) feet. In the SAV-1 and SAV-2 Districts, if a pedestrian plaza is located in front of a BUILDING the maximum front yard setback shall be fifteen (15) feet, and if a pedestrian plaza and parallel parking on the LOT are located in front of a BUILDING, the maximum setback shall be twenty-five (25) feet. Exceptions: a) The maximum front yard requirement shall not apply to a BUILDING or STRUCTURE in the rear of an existing BUILDING or to an addition to the rear of an existing BUILDING or STRUCTURE, if all are located on one LOT with FRONTAGE on only one STREET; and b) The maximum front yard requirement shall not apply to a BUILDING or STRUCTURE on a LOT without FRONTAGE and located entirely in the rear of existing BUILDINGS or STRUCTURES so that it does not front on a STREET.

And delete note (13), and replace it with the following new note (13):

- (13) ~~The maximum Floor Area Ratio (FAR) may be increased to .40, provided that for every square foot of non-residential NET FLOOR AREA built above FAR of .20 and equal amount or more of habitable residential NET FLOOR AREAS is provided simultaneously, and set aside for exclusive residential USE. The maximum Floor Area Ratio (FAR) may be increased to 1.0, provided that the following USE(s) are located on the ground floor side of the BUILDING fronting a STREET: Community Service Organization; Retail Store; Restaurant; Services; Commercial Recreation; Repair Shop Technical Shop, Studio; Hotel, Motel Inn, Conference Center; Bed & Breakfast; Lodge or Club; and Commercial Entertainment.~~

- K. In Section 5.5, insert a new Section 5.5D, Special Provisions for the South Acton Village District 1 and South Acton Village District 2.

5.5D Special Provisions for the South Acton Village 2 (SAV-2) District and parcels in the South Acton Village 1 (SAV-1) District located outside on the South Acton Historic District.

- 5.5D.1 LOTs in SAV-2 District that abut LOTs in the SAV-1 District – If a LOT in the SAV-2 District abuts the SAV-1 District, the maximum height is limited to 40 feet within 30 feet of the SAV-1 District.

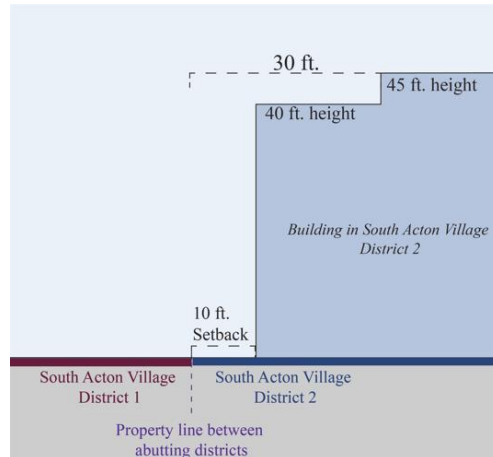
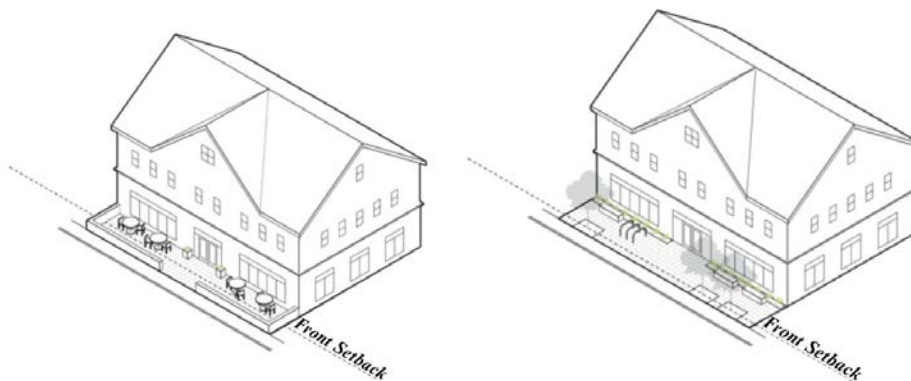


Image showing setback requirements for BUILDINGS on LOTS in the SAV-2 District that abut the SAV-1 District.

5.5D.2 BUILDING Design and layout

- a. BUILDING facades fronting on STREETS are also referred to herein as building fronts or building front facades.
- b. The entire front side of a LOT fronting on a STREET shall be occupied by BUILDINGS or by a pedestrian plaza that are located within the ten (10) foot maximum setback, with the exception of sidewalks, walkways and the minimum allowed width for access drives. Pedestrian plazas shall be a natural gathering spot at the STREET level in front of a BUILDING, on the side of a BUILDING, or in between BUILDINGS, which is to be used exclusively by pedestrians and connects to the sidewalk and walkways. Pedestrian plazas may be utilized for outdoor dining.



Example of pedestrian plaza and building fronts.

- c. Gabled roofs shall have a minimum pitch of 9/12 and have overhang eaves of at least one (1) foot. BUILDINGS with a flat roof shall have tops that are treated with a cornice, or other architectural treatment that appears an integral part of the BUILDING from all visible sides of the BUILDING.
- d. Rooftop mechanical equipment shall be screened from a STREET by the use of materials architecturally compatible with the BUILDING facade.

- e. The architectural features of the BUILDING front facades, including the materials used, shall be continued around all sides of the BUILDING that are visible from a STREET. The Site Plan Special Permit Granting Authority may approve alternative treatment of the side and rear of a BUILDING that is consistent with elements of the BUILDING front facade.
- f. Visual distinction – the BUILDING design for multi-story and multi-use BUILDINGS shall create a visual distinction between upper and lower stories. Upper stories should have the effect of receding from the ground floor. The intended effect can be achieved through several means, including a 1' step-back, architectural banding above the first story of approximately 1' in height or depth, or other visual breaks that creates a similar effect.
- g. Flat-roofed BUILDINGS shall have a minimum step-back of five (5) feet from the BUILDING front between the third and fourth stories.
- h. The BUILDING front facades shall use different textures, shadow lines, uneven angles, detailing and contrasting shapes. BUILDING facades shall have a varied articulated façade at a minimum of every twenty-five (25) feet. BUILDING facades may incorporate architectural elements that project or recess by at least two (2) feet from the adjacent section of the façade.
- i. On the ground floor of a BUILDING front, the amount of windows shall be at least sixty (60%) percent of the BUILDING façade surface. Ground floor display windows shall be framed on all sides. They shall be highlighted with frames, lintels and sills or equivalent trim features, or may instead be recessed into the wall or projected from the wall.
- j. Mirror windows and highly reflective surfaces shall not be allowed.
- k. Main business entrances to each ground floor business shall be from the BUILDING front and shall be identified by larger doors, signs, canopy or similar means of highlighting.
- l. Projecting Storefront – a projecting storefront shall be no more than twenty (20) feet in width and three (3) feet in depth, and shall not exceed one story in height. A projecting storefront may have a flat roof.
- m. Accessory STRUCTURES, air conditioning equipment, electric utility boxes, satellite dishes, trash receptacles and other ground level utilities shall be screened such that they are minimally visible when viewed from the STREET and adjacent LOTS.
- n. Garage doors or loading docks shall not be allowed in the BUILDING fronts.
- o. Low emitting materials – BUILDINGS shall meet at least one product category from LEED BD+C: New Construction, Low-Emitting Materials, as amended.

5.D.3 Street Trees – The front yard setback shall include landscaping that consists of a minimum of one tree for every forty (40) feet of LOT frontage. Trees shall be placed at reasonable intervals. Water-wise landscaping shall be utilized, including drought tolerant plants and mulching. Trees included in the required front yard setback shall consist of a mix of non-invasive tree species that have a minimum caliper size of three (3) inches when planted. Trees with narrow crotch angles shall be used only as a last resort if no other tree options are available.

L. Replace Section 6.9.4, by removing SAV, as follows:

WAV Districts – In the WAV District, except as otherwise provided herein, no BUILDING or STRUCTURE shall be located on any LOT and no activity shall be conducted upon any LOT unless off-STREET parking is provide in accordance with the following requirements:

[Modifications from the current Bylaw are below. Text shown in ~~strike through~~ is being removed.

WAV ~~and SAV~~ Districts – In the WAV ~~and SAV~~ Districts, except as otherwise provided herein, no BUILDING or STRUCTURE shall be located on any LOT and no activity shall be conducted upon any LOT unless off-STREET parking is provide in accordance with the following requirements:

M. In Section 6.9, Special Provisions for Parking in the Village, Kelley’s Corner, and Powder Mill Districts, insert a new section 6.9.7 SAV-1 and SAV-2 Districts as follows:

6.9.7 SAV-1 and SAV-2 Districts – In the South Acton Village 1 and South Acton Village 2 Districts, no BUILDING or STRUCTURE shall be located on a LOT and no activity shall be conducted upon any LOT unless off-STREET parking is provided in accordance with the following requirements:

6.9.7.1 Required off-STREET parking for a USE may be provided on any LOT within the SAV-1 or SAV-2 Districts as the USE, but not necessarily on the same LOT as the USE.

6.9.7.2 Design Requirements – The parking lot design requirements of Section 6.7 shall not apply in the SAV-1 and SAV-2 Districts. Off-STREET parking spaces shall be either contained within a BUILDING or STRUCTURE, or subject to the following requirements.

- a) Required parking spaces, ACCESS driveways, and interior driveways shall be provided and maintained with suitable grading, paved surfaces, adequate drainage, and landscaping as required in Section 6.9.7.3.
- b) ACCESS Driveways – Not more than one ACCESS driveway for two-way traffic from a STREET to a parking facility shall be permitted. An additional ACCESS driveway from a STREET may be permitted provided that the ACCESS driveways are limited to one-way traffic. However, there shall not be more than two (2) ACCESS driveways for one-way traffic for any parking facility. ACCESS, interior and common driveways for two-way traffic shall be twenty feet (20') wide. The ACCESS, interior and common driveways for one-way traffic shall be fourteen (14) feet wide.
- c) Set-Backs – Except where parking lots established in accordance with Section 6.9.4.5 cross over common LOT lines, all parking spaces and paved surfaces other than ACCESS driveways or common driveways shall be set back a minimum of five (5) feet from any LOT lines.

6.9.7.3 Landscaping of Parking Lots – Parking lots shall include a landscape area equal to a minimum of five percent (5%) of the area of the parking lot.

- a) Street trees – One tree shall be provided for each two thousand (2,000) square feet or less of pavement area. Each tree shall be from a deciduous species rated for the current U.S.D.A. Hardiness Zone for Acton, Massachusetts that is expected to reach at least 20 feet in height at maturity; be seven (7) feet in height with a trunk caliper size of at least 3/4

inches at the time of planting; and be surrounded by a landscaped area of one hundred square feet (100 sq. ft.) to accommodate the root system of the tree.

- b) Perimeter Planting Strip – Parking lots adjacent to STREETS, sidewalks, paths or ACCESS driveways shall include a perimeter planting strip at least seven and one-half (7.5) feet wide. However, if the planting strip is protected from vehicular damage through the use of planting beds that are raised above the surface of the parking lot at least twelve (12) inches or through the use of bollards or balustrades, the width of the planting strip may be reduced to five (5) feet. Said planting strip shall feature a physical separation of the parking lot and adjacent ways of at least two and one-half (2.5) feet in height. This physical separation may be created through the use of plantings, walls, or fencing (other than chain link or smooth concrete) or a combination of plantings and fencing. No more than twenty percent (20%) of this perimeter planting strip shall be impervious.
- c) Plantings – Plantings for landscaped areas shall include a mixture of flowering and decorative deciduous and evergreen trees and shrubs and shall be planted with suitable ground cover.
- d) Sight Distance – All landscaping along any STREET FRONTAGE shall be placed and maintained so that it will not obstruct sight distance.
- e) Protection of Landscaped Areas – Landscaped areas shall be planted and protected in such a manner that the plantings will not be damaged by vehicles.

6.9.7.4 No off-STREET parking spaces shall be established between the front line of the principal BUILDING and the front property line along a STREET, except for on-street parallel parking as described in Section 6.9.7.4.1.

6.9.7.4.1 On-Street Parallel Parking – the Site Plan Special Permit Granting Authority may allow parallel parking spaces within a LOT, designed as on-street parking, in front of a BUILDING along the RIGHT OF WAY to support the viability of commercial uses and provide traffic calming by separating busy streets from the pedestrian way.

- a. On-street parallel parking shall be deemed an extension of the street onto the LOT at the election of the applicant.
- b. On-street parallel parking shall not conflict with crosswalks and bike lanes, and shall be coordinated with all existing and new curb cuts to maintain and promote a safe pedestrian experience.
- c. On-street parallel parking lanes shall be a minimum of eight (8) feet wide and twenty (20) feet long. At the beginning and end of an on-street parking section a minimum of eight feet shall be provided to transition the curb from the parking space and the abutting property. If on-street parallel parking is provided, the maximum front yard setback for STRUCTURES shall be increased to twenty (20) feet.
- d. No on-street parallel parking shall be allowed within twenty (20) feet of an intersection.
- e. Continuous sidewalks shall be provided directly behind the on-street parallel parking. All sidewalks shall connect to walkways and sidewalks on adjacent LOTS.

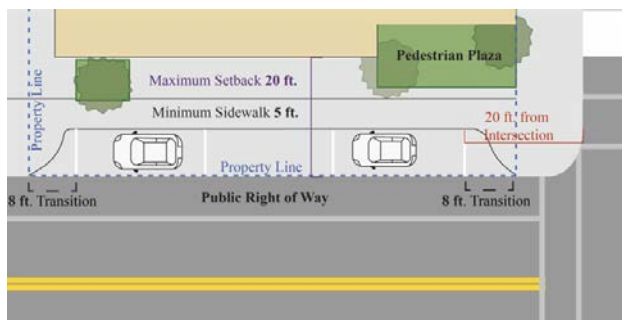


Image of optional on-street parallel parking.

- 6.9.7.5 Connection of Parking – A Special Permit Granting Authority shall require that all parking facilities be connected by a common driveway to the parking facilities of all adjacent USES and to all adjacent land in the same Zoning District, unless it finds that physical constraints, present site configuration, uncooperative abutters, or land vacancy precludes strict compliance. In such cases, the site and the parking facility shall be designed to provide for the future construction of common driveways. For the purposes of this section, common driveway shall be defined as a driveway that is shared by two or more LOTS and located at least partially within the required setback areas of such LOTS. Such a common driveway can be either a shared ACCESS driveway to a STREET or a driveway to a STREET or a driveway connecting such LOTS with each other.
- 6.9.7.6 Number of Parking Spaces – Unless otherwise noted below in the SAV-1 and SAV-2 Parking Schedule, the maximum number of allowed parking spaces shall be the requirements in Section 6.3.1. The minimum number of required parking spaces shall be seventy percent (70%) of the requirements in Section 6.3.1. In the case of collective use of a parking lot in accordance with Section 6.9.7.7 below, the minimum number of required parking spaces shall be fifty percent (50%) of the requirements in Section 6.3.1.

SAV-1 and SAV-2 Parking Schedule

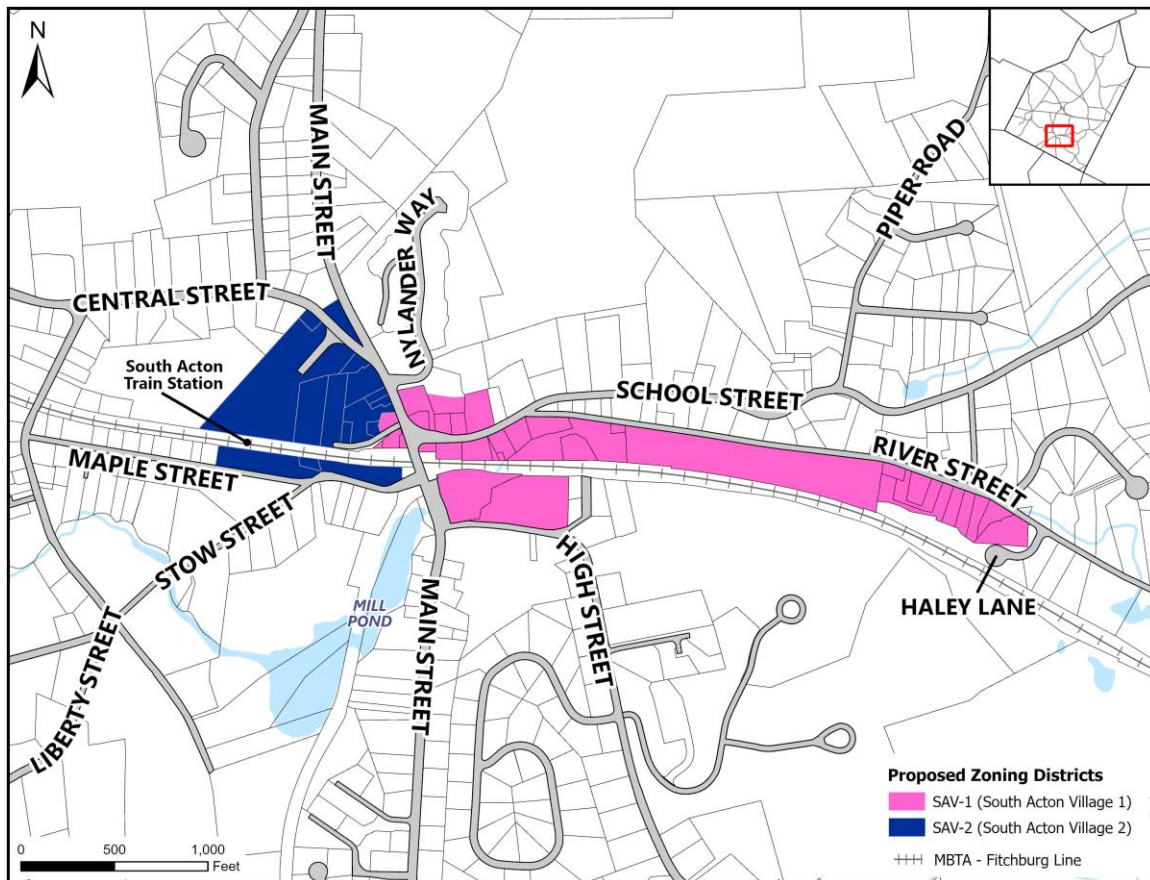
Dwelling	Minimum of one space for each DWELLING UNIT, no maximum parking spaces.
Retail Stores and Services, Repair Shop, Technical Shop, Studio; Restaurants without seats; Restaurants with seats; Fast Food Restaurants with seating but no table service; Commercial Recreation; Commercial Entertainment	No minimum and no maximum parking spaces.

- 6.9.7.7 Collective Use of Parking Facilities – Off-STREET parking facilities may collectively serve different USES located throughout the same Zoning District where such a collective use of the parking facility is based on a written agreement that: 1) assures the continued collective use; 2) states the number of parking spaces allocated to each participating USE; and 3) assures ACCESS to and maintenance of the common parking facility. The parking spaces provided through the collective use of parking facilities shall be counted towards the minimum required number of spaces for the participating USES applying the discount as set forth in Section 6.9.7.6.

- N. In Section 10.4.3, Site Design Standards for Site Plan Special Permits, insert a new Section, 10.4.3.13 Special Provisions Applicable to the SAV-1 and SAV-2 Districts as follows:

10.4.3.13 Special Provisions Applicable to the SAV-1 and SAV-2 Districts – In the SAV-1 and SAV-2 Districts, the site and BUILDING design shall be in compliance with Section 5.5D of this Bylaw.

- O. Amend the Zoning Map by removing the South Acton Village Zoning District and creating two new Zoning Districts, South Acton Village District 1 or South Acton Village District 2 as follows:



, or take any other action relative thereto.

Summary

This article updates the existing South Acton Village District to incentivize commercial uses and village scale development to achieve the vision established through the South Acton Vision and Action Plan.

In 2022, the Town embarked on the community engagement effort for the South Acton Vision and Action Plan. This effort looked at updating the 1995 South Acton Plan and explored how Acton could comply with State Law, Massachusetts General Law 40A Section 3A (MBTA Communities Law).

Currently, zoning is a barrier to achieving the vision established through the community outreach process. The existing conditions analysis conducted showed a disconnect from the community's desires for South Acton. For example, in the Town wide survey that was mail to all residential mailing addresses, the top rated uses desired were retail shops, restaurants and art galleries and 80% of respondents wanted to concentrate growth and mixed-use development in village centers. Today, there are no restaurants in South Acton Village, only one retail store, very limited mixed-use and marginal growth since 1995.

This article proposes zoning incentivizes for village scale commercial uses and mixed-use (commercial

with residential) that is grounded in market realities to align the vision with the zoning. The proposed zoning changes would encourage uses such as restaurants, retail, commercial recreation and art/studio galleries on the ground floor by reducing barriers such as parking minimums, building dimensions and setbacks while incorporating pedestrian friendly architectural and site design requirements.

The proposal separates out the existing South Acton Village District into two areas: South Acton Village District-1 (SAV-1) and South Acton Village District-2 (SAV-2). Both districts would prohibit Manufacturing and Building Trade Shop where it is currently allowed today. It would also allow for multi-family housing with more than 4 units in one building by-right where a special permit is currently required, and would allow for dwelling conversions by-right with no owner occupancy requirement. Pedestrian-oriented commercial uses would be required on the ground floor in the SAV-2 District and incentivized on the ground floor in the SAV-1 District where this is not required or incentivized today.

The height and floor area allowances proposed for the SAV-1 District are less than the SAV-2 District as SAV-1 District overlaps with the South Acton Historic District. Dimensional regulations in SAV-1 area are more compatible to the development patterns in the Historic District and refers to the Historic District Commission for design approval. Height allowances for properties in the SAV-2 District that abut the SAV-1 District are also lower to allow for a transition zone from Historic District properties. SAV-2 allows for greater heights and floor area to make it economical to require commercial uses on the ground floor. Both districts require shade trees, sidewalks, landscaping and allows for on-street parking along the frontage of the property.

The proposed changes aim to enhance the village center by retaining its historic, “small town” charm while expanding its diversity of housing and business offerings.

Direct Inquiries to: Kristen Guichard, AICP, Planning Director:
 planning@actonma.gov / (978) 929-6631

Select Board Member: Fran Arsenault: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u> <u>Recommended</u>	<u>Finance Committee</u> <u>Deferred</u>	<u>Planning Board</u> <u>Recommended</u>
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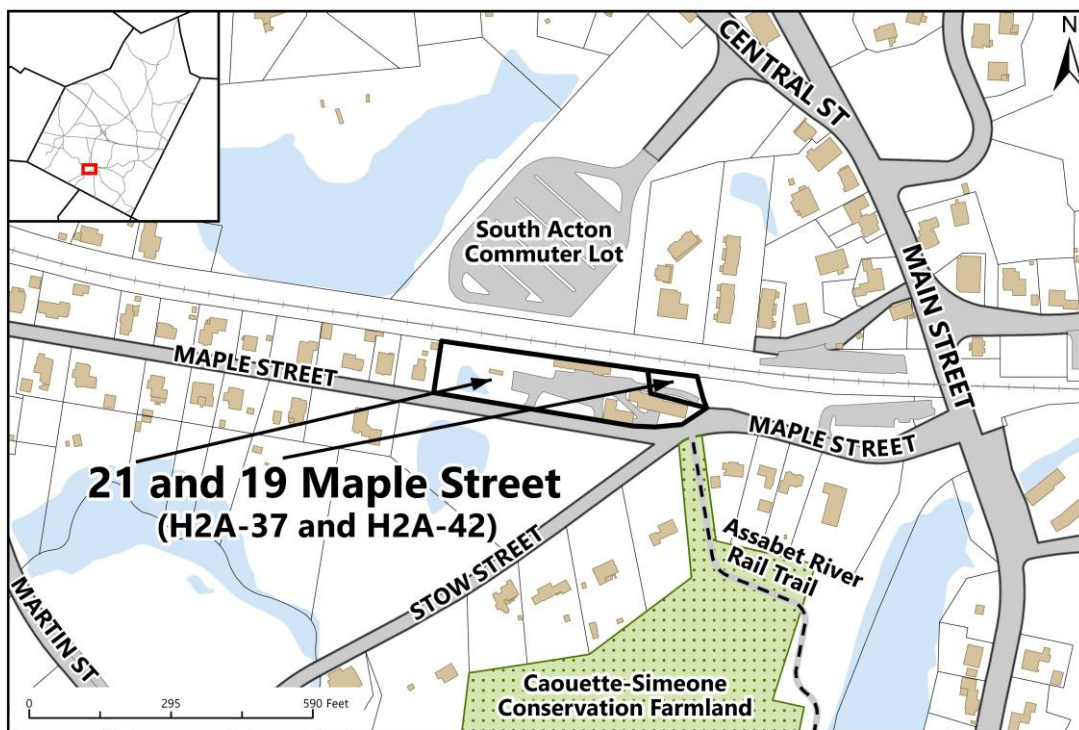
Article 14 **Authorize Long-Term Lease – 19 and 21 Maple Street**
(Two-thirds vote)

To see if the Town will authorize the Select Board to enter into a lease of three or more years pursuant to Massachusetts General Laws Chapter 30B, and on such other terms and conditions as the Select Board may determine, for all or a portion of land and buildings at 19-21 Maple Street, shown as Parcels 42 and 37 on the Town of Acton Atlas Map H2-A and in the deeds recorded at the Middlesex South Registry of Deeds in Book 45836, Page 526 and Book 11658, Page 673, respectively; or take any other action relative thereto.

Summary

The Town's Economic Development Department issued a Request for Proposals (RFP) earlier this winter to lease out this Town-owned property. The Town received three responses from entities interested in leasing all or a portion of the building(s). A review committee evaluated the proposals based on the criteria specified in the RFP, and recommended to the Select Board that the Town award the lease to the Acton Food Pantry, the entity with the highest ranking. The Acton Food Pantry has operated since 1984 in the community and is committed to alleviating food insecurity in our area by partnering with the community to provide access to food with care, dignity, and respect.

This article is required to enter into a lease of more than three years. As part of negotiations on the final form of the lease, the Town intends to further define the allowed use and conditions, specifically concerning capital improvements, operations and maintenance, and duration.



Direct Inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Fran Arsenault: sb@actonma.gov / (978) 929-6611
Select Board Member:

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Deferred

Article 15
(Majority vote)

**Tax Increment Financing - Natural Stonewall Solutions, Inc.
42 and 48 Knox Trail**

To see if the Town will vote, pursuant to M.G.L. c.40, § 59 and M.G.L. c.23A, §§ 3A-3F to authorize the Select Board to (a) approve and execute a Tax Increment Financing (“TIF”) Agreement between the Town and Natural Stonewall Solutions, Inc., providing real property tax exemptions for property containing approximately 1.61 acres located at 42 and 48 Knox Trail, Acton, MA, on terms and conditions deemed by the Select Board to be in the best interest of the Town; (b) approve submission of a Certified Project application and the TIF Agreement to the Massachusetts Economic Assistance Coordinating Council (EACC); and (c), approve and execute any necessary documents relating thereto, and to take such other actions as are necessary or appropriate to obtain approval of and implement the TIF Agreement and Certified Project application; or to take any other action in relation thereto.

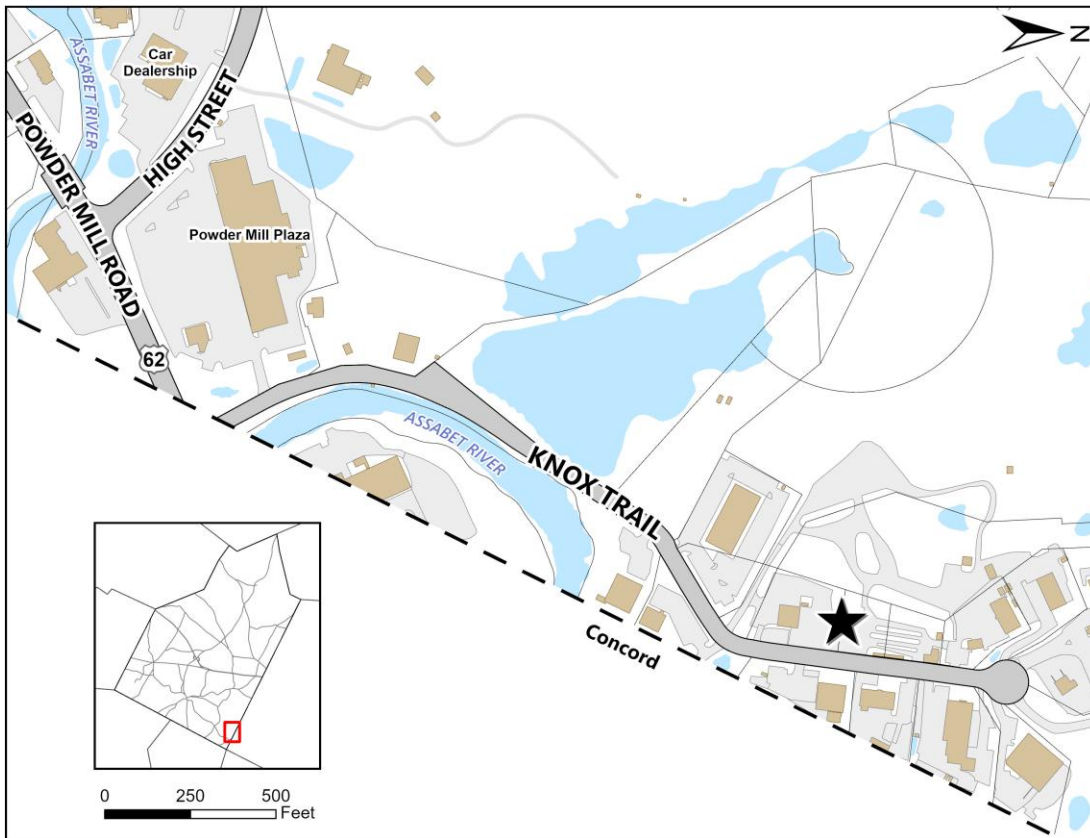
Summary

Tax increment financing is a mechanism to encourage economic development by exempting, with respect to a specific project for a limited period, a portion of the increased real estate tax which would otherwise apply to a redeveloped property. A majority vote of Town Meeting is required for approval of TIF agreements negotiated by the Town.

Town officials have been working with representatives of Natural Stonewall Solutions, Inc. to develop a plan that would make Acton the site of the company’s manufacturing headquarters for its innovative sustainable stonewall manufacturing product. Stonewall is anticipated to create 20 jobs and invest approximately \$1.8 million with the project.

Using fiscal year 2024 values and tax rate as a baseline, the Town would exempt a total of approximately \$18,571 in incremental tax revenue throughout the life of the agreement to Stonewall in consideration of its investment in the property.

The Select Board, the Finance Committee and the Economic Development Committee have voted unanimously to approve the TIF Agreement with Stonewall. If the proposal is approved by Town Meeting, the parties to the Agreement will seek the approval of the Massachusetts Economic Assistance Coordinating Council at its next quarterly meeting.



Copies of the agreements and related information are available at www.acton-ma.gov/599/town-meeting.

Direct Inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611

Select Board Member: Fran Arsenault: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Recommended

Article 16 # Citizens' Petition – Amend General Bylaws –
(Majority vote) Gas-powered Leaf Blower Phase Out

To determine whether the Town will vote to amend the Town Bylaws by adding a Bylaw to phase out the use of gas-powered leaf blowers in Acton. This is a Binding Petition.

Section 1. Purpose and Intent

The purpose of this bylaw is the reduction of noise pollution, air pollution, greenhouse gas emission, harm to wildlife, soil, and plants, and general negative public health outcomes from the use of gas-powered leaf blowers.

Section 2. Definitions

“Gas-powered Leaf Blower” -- Any handheld, backpack, or wheeled leaf blower that is powered by a petroleum-based engine and used in any landscape maintenance, construction, or property maintenance activity.

“Portable Gas-powered Leaf Blower” -- Any handheld or backpack style leaf blower that is powered by a petroleum-based engine and used in any landscape maintenance, construction, or property maintenance activity. Excluded from this definition are Wheeled Gas-powered Leaf Blowers.

“Wheeled Gas-powered Leaf Blower” -- Any wheeled or walk-behind style leaf blower that is powered by a petroleum-based engine and used in any landscape maintenance, construction, or property maintenance activity. Excluded from this definition are Portable Gas-powered Leaf Blowers.

“Commercial Leaf Blower Operator” -- Any entity, organization, or multi-parcel owner that receives income, remuneration, or compensation of any kind, whether as a fee, a charge, a salary, wages, or otherwise, for operating a leaf blower.

"Property Owner" shall mean the legal owner of record of real property as listed by the tax assessor's records.

"Property Manager" shall mean any tenant in possession or person or entity in control of real property, including, but not limited to, a condominium association.

"Town" shall mean the Town of Acton, Massachusetts.

Section 3. Regulations

3.1 Seasonal restrictions on Gas-powered Leaf Blowers will begin June 1, 2025. Gas-powered Leaf Blower use by any user is limited to the following designated Spring and Fall cleanup periods:

Spring Cleanup Period: March 15 to May 31.

Fall Cleanup Period: September 15 to December 31.

3.2 The use of Gas-powered Leaf Blowers will be phased out:

Effective June 1, 2026, the use of Gas-powered Leaf Blowers by Commercial Leaf Blower Operators will be prohibited.

Effective June 1, 2027, the use of Gas-powered Leaf Blowers by any user, including Town Residents and Property Managers, will be prohibited.

3.3 The Director of the Department of Public Works shall have the authority to temporarily waive any of the limitations on the use of Gas-powered Leaf Blowers set forth in this Bylaw in order to aid in emergency operations or clean-up associated with storms.

Section 4. Exemptions

The use of Wheeled Gas-powered Leaf Blowers powered by 4-stroke engines and leaf blowers attached to tractors or mowers will be allowed on lots larger than 1 acre during the Spring and Fall cleanup periods.

Section 5. Enforcement

5.1 The Department of Health or designee is responsible for the enforcement of this bylaw with assistance from the Department of Public Works and Police Department.

This bylaw may be enforced by any lawful means in law or equity including, but not limited to, a non-criminal disposition as provided in the M.G.L. Ch. 40, §21D and appropriate chapter of the General Bylaws of the Town of Acton. If non-criminal disposition is elected, then any Commercial Leaf Blower Operator, Property Owner, or Property Manager that violates any provision of this bylaw may be subject to the penalties in subsection 5.2.

5.2 Violators of the regulation may be fined up to \$300 per incident.

Section 6. Severability

Each section of this bylaw shall be construed as separate to the end that if any section, sentence, clause or phrase thereof shall be invalid for any reason, the remainder of this bylaw shall continue in force.

Section 7. Effective Date

This bylaw shall take effect January 1, 2025.

Summary (By Petitioner)

Bylaw to Phase Out the Use of Gas-powered Leaf Blowers in Acton

PURPOSE: The purpose of this bylaw is the reduction of noise pollution, air pollution, greenhouse gas emission, harm to wildlife, soil, and plants, and general negative public health outcomes from the use of gas-powered leaf blowers (GLBs). Here are some GLB facts:

- **AIR POLLUTION:** Running a GLB for one hour produces as much smog-forming air pollution as driving your family vehicle 1,100 miles (Source: CARB -- California Air Resources Board)
- **CARCINOGENS:** GLB exhaust contains four of the World Health Organization's Top Ten Carcinogens: benzene, acetaldehyde, formaldehyde and 1-3 butadiene (Source: CARB)
- **GREENHOUSE GAS:** A single GLB produces over 7,400 lbs. of climate-damaging CO2 per year in typical landscaper use. GLBs currently produce an estimated 600,000 lbs. of CO2 per year in Acton.
- **NOISE:** GLBs emit hazardous amounts of noise, damaging the hearing of operators and disturbing residents up to 1,500 feet

PHASE OUT: Many towns, cities, and regions have already passed regulations phasing out GLBs, including California, Washington DC, and locally, Lexington, Arlington, Belmont, Concord, and Cambridge. We are proposing Acton do the same in two stages:

1. A seasonal ban beginning June 1, 2025 allowing GLB use only in Fall and Spring cleanup seasons.
2. A year-round ban beginning June 1, 2026 for landscapers and June 1, 2027 for residents.

Direct Inquiries to: Paul Kampas: paul@kampasresearch.com / (978) 263-5919

Select Board Member: Jim Snyder-Grant: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Deferred

Article 17 * **Authorize Collective Bargaining Agreement -**
(Majority vote) **Highway, Municipal Properties and Cemetery**

To see if the Town will vote to authorize the cost items contained in Collective Bargaining Agreement between the Town and its Highway, Municipal Properties and Cemetery personnel union (AFSCME) as filed with the Town Clerk, or take any other action relative thereto.

Motion

Move that the Town take no action.

Summary

This article requests authorization to fund the 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 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
Select Board Member: Jim Snyder-Grant: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Deferred	Deferred

Article 18 * **Authorize Collective Bargaining Agreement – Public Safety Dispatch**
(Majority vote)

To see if the Town will vote to authorize the cost items contained in the Collective Bargaining Agreement between the Town and its Public Safety Dispatchers Union, International Brotherhood of Teamsters Local Union 25 as filed with the Town Clerk, or take any other action relative thereto.

Motion

Move that the Town take no action.

Summary

This article requests authorization to fund the 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 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
Select Board Member: Jim Snyder-Grant: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Deferred	Deferred

Article 19 * **Amend Town Charter– Historic District Commission**
(Two-thirds vote)

To see if the Town will vote, pursuant to Section 8-3 of the Charter of the Town of Acton and Chapter 43B of the Massachusetts General Laws, to amend Section 4-2 of the Town Charter by changing the Number of Members column for the Historic District Commission from six (6) to seven (7), contingent upon the voters of the Town approving a ballot question regarding acceptance of this change by a majority vote at the next annual election, or take any other action relative thereto.

Motion

Move that the Town adopt the Charter amendment as set forth in the Article.

Summary

In 2002, the membership count of the Historic District Commission listed in Chapter P of the General Bylaws was increased from six (6) to seven (7) members. This article would align the membership count in the Town Charter with Chapter P.

The Historic District Commission voted unanimously at its February 13, 2024 meeting to request this correction to the Town Charter.

Pursuant to Section 8-3(c) of the Town Charter, following a two-thirds approval of the Town Meeting, the proposed amendment shall be submitted to voters at the next annual election. The amendment shall then be adopted if approved by a majority of voters.

Direct Inquiries to: Kristen Guichard, AICP, Planning Director:
 planning@actonma.gov / (978) 929-6631

Select Board Member: Fran Arsenault: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Recommended

Article 20 * **Accept Land Gift – Portion of 38 Piper Road**
(Two-thirds vote)

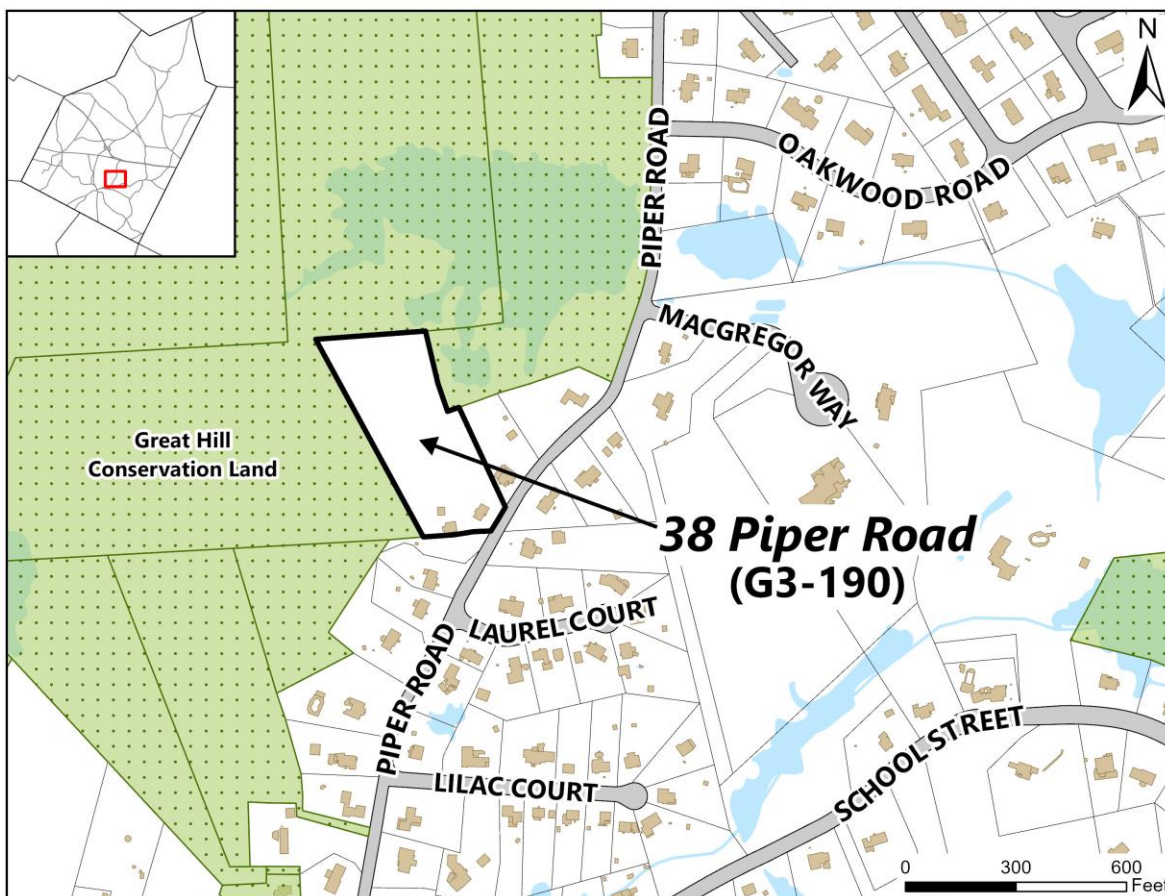
To authorize the Select Board to accept as a gift from William Montague a parcel of land consisting of 4 acres, more or less, shown as parcel 190 on the Town of Acton Assessor's Map G3, for conservation purposes in perpetuity, or take any other action relative thereto.

Motion

Move that the Town authorize the Select Board to accept the gift of land as set forth in the Article, on such terms and conditions as the Select Board may determine.

Summary

The article would authorize the Select Board to accept approximately 4 acres of land from the current owner, William Montague, with a portion of the land conveyed as a gift, and the remaining acreage conveyed upon death through the property owner's estate. This parcel abuts the Great Hill Conservation Land and will provide additional protected open space to the Town. Town staff are currently performing due-diligence on this property and working with the property owner to complete this land transfer.



Direct Inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611

Select Board Member: Alissa Nicol: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Recommended

Article 21 * **Accept Legislation – Prudent Investor Rule**
(Majority vote)

To see if the Town will vote to accept the provisions of Massachusetts General Laws, Chapter 44, Section 54(b) to allow Town trust funds to be invested in accordance with Massachusetts General Laws, Chapter 203C, the Prudent Investor Act, or take any other action relative thereto.

Motion

Move that the Town accept the provisions of Chapter 44, Section 54(b) of the Massachusetts General Laws, as amended, to allow Town trust funds to be invested in accordance with Chapter 203C, the Prudent Investor Act.

Summary

Acceptance of this section enables Municipal Treasurers to apply the Prudent Investor Rule to optimize returns on trust fund monies, as defined in MGL Chapter 203C. The use of this new law requires local approval at Town meeting before implementation.

Direct Inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611

Select Board Member: David D. Martin: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	<u>Recommended</u>	<u>Recommended</u>

Article 22 * **Amend General Bylaws – Establish New Revolving Funds**
(Majority vote)

To see if the Town will vote to amend the General Bylaws, Chapter Y – Department Revolving Funds, pursuant to Massachusetts General Laws Chapter 44, Section 53E½ by appending the following rows to the table in Section 5, “Authorized Revolving Funds,” or take any other action relative thereto.

[*Note: Column titles are provided for reference purposes and remain unchanged. Text shown in ~~strike-through~~ is being deleted. Text shown in **bold** is being added.*]

<u>A</u> Revolving Fund	<u>B</u> Entity Authorized to Spend	<u>C</u> Receipts Credited to Fund	<u>D</u> Expenses Payable from Fund	<u>E</u> Fiscal Years
Fire Prevention	Fire Department	Permit and inspection fees, payments to the Fire Department related to fire prevention and fire inspection activities	Permit, inspection, and fire prevention expenses including salaries, benefits, purchase and maintenance of required equipment	FY 2025, et seq.
Senior Center	Council on Aging	Receipts from program sales	Operational expenses including salaries, benefits, purchase and maintenance of equipment	FY 2025, et seq.

Motion

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

Summary

This Article would create the Fire Prevention Revolving Fund to allow for wages of employee inspectors, fire prevention activities and associated costs to be charged to the Fund.

This Article would also create the Senior Center Revolving Fund to allow for revenues and expenses associated with the Senior Center to be deposited and accessed throughout the year.

Annual spending limits for all revolving funds are voted in the Revolving Fund Budgets article.

Direct Inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611

Select Board Member: David D. Martin: sb@actonma.gov / (978) 929-6611

Recommendations: **Select Board** **Finance Committee**
 Recommended **Recommended**

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

To see if the Town will vote, pursuant to the provisions of Massachusetts General Laws Chapter 44, Section 53E½, to set the annual spending limits for the revolving funds established in Chapter Y of the General Bylaws as noted in the FY25 Budgeted Expense column below, or take any other action relative thereto.

Fund Balance 6/30/2023	FY24 Budgeted Revenue	FY24 Budgeted Expense	Est. Fund Balance 6/30/2024	FY25 Budgeted Revenue	FY25 Budgeted Expense	Est. Fund Balance 6/30/2025
Historic District Commission						
\$ 3,023	\$ 200	\$ 200	\$ 3,023	\$ 200	\$ 200	\$ 3,023
Building Department						
500,778	484,053	484,053	500,778	517,909	517,909	500,778
Hazardous Materials Inspection						
18,064	46,311	46,311	18,064	48,791	48,791	18,064
Food Service Inspection						
21,077	45,653	45,653	21,077	47,790	47,790	21,077
Stormwater						
208,482	91,408	91,408	208,482	92,490	92,490	208,482
Sealer of Weights and Measures						
78,878	26,884	26,884	78,878	21,603	21,603	78,878
CrossTown Connect						
47,538	180,000	180,000	47,538	180,000	180,000	47,538
Fire Alarm Network						
181,312	75,115	75,115	181,312	75,115	75,115	181,312
Fire Prevention						
—	—	—	—	75,000	75,000	0
Roadway Maintenance						
181,674	53,235	53,235	181,674	53,613	53,613	181,674
Public Shade Trees						
0	25,000	25,000	0	25,000	25,000	0
Recreation						
450,925	651,700	651,700	450,925	754,700	754,700	450,925
Senior Center						
—	—	—	—	25,000	25,000	0
Total				\$1,917,211	\$1,917,211	

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
Select Board Member: Dean A. Charter: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Recommended

Article 24 * Commuter Lot & Station Maintenance (Majority vote)

To see if the Town will raise and appropriate, appropriate from available funds, and/or transfer a sum of money to be expended by the Town Manager for debt service, 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 \$84,363 for the purposes set forth in the Article.

Summary

This Article funds items related to the operation of the commuter parking lot. Revenue in this fund is composed of fees from parking meters, resident parking stickers, reserved parking stickers and bicycle locker rentals.

Direct Inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611
Select Board Member: David D. Martin: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Recommended

Article 25 * Septage Disposal Enterprise Budget
(Majority vote)

To see if the Town will raise and appropriate, appropriate from available funds, and/or transfer 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 \$100,000 from department receipts, transfer \$64,059 from retained earnings and appropriate \$164,059 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. Fund status is noted below.

<u>Fiscal Year</u>	<u>Date</u>		<u>Subtotal</u>
2023	7/1/2022	Certified Fund Balance	\$176,228
	5/1/2023	+ Budgeted Revenue	\$149,900
		– Budgeted Expense	\$164,059
2024	7/1/2023	Certified Fund Balance	\$159,748
	5/6/2024	+ Budgeted Revenue	\$100,000
		– Budgeted Expense	\$164,059
2025	7/1/2024	= Estimated Fund Balance	\$95,419

Direct Inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611

Select Board Member: Alissa Nicol: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	<u>Recommended</u>	<u>Recommended</u>

Article 26 * **Transfer Station and Recycling Enterprise Budget**
(Majority vote)

To see if the Town will raise and appropriate, appropriate from available funds, and/or 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 \$663,000 from department receipts, transfer \$176,876 from retained earnings and appropriate \$839,876 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 residents of Acton who use the Transfer Station fund 100% of the costs of the operations from fees. Fund status is noted below.

<u>Fiscal Year</u>	<u>Date</u>		<u>Subtotal</u>
2023	7/1/2022	Certified Fund Balance	\$612,699
	5/1/2023	+ Budgeted Revenue	\$650,000
		– Budgeted Operations Expense	\$764,986
2024	7/1/2023	= Certified Fund Balance	\$659,669
	5/6/2024	+ Budgeted Revenue	\$663,000
		– Budgeted Operations Expense	\$839,876
2025	7/1/2024	= Estimated Fund Balance	\$482,793

Direct Inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611

Select Board Member: Jim Snyder-Grant Jim Snyder-Grant: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	<u>Recommended</u>	<u>Recommended</u>

Article 27 * **Sewer Enterprise Budget**
(Majority vote)

To see if the Town will raise and appropriate, appropriate from available funds, and/or transfer a sum of money for the purpose of operating, maintaining and upgrading 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 \$1,564,958 from department receipts, transfer \$319,813 from retained earnings, and appropriate \$1,884,771 for the purpose of operating the sewer system and wastewater treatment facility upgrades.

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, and State and Federal aid cover the anticipated costs of sewerage disposal for the system. Fund status is noted below.

<u>Fiscal Year</u>	<u>Date</u>		<u>Subtotal</u>
2023	7/1/2022	Certified Fund Balance	\$886,118
	5/1/2023	+ Budgeted Revenue	\$1,685,789
		+ Transfer from Sewer Stabilization	\$350,000
		– Budgeted Operations Expense	\$2,030,053
		– Budgeted Capital & Studies	\$350,000
2024	7/1/2023	Certified Fund Balance	\$1,657,651
	5/6/2024	+ Budgeted Revenue	\$1,564,958
		– Budgeted Operations Expense	\$1,884,771
2025	7/1/2024	= Estimated Fund Balance	\$1,337,838

Direct Inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611

Select Board Member: Alissa Nicol: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	<u>Recommended</u>	<u>Recommended</u>

Article 28 * **Ambulance Enterprise Budget**
(Majority vote)

To see if the Town will raise and appropriate, appropriate from available funds, and/or 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 \$1,400,500 from department receipts, raise \$390,000 from general revenues, transfer \$152,050 from retained earnings and appropriate \$1,942,550 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 Firefighter/EMT Paramedics allocated to this fund, as well as other expenditures related to operation of ambulance services. Fund status is noted below.

<u>Fiscal Year</u>	<u>Date</u>		<u>Subtotal</u>
2023	7/1/2022	Certified Fund Balance	\$367,697
	5/1/2023	+ Budgeted Revenue	\$1,228,000
		+ General Fund Subsidy	\$327,928
		– Budgeted Operations Expense	\$1,665,187
		– Budgeted Capital	\$140,000
2024	7/1/2023	= Certified Fund Balance	\$267,585
	5/6/2024	+ Budgeted Revenue	\$1,400,500
		+ General Fund Subsidy	\$390,000
		– Budgeted Operations Expense	\$1,802,550
		– Budgeted Capital	\$140,000
2025	7/1/2024	= Estimated Fund Balance	\$115,535

Direct Inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611

Select Board Member: Dean A. Charter: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Recommended

Article 29 * **Transportation Enterprise Budget**
(Majority vote)

To see if the Town will raise and appropriate, appropriate from available funds, and/or transfer 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 \$252,391 from department receipts, raise \$150,000 from general revenues, transfer \$68,170 from retained earnings and appropriate \$470,561 for the purpose of operating the transportation service.

Summary

The transportation program has been funded through Annual Town Meeting appropriations since 2009. Acton's current transportation program includes three on-demand services (commonly referred to as the MinuteVan, RoadRunner, and Council on Aging vans) and a fixed-route services (Cross-Acton Transit). 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.

<u>Fiscal Year</u>	<u>Date</u>		<u>Subtotal</u>
2023	7/1/2022	Certified Fund Balance	\$267,605
	5/1/2023	+ Budgeted Revenue	\$230,625
		+ General Fund Subsidy	\$150,000
		– Budgeted Expense	\$577,600
2024	7/1/2023	= Certified Fund Balance	\$90,170
	5/6/2024	+ Budgeted Revenue	\$252,391
		+ General Fund Subsidy	\$150,000
		– Budgeted Expense	\$470,561
2025	7/1/2024	= Estimated Fund Balance	\$22,000

Direct Inquiries to: John S. Mangiaratti, Town Manager: manager@actonma.gov / (978) 929-6611

Select Board Member: Jim Snyder-Grant: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	<u>Recommended</u>	<u>Recommended</u>

Article 30 * **Authorize Easements**
(Two-thirds vote)

To see if the Town will vote to authorize the Select Board 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 Select Board may determine, or take any other action relative thereto.

Motion

Move 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

Select Board Member: Alissa Nicol: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Recommended

Article 31 * **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

Select Board Member: Jim Snyder-Grant: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Recommended

Article 32 * **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

Select Board Member: Dean A. Charter: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Recommended

Article 33 * **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 Select Board or Town Manager are authorized to enter into an agreement or agreements on behalf of the Town, on such terms and conditions as the Select Board 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

Select Board Member: David D. Martin: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Recommended

Article 34 * **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

Select Board Member: Dean A. Charter: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	Recommended	Recommended

Article 35 * **Sale of Foreclosed Properties**
(Two-thirds vote)

To see if the Town will vote to authorize the Select Board 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 Select Board 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

Select Board Member: Fran Arsenault: sb@actonma.gov / (978) 929-6611

Recommendations:	<u>Select Board</u>	<u>Finance Committee</u>
	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 Select Board.


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 sixteenth day of April, 2024.

Jim Snyder-Grant, Chair
Fran Arsenault, Vice-Chair
Dean A. Charter, Clerk
David D. Martin, Member
Alissa Nicol, Member

Select Board

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 Select Board.

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 Select Board. The Select Board 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 Select Board 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

New England Town Meeting is each voter's opportunity to serve as their own legislator without an elected representative who may or may not represent their views. Town Meeting is designed to be deliberative so that various perspectives can be heard. While many come to the meeting with their minds set, they may still be persuaded that their neighbor has a valid view and change their vote. Or not change their vote. Either way, they may leave with a better understanding of why others vote the way they do. Attendance must be in person. State law does not allow remote or absentee voting for Open Town Meetings.

Town Meeting is the culmination of multitudes of volunteer hours of our fellow residents working on many issues and projects to improve life in Acton. These range from sidewalks to master plans, from creating a dog park to the economic development committee. They don't all bring articles to Town Meeting, but when a committee or board does bring forward an article for your discussion and vote, it represents hundreds or thousands of hours of work focused on making Acton a better place.

With the low percentage of voters typically present at Town Meeting some have expressed that the true sentiments of the voters cannot be known. However, the opportunity for any registered voter of the town to participate is available not only at Town Meeting but throughout the year in the committee process where items of interest and concern are discussed, vetted, and questioned. Whether they are a registered voter or not, any resident may ask questions or add to the discussion in person or through email, and at least for now, over Zoom. Many committees and boards are looking for members. Anyone can apply through the Volunteer Coordinating Committee to be considered for a committee that best suits their interests. Through this ongoing process, the Town Meeting, and sometimes ballot votes, the consensus of the town can be known. A project that fails often returns with improvements in a later year.

Town Meeting is governed by rules taken from:

- Massachusetts General Laws (MGL)
- Town Bylaws
- Town Meeting Time (published by the Massachusetts Moderators Association)
- Local tradition and precedent including Moderator's judgment

Moderator's Rules Summary

1. Those wishing to provide handouts or other informational material should consult with the Town Clerk and 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 are related 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 held.

2. Each voter will be provided a voting clicker when checking into the auditorium or other location. Tellers will be available to answer questions and swap out any malfunctioning clickers. Electronic voting may not be used for every article but when needed it will speed up the process, protect voters' privacy, and ensure accurate counts quickly.

3. To put motions into play, the Moderator reads the article which must be seconded. Anyone can call out "second." The motion is what is voted on and could be a bit different than what appears in the warrant, though it should be substantially similar. The motion will appear on the front screen visible to the audience as it is being read and at the end of any presentation on the article.

4. Once the motion is made and seconded, the mover speaks first. **Movers of articles are generally allowed 5 minutes to make their presentation to the meeting.** If additional time is needed for more complicated articles, they must discuss it with the Moderator before the meeting. **The Moderator holds a meeting usually the week before Town Meeting to review presentations and to answer presenters' questions.**

If someone wishes to make a rebuttal or “con” presentation, they must attend the meeting and follow the rules regarding presentations. Rebuttal presenters will be allowed up to 2 minutes for Selectboard articles and up to 5 minutes for Citizens' Petitions. All presenters should attend this publicly posted meeting, usually held at the Public Safety facility or Town Hall at 7:00 PM.

Next, the appropriate Town Boards (usually Selectmen and Finance Committee) state their recommendations on the motion. Following this, the discussion is open to town meeting members.

5. All comments and questions must be relevant to the article being considered. All speakers must be polite and respectful. Comments may not be about other people. The purpose of Town Meeting is to discuss policies and ideas, not people. Rude or disrespectful comments will be ruled out of order.

6. Any registered voter may speak to an article. If you wish to make a comment or ask a question, approach a pro or con microphone and wait to be recognized by the Moderator. We will attempt to accommodate those who cannot access a microphone by using a portable mike. If you wish to be recognized and cannot go to a mike, raise your hand to request a portable mike. Once recognized, state your name and street before commenting or asking your question. You will have 2 minutes to speak. All remarks and questions are addressed to the Moderator. If you have a question, the Moderator will determine who should respond.

7. The Moderator will accept a **motion to cut off debate (“move the previous question”)** once there has been sufficient debate to inform the Town Meeting members of the pros and cons of the motion. Moving the previous question requires a second, is nondebatable, and requires a two-thirds majority to pass. In the absence of a motion to move the previous question following a robust discussion, the Moderator may determine, usually through a show of hands, that most of the voters have decided how to vote and the vote will be taken at that time.

8. Voting on motions requiring a simple majority is done by voice, by raising colored cards, or by using electronic clickers. Votes requiring a two-thirds plurality will be done by electronic means. Results will be declared by the Moderator as required by law. Electronic vote results will be shown as a bar chart on the screen at the front of the auditorium.

Parliamentary Procedure: Most commonly used motions

Motion	Second Required	Debatable	Amendable	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	No
Main Motion	Yes	Yes	Yes	Varies	Yes	No
Reconsider	Yes	Yes	No	Two-thirds	No	No

Some explanations:

- The **motion to dissolve** ends the Town Meeting and is appropriate only when all business is completed.
- **Fix the time to adjourn** is generally made by the Selectboard 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” motion and 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 in the warrant.
- A **motion to amend** may be used with main motions or items on the warrant. If the amendment is seconded it will be taken up and voted on before returning to the main motion as amended or in its original form in the case of the failure of the amendment to pass.
- **Postpone indefinitely** serves the same purpose as laying a motion on the table except that it is debatable and requires only a majority vote.
- **Point of Order** - Anyone at any time may rise to the point of order and interrupt the speaker, simply stating, “Point of Order.” The Moderator will immediately stop the discussion, listen to the point of order and rule on its validity. **Points of order may relate to such issues as the right of a speaker to the floor, proper procedures, indecorous conduct, or an error on the part of the Moderator.**
- **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. *Acton Town bylaw requires a two-thirds majority vote on the same night and a three-quarters majority vote plus posting on ensuing nights.*

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Internet & Telephone References

Official Town of Acton Website	actonma.gov
Document Management System ("Docushare")	doc.actonma.gov
Geographic Information System ("GIS")	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.

<u>Department, Board or Committee</u>	<u>E-mail address</u>	<u>Telephone</u>
Acton-Boxborough Cultural Council	abcc@actonma.gov	(978) 929-6611
Acton 2020 Implementation Committee	acton2020@actonma.gov	(978) 929-6440
Acton Community Housing Corporation	achc@actonma.gov	(978) 929-6611
Acton Housing Authority	board@actonhousing.net	(978) 263-5339
Acton Leadership Group	alg@actonma.gov	(978) 929-6611
Acton Nursing Services Advisory Committee	ansac@actonma.gov	(978) 929-6650
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
Diversity, Equity & Inclusion Commission	deic@actonma.gov	(978) 929-6611
Economic Development Department	manager@actonma.gov	(978) 929-6611
Economic Development Committee	edc@actonma.gov	(978) 929-6611
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
Human Services Committee	hsc@actonma.gov	(978) 929-6651
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
Select Board	sb@actonma.gov	(978) 929-6611
Senior Taxation Aid Committee	stac@actonma.gov	(978) 929-6621
Tenant Resources	tenantsupport@actonma.gov	(978) 929-6651
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
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



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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



**Formerly known as Blackboard
Connect
or Reverse 911**

The Finalsite 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 residents may choose to opt *out* of these notifications, residents 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.



Town Web Site and Social Media

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.



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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? _____

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 for your interest. 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 _____	Select Board / 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
	Notification of Appointment
Recommendation Sent _____	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



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