



Town of Acton, Massachusetts

**FY2025-FY2034**

# Capital Improvement Plan



**December 4, 2023**



## Table of Contents

<b>Executive Summary</b>	3
Capital Planning Process	4
Strategic Planning and Goals Reflected in the CIP	5
Climate Action Plan	6
<b>FY2025 Preliminary Capital Budget</b>	7
<b>FY2025 Project Details</b>	10
FY2025 – FY2034 CIP: By Funding Source	23
Capital Investment Utilizing Debt Exclusions	25
Appendix A: Capital Assets in Acton	
Appendix B: Possible Funding Sources	
Appendix C: 2022 American Rescue Plan Act (ARPA) Investment Plan	

*On the cover: Reconstructed Town Center intersection of Concord Road and Main Street, November 2023  
Below: Site work underway Town Center intersection of Concord Road and Main Street, March 2023*





## Executive Summary

The proposed Town of Acton FY2025 – FY2034 Capital Improvement Plan (CIP) outlines \$81.1 million in needed investments in the community. The CIP is a planning tool to help the Town forecast and prioritize needs in key areas such as infrastructure, sustainability initiatives, complete streets, economic development, and public safety.

This plan is an important part of the budget process as it identifies long-term needs and investment priorities to inform the work that goes into developing the annual operating budget. After receiving initial feedback from the Select Board and Finance Committee, the final recommended capital plan for FY2025 will be adjusted to meet the anticipated revenues as part of the Town Manager's Recommended FY2025 Budget.

Due to current fiscal challenges there is uncertainty about the availability of revenues for capital investments. As such, the FY2025 Preliminary Capital Budget is meant to serve as a needs assessment and not a specific capital investment strategy. We will continue to aggressively pursue grants and work with our state and federal partners to leverage outside funding sources. The capital plan for FY25 will be adjusted to meet the anticipated revenues as part of the budget process with further guidance from the Select Board and Finance Committee.

There are 31 projects shown starting on page 7 and each project has information about financing and brief comments about how the project could be addressed. The Select Board annually sets goals which are used to focus investments in the CIP. Projects responsive to Select Board goals are included in FY2025 preliminary capital budget including:

- Fueling Station Relocation at the DPW Facility (proposed cost sharing with other users)
- Advancement of the Sidewalk Program, including new construction and maintenance
- Great Road Safety Improvements
- Hayward/Main Intersection Construction
- Prospect/Main Intersection Construction

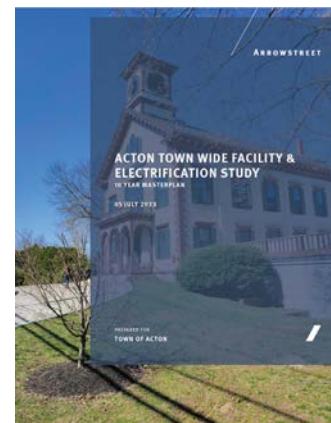
This CIP should be considered a living document, in particular the later years of the plan. Funding proposals exceed the funding available in the short and long term. Balancing the plan going forward will be difficult without additional revenue. If additional revenue is not available the plan can be modified in the following ways:

- Elimination or deferring projects
- Stabilization funds may be used to fund projects
- Revenue from outside funding source such as federal stimulus funds or grants
- Revenue from a voter approved debt exclusion for specific projects or general operational override

The CIP is reflective of the Town's various strategic planning efforts, which in turn are representative of community values and priorities. This year a Town wide Facility and Electrification Study has also been incorporated into this plan.

The intent of this report is to understand the current condition of the Town of Acton's municipal building stock and to develop recommendations for the next 10 years in terms of capital repairs but also electrification. This is in alignment with the Town of Acton's Climate Emergency Declaration to reach net-zero carbon emissions as quickly as possible, with a target date of 2030. This report consists of condition summaries as well as capital and electrification recommendations. A package of Excel files accompanies this report as a database a tracking mechanism for these recommendations.

More details about other strategic planning and goals reflected in the CIP are on the following pages.





## Acton's Capital Planning Process

The Town of Acton is governed by its Town Charter and Town Bylaws, as amended, establishing the Select Board - Town Manager form of government. The legislative body of Acton is an Open Town Meeting comprised of all registered voters. The capital planning process in Acton tracks closely with the development of the operating budget.

The process begins in September, when departments are asked to develop and submit capital project requests. The Town Manager develops the proposed capital budget and long-term capital improvement plan (CIP), which is presented at a joint meeting of the Select Board and Finance Committee in December. After receiving initial feedback, the capital plan for FY2025 will be adjusted to meet the anticipated revenues as part of the Town Manager's Recommended FY2025 Budget.

The recommended capital budget is then further discussed and refined before it is transmitted to the Finance Committee (along with the recommended operating budget proposal) for review. Additional refinement may be made prior to the closing of the Annual Town Meeting warrant. Town Meeting votes on warrant articles that include the annual capital budget for the ensuing fiscal year, but does not vote on the long-term CIP.

## Long Term Capital Planning

The Town of Acton's ten-year Capital Improvement Plan (CIP) comprises three main components: the FY2025 capital budget pages and the mid- and long-term project plans. The proposed FY2025 capital budget is actionable and will be considered by Town Meeting and, if approved, expended in the upcoming fiscal year. The CIP itself does not authorize expenditures, but instead serves as a roadmap for future investments and a foundation upon which to build longer-term planning efforts.

While some municipalities produce a simple, one-year capital plan, longer-term plans allow a town to be better prepared for future needs in terms of financing strategies, seeking grant opportunities, timing of synergistic projects, and creating ample opportunity for robust feasibility, planning, and design processes. The Government Finance Officers Association (GFOA) notes that a capital plan should cover "at least three years, preferably five or more." As with any strategic, long-term planning document, this CIP is designed to be flexible, recognizing that the local environment, available resources, priorities, and technologies change over time.

Each year, as part of the annual capital budgeting process, Town leadership and department staff will review the CIP and adjust the scope, cost, and timing of projects as needed. As projects move up to years 2-5, staff will begin design work or engage outside design professionals, begin right-of-way or easement acquisition, and begin procurement preparation, such as completing bid and construction documents. The long-term CIP comprises projects in years 6-10 and are generally conceptual, with rough estimates and timelines. While the long-term CIP can contain planned replacements of major assets with known lifespans, such as a fire pumper truck, it also can include anticipated replacement of assets based on observed trends and expected deterioration, as is often the case with bridges and roadways where annual inspections allow for trend-based projections. Trends in expenditures are also used to project future capital replacement and maintenance needs as well; while a specific need may not yet be identifiable, the Town can realistically assume that a certain amount of funding for building maintenance and fleet replacement will be an annual requirement.



## Strategic Planning and Goals Reflected in the CIP

The CIP is reflective of the Town's various strategic planning efforts, which in turn are representative of community values and priorities. The Select Board annually sets goals which are used to focus investments in the CIP as shown below. The CIP also reflects various strategic plans and policies, including the 2022 Climate Action Plan (CAP) as detailed on the next page, the Acton 2020 Comprehensive Community Plan as outlined below, the 2020 ADA Transition Plan, the 2018 Municipal Vulnerability Preparedness (MVP) assessment, 2014 Complete Streets Policy, Town-wide Facility and Electrification Study, Asset Management Plan, Acton's Open Space and Recreation Plan (OSRP), and Hazard Mitigation

### Acton Select Board June 26, 2023 Goals

Short Term Capital Goals	Long Term Capital Goals
(#1) Make progress with Great Road safety and complete street improvements	(#1) Construction of the Department of Public Works building
(#5) Complete design of the Asa Parlin House and Town Hall/Library parking lot area	(#5) Advance the River Street park project
(#14) Secure funding for sidewalks for several neighborhoods	(#6) Continue progress on the climate action plan implementation
View the full list of goals at <a href="http://www.actonma.gov/sb">http://www.actonma.gov/sb</a>	

## Acton 2020 Comprehensive Community Plan

<b>GOAL 1:</b>	<b>Preserve and Enhance Town Character</b>	<b>Objective 4.2:</b>	Provide more playgrounds, fields for team sports, parks, and conservation lands.
<b>Objective 1.1:</b>	Strengthen planning tools to manage growth pro-actively.	<b>Objective 4.3:</b>	Support additional cultural activities.
<b>Objective 1.2:</b>	Preserve and enhance key centers.	<b>GOAL 5:</b>	<b>Support Inclusion and Diversity</b>
<b>Objective 1.3:</b>	Preserve rural characteristics and open space.	<b>Objective 5.1:</b>	Support residents of all ages.
<b>Objective 1.4:</b>	Preserve historic buildings and landscapes.	<b>Objective 5.2:</b>	Support households of all income levels.
<b>Objective 1.5:</b>	Foster an understanding and appreciation for what makes Acton unique, including its history.	<b>Objective 5.3:</b>	Embrace cultural diversity.
<b>GOAL 2:</b>	<b>Ensure Environmental Sustainability</b>	<b>Objective 5.4:</b>	Support citizens with disabilities in participating fully in the life of the community.
<b>Objective 2.1:</b>	Protect the quality and quantity of Acton's water.	<b>GOAL 6:</b>	<b>Preserve and Enhance Town-Owned Assets and Services</b>
<b>Objective 2.2:</b>	Reduce waste and the accumulation of toxins.	<b>Objective 6.1:</b>	Protect Town-owned open space.
<b>Objective 2.3:</b>	Reduce emissions of carbon dioxide and other greenhouse gases.	<b>Objective 6.2:</b>	Support excellence in schools.
<b>Objective 2.4:</b>	Move toward patterns of land use and land protection that support broad biodiversity, soil preservation, and healthy local agriculture.	<b>Objective 6.3:</b>	Manage the Town's facilities efficiently.
<b>GOAL 3:</b>	<b>Improve Connections</b>	<b>Objective 6.4:</b>	Provide high quality services that are responsive to community needs.
<b>Objective 3.1:</b>	Make walking and biking easier and safer.	<b>Objective 6.5:</b>	Provide excellent public health and safety services.
<b>Objective 3.2:</b>	Improve transportation around Town.	<b>GOAL 7:</b>	<b>Maintain and Improve the Financial Well-Being of the Town</b>
<b>Objective 3.3:</b>	Promote communication among Town government, citizens, schools, and the business community.	<b>Objective 7.1:</b>	Promote fiscal responsibility.
<b>Objective 3.4:</b>	Support and strengthen neighborhoods.	<b>Objective 7.2:</b>	Promote economic development that supports other Acton 2020 planning goals.
<b>GOAL 4:</b>	<b>Provide More Opportunities for Community Gathering and Recreation</b>	<b>Objective 7.3:</b>	Improve existing commercial areas.
<b>Objective 4.1:</b>	Create new gathering spaces and make better use of existing ones.	<b>Objective 7.4:</b>	Support the financial ability of all residents to stay in Acton for a lifetime.

*View the Plan:* <https://www.actonma.gov/326/Acton-2020-Committee>



## Climate Action Plan

The Town of Acton's Climate Action Plan (CAP) provides a detailed and strategic framework for measuring and planning to reduce greenhouse gas emissions while also building community resilience to prepare for climate change impacts. This CAP builds a roadmap for Acton to make informed decisions regarding where and how to achieve the largest and most cost-effective emissions reductions, while also ensuring that the benefits of a sustainable future accrue to all. The CAP will serve as a living document to guide the Town's work towards meeting its net-zero by 2030 goal. Acton's climate action planning process was done in one year and two phases and included more than 20 community engagement activities. Phase I of the planning process (June – December 2021) resulted in the development of the Town's CAP Blueprint. This document outlines the community's climate goals, priorities, and strategies. In January 2022, the Town moved into Phase II to conduct technical analysis on the draft strategies to project potential greenhouse gas (GHG) reductions, associated costs, and benefits. In conjunction with this community-wide climate planning process, the Town and the Acton-Boxborough Regional School District also collaborated to develop an Electrification Roadmap — an analysis of priorities and next steps for the electrification of seven key existing public municipal and school buildings. More detail on the Electrification Roadmap is on the following page.



[Read the Climate Action Plan](#)

### ACTION'S CLIMATE GOALS:

- **BUILDINGS & HOUSING** Commercial and industrial buildings and homes in Acton are built and retrofitted to be energy efficient, net zero carbon, healthy, affordable, and resilient. Acton actively influences policies at the state and federal level to support rapid and affordable building decarbonization.
- **ENERGY** Acton's electricity is fossil-fuel free, renewable, reliable, and affordable. Acton's residents, businesses, and municipal government use locally owned renewable energy from New England whenever possible.
- **MOBILITY** All community members have access to safe and affordable transportation choices that will result in zero carbon emission, reduce Vehicle Miles Traveled (VMT), and lead to healthier and stronger communities. Acton neighborhoods, commercial, and community centers are interconnected through infrastructure improvements and redesign that allows reliable and multiple modes of transportation. Acton actively influences programs and policies that support zero emission, affordable, accessible, and reliable regional transportation systems.
- **NATURE-BASED SOLUTIONS** Acton's natural resources are protected, managed, connected, and restored to increase carbon sequestration, equity, resilience, and biodiversity. Local land use policy encourages affordable, diverse, transit-oriented and net zero housing while also enhancing nature-based solutions.
- **SOLID WASTE** Acton increases its waste diversion rate through town-wide programs, bylaws, and policies to streamline, prevent, reduce, reuse, compost, and recycle waste.
- **RESILIENCE** Acton prepares for climate impacts, including drought, flooding, more frequent and/or severe storms, extreme heat, biodiversity loss, and local supply disruptions.



## FY2025 Preliminary Capital Budget

The FY2025 preliminary capital budget in this document would require additional revenue beyond what is anticipated within the existing tax levy. It is recommended that the Board consider either a debt exclusion for specific projects or other funding strategies to address the needs presented. Tables summarizing the projects proposed for FY2025 by funding source are shown below. The Town Manager Comment is provided to provide input into the Select Board's prioritization discussions. After receiving feedback from the Select Board and Finance Committee the revised FY2025 capital budget will be presented along with the Town Manager's Recommended Operating Budget.

<b>General Fund Debt Projects</b>					<b>Estimated Borrowing Costs (Projects Over 400k)</b>		
	<b>Project Title</b>	<b>FY2025 Request</b>	<b>Town Manager Comment</b>		<b>Term</b>	<b>Rate</b>	<b>Est. Annual payment</b>
DPW-12	<b>DPW Facility Improvements - Fueling Station Relocation</b>	2,600,000	<i>SB short term goal, cost shared</i>		30	7%	\$209,525
FD 5	<b>Replacement of the 2009 aerial ladder truck</b>	2,100,000	<i>high priority</i>		10	7%	\$298,993
DPW-15	<b>Complete Streets - Hayward/Main Intersection</b>	1,825,000	<i>high priority</i>		20	7%	\$172,267
DPW-24	<b>19-21 Maple Street Parking and Circulation Improvements</b>	600,000	<i>could be deferred</i>		20	7%	\$56,636
DPW-11	<b>Electrification, HVAC, and Standby Power - Town Hall,</b>	2,000,000	<i>could be deferred to FY26</i>		15	7%	\$219,589
DPW-15	<b>Complete Streets- Great Rd (Davis to Harris)</b>	800,000	<i>could be deferred to FY26</i>		15	7%	\$87,836
DPW-23	<b>Bridge/Culvert Design and Construction</b>	800,000	<i>could be reduced and partially deferred to FY26</i>		15	7%	\$87,836
DPW-16	<b>Sidewalk Program - New Construction &amp; Maintenance</b>	2,300,000	<i>consider debt exclusion</i>		20	7%	\$217,104
DPW-11	<b>Town Hall/Library Parking Lot</b>	650,000	<i>could be deferred to FY26</i>		20	7%	\$61,355
<b>Total GF Debt</b>		<b>13,675,000</b>					<b>1,411,140</b>



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<b>Free Cash Projects</b>				<i>Estimated Borrowing Costs (Projects Over 400k)</i>		
		<b>FY2025 Request</b>	<b>Town Manager Comment</b>	<b>Term</b>	<b>Est. Annual Rate</b>	<b>payment</b>
DPW-15	<b>Traffic Calming and Intersection Improvements</b>	50,000	<i>could be deferred to FY26</i>			
DPW-18	<b>Prospect at Main Reconstruction</b>	400,000	<i>could be deferred to FY26</i>	20	7%	\$37,757.17
PD-8	<b>Public Safety Radio System Replacement Phase 1</b>	600,000	<i>high priority</i>	20	7%	\$56,635.76
FD-3	<b>Self Contained Breathing Apparatus Replacement</b>	720,000	<i>high priority</i>	15	7%	\$79,052.13
DPW-15	<b>Rail Road Crossing Improvements for Quiet Zone</b>	185,000	<i>high priority</i>			
CEM	<b>Cemetery Improvements – Driveways, Gates</b>	407,000	<i>partial funding from CPA?</i>	15	7%	\$44,686.41
DPW-21	<b>Dam Management Program</b>	75,000	<i>could be deferred to FY26</i>			
PI 09	<b>Master Plan Update</b>	75,000	<i>could be deferred to FY26</i>			
HHS-1	<b>Childcare Subsidy Program</b>	40,000	<i>Use ARPA?</i>			
Fin 1	<b>Cyclical Data Collection - Real Property</b>	160,000	<i>phase in over 2 years</i>			
Fac new	<b>Facility Study Priorities</b>	100,000	<i>design to prepare projects</i>			
FAC 35	<b>NARA Park Roof Replacements</b>	600,000	<i>estimate based on \$83/sf</i>	30	7%	\$48,351.84
<b>Total Free Cash</b>		<b>3,407,000</b>				



## FY2025 Preliminary Capital Budget

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### General Fund Operating Budget Projects

		FY2025 Request	Town Manager Comment
DPW	<b>Machinery</b>	265,000	<i>lease payments for heavy equipment</i>
Police	<b>Police-Motor Vehicles</b>	200,000	<i>necessary fleet replacement</i>
DPW	<b>Roads Paving</b>	100,000	<i>necessary for upkeep</i>
Facilities	<b>Public Facilities-Building Improvements</b>	150,000	<i>necessary for upkeep</i>
DPW	<b>Special Projects-Bridge/Culvert Repair</b>	20,000	<i>necessary for upkeep</i>
DPW	<b>Special Projects-Sidewalks</b>	40,000	<i>necessary for upkeep</i>
IT	<b>IT-Digitize Records</b>	10,000	<i>could be deferred</i>
<b>Total GF Operating Budget</b>		<b>785,000</b>	

### Special Revenue and Enterprise Funds

		FY2025 Request	Town Manager Comment
Amb 1	<b>AMB - Replacement program for command vehicles</b>	78,750	<i>defer if necessary</i>
Amb 2	<b>AMB - Replace ambulance lease payment</b>	148,400	<i>lease payments</i>
Amb 3	<b>AMB - Replace 2015 Horton Ambulance</b>	467,460	<i>defer if necessary</i>
DPW-14	<b>TRANS -Replace Grinder/Recycler</b>	40,000	<i>lease payments</i>
<b>Total Special Revenue Fund PayGo</b>		<b>734,610</b>	



## FY2025 Capital Preliminary Budget – Project Details

Brief details regarding projects proposed for FY2025 by funding source.

### FY2025 General Fund Debt Projects Details

#### DPW-12 -DPW Facility Improvements – Fuel Depot Relocation - \$2,600,000

##### 2023 Select Board Long Term Goal #1

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

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

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



Current Fuel Depot



Current DPW site



## FY2025 Capital Preliminary Budget – Project Details

Brief details regarding projects proposed for FY2025 by funding source.

### FY2025 General Fund Debt Projects Details

#### **FD 5 – Replacement of the 2009 Aerial Ladder Truck - \$2,100,000**

This funding request is for the replacement of the current 2009 Pierce Aerial Ladder Truck with a new Aerial Ladder Truck. The current ladder truck is nearing the end of its useful life and currently has 80,542 Miles and 5,911.6 hours of operations. Additionally, this truck sustained significant damage a few years back when the fuel line caught fire due to contact with a conductor while parked at the South Fire Station. Since that incident and corresponding repairs, this truck has not fully operated as intended or needed, further necessitating replacement. While we are requesting funding in FY25, the process to build this truck typically takes multiple years, pushing out the receipt of the truck to FY27 or FY28. It is imperative to include that lead time in the planning associated with purchase of a new truck.



*Image of current 2009 Aerial Ladder Truck*



## FY2025 Capital Preliminary Budget – Project Details

Brief details regarding projects proposed for FY2025 by funding source.

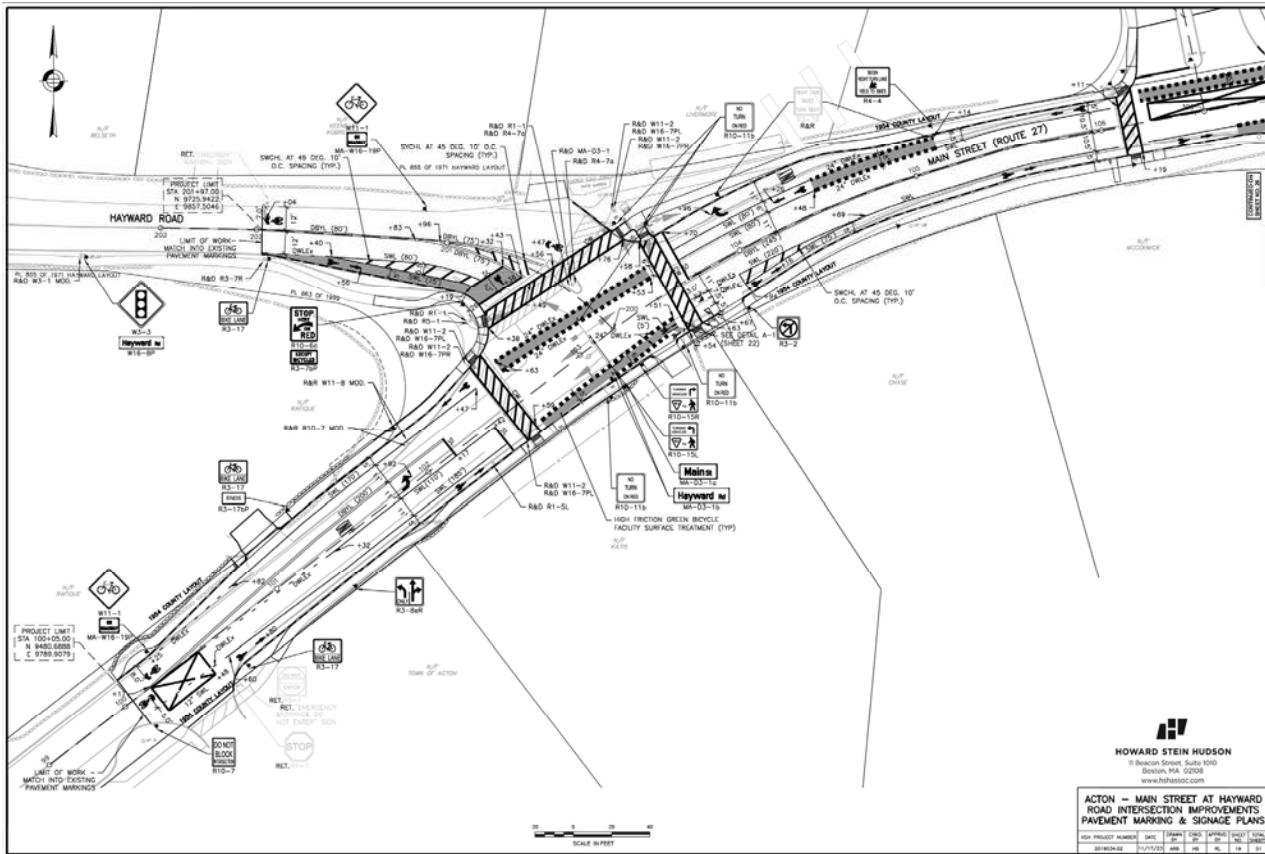
## FY2025 General Fund Debt Projects Details

**DPW-15 – Complete Streets – Hayward/Main Intersection Construction - \$1,825,000**

### *2023 Select Board Short Term Goal #14*

This funding request is for the reconfiguration, reconstruction and signalization of the Hayward/Main Intersection, and includes sidewalk construction along Jefferson Drive. The Department of Public Works is seeking funding to continue the Town's efforts in the Complete Streets Program. This funding would continue a commitment to substantially invest in creating a safer street network for walking and biking through Acton. This project will include funds to construct sidewalks, bicycle accommodations, traffic signals, 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. For more information on the Town's Complete Streets program, please visit: <https://actonma.gov/582/Complete-Streets-Program>. For more information on the Hayward/Main Intersection project, please visit: <https://doc.acton-ma.gov/dsweb/View/Collection-14243/Document-79215>

## *Hayward and Main Intersection Improvement Plans – 100% Design*





## FY2025 Capital Preliminary Budget – Project Details

Brief details regarding projects proposed for FY2025 by funding source.

### FY2025 General Fund Debt Projects Details

#### **PD-8 Public Safety Radio System Replacement Phase 1 - \$600,000**

The request for \$600,000 will allow the Town to complete phase 1 of needed upgrades to the public safety radio system. This phase will include upgrades to the Dispatch center radio system, which dates back to 2004 when original construction of the Public Safety Facility was completed. This current system remains the point of greatest risk of significant failure due to its age and decreasing compatibility with current day systems. This phase will also include the following steps:

1. Research in further detail the cost to replace the Dispatch raised floor, as well as possible sources including general funds and/or State Grants to help alleviate the cost of future phases;
2. Research zoning regulations and municipal exemptions for antenna placement at cellular towers, and move the Town's primary radio site (Great Hill) antennae to the top of the tower, roughly doubling its height and eliminating interference from other radio sources as well as the tower itself;
3. Initiate a previously identified radio propagation study to detail the future phases such as adding or upgrading radio sites and Departments;
4. Apply to the FCC for a new UHF band radio frequency to accommodate DPW needs and other future purposes, such as converting the system to digital;

*New handheld radio that will be used to communicate with the new dispatch center radio consoles.*





## FY2025 Capital Preliminary Budget – Project Details

Brief details regarding projects proposed for FY2025 by funding source.

### FY2025 General Fund Debt Projects Details

#### **FD-3 Public Safety Equipment and Infrastructure – Self Contained Breathing Apparatus Replacement - \$720,000**

The request for \$720,000 will allow the Town to purchase replacements of Self-Contained Breathing Apparatus (SCBA) for the Fire Department. This equipment is vital to ensuring the safety of our Firefighters and solidifies our continued commitment to providing our first responders with the proper equipment to continue protecting the Town safely.

*Existing of Self-Contained Breathing Apparatus (SCBA) that requires replacement*





## FY2025 Capital Preliminary Budget – Project Details

Brief details regarding projects proposed for FY2025 by funding source.

### FY2025 General Fund Debt Projects Details

#### DPW-23 – Bridge/Culvert Design and Construction - \$800,000

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

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



Stormwater  
Drainage System  
Asset  
Management  
Plan (AMP),  
August, 2023

Parker Street  
Bridge  
(A-02-010)



Photo 3-1: CLV-36A – Zoom camera video snapshot showing deterioration in a culvert





## FY2025 Capital Preliminary Budget – Project Details

Brief details regarding projects proposed for FY2025 by funding source.

### FY2025 General Fund Debt Projects Details

#### DPW-16 – Sidewalk Program – New Construction & Maintenance - \$2,300,000

This funding request is for the continued sidewalk construction throughout the Town. Specifically, this project will undertake a new multi-year sidewalk construction program. These types of improvement projects have a long lead time and rely on proper planning, design, approval from abutting property owners, and proper funding. As a result, there is currently a backlog of roadways that have been prioritized for these types of improvements. The current list of priorities with cost estimates are shown below. The FY25 request is the first portion of the estimated \$37M investment needed to complete the priority sidewalk segments show in the table below. It is recommended that the Select Board consider pursuing a debt exclusion to cover the cost of the sidewalk construction program over the next several years. If this approach is preferred, the amount requested would include the investment needed in the first five years of the plan estimated \$8-10M

Additional information can be found at: <https://actonma.gov/582/Complete-Streets-Program>.

		Priority	Street	Location	Distance	Estimated Survey & Design Cost	Estimated Construction Cost	10%		Total Projected Cost	Culmulative Cost
								Contingency			
FY2025	\$ 2,270,910	3	Great Road	Main Street to Woodvale Condos	6250	\$ 800,000	\$ 7,800,000			\$ 8,600,000	\$ 8,600,000
		5	Taylor Road	Minot Ave to Street to Barker Road	940		\$ 295,800	\$ 29,580	\$ 325,380	\$ 8,925,380	
FY2026	\$ 3,481,712	6	Stow Street	Maple Street to Martin Street	1300		\$ 1,609,100	\$ 160,910	\$ 1,770,010	\$ 10,695,390	
		7	Willow Street	Summer Street to Central Street	700		\$ 420,300	\$ 42,030	\$ 462,330	\$ 11,157,720	
FY2028	\$ 5,606,960	8	Main Street	Great Road (2A/119) to Ledge Rock Way	4140	\$ 105,984	\$ 2,715,900	\$ 282,188	\$ 3,104,072	\$ 14,261,792	
		10	Parker Street	High Street to Drummer Road	3650	\$ 94,800	\$ 1,148,600	\$ 124,340	\$ 1,367,740	\$ 15,629,532	
FY2029	\$ 3,743,450	11	Piper Road	entire length	4600	\$ 117,760	\$ 3,017,600	\$ 313,536	\$ 3,448,896	\$ 19,078,428	
FY2027	\$ 5,759,170	11	River Street	entire length	5000	\$ 683,200	\$ 5,173,500	\$ 585,670	\$ 6,442,370	\$ 25,520,798	
		13	Lawsbrook Road	Hosmer Street to town line	3696	\$ 94,618	\$ 2,363,100	\$ 245,772	\$ 2,703,489	\$ 28,224,288	
FY2030	\$ 4,443,504	14	Mass Ave	Juniper Ridge to Guggins Brook/Fort Pond Brook	1000	\$ 25,600	\$ 656,000	\$ 68,160	\$ 749,760	\$ 28,974,048	
		15	Parker Street	RR Tracks to School Street	4013	\$ 102,728	\$ 1,262,800	\$ 136,553	\$ 1,502,080	\$ 30,476,128	
		16	Arlington Street	Summer Street to Sara Lane	1848	\$ 47,309	\$ 581,600	\$ 62,891	\$ 691,800	\$ 31,167,928	
		17	Strawberry Hill	West of Pope Road	4805	\$ 123,003	\$ 1,512,000	\$ 163,500	\$ 1,798,503	\$ 32,966,431	
FY2031	\$ 4,470,137	18	Brook Street	entire length	2165	\$ 55,419	\$ 2,620,200	\$ 267,562	\$ 2,943,181	\$ 35,909,612	
		19	Parker Street	Carlton Drive to town line	850	\$ 21,760	\$ 267,500	\$ 28,926	\$ 318,186	\$ 36,227,798	
		20	Newtown Road	Simon Willard Road to Minuteman	1426	\$ 36,495	\$ 448,700	\$ 48,520	\$ 533,715	\$ 36,761,513	
			Main Street	the gap to Robbins Community	1000	\$ 25,600	\$ 714,700	\$ 74,030	\$ 814,330	\$ 37,575,843	
						\$ -					
					Total	\$ 2,334,275	\$ 32,607,400	\$ 3,494,168	\$ 37,575,843		



## FY2025 Capital Preliminary Budget – Project Details

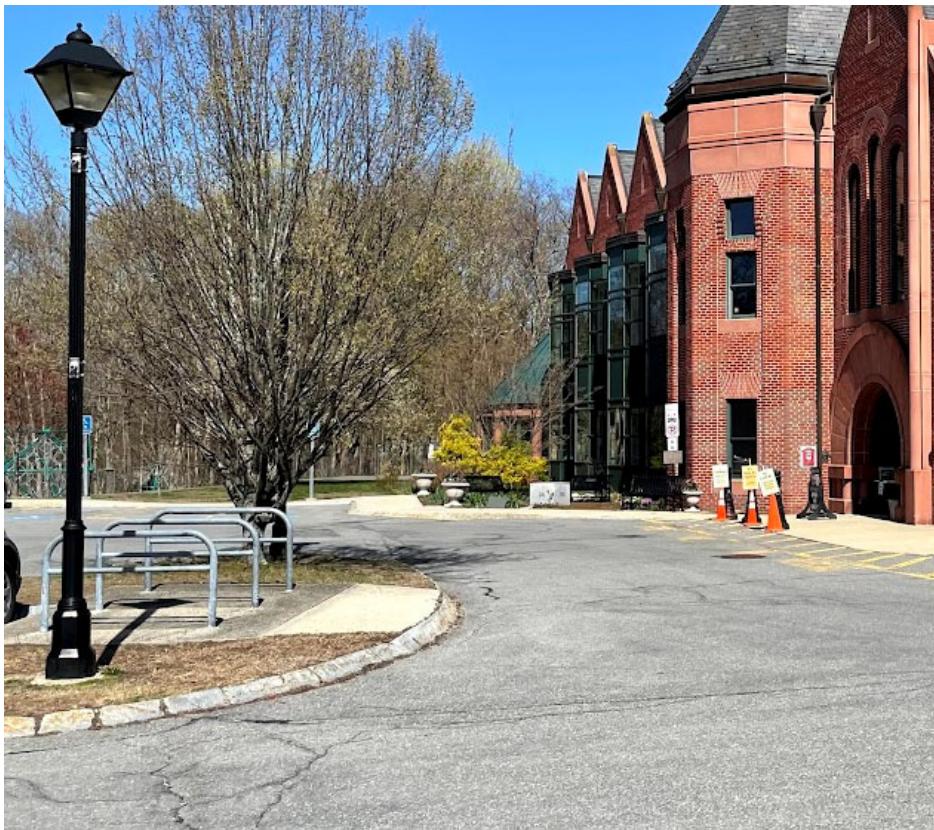
Brief details regarding projects proposed for FY2025 by funding source.

### FY2025 General Fund Debt Projects Details

#### **DPW-11 – Town Hall/Library Parking Lot - \$650,000**

Funding in the amount of \$650,000 will be utilized to undertake improvements to the Acton Town Hall and Library Parking Complex. Design funding (\$60,000) was appropriated in FY24 to hire a consultant to develop a final design and construction bid documents for the project. Improvements to the parking complex will include maximizing space in an effort to provide as many parking spaces as possible for visitors of the Library, Town Hall, and ultimately, Asa Parlin House; installation of additional charging stations will be considered; and incorporation of feedback from the public meetings held by both the Select Board and the Memorial Library Trustees. This improvement will help further our complete streets program as well.

Additional information can be found at: <https://actonma.gov/582/Complete-Streets-Program>.





## FY2025 Preliminary Capital Budget – Project Details

Brief details regarding projects proposed for FY2025 by funding source.

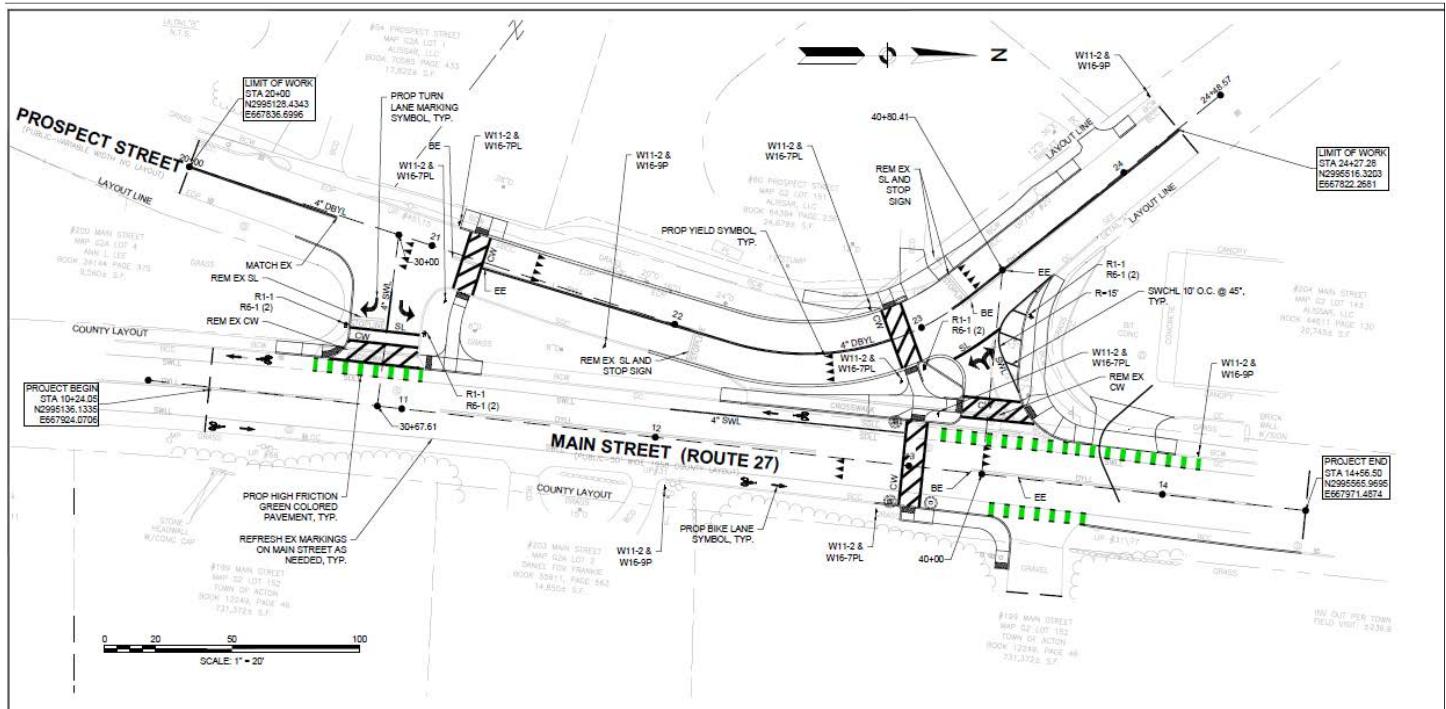
## FY2025 Free Cash Projects Details

**DPW-15 Traffic Calming and Intersection Improvements - \$50,000**

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.

## DPW-18 Prospect at Main Reconstruction - \$400,000

Funding in the amount of \$400,000 to fund reconstruction of the Prospect Street and Main Street intersection. This funding would continue a commitment to substantially invest in creating a safer street network for walking and biking through Acton. This will include creation of sidewalks, bicycle accommodations and traffic calming measures that will provide a connected, integrated network that is safe for all modes of transport such as pedestrians, bicyclists and vehicular travel.





## FY2025 Preliminary Capital Budget – Project Details

Brief details regarding projects proposed for FY2025 by funding source.

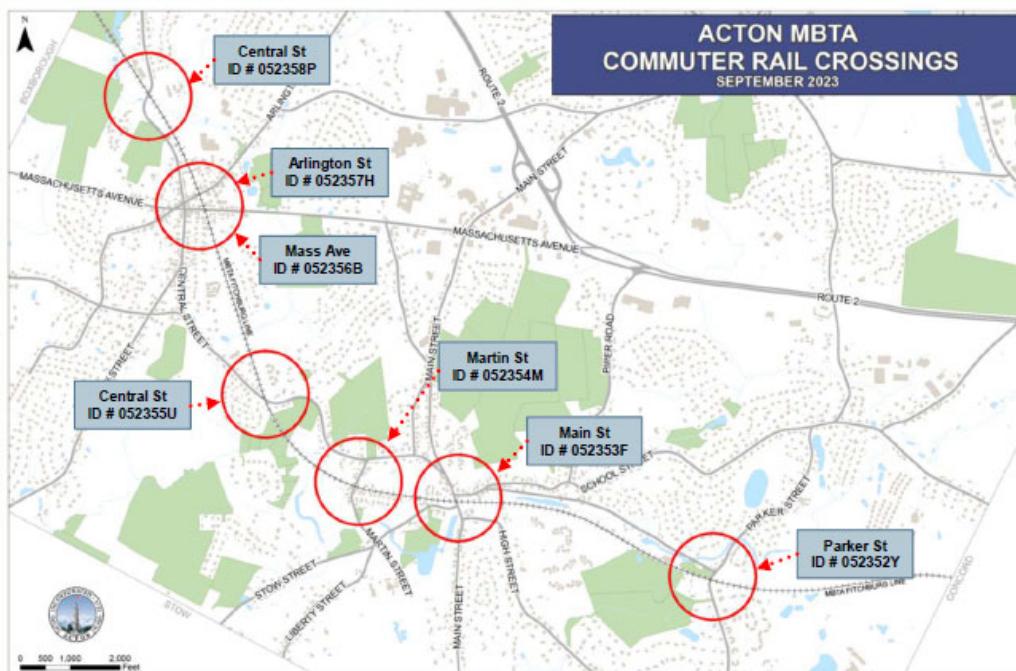
### FY2025 Free Cash Projects Details

#### DPW-15 Rail Road Crossing Improvements to Maintain Quiet Zone - \$185,000

Funding in the amount of \$185,000 to continue railroad crossing upgrades required to preserve the whistle ban that we have in place per the Federal Railroad Authority's (FRA) Quite Zone program

- A quiet zone is an exception to the rule requiring trains to sound their horns at each highway-rail grade crossing

Parker Street	\$ 35,000
Central Street EAST	\$ 45,000
Central Street WEST	\$ 56,000
<b>Subtotal - Construction</b>	<b>\$ 136,000</b>
Contingency - Construction	15% \$ 20,400
Contingency - Design/Permitting	10% \$ 13,600
Contingency - MBTA	5% \$ 6,800
<b>Subtotal - Contingency</b>	<b>\$ 40,800</b>
Inflation	6% \$ 8,160
<b>Total</b>	<b>\$ 184,960</b>



*Location of MBTA Rail Crossings and Quiet Zones*

#### DPW-21 Dam Management Program - \$75,000

Funding in the amount of \$75,000 for dam management plan is proposed. As part of this project, we will continue to explore our options to enhance safety and develop the most cost-effective solution to resolve the deficiencies with the existing dam structure.



## FY2025 Preliminary Capital Budget – Project Details

Brief details regarding projects proposed for FY2025 by funding source.

### FY2025 Free Cash Projects Details

#### **PI-09 Master Plan Update - \$75,000**

Funding in the amount of \$75,000 to fund an update to the Master Plan. The Town has or will have adopted several different plans and studies at the commencement of this Comprehensive Community Plan update. For example: The Housing Production Plan, Climate Action Plan and Open Space and Recreation Plan, Kelley's Corner Improvement Initiative, South Acton Vision and Action Plan, Economic Development Plan and Local Rapid Recovery Program Study for Great Road. Following this plan update, the Town would embark on a new comprehensive community plan in FY29. To view the Acton2020 plan, please visit - <https://www.acton-ma.gov/DocumentCenter/View/109/Acton-2020-Comprehensive-Community-Plan?bidId>

#### **HHS-01 Childcare Subsidy Program - \$40,000**

Funding in the amount of \$40,000 to continue the Childcare Subsidy Program that was funded in FY23 and FY24 utilizing the American Rescue Plan Act (ARPA). This program helped support 14 families in FY23 and 15 in FY24. These subsidies have been a tremendous support to Acton families and have provided enrichment opportunities for many children.

#### **FIN-1 Cyclical Data Collection – Real Property - \$160,000**

Funding in the amount of \$160,000 to fund a FROM CJ The Department of Revenue requires that every property in town be inspected at least once every ten years. The last cyclical data collection project was completed in 2015 to meet the 2016 deadline. The Assessor's Office is requesting this funding to hire a vendor to work with our department to inspect parcels that have not been visited within the DOR's ten year window. Acton's next deadline is 2026. Beginning in FY25 will be necessary, because cyclical data collection projects require a significant amount of staff hours and administrative work.

Of Acton's 9,271 parcels, many have had a recent, qualified inspection through building permit, sales, abatement applications, and property owner requests. The remaining number of properties to be inspected is 4,461. With an estimated average cost per parcel of \$33.57 (estimate based on industry standard residential and commercial inspection costs, weighted by the number of each property type the town needs to complete) a total project cost can be estimated at \$160,000. The Department of Revenue requires that these inspections be up to date in order for the town to certify assessed values, which is a crucial step in setting the tax rate. Our representative at the DOR has recommended that we begin as soon as possible, and transition to routine annual data collection moving forward.

#### **FAC-New Facility Study Priorities – \$100,000**

Funding in the amount of \$100,000 to fund a facility study that will provide a list of priorities for improvements/repairs across Town-owned properties. This study will incorporate improvements identified within the Acton Town Wide Facility & Electrification Study (found here- - <https://www.acton-ma.gov/DocumentCenter/View/9068/2023-The-Acton-Town-Wide-Facility-and-Electrification-Study?bidId> ). This study is an important piece associated with the management and operational planning for the 28 Town Facilities, covering 268,622 s.f.



## FY2025 Preliminary Capital Budget – Project Details

Brief details regarding projects proposed for FY2025 by funding source.

### FY2025 Free Cash Projects Details

#### **FAC-35 NARA Park Roofing System Replacements – \$600,000**

Funding in the amount of \$600,000 to replace roofing systems on the two oldest buildings in the park, the Bathhouse and Amphitheater, are the original roofing from when the park was constructed in 1999. The roof shingles are lifting off of the roof and completely detaching from the building, which will soon damage the interior of these facilities. Evidence of water damage can be seen at the Bathhouse Pavilion. The Arrowstreet study identified this cost estimate based on a projected price of \$83/sf. The proposal is to replace with metal roofing, as it is more durable with the extreme weather conditions of New England. In addition, replacing them with metal roofs will also be consistent with the newer buildings at the park.



*Image of current Bathhouse Roof at NARA Park*



*Images of current Amphitheater Roof at NARA Park*



## FY2025 Preliminary Capital Budget – Project Details

Brief details regarding projects proposed for FY2025 by funding source.

### FY2025 General Fund Operating Budget Projects

#### **DPW Machinery - \$265,000**

Funding in the amount of \$265,000 for costs associated with lease payments for heavy equipment purchased and utilized by DPW. The Town participates in a lease to own program to control costs and spread out the expense of procuring this needed equipment, reducing the yearly impact to the Town budget.

#### **Police Motor Vehicles - \$200,000**

Funding in the amount of \$200,000 for the purchase of three new hybrid police vehicles and annual maintenance of body cameras. This project furthers the Town's goal of transitioning the fleet from fossil fuels to more sustainable options. Additionally, the funding for annual maintenance of body cameras will help extend the life of these cameras.

#### **DPW Roads Paving - \$100,000**

Funding in the amount of \$100,000 for small roadway improvements projects and maintenance throughout Town. This is an annual need and allows the Town to provide maintenance and improvements for small projects throughout the year that were not foreseen during the budget development process.

#### **Facilities Public Facilities-Building Improvements - \$150,000**

Funding in the amount of \$150,000 for improvements and maintenance associated with Town public facilities. This includes projects identified within the Acton Town Wide Facility & Electrification Study (found here - <https://www.acton-ma.gov/DocumentCenter/View/9068/2023-The-Acton-Town-Wide-Facility-and-Electrification-Study?bidId> ). Additionally, improvement projects will be included that are focused on maintaining our 28 Town facilities, consisting of 268,622 s.f.

#### **DPW Special Projects – Bridge/Culvert Repair-\$20,000**

Funding in the amount of \$20,000 for routine maintenance and repairs associated with the many bridges and culverts throughout Town. This is part of our long term maintenance plan to ensure the safety of our bridges and continued operation of our culverts Town-wide.

#### **DPW Special Projects – Sidewalks - \$40,000**

Funding in the amount of \$40,000 for routine maintenance and repairs to sidewalks throughout the Town. The purpose of this program is to manage unforeseen repairs and maintenance needs associated with sidewalks throughout Town during the fiscal year.

#### **IT Digitize Records - \$10,000**

Funding in the amount of \$10,000 for to continued transition of Town records from paper form to digital. This will help to ensure the Town maintains important records and documents into the future and further help to reduce clutter and physical storage needs Town-wide.



## FY2025 – FY2034 CIP: Ten-Year Plan - Funding Needed By Source

### General Fund Debt Projects

Funding Source	Project #	Project Title	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	Total
GF Debt	DPW-12	DPW Facility Improvements - Fueling Station Relocation	2,600,000		15,000,000	15,000,000	5,000,000						37,600,000
GF Debt	FD 5	Replacement of the 2009 aerial ladder truck	2,100,000										2,100,000
GF Debt	DPW-15	Complete Streets - Hayward/Main Intersection	1,825,000										1,825,000
GF Debt	DPW-24	19-21 Maple Street Parking and Circulation Improvements	600,000	1,100,000									1,700,000
GF Debt	DPW-11	Electrification, HVAC, and Standby Power - Town Hall,	2,000,000										2,000,000
GF Debt	DPW-15	Complete Streets- Great Rd (Dawn to Harris)	800,000										800,000
GF Debt	DPW-23	Bridge/Culvert Design and Construction	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	800,000	7,200,000
GF Debt	DPW-16	Sidewalk Program - New Construction & Maintenance	2,300,000	3,500,000	5,700,000	5,600,000	3,700,000	4,400,000	4,470,000	1,000,000	1,000,000	1,100,000	32,770,000
GF Debt	DPW-11	Town Hall/Library Parking Lot	650,000										650,000
GF Debt	FD 2	Replacement program for the fire engines					1,215,506		1,340,095		1,477,455		4,033,056
GF Debt	CAP 1	Electrification of Public Safety Facility		3,600,000									3,600,000
GF Debt	CAP 3	Electrification of Memorial Library					2,111,331						2,111,331
GF Debt	TR-01	Replace Shuttle Bus with EV E-CAT			450,000								450,000
		<b>Subtotal</b>	<b>13,675,000</b>	<b>9,000,000</b>	<b>21,950,000</b>	<b>24,726,837</b>	<b>9,500,000</b>	<b>6,540,095</b>	<b>5,270,000</b>	<b>3,277,455</b>	<b>1,800,000</b>	<b>1,900,000</b>	<b>59,239,387</b>

### Free Cash Projects

Funding Source	Project #	Project Title	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	Total
Free Cash	DPW-15	Complete Street Program - Traffic Calming, Intersections	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	50,000	500,000
Free Cash	PD-8	Public Safety Radio System Replacement Phase 1	600,000	60,000	600,000								1,260,000
Free Cash	CEM	Cemetery Improvements - Driveways, Gates	407,000										407,000
Free Cash	DPW-15	Rail Road Crossing Improvements for Quiet Zone	180,000										180,000
Free Cash	DPW-18	Complete Street Program - Prospect St Intersection	400,000										400,000
Free Cash	DPW-19	Stormwater Management - EPA MS4 General Permit	75,000	25,000	75,000	25,000	75,000	75,000	75,000	75,000	75,000	75,000	650,000
Free Cash	DPW-20	Asset Management Public Infrastructure		25,000	25,000		25,000		25,000	25,000	25,000	25,000	175,000
Free Cash	DPW-21	Dam Management Program	75,000	75,000	75,000	10,000	10,000	15,000	25,000	50,000	50,000	50,000	435,000
Free Cash	DPW-26	Roadway Pavement Condition Evaluation											40,000
Free Cash	Fac 12	Design/Construct HVAC Upgrade - Cemetery Office								35,000			35,000
Free Cash	Fac 14	Replace ATH Elevator Controls								80,000			80,000
Free Cash	Fac 15	Replace Fire 3 60KW Generator					80,000						80,000
Free Cash	Fac 16	Replace AML Bathroom Counters & Partitions						15,000					15,000
Free Cash	Fac 20	Reroof PSF				35,000							35,000
Free Cash	Fac 21	Replace 2015 F250 Truck - Facilities Division				60,000							60,000
Free Cash	Fac 24	Facility Study Recommendations	100,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	200,000	1,900,000
Free Cash	Fac 30	Replace AML Carpet		200,000	200,000								400,000
Free Cash	Fac 32	Design/Replace carpet & repaint - ATH Room 204		60,000		75,000							135,000
Free Cash	Fac 34	Exterior carpentry repairs & paint			35,000								35,000
Free Cash	Fac 35	Replace Roofing at NARA	600,000										600,000
Free Cash	Fac 37	Repairs and Paint Exterior 468 Main		60,000									60,000
Free Cash	Fac 41	Replace Existing Roof 50AD					55,000						55,000
Free Cash	Fac-01	Paint & Carpentry Repairs - Exterior 18W		45,000									45,000
Free Cash	Fac-10	Replace AML IT Core Liebert								55,000	55,000		110,000
Free Cash	Fac-18	Replace Fire Escapes Three Fire Stations			50,000								50,000
Free Cash	Fac-19	Replace PSF Generator		200,000		275,000							475,000
Free Cash	FD 3	New self contained breathing apparatus (SCBA)	720,000										720,000
Free Cash	LU 6	Fund Vacant Storefronts Program			10,000								10,000
Free Cash	PD 2	Replacement of firearms			50,000								50,000
Free Cash	PD 3	Replace all existing cruiser MDT's displays and keyboards					80,000						80,000
Free Cash	PI 08	Re-configure the Zoning Bylaw			75,000								75,000
Free Cash	PI 09	Master Plan Update	75,000				300,000						375,000
Free Cash	Rec-01	Replace John Deere Gator -EV		20,000					15,000				35,000
Free Cash	Fin 1	Property Revaluation Cyclical Data Collection	160,000										160,000
Free Cash	HHS-1	Childcare Subsidy Program	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	400,000
		<b>Subtotal</b>	<b>3,482,000</b>	<b>1,060,000</b>	<b>1,485,000</b>	<b>770,000</b>	<b>780,000</b>	<b>530,000</b>	<b>545,000</b>	<b>495,000</b>	<b>495,000</b>	<b>480,000</b>	<b>10,122,000</b>



## FY2025 – FY2034 CIP: Ten-Year Plan - Funding Needed By Source

### General Fund Operating Budget Projects

Project Title	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	Total
Machinery and heavy equipment fleet	265,000	265,000	275,000	285,000	295,000	305,000	315,000	325,000	335,000	345,000	3,010,000
Roads Paving	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	100,000	1,000,000
Special Projects-Bridge/Culvert Repair	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	20,000	200,000
Special Projects-Sidewalks	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	40,000	400,000
Public Facilities-Building Improvements	150,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	80,000	870,000
IT-Digitize Records	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	100,000
Police-Motor Vehicles	200,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	120,000	1,280,000
Property Revaluation Cyclical Data Collection		80,000				80,000				160,000	320,000
<i>Subtotal</i>	<i>785,000</i>	<i>715,000</i>	<i>645,000</i>	<i>655,000</i>	<i>665,000</i>	<i>755,000</i>	<i>685,000</i>	<i>695,000</i>	<i>705,000</i>	<i>875,000</i>	<i>7,180,000</i>

### Enterprise Funds Projects

Project Title	FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	Total
Replacement program for command vehicles	78,750	82,687	86,821	91,162	95,721	100,507	105,532	110,808	116,349	116,349	984,686
Replace ambulance	155,820	155,820	155,820	180,381	180,381	180,381	208,813	208,813	208,813	208,813	1,843,855
Replace 2015 Horton Ambulance	467,460										467,460
Replace Grinder/Recycler	30,000	30,000	30,000								90,000
Replace 2006 Aerial Bucket Truck		225,000									225,000
Study capabilities and needs of fire stations	60,000										60,000
Capital Replacement - Transfer Station	250,000	350,000	225,000	118,000	80,000	28,000	25,000	25,000	25,000	25,000	1,151,000
<i>Subtotal</i>	<i>1,042,030</i>	<i>843,507</i>	<i>497,641</i>	<i>389,543</i>	<i>356,102</i>	<i>308,888</i>	<i>339,345</i>	<i>344,621</i>	<i>350,162</i>	<i>350,162</i>	<i>4,822,001</i>

### Total Investment Needed

FY2025	FY2026	FY2027	FY2028	FY2029	FY2030	FY2031	FY2032	FY2033	FY2034	Total
<b>18,984,030</b>	<b>11,618,507</b>	<b>24,577,641</b>	<b>26,541,380</b>	<b>11,301,102</b>	<b>8,133,983</b>	<b>6,839,345</b>	<b>4,812,076</b>	<b>3,350,162</b>	<b>3,605,162</b>	<b>81,363,388</b>



## Capital Investment with Debt Exclusions

The Town of Acton has both excluded (also known as exempt) debt and non-excluded debt. Typically, debt exclusions have been used for major building construction projects, as can be seen in the table below. At this time, the FY2025 – FY2034 CIP includes a recommendation to consider debt exclusion for sidewalk construction and the construction of a new public works facility.

With excluded debt from earlier projects retiring in 2023, there is an opportunity for the Board to consider funding new excluded debt to complete major infrastructure investments that are difficult to fund within the tax levy.

Voter Date	Description	Department	Vote
12/17/2019	Bonds for Town's Share of New Elementary School and Early Childhood Program (Boardwalk Campus)	School	Approved
12/17/2019	Bonds for a New Fire Station	Public Safety	Approved
12/17/2019	Bonds for a New Minuteman High School	School	Approved
11/05/2002	Public Safety Building	Public Safety	Approved
11/20/2000	Construct Addition and Remodel Regional School	School	Approved
12/08/1998	Construct and Equip New Twin School	School	Approved
12/08/1998	Repair and Reconst. Acton-Box.Reg.School	School	Approved
05/13/1997	Acquire Land for General Operating Exp.	General Operating	Approved
05/13/1997	Repair and Equip Selected Town Schools	School	Approved
05/7/1996	Land-Construct Library	Culture and Recreation	Approved
05/07/1996	Const. Park and Multi Recreation Area	Culture and Recreation	Approved
04/01/1987	Schools/Con, Doug, Gates, Merr, Mcc	School	Approved
11/01/1986	Town Hall Repairs	General Government	Approved
02/01/1986	Regional School/Jr and High	School	Approved
04/01/1983	Schools/Regional Jr and High	School	Approved



## Appendix A: Capital Assets in Acton

The Town of Acton has built infrastructure to provide important services to residents such as roads, libraries, full-time police and fire departments, and regional school systems that rank among the top ten in the Commonwealth. These systems remain in place today and must be maintained along with the Town's vehicles and other equipment to ensure that the Town can continue to provide valuable services to its residents. Infrastructure components for which the Town of Acton is responsible for include facilities, parks, roadways, sidewalks, trails, bridges, sewer system, stormwater system, and vehicles. An overview of these assets is provided in the following pages.

### Facilities

The Town of Acton occupies and manages a series of buildings and building complexes that serve a multitude of purposes from Town Hall to the Memorial Library to the Human Services Facility. Each of these facilities must be maintained on a regular basis to ensure the safety of workers and the general public. Buildings and the major components therein, such as the HVAC system, roof, flooring, electrical, plumbing, and elevators, have certain lifespans and so major upgrades and/or replacements are necessary in order to maintain the functionality of these facilities.



*Historic Masonry Work on Acton Memorial Library – Completed October 2023*



## Acton Town Facilities

Name	Address	Year Built/ Renovated	Appr ox. SF
Asa Parlin House	17 Woodbury Lane	1780/1976	2,076
Center Fire	3 Concord Road	1960	4,678
Civil Defense	3 School Street	1940	2,628
DPW Building	14 Forest Road	1971	19,200
Kennedy Service Building	104 Concord Road Rear	1967/2018	2,640
Woodlawn Cemetery Chapel	74 Concord Road	1940	2,872
Woodlawn Hearse House	87 Concord Road	1862	300
Memorial Library	486 Main Street	1889/1997	48,259
Morrison House	116 Concord Road	1932	2,973
Morrison Barn	116 Concord Road	?	1,500
Red House (Town Hall Annex)	468 Main Street	1915	5,404
NARA Park Amphitheater	25 Ledge Rock Way	1999	2,000
NARA Park Bathhouse	25 Ledge Rock Way	1999	5,758
NARA Park Picnic Pavilion	25 Ledge Rock Way	2014	3,415
NARA Park Sports Pavilion	25 Ledge Rock Way	1992/ 2021	4,480
Public Safety Facility	371 Main Street	2005	21,858
DPW Salt Shed (new)	14 Forest Road	2012	10,124
DPW Salt Shed (old)	14 Forest	1985	5,000
Recreation	50 Audubon Drive	1993	6,704
South Fire	54 School Street	1961	5,848
Town Hall	472 Main Street	1864/1988	24,144
Transfer Station	14 Forest Road	1985	5,525
West Acton Citizens' Library	21 Windsor Avenue	1815	2,008
West Fire	256 Central Street	1958	5,162
Windsor Building	18 Windsor Avenue	1903	3,988
21 Maple Street (Rear Building)	21 Maple Street	1900/1997/20 06	5,958
21 Maple Street (Front Garage)	21 Maple Street	1997	1,320
North Acton Fire Station	68 Harris Street	2022	11,800



Town Hall



Woodlawn Chapel



Morrison House



## School Facilities

Acton shares a regional school district with neighboring Boxborough, forming a comprehensive preK-12 school system. The Acton-Boxborough Regional School District serves 5,099 students and is comprised of nine schools: Acton-Boxborough Regional High School, R.J. Grey Junior High School, six elementary schools, and the Carol Huebner Early Childhood Program. Administrative offices are located at 15 Charter Road in Acton. The ABRSD is responsible for capital planning for the district, and Acton is responsible for paying its share of capital costs. In addition to the buildings, the athletic fields, parking lots, and roads on the school sites and school vehicles and equipment must be maintained.

Facility	Grades	Address	2023-24 Enrollment
Acton-Boxborough Regional HS	9-12	36 Charter Road	1,649
R.J. Grey Junior HS	7-8	16 Charter Road	813
Luther Conant Elementary	K-6	80 Taylor Road	413
Boardwalk Campus (Gates, Douglas and Preschool)	PK-6	71, 73, 75 Spruce Street	872
McCarthy-Towne Elementary	K-6	11 Charter Road	441
Merriam Elementary	K-6	11 Charter Road	404
Blanchard Memorial Elementary	PK-6	493 Massachusetts Avenue, Boxborough	507

In addition, Acton is a member of the Minuteman Regional Vocational School District and is responsible for its share of the capital costs of projects for the district.



*Library Media Center at Boardwalk Campus*



## Parks & Open Space

Acton is a major regional center for active and passive recreation. These points serve not only residents but frequently visitors from other parts of Massachusetts and out-of-state as well. With this extensive inventory of resources, the Town has committed to enhancing the outdoor activity economy. NARA Park, built initially in 1999, is an exceptional example of expanding open space opportunities for Town residents. The Town is in the process of updating its Open Space and Recreation Plan (OSRP). To view current OSRP go to <http://www.actonma.gov/osrp>



### Open Space Facilities Owned/Managed by Acton\* [www.actonrec.com](http://www.actonrec.com)

Name	Amenities	Address
Camp Acton	Wooded campsites	362 Pope Road
Concord Road Field **	Soccer field, multiuse	104 Concord Road
Elm Street Fields	Playground, tennis courts, softball diamond, small soccer field, lighting, basketball courts, pickleball courts	19 Elm Street
Gardner Field	Playground, field area	530 Massachusetts Avenue
Goward Playground	Playground, basketball hoop	486 Main Street
Great Hill/Little Great Hill	Soccer fields, conservation area	54 School Street
Hart Field	Baseball/softball diamond	80 Taylor Road
Herbert Farm Community Garden	Organic garden	88 Prospect Street
Ice House Pond	Fishing, picnic area, parking lot access to BFRT	120 Concord Road
Joseph Lalli Miracle Field	Fenced universally accessible baseball field	75 Quarry Road
Jones Field	Playground, multi-use field, volleyball courts	54 Martin Street
MacPherson Field	Baseball diamond	80 Taylor Road
Morrison Farm Community Gardens	Organic garden	116 Concord Road
NARA Park (Nathaniel Allen Recreation Area)	Playground, bathhouse, pond, beach, walking trail, softball field, picnic pavilion, soccer fields, picnic tents, beach volleyball courts, amphitheater, sports plaza, access to BFRT	25 Ledge Rock Way
North Acton Community Gardens	Organic garden	845 Main Street
Robbins Mill Recreation Area	Multi-purpose field, basketball court, playground, picnic shelter	61 Canterbury Hill Road
School Street Fields	Cricket pitches, multi-use fields	343-347 School Street
T.J. O'Grady Memorial Skate Park	Skate park for skateboarding, rollerblading	66 Hayward Road
Veterans Field	Baseball diamonds, playground	655 Main Street

\*Town of Acton Recreation, retrieved from <https://www.acton-ma.gov/DocumentCenter/View/817/1--Facilities-Uses-and-Locations-Info-Sheet?bidid=>, October 6, 2020.

\*\* Facility is under the control of the Cemetery Department (edited December 11, 2023)



## Roads, Bridges, & Infrastructure

There are approximately 131.3 miles of roadway in the Town, the vast majority of which are Town-owned. There are nearly 116.4 miles of Town-accepted streets, 4.3 miles of private streets, and 10.6 miles of State roadway maintained by the Massachusetts Department of Transportation (MassDOT). Acton exists at the junction of MA Routes 2 and 111 (also known as Massachusetts Avenue). Other State numbered roadways that pass within Town borders include MA Routes 2A, 27, and 62, which runs through the southeasterly portion of Acton. Roads are typically classified into three categories:

- **Local streets** comprise approximately 67% of the roads in Acton. These roads provide access to residential properties and generally have lower speed limits.
- **Collector roads** make up about 14% of the Town's road network. These roads primarily collect traffic from local streets and funnel it to arterial streets and vice versa.
- **Arterial roadways** comprise around 19% of roads in the Town. These roads are designed for mobility, carrying traffic at greater speeds over longer distance than other roads. These streets are typically numbered. These roadways may be maintained by the State and function as part of a regional highway system.\*



Roads degrade over time through use and as a result of water infiltration, which can cause damage through freeze/thaw cycles common here in New England. Therefore, capital reinvestment as well as ongoing maintenance are necessary.

Acton is home to Barkers Pond, Ice House Pond, Fort Pond Brook Reservoir, portions of the Assabet River and Lake Nagog, and other waterways and railroad tracks that fall within Town boundaries. As a result, there are many arches and culverts in the Town, as evidenced by MassDOT's bridge inventory.\*\* The State is responsible for inspecting these culverts, but the Town is responsible for repairs and replacement. There are also many smaller municipally-owned culverts in the Town.



Photos above: re-painting crosswalks on Kingman Road and a new sign installed at the 14 Forrest Road Public Works Facility

\*MassDOT Road Inventory, <https://gis.massdot.state.ma.us/roadinventory/?page=Year-End-Metrics>

\*\*MassDOT Open Data Portal, <https://geo-massdot.opendata.arcgis.com/datasets/bridges>



## Sewer System

Sewer services are available to approximately 10% of Acton's residents. Approximately 80% of the Town makes use of septic systems and another 10% have discharged water treated privately. The Town's sewer system serves the areas of South Acton, Kelley's Corner, and the high school campus areas. A conditional feature of state approval for the construction of this limited sewer system was a requirement to develop a plan to integrate future areas into the system. Since 2002, the Town has owned and operated a public sewer system which currently serves South Acton, Kelley's Corner and the Acton-Boxborough School Campus.

### Existing Sewer District

- Total Parcels in Sewered Area = 797 Parcels
- Total Connected = 520 Parcels
- Total Not Connected = 277 Parcels (35%)
- >> 60% are residential and 40% are commercial



South Acton Waste Water Treatment Facility located on Adams Street

**ACTON WASTEWATER SYSTEM**

SEWER COMMISSIONERS WORKSHOP

ACTON, MA

September 27, 2023

**Contents**

**Presentations**

- Sewer Finance Overview
- 2023 Sewer Workshop
- Great Road Corridor Wastewater Solutions

**Background Contents**

- The Why, Where and How
- What Do We Do Now
- What Has Happened Since Sewers Were Built
- Sewer Assessment Bylaw
- Sewer Use Regulations

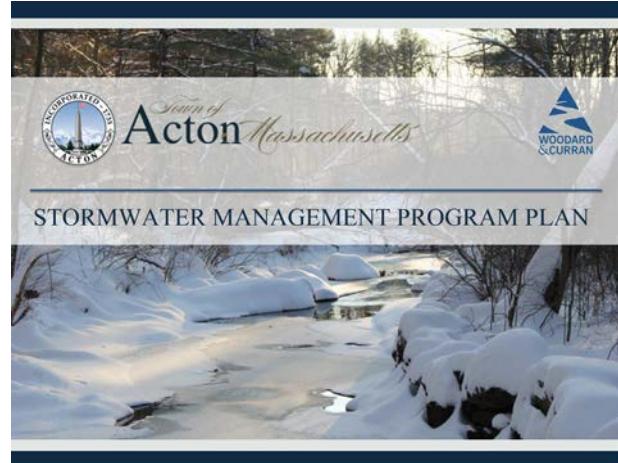
Learn more about Acton's Wastewater System by reviewing the material from the most recent Sewer Commissioners Workshop on September 27, 2023 at the following link:  
<https://doc.actonma.gov/dsweb/Get/Document-88577/2023.09%20Acton%20Sewer%20Workshop%20-%20reduced.pdf>



## Stormwater System

In order to protect the water quality in the region and comply with Federal EPA and Massachusetts Department of Environmental Protection (MassDEP) regulations, the Town has developed a stormwater management program. Part of this program is to ensure that well-maintained infrastructure collect and channel runoff appropriately. While the Town is only responsible for maintaining infrastructure on public property, there is also stormwater infrastructure on private property throughout the Town.

Acton's physical stormwater infrastructure consists of curbing, gutters, storm drains, catch basins, pipes, manholes, culverts, outfalls, reservoirs, and other components that function together to collect and convey storm water to larger bodies of water. Historically, Acton was the first community in the region to build water-bound macadam highways, which helped to both shed and absorb rainwater before more sophisticated methods were developed.



<http://actonma.gov/stormwater>

## Stormwater Asset Management Plan

The Town received a \$126,000 grant from the Clean Water Trust to fund part of the cost to complete Stormwater Asset Management plan. The Town contracted Woodard & Curran Inc. (Woodard & Curran) to develop a Stormwater Drainage System Asset Management Plan (AMP) including a culvert condition assessment, storm drain infrastructure assessment, detention basin assessment, and a climate impact assessment. This AMP includes a prioritization of each infrastructure type with recommendations to combat aging infrastructure and climate change vulnerabilities. In addition to identifying future projects to address climate change concerns in Town, this AMP considers ongoing work related to the Town's Municipal Separate Storm Sewer System (MS4) Permit compliance program and align the Capital Improvement Plan (CIP) with compliance obligations and future water quality needs.

In addition to completing assessment of the existing infrastructure and developing regulatory strategies to improve the Town's resiliency, this AMP includes an opinion on probable cost (OPC) for projects identified through the development of this Plan. These projects are intended to mitigate impacts resulting from climate change, maintain existing storm drain infrastructure, and improve the condition of deteriorating infrastructure throughout the Town.





## Acton Bridges

Bridge ID	Street Name	Crossing	Ownership	Additional Notes	Year Built
A-02-001	Powder Mill Road	Assabet River	State	by High Street	1928
A-02-004	Main Street	railroad tracks	State	South Acton Bridge	1937
A-02-006	Mass Ave	Fort Pond Brook	State	by Knowlton Drive	1938
A-02-007	Lawsbrook Road	Fort Pond Brook	Town		1928
A-02-008	River Street	Fort Pond Brook	Town	at Carriage Drive	1937
A-02-009	Brook Street	Nashoba Brook	Town		1938
A-02-010	Parker Street	Fort Pond Brook	Town		2018
A-02-011	Wetherbee Street	Nashoba Brook	Town		1997
A-02-012	Main Street			by High Street	1924
A-02-013	Great Road	Nashoba Brook	State	between Davis & Main	1965
A-02-014	Main Street	Fort Pond Brook	State	by High Street	
A-02-015	Main Street	Butter Brook	Town	at North Street	1999
A-02-016	Main Street	Nashoba Brook	Town	at South Street	1970
A-02-017	Carlisle Road	Nashoba Brook	Town	at Main Street	1950
A-02-018	Concord Road	Nashoba Brook	Town		1994
A-02-020	River Street	Fort Pond Brook	Town	at Merriam Lane	1981
A-02-021	River Street	Fort Pond Brook	Town	at Vanderbilt Road	1981
A-02-022	Stow Street	Fort Pond Brook	Town		1924
A-02-023	Martin Street	Fort Pond Brook	Town		1955
A-02-024	Central Street	Fort Pond Brook	Town	at Mount Hope Cemetery	
A-02-025	Central Street	Fort Pond Brook	Town	at Elm Street	1997
A-02-026	Arlington Street	Fort Pond Brook	Town	at West Road	1850
A-02-029	Mass Ave	Route 2 EB	State	at Route 2	
A-02-035	Arlington Street	Route 2	State		
A-02-036	Hayward Road	Route 2	State		
A-02-037	Main Street	Route 2	State		1970
A-02-041	Concord Road	Nashoba Brook	Town		1994
A-05-036	Powder Mill Road	Assabet River	State		1953
C-19-037	Bruce Freeman Rail Trail				
C-19-039	Bruce Freeman Rail Trail				
C-19-040	Bruce Freeman Rail Trail				
A-02-034	Assabet River Rail Trail				
A-02-042	Assabet River Rail Trail				
M-10-012	Assabet River Rail Trail				

Parker Street  
Bridge  
(A-02-010)





## Acton Dams

The following information about dams in Acton from the TOWN OF ACTON – HAZARD MITIGATION PLAN

**Robbins Mill Pond Dam** The Robbins Mill Pond Dam impounds the Nashoba Brook at Wheeler Lane in the Nashoba Brook Conservation Area. The town rebuilt this dam in 1990 by replacing an earthen dam with a new dam in 1990. This is identified as a low hazard dam. It has been inspected by Tighe and Bond and a management plan is in place. DCR calls this the Bellows Farm Mill dam and classifies it as a low hazard dam.

**Pencil Factory Dam** This dam is located on the Nashoba Brook. This dam is breached, while beaver activity is possible, it is not considered to be at risk for flooding.

**Brook Street Dam** This is a small private stone dam located on Nashoba Brook.

**Ice House Pond Dam** Also called the Allen Dam, this is a privately-owned stone dam on Nashoba Brook at Ice House Pond. The dam was rebuilt by the town in 1995 and now allows periodic drawdowns. If the dam were to breach, downstream impacts would be of concern. A new culvert has improved the functioning of the dam. The town draws down water in advance of storms. DCR refers to this as Allen dam and classifies it as a low hazard dam.

**Erickson's Grain Mill Dam** This dam, located on Fort Pond Brook, is privately owned, but is important for maintaining the water body as a scenic and recreational resource. It is made of stone masonry and is in poor condition. There are concerns about the downstream impacts if this dam is breached. There is downstream development and the commuter rail is also nearby. An assessment of potential downstream impacts would be warranted for this site. DCR classifies this as a significant hazard dam.

**Former River Street Dam** Construction was completed in fall of 2023 to remove the hazardous dam at 53 River Street and restore a segment of Fort Pond Brook. 53 River Street, a 7.26-acre former industrial site bordering Fort Pond Brook with riverfront, wetlands, and 2.5 acres of upland, was acquired by Acton during a Special Town Meeting in 2016. With remnants of a dam and mill race dating back to the mid-1800s, the site is now being conceptualized as a historic park area. The Town has received a \$1.4 million grant from the Massachusetts Executive Office of Energy and Environmental Affairs' (EEA's) Dam and Seawall Repair or Removal Program that helped fund the removal of this dam. This work will allow the Town to move forward with stream restoration and the creation of an historic park.

**Assabet River Dam** This dam (also known as the Powder Mill Dam, or Old High Street Dam) is located on the Assabet River at Old High Street. It is privately-owned by the Acton Hydro Company. It has a hydro-electric component, is a wood crib dam, has a manual intake and sluice gates, and is partially dismantled. There are concerns about downstream impacts if the dam is breached. Downstream are a number of commercial uses, including at least two sites that may contain hazardous materials. However, work has been done to repair the dam. An Emergency Action Plan was prepared for the dam in 2004 that includes list of downstream properties to be evacuated. Routine measures include daily inspections by the owner, monitoring weather conditions, monitoring flow rates via upstream USGS gaging station, staffed 24-hours during extreme flood conditions, and an annual detailed inspection by the owner. DCR classifies this as a significant hazard dam.

**Nagog Pond Dam** This dam is located on Nagog Brook. Nagog Pond is owned by the Town of Concord as part of their water supply water supply. The dam appears to be in good condition and has not caused any concerns. DCR classifies this as a significant hazard dam.

**Grassy Pond Brook Dam** This dam is cement with a 24-foot opening on a brook segment between Freedom Farm Road and Arlington Street.

Source: <https://www.acton-ma.gov/DocumentCenter/View/5023/2018-Hazard-Mitigation-Plan-DRAFT-5-30-18>



## Vehicles & Equipment

Town staff use an array of vehicles and equipment to complete their tasks on a daily basis. There are approximately 196 vehicles other insured equipment owned by the Town.

The Department of Public Works has the most at 98 vehicles, ranging from trailers and pickup trucks to street sweepers and loaders. Many other smaller, handheld pieces of equipment (e.g. asphalt compactors, shovels, and other grounds maintenance tools) are used daily by public works staff in the execution of their duties. The public safety departments also utilize a significant inventory of vehicles and equipment, including a motorcycle, police cruisers, pickup trucks, fire engines, and fire ladder trucks. Police and Fire also have other small equipment and tools needed for their mission, such as trailers. Acton-Boxborough Regional School District also owns its bus fleet, transit vans, and several sedans/SUVs.

### Acton Insured Vehicles & Equipment

Department	Year	Manufacture & Model
BUILDING	2012	FORD - ESCAPE
BUILDING	2015	FORD - EXPLORER
CEMETERY	1997	KARAVAN - UTILITY TRAILER
CEMETERY	1997	ATWOOD - TRAILER
CEMETERY	2005	GIANT VAC - TRAILER
CEMETERY	2008	BIG TEX - UTILITY TRAILER
CEMETERY	2008	JOHN DEERE - TRACTOR
CEMETERY	2011	JOHN DEERE - BACKHOE
CEMETERY	2012	FORD - F350 PICKUP
CEMETERY	2016	FORD - SUPER DUTY
CEMETERY	2017	FORD - F350
CEMETERY	2022	SURT - ST8216
CIV DEF	1952	JEEP - WILLY
CIV DEF	2004	WELLS CARGO - TRAILER
CIV DEF	2004	INGER - LIGHTSOURCE
CIV DEF	2004	INGER - LIGHTSOURCE
CIV DEF	2009	FORD - F350 PICKUP
DPW	2012	FORD - E350 VAN
DPW	2022	FORD - F550
DPW	2022	BANDIT - 15XP
DPW	2022	FORD E-TRANSIT
DPW	2022	HOMEMADE TRAILER
DPW	2022	HOMEMADE TRAILER
DPW	2023	FREIGHTLINER - M2
EMERG. MGMT	1983	RELCO - UTILITY TRAILER
EMERG. MGMT	2012	CROSS - UTILITY TRAILER
ENGINEERING	2010	FORD - RANGER
FIRE	1936	SEAGRAVES - PUMPER
FIRE	1936	SEAGRAVES - PUMPER
FIRE	1953	CABLE - TRAILER
FIRE	1966	HOMEMADE - TRAILER
FIRE	1980	BOAT - TRAILER
FIRE	1996	CULKINS - BOAT TRAILER
FIRE	2004	FERRARA - TRUCK/PUMPER

Department	Year	Manufacture & Model
FIRE	2006	FORD - AERIAL TRUCK
FIRE	2008	FORD - F550 TRUCK
FIRE	2009	PIERCE - ARROW LADDER TRUCK
FIRE	2009	CARRY ON - TRAILER
FIRE	2010	PIERCE - ARROW FIRE TRUCK
FIRE	2015	CHEVROLET - TAHOE
FIRE	2015	CHEVROLET - SILVERADO
FIRE	2015	INTERNATIONAL - AMBULANCE
FIRE	2017	CHEVROLET - TAHOE
FIRE	2017	INTERNATIONAL - 4300
FIRE	2017	SEAGRAVE - FIRE
FIRE	2017	CARRE - TRAILER
FIRE	2018	CHEVROLET - TAHOE
FIRE	2018	CHEVROLET - SUBURBAN
FIRE	2018	SEAGRAVE - TB50CA
FIRE	2018	GRAVELY - JSV
FIRE	2018	SEAGRAVES - MARAUDER
FIRE	2019	CAR-MATE - UTILITY TRAILER
FIRE	2021	FORD - F150
FIRE	2022	INTERNATIONAL - EHD
HEALTH	2014	FORD - ESCAPE
HEALTH	2005	SEWER - JETTER
HEALTH	2008	HAUL - UTILITY TRAILER
HEALTH	2011	FORD - ESCAPE
HEALTH	2016	FORD - F150
HIGHWAY	1973	CENTERVILLE - TAG A LONG TRAILER
HIGHWAY	1984	ROGERS - TRAILER
HIGHWAY	1987	MACK - TRUCK
HIGHWAY	1988	INGERSOLL RAND - COMPRESSOR
HIGHWAY	1990	MACK - TRUCK
HIGHWAY	1995	MACK - DUMP TRUCK
HIGHWAY	1996	READ - CV90D
HIGHWAY	1997	HUDSON - TRAILER



## Acton Insured Vehicles & Equipment

Department	Year	Manufacture & Model
HIGHWAY	1999	MACK - DUMP TRUCK
HIGHWAY	2000	SOMERSET - TRAILER
HIGHWAY	2001	JOHN DEERE - TRACTOR
HIGHWAY	2004	CONTRAIL - UTILITY TRAILER
HIGHWAY	2004	BOBCAT - SKID STEER LOADER
HIGHWAY	2004	ELGIN - PELICAN SWEEPER
HIGHWAY	2005	MACK - TRACTOR
HIGHWAY	2005	BIG TEX - TRAILER
HIGHWAY	2006	ALLMAND - NL PRO TRAILER
HIGHWAY	2006	ALLMAND - NL PRO TRAILER
HIGHWAY	2006	ALLMAND - NL PRO TRAILER
HIGHWAY	2006	ALLMAND - NL PRO TRAILER
HIGHWAY	2007	MCCLOSKEY - SCREENER SEMI TRAILER
HIGHWAY	2008	FORD - F350 PICKUP
HIGHWAY	2008	J&J - DUMP TRAILER
HIGHWAY	2008	BANDIT - RECYCLER
HIGHWAY	2008	CAT - WHEEL LOADER
HIGHWAY	2008	CAT - WHEEL LOADER
HIGHWAY	2008	KALMAR - VF81
HIGHWAY	2008	CHARLTON - BRUSH CHIPPER TRAILER
HIGHWAY	2009	CAT - EXCAVATOR
HIGHWAY	1999	MACK - DUMP TRUCK
HIGHWAY	2000	SOMERSET - TRAILER
HIGHWAY	2001	JOHN DEERE - TRACTOR
HIGHWAY	2004	CONTRAIL - UTILITY TRAILER
HIGHWAY	2004	BOBCAT - SKID STEER LOADER
HIGHWAY	2009	GIANT - VAC TRAILER
HIGHWAY	2010	FORD - F350 TRUCK
HIGHWAY	2010	JOHN DEERE - TRACTOR
HIGHWAY	2011	MACK - DUMP TRUCK
HIGHWAY	2011	MACK - DUMP TRUCK
HIGHWAY	2011	CARMATE - TRAILER
HIGHWAY	2011	STECO - SEMI TRAILER
HIGHWAY	2012	FORD - F550 TRUCK
HIGHWAY	2012	FORD - F250 PICKUP
HIGHWAY	2012	WACKER NEUSON - TOWABLE GENERATOR
HIGHWAY	2012	BOBCAT - LOADER
HIGHWAY	2013	MACK - TRACTOR
HIGHWAY	2013	MACK - TRACTOR

Department	Year	Manufacture & Model
HIGHWAY	2014	VERMAC - MESSAGE TRAILER
HIGHWAY	2014	VERMAC - MESSAGE TRAILER
HIGHWAY	2014	WACKER - LOADER
HIGHWAY	2014	BIG TEX - TRAILER
HIGHWAY	2014	BIG TEX - TRAILER
HIGHWAY	2015	MACK - DUMP TRUCK
HIGHWAY	2015	WACKER - LOADER
HIGHWAY	2016	MACK - DUMP
HIGHWAY	2016	JOHN DEERE - LOADER
HIGHWAY	2016	BOBCAT - LOADER
HIGHWAY	2016	VER-MAC - PCMS 320 TRAILER
HIGHWAY	2016	VERMAC - PCMS320 TRAILER
HIGHWAY	2016	VERMAC - TRAILER
HIGHWAY	2016	FORD - F550
HIGHWAY	2017	FORD - F550
HIGHWAY	2019	SURE-TRAC - UTILITY TRAILER
HIGHWAY	2019	MACK - GR64F
HIGHWAY	2019	FORD - F350 PU
HIGHWAY	2019	FORD - F550
HIGHWAY	2020	MACK - GR42F9
HIGHWAY	2021	MACK - GRANITE
HIGHWAY	2022	CATERPILLAR LOADER - 938M
INFO TECH	2014	FORD - EXPLORER
INFO TECH	2018	FORD - EXPLORER
INFO TECH	2022	NISSAN - LEAF PLUS (ELECTRIC)
MUNIC PROP	2015	FORD - F250 PICKUP
MUNIC PROP	2021	FORD - F250
NATURAL RES	2013	CHANGZ - TRAILER
NATURAL RES	2015	FORD - F150 PICKUP
NATURAL RES	2020	FORD - F350
HIGHWAY	2014	VERMAC - MESSAGE TRAILER
HIGHWAY	2014	VERMAC - MESSAGE TRAILER
HIGHWAY	2014	WACKER - LOADER
HIGHWAY	2014	BIG TEX - TRAILER
HIGHWAY	2014	BIG TEX - TRAILER
HIGHWAY	2015	MACK - DUMP TRUCK
HIGHWAY	2015	WACKER - LOADER
HIGHWAY	2016	MACK - DUMP
HIGHWAY	2016	JOHN DEERE - LOADER



## Acton Insured Vehicles & Equipment

Department	Year	Manufacture & Model
NATURAL RES	2020	FORD - F450
OPERATIONS	2015	FORD - EXPLORER
POLICE	2005	B&W - SPEED TRAILER
POLICE	2014	FORD - EXPLORER
POLICE	2016	FORD - EXPLORER
POLICE	2016	UTIL - TRAILER
POLICE	2016	FORD - F150
POLICE	2017	FORD - EXPLORER
POLICE	2018	FORD - EXPLORER
POLICE	2018	FORD - EXPLORER
POLICE	2018	FORD - EXPLORER
POLICE	2018	FORD - EXPLORER
POLICE	2019	ZERO - MOTORCYCLE
POLICE	2019	FORD - FUSION
POLICE	2019	FORD - EXPLORER
POLICE	2019	FORD - EXPLORER
POLICE	2020	FORD - EXPLORER
POLICE	2020	FORD - EXPLORER
NATURAL RES	2020	FORD - F450
OPERATIONS	2015	FORD - EXPLORER
POLICE	2005	B&W - SPEED TRAILER
POLICE	2014	FORD - EXPLORER
POLICE	2016	FORD - EXPLORER
POLICE	2016	UTIL - TRAILER

Department	Year	Manufacture & Model
POLICE	2020	FORD - EXPLORER
POLICE	2020	FORD - EXPLORER
POLICE	2020	FORD - EXPLORER
POLICE	2021	FORD - EXPLORER
POLICE	2021	FORD - EXPLORER
POLICE	2021	FORD - EXPLORER
POLICE	2021	FORD - EXPLORER
POLICE	2021	FORD - EXPLORER
POLICE	2021	FORD - EXPLORER
POLICE	2021	FORD - MUSTANG MACH-E
POLICE	2021	FORD - EXPLORER
RECREATION	2013	FORD - EXPLORER
TOWN HALL	2019	FORD - FUSION
TOWN HALL	2021	FORD - EXPLORER
TRANSPORT	2018	E-SERIES VAN - WORLD TRANS
TRANSPORT	2018	E SERIES VAN - WORLD TRANS
TRANSPORT	2019	FORD - ECONOLINE E450
TRANSPORT	2019	FORD - ECONOLINE E450
TRANSPORT	2019	FORD - ECONOLINE E450
POLICE	2020	FORD - EXPLORER
POLICE	2020	FORD - EXPLORER
POLICE	2020	FORD - EXPLORER
POLICE	2021	FORD - EXPLORER
POLICE	2021	FORD - EXPLORER
POLICE	2021	FORD - EXPLORER
POLICE	2021	FORD - EXPLORER
POLICE	2023	FORD - EXPLORER

### Hybrid vs. Internal Combustion Vehicle

#### 1 Hybrid

Gallons saved:  
1,252

Fuel cost saved:  
\$4,832

CO2 emissions saved:  
11.1 MTCO2e

#### 12 Hybrids

Total gallons saved:  
15,021

Total fuel cost saved:  
\$57,980

Total CO2 emissions saved:  
134 MTCO2e

\*assumes average gas cost of \$3.86



With 12 out of its 13 patrol marked vehicles as hybrid, the Police Department is one vehicle away from meeting its target of having a fully hybrid patrol vehicle fleet. Last year, the Police Department also acquired a fully electric vehicle to replace a gas-powered cruiser in the unmarked vehicle fleet



## Appendix B: Possible Funding Sources

There are many ways to finance municipal capital improvement projects. Some of the most common methods are:

### Local Resources

- **Municipal Indebtedness:** The most commonly used method of financing large capital projects is general obligation bonds (also known as "GO Bonds"). They are issued for a period of time ranging from 5 to 30 years, during which time principal and interest payments are made. Making payments over time has the advantage of allowing the capital expenditures to be amortized over the life of the project. Funding sources used to pay back the debt can include:
  - **Bonds funded within the tax limits of Proposition 2 ½:** Debt service for these bonds must be paid within the tax levy limitations of Proposition 2 ½. Funds used for this debt must be carefully planned in order to not negatively impact the annual operating budget.
  - **Bonds funded outside the tax limits of Proposition 2 ½:** Debt service for these bonds is paid by increasing local property taxes in an amount needed to pay the annual debt service. Known as a Debt Exclusion or Exempt Debt, this type of funding requires approval by 2/3 vote of the local appropriating authority (Town Meeting) and approval by a majority of voters participating in a ballot vote. Prior to the vote, the impact on the tax rate must be determined so voters can understand the financial implications.\*
- **Capital Outlay / Pay as You Go:** Pay as You Go capital projects are funded with current revenues (typically tax levy or free cash) and unexpended balances in previously approved projects. The entire cost is paid off within one year so no borrowing takes place. A project funded with current revenues will cost less than if it were funded by general obligation bonds because there are no interest costs. However, funds to be used for this purpose must also be carefully planned in order to not negatively impact the annual operating budget. For this reason, Pay as You Go capital projects are typically lower in value than projects funded by borrowing.
  - **Free Cash:** Represents the remaining, unrestricted funds from operations of the previous fiscal year, including unexpended free cash from the previous year, actual receipts in excess of revenue estimated on the tax recapitulation sheet, and unspent amounts in budget line items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the June 30 balance sheet, which is submitted by the community's auditor, accountant, or comptroller. Free cash is not available for appropriation until certified by the State Director of Accounts.
- **Capital Outlay / Expenditure Exclusion:** Expenditure Exclusion projects are comparable to Pay as You Go, above, except taxes are raised outside the limits of Proposition 2 ½ and are added to the tax levy only during the year in which the project is being funded. As with a Debt Exclusion, Expenditure Exclusion funding requires approval by 2/3 vote of the local appropriating authority (Town Meeting) and approval by a majority of voters participating in a ballot vote. Prior to the vote, the impact on the tax rate must be determined so voters can understand the financial implications. Capital outlay expenditures may be authorized for any municipal purpose for which the town would be authorized to borrow money.

\*A debt exclusion is different from a property tax override in that a debt exclusion is only in place until the incurred debt has been paid off. An override becomes a permanent part of the levy limit base.



- **Capital Stabilization Fund:** Local officials can set aside money in a stabilization fund – outside of the General Fund - to pay for all or a portion of future capital projects. A majority vote of Town Meeting is required to appropriate money into the fund and a 2/3 vote to appropriate money out of this fund.
- **Sale of Surplus Real Property:** Pursuant to Massachusetts General Laws, when real estate is sold, the proceeds must first be used to pay any debt incurred in the purchase of the property. If no debt is outstanding, the funds "may be used for any purpose or purposes for which the town, city, or district is authorized to incur debt for a period of five years or more...except that the proceeds of a sale in excess of five hundred dollars of any park land by a town, city, or district shall be used only by said town, city, or district for acquisition of land for park purposes or for capital improvements to park land" (MGL Chapter 44, Section 63).
- **Special Purpose Funds:** Communities also have established numerous "Special Purpose Accounts" for which the use is restricted for a specific purpose, including investment in department facilities and equipment. There are numerous state statutes that govern the establishment and use of these separate accounts. Examples include ambulance funds, recreation funds, the sale of cemetery lots, and off-street parking fees accounts.

## Federal, State, and Private Grants and Loans

Other revenue sources may include grants or loans from federal, state, or private sources. For example, federal money is used for bridge and roadway projects listed on the State Transportation Improvement Plan. Private funds are sometimes available from "Friends of..." groups for local libraries or councils on aging. However, the Commonwealth provides the most opportunities for funding through various programs.

Key State funding sources for the Town of Acton include:

- **Massachusetts Chapter 90 Roadway Funds:** Each year, the Massachusetts Department of Transportation (MassDOT) allocates funds to cities and towns for roadway construction, maintenance, or improvement. Funds may also be used for other work incidental to roadway work, such as the construction of a garage to house related vehicles or the purchase of related vehicles, equipment, and tools. Chapter 90 is a 100% reimbursable program. Funding is accomplished through the issuance of transportation bonds and apportioned to municipalities based on three factors: 1) accepted road miles, 2) population, and 3) total employment within the municipal borders. Road miles is the most heavily weighted factor at 58.33%; the others are each weighted at 20.83%.
- **Massachusetts School Building Authority (MSBA):** The MSBA provides funding for school repair and construction via a series of programs. In the School Building Program, projects must be accepted into the process in response to the submission of a Statement of Interest (SOI) which identifies a facility problem to be solved. Subsequently, the community must appropriate funding for schematic design and later for construction before the MSBA will commit to its share of the project. If accepted, the MSBA determines the amount of reimbursement it will offer based upon community need, with a minimum base rate of 31%. The percent of reimbursement can then be increased based upon three factors: community income, community property wealth, and community poverty. Through the Accelerated Repair Program, the MSBA will fund roof, window, and boiler projects with an expected 18-month completion date. Funding can be provided for multiple projects in a single district in a year. The Major Repairs Program includes roofs, windows, and boilers, but can also include other significant building renovations. Districts are limited to one project per year under the Major Repair Program, but work can be more substantial than under the Accelerated Repair Program.



- **State Revolving Fund (SRF) Loan Program:** The State Revolving Fund (SRF) offers affordable loan options to cities and towns to improve water supply infrastructure and drinking water safety; and to help them to comply with federal and state water quality requirements that deal with wastewater treatment plants and collection systems, while addressing issues such as watershed management priorities, stormwater management, and green infrastructure. Additionally, the SRF supplies financial assistance to address communities with septic system problems.
- **MassDOT Transportation Improvement Program (TIP):** MassDOT along with other State agencies and in collaboration with the regional Metropolitan Planning Organizations (MPOs) develops the TIP in order to address each region's highway and transit needs and allocate available Federal highway and transit financial resources. Acton is a member of the Boston Region MPO, and important capital projects positively impacting the Town have been successfully funded through the TIP process.
- **MassWorks Infrastructure Program:** This is a competitive grant program through the Executive Office of Housing and Economic Development that provides capital funds for municipalities and other eligible public entities to complete public infrastructure projects that support and accelerate economic and housing development throughout the Commonwealth and/or address roadway safety concerns.
- **Municipal Vulnerability Preparedness (MVP) Program:** This program from the Executive Office of Energy and Environmental Affairs (EEA) supports municipalities as they plan for and implement climate resiliency projects. Grants are available to assess vulnerabilities and create action plans. Once that step is complete, municipalities can seek additional grant money annually for implementation of capital and other projects.
- **Community Compact IT grant program:** Through the Community Compact Cabinet, this program offers grants of up to \$200,000 for “one-time capital needs such as technology infrastructure, upgrades and/or purchases of equipment or software. Incidental or one-time costs related to the capital purchase such as planning, design, installation, implementation and initial training are eligible.”\*
- **Green Communities Division grants:** The Department of Energy Resources provides grants through its Green Communities Division intended to reduce energy use through clean energy projects, including vehicle/equipment, building, and school facilities projects. For example, projects may include HVAC upgrades, solar, energy audits, idle reduction technology, lighting retrofits, window/door weatherization, hybrid/electric vehicles, and vehicle charging stations, to name a few.
- **American Rescue Plan Act Funds:** The Town of Acton received \$7,072,733 in funds from the American Rescue Plan Act (ARPA) to address the impacts of the COVID-19 pandemic. Acton has successfully utilized several previous funding programs to support local families and businesses and to provide resources to our public health officials and first responders. Previously \$2.1M in CARES funds were allocated to programs such as contact tracing, emergency rental assistance, food security support, technology and infrastructure needs in town and school buildings, and virtual working and learning tools. The Board reviewed a draft list of investment priorities from an initial needs assessment and launched a community engagement process to solicit feedback from the public. After receiving this feedback the Board voted to approve an ARPA investment plan on October 18, 2021 and it was later amended on January 10, 2022. Additional community engagement occurred in September 2022. Several public meetings and listening sessions were held over two years. A revised ARPA investment plan was approved by the Select Board on October 3, 2022 which allocated all of the remaining funds. More information is available at <http://www.actonma.gov/arpa>



## Appendix C:

### 2022 American Rescue Plan Act (ARPA) Investment Plan

Investment	Initial Allocation Oct. 2021 and Jan. 2022	Second Allocation Oct. 2022	Total Approved Allocations as of October 3, 2022
R1 ABRSD - Acton Boxborough Regional School District Requests	\$1,500,000	\$500,000	<b>\$2,000,000</b>
R2 Financial consulting and audit services to ensure compliance (P43)	\$20,000		<b>\$20,000</b>
R3 AHA - McManus Manor contribution		\$250,000	<b>\$250,000</b>
R4 AHA - Rehabilitate and make energy efficiency improvements to affordable housing units (P32)	\$100,000		<b>\$100,000</b>
R5 AWD - Water Main Construction Kelley's Corner		\$235,000	<b>\$235,000</b>
R6 AWD - Design for Acton Water District PFAS mitigation measures for the North Acton WTP (P44)	\$450,000		<b>\$450,000</b>
R7 Projects that will address air quality in public facilities by improve HVAC systems (P22)	\$500,000	\$82,733	<b>\$582,733</b>
R8 Rehabilitation of the historic Asa Parlin House and surrounding grounds for reuse as community programming and meeting space (P2)	\$400,000		<b>\$400,000</b>
R9 NARA accessibility improvements (P5)			<b>\$0</b>
R10 Senior Center Café		\$75,000	<b>\$75,000</b>
R11 Town Hall outdoor meeting space to facilitate outdoor customer service interactions and staff meetings (P30)			<b>\$0</b>
R12 Gardner Field Improvements and related streetscape improvements in West Acton (P15)	\$400,000		<b>\$400,000</b>
R13 Design a community recreation amenity as part of a cohesive design for the Main Street property (P16)	\$45,000		<b>\$45,000</b>
R14 Pilot program - universal access to public recreational facilities and programs (P41)	\$25,000		<b>\$25,000</b>
R15 DPW Building Design and Permitting for Fuel Depot for Town and Schools		\$250,000	<b>\$250,000</b>
R16 Rental Advocacy pilot program		\$30,000	<b>\$30,000</b>
R17 Emergency rental assistance program (P35)	\$150,000		<b>\$150,000</b>
R18 Childcare subsidy programs (P38)	\$40,000	\$40,000	<b>\$80,000</b>
R19 Sewer main extension to the Acton Housing Authority site at 364 Main Street (P9)			<b>\$0</b>
R20 South Acton Wastewater Treatment System		\$500,000	<b>\$500,000</b>
R21 Hayward Road and Main Street Intersection Traffic Signal			<b>\$0</b>
R22 Study and initial design for improving waste water infrastructure to support businesses in the Great Road commercial district (P11)	\$100,000		<b>\$100,000</b>
R23 Culvert Replacement, Jenks Conservation Land			<b>\$0</b>
R24 Update the existing Complete Street Plan to improve infrastructure for pedestrians, bicyclists, and motorists	\$10,000		<b>\$10,000</b>
R25 Library and Town Hall Parking Lot Reconstruction			<b>\$0</b>
R26 Stormwater Management and Climate Change Readiness Measures (P10)	\$500,000	-\$350,000	<b>\$150,000</b>
R27 NAGOG - Improvements to the Nagog Treatment Waste Water Treatment System (P45)	\$150,000	\$150,000	<b>\$300,000</b>
R28 Covid Mitigation Measures for items not covered by FEMA or other programs (P25)	\$50,000	-\$30,000	<b>\$20,000</b>
R29 Replace revenue to deliver services (P1, P46)	\$400,000		<b>\$400,000</b>
R30 Sustainability initiatives to advance efforts towards achieving net zero carbon emissions (P7)	\$100,000	\$200,000	<b>\$300,000</b>
R31 Programs for residents and businesses to implement energy efficiency upgrades and reduce carbon emissions	\$30,000		<b>\$30,000</b>
R32 Online permitting system to improve services and transparency (P14)	\$150,000		<b>\$150,000</b>
R33 Transportation Programs (second CAT bus)		\$20,000	<b>\$20,000</b>
Total ARPA Funding Available: \$7,072,733	Total Initial Allocation	Total Second Allocation	<b>Total</b>
	<b>\$5,110,000</b>	<b>\$1,962,733</b>	<b>\$7,072,733</b>