The Annual Town Meeting will convene at 7:00 PM on Monday, May 1 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 25, 2023
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 1, 2023
7:00 PM
Acton-Boxborough Regional High School Auditorium
36 Charter Road
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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 citizens have a cherished tradition of governing themselves by means of an open Town Meeting. We encourage all Acton residents to attend. All registered voters are urged to participate in the debate and vote on the Articles presented. Other residents, even if they are not registered voters, are invited to attend and observe, or to view the proceedings on our government cable television channels, Comcast channel 99 and Verizon channel 41.

Town Meeting Dates, Times and Location

The Annual Town Meeting will begin Monday, May 1 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 2 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 citizens. 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.

Dean A. Charter, Chair
Jim Snyder-Grant, Vice-Chair
Himaja Nagireddy, Clerk
David D. Martin, Member
Fran Arsenault, 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 4:30 PM – 10:30 PM for the night of Town Meeting. The dispatch service will be open for reservation until 12:00 PM on Friday, April 28th. Rides can be booked with the CrossTown Connect dispatch at (978) 844-6809. When the van is not in use between 4:30 PM to 10:30 PM, it will be parked in the Acton-Boxborough High School parking lot where Town Meeting is being held.
Dear Acton Voters,

I am looking forward to seeing many of you as we prepare to gather for our annual town meeting. This is the opportunity for us to practice direct democracy face to face with our neighbors. This old fashioned form of government may seem out of step with the times, but allows us to hear and be heard without filters or intermediaries. Any point of discussion could move opinions to change how we choose to spend our tax dollars or how we will use our land. Every vote cast is equal.

The meeting will begin Monday, May 1 at 7:00 PM at the Acton-Boxborough Regional High School Auditorium and Field House. Attendees may choose where they will be most comfortable. Both locations will be connected through audio and video. The meeting will be streamed on ActonTV for those wishing to watch.

I will hold a Moderator’s meeting on Thursday, April 27 at 7:00 PM at the Public Safety Facility for presenters. Presenters should submit slides they plan to use at Town Meeting by Tuesday, April 25. Presentations for articles will be recorded and available online through Acton TV the week or so prior to 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:

- Presentations on articles will be available online a week or so prior to the meeting for voters to review and contact presenters with questions prior to the meeting if possible.

- 19 articles are on the consent agenda. Voters will have the opportunity to hold out an article, but if you have questions that could be answered prior to the meeting, please contact the sponsor if possible. Once the list has been reviewed and 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 presenters 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 ask their questions.

- Speakers will go to pro and con microphones. Those with questions may use any microphone.

- Voting will be by voice and by clickers as needed. Sanitizing wipes will be available.

Let us gather with good intention to honor our democratic process to conduct our legislative session thoroughly yet efficiently.

Sincerely,

Jo-Ann Berry

Town Moderator
April 11, 2023

Dear Residents of Acton:

I am pleased to present details about the proposed Fiscal Year 2024 (FY24) Operating Budget adopted by the Select Board on February 6th and recommended by the Finance Committee on March 28th. The proposed FY24 budget is reflective of the goals of the Select Board and is responsive to the needs of the community.

Acton’s population and its needs are growing and we are experiencing an increase in service expectations from our residents. There are urgent needs related to addressing climate change and improving safety on our roadways. We have critical infrastructure needs such as a new Public Works facility and the sidewalk construction program to fund in the 10-year capital plan. Additionally, there is a Select Board goal related to enhancing services for renters to meet the service expectations of our residents. The budget capacity to address these emerging needs is limited. Our health insurance costs will rise 8% in FY24 which follows a 10% spike last year. Our pension assessment continues to grow faster than the rate of revenue growth. These increases in fixed costs limit resources available for other operating costs and especially new programs.

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. The $16 million we have recently been awarded through competitive grants and collaborations with our state and federal partners have allowed us to address priority projects like climate change measures, infrastructure projects, and planning studies without impacting 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.

**FY24 Budget Recommendation**

The recommended FY24 municipal operating budget including subsidies is $37,860,075, a 1.08% decrease from FY23. As part of revisions to FY24 Capital Improvement Plan we are proposing to seek borrowing authorizations for $1,435,000 in General Fund projects which would result in debt service costs in the amount of $303,176 using the maximum borrowing terms allowed and projecting a 5% interest rate. Additionally, we are proposing $375,000 in capital projects to be funded from Free Cash. The total FY24 request, when factoring recommended capital, and subsidies to enterprise funds, is $38,538,251, a 1.04% decrease from the total municipal spending in FY23.

<table>
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<tr>
<th></th>
<th>FY24</th>
<th>FY23</th>
<th>$ Change</th>
<th>% Change</th>
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<tr>
<td>Municipal Operations:</td>
<td>$37,382,147</td>
<td>37,722,544</td>
<td>(340,397)</td>
<td>(0.90%)</td>
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<tr>
<td>Subsidies:</td>
<td>$477,928</td>
<td>550,000</td>
<td>(72,072)</td>
<td>(13.10%)</td>
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<td><strong>Municipal Operating Budget:</strong></td>
<td>$37,860,075</td>
<td>38,272,544</td>
<td>(412,469)</td>
<td>(1.08%)</td>
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<td>Capital (Borrowing):</td>
<td>$303,176</td>
<td>366,154</td>
<td>(62,978)</td>
<td>(17.20%)</td>
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<tr>
<td>Capital (Free Cash):</td>
<td>$375,000</td>
<td>304,000</td>
<td>71,000</td>
<td>23.36%</td>
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<tr>
<td><strong>Capital Budget:</strong></td>
<td>$678,186</td>
<td>670,154</td>
<td>8,022</td>
<td>1.20%</td>
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<tr>
<td><strong>Total Operating and Capital</strong></td>
<td>$38,538,251</td>
<td>38,942,698</td>
<td>(404,447)</td>
<td>(1.04%)</td>
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FY24 Budget Highlights - Investing in Community Priorities

Using policy direction from the Select Board we identified targeted investments in programs and initiatives that are community priorities. Please find information below about ten of these investments.

1. **Initiatives to Address the Climate Emergency**
   - In July of 2022 Acton’s Climate Action Plan (CAP) was published after an extensive community engagement process. Building on the Climate Action Blueprint from 2021 and the greenhouse gas inventory conducted in 2019, the plan includes goals and strategies to achieve carbon neutrality and curb emissions in the municipal buildings, transportation, wastewater, and solid waste/recycling services through cost-effective and equitable strategies. To view Acton's Climate Action Plan, click [here](#). To sign up for Climate Action updates click [here](#).
   - The FY2024 budget includes increased funding in the sustainability initiatives to leverage state and federal funding to complete projects and initiatives to support our sustainability goals:
     - Installing a new solar canopy for the Public Safety Facility
     - Continue to replace fleet with electric vehicles, such as the EV cruiser, EV utility van and other EV vehicles acquired in the last year.
     - Implementing an Electrification Roadmap for electrifying the top seven energy-consuming municipal and school buildings, which will help move ABRSD and the Town towards carbon neutrality.

2. **Advancing Design for a Modern DPW Facility**
   - A borrowing authorization in the amount of $1,225,000 is recommended for advancing the design for a new Public Works facility on Forrest Street. On January 10, 2022 The Select Board approved the creation of the Department of Public Works Facility Study Committee (DPWFSC) to evaluate the options for the reconstruction or renovation of the DPW facilities located at 14 Forest Road. The Committee submitted the following findings to the Select Board on November 1, 2022. It found that the present facility is undersized, inadequate, not in good condition, and inappropriate for present requirements. Also, that the present site is geographically central to the Town, cutting down on loss of productivity and higher expense due to travel time.
   - The DPWFSC issued the following recommendation: “The creation of a replacement DPW Facility is the highest priority physical infrastructure project for the Town of Acton, as the operations based therein impact the health, well-being, and everyday lives of every one of our 24,000 residents, and we recommend that the Select Board and the Town Manager prioritize and accelerate the project.”

3. **Implementing Roadway Safety Measures**
   The operating and capital budgets include funding to make safety improvements to Acton roadways and intersections. Funding for designs leveraged to seek grants and other funding opportunities. We were recently successful in partnering with MassDOT to make safety improvements to Great Road such as a new signalized crossing system.

4. **Adapting Public Safety Operations to Community Needs**
   - We reorganized the community liaison program at the Police Department to create a second full time clinical co-responder to replace the third school resource officer position. This new position will work with the existing grant-funded clinician position increasing our capacity to support the community.
Mental health and substance misuse calls are among the most challenging calls to which our officers respond and this program will help us better respond to these calls, and improve how we can connect people to the resources they need.

– To improve accountability and transparency we are proposing $100,000 to outfit officers and police cruisers with cameras. This capital funding will be used to implement the program and then the ongoing maintenance cost will be added to the operating budget in FY25.

– We are also continuing the process of regionalizing public safety communications (dispatch) with the Town of Concord to improve services and responsiveness with $1.6M in grants received to fund the startup and implementation.

5. **Growing Resources for Public Trees and Grounds**

The budget includes funding for a new arborist position added to the DPW Tree and Grounds crew consistent with Select Board directives. There is also funding for contracted arborist services at the Arboretum to do the maintenance of mulch beds and maintain trees and landscaping.

6. **Enhancing Public Spaces to Improve Community Connection**

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

- Removal of Hazard Dam to create Historic Park
- Gardner Field Playground renovation
- NARA Park boardwalk replacement and other accessibility upgrades using grant funds and state budget earmark
- A new dog park to be constructed on Main Street using grant funds
- A new recreation amenity is being designed in the area between McManus Manor and the new dog park

7. **Addressing Housing Stability Needs**

We are pursuing several initiatives including the following:

- Studying feasibility of establishing an Affordable Housing Trust
- Expanding existing tenant resources created in 2022
- Rental assistance and childcare assistance grants
- Providing sewer infrastructure support to affordable housing projects
- Energy grants for multi-family properties

8. **Improving Public Facilities**

– Several projects are planned to improve our public buildings:

– Conducting a design project to plan for interior renovations and changes to the Acton Memorial Library to meet the current and future needs of the community.

– We are creating a Senior Café at 30 Sudbury using ARPA funds.

– Planning is underway for Asa Parlin property to be transformed to indoor/outdoor community space and the schedule will depend on the funding availability.

9. **Boosting Businesses and Celebrating Acton**

– Funding in the amount of $25,000 to fund a portion of the costs of implementing the fireworks event for 4th of July 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.

- Funds for planning for the support the upcoming efforts related planning for the 250th event.
- Various Economic Development initiatives and community events to support local businesses.
- Developing public art plan to build on recent grant funded projects.
- Implementing the Kelley’s Corner legacy tree project to find a creative way to reuse some of the trees removed from the infrastructure project.

10. **Promoting and Preserving Natural Resources**

A new full-time conservation agent was recently created from a reorganization of the Land Use Department. As part of this reorganization a new full-time land management position created from two part time positions. The FY24 budget also includes new funding for Arboretum maintenance and trails and improving oversight of conservation restricted parcels.

**Proposed FY24 Capital Projects**

A comprehensive 10-Year Capital Improvement Plan (CIP) with detailed information about recommended investments available online (http://www.actonma.gov/manager) was presented December 5th for initial feedback from the Select Board and Finance Committee. One revision to the capital plan is to defer the borrowing authorization for electrification of the Public Safety Facility until FY25 to allow more time to complete the design work in FY24 using American Rescue Plan Act (ARPA) funds. As described in the CIP document, this budget utilizes approved ARPA allocations in place of local tax dollars to advance several projects. Through an extensive community engagement process the Select Board approved investment plan to allocate all of the $7,072,733 in ARPA funds. The ARPA investment plan is available online (http://www.actonma.gov/arpa). Also, we are closely monitoring the potential funding opportunities that will be made available from recently approved federal stimulus programs. We are working to develop “shovel ready” projects to help prepare for potential project-based funding availability. The FY24 Town Manager’s Recommended capital investments are shown below.

<table>
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<th>Proposed General Fund Borrowing Projects</th>
<th>Estimated Debt Service Cost</th>
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<tr>
<td>DPW-12 DPW Facility Improvements – Design</td>
<td>1,225,000</td>
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<tr>
<td>FAC-43 Construction of Tight Tank for Station 3</td>
<td>210,000</td>
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<tr>
<td><strong>Total General Fund Borrowing Projects</strong></td>
<td><strong>$1,435,000</strong></td>
</tr>
<tr>
<td><strong>Estimated Debt Service Cost</strong></td>
<td><strong>$ 303,176</strong></td>
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<td>DPW-21 Dam Management Program</td>
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<td>TM-6 Fireworks Event for 4th of July Celebration</td>
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<tr>
<td>PD-4 Implement body camera program for police</td>
</tr>
<tr>
<td>DPW-26 Roadway pavement condition evaluation</td>
</tr>
<tr>
<td><strong>Total Free Cash Projects</strong></td>
</tr>
</tbody>
</table>
Support for Residents

There are several tax relief options available to residents that are overseen by the Assessor’s Office. The chart (at right) shows a 60% 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 FY24, the hourly rate is $15.00/hour for up to 110 hours per fiscal year. Visit the web site 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 of 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.

Summary

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.

I look forward to seeing you at the Annual Town Meeting.

Sincerely,

John S. Mangiaratti
Town Manager
Financial Position
The Town of Acton’s bond rating remains at AAA and the town continues to collect taxes at a rate of 99%.

The Town of Acton’s reserve balances entering FY2024 are expected as follows:
- Free Cash $4,714,522
- Capital Stabilization Fund $1,453,303
- Enterprise Funds $2,310,347
- Sewer Stabilization Fund $1,370,518

For Fiscal Year 2024, the Town of Acton projects an operating deficit of $1,049,999 as follows:

Expenditures
- Town of Acton Operating Budget + Excluded and Non-excluded Debt $38,538,251
- Acton-Boxborough Regional School District Assessment to the Town of Acton $71,669,758
- Minuteman High School Assessment to the Town of Acton $3,284,798

Total $113,492,807

Revenues
- Tax Levy at the Proposition 2 ½ limit, plus new growth $99,601,820
- State Aid $1,487,464
- Local Receipts $5,663,469

Total $106,752,753

Debt Exclusion Revenues
- Town of Acton $635,875
- Acton-Boxborough Regional School District $4,463,000
- Minuteman High School $591,180

Total $5,690,055

Total Revenues including excluded debt $112,442,808

Net Deficit $-1,049,999

This budget deficit will be covered by using $1,050,000 from Free Cash.

The Massachusetts Division of Local Services Technical Assistance Bureau recommends “…under sound financial policies, that a community should strive to generate free cash in an amount equal to three to five percent of its annual budget.” Following this guidance the Town of Acton Finance Committee voted a policy on December 22, 2020 to comply with this guidance. $3,664,522 = 3.23% of the $113,492,807 total budgeted expenditures for FY2024.

The average Acton single family tax bill FY2023 (source: DOR/Town of Acton) $13,638
Estimated average Acton single family tax bill FY2024 (source: Town of Acton) $14,034

(continued)
For Fiscal Years Beyond 2024
The constituent budgets for the Town of Acton, Acton-Boxborough Regional School District, and Minuteman School are growing faster than revenues. Competitive compensation packages, rising health insurance costs, rising retirement costs, and rising inflation are all contributory drivers growing faster than the maximum revenue growth available under Proposition 2 ½. This trend is expected to continue into the foreseeable future. The Town of Acton’s multi-year financial model, published separately in this warrant, outlines the projected future financial data.

In addition to operating expenditures, the constituent entities have identified capital projects estimated at approximately $60 million over the next five years.

Current reserves will not be sufficient to fund sustained future deficits. Further budget cuts and/or revenue increases will be required by the constituent budgeting entities.

The Finance Committee
Adam Nolde – Chair
Steve Noone – Vice Chair
Christi Andersen – Clerk
Christine Russell
Mike Majors
Dave Wellinghoff
Roland Bourdon
Jason Cole
Esha Gangolli
Scott Sullivan – Associate Member
Vladimir Kan – Associate Member
April 2023

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 and we sincerely appreciate all that you have done for our students and families. Finally, I need to also thank our parents/guardians and families for continuing to provide outstanding support for our students. None of what we do for our students would be possible without strong partnerships between our staff, our families and the broader community.

**FY24 Budget Overview**

The FY24 Budget for the Acton-Boxborough Regional School District, as voted by the School Committee, totals $105,897,586, an increase of 2.91% from FY23. This represents a NET decrease of 13.4 FTE staff positions. The FY23 District Budget reduced 20.6 FTE bringing the two-year NET reduction in staff to 34.0 FTE.

The District anticipates modest increases in revenues from state aid and other sources of 3.3%. With proposed NET use of reserves reduced by $275K, the Regional Assessments to the communities increased by 2.84%, to $71,669,758 (Acton) and 5.18%, to $13,944,299 (Boxborough) - an 83.71/16.29% split, respectively.

FY21 represented the final year of the cost shift from Boxborough to Acton per the Regional Agreement, making this the third 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.

**FY24 Budget Process**

Developing the FY24 budget began in Fall 2022, 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 objectives outlined in our District Strategy and analysis of possible goals for 2023-24.
- Planning for ongoing financial commitments such as employee contract negotiations as well as costs of benefits including health insurance premiums.
- Consideration that Acton is at its tax levy limit and therefore has limited ability to raise revenues from property taxes.
- 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.

**FY24 Budget Guidelines (Adopted Fall ‘22)**

The following budget guidelines were developed in collaboration with the Budget Subcommittee and the School Committee prior to the development of our Preliminary Budget. The Guidelines for the development of the FY24 budget include ongoing guidelines and guidelines specific to the FY24 budget.

1. Consider the budgetary impact of collective bargaining agreements on the District’s ability to provide services for students.

2. Evaluate opportunities to create organizational efficiencies in order to prioritize services to students, including those who have been disproportionately underserved.

3. Evaluate class sizes at all levels and budget, to the degree resources are available, to maintain class sizes within school committee guidelines.

4. Ensure students have access to a robust system of supports for their:
   a. Social-emotional, mental and behavioral health needs, as well as their
   b. Academic needs

5. Continue to fund work to promote all students’ sense of belonging through a strong and inclusive school climate and culture.

6. Provide resources that continue to address disproportionate outcomes for students who have been historically underserved by schools.

7. Continue a path toward tuition-free All-Day Kindergarten to the extent that it is economically feasible.

**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. Increase the number of students on a pathway to proficiency in Literacy and Mathematics through implementation of a multi-tiered system of supports (MTSS).
2. 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.

3. Improve students’, staff, and families’ sense of belonging by strengthening school culture and climate, diversifying the professional staff, and intentionally implementing culturally-responsive instructional practices and materials.

Despite budgetary challenges, we have invested heavily in our system of support by ensuring all of our elementary schools have highly trained math and literacy specialists to work with students, as well as 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. We have also partnered with an organization to provide wrap-around services to families with needs that exceed what our schools can provide such as housing and heating assistance, help in accessing health insurance and medical care, in-home therapy and more. Finally, 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.

Understanding that there are limited financial resources available in the communities, the district proposed only three new positions. These are 3.0 FTE English Language educators that are required to meet the state’s time on learning requirements for students who receive English Language Services.

Revenues and Cost Saving Strategies

As mentioned previously, the District expects only a modest increase in revenues independent of assessments to the communities. Given that the Town of Acton does not have additional capacity under its levy limit, the development of a balanced District budget for FY24 again required significant reductions. Overall, the District is proposing a reduction of 16.4 FTE, offset by 3.0 new English Language Educators for an overall NET Reduction of 13.4 FTE. While staff reductions in FY23 focused mainly on support staff, reductions in FY24 needed to be made to both administrators and teachers. In determining reductions, administration analyzed class sizes at all levels and prioritized the retention of licensed, certified staff and those positions strategically aligned with the goals of the District. A summary of reductions for the last two years includes:

<table>
<thead>
<tr>
<th>FY24 Reductions</th>
<th>FY23 Reductions</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>District-wide Leadership and Administration</strong></td>
<td><strong>District-wide Leadership and Administration</strong></td>
</tr>
<tr>
<td>- 1.0 FTE Central Office Director of School Operations</td>
<td>- Converting an Assistant Superintendent position to a Director of DEI (Diversity, Equity and Inclusion)</td>
</tr>
<tr>
<td>- 1.0 FTE Central Office Director of Special Projects</td>
<td>- 3.0 FTE Bus Drivers</td>
</tr>
<tr>
<td>- 3.0 FTE District-wide Elementary Curriculum Coordinators (Science, Literacy/Social Studies, Digital Literacy)</td>
<td>- 1.0 FTE Security Staff</td>
</tr>
<tr>
<td>- 1.2 FTE District-wide Department Leaders (Art, Physical Education)</td>
<td>- 1.0 FTE Operations/Grounds Staff</td>
</tr>
<tr>
<td><strong>Elementary Teaching Positions</strong></td>
<td><strong>Elementary Teaching Positions</strong></td>
</tr>
<tr>
<td>- 2.0 FTE Kindergarten Teachers</td>
<td>- 14.4 FTE Classroom Assistants (equivalent of two grade levels)</td>
</tr>
</tbody>
</table>
### Junior High Teaching and Support Positions
- 1.0 World Language Teacher
- 1.0 Campus Monitor
- 0.6 Registrar

### High School Teaching and Support Positions
- 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

### Summary
The FY24 budget has been challenging to develop as we balance the post-pandemic needs of our students with the economic constraints of the two communities. It cannot be overstated that over the last two fiscal years, the District needed to reduce 34 positions in order to provide the communities with a sustainable budget. While the District has taken steps to provide a fiscally sustainable budget, reductions to the District budget over the last two years will continue to strain the system and its ability to provide high-quality programs and services to students. Continued reductions of this nature will likely compromise the breadth and quality of educational programming the District offers to its students.
## Town of Acton Multi-Year Financial Model

Prepared by the Select Board, School Committee and Finance Committee  
Town Meeting Recommendation for FY24 as of March 24  
Estimates for FY25 and beyond are for planning purposes only, and are subject to change.

<table>
<thead>
<tr>
<th>Summary</th>
<th>Tax Recap FY23</th>
<th>Projection FY24</th>
<th>Projection FY25</th>
<th>Projection FY26</th>
<th>Projection FY27</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Operational Funding Sources:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tax Levy (excluding debt exclusion)</td>
<td>$ 96,069,653</td>
<td>$ 99,601,820</td>
<td>$ 102,809,365</td>
<td>$ 106,097,099</td>
<td>$ 109,467,027</td>
</tr>
<tr>
<td>State Aid</td>
<td>$ 1,423,636</td>
<td>$ 1,487,464</td>
<td>$ 1,487,464</td>
<td>$ 1,487,464</td>
<td>$ 1,424,000</td>
</tr>
<tr>
<td>Local Receipts</td>
<td>$ 5,938,715</td>
<td>$ 5,663,469</td>
<td>$ 5,313,428</td>
<td>$ 5,313,428</td>
<td>$ 5,313,428</td>
</tr>
<tr>
<td>Total Operational Funding</td>
<td>$ 103,132,204</td>
<td>$ 106,752,753</td>
<td>$ 109,610,267</td>
<td>$ 112,897,991</td>
<td>$ 116,204,455</td>
</tr>
<tr>
<td><strong>Capital Funding Sources:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debt Exclusion - Town Debt</td>
<td>$ 2,144,275</td>
<td>$ 635,875</td>
<td>$ 456,975</td>
<td>$ 455,225</td>
<td>$ 457,975</td>
</tr>
<tr>
<td>Debt Exclusion - ABRSD</td>
<td>$ 4,463,000</td>
<td>$ 4,463,000</td>
<td>$ 4,463,000</td>
<td>$ 4,463,000</td>
<td>$ 4,463,000</td>
</tr>
<tr>
<td>Debt Exclusion - Minuteman</td>
<td>$ 524,000</td>
<td>$ 591,180</td>
<td>$ 450,000</td>
<td>$ 450,000</td>
<td>$ 450,000</td>
</tr>
<tr>
<td><strong>Reserves:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Stabilization</td>
<td>$ -</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Town Free Cash</td>
<td>$ 1,250,000</td>
<td>$ 1,050,000</td>
<td>$ 1,000,000</td>
<td>$ 1,000,000</td>
<td>$ 1,000,000</td>
</tr>
<tr>
<td><strong>Total Capital Funding</strong></td>
<td>$ 8,381,275</td>
<td>$ 6,740,055</td>
<td>$ 6,369,975</td>
<td>$ 6,368,225</td>
<td>$ 6,370,975</td>
</tr>
<tr>
<td><strong>Total Funding Sources</strong></td>
<td>$ 111,513,479</td>
<td>$ 113,492,008</td>
<td>$ 115,980,232</td>
<td>$ 119,266,216</td>
<td>$ 122,575,430</td>
</tr>
</tbody>
</table>

### Allocation to Budgets

<table>
<thead>
<tr>
<th></th>
<th>Tax Recap FY23</th>
<th>Projection FY24</th>
<th>Projection FY25</th>
<th>Projection FY26</th>
<th>Projection FY27</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Excluded Debt - Capital Expense (CIP Plan)</td>
<td>$ 803,154</td>
<td>$ 678,176</td>
<td>$ 1,121,204</td>
<td>$ 1,160,446</td>
<td>$ 1,201,061</td>
</tr>
<tr>
<td>Excluded Debt - Capital Expense</td>
<td>$ 2,144,275</td>
<td>$ 635,875</td>
<td>$ 456,975</td>
<td>$ 455,225</td>
<td>$ 457,975</td>
</tr>
<tr>
<td>Operations Expense</td>
<td>$ 35,995,269</td>
<td>$ 37,224,200</td>
<td>$ 38,012,999</td>
<td>$ 39,245,619</td>
<td>$ 40,518,201</td>
</tr>
<tr>
<td><strong>Total Municipal Budget</strong></td>
<td>$ 38,942,698</td>
<td>$ 38,538,251</td>
<td>$ 39,591,178</td>
<td>$ 40,861,290</td>
<td>$ 42,177,237</td>
</tr>
<tr>
<td>Municipal Budget % Change (without Excluded Debt)</td>
<td>3.00%</td>
<td>3.00%</td>
<td>3.25%</td>
<td>3.25%</td>
<td>3.25%</td>
</tr>
<tr>
<td><strong>Total ABRSD Assessment</strong></td>
<td>$ 69,689,255</td>
<td>$ 71,669,758</td>
<td>$ 74,357,374</td>
<td>$ 77,145,776</td>
<td>$ 80,038,742</td>
</tr>
<tr>
<td>ABRSD Assessment % Change - With New Debt</td>
<td>3.18%</td>
<td>2.84%</td>
<td>3.75%</td>
<td>3.75%</td>
<td>3.75%</td>
</tr>
<tr>
<td>Minuteman Assessment % Change</td>
<td>33.14%</td>
<td>16.24%</td>
<td>28.41%</td>
<td>9.04%</td>
<td>3.36%</td>
</tr>
<tr>
<td>Minuteman Building Project Debt</td>
<td>$ 524,000</td>
<td>$ 591,180</td>
<td>$ 450,000</td>
<td>$ 450,000</td>
<td>$ 450,000</td>
</tr>
<tr>
<td><strong>Total Minuteman Assessment</strong></td>
<td>$ 2,841,323</td>
<td>$ 3,284,798</td>
<td>$ 3,908,910</td>
<td>$ 4,221,622</td>
<td>$ 4,348,271</td>
</tr>
<tr>
<td>Minuteman Assessment % Change - With New Debt</td>
<td>29.75%</td>
<td>16.61%</td>
<td>19.00%</td>
<td>8.00%</td>
<td>3.00%</td>
</tr>
<tr>
<td><strong>Total Acton Budgets</strong></td>
<td>$ 111,473,277</td>
<td>$ 113,492,007</td>
<td>$ 117,857,462</td>
<td>$ 122,228,688</td>
<td>$ 126,564,250</td>
</tr>
<tr>
<td><strong>Net Position</strong></td>
<td>$ 40,203</td>
<td>$ 0</td>
<td>$ (1,877,230)</td>
<td>$ (2,962,472)</td>
<td>$ (3,988,821)</td>
</tr>
</tbody>
</table>

### Additional OPEB Contribution

<table>
<thead>
<tr>
<th></th>
<th>Tax Recap FY23</th>
<th>Projection FY24</th>
<th>Projection FY25</th>
<th>Projection FY26</th>
<th>Projection FY27</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Town of Acton - Tax Impact</strong></td>
<td>$ 1,500,000</td>
<td>$ 1,500,000</td>
<td>$ 1,500,000</td>
<td>$ 1,500,000</td>
<td>$ 1,500,000</td>
</tr>
<tr>
<td>Total Valuation (*000s)</td>
<td>$ 5,863,347</td>
<td>$ 6,039,248</td>
<td>$ 6,220,425</td>
<td>$ 6,407,038</td>
<td>$ 6,599,249</td>
</tr>
<tr>
<td>Tax Rate</td>
<td>$ 17.56</td>
<td>$ 17.55</td>
<td>$ 17.55</td>
<td>$ 17.56</td>
<td>$ 17.56</td>
</tr>
<tr>
<td>SF Value</td>
<td>$ 776,650</td>
<td>$ 799,950</td>
<td>$ 823,948</td>
<td>$ 848,666</td>
<td>$ 874,126</td>
</tr>
<tr>
<td>% Change in SF Value</td>
<td>16.65%</td>
<td>3.00%</td>
<td>3.00%</td>
<td>3.00%</td>
<td>3.00%</td>
</tr>
<tr>
<td>SF Tax Bill</td>
<td>$ 13,638</td>
<td>$ 14,036</td>
<td>$ 14,462</td>
<td>$ 14,901</td>
<td>$ 15,352</td>
</tr>
<tr>
<td>% Change in SF Tax Bill</td>
<td>5.32%</td>
<td>2.92%</td>
<td>3.03%</td>
<td>3.04%</td>
<td>3.03%</td>
</tr>
<tr>
<td>$ Change in SF Tax Bill</td>
<td>$ 688</td>
<td>$ 399</td>
<td>$ 425</td>
<td>$ 439</td>
<td>$ 451</td>
</tr>
</tbody>
</table>
For over 100 years, Acton Nursing Services (ANS) has provided services to residents of Acton. ANS has always been dedicated to promoting wellness and is committed to helping people age in place safely.

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 ImPACT baseline testing for concussion risk assessment among Acton students to flu shots, COVID vaccinations, and skilled home health care services, ANS is a resource that many in Acton have used.

ANS is a town treasure that is highly regarded by patients who use their services.

According to the Centers for Medicare and Medicaid Services (CMS), ANS patients give high performance ratings to ANS: 96% report the home health team gave care in a professional way, 93% for the quality that the home health team communicated with patients, 91% the home health team discussed medicines, pain, and home safety; 96% for overall care from the home health agency, and 98% of patients would recommend the home health agency to friends and family. On all individual measures, ANS performed better than the Massachusetts averages and the National averages for home health agencies.

ANS is happy to expand our outreach to residents by providing Health and Safety Assessments! If you are concerned about your loved one's ability to be safe at home contact us at 978-929-6650 to set up a Health and Safety Assessment by a nurse and/or a Physical or Occupational Therapist. Once the assessment is complete we can help you put a plan in place to keep you or your loved one safe and as healthy as possible in the comfort of their own home.

The Town of Acton appreciates the ongoing services of the committed staff and leadership of the Acton Nursing Services team. In Acton, someone is there to help Acton residents stay health and live a full life.

We hope you never need home care, but, if you or a family member or neighbor or friend needs help be sure to call ANS at 978-929-6650 or visit us at http://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

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**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.
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 25 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 twenty-fifth day of April 2023,

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

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

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

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

You are also to notify legal voters aforesaid to meet at the Acton-Boxborough Regional High School Auditorium in said Acton on **Monday, May 1, 2023 at 7:00 PM**, then and there to act on the following articles:
One or more of the following symbols may appear following an Article number:

<table>
<thead>
<tr>
<th>Symbol</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>*</td>
<td>This article is on the Consent Calendar</td>
</tr>
<tr>
<td>#</td>
<td>This article was submitted by Citizens’ Petition</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Recommendation</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended</td>
<td>This board voted to <strong>recommend</strong> passage by Town Meeting.</td>
</tr>
<tr>
<td>Not Recommended</td>
<td>This board voted to <strong>not recommend</strong> passage by Town Meeting.</td>
</tr>
<tr>
<td>Deferred</td>
<td>A recommendation will be made by this board when the Article is considered at Town Meeting.</td>
</tr>
<tr>
<td>No Recommendation</td>
<td>This board voted to make no specific recommendation to Town Meeting.</td>
</tr>
</tbody>
</table>

### Article 1  Choose Town Officers

(Majority vote)

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

- **Moderator**: $20.00 per Town Meeting session
- **Select Board, Chair**: $750.00 per year
- **Select Board, Member**: $650.00 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: Dean A. Charter: sb@actonma.gov / (978) 929-6611

**Recommendations:**

<table>
<thead>
<tr>
<th>Select Board</th>
<th>Finance Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deferred</td>
<td>Deferred</td>
</tr>
</tbody>
</table>
Article 2 * Hear and Accept Reports
(Majority vote)

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

Motion
Move that the Town accept the reports of the various Town Officers and Boards as set forth in the 2022 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: Dean A. Charter: sb@actonma.gov / (978) 929-6611

Recommendations: Select Board Recommended Finance Committee Recommended

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 2022 Annual Town Meeting, or take any other action relative thereto.

Motion
Move that the Town take no action.

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

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

Recommendations: Select Board Deferred Finance Committee Recommended
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 $37,382,147 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 Cemetery Trust Funds and Wetland Filing Fees.

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:  
Select Board  Recommended  Finance Committee  Recommended

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.

<table>
<thead>
<tr>
<th></th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Police Body Camera Program (PD-4)</td>
<td>$100,000</td>
</tr>
<tr>
<td>B</td>
<td>Town Hall/Memorial Library Parking Lot Reconstruction Design (DPW-11)</td>
<td>$60,000</td>
</tr>
<tr>
<td>C</td>
<td>Traffic Calming and Intersection Improvements (DPW-15)</td>
<td>$50,000</td>
</tr>
<tr>
<td>D</td>
<td>Stormwater Management – MS4 Permit and Compliance (DPW-19)</td>
<td>$50,000</td>
</tr>
<tr>
<td>E</td>
<td>Dam Management Program (DPW-21)</td>
<td>$50,000</td>
</tr>
<tr>
<td>F</td>
<td>Roadway Pavement Condition Evaluation (DPW-26)</td>
<td>$40,000</td>
</tr>
<tr>
<td>G</td>
<td>Celebration Event for July 4th (TM-6)</td>
<td>$25,000</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>$375,000</td>
</tr>
</tbody>
</table>

Summaries

A. Police Body Camera Program (PD-4)  
Funding in the amount of $100,000 to start a body worn camera program for our police department. This would provide equipment for all sworn officers to wear as part of their uniform as well as vehicle cameras for each of our marked patrol vehicles. It is anticipated that ongoing costs to maintain the equipment and related services will be approximately $60,000 per year. The ongoing cost will be incorporated into the operating budget.

B. Town Hall/Memorial Library Parking Lot Reconstruction Design (DPW-11)  
Funding in the amount of $60,000 will be utilized to hire a consultant to develop a final design and construction bid documents for the Acton Town Hall and Library Parking Complex. The final design will incorporate feedback from the public meetings held by both the Select Board and the Memorial Library Trustees and also be coordinated with future plans for buildings and grounds at this municipal complex.
C. Traffic Calming and Intersection Improvements (DPW-15)
Funding in the amount of $50,000 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.

D. Stormwater Management – MS4 Permit and Compliance (DPW-19)
Funding in the amount of $50,000 to manage our stormwater program. Stormwater is a regulated water resource and our objective is to maintain and provide a safe stormwater management system that will enhance our water quality. 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. If not managed properly, stormwater can have a disruptive impact on the environment and the economy. Stormwater is water which runs off of impervious surfaces such as rooftops, driveways, and roadways during and after a storm. This water enters into the Municipal Separate Storm Sewer System (MS4), which ultimately ends up in the waters of the Commonwealth. This funding will be utilized to manage our stormwater management program.

E. Dam Management Program (DPW-21)
Funding in the amount of $50,000 for dam management plan is proposed. As part of this project, we will begin to explore our options to enhance safety and develop the most cost-effective solution to resolve the deficiencies with the existing dam structure.

F. Roadway Pavement Condition Evaluation (DPW-26)
Funding in the amount of $40,000 for an update to the roadway pavement condition database. The DPW conducted a town-wide roadway pavement condition assessment in 2018. We leverage this information to prioritize a multi-year road paving program. The DPW also utilizes this information in conjunction with our Permits to Construct within Public Ways to establish associated fees for working in the road based upon the current roadway condition. As part of this program, we’re looking to re-evaluate our current roadway conditions and adjust our priorities accordingly.

G. Celebration Event for July 4th (TM-6)
Funding in the amount of $25,000 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: Dean A. Charter: sb@actonma.gov / (978) 929-6611

Recommendations: Select Board Recommended Finance Committee Recommended

**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 related incidental costs, or take any other action relative thereto.

<table>
<thead>
<tr>
<th></th>
<th>A. DPW Facility Improvements – 60% Design (DPW-12)</th>
<th>$1,225,000</th>
</tr>
</thead>
<tbody>
<tr>
<td>B.</td>
<td>Construction of Tight Tank for West Acton Fire Station (FAC-43)</td>
<td>$210,000</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td></td>
<td><strong>$1,435,000</strong></td>
</tr>
</tbody>
</table>

**Summaries**

**A. DPW Facility Improvements – 60% Design (DPW-12)**

Funding in the amount of $1,225,000 for advancing the design for a new Public Works facility on Forest Road. A new facility is needed to provide the community with appropriate health and safety infrastructure for its public works operations. The existing building is beyond its useful life and is not adequately sized to facilitate the effective delivery of town services. The requested design funding will be used for the Public Works building and accessory structures and will not be used for the Transfer Station facility. Advancing this project is a goal of the Select Board.

On January 10, 2022 the Select Board approved the creation of the Department of Public Works Facility Study Committee (DPWFSC) to evaluate the options for the reconstruction or renovation of the DPW facilities located at 14 Forest Road including the Transfer Station. The Committee submitted the following findings to the Select Board on November 1, 2022:

- The present facility is undersized, inadequate, not in good condition, and inappropriate for present requirements. Published reports from 1969 show that the proposal for the present facility was scaled back by over 30% from the acknowledged need for a community of 14,000. In 1969 there were 83 miles of Town roads, with a very limited number of sidewalks. In 2022 there are 116 miles of Town roads, plus 54 miles of sidewalks. The maintenance of this infrastructure as well as new storm water management requirements has required an expansion of both the work force and the equipment stock.
- The present site is geographically central to the Town, cutting down on loss of productivity and higher expense due to travel time.
- The creation of a replacement DPW Facility is the highest priority physical infrastructure project for the Town of Acton, as the operations based therein impact the health, well-being, and our 24,000 residents.

A new building committee comprised of residents and representatives from existing committees will be established to help oversee and guide the next phases of the project. It is likely that a debt exclusion would be needed to secure the revenue needed to fund the full cost of design and construction for the proposed new facility.

**B. Construction of Tight Tank for West Acton Fire Station (FAC-43)**

Design and construction for a tight tank installation. The existing apparatus bay floor drains that flowed to a historic dry well have been sealed due to Department of Environmental Protection regulations. The floor remains wet with puddles. The West Acton Fire Station is located in Aquifer Protection Zone 3.

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

<table>
<thead>
<tr>
<th>Recommendations:</th>
<th><strong>Select Board</strong></th>
<th><strong>Finance Committee</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 $71,669,758 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:  
Select Board  
Recommened  
Finance Committee  
Recommened

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 $3,284,798 to defray the necessary expenses of the Minuteman Regional Vocational Technical School District, or take any other action relative thereto.

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

Direct Inquiries to:  
Dr. Kathleen A. Dawson, Superintendent  
kdawson@minuteman.org / (781) 861-6500

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

Recommendations:  
Select Board  
Recommened  
Finance Committee  
Recommened
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 2022 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;

<table>
<thead>
<tr>
<th>FY 2022 COMMUNITY PRESERVATION FUND BALANCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>FY 2022 Community Preservation Fund Revenues</td>
</tr>
<tr>
<td>Community Preservation Fund Surcharge Collected in FY 2022</td>
</tr>
<tr>
<td>State Community Preservation Trust Fund Receipt, 2022</td>
</tr>
<tr>
<td>Other FY 2022 Community Preservation Fund Components</td>
</tr>
<tr>
<td>Interest Earned in FY 2022 (less abatements and exemptions)</td>
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<tr>
<td>Unencumbered FY 2022 Fund Balance</td>
</tr>
<tr>
<td>Recapture of unspent previous years’ project appropriations</td>
</tr>
<tr>
<td>Total - FY 2022 Community Preservation Fund Balance</td>
</tr>
<tr>
<td>FY 2022 Open Space Set-Aside</td>
</tr>
<tr>
<td>Set-Aside Fund Balance from appropriations for the Acquisition, Creation, and Preservation of Open Space and its Rehabilitation and Restoration</td>
</tr>
<tr>
<td>Total FY 2022 Open Space Set-Aside Fund Balance</td>
</tr>
<tr>
<td>FY 2022 Historic Resources Set-Aside</td>
</tr>
<tr>
<td>Set-Aside Fund Balance from appropriations for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources</td>
</tr>
<tr>
<td>Total FY 2022 Historic Resource Set-Aside Fund Balance</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>APPROPRIATIONS FROM FY 2022 COMMUNITY PRESERVATION FUND BALANCE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purposes</td>
</tr>
<tr>
<td>Set-Aside Appropriations for</td>
</tr>
<tr>
<td>A. Acquisition, Creation and Preservation of Open Space, and its Rehabilitation and Restoration</td>
</tr>
<tr>
<td>Spending Appropriations</td>
</tr>
<tr>
<td>B. Camp Acton Road Regrading</td>
</tr>
<tr>
<td>C. Woodlawn Cemetery Chapel Exterior Accessibility Design</td>
</tr>
<tr>
<td>D. Jenks Conservation Land Culvert Replacement Phase 1: Engineering Site Work</td>
</tr>
<tr>
<td>E. Acton Housing Authority – 362-364 Main Street</td>
</tr>
<tr>
<td>F. Open Space Preservation Plan</td>
</tr>
<tr>
<td>G. NARA Bridge Boardwalk Reconstruction</td>
</tr>
<tr>
<td>H. Isaac Davis Monument</td>
</tr>
<tr>
<td>I. Repointing &amp; Chimney Restoration of 1889 Memorial Library</td>
</tr>
<tr>
<td>J. 18 Windsor Ave Exterior Repairs and Paint</td>
</tr>
</tbody>
</table>
K. Regional Housing Services Program $ 40,000
L. Acton Community Housing Corporation – Community Housing Program Fund* $ 200,000

Administrative and Operating Expenses
M. 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 $ 67,318

Total Recommended Appropriations from FY 2022 Community Preservation Fund Balance $ 1,927,772

APPROPRIATION FROM OPEN SPACE SET-ASIDE FUND BALANCE
N. Wright Hill Open Space Land Acquisition – Debt Service $ 72,000
O. Piper Lane Open Space Land Acquisitions – Debt Service $ 55,900

Total Recommended Appropriations from the Open Space Set-Aside Fund $ 127,900

APPROPRIATION FROM HISTORIC RESOURCES SET-ASIDE FUND BALANCE
P. Isaac Davis Monument $ 88,316

Total Recommended Appropriations from the Historic Resources Set-Aside Fund $ 88,316

Resulting Fund Balances
Resulting FY 2022 Community Preservation Fund Balance $ 8,074
Resulting Balance in the Set-Aside Fund for the Acquisition, Creation, and Preservation of Open Space, and its Rehabilitation and Restoration** $ 1,014,882
Resulting Balance in the Set-Aside Fund for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources $ 0
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 2022 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 2022 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 2022 Community Preservation Fund Balance the minimum necessary amounts to allocate not less than 10% of the FY 2022 Community Preservation Fund Revenues for open space ($168,062), not less than 10% of the FY 2022 Community Preservation Fund Revenues for
historic resources ($168,062), and not less than 10% of the FY 2022 Community Preservation Fund Revenues for community housing ($168,062), or take any other action relative thereto.

** The resulting balance in the Open Space Set-Aside of $1,014,882 includes the $1,030,000 appropriation from Warrant Article 10 for the 549 Main Street Conservation Restriction. If that article fails, the resulting fund balance would be $2,044,882.

**There is no Community Housing Set-Aside Fund Balance from FY2022 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 2022, the Community Preservation Committee published its 2023 Community Preservation Plan (http://doc.acton-ma.gov/dsweb/View/Collection-15728) with guidelines for the submission of projects seeking funding. The Committee received seventeen applications for funding of proposed projects and programs. The total amount of funding requested was $3,055,988. 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 $8,075 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 ($168,062) in FY 2022 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 $67,318, which is 4% of the annual revenues of the Community Preservation Fund.

A total of $75,628 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.

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 $1,397,782. This item proposes to add $775,000 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.

B. Camp Acton Road Regrading

The recommended appropriation of $15,000 for the regrading of the 1,000-foot access road that leads to Camp Acton. Home to 8 camp sites, Camp Acton is the only conservation land in Acton that provides the opportunity for overnight camping. Accessing the main parking lot for the camp sites is accomplished by following a gravel access road that is off of Pope Road. Due to years of erosion, the road is currently uneven and unstable, with numerous potholes and slopes that create unsafe driving conditions. There is also a culvert that is eroded and collapsing underneath the roadway. The funding amount will regrade the 1,000-foot access road with crushed gravel and fix/replace the existing 20-foot pipe culvert.

C. Woodlawn Cemetery Chapel Exterior Accessibility Design

The recommended appropriation of $47,080 for the Woodlawn Cemetery Chapel at 74 Concord Road will fund a final design for the construction of an accessible entrance. The Woodlawn Cemetery Chapel and its surrounding 16 acres of land were gifted to the Town in 1936. Over the years, the Chapel has accommodated many memorial services and has been the site of numerous weddings. Due to accessibility concerns, the Chapel has remained closed to the public since 2016. The funding amount will provide an accessible entrance to the Chapel that integrates with the architectural design of the chapel exterior.

D. Jenks Conservation Land Culvert Replacement Phase 1: Engineering Site Work

The recommended appropriation of $87,535 will fund Phase 1 of the Jenks Conservation Land Culvert Replacement. The Town acquired the 28-acre property known as Jenks Conservation Land in 1973, and it has been highly valued and visited since it has been acquired. The deteriorating concrete culvert is undersized in its capacity and poses a serious safety risk to pedestrians during dangerous flood conditions. Upgrading the culvert is critical to maintain climate resiliency of the area. Phase 1 consists
of engineering services that will develop three viable options for the Town’s consideration to be used in Phase II: Permitting and Construction Documents and Phase III: Construction. Phase 1 funding is critical to assess the culvert and determine the best path moving forward.

E. Acton Housing Authority – 362-364 Main Street
The recommended appropriation of $285,400 will help pay for the project’s sustainability efforts, including solar panel installation and electric vehicle charging stations. The development at 362-364 Main Street consists of 41 units of elder/disabled affordable rental housing at 362-364 Main Street. The entire development cost will be approximately $24,000,000 and the Community Preservation funds will leverage millions in state and private financing. The wait list for affordable senior housing in Acton continues to grow. The Acton Housing Authority currently has 99 local senior households on its waiting list. The project has been previously supported through Community Preservation Funds in 2020 and 2021 in the amount of $1,000,000.

F. Open Space Preservation Plan
The recommended appropriation of $45,100 would fund the first two years of a Conservation Restriction (CR) Monitoring Program. CRs are a critical component to preserving open space and one of the more influential tools available to ensure the preservation of natural resources. There are many older CRs held by the Town or are on town owned land are not monitored as intended by the Massachusetts Conservation Restriction Handbook. CRs should have a survey with visible bounds delineating the parcel, a Baseline Documentation Report, and have an annual monitoring report. The funding amount will create a survey with bounds and a Baseline Documentation Report for four (4) CRs throughout Acton. Annual monitoring will be conducted by Town Staff.

G. NARA Bridge Boardwalk Reconstruction
The recommended appropriation of $155,300 will help fund the construction of a new bridge boardwalk over NARA Pond. The 300-foot NARA Bridge Boardwalk was constructed in 1999. In 2007, extremely high spring water levels lifted the Boardwalk off its footings and permanently damaged the support structure. While numerous repairs have been made since then, the structure is in such a deteriorated state that complete replacement is needed. The Boardwalk is an essential link in the NARA Park accessible walking path system, frequented annually by thousands of park visitors. The new Boardwalk will be constructed by drilling helical piles into the substrate and building a Boardwalk out of durable, long-lasting Trex material.

H. and P. Isaac Davis Monument
The recommended appropriation of $175,000 would support necessary repairs to the Isaac Davis Monument and Town Common with (H) $86,684 appropriated from the CPA General Fund Balance and (P) $88,316 appropriated from the Historic Set-Aside Fund Balance. Funding includes repointing and repairs to the Isaac Davis Monument, professional cleaning and waterproofing to graves, plaques, and other objects on the Town Common, restoration of the 13 granite markers along the Isaac Davis Trail, and restoration of the Isaac Davis plow. The Isaac Davis Monument commemorates the sacrifices of the Acton Minutemen at the Battle of the North Bridge in Concord on April 19, 1775. Acton residents will be celebrating the 250th Anniversary of the Revolutionary War in 2025. CPA funds will be used to rehabilitate this historic monument in time for the anniversary.

I. Repointing & Chimney Restoration of 1889 Memorial Library
The recommended appropriation of $67,355 fund necessary work to preserve and restore parts of the historic 1889 portions of the original Acton Memorial Library building. The work will include spot pointing the east, west and south sides of the building’s brick and brownstone exterior, resetting granite steps, repointing brownstone steps, and rebuilding approximately five feet of the west chimney top due to spalling mortar and bricks. The Richardsonian Romanesque style building was designed by
Hartwell and Richardson and gifted to the Town by William Allen Wilde in 1889. This project received $70,000 in CPA funds in 2020, but due to rising costs, that fund amount does not cover the total cost of the work. Without this critical repair, continued degradation of the mortar, brick, and brownstone will persist, and interior water damage will be imminent.

J. 18 Windsor Ave Exterior Repairs and Paint
The recommended appropriation of $56,000 will fund repairs to the exterior siding, repainting and installation of gutters to prevent moisture damage to the exterior siding of 18 Windsor Ave. The existing fire escape causes rain water to splash onto the south side of the building, generating decay of the exterior siding. The Colonial Revival style building was designed by John Sherman Hoar and built in 1903. The building is on the Massachusetts State Register of Historic Places and located within the West Acton Historic District. The Town will contribute $1,500 from the Municipal General Fund toward the project.

K. 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 Regional Housing Services Office (RHSO) is currently located at 37 Knox Trail in Acton and is managed by Concord’s Director of Planning and Land Management. The Office assists with affordable housing matters in the participating towns – Acton, Bedford, Concord, Lexington, Lincoln, Maynard, 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.
L. Acton Community Housing Corporation – Community Housing Program Fund
The recommended $200,000 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.

M. Administrative and Operating Expenses
The recommended appropriation of $67,318 is 4% of the FY 2022 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.

N. Wright Hill Open Space Land Acquisition - Debt Service
The recommended appropriation of $72,000 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.

O. Piper Lane Open Space Land Acquisition - Debt Service
The recommended appropriation of $55,900 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: Select Board Recommended Finance Committee Recommended

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To see if the Town will vote to:

(a) authorize the Select Board to acquire by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Select Board may determine, a conservation restriction on 56.85 ± acres of land commonly known as 549 Main Street, and depicted on Assessors’ Map E4 as Parcel 47, as described more particularly in a deed recorded in Book 74052, Page 584, and shown as Parcel 2A on Plan 1168 of 1995, both recorded with the Middlesex South Registry of Deeds (the “Conservation Restriction”);

(b) appropriate the purchase price and all necessary and appropriate transaction costs for said Conservation Restriction, including, without limitation, costs for due diligence, legal services, bonding (if any), and other transaction, acquisition and related costs;

(c) transfer, appropriate and expend, pursuant to the favorable recommendation of the Community Preservation Committee from the existing Open Space Set Aside portion of the Community Preservation Fund balance the amount of one million dollars ($1,000,000) for the acquisition of the Conservation Restriction described in paragraph (a) of this article and thirty thousand dollars ($30,000) for long-term monitoring of the Conservation Restriction; and

(d) authorize and direct the Select Board to impose a perpetual Conservation Restriction on the open space so acquired, in accordance with M.G.L. c. 44B, § 12(a) and M.G.L. c. 184, §§ 31-33, on such terms and conditions as the Select Board may determine (the “Conservation Land”) and delegate the management of the Conservation Land to the Conservation Commission, so that the land shall be permanently protected under Article 97 of the Amendments to the Constitution of the Commonwealth of Massachusetts; and

(e) authorize the Select Board, the Town Manager, the Treasurer, and the Conservation Commission, as appropriate, to enter into all agreements and execute any and all instruments as may be necessary to effect this article;

or take any other action relative thereto.

**Summary**

The recommended $1,030,000 from the Open Space Set-Aside Fund will fund the purchase of a Conservation Restriction and long-term monitoring of the 56.85-acre property at 549 Main Street associated with the purchase of the property by the Acton Water District. The 549 Main Street property consists of approximately 56.85 acres of upland and wetland forests, open fields, and riparian corridor with significant natural environment, historic, scenic, water supply and recreational value. The 549 Main Street property has the highest priority ranking for land protection in the 2014-2021 Town of Acton Open Space and Recreation Plan and was similarly identified in the earlier 2002-2007 plan. The Conservation Restriction will preserve the property for open space preservation and water supply protection. While the property will be owned by the Acton Water District, the Grantees of the CR would be the Town of Acton Conservation Commission and Sudbury Valley Trustees (SVT), with SVT responsible for the required annual compliance monitoring of the CR.
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: Select Board Recommended Finance Committee Recommended
Article 11  Amend General Bylaws – Board of Trustees of the West Acton
(Majority vote)  Citizens’ Library

To see if the Town will vote to amend the General Bylaws of the Town by adding a new Chapter AF titled "Board of Trustees of the West Acton Citizens’ Library" to read as follows, and that non-substantive changes in the numbering and heading of this bylaw be permitted in order that it be in compliance with the format of the General Bylaws; or take any other action relative thereto.

GENERAL BYLAWS CHAPTER AF
BOARD OF TRUSTEES OF THE WEST ACTON CITIZENS’ LIBRARY

Section 1 – Name and Purpose
The Board established pursuant to this Bylaw shall be known as the Board of Trustees of West Acton Citizens’ Library (the “Board”). The Board shall have control of the West Acton Citizens’ Library Gift Fund, which shall be used, in accordance with this Bylaw, to support the goals and needs of the West Acton Citizens’ Library (“Citizens’ Library”) to provide free access to the widest possible range of informational, educational and recreational services, materials and programs for life-long learning and enrichment to all individuals and groups in the community.

Section 2 – Trustees; General Provisions
A. The Board of Trustees of the West Acton Citizens’ Library shall be the same Board of Trustees as that established in the Article 54 of the 1962 Annual Town Meeting for the Town of Acton (the “Board” or “Trustees”). Each Board Member shall have one vote.

B. The Board is responsible for overseeing the use of these the West Acton Citizens’ Library Gift Fund, promoting the history of the library and how it was established, and for advocating and advising for the best interests of Citizens’ Library.

C. Notwithstanding anything in this Bylaw to the contrary, the Citizens’ Library shall operate as a Town Department under control of the Town Manager per the Town of Acton’s Charter.

D. The Board shall be responsible for establishing goals of the Citizens’ Library, which will be provided to the Town Manager for long-range planning purposes.

E. The Board shall meet at regular intervals, at least twice annually, which meetings shall be open to the public in accordance with MGL c. 39, §§ 23A to 23C, the Open Meeting Law. The Board shall meet in executive session when permitted or required in accordance with Open Meeting Law.

F. A majority (two) of the Board Members shall constitute a quorum.

G. Any member of the Board may resign by providing written notice to the Town Clerk. Upon receipt of the notice, the Town Clerk will notify the Board members. A vacancy on the Board shall be filled by joint majority vote of the remaining Board Members and the Select Board in accordance with MGL c. 41, § 11. Each member of each Board has one vote.
Section 3 – Fiscal Year
The Fiscal Year for the West Acton Citizens’ Library Gift Fund shall begin on July 1 and end on June 30. The Board of Trustees for the West Acton Citizens’ Library Gift Fund shall report activity of the West Acton Citizens’ Library Gift Fund to the Town in the Annual Town Report. The Board shall also annually make a report to the Town of its actions in the previous year for inclusion in the Annual Town Report.

Section 4 – Provisions for Use of Income and Principal
A. The Town Treasurer shall hold and manage the Gift Fund under the Massachusetts General Laws. The Board of Trustees shall pay to or apply for the benefit of the West Acton Citizens’ Library any part or all of the income as they shall in their discretion deem advisable, such income to be used to enhance, enrich and supplement the funds available for the West Acton Citizens’ Library.

B. The Trustees shall annually request from the West Acton Citizens’ Library Manager recommendations for Citizens’ Library purposes for which amounts from the Gift Funds can be used. After review, the Trustees will determine the library purposes for which such funds be used.

C. The Trustees may conduct fundraising and other income generation for the Gift Fund, coordinating with staff as appropriate, and subject to Select Board accepting such funds.

Section 5 – Termination
This Gift Fund is intended to be perpetual; provided, however, should Town Meeting vote to discontinue, transfer or sell the Citizens’ Library or any assets therein then, pursuant to Article 54 of the 1962 Annual Town Meeting for the Town of Acton, any proceeds are to be turned over to the Board of Trustees of the Acton Memorial Library who will establish a fund to be known as “West Acton Citizen’s Library Fund” the income of which is to be used for purchasing books for the Acton Memorial Library.

Summary
Pursuant to a vote by the 1962 Annual Town Meeting, the Town accept a gift of the West Acton Citizens’ Library (“Citizens’ Library”). The funds related to the Citizens’ Library went into what became known as the “West Acton Citizens’ Library Gift Fund.” The Gift Fund currently has a balance of approximately $26,000 and has previously been used for materials, services, programs and other expenses prioritized and approved by the Citizens’ Library Board of Trustees. The administration of this gift in 1962 is not reflected in any Town Bylaw. This proposed General Bylaw is meant to formalize the process for administering the Citizens’ Library and its Gift Fund.

In formally recognizing the operation of Citizens’ Library in the Town’s Bylaws, it is important to acknowledge its past. Before 1962 and through this day, the Citizens’ Library has been a treasured part of the West Acton community and has always embodied its spirit of volunteerism, community engagement, and pursuit of learning and understanding. The Citizens’ Library is Acton’s first and oldest library. It was established in October 6, 1883 by a group of West Acton residents. It was located in the old post office on Massachusetts Avenue until it started operating at its current location on Windsor Avenue in 1894. The Citizens’ Library was under the direction and control of the private Library Association until the library was gifted to the Town of Acton in 1962. The first year of the Citizens Library Association of West Acton operating as a Town of Acton public library was one of active growth reported Librarian Thelma G. Hermes in the 1963 Annual Town Report. This growth has continued and today the library is offering access to the entire Minuteman network of books and materials, increased service hours, and exciting and diverse programming.

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Through the transition of the Citizens’ Library from a private entity to a Town department, the Board of Trustees have performed many roles including everything from building bookshelves and painting walls, creating and implementing programs, securing the building, developing budgets, holding annual events, hosting summer reading programs, and hosting book signings with authors. It was the Trustees over the last 60 years that provided the energy and enthusiasm to keep the Citizens’ Library a vital part of the community. Below is a list of all of the Trustees that have served:

<table>
<thead>
<tr>
<th>Trustees</th>
<th>Terms</th>
<th>Trustees</th>
<th>Terms</th>
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<td>Marie G. Reid</td>
<td>1976-1979</td>
<td>Peter J. Guilmette</td>
<td>2000-2008</td>
</tr>
<tr>
<td>Priscilla Killian</td>
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The Citizens’ Library is currently staffed by a primary library manager under the direction of the Director of Public Libraries and is supplemented by other staff from Acton Memorial Library as needed to provide continuity of service among all Town libraries and to offer diverse and engaging programming.

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

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

**Recommendations:**

- **Select Board Recommended**
- **Finance Committee Deferred**
Article 12  Amend General Bylaws – Municipal Opt-In – (Majority vote)  Specialized Stretch Energy Code

To see if the Town will vote to replace Chapter V of the Bylaws of the Town of Acton entitled “Stretch Energy Code” with the “Specialized Energy Code” pursuant to the entirety of 225 CMR 22 and 23, including Appendices RC and CC, and future editions, amendments or modifications in substantially the form below, or take any other action relative thereto.

Chapter V: SPECIALIZED ENERGY CODE

V1. Purpose

The purpose of the Specialized Energy Code at 225 CMR 22.00 and 23.00, including Appendices RC and CC, is to provide a more energy efficient and low greenhouse gas emissions alternative to the Stretch Energy Code or the baseline Massachusetts Energy Code, applicable to the relevant sections of the building code for both new construction and existing buildings.

V2. Definitions

Effective Date – January 1, 2024.

International Energy Conservation Code (IECC) – The International Energy Conservation Code (IECC), a building energy code created by the International Code Council. The baseline energy conservation requirements of the MA State Building Code are the IECC with Massachusetts amendments, as approved by the Board of Building Regulations and Standards and published in state regulations as part of 780 CMR.

Specialized Energy Code – The energy code codified by the entirety of 225 CMR 22 and 23 including Appendices RC and CC, including the residential and commercial appendices added to the Massachusetts Stretch Energy Code, based on amendments to the respective net-zero appendices of the IECC to incorporate the energy efficiency of the Stretch Energy Code.

Stretch Energy Code – The energy code codified by the combination of 225 CMR 22 and 23 not including Appendices RC and CC.


The Specialized Energy Code is herein incorporated by reference and shall apply to residential and commercial buildings in the Town of Acton after the Effective Date.

The Specialized Code is enforceable by the Building Commissioner, and by any inspector of the Town of Acton. Notwithstanding the foregoing, if the Town is accepted into the Department of Energy Resources Fossil Fuel-Free Demonstration Project, residential and commercial buildings in the Town shall, to the extent not otherwise exempt under any bylaws of the Town of Acton, be subject to the Specialized Energy Code modified as follows:


2. Commercial and All Other (225 CMR 23 Appendix CC): Sections CC103 and CC105 “Zero Energy Pathway” and “Mixed-Fuel Pathway” shall not be permitted for new construction, and major renovations shall not install any new combustion equipment.
Summary
The Stretch Energy Code, a stronger energy code than the base Massachusetts energy code, applies to every town in Massachusetts that has elected to become a Green Community, which has included Acton since 2010.

In 2022, the Massachusetts Governor signed into law legislation that included a requirement for the creation of an additional stronger stretch code that Towns could choose to opt-in to. The Department of Energy Resources (DOER) was given the job of creating this new code in line with the legislation language, and released the new regulations late in 2022.

Opting in to this new specialized stretch code will change new construction in a few ways:
- Increases the insulation and air sealing requirements for both new homes and major construction.
- Requires wiring to allow an electric car charging station in new single-family homes, and a higher percentage for commercial electric car charging readiness than in the base code.

The specialized stretch allows for three paths to compliance for new residential buildings.
1. A zero-energy pathway (where onsite renewable energy provides all the needed energy).
2. All-electric pathway
3. Mixed-fuel pathway

Residences over 4,000 sq ft are not allowed the mixed-fuel pathway.

The mixed fuel pathway also requires that wiring be sufficient for an eventual transition to all-electric, including a solar power generation requirement to mitigate the near-term emissions (with an exemption for shaded areas).

The commercial stretch code is similar but more complex. It includes new language on the sides of commercial buildings (‘cladding’), allows for more paths to compliance, and has compliance requirements coming in two phases.

Choosing the specialized stretch code is a requirement for participating in the 10-Community Fossil-Fuel Free Demonstration project (Article 13).

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: Select Board
- Recommended
Finance Committee
- No Recommendation
Article 13 Amend General Bylaws – Regulating Fossil Fuel Infrastructure in Buildings
(Majority vote)

To see if the Town will vote to amend Chapter AC of the General Bylaws, “Regulating Fossil Fuel Infrastructure in Buildings” as follows, or take any other action relative thereto.

[Note: Text deleted from the current bylaw is shown in strikethrough; new text added to the bylaw is shown in bold.]

Chapter AC. REGULATING FOSSIL FUEL INFRASTRUCTURE IN BUILDINGS

AC1. Purpose

This Bylaw is adopted by the Town of Acton to protect health and safety, and the natural environment, and to reduce air pollution and greenhouse gas emissions, which cause climate change, thereby threatening the Town and its inhabitants. In addition, this bylaw is intended to fulfill requirements of participation in the Municipal Fossil Fuel Free Building Construction and Renovation Demonstration Project as defined in 225 CMR 24.00 (the “Demonstration Project”).

AC2. Definitions

2.1 “Effective Date” shall mean December 1, 2022, or six three months following the date by which the Town is authorized by the Massachusetts General Court Department of Energy Resources to participate in the Demonstration Project regulate fossil fuel infrastructure, whichever is later.

2.2 “New Building” shall mean a new building as defined in the Acton Zoning Bylaw, Chapter M of the General Bylaws of the Town of Acton, associated with a building permit application filed on or after the Effective Date.

2.3 “On-Site Fossil Fuel Infrastructure” shall mean piping, for fuel natural gas, fuel oil, or other fuel hydrocarbons, or other synthetic equivalents, that is in a building, in connection with a building, or otherwise within the property lines of premises, extending from a supply tank or from the point of delivery behind a gas meter or the customer-side gas meter.

2.4 “Major Renovation” shall mean a renovation project associated with a valid building permit application filed on or after the Effective Date of this chapter that:

1. for existing structures regulated by the current edition of the International Residential Code as amended by 780 CMR 51: Massachusetts Residential Code, includes the reconfiguration of space and/or building systems, in which the Work Area, not including any added space, is more than 75% of the Gross Floor Area of the principal dwelling, as defined in Section 1.3.7 of the Acton Zoning Bylaw, prior to the project; and

2. for existing structures regulated by the current edition of the International Building Code as amended by 780 CMR 34: Massachusetts Commercial Code, includes the reconfiguration of space and/or building systems, in which the Work Area, not including any added space, is more than 50% of the building floor area prior to the project, as defined by the Massachusetts Building Code.
2.5 “Work Area” shall mean the portions of a building affected by renovations for the reconfiguration of space and/or building systems, as indicated in the drawings associated with a building permit application. Areas consisting of only repairs, refinishing, and/or incidental work are excluded from the Work Area.

AC3. Applicability

3.1 This chapter shall apply to all building permit applications for New Buildings and Major Renovations proposed to be located in whole or in part within the Town, except that this Chapter shall not apply to:

A. Utility service piping connecting the grid to a meter, or to a gas meter itself;

B. Piping required to:
   i. fuel backup electrical generators, outdoor cooking appliances, or appliances for outdoor heating; or
   ii. produce potable or domestic hot water from centralized hot water systems in buildings with a floor area of at least 10,000 square feet, provided that the Engineer of Record certifies that no commercially available electric hot water heater exists that could meet the required hot water demand for less than 150% of installation or operational costs, compared to a conventional fossil-fuel hot water system;

C. The extension or modification of heating systems via HVAC system modification, or modification of radiator, steam, or hot water piping, provided new fossil fuel piping is not installed; or

D. Repairs of any existing portions of a fuel piping system deemed unsafe or dangerous by the Plumbing and Gas Fitting Inspector.

E. Buildings where the primary use is as a Research Laboratory for Scientific or Medical Research, or as Hospitals or Medical Offices.

AC4. Enforcement

4.1 As of the Effective Date, no building permit shall be issued by the Town for the construction of New Buildings or Major Renovations that include the installation of new On-Site Fossil Fuel Infrastructure that is subject to this Chapter, except as provided for in Chapter V or in Section AC3 “Applicability” and Section AC5 “Waivers.”

4.2 The Town Manager, or their designee, shall publish and present an annual report to the Select Board quantifying the number and locations of residential building permit applications for new and major renovation projects exceeding 75% of the original gross floor area of the principal dwelling, and the number and locations of commercial building permit applications for new and major renovation projects exceeding 50% of the building floor area prior to the project; the number of new and major renovation projects requesting a waiver from this Chapter, the disposition of those waivers, the reasons for granting or denying those waivers, and the square footage of each project for which a waiver is granted.
4.3 The Select Board may adopt reasonable regulations to implement this Chapter.

AC5. Waivers

5.1 The Building Commissioner may grant a waiver subject to the requirements of this Chapter in the event that compliance with the provisions of this Chapter makes a project financially infeasible or impractical to implement. Compliance with this Chapter may be considered infeasible if, without limitation:

   A. as a result of factors beyond the control of the applicant proponent, the additional cost of the project over the long term, including any available subsidies, would make the project economically unviable; or

   B. technological or other factors would make the project unsuitable for its intended purpose.

5.2 Waivers from compliance with this Chapter may be subject to reasonable conditions. Where possible, waivers shall be issued for specific portions of a project that are financially infeasible or impractical to implement under the requirements of this Chapter, rather than entire projects.

5.3 Waiver requests shall be supported by a detailed cost comparison, including available rebates and credits. A waiver request may be made at any time and may be based upon submission of conceptual plans.

5.4 In considering a request for a waiver, the Building Commissioner may consider as a factor the requesting party’s status as a non-profit or government-sponsored affordable housing entity.

5.5 The Select Board shall, prior to the Effective Date, issue and may thereafter amend, guidance regarding the granting of waivers and describing reasonable conditions that may be placed on a waiver.

AC6. Appeals

An applicant may appeal a decision of the Building Commissioner concerning the grant or denial of a waiver pursuant to Section AC5 to the Select Board, or its designee, within 30 days of the decision.

AC7. Reporting

The Select Board, or its designee, shall provide data and other information on the impacts of this Bylaw on emissions, building costs, operating costs, the number of building permits issued, and other information as required or requested by the Department of Energy Resources and the Secretary of Housing and Economic Development.
Summary

Chapter AC of the Acton General Bylaws was passed by Town Meeting in 2021, along with a Home Rule Petition to the legislature to ask their permission to enact it. Seven other towns passed similar bylaws and home rule petitions. The response of the legislature was to pass a requirement for a “10-Community fossil-fuel free demonstration program” and to task the DOER to create a process for communities to enter this pilot. They created draft regulations in December of 2022. The amendments to Chapter AC in this article are the changes needed to allow Acton to apply to be in the pilot program.

Final regulations are not expected from DOER until the end of March, so the motion for this article may need to include additional edits to Chapter AC.

Approval of this article, plus authorization by the Massachusetts Department of Energy Resources (DOER), would require builders of all new construction and major rehabilitation of existing buildings not to pipe in any fossil fuels (primarily gas, oil, and propane), except for certain exempted commercial uses, or to obtain a waiver. Approval of this article would support the transition to non-fossil-fueled systems for heating, cooling, hot water, and appliances.

According to the Town of Acton 2019 greenhouse gas (GHG) inventory, roughly 41% of all GHG emissions come from fossil fuels used in buildings in Acton. The shift to electrically powered buildings, as outlined in the GHG inventory, would help reduce these emissions, and would help fight climate change. This article aligns with the Town’s Environmental Sustainability Policy, and with the Climate Emergency Declaration, which received near-unanimous approval at the Special Town Meeting on September 8, 2020.

The article does not affect existing buildings, unless they are undergoing major rehabilitation, defined in the bylaw as more than 75% of the original floor area for residential buildings and 50% for commercial buildings.

The Acton Building Commissioner would review any requests for waivers, and would grant them whenever the use of fossil fuels would be necessary to avoid creating technical or financial infeasibility for the building project. Appeals of any Building Commissioner decision could be made to the Select Board, which would be tasked (prior to bylaw enactment) with generating guidelines for the waiver and appeals processes.

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: Select Board Recommended Finance Committee No Recommendation
Article 14  Real Property Disposition – 13 School Street
(Two-thirds vote)

To see if the Town will vote to authorize the Select Board to transfer the real property shown as Parcel 49 on the Town of Acton Atlas Map H2-A and in the deed recorded at the Middlesex South Registry of Deeds in Book 20867, Page 513, which land is currently held for general municipal purposes, from the current custodian to the Select Board for the purpose of conveyance, and to authorize the Select Board to convey such land on such terms and conditions and for such consideration, which may be non-monetary consideration, as the Select Board may determine, or take any other action relative thereto.

**Summary**

13 School Street is a 0.34-acre parcel located in the South Acton Village zoning district and the South Acton Historic District. The property was taken for non-payment of taxes in 1990 and is currently being used as a public parking lot.

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 Recommended  
Finance Committee Recommended
Article 15  Amend Zoning Bylaw – Firearm Business
(Two-thirds vote)

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

A. Insert under Section 3.5, Business Uses, the following new subsection 3.5.26 as follows:

3.5.26 Firearm Business – An indoor retail or wholesale operation involving the purchase or sale of Firearms and Ammunition. Accessory sale of Firearm Accessories including but not limited to bags, siting systems, slings and scabbards, or maintenance kits; any retail or manufacturing operation involving the repairing, altering, cleaning, polishing, engraving, bluing or performing of any mechanical operation on any Firearm. Sale of conversion devices such as an auto sear, fuel filters or solvent filters, trigger switches or similar products that when combined create an illegal weapon are not allowed.

B. In Section 3, Table of Principal Uses, insert the following new lines and footnote:

<table>
<thead>
<tr>
<th>PRINCIPAL USES</th>
<th>RESIDENTIAL DISTRICTS</th>
<th>VILLAGE DISTRICTS</th>
<th>OFFICE DISTRICTS</th>
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<td>3.5 BUSINESS USES</td>
<td>Firearm Business</td>
<td>N N N N N N N N N N</td>
<td></td>
</tr>
</tbody>
</table>

(12) Refer to Section 3.13 for specific standards, requirements, exemptions and special permit criteria for Firearm Businesses.

C. Insert under Section 3, Principal Use Table, Principal Use Definitions and Accessory Use Regulations, a new subsection 3.13 as follows:

3.13 Special Provisions for Firearm Businesses –

3.13.1 Purpose – To provide reasonable regulations pertaining to the location, siting, design, placement, security, safety, monitoring, and modifications of Firearms Businesses within the Town of Acton to minimize the adverse impacts of Firearms Businesses on adjacent properties, residential neighborhoods, schools and other places where children congregate, and to protect and promote the quality of the Town of Acton’s neighborhoods, commercial and business districts, and the general welfare, health and safety of the citizens of Acton.
3.13.2 Compatibility with State and Federal Laws and Regulations – The provisions of this bylaw are not intended to supersede federal or state laws or regulations except to the extent that any such laws or regulations allow a community to adopt standards more stringent than the minimum standards provided in such laws and regulations.

3.13.3 Applicability – This Section 3.13 shall apply to all Firearm Businesses including related BUILDINGS.

3.13.3.1 No Firearms Business use shall commence until the operator of such Firearm Business has obtained all necessary Federal, State and other required local approvals and licenses.

3.13.3.2 The establishment and continued operation of Firearms Businesses shall be subject to continued compliance with all special permits, including any conditions thereof, the provisions of this Bylaw, any other applicable requirements of the Zoning Bylaw, and all applicable Federal, State, and local laws and regulations.

3.13.4 Special Permit for Firearm Businesses – The Select Board may grant a Special Permit for a Firearm Business in the Technology District or Small Manufacturing District. When granting such special permit, the Select Board shall vote in the affirmative the Mandatory Findings for special permits required in Section 10.3 of this Bylaw, and in addition, find that the following standards and requirements are met:

3.13.4.1 Setbacks – No Firearm Business shall be located within 500 feet of a LOT which contains the following uses: Educational, Religious, Child Care Facility, Municipal buildings open to the public, and public parks and playgrounds; no Firearm Business shall be located within 125 feet of a LOT which contains a Residential Use.

3.13.4.2 Configuration and Operations – Firearm Businesses shall be conducted entirely within a BUILDING and comply with the following standards:
   a. Hours of operation shall be limited to 8AM to 8PM. The Special Permit Granting Authority may allow extended hours for non-retail operations, such as manufacturing, administration, and/or deliveries.
   b. Firearm Businesses shall not sub-lease space from a tenant of any BUILDING or STRUCTURE and is prohibited from sub-leasing the Firearms Business use space to another Firearm Business.
   c. The Firearm Business shall procure and at all times while in operation maintain insurance issued by an insurance company licensed to do business in the Commonwealth, insuring the Firearm Business against liability for damage to property and for injury to, or death of, any person as a result of the theft, sale, lease or transfer, or offering for sale, lease or transfer of a firearm or ammunition, or any other operation of the Firearm Business. The limits of liability shall not be less than $1,000,000 for each incident of damage to property or incident of injury to death to a person; provided however, that increased limits of liability may be required by the Special Permit Granting Authority upon a finding that the size of the operation warrants greater liability. Notice of termination of any applicable insurance must be given to the Special Permit Granting Authority at least 30 days prior to the effective date of the cancellation.
   d. Firearm Businesses shall submit a security plan to the Acton Police Department for review and approval prior to applying for special permit. The plan must include, but is not limited to, the following:
      1. Names and phone number of all management staff and keyholders,
      2. Certification that no employees have past history of felony record,
3. A plan showing exterior ground lighting,
4. Description of security systems and alarms,
5. 24-hour video surveillance system in parking lots, building entrances and exits and transaction or point-of-sale locations.
6. Location of dumpsters shall be locked with screening,
7. Floor plan showing layout of operation,
8. Evidence of after-hours storage of all Firearms in locked containers or by otherwise securing the Firearms with tamper-resistant mechanical locks.

e. The Special Permit Granting Authority shall require that Firearm Business notify the Police Department of any changes to the name or phone numbers of all management staff and keyholders.

f. The Firearms Business shall be equipped with, and the operation of such Firearm Business shall maintain in working order at all times, security system to the satisfaction of the Town.

g. A video surveillance system shall be installed and maintained which shall monitor all parking lot areas, main building entrances and exits, storage areas, and any and all transition areas for sale of merchandise. Recordings shall be maintained for a minimum of six months. A sign no larger than 2 square feet shall be placed in a visible location on the building which notes that video surveillance is in use on the property.

h. The exterior grounds, including the parking lot and landscape areas, shall be lit in such a manner that all areas are clearly visible at all times during business hours; all lighting shall be full cut off with a temperature of no more than 3,000K.

i. No person under the age of eighteen (18) shall be permitted on the premises of the Firearms Business unless they are accompanied by a parent or legal guardian and notice of such limitation shall be posted outside the Business.

3.13.4.3 Signage – All signs associated with Firearm Businesses shall comply with Section 7 of the Zoning Bylaw unless further regulated herein.

a. Temporary Signs as defined in Section 7.2.19 are prohibited.

b. Window Signs as defined in Section 7.5.16 are prohibited.

3.13.4.4 Limitation and Termination of Special Permit— No more than two Firearm Businesses are allowed within the Town of Acton at any given time. A Special Permit for Firearm Business is not transferable upon a sale, transfer, or assignment of the Firearms Business. A special permit for a Firearm Business shall be terminated for violation M.G.L. c. 140 SS 122B, 130, 131N, or similar laws in other states. Upon expiration or cancellation of the policy of insurance as required by Section 3.13.4.3. C, and if no additional insurance is obtained, the special permit shall be terminated.

, or take any other action relative thereto.

Summary
Acton’s Zoning Bylaw does not currently have a separate use for Firearms Businesses. Under today’s zoning, firearms businesses would either be classified as a retail store, manufacturing, or both depending on how the business operates. Retail Store uses are allowed by-right in the following Village Districts: Village Residential (VR), East Acton Village-2 (EAV-2), North Acton Village (NAV), South Acton Village (SAV), West Acton Village (WAV), as well as the Kelley’s Corner (KC), Limited Business District (LB), and Powder Mill (PM) zoning districts, and by special permit in the East Acton Village (EAV) zoning district. Manufacturing uses are allowed by-right in Office Park-1 (OP-1), Office Park-2 (OP-2), Power Mill (PM), General Industrial (GI), Light Industrial (LI), Light Industrial-1 (LI-1), Small Manufacturing (SM), and Technology District (TD) zoning districts, and by special permit in the South Acton Village, West Acton Village, and Kelley’s Corner zoning districts. The Powder Mill zoning district is the only Acton zoning district that allows both Retail Store and
Manufacturing as a use. Depending on the business operation, a firearms business would be allowed in one or more of the above zoning districts.

Adoption of this Bylaw would create a new use, Firearm Business, and allow the use by special permit. The bylaw would limit two Firearm Businesses to locate in Acton at any given time. Over the last year the Town has received inquiries from firearms businesses looking to relocated from the Town of Littleton to Acton primarily along Great Road and Main Street. This Bylaw would allow for a Firearm Business to located in the Technology District off Knox Trail and Small Manufacturing District in north Acton, but prohibit the use elsewhere in Town. The Bylaw includes regulations on best business practices and security to maintain safety for the general public.

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: Select Board Deferred Finance Committee Recommended Planning Board No Recommendation
To see if the Town will vote to amend the Zoning Bylaw Section 4.3 – Groundwater Protection District and map as follows and to renumber or alphabetize as necessary:

A. Replace Section 4.3.2.1 with the following:

4.3.2.1 ZONE 1 - Well Protection Area – The area from which GROUNDWATER will travel to a pumping municipal well within a one year time period, based on average recharge conditions and anticipated pumping, as established in the "Groundwater Protection District Map of the Town of Acton, January 1989", prepared by Goldberg, Zoning and Associates (GZA) in the "Final Report - Aquifer Protection Zones, Town of Acton, Massachusetts, January 1989". For the Conant bedrock wells D and E, the ZONE 1 delineation was prepared by Geosphere Environmental Management, Inc. for the Acton Water District in the letter report “Time of Travel Calculations Conant Bedrock Wells D and E Town of Acton Bylaw: 4.3. Groundwater Protection District Acton, MA”, dated July 28, 2021.

B. Replace section 4.3.2.2 with the following:

4.3.2.2 ZONE 2 - The Recharge Protection Area – The area within which GROUNDWATER will move toward a pumping municipal well at the end of a 180 day period of no surficial recharge and full design capacity pumping of the well (as more fully defined by the Massachusetts Department of Environmental Protection in 310 CMR 22.02), established in the "Groundwater Protection District Map of the Town of Acton, January 1989", as last amended and most recently adopted by Town Meeting. For the Clapp/Whitcomb and the School Street well fields, the Zone 2 delineation was prepared by Goldberg, Zoning and Associates (GZA) in the “Final Report - Aquifer Protection Zones, Town of Acton, Massachusetts, January 1989”. For the Conant I and II well fields, the ZONE 2 delineation was prepared by Dufresne-Henry, Inc. for the Acton Water District in the “Report on Conant II Pumping Test”, dated January 1993. For the Kennedy/Marshall well fields, the ZONE 2 delineation was prepared by Dufresne-Henry, Inc. for the Acton Water District in the “Report on Kennedy No.1 and Marshall Wellfields Zone II Delineation”, dated October 1996. For the Assabet well fields, the ZONE 2 delineation was prepared by Stantec Consulting for the Acton Water District in the report “Prolonged Pumping Test Assabet Well No. 3”, dated May 2008 and revised by Stantec Consulting in a letter report dated January 2009. For the Conant bedrock wells D and E, the ZONE 2 delineation was prepared by Geosphere Environmental Management, Inc. for the Acton Water District in the report “BRP WS-19 Source Final Report”, dated June 28, 2021. For the Maynard Rockland Avenue bedrock wells, the ZONE 2 delineation was prepared by Dufresne-Henry, Inc. for the Town of Maynard in the report “Source Final Report Rockland Avenue Bedrock Wellfield” dated April 2000 and revised by United States Geological Survey in the report “Delineation of Water Sources for Public Supply Wells in Three Fractured-Bedrock Aquifer Systems in Massachusetts” dated 2003.
4.3.2.2 ZONE 2 - The Recharge Protection Area – The area within which GROUNDWATER will move toward a pumping municipal well at the end of a 180 day period of no surficial recharge and full design capacity pumping of the well (as more fully defined by the Massachusetts Department of Environmental Protection in 310 CMR 22.02), established in the "Groundwater Protection District Map of the Town of Acton, January 1989", as last amended and most recently adopted by Town Meeting. For the Clapp/Whitcomb and the School Street well fields, the Zone 2 delineation was prepared by Goldberg, Zoino and Associates (GZA) in the “Final Report - Aquifer Protection Zones, Town of Acton, Massachusetts, January 1989”. For the Conant I and II well fields, the ZONE 2 delineation was prepared by Dufresne-Henry, Inc. for the Acton Water District in the “Report on Conant II Pumping Test”, dated January 1993. For the Kennedy/Marshall well fields, the ZONE 2 delineation was prepared by Dufresne-Henry, Inc. for the Acton Water District in the “Report on Kennedy No.1 and Marshall Wellfields Zone II Delineation”, dated October 1996. For the Assabet well fields, the ZONE 2 delineation was prepared by Stantec Consulting for the Acton Water District in the report “Prolonged Pumping Test Assabet Well No. 3”, dated May 2008 and revised by Stantec Consulting in a letter report dated January 2009. All ZONES 2 have been approved by the Massachusetts Department of Environmental Protection (DEP) as the State approved Zone II, and all ZONES 2 described and referred to herein shall be deemed identical to the DEP approved Zones II. For the Conant bedrock wells D and E, the ZONE 2 delineation was prepared by Geosphere Environmental Management, Inc. for the Acton Water District in the report “BRP WS-19 Source Final Report”, dated June 28, 2021. For the Maynard Rockland Avenue bedrock wells, the ZONE 2 delineation was prepared by Dufresne-Henry, Inc. for the Town of Maynard in the report “Source Final Report Rockland Avenue Bedrock Wellfield” dated April 2000 and revised by United States Geological Survey in the report “Delineation of Water Sources for Public Supply Wells in Three Fractured-Bedrock Aquifer Systems in Massachusetts” dated 2003.

C. Replace section 4.3.3.5 with the following:

4.3.3.5 FRACTURED BEDROCK – is a geological formation (e.g. crystalline rock, marble, schist) where groundwater flows through cracks and fractures. Flow through fractures is typically relatively fast. FRACTURED BEDROCK is an alternative AQUIFER to STRATIFIED DRIFT AQUIFERS. FRACTURED BEDROCK typically underlies the overlying sand and gravel and glacial till deposits. Recharge to the FRACTURED BEDROCK is typically from these overlying deposits. Both the Towns of Acton and Maynard utilize FRACTURED BEDROCK AQUIFERS as a source of drinking water. Protection of them is also vital as GROUNDWATER from a FRACTURED BEDROCK AQUIFER can recharge the overlying sand and gravel deposits and other surface water bodies.

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, or take any other action relative thereto.

Summary
This Article modifies and updates the Groundwater Protection District provisions of the Zoning Bylaw in order to improve the protections afforded to both the quality and quantity of the drinking water supplied to the residents of the Town. The article makes the following modifications:

A. Incorporates protections for the Acton Water District’s two new deep bedrock wells on properties located at 8 Post Office Square Behind and 549 Main Street. The Acton Water District is required to request that the Town of Acton adopt the updated protection zones as part of the Zoning Bylaw. This would include the Zone 2 and a Town of Acton Zone 1 for these new wells.
B. Corrects a discrepancy in the overlay district in the northwesterly corner for a small portion of Acton (5 parcels impacted off Westford Lane) which was adopted but not correctly mapped.
C. Incorporates protections for the Town of Maynard’s existing deep bedrock wells located just over the Acton Town line in Maynard along Rockland Avenue. The Town of Maynard previously requested that the Town of Acton adopt the protection zone as part of the Zoning Bylaw. At the time of the previous request, Acton was not utilizing bedrock wells and therefore the request was not supported.

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

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

Recommendations:

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<th>Select Board</th>
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Article 17 * Amend Zoning Bylaw – Housekeeping Corrections
(Two-thirds vote)

To see if the Town will vote to amend the Zoning Bylaw as follows and make any renumbering or administrative corrections as required for formatting purposes:

A. In Section 3.8.1.6 – Accessory apartments subject to the following standards and requirements, correct the section alphabetization “a” through “p.”

B. In Section 7.4.3.7 – Insert after the phrase, 50 foot-candles, “or if LED, shall not exceed a temperature rating of 3,000K.”

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

7.4.3.7 The DISPLAY AREA of an illuminated SIGN shall not exceed an average illuminance of 50 foot-candles, or if LED, shall not exceed a temperature rating of 3,000K, measured directly on the surface of the SIGN.

C. In Section 3 – Table of Principal Uses, by changing the name of the use in subsection 3.6.2 from “Distribution Plant” to “Distribution Center.”

D. In Section 3.11.3, Standards and Requirements – correct the cross-reference from Section 3.8.3 to Section 3.8.4.

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

3.11.3 Standards and Requirements – Except where specifically stated otherwise, the following provisions shall apply to all Ground-Mounted Neighborhood and Industrial Solar Photovoltaic Installations in all zoning districts. They shall not apply to solar energy systems as ACCESSORY USES under Section 3.8.3 3.8.4.

, or take any other action relative thereto.

Motion
Move that the Town amend the Zoning Bylaw as set forth in the Article.

Summary
This article ratifies typographical and cross-reference corrections in the zoning bylaw and includes LED lighting temperature regulations for signs that was inadvertently missed when the Bylaw was modernized in 2016 to address LED lighting.

A. At the 2022 Annual Town Meeting, Section 3.8.1.6 was amended and the alphabetization of its subsections were not corrected. This Article corrects the formatting error.

B. 2016 Fall Special Town Meeting updated the Bylaw to adopted regulations to limit the Kelvin rating for LED lighting. Section 7.4.3.7 was not updated to address lighting temperature for LED signs. This article imposes the same regulations for LED sign illumination as required under Section 10.6 to maintain consistency throughout the bylaw.
C. The Table of Principal Uses, term listed under 3.6.2 is “Distribution Plant”, but the Principal use and definition in the language of the Bylaw 3.6.2 is “Distribution Center”. The Table of Principal Uses should be corrected to “Distribution Center” to match the term in the text of the bylaw.”

D. Section 3.11.3 incorrectly cross-references Section 3.8.3 as the location to find more information about solar energy systems as an accessory use. There is no such section for solar energy systems in 3.8.3, rather it is located in Section 3.8.4.

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: Select Board Recommended Finance Committee Recommended Planning Board Recommended

**Article 18 * Amend General Bylaws – Personnel**

(Majority vote)

To see if the Town will vote to amend Chapter K – Personnel of the General Bylaws by deleting sections K1.1 and K1.2 in their entirety, and to renumber, alphabetize and reformat as necessary, or take any other action relative thereto.

**Motion**

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

**Summary**

This article would delete references to the Personnel Board. This advisory committee was established in the 1980s, and has been inactive since the Town has employed a full-time, professional Human Resources Department.

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: Select Board Recommended Finance Committee Recommended
Article 19 * Accept Land Gift – 28 Maple Street
(Two-thirds vote)

To see if the Town will authorize the Select Board to acquire on such terms and conditions as it may determine, by purchase, gift, eminent domain or otherwise and to accept the deeds of a fee simple interest in a certain parcel of land known as 28 Maple Street, shown as Parcel 41-5 on Town Atlas Map H2-A and in the deed recorded at the Middlesex South District Registry of Deeds in Book 31305, Page 131, containing 1.9 acres, more or less for general municipal purposes, or take any other action relative thereto.

**Motion**

Move that the Town authorize the Select Board on such terms and conditions as it may determine to acquire for general municipal purposes and accept fee interests in the parcel as set forth in the Article.

**Summary**

The current owners of this property have offered to gift this parcel to the Town. At this point, the Select Board does not have any plan for the property.

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

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Article 20 * Amend General Bylaws – Revolving Funds

(Majority vote)

To see if the Town will vote to:
1. Amend the General Bylaws, Chapter Y – Department Revolving Funds, pursuant to Massachusetts General Laws Chapter 44, Section 53E½ as shown below and
2. Transfer the June 30, 2023 balance of the Recreation Revolving Fund established by Article 1 of the October 1979 Special Town Meeting under MGL Chapter 44, Section 53D to the Recreation Revolving Fund authorized by this Article and
3. Rescind the authorization of Article 1 of the October 1979 Special Town Meeting,

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.]

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<th>B Entity Authorized to Spend</th>
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<td>Receipts from parks and recreation programs, events and concessions</td>
<td>Costs for parks and recreation programs, activities, wages, services, equipment, supplies and utilities</td>
<td>FY 2024, et seq.</td>
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**Motion**

Move that the Town amend the General Bylaws, transfer the balance of the Recreation Revolving Fund and rescind the previous authorization, all as set forth in the Article.

**Summary**

This Article would modify the Building Revolving Fund to allow for wages of employee inspectors to be charged to the Fund. It would also provide for the conversion of the Recreation Revolving Fund from one the Town established in 1979 under a different section of municipal finance law, to one that is operated and accounted for consistent with all other revolving funds. 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:**

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<tr>
<th>Recommendations:</th>
<th>Select Board Recommended</th>
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60
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 FY24 Budgeted Expense column below, or take any other action relative thereto.

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Total $1,679,559 $1,679,559

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

**Recommendations:**

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Article 22 * 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 $8,356 from department receipts, transfer $77,807 from the Commuter Lot Parking Fees fund balance and appropriate $86,163 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 and non-resident 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: Select Board Recommended Finance Committee Recommended
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 $149,900 from department receipts, transfer $14,159 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. These fees will be deposited in a separate account and may be expended to pay part or all of the anticipated costs of septage waste disposal. If income in any year is in excess of expenses, the excess shall be deposited in a separate fund and used for capital expenditures of the enterprise fund or to reduce user fees. Fund status is noted below.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Certified Fund Balance</th>
<th>+/-</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td></td>
<td></td>
<td>176,228</td>
</tr>
<tr>
<td></td>
<td>+ Budgeted Revenue</td>
<td>159,900</td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Budgeted Expense</td>
<td>159,900</td>
<td></td>
</tr>
<tr>
<td></td>
<td>= Estimated Fund Balance</td>
<td></td>
<td>176,228</td>
</tr>
<tr>
<td>2023</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ Budgeted Revenue</td>
<td>149,900</td>
<td></td>
</tr>
<tr>
<td></td>
<td>– Budgeted Expense</td>
<td>164,059</td>
<td></td>
</tr>
<tr>
<td></td>
<td>= Estimated Fund Balance</td>
<td></td>
<td>162,069</td>
</tr>
</tbody>
</table>

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

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

Recommendations: Select Board Recommended, Finance Committee Recommended
Article 24 *  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 $650,000 from department receipts, transfer $114,986 from retained earnings and appropriate $764,986 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. The fees are deposited in a separate account and expended to pay the expenses of solid waste disposal. If income in any year is in excess of expenses, the excess shall be deposited in a separate fund and used for future expenditures of the enterprise fund or to reduce user fees. Fund status is noted below.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>+/–</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td></td>
<td>612,699</td>
</tr>
<tr>
<td></td>
<td>+ Budgeted Revenue</td>
<td>643,012</td>
</tr>
<tr>
<td></td>
<td>– Budgeted Operations Expense</td>
<td>583,012</td>
</tr>
<tr>
<td></td>
<td>– Budgeted Capital Expense</td>
<td>60,000</td>
</tr>
<tr>
<td></td>
<td>= Estimated Fund Balance</td>
<td>612,699</td>
</tr>
<tr>
<td>2023</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>+ Budgeted Revenue</td>
<td>650,000</td>
</tr>
<tr>
<td></td>
<td>– Budgeted Operations Expense</td>
<td>764,986</td>
</tr>
<tr>
<td></td>
<td>= Estimated Fund Balance</td>
<td>497,713</td>
</tr>
</tbody>
</table>

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:**  
Select Board Recommended  
Finance Committee Recommended
Article 25 * Sewer Enterprise Budget
(Two-thirds 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 $1,685,789 from department receipts, transfer $344,264 from retained earnings, transfer $350,000 from the Sewer Stabilization Fund and appropriate $2,380,053 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, State and Federal aid for sewers, and any other income derived from the operation of the municipal sewer system will be deposited in a separate account and may be expended to pay part or all of the anticipated costs of sewerage disposal for the system. Fund status is noted below.

This article includes a $350,000 project, funded by the Sewer Stabilization Fund, to replace the existing fire protection system at the Wastewater Treatment Facility (WWTF). This includes upgrades to the control panel and approximately 2,000 linear feet of sprinkler piping which has corroded and currently causes the system to malfunction. The current system is at the end of its useful life and is over 20 years old. When the current system depressurizes due to the leaks, it fills with water and water sprays out of the leaks and drips through the ceiling. The WWTF is currently undergoing a multi-million dollar upgrade and there is risk that these leaks could cause significant damage to the new infrastructure. It is important that the system functions properly from a safety perspective as well as for the protection of expensive treatment equipment.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Certified Fund Balance</th>
<th>+/-</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>886,118</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2023</td>
<td>886,118</td>
<td>1,685,789</td>
<td>1,963,785</td>
</tr>
<tr>
<td></td>
<td>345,000</td>
<td>1,685,789</td>
<td>1,880,053</td>
</tr>
<tr>
<td></td>
<td>150,000</td>
<td>1,685,789</td>
<td>350,000</td>
</tr>
<tr>
<td></td>
<td>350,000</td>
<td>1,685,789</td>
<td>350,000</td>
</tr>
<tr>
<td></td>
<td>= Estimated Fund Balance</td>
<td>541,854</td>
<td>541,854</td>
</tr>
</tbody>
</table>

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 Recommended Finance Committee Recommended
Article 26 * 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 $1,228,000 from department receipts, raise $327,928 from general revenues, transfer $249,259 from retained earnings and appropriate $1,805,187 for the purpose of operating the ambulance service.

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

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>+/–</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td>2022</td>
<td>Certified Fund Balance</td>
<td>367,697</td>
</tr>
<tr>
<td></td>
<td>+ Budgeted Revenue</td>
<td>1,200,127</td>
</tr>
<tr>
<td></td>
<td>+ General Fund Subsidy</td>
<td>390,000</td>
</tr>
<tr>
<td>2023</td>
<td>– Budgeted Operations Expense</td>
<td>1,450,127</td>
</tr>
<tr>
<td></td>
<td>– Budgeted Capital</td>
<td>140,000</td>
</tr>
<tr>
<td></td>
<td>= Estimated Fund Balance</td>
<td>367,697</td>
</tr>
<tr>
<td>2024</td>
<td>+ Budgeted Revenue</td>
<td>1,228,000</td>
</tr>
<tr>
<td></td>
<td>+ General Fund Subsidy</td>
<td>327,928</td>
</tr>
<tr>
<td></td>
<td>– Budgeted Operations Expense</td>
<td>1,665,187</td>
</tr>
<tr>
<td></td>
<td>– Budgeted Capital</td>
<td>140,000</td>
</tr>
<tr>
<td></td>
<td>= Estimated Fund Balance</td>
<td>118,438</td>
</tr>
</tbody>
</table>

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: Select Board Recommended Finance Committee Recommended
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 $230,625 from department receipts, raise $150,000 from general revenues, transfer $196,975 from retained earnings and appropriate $577,600 for the purpose of operating the transportation service.

**Summary**

The transportation program has been funded through Annual Town Meeting appropriations since 2009. This article will continue the Transportation Enterprise Fund from which all transportation programs will operate. Acton’s current transportation program includes three on-demand services (commonly referred to as MinuteVan) and two fixed-route services (Acton Rail Shuttle and 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.

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Certified Fund Balance</th>
<th>+/–</th>
<th>Subtotal</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2022</strong></td>
<td></td>
<td></td>
<td>267,605</td>
</tr>
<tr>
<td></td>
<td>+ Budgeted Revenue</td>
<td></td>
<td>391,036</td>
</tr>
<tr>
<td></td>
<td>+ General Fund Subsidy</td>
<td></td>
<td>160,000</td>
</tr>
<tr>
<td></td>
<td>– Budgeted Expense</td>
<td></td>
<td>551,036</td>
</tr>
<tr>
<td></td>
<td><strong>= Estimated Fund Balance</strong></td>
<td></td>
<td><strong>267,605</strong></td>
</tr>
<tr>
<td><strong>2023</strong></td>
<td></td>
<td></td>
<td>267,605</td>
</tr>
<tr>
<td></td>
<td>+ Budgeted Revenue</td>
<td></td>
<td>230,625</td>
</tr>
<tr>
<td></td>
<td>+ General Fund Subsidy</td>
<td></td>
<td>150,000</td>
</tr>
<tr>
<td></td>
<td>– Budgeted Expense</td>
<td></td>
<td>577,600</td>
</tr>
<tr>
<td></td>
<td><strong>= Estimated Fund Balance</strong></td>
<td></td>
<td><strong>70,630</strong></td>
</tr>
</tbody>
</table>

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:**

<table>
<thead>
<tr>
<th></th>
<th>Select Board</th>
<th>Finance Committee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recommended</td>
<td></td>
<td>Recommended</td>
</tr>
</tbody>
</table>
**Article 28 * 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: David D. Martin: sb@actonma.gov / (978) 929-6611

Recommendations:  
Select Board Recommended  
Finance Committee Recommended

**Article 29 * 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: Dean A. Charter: sb@actonma.gov / (978) 929-6611

Recommendations:  
Select Board Recommended  
Finance Committee Recommended
Article 30 * 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: Fran Arsenault: sb@actonma.gov / (978) 929-6611

Recommendations: Select Board Recommended Finance Committee Recommended

Article 31 * 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: Fran Arsenault: sb@actonma.gov / (978) 929-6611

Recommendations: Select Board Recommended Finance Committee Recommended
Article 32 * 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: David D. Martin: sb@actonma.gov / (978) 929-6611

Recommendations: Select Board Recommended Finance Committee Recommended

Article 33 * 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: Select Board Recommended Finance Committee Recommended
Article 34  Home Rule Petition – Change Minimum Voting Age to 16 for Town Elections
(Majority vote)

To see if the town will vote to authorize the Select Board to petition the Massachusetts General Court to enact legislation in substantially the form below, and further to authorize the Select Board to approve amendments to said legislation before its enactment by the General Court that are within the scope of the general objectives of this motion; or take any action relative thereto:

AN ACT GRANTING THE TOWN OF ACTON, MA THE AUTHORITY TO PROVIDE LEGAL VOTING RIGHTS IN MUNICIPAL ELECTIONS FOR TOWN RESIDENTS AGED 16 and 17 YEARS OLD

SECTION 1. Notwithstanding the provisions of section 1 of chapter 51 of the General Laws or any other general or special law, rule or regulation to the contrary, any individual aged 16 or 17 years old residing in the Town of Acton, who is ineligible to vote due to age under state law, but who is otherwise eligible, may apply to have their names entered on a list of voters established by the Office of the Town Clerk for the Town of Acton. Such individuals on the list of voters may vote in any election for local offices, local ballot questions, and Town Meeting in accordance with this Act. For the purposes of this Act, "local voters" are anyone who is eligible to vote pursuant to this Act in a local election or upon a local ballot question in the Town of Acton.

SECTION 2. The Office of the Town Clerk shall establish a separate registration list for local voters who shall fill out an alternative registration form. Upon turning eighteen, each local voter shall be taken off the separate list and notified that he or she must register as a regular voter in accordance with state law, regulations, and guidelines, in order to be eligible to vote. Said board shall create and print, at the Town of Acton’s expense, the special registration form needed for the purpose of registering local voters.

SECTION 3. Said Office is hereby authorized to promulgate regulations, guidelines and forms to implement the purpose of this act.

SECTION 4. If a local ballot question appears on a state election ballot, the board shall print a separate ballot for the local ballot question at the expense of the Town of Acton.

SECTION 5. The Town of Acton is hereby authorized to pass bylaws to implement the purpose of this act subject to all the provisions of the Town of Acton Charter.

SECTION 6. Nothing in this act shall be construed to confer upon local voters the right to vote for any state or federal office, or on any state or federal ballot questions.

Summary

This article would lower the minimum voting age for municipal elections and town meetings in Acton to 16. Towns and cities in Massachusetts that have voted affirmatively to submit similar home rule petitions to lower the minimum voting age for their local elections include Concord, Boston, Brookline, Somerville, Cambridge, and Northampton. Young people across the state are leading critical community engagement, advocacy, and policy efforts to address climate and environmental crises, social injustices and inequities, public health issues, and barriers to civic engagement, to name a few.

Young people in Acton contribute substantially to our town through their volunteerism and employment in local businesses, and are directly and largely impacted by town decisions even though they have little decision-making capacity. Acton youth also advance justice and protect the human rights of the people in our community every day through their activism; part of the evidence can be found in the clubs and...
organizations that ABRHS students dedicate their time, expertise, and energy, including AB Human Rights / Girl Up / UNICEF, ABSEJ (AB Students for Equity and Justice), Black Student Union, Class Leadership, Common Ground - GSA (a safe environment for students who identify as queer and allies), Current Events Club, Dear Asian Youth (ABRHS Chapter), DESA (South Asian Alliance), Envirothon, Girls in Science, Her & Math, HOSA (Future Health Professionals), Interact Club (Rotary-sponsored service), Invest in Girls, Jewish Student Union, Latinx Affinity Group, Model UN, Muslim Student Association, National Honor Society, Outreach Club, Peer Leaders, Recycling Club, Red Cross Club, Research Club, Resource Force (create sustainability & climate policy and initiatives), Student Counsel, Student Prison Alliance Coalition, The Spectrum (School Newspaper), Window Seat (Literary and Art Magazine and Creative Writing Club), and Youth in Philanthropy.

Most students turn 18 during their last year of high school and many do not have the opportunity to vote in municipal elections, even if they are locally civically engaged, because many leave the area for college or jobs. Furthermore, encouraging young voters establishes positive lifelong patterns of voting and increases the likelihood of parents voting, according to researchers at the University of Cambridge (Dahlgaard, 2018). As young people continue to demonstrate that they offer vital, informed perspectives that should be more supported and represented in local and state voting, and with municipal election participation low in Acton*, there are strong reasons for lowering the age for municipal voting to 16.

*Annual town election turnout for Acton (2015-22)

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<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of Voters</td>
<td>602</td>
<td>360</td>
<td>1337</td>
<td>2039</td>
<td>1974</td>
<td>2796</td>
<td>2369</td>
<td>934</td>
</tr>
<tr>
<td>Percentage (out of total eligible voters)</td>
<td>4.29%</td>
<td>2.48%</td>
<td>8.75%</td>
<td>13.66%</td>
<td>12.86%</td>
<td>17.53%</td>
<td>14.70%</td>
<td>6.02%</td>
</tr>
</tbody>
</table>

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

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

| Recommendations: | Select Board Deferred | Finance Committee Not Recommended |
Article 35  Home Rule Petition – Ranked Choice Voting  
(Majority vote)

To see if the Town will vote to authorize and request the Select Board to petition the General Court substantially in the form below for Home Rule Legislation to elect Town offices using Ranked Choice Voting or take any other action relative thereto.

AN ACT RELATIVE TO RANKED CHOICE VOTING IN THE TOWN OF ACTON

SECTION 1. RANKED CHOICE VOTING

(a) All offices elected at the annual town election or town special election shall be elected by ranked choice voting, except for a single-seat office when the number of certified candidates is less than or equal to 2 or a multi-seat office when the number of certified candidates is less than or equal to the number of seats to be elected. Ranked choice voting elections shall be tabulated in rounds pursuant to this section.

(b) In any single-seat election, each round shall begin by counting the number of votes for each continuing candidate. Each ballot shall count as 1 vote for its highest-ranked continuing candidate. Concluded ballots shall not be counted for any continuing candidate. Each round shall end with 1 of the following 2 outcomes:

   (1) If there are more than 2 continuing candidates, the last-place candidate shall be defeated or the last-place candidates shall be defeated in batch elimination, and a new round shall begin; or

   (2) If there are 2 continuing candidates, the candidate with the fewest votes shall be defeated, the candidate with the most votes shall be elected, and tabulation shall be complete.

(c) In any multi-seat election, each round shall begin by counting the number of votes for each continuing candidate. Each ballot shall count, at its current transfer value, for its highest-ranked continuing candidate. Concluded ballots shall not count for any continuing candidate. In the first round only, the election threshold shall then be calculated. Each round shall end with 1 of the following 3 outcomes:

   (1) If at least 1 continuing candidate has more votes than the election threshold, then all such candidates shall be elected. Each ballot counting for an elected candidate shall be assigned a new transfer value by multiplying the ballot’s current transfer value by the surplus fraction for the candidate. Each elected candidate shall be deemed to have a number of votes equal to the election threshold in all future rounds, and a new round shall begin;

   (2) If no continuing candidate has more votes than the election threshold and the sum of the number of elected candidates and continuing candidates is more than the sum of the number of seats to be elected and 1, the last-place candidate shall be defeated or the last-place candidates shall be defeated in batch elimination, and a new round shall begin; or

   (3) Otherwise, the continuing candidate with fewest votes shall be defeated, all other continuing candidates shall be elected, and tabulation is complete.
(d) Batch elimination shall apply to the largest possible group of continuing candidates such that
the sum of the votes of candidates in the group is less than the individual number of votes of
every continuing candidate not in the group, and provided that the number of continuing
candidates not in the group is at least 1 more than the remaining number of positions to elect.

(e) If 2 or more last-place candidates are tied and batch elimination does not apply, the candidate
with the fewest votes in the prior round shall be defeated. If 2 or more such tied candidates were
tied in the prior round, the second tie shall be decided by referring similarly to the standing of the
candidates, in terms of votes, in the second-prior round. This process shall be applied
successively as many times as necessary, a tie shown in any prior round shall be decided by
referring to the standing of the candidates in the round immediately preceding the tie.

(f) The Select Board, in consultation with the Town Clerk, may make any changes to the ranked
choice voting ballot and tabulation process necessary to ensure the integrity and smooth
functioning of the election, provided that ranked choice voting shall still be used and the fewest
number of changes are made to achieve such purpose.

SECTION 2. This act shall take effect upon its passage. The first election using Ranked Choice
Voting shall take place no sooner than 2025.

Summary
Ranked Choice Voting (RCV), also known as the Single Transferable Vote, is a method of casting and
tabulating ballots in which voters rank candidates for office in order of preference. This gives every voter
one vote, regardless of the number of seats to be elected, producing the most representative outcomes.
RCV is used for local elections in Cambridge and Easthampton, Massachusetts, and Amherst, Arlington,
Concord, and Northampton have submitted home rule legislation to adopt RCV.

The terms below shall have the following meanings in the above text.

“Batch elimination” is the simultaneous defeat of multiple candidates.

"Concluded ballot," a ballot that does not rank any continuing candidate or contains an overvote at the
highest-ranked continuing candidate.

"Continuing candidate," a candidate who has not been defeated or elected.

“Election threshold,” the number of votes sufficient for a candidate to be elected in a multi-seat election.
It is calculated by dividing the total number of votes counting for continuing candidates in the first
round by the sum of the number of seats to be elected and 1, disregarding any fractions, and then adding
1.

"Highest-ranked continuing candidate," the continuing candidate with the highest ranking on a voter's
ballot.

“Ranked choice voting,” a method of casting and tabulating ballots in which voters rank candidates for
office in order of preference.

"Last-place candidate," (i) the candidate with the lowest vote total in a round of the ranked-choice
voting tabulation; or (ii) a candidate that is defeated in batch elimination.

"Overvote," a circumstance in which a voter ranks more than 1 candidate at the same ranking.
"Ranking" means the number assigned on a ballot by a voter to a candidate to express the voter's preference for that candidate. Ranking number 1 shall be the highest ranking, ranking number 2 shall be the next-highest ranking, and so on.

“Surplus fraction,” the number equal to the difference between an elected candidate’s vote total and the election threshold, divided by the candidate’s vote total.

“Transfer value,” the proportion of a vote that a ballot will count to its highest-ranked continuing candidate. Each ballot shall begin with a transfer value of 1. If a ballot counts to the election of a candidate under subsection (c)(1), it receives a lower transfer value.

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: Select Board Deferred Finance Committee No Recommendation
Whereas, Acton 2020 plan includes Objective 7.2 “Promote economic development that supports other Acton 2020 planning goals,” which includes action item 7.2.1.1. “Actively promote employment-oriented development (e.g., high tech/R & D offices in targeted areas,” and Objective 7.3 “Improve existing commercial areas”

Whereas, the town has implemented some aspects of the plan related to these objectives such as hiring a full-time Director of Economic Development, securing grants and governmental funding for some development activities, and supporting small businesses with targeted activities like shop local campaigns, business seminars, and pandemic funding

Whereas, the town has committed to major initiatives that will require significant spending over the next several years, such as electrification of buildings, resources dedicated to equity and inclusion, and the preservation of open space and recreation among other priorities to maintain the health and well-being of residents

Whereas, there is currently no specific plan as to where and how to direct economic development in a way that aligns with the town’s goals

Whereas, the support of small businesses is important for a vibrant, engaged community and consistent with the desire to maintain the rural nature of the town,

Whereas, the percentage of taxes contributed by commercial and industrial properties declined from 12.60% of the total in FY14 to 9.98% of the total in FY23

Whereas, the amount of taxes paid by residential property owners is among the highest of local communities and poses challenges for many residents

Whereas, the town will soon start developing the next master plan and if there are not proactive steps toward intentional and beneficial economic development, any development that is left entirely to the actions of individual land owners will be haphazard at best, and detrimental at worst

Be it therefore resolved that the Select Board authorize, and the Town Manager directs funds to develop a specific economic development plan that will result in a more robust commercial and industrial tax base, promote local employment, and support other town priorities. Such an effort will likely rely on the engagement of a consultant or consulting firm and may include such things as enterprise zones, significant rezoning, creation of tax incentives, etc.

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: Select Board Recommended Finance Committee Recommended
To see if the Town will conduct an objective analysis, either by establishing a working group or committee, commissioning a study, or engaging a consultant, to determine the pros and cons of creating a Sewer Commission independent of the Select Board or an advisory Sewer Committee, or take any action related thereto.

**Summary (by Petitioner)**

In Acton, the Select Board carries out the duties of the Town’s Sewer Commission. Very few Select Board members come to office with the financial and technical knowledge required to administer these duties. Developing this expertise takes a great deal of time while fulfilling many other obligations. The priorities of each role can come into conflict as the Sewer Commissioners are bound to serve the interests of the ratepayers, but Select Board members are concerned with the needs of all residents. For example, the Select Board must work to further the Town’s affordable housing goals. The historic practice of waiving sewer privilege fees* for affordable housing projects, however, does not serve the best interest of the ratepayers.

The current Sewer Commission business consists mainly of approving connection requests, annual usage rate approvals, and establishing sewer privilege fees. It is placed on the Select Board agenda 3-4 times per year alongside other matters, leaving little time for thorough discussion. Where independent Sewer or Sewer/Water Commissions exist, public meetings of these bodies take place monthly or bi-weekly, and the agendas include many other policy, financial, staffing, and strategic planning discussions. This affords ratepayers and other residents significantly more insight into decision-making and opportunities for public engagement.

Multiple options exist that could improve the efficiency and transparency of the present and future operation and management of Acton’s municipal sewer system. One notable challenge facing the Town is finding a viable solution to the currently inadequate remaining discharge capacity required to serve parcels in the sewer district that have not yet connected (280 bettered parcels in the existing district have not yet hooked up to the sewer system, but only an additional ~5,000 gallons per day are allowed to be discharged from the treatment plant).

The Town should consider these options and more:

- The Select Board, acting as Sewer Commissioners, could hold quarterly meetings dedicated to municipal sewer business - connections, rates, policies, long-range planning, reports from the plant operator on the conditions of the plant and collection system, financial updates that include current and projected income as well as future obligations, capital improvements, and requests for independent audits and analyses.

- An independent Sewer Commission, appointed by the Select Board or elected, could operate as a separate authority responsible for contracts, policies, rules and regulations, billing, finances, and long-range planning.

- A Sewer Committee could be created to advise the Select Board, participate in master planning, and make reports to the Town’s public bodies concerned with land use, finance, and the implementation of the Comprehensive Water Resources Management Plan.

* A sewer privilege fee is typically assigned to connect land not previously served by the sewer system, or to permit intensified use of previously assessed land.
**Article 38 #  Non-Binding Resolution – Anti-Bias Training**  
(Majority vote)

Be it resolved that this Town Meeting requests the Select Board to find a way to ensure that all officials have anti-bias training

**Article 39 #  Non-Binding Resolution – Code of Conduct**  
(Majority vote)

Be it resolved that this Town Meeting requests the Select Board to institute a more comprehensive code of conduct for officials
Article 40 # Non-Binding Resolution – Reduce Transfer Station Sticker Prices
(Majority vote)

Be it resolved that this Town Meeting requests the Select Board to find a way to reduce the transfer sticker price for low income residents.

Direct Inquiries to: Madeline Cruz: morenacruz1980@yahoo.com / (978) 606-9885
Select Board Member: Fran Arsenault: sb@actonma.gov / (978) 929-6611
Recommendations: Select Board Recommended Finance Committee Recommended

Article 41 # Non-Binding Resolution – Composting Facilities at Apartment Buildings
(Majority vote)

To reduce the amount of food waste, this Town Meeting requests the Select Board to bring to a future Town Meeting a change in the bylaw and/or to institute town policy which would require multi-family housing owners to ensure onsite access to composting facilities for renters to use.

Direct Inquiries to: Madeline Cruz: morenacruz1980@yahoo.com / (978) 606-9885
Select Board Member: Fran Arsenault: sb@actonma.gov / (978) 929-6611
Recommendations: Select Board Recommended Finance Committee Not Recommended

Article 42 # Non-Binding Resolution – Slow Increase of New Single Family Homes
(Majority vote)

Be it resolved that this Town Meeting requests the Select Board to find a way and/or ways to slow the increase in the number of new single family homes

Direct Inquiries to: Terra Friedrichs
Select Board Member: Jim Snyder-Grant: sb@actonma.gov / (978) 929-6611
Recommendations: Select Board Recommended Finance Committee Recommended
**Article 43 # Non-Binding Resolution – Reduce Size of New Single Family Homes**
(Majority vote)

Be it resolved that this Town Meeting requests the Select Board to find a way and/or ways to reduce the size of new single family homes

Direct Inquiries to: Terra Friedrichs

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

**Recommendations:**

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**Article 44 # Non-Binding Resolution – Stop Odd Shaped Lots**
(Majority vote)

Be it resolved that this Town Meeting requests the Select Board to find a way and/or ways to stop developers from using "extremely odd-shaped lots", so Acton have fewer new McMansions

Direct Inquiries to: Terra Friedrichs

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

**Recommendations:**

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Article 45 #  Non-Binding Resolution – Renters’ Access to Confidential Health Department Inspections

(Majority vote)

As indicated by state law, the Town of Acton Board of Health must adopt and comply with all current Massachusetts laws and regulations concerning indoor air quality and the remediation of moisture and mold in rental and condo properties. The state Minimum Standards of Fitness for Human Habitation apply to all dwelling units, including rental units, and rental building owners must maintain structural elements (including foundation, floors, walls, doors, windows, ceilings, and roofs) in good repair and free from chronic dampness (the regular and/or periodic appearance of moisture, water, mold or fungi.)

To improve compliance with these State standards, Town Meeting recommends that:

Acton shall publish an informational brochure for renters on health inspections, and requires that the brochure be issued to renters by landlords at the initiation of their lease agreement.

When a renter calls to report a complaint in their unit or in a rental property, the Health Department and the Board of Health shall inspect the premises complained of with the occupant prior to notifying the property owner. In compliance with State Sanitary code 105CMR410, the Board of Health will only contact the property owner if a violation or citation is issued or if further information is needed. The purpose of this policy is to keep renters safe from being retaliated against or harassed prior to an inspection.

Summary (by Petitioner)

A "yes" vote means that the town of Acton will publish information on renter’s rights on health inspections and will require this brochure to be given to renters by their landlord when the lease is signed. When a renter makes a complaint to the Board of Health, their identity will be protected unless a problem is found on the premises at which point the landlord will be notified.

A "no" vote means that the town of Acton will make no change.

Direct Inquiries to: Madeline Cruz: morenacruz1980@yahoo.com / (978) 606-9885

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

Recommendations:

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Be it resolved that this Town Meeting requests that the Select Board ask the Kelley's Corner Steering Committee to review and update the 02/04/2016 Kelley's Corner Improvement Initiative Plan this year, and to work with the Planning Department to develop an updated draft zoning plan for Kelley's corner.

The Kelley's Corner Improvement Initiative documents, including the 2016 Plan, can be found in Town of Acton documents: http://doc.acton-ma.gov/dsweb/View/Collection-7424.

Direct Inquiries to: Frances Osman: frannyola@gmail.com / (978) 621-7330
Select Board Member: David D. Martin: sb@actonma.gov / (978) 929-6611

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.

Given under our hands at Acton this eleventh day of April, 2023.

Dean A. Charter, Chair
Jim Snyder-Grant, Vice-Chair
Himaja Nagireddy, Clerk
David D. Martin, Member
Fran Arsenault, 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 Poor's, 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 its 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.
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 a deliberative practice of democracy so that various perspectives can be heard on a subject. 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. This interaction among neighbors allows us to have a better understanding of why others vote a different way.

Town Meeting is the culmination of multitudes of volunteer hours of our fellow residents working on many issues and projects to make life better in Acton. These range from sidewalks to master plans, from ad hoc committees for a specific purpose to permanent boards and committees such as the economic development committee or the historical commission. 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. Any resident, whether they are a registered voter or not, 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 judgement

**Moderator’s Rules Summary**

1. Those wishing to provide handouts or other informational material should consult with the Town Clerk and/or 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 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. To put motions into play, the Moderator reads the article which then must be seconded. Anyone can call out “second.” The motion is what is voted on and may 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.

3. 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 prior to the meeting. The Moderator holds a meeting usually the week before Town Meeting in order 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 5 minutes. If there are multiple parties wishing to rebut, the total time of their presentations will be 5 minutes. All presenters should attend this meeting.

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

4. 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.

5. Any registered voter may speak to an article. If you wish to make a comment or ask a question, approach a pro, con, or question microphone and wait to be recognized by the Moderator. We will attempt to accommodate those who cannot access a microphone by use of 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 making your comment 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.

6. 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 non debatable, 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.

7. Voting on motions will be by a combination of voice and holding up the large colored cards distributed at voter check in. The tellers may assist in the count if needed. Results will be declared by the Moderator as required by law.

The following are the more formal parliamentary procedures drawn from Town Meeting Time:
More Formal Parliamentary Procedure

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

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

* In Acton, we generally do not accept amendments to amendments as it too confusing.
** Controlled by Town Bylaw – 2/3 vote same night; 3/4 Vote, plus posting on ensuing nights.

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

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

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

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

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

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

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

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

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

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

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

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

Thank you,

Jo-Ann M. Berry
Town Moderator
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.

<table>
<thead>
<tr>
<th>Department, Board or Committee</th>
<th>E-mail address</th>
<th>Telephone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acton-Boxborough Cultural Council</td>
<td><a href="mailto:abcc@actonma.gov">abcc@actonma.gov</a></td>
<td>(978) 929-6611</td>
</tr>
<tr>
<td>Acton 2020 Implementation Committee</td>
<td><a href="mailto:acton2020@actonma.gov">acton2020@actonma.gov</a></td>
<td>(978) 929-6440</td>
</tr>
<tr>
<td>Acton Community Housing Corporation</td>
<td><a href="mailto:achc@actonma.gov">achc@actonma.gov</a></td>
<td>(978) 929-6611</td>
</tr>
<tr>
<td>Acton Housing Authority</td>
<td><a href="mailto:board@actonhousing.net">board@actonhousing.net</a></td>
<td>(978) 263-5339</td>
</tr>
<tr>
<td>Acton Leadership Group</td>
<td><a href="mailto:alg@actonma.gov">alg@actonma.gov</a></td>
<td>(978) 929-6611</td>
</tr>
<tr>
<td>Acton Nursing Services Advisory Committee</td>
<td><a href="mailto:ansac@actonma.gov">ansac@actonma.gov</a></td>
<td>(978) 929-6650</td>
</tr>
<tr>
<td>Appeals, Zoning Board of</td>
<td><a href="mailto:boa@actonma.gov">boa@actonma.gov</a></td>
<td>(978) 929-6631</td>
</tr>
<tr>
<td>Assessor Department</td>
<td><a href="mailto:assessor@actonma.gov">assessor@actonma.gov</a></td>
<td>(978) 929-6621</td>
</tr>
<tr>
<td>Assessors, Board of</td>
<td><a href="mailto:bas@actonma.gov">bas@actonma.gov</a></td>
<td>(978) 929-6621</td>
</tr>
<tr>
<td>Building Department</td>
<td><a href="mailto:building@actonma.gov">building@actonma.gov</a></td>
<td>(978) 929-6633</td>
</tr>
<tr>
<td>Cable Advisory Committee</td>
<td><a href="mailto:cac@actonma.gov">cac@actonma.gov</a></td>
<td>(978) 929-6611</td>
</tr>
<tr>
<td>Cemetery Department</td>
<td><a href="mailto:cemetery@actonma.gov">cemetery@actonma.gov</a></td>
<td>(978) 929-6642</td>
</tr>
<tr>
<td>Citizens’ Library Department, West Acton</td>
<td><a href="mailto:wacl@actonma.gov">wacl@actonma.gov</a></td>
<td>(978) 929-6654</td>
</tr>
<tr>
<td>Clerk Department, Town</td>
<td><a href="mailto:clerk@actonma.gov">clerk@actonma.gov</a></td>
<td>(978) 929-6620</td>
</tr>
<tr>
<td>Collector Department</td>
<td><a href="mailto:collector@actonma.gov">collector@actonma.gov</a></td>
<td>(978) 929-6622</td>
</tr>
<tr>
<td>Commission on Disability</td>
<td><a href="mailto:cod@actonma.gov">cod@actonma.gov</a></td>
<td>(978) 929-6633</td>
</tr>
<tr>
<td>Community Preservation Committee</td>
<td><a href="mailto:cpc@actonma.gov">cpc@actonma.gov</a></td>
<td>(978) 929-6631</td>
</tr>
<tr>
<td>Community Resources Coordinator</td>
<td><a href="mailto:lducharme@actonma.gov">lducharme@actonma.gov</a></td>
<td>(978) 929-6651</td>
</tr>
<tr>
<td>Conservation Commission</td>
<td><a href="mailto:conscom@actonma.gov">conscom@actonma.gov</a></td>
<td>(978) 929-6634</td>
</tr>
<tr>
<td>Council on Aging Board</td>
<td><a href="mailto:coa@actonma.gov">coa@actonma.gov</a></td>
<td>(978) 929-6652</td>
</tr>
<tr>
<td>Council on Aging Staff (Senior Center)</td>
<td><a href="mailto:seniorcenter@actonma.gov">seniorcenter@actonma.gov</a></td>
<td>(978) 929-6652</td>
</tr>
<tr>
<td>CrossTown Connect (Transportation)</td>
<td><a href="mailto:ctc@actonma.gov">ctc@actonma.gov</a></td>
<td>(978) 844-6809</td>
</tr>
<tr>
<td>Design Review Board</td>
<td><a href="mailto:drb@actonma.gov">drb@actonma.gov</a></td>
<td>(978) 929-6631</td>
</tr>
<tr>
<td>Diversity, Equity &amp; Inclusion Commission</td>
<td><a href="mailto:deic@actonma.gov">deic@actonma.gov</a></td>
<td>(978) 929-6611</td>
</tr>
<tr>
<td>Economic Development Department</td>
<td><a href="mailto:manager@actonma.gov">manager@actonma.gov</a></td>
<td>(978) 929-6611</td>
</tr>
<tr>
<td>Economic Development Committee</td>
<td><a href="mailto:edc@actonma.gov">edc@actonma.gov</a></td>
<td>(978) 929-6611</td>
</tr>
<tr>
<td>Engineering Department</td>
<td><a href="mailto:engineering@actonma.gov">engineering@actonma.gov</a></td>
<td>(978) 929-6630</td>
</tr>
<tr>
<td>Finance Committee</td>
<td><a href="mailto:fincom@actonma.gov">fincom@actonma.gov</a></td>
<td>(978) 929-6611</td>
</tr>
<tr>
<td>Fire Department</td>
<td><a href="mailto:fire@actonma.gov">fire@actonma.gov</a></td>
<td>(978) 929-7722</td>
</tr>
<tr>
<td>Geographic Information Systems</td>
<td><a href="mailto:gis@actonma.gov">gis@actonma.gov</a></td>
<td>(978) 929-6612</td>
</tr>
<tr>
<td>Green Advisory Board</td>
<td><a href="mailto:gab@actonma.gov">gab@actonma.gov</a></td>
<td>(978) 929-7744</td>
</tr>
</tbody>
</table>
Emergency Notification Systems

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

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

Blackboard Connect
(Also known as Reverse 911)

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

While we receive telephone record updates from Verizon to populate our contact database, please do not assume your phone number or e-mail address is included. Just as 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.

Connect with the Town of Acton

actonma.gov  twitter.com/actonmagov  facebook.com/actonmagov  instagram.com/actonmagov

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.

<table>
<thead>
<tr>
<th>VCC Interview</th>
<th>Appointing Body</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Called</td>
<td>Select Board / Manager / Moderator</td>
</tr>
<tr>
<td>Schedule Date &amp; Time</td>
<td>Interview Date</td>
</tr>
<tr>
<td>Recommendation</td>
<td>Appointed Date</td>
</tr>
<tr>
<td></td>
<td>Term</td>
</tr>
</tbody>
</table>

Board, Committee or Commission

<table>
<thead>
<tr>
<th></th>
<th>Member / Alternate / Associate</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
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<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Recommendation Sent

Recommendation Sent

Notification of Appointment

- Received by VCC
- Committee Notified
- Applicant Notified

☐ No openings at this time
Online Bill Payments

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

www.actonma.gov/payonline

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

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

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

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

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

www.actonma.gov/payonline

Connect with the Town of Acton

actonma.gov
twitter.com/actonmagov
facebook.com/actonmagov
instagram.com/actonmagov
Notes
Notes
Be in the know . . .

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

@actonmagov
April 11, 2023

Middlesex, ss.

I have served the warrant for the Annual Town Election to be held on April 25, 2023, and Annual Town Meeting, to be held May 1, 2023 by posting an attested copy of the same at eight (8) of the public places of said town fourteen (14) days before the time of holding such meeting as directed.

___________________________
Constable

Warrants posted in eight (8) public places as follows:

NAGOG WOODS POST OFFICE, TOWN HALL, WEST ACTON FIRE STATION, WEST ACTON LIBRARY, SENIOR CENTER, ACTON WOODS PLAZA, VETERANS FIELD, ACTON TV;

AS WELL AS THE TOWN WEB PAGE.

___________________________
Constable