

*Draft as of 29-Feb-2008*

# *Town of Acton*

## *Annual Town Meeting Warrant*



*Monday, April 7, 2008*

**The Annual Town Meeting will convene at 7:00 PM in the  
Acton-Boxborough Regional High School Auditorium  
36 Charter Road**

## *Notice of Election and Meeting*

---

### **Annual Town Election Tuesday, April 1, 2008 7:00 AM – 8:00 PM**

- Precinct 1** – Nagog Woods Club House – 100 Nonset Path  
**Precinct 2** – Conant School – 80 Taylor Road  
**Precinct 3** – Blanchard Auditorium, R. J. Grey Junior High School – 12 Charter Road  
**Precinct 4** – Blanchard Auditorium, R. J. Grey Junior High School – 12 Charter Road  
**Precinct 5** – Blanchard Auditorium, R. J. Grey Junior High School – 12 Charter Road  
**Precinct 6** – Conant School – 80 Taylor Road

For assistance in determining your election voting location, please use the State Elections Division web site [www.WhereDoIVoteMA.com](http://www.WhereDoIVoteMA.com) or contact the Town Clerk's office by e-mail at [Clerk@acton-ma.gov](mailto:Clerk@acton-ma.gov) or telephone at (978) 264-9615.

---

### **Annual Town Meeting Monday, April 7, 2008 7:00 PM Acton-Boxborough Regional High School Auditorium 36 Charter Road**

Note: Copies of the detailed Municipal Operating Budget are available at Town Hall, Public Safety Facility, Memorial Library and West Acton Citizens' Library. Copies will also be available at Town Meeting.

---

### **Table of Contents**

Article Index .....	3
Board of Selectmen's Message .....	5
Acton Leadership Group Budget and Revenue Forecast .....	7
Town Manager's Message .....	8
Finance Committee's Message .....	9
Annual Town Meeting Warrant .....	10
Consent Calendar .....	11
Articles .....	14
Glossary of Terms Commonly Used in Municipal Finance .....	72
Town Meeting Parliamentary Procedure .....	75
Internet References.....	78
Volunteer Application.....	80
Proposed Town Meeting Booklet .....	82

## *Article Index*

<u>Article</u>	<u>Title</u>	<u>Page</u>
1	Choose Town Officers .....	14
2	Hear and Accept Reports .....	14
3 *	Council on Aging Van Enterprise Budget .....	15
4 *	Nursing Enterprise Budget.....	16
5 *	Septage Disposal Enterprise Budget.....	16
6 *	Sewer Enterprise Budget .....	17
7 *	Recycling and Transfer Station Enterprise Budget.....	17
8 *	Self-Funding Programs (Revolving Funds) .....	18
9 *	Highway Reimbursement Program (Chapter 90) .....	20
10 *	Insurance Proceeds .....	20
11 *	Gifts or Grants .....	21
12 *	Federal and State Reimbursement Aid .....	21
13 *	Performance Bonds.....	22
14 *	Sale of Foreclosed Properties .....	22
15 *	Elderly Tax Relief – Reauthorize Chapter 73 of the Acts of 1986.....	23
16 *	Town Board Support – Acton-Boxborough Cultural Council .....	23
17	Budget Transfer.....	24
18	Town Operating Budget .....	24
19	Personnel.....	25
20	Remove Deputy Police Chief Position from Civil Service.....	27
21	Capital Improvements – Studies .....	27
22	Capital Improvements – Infrastructure .....	29
23	Capital Improvements – Equipment & Vehicles.....	31
24	Energy Savings Initiative – Municipal Buildings.....	32
25	Energy Savings Initiative – Streetlight Replacement .....	33
26	Accept Street Relocation & Layout – Main Street .....	34
27	Accept Sidewalk Easement – Main Street.....	35
28	Capital Improvements – Facilities, Equipment & Vehicles (Bonding) .....	36
29	Acton Public Schools Budget.....	37
30	Acton-Boxborough Regional School District Assessment.....	38
31	Minuteman Regional School District Assessment.....	38
32	Community Preservation Program – Direct Appropriations from Fund Balance.....	39
33 *	Inter-Municipal Agreement – Bruce Freeman Rail Trail.....	46
34	Community Services Coordinator .....	47
35 *	Designate Issuer of Trench Excavation Permits .....	48
36 *	Amend Town Bylaws – Zoning Enforcement Officer.....	48
37	Amend Zoning Bylaw – Outdoor Restaurant Seating .....	49
38	Amend Zoning Bylaw – LI-1 District – Increase Floor Area Ratio to 0.20 .....	50
39	Amend Zoning Bylaw – Senior Residences – Affordable Housing Alternatives.....	51
40	Amend Zoning Bylaw – Wireless Service Facilities .....	52
41 *	Amend Zoning Bylaw – Corrections, Clarifications and Minor Amendments .....	60
42 *	Accept Street Relocation & Layout – Parker & High Streets.....	63
43 *	Accept Trail Easement – Hazelnut Street .....	64
44 *	Accept Sidewalk Easement – Post Office Square.....	65
45 *	Accept Sidewalk Easement – 217 Parker Street & 1 Robert Road.....	66
46 *	Accept Sidewalk Easement – 1 to 9 Central Street.....	67
47 *	Accept Sidewalk Easement – 74 Charter Road .....	67
48 *	Accept Sidewalk Easement – 55 Great Road .....	68
49 *	Accept Land Gift – Knowlton Drive .....	68
50 *	Accept Property by Deed in Lieu of Foreclosure – Lothrop Road .....	69

\* Article is on Consent Calendar

# Article submitted by Citizen Petition

## ***Board of Selectmen's Message***

---

This Town Meeting Warrant is your invitation to participate in the legislative portion of Acton's town government. Acton citizens have a cherished tradition of governing themselves by means of an open Town Meeting. We encourage all Acton residents to attend. All registered voters are urged to participate in the debate and vote on the Articles presented. Other residents, even if they are not registered voters, are invited to attend and observe, or to view the proceedings on Comcast cable channel 8 and Verizon cable channel 45.

### **Town Meeting Dates, Times and Location**

The Annual Town Meeting will begin on April 7 at 7:00 PM in the Acton-Boxborough Regional High School Auditorium. Town Meeting is then expected to continue on additional consecutive nights. All adjourned sessions will begin at 7:00 PM in the Acton-Boxborough Regional High School Auditorium. Come early to get checked in by the Town Clerk's staff and to obtain additional information.

Regular attendees at Annual Town Meeting will note that many of the Articles in this Warrant relate to matters which are routinely addressed every year, such as the established Enterprise Budgets and the Schools' and Municipal Operating Budgets, while other Articles relate to issues and matters that are new or unique this year. Although some Articles, such as Zoning or Bylaw amendment proposals, do not involve appropriation of funds, much of the Annual Town Meeting's attention is focused on fiscal matters.

### **Town Meeting Warrant and Procedures**

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

Your attention is invited to the Warrant section on Parliamentary Procedure and a Basic Guide to Town Meeting Process written by the Town Moderator. The best debate is conducted by those who have informed themselves concerning the issues. Informed debate is delayed when speakers rise only to ask basic questions that could be individually addressed. To assist speakers to inform themselves in advance, and to avoid delays during the meeting engendered by persons seeking basic information, the Board of Selectmen strongly encourages and solicits questions in advance concerning any of the proposed Articles. Information in regard to the Articles is available from any of the people listed after each Article summary, or a general inquiry may be made to the Town Manager's office at (978) 264-9612 or [manager@acton-ma.gov](mailto:manager@acton-ma.gov) for an appropriate referral. Copies of the Municipal Operating Budget will be made available in advance of the meeting at the Memorial Library, West Acton Citizens' Library, Public Safety Facility, and Town Hall. Copies will also be available at Town Meeting. Furthermore, personnel designated by staff or the Moderator will be available in the auditorium during the Meeting to answer informational questions which may not be of interest to the entire assemblage on a one on one basis.

## **New Articles This Year**

## **Budgets**

## **Thank You to Our Volunteers**

In addition to trying to balance our budgetary needs against limited resources, another necessity for the healthy function of our local government and community is the flow of active, interested citizens willing to volunteer their time, talents, and energy to participate as members of the Town's many volunteer regulatory and advisory Boards, Commissions and Committees. Volunteers are the very foundation of our government, and as the needs of the Town expand, so does the need for volunteers. No special knowledge is necessary to volunteer, only an interest to serve the community and advance the public good, combined with a willingness to learn. The rewards may be intangible, but are very real. We encourage you to volunteer by filling out the Citizen Resource Sheet which is included in this Warrant, tearing it out and mailing it to Town Hall, depositing it in the marked box in the lobby outside the auditorium at Town Meeting, or handing it to any Selectman at this meeting. Please consider helping your Town by volunteering some time – we believe you will find it very rewarding.

F. Dore' Hunter, Chair  
Lauren S. Rosenzweig, Vice-chair  
Andrew D. Magee, Clerk  
Paulina Knibbe, Member  
Peter Berry, Member

*Acton Leadership Group Budget and Revenue Forecast*

---

## *Town Manager's Message*

---

Acton is in an enviable position. While there is a backlog of unfulfilled needs, the community has strong reserves and great potential.

As our Town grows and changes, we are presented with new challenges. The citizens of Acton expect their government to deal with these pressures and demands. That is why this Warrant develops a clear plan that will yield tangible results.

The underlying Municipal Strategic Business Plan is built on the principles of fiscal discipline and achieving results for today and the future. Overall, it is focused on key outcomes for our citizens: A better quality of life and a chance to share in the community's good fortune.

To achieve these outcomes, Management has set out five priorities, which are to:

- **Govern with integrity and transparency**
- **Manage growth pressures**
- **Improve quality of life**
- **Build strong village centers**
- **Provide safe and secure neighborhoods**

This Warrant supports the underlying Municipal Strategic Business Plan and sets out the vision, strategic initiatives, and immediate and long-term actions to achieve these priorities. As we work toward these goals, we are focused on achieving results. As part of our commitment to accountability, we have provided detailed departmental budgets in the Budget Supplement and we will provide quarterly financial reports on our progress throughout the year.

The municipal appropriation requests contained in this Warrant are constructed (1) to protect you and your family, (2) enhance your quality of life, and (3) construct a better future for the next generation.

Acton's citizens have every reason to be optimistic about the future. We are in a strong position to move forward, and respectfully ask for your support.

Working together, we will achieve great things.

Respectfully submitted,

*John Murray*

John Murray  
Temporary Town Manager

## *Finance Committee's Message*

---

# Annual Town Meeting Warrant

---



*Town of Acton  
Commonwealth of Massachusetts, ss.*

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

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

- Precinct 1 – Nagog Woods Club House – 100 Nonset Path
- Precinct 2 – Conant School – 80 Taylor Road
- Precinct 3 – Blanchard Auditorium, R. J. Grey Junior High School – 12 Charter Road
- Precinct 4 – Blanchard Auditorium, R. J. Grey Junior High School – 12 Charter Road
- Precinct 5 – Blanchard Auditorium, R. J. Grey Junior High School – 12 Charter Road
- Precinct 6 – Conant School – 80 Taylor Road

On **Tuesday, April 1, 2008 between 7:00 AM and 8:00 PM**, by posting a copy of this Warrant by you attested, at each of the places as directed by vote of the Town, fourteen days at least before the first day of April 2007,

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

Moderator for one year, two Selectmen for three years, two School Committee members for three years, one Trustee of the Memorial Library for three years, one Trustee of the Memorial Library for two years to fill an unexpired term,

In addition, the Acton Water District will elect one Commissioner for three years and one Clerk for three years.

You are also to notify legal voters aforesaid to meet at the Acton-Boxborough Regional High School Auditorium in said Acton on **Monday, April 9, 2007 at 7:00 PM**, then and there to act on the following articles:

### Legend

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

<u>Symbol</u>	<u>Description</u>
*	This article is on the Consent Calendar
#	This article submitted by Citizen Petition

## *Consent Calendar*

---

In an effort to streamline Town Meeting, the Board of Selectmen has decided to continue the concept of a Consent Calendar. The use of this Calendar speeds the passage of articles which the Selectmen feel should generate no controversy and can be properly voted without debate. The purpose of the Consent Calendar is to allow motions under these articles to be acted upon as one unit and to be passed without debate.

**The Consent Calendar will be taken up as the first order of business.** Please do your homework. If you have any questions about the consent articles, motions or procedure, please feel free to contact the official listed in the summary of the article or to contact the Town Manager's Office, by e-mail at [manager@acton-ma.gov](mailto:manager@acton-ma.gov) or by telephone at (978) 264-9612, before Town Meeting.

At the call of the Consent Calendar, the Moderator will call out the numbers of the Articles, one by one. If **two or more** voters object to any particular Article being included in the Consent Calendar, they should say the word "**Hold**" in a loud voice when the number is called. The Article will then be removed from the Consent Calendar and restored to its original place in the Warrant, to be debated and voted in the usual manner. After the calling of the individual items in the Consent Calendar, the Moderator will ask that all remaining articles be passed **as a unit** by the voters.

Please carefully review the list of articles and motions proposed for each Consent item that follows. Complete summaries are included with each article printed in this Warrant.

### Consent Calendar Articles and Motions

**Article 3 \* Council on Aging Van Enterprise Budget**

Move that the Town appropriate \$ for the purpose of operating the Town of Acton Senior and Disabled Citizens Van service, and to raise such amount, \$ be raised from department receipts, \$ be raised from taxation and \$ be transferred from retained earnings.

**Article 4 \* Nursing Enterprise Budget**

Move that the Town appropriate \$ for the purpose of operating the Town of Acton Public Health Nursing Service, and to raise such amount, \$ be raised from department receipts.

**Article 5 \* Septage Disposal Enterprise Budget**

Move that the Town appropriate \$ for the purpose of septage disposal, and to raise such amount, \$ be raised from department receipts.

**Article 6 \* Sewer Enterprise Budget**

Move that the Town appropriate \$ for the purpose of operating the sewer system, and to raise such amount, \$ be raised from department receipts.

**Article 7 \* Trash Disposal and Recycling Enterprise Budget**

Move that the Town appropriate \$ for the purpose of solid waste disposal, and to raise such amount, \$ be raised from department receipts.

**Article 8 \* Self-Funding Programs (Revolving Funds)**

Move that the revolving funds for the Local School System, Historic District Commission, Building Department, Sealer of Weights and Measures, Health Department, and Fire Department be continued in the amounts and for the purposes set forth in the expense column of this Article.

**Article 9 \* Chapter 90 Highway Reimbursement Program**

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

**Article 10 \* Insurance Proceeds**

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

**Article 11 \* Gifts or Grants**

Move that the proceeds of any gifts or grants from any source accepted pursuant to Massachusetts General Law, Chapter 44, Section 53A, and any interest thereon, are hereby appropriated for the stated purposes of the gifts or grants, and may be expended with the approval of the Board of Selectmen or otherwise as stated in Section 53A.

**Article 12 \* Federal and State Reimbursement Aid**

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

**Article 13 \* Performance Bonds**

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

**Article 14 \* Sale of Foreclosed Properties**

Move in the words of the Article.

**Article 15 \* Elderly Tax Relief – Reauthorize Chapter 73 of the Acts of 1986**

Move that the Town continue to accept the provisions of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for a 100% increase in certain property tax exemptions.

**Article 16 \* Town Board Support – Acton-Boxborough Cultural Council**

Move that the Town raise and appropriate \$2,000 for the ongoing expenses of the Acton-Boxborough Cultural Council.

**Article 33 \* Inter-Municipal Agreement – Bruce Freeman Rail Trail**

Move in the words of the Article.

**Article 35 \* Designate Issuer of Trench Excavation Permits**

Move in the words of the Article.

**Article 36 \* Amend Town Bylaws – Zoning Enforcement Officer**

Move that the Town adopts the general bylaw amendments as set forth in the Article.

**Article 41 \* Amend Zoning Bylaw – Corrections, Clarifications and Minor Amendments**

Move that the Town adopts the zoning bylaw amendments as set forth in the Article.

**Article 42 \* Accept Street Relocation & Layout – Parker & High Streets**

[...]

**Article 43 \* Accept Trail Easement – Hazelnut Street**

Move that the Town authorize the acquisition of the easements as set forth in the Article.

**Article 44 \* Accept Sidewalk Easement – Post Office Square**

Move that the Town authorize the acquisition of the easements as set forth in the Article.

**Article 45 \* Accept Sidewalk Easement – 217 Parker Street & 1 Robert Road**

Move that the Town authorize the acquisition of the easements as set forth in the Article.

**Article 46 \* Accept Sidewalk Easement – 1 to 9 Central Street**

Move that the Town authorize the acquisition of the easements as set forth in the Article.

**Article 47 \* Accept Sidewalk Easement – 74 Charter Road**

Move that the Town authorize the acquisition of the easements as set forth in the Article.

**Article 48 \* Accept Sidewalk Easement – 55 Great Road**

Move that the Town authorize the acquisition of the easements as set forth in the Article.

**Article 49 \* Accept Land Gift – Knowlton Drive**

Move that the Town ...

**Article 50 \* Accept Property by Deed in Lieu of Foreclosure – Lothrop Road**

Move that the Town authorize the Tax Collector to accept a deed in lieu of foreclosure, on such terms and conditions as he shall determine appropriate, to Parcels 62, 76 and 87 on Assessor's Map G2, also being shown as Lots 32, 33, and 34 on the subdivision plan referenced in the article.

Donald MacKenzie  
Town Moderator

## *Articles*

---

### **ARTICLE 1            CHOOSE TOWN OFFICERS**

(Majority vote)

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

Moderator	\$ 20.00 per Town Meeting session
Board of Selectmen, Chairman	\$750.00 per year
Board of Selectmen, Member	\$650.00 per year

, or take any other action relative thereto.

#### **SUMMARY**

This article provides for the election of Trustees of the Elizabeth White Fund, Trustees of the West Acton Fireman's Relief Fund, Trustees of the Goodnow Fund and Trustees of the Citizens' Library Association of West Acton and establishes the salaries of the Town's elected officials.

Selectman assigned: F. Doré Hunter: bos@acton-ma.gov

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

---

### **ARTICLE 2            HEAR AND ACCEPT REPORTS**

(Majority vote)

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

#### **SUMMARY**

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

Selectman assigned: F. Doré Hunter: bos@acton-ma.gov

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

---

**ARTICLE 3 \* COUNCIL ON AGING VAN ENTERPRISE BUDGET**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money to operate the Senior Van Service, in accordance with Massachusetts General Law, Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

**SUMMARY**

This article requests funding to operate the van service for use by senior citizens and disabled citizens of the Community. This 40-hour per week van service is funded by the Federal, State and Local Governments. 50% of the service is paid by Federal funds, 25% of the service is paid by the Commonwealth, and the final 25% is absorbed by the Town. Fare rates are determined by the Lowell Regional Transit Authority. Revenues will be used to reduce the Town’s share of total costs. If income in any year is in excess of expenses, the excess shall be deposited in a separate fund and used for capital expenditures of the Enterprise or to reduce user fees. Fund status is noted below (for Budget detail see Municipal Supplement).

Fund Balance 6/30/07	Budgeted Revenue FY08	Budgeted Expense FY08	Est. Fund Balance 6/30/08	Budgeted Revenue FY09	Budgeted Expense FY09	Est. Fund Balance 6/30/09
<b>\$ 21,277</b>	<b>\$ 87,953</b>	<b>\$ 87,953</b>	<b>\$ 6,305</b>	<b>\$ 97,973</b>	<b>\$ 97,973</b>	<b>\$ 6,305</b>

Direct inquiries to: Jean Fleming, Director, Council on Aging  
seniorcenter@acton-ma.gov / (978) 264-9643  
Selectman assigned: Paulina S. Knibbe: bos@acton-ma.gov

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

---





**ARTICLE 8 \* SELF-FUNDING PROGRAMS (REVOLVING FUNDS)**

(Majority vote)

To see if the Town will vote, pursuant to Massachusetts General Law, Chapter 44, Section 53E½ to continue revolving funds for the Local School System, to be expended by the Superintendent of Schools; and for the Historic District Commission, Building Department, Sealer of Weights and Measures, Health Inspectional Services, Ambulance Fees and Fire Department Fire Alarm Network, to be expended by the Town Manager, as noted below:

Fund	FY09 Estimated Revenue	FY09 Authorized Expenditure
<b>School Department</b>		
Douglas at Dawn/Dusk	\$ 206,500	\$ 206,500
Gates Amazing Programs	\$ 36,500	\$ 36,500
Merriam Mornings/Afternoons/Summer	\$ 236,500	\$ 236,500
<b>Historic District Commission</b>	\$ 600	\$ 600
<b>Building Department ♦</b>	\$ 209,701	\$ 209,701
Includes fees for Microfilming, Electrical Permits, Plumbing Permits, Gas Permits, Sign Licenses and Periodic Inspection Fees		
<b>Sealer of Weights and Measures</b>	\$ 11,168	\$ 11,168
<b>Health Department ♦</b>		
Food Service Inspections	\$ 28,993	\$ 28,993
Hazardous Materials Inspections	\$ 82,575	\$ 82,575
[Expense the vehicle]		
<b>Fire Department</b>		
Fire Alarm Network	\$ 52,294	\$ 52,294
Ambulance Fees	\$ 250,000	\$ 250,000

[Police]

, or take any other action relative thereto.

**SUMMARY**

This article allows the Schools and Town to fully fund the extended day/summer programs of the Local Schools, Historic District Commission activities, Building Department inspectional programs, Sealer of Weights and Measures services, specified ongoing Health inspectional programs, Ambulance Fees and the Town-wide Fire Alarm Network from their respective receipts and fund balance. This article removes the cost of these services from the tax base. Fees are deposited in a separate account and may be expended to pay part or all of the anticipated costs of operating each program. If income exceeds costs, the excess is retained for use of the specific program in any subsequent period.

- ♦ [\$25K] An example of removing cost from the tax base is to purchase a building department inspectional vehicle...
- ♦ [\$25K] An example of removing cost from the tax base is to purchase a health department inspectional service vehicle. The existing vehicle is no longer dependable requiring more frequent servicing to replace

or repair major parts. The existing vehicle has negligible trade-in value. Funding of the vehicle will come equally from the Food Service Inspections Revolving Account and the Hazardous Materials Inspections Revolving Account.

This appropriation would replace a 1996 vehicle used by the Health Department. The vehicle is used for inspectional services and public health emergency responses. The existing vehicle is no longer dependable requiring more frequent servicing to replace or repair major parts. A hybrid is being purchased in an effort to promote a policy of energy efficient vehicles that are less reliant on petroleum products. The existing vehicle has no trade in value. Funding of the vehicle will come from the Septage Enterprise Fund.

◆ **[\$200K]** This article will provide funding to purchase and equip a second ambulance for use by the Acton Fire/EMS Department. This request is made due to an increasing number of emergency medical calls. Currently additional calls for ambulance services are handled by ambulances from adjacent communities, leaving them without ambulance coverage for a period of time. In addition to being utilized for additional ambulance calls within the Town this unit would be utilized when the primary ambulance was down for service or repair and could also be utilized for major incidents or major planned events. This second ambulance is being requested without additional staffing at this time.

(For Budget Detail, excluding School Programs, please see Municipal Budget Supplement)

**[Insert financial chart here]**

Direct inquiries to: <sup>1</sup> Bill Ryan, Superintendent of Schools: [bryan@mail.ab.mec.edu](mailto:bryan@mail.ab.mec.edu) / (978) 264-4700  
<sup>2</sup> John Murray, Assistant Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 264-9612

Selectman assigned: Paulina S. Knibbe: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

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

---



**ARTICLE 11 \*      GIFTS OR GRANTS**

(Majority vote)

To see if the Town will vote to appropriate the proceeds of any gifts or grants accepted pursuant to Massachusetts General Law, Chapter 44, Section 53A, and any interest thereon, for the stated purposes of the gifts or grants, or take any other action relative thereto.

**SUMMARY**

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

Direct inquiries to:    John Murray, Assistant Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 264-9612

Selectman assigned:    Lauren S. Rosenzweig: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

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

---

**ARTICLE 12 \*      FEDERAL AND STATE REIMBURSEMENT AID**

(Majority vote)

To see if the Town will vote to appropriate any Federal Government and State Government reimbursement for costs incurred as a result of any declared emergencies or other occurrence, or take any other action relative thereto.

**SUMMARY**

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

Direct inquiries to:    John Murray, Assistant Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 264-9612

Selectman assigned:    Lauren S. Rosenzweig: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

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

---

**ARTICLE 13 \*      PERFORMANCE BONDS**

(Majority vote)

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

**SUMMARY**

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

Direct inquiries to:    John Murray, Assistant Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 264-9612

Selectman assigned:   Paulina S. Knibbe: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

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

---

**ARTICLE 14 \*      SALE OF FORECLOSED PROPERTIES**

(Majority vote)

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

**SUMMARY**

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

Direct inquiries to:    John Murray, Assistant Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 264-9612

Selectman assigned:   Peter J. Berry: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

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

---

**ARTICLE 15 \* ELDERLY TAX RELIEF**  
(Majority vote) **REAUTHORIZE CHAPTER 73 OF THE ACTS OF 1986**

To see if the Town will vote to continue to accept the provisions of Chapter 73 of the Acts of 1986, as amended by Chapter 126 of the Acts of 1988, providing for a 100% increase in certain property tax exemptions, or take any other action relative thereto.

**SUMMARY**

This is a reauthorization of an ongoing program of tax relief for certain qualifying individuals that was first adopted by Town Meeting in 1999. Section 4 of Chapter 73 of the Acts of 1986 authorized Towns that annually accept the provisions of this law to grant additional real estate tax exemptions for qualifying individuals. These additional exemptions are available to the elderly, disabled or veterans who qualify for property tax exemptions under Clauses 17, 17C, 17C½, 17D, 22, 22A, 22B, 22C, 22D, 22E, 37, 37A, 41, 41B and 41C of Section 5, Chapter 59 of the Massachusetts General Laws. This article will continue to provide additional tax relief to qualified individuals by increasing the exemptions to the maximum allowable under the law.

Direct inquiries to: Brian McMullen, Assistant Assessor: [assessor@acton-ma.gov](mailto:assessor@acton-ma.gov) / (978) 264-9622

Selectman assigned: Peter J. Berry: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

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

---

**ARTICLE 16 \* TOWN BOARD SUPPORT**  
(Majority vote) **ACTON-BOXBOROUGH CULTURAL COUNCIL**

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$2,000, or any other sum, to be expended by the Town Manager for the ongoing expenses of the Acton-Boxborough Cultural Council for programs in Acton, or take any other action relative thereto.

**SUMMARY**

The Acton-Boxborough Cultural Council (ABCC) seeks a sum of money to produce cultural activities and programming in Acton. These funds will help to foster collaborations among local artists and cultural organizations and to address the cultural needs of the Town. This will augment the funds received by the ABCC from the State through the Massachusetts Cultural Council.

Direct inquiries to: John Murray, Assistant Town Manager: [manager@acton-ma.gov](mailto:manager@acton-ma.gov) / (978) 264-9612

Selectman assigned: Andrew D. Magee: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

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

---



**ARTICLE 19 PERSONNEL**

(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to be expended by the Town Manager to fund the positions as listed below, except that Part B be contingent upon the removal of the position from Civil Service:

<b>A.</b>	Police Officer	\$ 56,000
<b>B.</b>	Deputy Police Chief	\$ 91,000
<b>C.</b>	Assistant Planner – Zoning Enforcement Officer	\$ 71,400
<b>D.</b>	Additional Sunday Hours – Memorial Library	\$ 5,000
<b>Total</b>		<b>\$ 223,400</b>

, or take any other action relative thereto.

**SUMMARIES**

**A. Police Officer**

This article would authorize the hiring of one police officer to supplement the existing patrol force. Filling shifts has become a major problem due to the new construction, growth and traffic issues facing the town. The town is growing and as a result the department has been dealing with many major incidents that require a greater number of officers for initial response and investigation follow-ups. Hiring this officer would allow us to provide better police protection for the north and north central parts of town. Low staffing levels are also an officer safety concern and this additional officer would help with that problem.

Direct inquiries to: Frank Widmayer, Chief of Police: [fwidmayer@acton-ma.gov](mailto:fwidmayer@acton-ma.gov) / (978) 264-9638  
Selectman assigned: Lauren S. Rosenzweig: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

**B. Deputy Police Chief**

This position is for a Deputy Chief who would report directly to the Chief of Police and help with the overall supervision of the department. Currently there is one Chief who is non-union and all other 32 officers are union employees. The Deputy Chief would be a non-union position. This position has been requested for a number of years. No high-level supervision has been added to the police department since 1988.

Direct inquiries to: Frank Widmayer, Chief of Police: [fwidmayer@acton-ma.gov](mailto:fwidmayer@acton-ma.gov) / (978) 264-9638  
Selectman assigned: Lauren S. Rosenzweig: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

**C. Assistant Town Planner / Zoning Enforcement Officer**

This proposal is to add an additional professional position or FTE in the Planning Department. The new position would perform the duties of a generalist planner, and assume the role of the zoning enforcement officer which is currently housed in the Building Department. The new position would bring the Planning Department closer to pre-1990 staffing levels. The Planning Department has currently two full time planners and a part time secretary that is shared with the Engineering Department. Staff workloads have steadily increased with a particularly steep rise over the past three to four years. This rise in workload is due to growth in population; rise in public inquiries via e-mail and other means expecting immediate responses; high demand for disseminating public information electronically; constantly increasing requirements from state and federal agencies; responsibility for advancing two rail trail projects; and greater demand for work to be completed and presented quickly and with exceptional quality. The Planning Department now staffs and supports seven boards and committees with varied duties and purposes resulting in at least twelve evening meetings monthly that staff needs to prepare for and attend.

Present workloads and work quality cannot be sustained with the current staffing level. Precision, accuracy, product and service quality, and legal deadlines are in jeopardy under these pressured circumstances.

The new position would address routine planning projects with a focus on shorter deadlines so other Planning Department staff can continue working on longer range planning projects. The position would also assist with plan review, board and committee support, general office duties, and cover e-mail/phone/walk-in requests. The Planning Department drafts the planning policies and zoning regulations for the Town's review, and adoption as the Town sees fit. This new position would generally administer and enforce the Acton Zoning Bylaw as enacted by Town Meeting. As zoning enforcement officer, the person would review all plot and building plans for zoning compliance, perform site inspections, investigate complaints of zoning violations, and take legal enforcement action as needed. It is anticipated that bringing planning and zoning enforcement functions under the same departmental umbrella will result in improved work quality, higher office efficiency, and more effective zoning for the Town.

Direct inquiries to: Roland Bartl, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 264-9636  
Selectman assigned: Lauren S. Rosenzweig: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

#### **D. Additional Sunday Hours – Memorial Library**

The funds would add Sunday afternoon openings (2-5 pm) in September after Labor Day and from mid-May to mid-June (except Memorial Day weekend). At present, Sunday hours are from the beginning of October to mid-May.

Rationale:

- More hours enhance the value of the Library by giving greater access to its resources.
- Students could use the Library on more Sundays during the school year.
- In a 2006 library planning survey (519 responses):
  - Adding hours was the top-ranked potential new service, with 43% rating it 5 (extremely interested) and 21% rating it 4 on a 1-5 scale;
  - 40% of survey respondents said more convenient hours would encourage them to use the library more;
  - Expanding Sunday hours from September to mid-June was the second choice for additional hours from 4 alternatives. (Thursday evenings, added back into the budget for FY08, were the top choice.)
- Additional Sundays would make it easier for people to remember library hours, as the schedule would be the same from early September to mid-June.

Additional Sunday openings are a goal in the library's Long Range Plan.

Direct inquiries to: Marcia Rich, Memorial Library Director: [mrich@acton-ma.gov](mailto:mrich@acton-ma.gov) / (978) 264-9641  
Selectman assigned: Paulina S. Knibbe: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

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

---

**ARTICLE 20 REMOVE DEPUTY POLICE CHIEF POSITION FROM CIVIL SERVICE**  
 (Majority vote)

To see if the Town will vote to authorize the Town Manager to take the appropriate steps to remove the Deputy Police Chief’s position from Civil Service status, and to authorize the Board of Selectmen to petition the General Court for an Act to permit such removal, or take any other action relative thereto.

**SUMMARY**

Police officers in the Town of Acton are the only municipal employees covered by the provisions of the Civil Service laws. These provisions are cumbersome and quite limiting, especially with respect to selections in the hiring process. This action would allow total flexibility in the selection and appointment to this extremely important and sensitive position.

Direct inquiries to: John Murray, Assistant Town Manager: manager@acton-ma.gov / (978) 264-9612  
 Selectman assigned: Peter J. Berry: bos@acton-ma.gov

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

---

**ARTICLE 21 CAPITAL IMPROVEMENTS – STUDIES**  
 (Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to be expended by the Town Manager for the implementation of the programs as listed below:

<b>A.</b>	Senior Center Expansion Design Services	\$ 100,000
<b>B.</b>	Comprehensive Community Plan	\$ 100,000
<b>C.</b>	Community Shuttle	\$ 20,000
<b>D.</b>	NPDES Compliance	\$ 35,000
<b>Total</b>		<b>\$ 255,000</b>

, or take any other action relative thereto.

**SUMMARIES**

**A. Senior Center Expansion Design Services**

A Senior Center Expansion Committee, an Advisory Committee to the Board of Selectmen chaired by Paulina Knibbe, has been meeting since December 2007. The Steering Committee and three task forces formed by the Committee have been working actively in several areas related to the feasibility of this project. \$100,000 is being requested for FY 09 to be used as needed to keep this Feasibility Study moving forward, enabling this committee to hire necessary professionals ( e.g. architect, engineer) at the appropriate time in this process.

Direct inquiries to: Jean Fleming, Senior Center Director – coa@acton-ma.gov, (978) 264-9643  
 Selectman assigned: Paulina S. Knibbe: bos@acton-ma.gov

**B. Comprehensive Community Plan**

This proposal is to supplement funding approved by the 2007 Annual Town Meeting to create a new master plan for the Town of Acton. The additional appropriation is requested to support more extensive outreach and public participation and to help transform the master plan into a Comprehensive Community Plan.

Background - The master plan assesses a community's demographics, housing, business, economy, open space, natural and cultural/historic resources, recreation, transportation, infrastructure, services, and other conditions. Based on the information collected, goals and objectives and implementation strategies are crafted to guide future growth and development. The process involves seeking public input. However, because of Acton's changing population, it has been recognized that before working on the plan an unprecedented community outreach effort is needed that far exceeds any past efforts and the efforts originally envisioned for public participation. Additionally, there is no data nor historically has there been any public input on key areas of citizen concerns and demands such as government services, infrastructure, capital needs, energy efficiency/green initiatives, and technology/communication that are critical components of quality of life. As a result, the Town has contracted with the firm Planners Collaborative to conduct a greater community outreach and participation phase of the master plan to try to gather input on these and other issues, extend out to community members who have not participated in Town government before, and to conduct community surveys with returns that will have statistical relevance. The contract amount for this work is \$116,000.

The 2007 Annual Town Meeting appropriation for the Master Plan was \$180,000. The amount requested in this article is the anticipated funding gap between the amount appropriated for the Master Plan in 2007, and the additional cost for the expanded outreach program now under way, and the broadened master plan scope. It is the intent of this capital item to replenish the Master Plan funding from the previous year so that the next planning phase can proceed quickly without losing community energy and momentum built in the outreach phase. The outcome of the community outreach program will help define the scope and focus of the subsequent phase or phases of the Master Plan. The result should be a more comprehensive plan that addresses all aspects of community life and where every person in Acton has a greater opportunity to help create a vision, formulate goals, establish planning policy, and set realistic strategies to reach a desired future for Acton.

Direct inquiries to: Roland Bartl, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov), (978) 264-9636  
Selectman assigned: Lauren S. Rosenzweig: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

### **C. Community Shuttle**

Acton has identified a community shuttle bus as a potential solution to continuing parking problems at the South Acton Commuter Rail Station, and also to help people in town who do not drive or have other transportation. This appropriation will pay for a transportation professional to complete an application by February 2009 for federal Congestion Mitigation/Air Quality funds through the Suburban Mobility funding program of the Boston Region Metropolitan Planning Organization (MPO). While developing the application, this professional will assess needs of Acton residents and employees and discuss cooperation in the project with adjacent towns, human service agencies, and local businesses. The hope is to begin shuttle service in Fall 2009. State and federal funding sources, including Lowell Regional Transit Authority and Suburban Mobility, could cover the cost of service during the first two years.

The Transportation Advisory Committee has heard anecdotal evidence of need through residents' letters to the town and through comments shared at recent public forums held by the town, by the United Way, and by the League of Women Voters. In the fall of 2007, the MPO presented the draft version of "Technical Report: Analysis of the Potential for Demand-Responsive Service in the Town of Acton" which concluded that a flexible, on-demand shuttle service (such as seniors and disabled residents presently use on weekdays) or a fixed route with planned diversion points as needed, would be most suitable.

Direct inquiries to: Roland Bartl, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov), (978) 264-9636  
Selectman assigned: Lauren S. Rosenzweig: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

**D. National Pollutant Discharge Elimination System Compliance (NPDES)**

This is a continuation of the Stormwater Management Program mandated by EPA in 2003 with the issuance of a five year permit to Acton. The next permit is expected to focus on illicit discharge detection programs and good municipal housekeeping. This article will allow the Town to hire a consultant to evaluate the current Stormwater Plan and provide recommendations for goals to be achieved under the new permit; field locate and document Stormwater structures in a form compatible with the Town’s GIS and provide a five year training program for Town Staff that expands beyond the reduction of road sanding to pesticide, herbicide and fertilizer application.

Direct inquiries to: Doug Halley, Health Director: health@acton-ma.gov, (978) 264-9634  
Selectman assigned: Lauren S. Rosenzweig: bos@acton-ma.gov

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

---

**ARTICLE 22                    CAPITAL IMPROVEMENTS – INFRASTRUCTURE**

(Majority vote)

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

<b>A.</b>	Main Street/Hayward Road Intersection Improvements	\$ 150,000
<b>B.</b>	Main Street/Brook Street Intersection Improvements	\$ 60,000
<b>C.</b>	North Acton Recreation Area (NARA) Improvements	\$ 257,000
<b>D.</b>	Camp Acton Improvements	\$ 30,000
<b>Total</b>		<b>\$ 497,000</b>

**SUMMARIES**

**A. Main Street/Hayward Road Intersection Improvements**

The April 2007 Annual Town Meeting approved funds to study the Hayward and Main intersection. The study was to develop alternative solutions to improve the intersection and determine the impacts of the solutions on nearby neighborhoods and intersections.

The Town’s consultant, Howard/ Stein-Hudson, after considerable public input, presented five possible alternatives including geometric improvements, signalization and constructing a modern roundabout. The consultant recommended that the geometric improvements be constructed at this time. These improvements will increase pedestrian safety, provide left and right turn lanes on Hayward Road and improve truck turning movements. Approval of this article will provide the funds necessary to construct these improvements.

Direct inquiries to: Bruce M. Stamski, P.E., Town Engineer / Director of Public Works  
engineering@acton-ma.gov / (978) 264-9628

**B. Main Street/Brook Street Intersection Improvements**

The 2001 Route 27 Corridor Study, commissioned by the Town, recommended safety improvements to the Brook and Main Street intersection. Recommended improvements included removing the “hump” on Main Street to improve sight lines and channelizing traffic to be one way on each side of the island in Brook Street. The recently completed Howard/ Stein-Hudson Study reviewed the 2001 Corridor Study and concurred that these improvements were warranted. Approval of this article will provide the funds to augment the Highway Department’s budget to construct these improvements.

Direct inquiries to: Bruce M. Stamski, P.E., Town Engineer / Director of Public Works  
engineering@acton-ma.gov / (978) 264-9628

**C. North Acton Recreation Area Improvements**

The single most often voiced criticism at NARA Park is the need for more shaded areas. The installation of two seasonal sunbrella shade structures will be a significant improvement by providing more protection from sun exposure. With each successive year the diversity of performances at the Amphitheatre increases. The need to provide a secure permanent backstage changing area has become a necessary improvement. In addition to being used as a changing area, the new enclosure will also be used to secure NARA Park Amphitheatre equipment. Renovations to the bathhouse snack bar will expand the food preparation area by 48 square feet to 209 square feet. The significantly larger preparation area will allow for a greater variety of offerings to our patrons. Installation of an irrigation system to improve the heavily-used lawn area near the bathhouse and children’s playground and major improvements to the lawn area in front of the Amphitheatre will also be undertaken. Amphitheatre improvements would include regrading the stagefront and the installation of an irrigation system.

Direct inquiries to: Tom Tidman, Natural Resources Director: nr@acton-ma.gov / (978) 264-9631

**D. Camp Acton Improvements**

Camp Acton is a 60-acre parcel of conservation land located off Pope Road. The Land Stewardship Committee maintains seven primitive camp sites available for rental by the public. The Town proposes improvements to the existing driveway and parking lot, involving the addition of gravel and grading. At present, campers are required to bring with them a self-contained toilet. Installation of a composting toilet available to all hikers and campers visiting Camp Acton is included as part of this request.

Direct inquiries to: Tom Tidman, Natural Resources Director: nr@acton-ma.gov / (978) 264-9631

Selectman assigned: Andrew D. Magee: bos@acton-ma.gov

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

**ARTICLE 23 CAPITAL IMPROVEMENTS – EQUIPMENT & VEHICLES**  
(Majority vote)

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

<b>A.</b>	Skid Steer Loader (Bobcat)	\$ 27,000
<b>B.</b>	Fire Department Mobile Computer Equipment	\$ 48,000
<b>C.</b>	Public Works Director Vehicle	\$ 26,200
<b>Total</b>		<b>\$ 101,200</b>

**SUMMARIES**

**A. Skid Steer Loader (Bobcat)**

This article requests the funding to replace a 1997 Bobcat skid steer loader with a similar unit. Ten years ago we purchased our first skid steer loader and now we often ask how we got by without one. The loader is used year round for a variety of purposes from plowing snow to moving sand, stone and gravel to performing numerous tasks utilizing the attachments the department has. It has the ability to operate in areas where full size front end loaders cannot. The present machine is showing signs of age and has been in the mechanic’s shop for repairs more often than we would like to see.

Direct inquiries to: David Brown, Highway Superintendent: highway@acton-ma.gov / (978) 264-9624

**B. Fire Department Mobile Computer Equipment**

This article will provide funding to purchase and equip all of our fire apparatus with MDT (Mobile Data Terminal) units. These mobile data terminal units will be similar to those currently in use in our police cruisers. They will provide for a secure transmission and receipt of data regarding building contents and plans, hazardous material data, inspection information, etc. The GPS function that can be incorporated relates to location of the apparatus relative to response routes and dispatch availability. This does not refer to GPS units commonly found in vehicles to provide directional guidance.

Direct inquiries to: Robert Craig, Fire Chief: fire@acton-ma.gov / (978) 264-9645

**C. Public Works Director Vehicle**

This article requests the funding to replace a 1994 inspectional vehicle with a four-wheel drive hybrid vehicle. The present vehicle is a Ford Tempo sedan that is ill equipped to handle the working conditions encountered by the department. Vehicles that frequently go off-road for inspectional purposes in all kinds of weather should be equipped to do so. The present sedan is continually experiencing mechanical problems and has seen a lot of down time. This vehicle should be replaced at this time.

Direct inquiries to: Bruce M. Stamski, P.E., Town Engineer / Director of Public Works  
engineering@acton-ma.gov / (978) 264-9628

Selectman assigned: Peter J. Berry: bos@acton-ma.gov

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

---

**ARTICLE 24 ENERGY SAVINGS INITIATIVE – MUNICIPAL BUILDINGS**

(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$75,000, or any other sum, to be expended by the Town Manager to research, develop and implement a program of energy management services and systems, including without limitation energy audits, energy conservation measures, energy conservation projects, energy management programs, building maintenance services, or a combination thereof, all intended to conserve energy use and/or reduce the cost of energy and water in operating the Town’s buildings, facilities and infrastructure; to authorize the Town Manager to apply for and accept any applicable grants, subsidies and rebates for such measures, projects, programs and services; and to authorize the Town Manager to enter into one or more long term guaranteed energy savings contracts pertinent thereto pursuant to General Laws Chapter 25A, Section 11I, for a term not to exceed twenty years, and on such terms and conditions as the Town Manager may determine, provided that the cost of any capital improvements, in excess of the sum appropriated and any grants, subsidies and rebates received, shall be paid for by the energy savings attributable to the contract; or take any other action relative thereto.

**SUMMARY**

This article requests an appropriation to fund energy audits and upgrades of municipal facilities and infrastructure for energy conservation purposes. Contemplated projects include replacement of all streetlights, upgrade of building lighting and HVAC (heating, ventilating, air conditioning) systems, improvement of building envelopes (windows, insulation, etc.), and solar energy projects. The Town Manager may enter into long term contracts with Energy Services Companies (ESCOs), provided that the cost of any capital improvements, in excess of the sum appropriated and any grants, subsidies and rebates received, is paid for by the energy savings experienced.

Direct inquiries to: Dean A. Charter, Municipal Properties Director  
dcharter@acton-ma.gov / 978-264-9629

Selectman assigned: F. Doré Hunter: bos@acton-ma.gov

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

---

**ARTICLE 25 ENERGY SAVINGS INITIATIVE – STREETLIGHT REPLACEMENT**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$125,000, or any other sum, to be expended by the Town Manager to develop and implement a program to conserve energy use and/or reduce the cost of energy in operating the Town’s street lighting system including without limitation energy audits, energy conservation measures, energy conservation projects, energy management programs, conversion of equipment to a more energy-efficient system, or a combination thereof; to authorize the Town Manager to apply for and accept any applicable grants, subsidies and rebates for such measures, projects, programs and equipment; and to authorize the Town Manager to enter into one or more long term guaranteed energy savings contracts pertinent thereto pursuant to General Laws Chapter 25A, Section 11I, for a term not to exceed twenty years, and on such terms and conditions as the Town Manager may determine, provided that the cost of any capital improvements, in excess of the sum appropriated and any grants, subsidies and rebates received, shall be paid for by the energy savings attributable to the contract; or take any other action relative thereto.

**SUMMARY**

This article requests an appropriation to replace the existing street lights with more energy efficient lights, and to authorize the Town Manager to explore and implement other methods to conserve energy use and/or reduce the cost of energy in operating the Town’s street lighting system. The street light system is owned by the Town of Acton, and maintained under contract by Littleton Electric Light Department. Electricity for the lights is purchased from various suppliers. It is estimated that converting the lights could result in an annual energy savings of \$35,000.

Direct inquiries to: Dean A. Charter, Municipal Properties Director  
dcharter@acton-ma.gov / 978-264-9629

Selectman assigned: Lauren S. Rosenzweig: bos@acton-ma.gov

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

---

**ARTICLE 26 ACCEPT STREET RELOCATION & LAYOUT – MAIN STREET**

(Two-thirds vote)

To see if the Town will authorize the Board of Selectmen to acquire, take and abandon, on such terms and conditions as the Selectmen may determine, by purchase, gift, eminent domain or otherwise and accept the deed of a fee simple or easement interest in the following parcels:

- Parcel 2C as shown on a plan entitled “Plan of the Relocation of a Portion of Main Street (Route 27) in Acton, Massachusetts, as Laid Out by Order of the Board of Selectmen, 2008”, containing approximately 3,191 square feet, more or less, of land from land owned by Brewster Conant.
- Parcel 2D as shown on a plan entitled “Plan of the Relocation of a Portion of Main Street (Route 27) in Acton, Massachusetts, as Laid Out by Order of the Board of Selectmen, 2008”, containing approximately 2,856 square feet, more or less, of land from land owned by Brewster Conant.
- Parcel 4A as shown on a plan entitled “Plan of the Relocation of a Portion of Main Street (Route 27) in Acton, Massachusetts, as Laid Out by Order of the Board of Selectmen, 2008”, containing approximately 7,090 square feet, more or less, of land from land owned by Brewster Conant.

Abandonment of whatever right, title and interest the Town may have in a portion of the 1927 County Layout of Main Street (Route 27) on the northerly side of Main Street opposite Brook Street shown as Parcel 1A on a plan entitled “Plan of the Relocation of a Portion of Main Street (Route 27) in Acton, Massachusetts, as Laid Out by Order of the Board of Selectmen, 2008”, containing approximately 5,810 square feet, more or less, of land.

The above mentioned plan is on file with the Acton Town Clerk (the “Plan”). The taking & abandonment of the above-mentioned parcels will reconfigure this portion of the town way known as Main Street at the intersection of Brook Street, as laid out and relocated by the Board of Selectmen according to said Plan and as described in more detail in the Order of Layout and Relocation therefore, and further to see if the Town will raise, appropriate, transfer from available funds, or accept gifts for this purpose, or take any other action relative thereto.

**SUMMARY**

The current owner of this land has generously offered to convey Parcel 2C, 2D & 4A to the Town for incorporation into the public right of way of Main Street. The Town would also abandon a portion of the existing layout of Main Street shown as Parcel 1A and convey the ownership to the abutting property owner. The relocation and layout of Main Street is necessary in order to construct a proposed sidewalk on the northbound side of Main Street from Post Office Square to Great Road.

Direct inquiries to: Bruce M. Stamski, P.E., Town Engineer / Director of Public Works  
engineering@acton-ma.gov / (978) 264-9628

Selectman assigned: Andrew D. Magee: bos@acton-ma.gov

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

---



**ARTICLE 28 CAPITAL IMPROVEMENTS –**  
 (Two-thirds vote) **FACILITIES, EQUIPMENT & VEHICLES (BONDING)**

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

<b>A.</b>	School Department Building Repairs	\$ 1,500,000
<b>B.</b>	Fire Department Aerial Ladder and Engine Apparatus	\$ 1,115,000
<b>C.</b>	Highway Department Loader	\$ 200,000
<b>D.</b>	Highway Department High-Capacity Snow Blower	\$ 116,625
<b>Total</b>		<b>\$ 2,931,625</b>

**SUMMARIES**

**A. School Department Repairs**

This article requests funds for the Acton Public Schools to complete the following capital projects: replacement of the Administration Building, Conant School, Douglas School and Gates School roofs, boilers, heating and ventilation systems, including univents, and costs incidental and related thereto.

Direct inquiries to: Bill Ryan, Superintendent of Schools  
 bryan@mail.ab.mec.edu / (978) 264-4700

**Recommendations:** Board of Selectmen Finance Committee

**B. Fire Department Aerial Ladder and Engine Apparatus**

This article will provide funding to purchase and equip a new aerial ladder truck and a pumper. The apparatus purchased would replace a 1993 aerial ladder truck and a 1988 pumper. In each case, the replacements are necessary primarily due to frame component corrosion-issues. The aerial ladder truck is the only aerial ladder truck for the Town and its continued use is questionable. The pumper that has been requested to be replaced is one of two 1988 pumpers that, due to their age and condition, are used only in second-line or back-up status. Both of these pumpers have been taken out of service due to the extreme nature of the frame rail corrosion. The new pumper would be placed in first-line status and one of the current first-line pumpers would be placed in second-line status.

Direct inquiries to: Robert Craig, Fire Chief: fire@acton-ma.gov / (978) 264-9645

**Recommendations:** Board of Selectmen Finance Committee

**C. Highway Department Loader**

This requests funds to purchase a front end loader for the highway department. The front end loader is a piece of equipment that is used daily, year-round for all aspects of highway work. The loader would be capable of using the snow blower attachment (requested below), but has the advantage of being usable during all four seasons of the year, as opposed to the single-season usability of the truck referenced below.

Direct inquiries to: David Brown, Highway Superintendent: highway@acton-ma.gov / (978) 264-9624

**Recommendations:**      Board of Selectmen      Finance Committee

**D. Highway Department High-Capacity Snow Blower**

This requests funds to replace a 1973 International truck snow blower with a front end loader-mounted attachment. A high-capacity snow blower is used to remove large amounts of snow from Town roads during snow removal operations. This snow blower attachment will quickly attach to the Town’s front end loaders. The present unit is at an age where replacement parts are not available locally or are non-existent. When worn parts need replacement and are not listed in today’s catalogs, suppliers have asked that we take the part to their place of business, where they try to match it up with something similar or custom fabricate them at large expense.

Direct inquiries to: David Brown, Highway Superintendent: highway@acton-ma.gov / (978) 264-9624  
Selectman assigned: F. Doré Hunter: bos@acton-ma.gov

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

---

**ARTICLE 29                    ACTON PUBLIC SCHOOLS BUDGET**

(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to defray the necessary expenses of the Acton Public School System, or take any other action relative thereto.

**SUMMARY**

This article requests funds for the fiscal year 2009 Acton Public Schools’ Operating Budget.

Direct inquiries to: Bill Ryan, Superintendent of Schools  
bryan@mail.ab.mec.edu / (978) 264-4700

Selectman assigned: F. Doré Hunter: bos@acton-ma.gov

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

---

**ARTICLE 30            ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT ASSESSMENT**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to defray the necessary expenses of the Acton-Boxborough Regional School District, or take any other action relative thereto.

**SUMMARY**

This article requests funds for the fiscal year 2009 Acton-Boxborough Regional School District Assessment. This assessment, voted by the Acton-Boxborough Regional District School Committee, is governed by the terms of the Acton-Boxborough Regional School District Agreement.

Direct inquiries to: Bill Ryan, Superintendent of Schools  
bryan@mail.ab.mec.edu / (978) 264-4700

Selectman assigned: F. Doré Hunter: bos@acton-ma.gov

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

---

**ARTICLE 31            MINUTEMAN REGIONAL SCHOOL DISTRICT ASSESSMENT**  
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, a sum of money to defray the necessary expenses of the Minuteman Regional Vocational Technical School District, or take any other action relative thereto.

**SUMMARY**

This article requests funds for the fiscal year 2009 Minuteman Regional Vocational Technical School District Assessment. This assessment, voted by the Minuteman School Committee, is governed by the terms of the Minuteman School District Agreement.

Direct inquiries to: William Callahan, Superintendent  
wcallahan@minuteman.org / (781) 861-6500

Selectman assigned: Lauren S. Rosenzweig: bos@acton-ma.gov

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

---

**ARTICLE 32 COMMUNITY PRESERVATION PROGRAM**  
**(Majority vote) DIRECT APPROPRIATIONS FROM FUND BALANCE**

To see if the Town will vote to appropriate or to set aside for later appropriation, and to authorize the Board of Selectmen and the Town Manager to expend or set aside, from the FY 2007 Community Preservation Fund balance as set forth herein, the following amounts for community preservation purposes, with such expenditures to be subject to conditions listed in the Articles Summary and to be further specified in award letters from the Community Preservation Committee, with each item considered a separate appropriation:

<b>FY 2007 COMMUNITY PRESERVATION FUND BALANCE</b>	
<b>FY 2007 Community Preservation Fund Revenues</b>	
Community Preservation Fund Surcharge Collected in FY 2007	\$ 682,395.00
State Community Preservation Trust Fund Receipt, October 2007	\$ 690,028.00
<b>Other FY 2007 Community Preservation Fund Components</b>	
Interest Earned FY 2007	\$ 137,304.00
Recapture of unspent previous years' project appropriations	\$ 0.00
Unencumbered FY 2006 Fund Balance	\$ 193,565.14
<b>Total - FY 2007 Community Preservation Fund Balance</b>	<b>\$1,703,292.14</b>
<b>APPROPRIATIONS</b>	
<b>Purpose</b>	<b>Recommended Amounts</b>
<b>Set Aside Appropriations for</b>	
A. Acquisition, creation, and preservation of open space, and its rehabilitation and restoration	\$ 450,000.00
<b>Spending Appropriations</b>	
B. Predevelopment Funds (Sachem Way), Acton Housing Authority	\$ 136,000.00
C. Administrative Fund, Acton Community Housing Corporation	\$ 15,000.00
D. Community Housing Program Fund	\$ 200,000.00
E1. Exchange Hall Renovations	\$ 172,484.00
F. Conant Nature Trails (Conant Elementary School)	\$ 15,000.00
G. Theater III Window Restoration	\$ 46,000.00
H. Trail Through Time	\$ 35,000.00
I. Appraisal, Legal, and Survey Services for Pending Open Space Purchases	\$ 50,000.00
J. NARA Picnic Pavilion	\$ 250,000.00
K. Elm Street Playground	\$ 75,000.00
L. West Acton Citizen's Library Renovations	\$ 119,500.00
<b>Administrative Spending Appropriation</b>	
M. CPC direct expenses	\$ 3,500.00
N. A fund reimbursing the Town of Acton for administrative services and operating expenses provided in support of the Community Preservation Committee	\$ 65,121.00
<b>Total Recommended Appropriations from FY 2007 Community Preservation Fund Balance</b>	<b>\$1,692,069.00</b>
Remaining FY 2007 fund balance	\$ 70,687.14

And, whereas Massachusetts General Law, Chapter 44B requires that the Town appropriate for spending, or set-aside for future spending, from the 2007 Community Preservation Fund revenues at least 10% for open space, 10% for historic preservation, and 10% for community housing.

And, whereas the recommended appropriations for open space, historic preservation, and community housing each meet or exceed 10% of the 2007 Community Preservation Fund revenues.

And, whereas Town Meeting may vote to delete or reduce any of the recommended amounts.

Therefore, in the event that recommended amounts are deleted or reduced, vote to appropriate as a set-aside for future spending from the FY 2007 Community Preservation Fund Balance the minimum necessary amounts to allocate not less than 10% of the FY 2007 Community Preservation Fund revenues for open space (\$137,242.30), not less than 10% of the FY 2006 Community Preservation Fund revenues for historic preservation (\$137,242.30), not less than 10% of the FY 2006 Community Preservation Fund revenues (\$137,242.30) for community housing.

And, to authorize the Board of Selectmen and the Town Manager to expend from the FY 2007 Set-Aside Fund Balance for the acquisition, preservation, rehabilitation and restoration of historic resources as set forth herein, the following amount for historic preservation purposes, with such expenditures to be subject to conditions listed in the Articles Summary and to be further specified in award letters from the Community Preservation Committee:

<b>FY 2007 SET-ASIDE FUND BALANCE FOR THE ACQUISITION, PRESERVATION, REHABILITATION AND RESTORATION OF HISTORIC RESOURCES</b>	<b>\$ 59,464.00</b>
<b>APPROPRIATIONS</b>	
<b>Purpose</b>	<b>Recommended Amounts</b>
<b>Spending Appropriations</b>	
E2.Exchange Hall Renovations	\$ 59,464.00
<b>Total Recommended Appropriations from FY 2007 Set-Aside Fund Balance for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources</b>	<b>\$ 59,464.00</b>
Remaining FY 2007 fund balance	\$ 0.00

, or take any other action relative thereto.

**SUMMARY**

This article would make appropriations from the Town’s Community Preservation Fund. All items listed are recommended by the Community Preservation Committee.

In 2002, the Town adopted the Community Preservation Act, Massachusetts General Laws Chapter 44B (the Act). This established Acton’s Community Preservation Fund through a 1.5% annual surcharge on real estate property tax bills with certain exemptions, and made the Town eligible to receive annually additional monies from the Massachusetts Community Preservation Trust Fund, which are added to the Town’s Community Preservation Fund. Under the Act, the Community Preservation Fund may be used to acquire, create and preserve open space; to acquire, preserve, rehabilitate, and restore historic resources; to acquire, create, preserve and support community housing; to acquire, create and preserve land for

recreational use; to rehabilitate and restore open space, land for recreational use and community housing that is acquired or created with CPA funds; and for certain related expenses in support of the foregoing. Community housing is defined as housing for low- and moderate-income individuals and families. This is the fifth year of appropriations from Acton's Community Preservation Fund.

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

In July 2007, the Community Preservation Committee published its 2008 Community Preservation Plan with guidelines for the submission of projects seeking funding. The Committee received twelve applications for funding of proposed items and projects. The Committee reviewed all proposals, interviewed proponents, and solicited legal opinions on the proposals to help evaluate their eligibility under the Act. This article represents the Committee's recommendation for appropriations from the available Community Preservation Fund balance, and from the historic resources preservation set-aside fund that was established in 2007. All recommended amounts are "up-to" spending limits. Savings, if any, will be available for future appropriations. All proposed projects are recommended for funding, whereby some of the projects are recommended at different funding levels than the proponents had originally requested. As in previous years the recommended appropriations include a set-aside for open space. The recommended appropriations zero out the historic resources preservation set-aside fund and leave a remaining Community Preservation Fund balance of \$70,687.14 that is available for future Town Meeting appropriations in all eligible funding categories under the Act.

The Act states that Town Meeting may delete or reduce any of the recommended appropriations, but may not add new items or increase the recommended appropriations. The Act also requires that the Community Preservation Committee recommends in each fiscal year the spending of not less than 10% of the annual revenues in the Community Preservation Fund for each of the following: open space (not including land for active recreation purposes); historic resources; and community housing. The Committee may also recommend the taking by the Town of interest in real property (not recommended this year), the borrowing of funds for Community Preservation (not recommended this year), and appropriation of not more than 5% of the annual revenues of the Community Preservation Fund for the Committee's administrative and operating expenses.

#### **A. Open Space Set-Aside**

This item sets aside a fund from which Town Meeting may appropriate spending in future years for the purpose of acquisition, creation, and preservation of open space. Together with the previous years' open space set-aside appropriations, the recommended amount will bring the balance in the open space set-aside to \$1,700,000.

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

#### **B. Predevelopment Funds for the Acton Housing Authority**

The Acton Housing Authority (AHA) proposes to construct new buildings for affordable rental housing for families below 80% of the area's median income at the AHA property on Sachem Way. The appropriation of predevelopment funds is **(principally?)** designated for this community housing development project and is to be used for architectural services, engineering, surveying, environmental

study and designs, and legal and financial consulting services. The AHA proposes to use \$30,000 of other funding for a total estimated project pre-development cost of \$166,000. **(Other site or affordable unit?)**.

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

**C. Acton Community Housing Corporation Administrative Fund**

This item will provide the Acton Community Housing Corporation (ACHC) with funds for office supplies, postage, bond insurance, legal services, and other miscellaneous expense to fulfill its mission and purpose in support of community housing in Acton. The ACHC does not have staff or employees and does not maintain offices. ACHC board members conduct the corporation’s business from their homes using Town Hall resources from time to time for things such as copying. The appropriation is expected to cover the ACHC administrative expenses for about three years. Under the ACHC enabling statute, expenditures from this fund by the ACHC requires the approval of the Board of Selectmen.

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

**D. Community Housing Program Fund**

This appropriation will be for the acquisition, creation, preservation, and support of community housing in the Town of Acton. It will replenish the Community Housing Program fund which received Community Preservation Fund appropriations in previous years. The Fund can be used for acquisition, rehabilitation, and conversion of existing housing stock; new development; refinancing or repurchase of existing affordability restrictions about to expire; purchase of new affordable housing deed restrictions; accessibility modifications of affordable units for persons with disabilities; and financial assistance to low- and moderate-income buyers. This set-aside fund will be retained as a special CPA fund earmarked for appropriate affordable housing activities recommended by the Acton Community Housing Corporation (ACHC) or any other entity approved by the Board of Selectmen. Under ACHC’s enabling statute, expenditure of such funds by the ACHC requires the approval of the Board of Selectmen. The ACHC keeps the Community Preservation Committee and the Board of Selectmen informed about the use of this Fund with periodic reports, and to seek guidance as appropriate.

The ACHC’s work in the coming year will focus on continuing its Condominium Buy-Down Program. Recently, the fund has been used to assist one eligible condo buyer, and there are commitments to subsidize the purchase of three condo units for first-time home buyers and one condo unit for the Acton Housing Authority. The ACHC has also created a Ready Buyer List of eligible households in need of affordable housing assistance under this program. In addition, the ACHC will continue its sponsorship of the First Time Homebuyer Course and will be working on development of downpayment assistance, foreclosure prevention, and credit counseling programs. Community Housing Program Fund initiatives funded in whole or in part with CPA funds shall be subject to the following conditions and restrictions:

- Any community housing created shall qualify under the statutory definition of "community housing" as “low and moderate income housing for individuals and families, including low or moderate income senior housing”.
- Any community housing created shall be subject to a permanent deed restriction that meets the requirements of chapter 184 and that ensures that the subsidized housing remains affordable in perpetuity and that the unit or units are added to the Town’s Subsidized Housing Unit Count.
- Specific program initiatives and expenses shall have prior approval by the Board of Selectmen.

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

**E1. and E2. Exchange Hall Renovations (\$231,948 Total)**

The Exchange Hall, built in 1860 as a general store with function hall at the corner of School Street and Main Street in South Acton, is one of the most treasured and prominent historic buildings in Acton. The building is on the National Register of Historic Places and in the South Acton Local Historic District. The building is also listed among the most endangered historic treasures in the country. Situated on a postage-stamp lot, limited septic and parking capacities have held back its economic use and revitalization.

There are now solutions for both of these problems. An opportunity exists to bring the building back to its original grandeur and to put it back to economic use that can help sustain its future maintenance. The owner, Bluebird Realty Trust has put forward a plan for the reuse of the property. The Board of Selectmen granted a Site Plan Special Permit for the site redevelopment, and the Historic District Commission issued a Certificate of Appropriateness for the expansion and restoration of Exchange Hall. The proposed CPA funding will assist in the exterior restoration of this historic building and signal to potential investors and creditors that the Town has a strong commitment to the building’s restoration and revitalization.

Funding is limited to exterior restoration work of the Exchange Hall building. Such work must specifically include: slate roof restoration/replacement including the cupola roof; window restoration/replacement; rebuilding of the lower porch and deck; and scaffolding of the entire building. The total project, including the removal of one smaller building on the site and the restoration of another, is currently estimated to cost at least \$2 million. Funding of this project shall be subject to the following conditions:

- Conveyance to the Town and recording of a historic preservation restriction on the Exchange Hall building that is in form and substance acceptable to the Community Preservation Committee and Town Counsel.
- The historic preservation restriction shall include a protection of the Town’s historic preservation investment until such investment is reasonably amortized.
- The historic preservation restriction shall include, or a separate recordable instrument shall covenant, that upon completion of all exterior and interior restoration work, the Town shall have right without any obligations and conditions to use Exchange Hall function space for one Monday per month for 15 years or such other equivalent period as the Town and the owner may agree from time to time.
- Private funds, investment funds, or loan funds shall have been committed to or spent on Exchange Hall exterior restoration work in an amount that meets or exceeds the amount of this appropriation.
- Except for scaffolding, payments shall be made after completion of the individual work items listed above and inspection by the Historic District Commission or their agent certifying that the completed work meets the terms of the Certificate of Appropriateness and of the Secretary of the Interior’s Standards for the Treatment of Historic Properties.

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

**F. Conant Nature Trails**

The Conant Elementary School is proposing to create a network of new nature trails on the Conant School’s property that would be handicapped accessible, open to the public, and serve as a central focus of the school’s environmental science program. The School would also create a trail guide to assist families and residents to enjoy the new trail resource. The recommended funding amount is primarily for project planning to determine optimal trail siting and layout. The school proposes to raise additional funds from foundations and other sources to help with the construction.

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

### **G. Theater III Window Restoration**

The Acton Community Center, Inc. (Theater III) has applied for CPA funding to restore 16 large original windows in their community theater building at 250 Central Street in West Acton. The building is the former Universalist Church built in 1868. It is situated in the West Acton Local Historic District. Payments under this appropriation shall be subject to the following conditions:

- Issuance by the Acton Historic Commission of a Certificate of Appropriateness or Determination of Non-Applicability for the proposed window restorations.
- Conveyance to the Town and recording of a historic preservation restriction on the Theater III building at 250 Central Street that is in form and substance acceptable to the Community Preservation Committee and Town Counsel.
- The historic preservation restriction shall include a protection of the Town's historic preservation investment until such investment is reasonably amortized.
- Payments shall be made after completion of window restoration work, and inspection by the Historic District Commission or their agent certifying that the completed work meets the terms of the Certificate of Appropriateness (if applicable) and of the Secretary of the Interior's Standards for the Treatment of Historic Properties.

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

### **H. Trail Through Time**

The Town of Acton has proposed this innovative historic preservation project for the restoration of various stone and foundation remains associated with the former Wheeler Farm, now on Town-owned conservation land in North Acton. In conjunction with the restoration there will be a non-intrusive archaeological Field School in collaboration with the Acton Discovery Museum. Appropriate landscape improvements would be made following the restoration, and an information board or kiosk will describe the site's significance. A trail would connect the Wheeler Farm site with various other points of interest: Other remnants of early American settlements (Wheeler Farm, Robbins Mill Dam, and Pencil Factory Dam); the Nashoba Brook Stone Chamber recently restored with CPA funds; and remnants of stone structures in the same area, some of which are potentially of Native American origin. Payments under this appropriation shall be made after completion of restoration work items and inspection by the Historical Commission or their agent certifying that the completed work meets the Secretary of the Interior's Standards for the Treatment of Historic Properties.

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

### **I. Appraisal, Legal, and Survey Services for Pending Open Space Purchases**

Like all real estate transactions, open space purchases require appraisals, title searches, and possibly survey work prior to closure. The Community Preservation Committee recommends this appropriation to facilitate future purchases of open space parcels with CPA funds.

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

### **J. NARA Picnic Pavilion**

The Town of Acton proposes to construct a ±1,500 square foot picnic pavilion at NARA in the site shown on the original NARA design plan. This is where currently the tents are located. The timber frame structure with a metal roof will have three areas where unrelated functions can be held or they can be used together for larger events. The total person capacity is ±100. The structure will be surrounded by a concrete pad that offers additional gathering space. The goal is to complete the pavilion in time for Acton's 275<sup>th</sup> anniversary in 2010. The requested funds are for the structure and related improvements.

The Town will use gift funds and its own labor to install and complete landscaping around the pavilion site.

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

**K. Elm Street Playground**

The Town, through its Recreation Commission, proposes to build a new Elm Street playground facility located behind the existing tennis courts. The existing play ground is outdated and in need of replacement. The play area surface is sunken and inaccessible to the persons with disabilities. The play structures do not comply with code. There is strong citizen support for this project, with an additional \$25,000 pledged from the community for the total \$100,000 cost of the new playground.

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

**L. West Acton Citizen’s Library Renovations**

The Town has requested CPA funding for a restoration project on the exterior of the West Acton Citizens’ Library. The library is located at 21 Windsor Avenue in the West Acton Local Historic District. Built in the late 1840’s, the West Acton Citizens’ Library is the oldest publicly-owned building actively in use by the Town. Restoration work will include exterior wood repair and painting, window restoration, storm window replacements, granite step replacement or repair, and restoration of arched service entrance. The Town will provide \$12,500 in additional funding and in-kind services. Payments under this appropriation shall be subject to the following conditions:

- Issuance by the Acton Historic Commission of a Certificate of Appropriateness or Determination of Non-Applicability for the proposed restoration work.
- Payments shall be made after completion of restoration work items and inspection by the Historic District Commission or their agent certifying that the completed work meets the terms of the Certificate of Appropriateness (if applicable) and of the Secretary of the Interior’s Standards for the Treatment of Historic Properties.

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

**M. and N. Administrative and Operating Expenses**

The requested appropriation is 5% of the FY 2007 revenues in the community preservation fund as provided in Act (local surcharge and State trust fund receipts). The funding is to help the Town with administrative and legal expenses incurred in connection with the support of the Community Preservation Committee and Program, to purchase reusable CPC project identification signs, and to pay for the Community Preservation Committee’s annual membership in the Community Preservation Coalition.

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

Direct inquiries to:    Roland Bartl, AICP, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 264-9636  
Selectman assigned:    Andrew D. Magee: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

**ARTICLE 33 \* INTER-MUNICIPAL AGREEMENT –**  
**(Majority Vote) BRUCE FREEMAN RAIL TRAIL**

To see if the Town will vote to authorize the Board of Selectmen or the Town Manager to enter into a joint contract or joint contracts together with any or all of the Towns of Carlisle and Westford, or any subdivision or agency thereof, for the purpose of effectuating the acquisition, design and construction of the Bruce Freeman Rail Trail, or take any other action relative thereto.

**SUMMARY**

This article authorizes the Board of Selectmen or Town Manager to enter into a joint municipal contract or inter-municipal agreement with the towns of Carlisle and Westford to continue advancement of the Bruce Freeman Rail Trail (BFRT). The BFRT is a multi-use path for non-motorized transportation from Lowell to Framingham. Phase 1 from Lowell to Route 225 in Westford is under construction. Phase 2A, currently in design, runs through the remainder of Westford, and then through Carlisle and Acton to East Acton. The other Phases to the south are in various stages of planning or design.

Acton has paid for the 25% design of the Acton portion of the BFRT from community preservation funds. Carlisle and Westford have paid for the 25% design for their respective portions. Acton, Carlisle, and Westford are now seeking to access State and/or Federal funding for completion of the design of Phase 2A. The Massachusetts Highway Department (MassHighway) is the State’s administrator of State and Federal funding for rail trails. MassHighway has determined that one joint contract with all three communities along the BFRT - Phase 2 is needed to disburse State or Federal funds rather than separate contracts with each Town. MGL Ch. 40, § 4A requires that Town Meeting authorize such a joint contract.

While this article is prompted by the immediate need to access State and/or Federal funds for design, it also authorize use of the joint municipal contract for purposes of acquisition and construction should that become advantageous or necessary to advance and complete the BFRT.

Direct inquiries to: Roland Bartl, AICP, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 264-9636  
Selectman assigned: Andrew D. Magee: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

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

---

**ARTICLE 34            COMMUNITY SERVICES COORDINATOR**  
(Majority vote)

[Note: This article was inserted by the Board of Selectmen at the request of a citizens group.]

To see if the Town, pursuant to Section 5-1 of the Town Charter, will create and will raise and appropriate, or appropriate from available funds, a sum of money to operate, the Acton Social Services Agency, consisting at a minimum of one social worker, appointed by or contracted through the Town Manager, whose duties and responsibilities would consist of the following:

1. Assist the Acton community with new residents, immigrant families, single parents, homeless and underserved individuals;
2. Provide counseling and referral resources for those families and individuals who are in need of mental health services;
3. Provide liaison services between the Acton/Boxborough Regional School and Acton Public Schools for students and their families needing assistance;
4. Work in conjunction with the Acton Council on Aging and the Acton Senior Center to service the Acton senior population needing assistance with housing, medical and social services;
5. Work on collaboration with other Town departments as needed to ensure the health and well being of the Acton community;
6. Work in collaboration with other community organizations that service the Acton community;
7. Identify and, subject to the approval of the Town Manager, apply for and obtain federal and state grant funds to advance the foregoing responsibilities; and
8. Perform such other services as the Town Manager may specify;

or take any other action relative thereto.

**SUMMARY**

**To be delivered by Tina on 3/3/08**

Direct inquiries to: Tina Grosowsky  
Selectman assigned: F. Doré Hunter: bos@acton-ma.gov

<b>Recommendations:</b>	<b><u>Board of Selectmen</u></b>	<b><u>Finance Committee</u></b>
	<b>Deferred</b>	

---

**ARTICLE 35 \*      DESIGNATE ISSUER OF TRENCH EXCAVATION PERMITS**  
(Majority vote)

To see if the Town will, pursuant to Section 2 of Chapter 82A of the Massachusetts General Laws, vote to designate the Board of Selectmen as the means by which the Town shall designate the Board or Officer to issue permits or the purposes of excavating or otherwise creating a trench, as regulated by Chapter 82A of the Massachusetts General Laws and 520 CMR 14.00, or take any other action relative thereto.

**SUMMARY**

This article implements the requirement in the Excavation and Trench Safety statutes and regulations, Chapter 82A of the Massachusetts General Laws and 520 CMR 14.00, that the Town designate an officer or board as the local permitting authority to issue trench excavation permits. The designated officer or board will be responsible for issuing the required trench excavation permits for any trench that is greater than three feet in depth and is fifteen feet or less between soil walls as measured from the bottom.

Direct inquiries to: John Murray, Assistant Town Manager: manager@acton-ma.gov / (978) 264-9612  
Selectman assigned: Paulina S. Knibbe: bos@acton-ma.gov

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

---

**ARTICLE 36 \*      AMEND TOWN BYLAWS – ZONING ENFORCEMENT OFFICER**  
(Majority vote)

To see if the Town will vote to amend the Chapter E, Section E45 (Non-Criminal Disposition) of the General Bylaws of the Town as follows:

- A. Insert in the first paragraph “Zoning Enforcement Officer,“ after “Building Commissioner, “.
  - B. In the 21<sup>st</sup> paragraph (referencing Chapter M – Zoning Bylaw) replace “Building Commissioner” with “Zoning Enforcement Officer”.
- , or take any other action relative thereto.

**SUMMARY**

This article adds the Zoning Enforcement Officer as the enforcing person of the zoning bylaw. See also separate zoning article in this warrant that makes the corresponding adjustment in the zoning bylaw itself. Currently, the position of the Building Commissioner is simultaneously charged with the enforcement of the zoning bylaw. The departure of Acton’s long-time Building Commissioner in late 2007 highlighted the need for more flexibility in the selection of the person responsible for zoning enforcement.

Direct inquiries to: Roland Bartl, AICP, Planning Director: planning@acton-ma.gov / (978) 264-9636  
Selectman assigned: F. Doré Hunter: bos@acton-ma.gov

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

---

**ARTICLE 37**      **AMEND ZONING BYLAW**  
(Two-thirds vote)      **OUTDOOR RESTAURANT SEATING**

To see if the Town will vote to amend the zoning bylaw, Section 3, Use Definitions, by deleting section 3.5.5, Restaurant, and replacing it with a new section 3.5.5, Restaurant, as follows:

3.5.5 Restaurant – Establishment where food and beverages are sold within a BUILDING to customers for consumption 1) at a table or counter, or 2) in an adjacent outdoor space that does not obstruct a public way, sidewalk, walkway, vehicular parking, or a driveway, or 3) off the premises as carry-out orders, except that drive-up service shall not be allowed, or 4) any combination of the above. In the OP-2 and the TD District, the minimum square footage for an individual restaurant shall be 5,000 square feet measured in NET FLOOR AREA.

*[Note – Section 3.5.5 currently reads as follows:*

*3.5.5 Restaurant – Establishment where food and beverages are sold within a BUILDING to customers for consumption 1) at a table or counter, or 2) on a patio closed on all sides with entrance to the patio normally available only from the BUILDING, or 3) off the premises as carry-out orders, except that drive-up service shall not be allowed, or 4) any combination of the above. In the OP-2 and the TD District, the minimum square footage for an individual restaurant shall be 5,000 square feet measured in NET FLOOR AREA. In the EAV District, service through walk-up windows may be allowed, and patios may be open and accessible from the outside.]*

, or take any other action relative thereto.

**SUMMARY**

This article changes the definition of a restaurant to allow more flexibility in outdoor seating throughout the town with the provision that such arrangements not obstruct public ways, sidewalks, parking lots, and similar facilities. This makes the zoning provisions for outdoor seating uniform town-wide where previously such flexible outdoor seating was only allowed in the East Acton Village District, and otherwise only in an enclosed patio that can be accessed only from the inside of the restaurant.

Direct inquiries to: Roland Bartl, AICP, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 264-9636  
Selectman assigned: Lauren S. Rosenzweig: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

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

---



**ARTICLE 39**            **AMEND ZONING BYLAW**  
(Two-thirds vote)      **SENIOR RESIDENCES – AFFORDABLE HOUSING ALTERNATIVES**

To see if the Town will vote to amend the zoning bylaw by inserting a new subsection 9B.12.9 under section 9B – Senior Residence as follows:

3B.12.9 Affordable Housing Alternatives - The Planning Board in its special permit may authorize or require the substitution of required AFFORDABLE SENIOR RESIDENCES with:

3B.12.9.1 Off-site AFFORDABLE DWELLING UNITS, which shall be in suitable condition for family or individual persons’ housing as the Planning Board may determine, and eligible for inclusion in Acton’s subsidized housing inventory under M.G.L. Chapter 40B.

3B.12.9.2 Monetary contributions for affordable housing programs made to the Acton Community Housing Program Fund in an amount sufficient for the Town or its designee to create off-site affordable family or individual persons’ housing, as the Planning Board may determine, and eligible for inclusion in Acton’s subsidized housing inventory under M.G.L. Chapter 40B.

, or take any other action relative thereto.

**SUMMARY**

The Acton zoning bylaw includes a section that regulates the construction of senior residence developments. One provision requires the inclusion of affordable dwelling units for seniors. Another provides for increases in density of a project in exchange for additional affordable units for seniors. There is a very limited number of potentially qualifying seniors to purchase such affordable units while keeping the units eligible for inclusion in Acton’s subsidized housing inventory under M.G.L. Chapter 40B. In addition, the State’s regulations for inclusion of units in the 40B subsidized housing inventory have grown increasingly hostile to senior housing. This article, if adopted, will provide the Planning Board the option, when granting a special permit for Senior Residence housing, to arrange for the substitute provision of off-site affordable dwelling units that are not restricted to seniors, or for a monetary contribution to the Acton Community Housing Program Fund.

Direct inquiries to:    Roland Bartl, AICP, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 264-9636  
Selectman assigned:    Lauren S. Rosenzweig: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

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

---

## ARTICLE 40 AMEND ZONING BYLAW – WIRELESS SERVICE FACILITIES

(Two-thirds vote)

### STILL IN REVIEW BY COUNSEL; FINAL TO ARRIVE 3/3/08

To see if the Town will vote to amend the zoning bylaw by deleting sections 3.10 (Special Requirements for Wireless Communication Facilities), and 3.11 (Temporary Moratorium on Wireless Communication Facilities ...), and replacing them with a new section 3.10 as follows:

#### 3.10 Special Requirements for Personal Wireless Facilities

##### 3.10.1 Purposes

- 3.10.1.1 To allow Personal Wireless Facilities in accordance with and as required by the Federal Telecommunications Act of 1996 and in acknowledgment of M.G.L. Chapter 40A, Section 3.
- 3.10.1.2 To minimize their adverse impacts on adjacent properties, local historic districts, residential neighborhoods, and scenic vistas.
- 3.10.1.3 To establish requirements for their approval, and standards for their design, placement, safety, monitoring, modification, and removal.
- 3.10.1.4 To limit the overall number and height of Personal Wireless Towers to what is essential to serve the public convenience and necessity.
- 3.10.1.5 To promote shared USE of Facilities to reduce the need for new Facilities.

##### 3.10.2 Applicability

- 3.10.2.1 This Section 3.10 shall apply to all reception and transmission Facilities that aid, facilitate, and assist with the provision of Personal Wireless Services.
- 3.10.2.2 No such Facility shall be erected or installed except in compliance with the provisions of this Section 3.10.
- 3.10.2.3 Nothing in this Bylaw shall be construed to regulate or prohibit customary installations for the reception of radio communication signals at home or business locations.
- 3.10.2.4 Nothing in this Bylaw shall be construed to regulate or prohibit a tower or antenna installed solely for use by a federally licensed amateur radio operator. For regulations on amateur radio towers see Section 3.8.3.6 of this Bylaw.

##### 3.10.3 Definitions

- 3.10.3.1 Antenna – **A transducer device designed to transmit and/or receive radio frequency signals.**
- 3.10.3.2 Co-locator – One of two or more Carriers who occupy space on a common Facility to locate Antennas and other equipment for the provision of Personal Wireless Services.
- 3.10.3.3 Concealed-Antenna Monopole (CAM) – A Monopole with internally mounted **Antennas** that are not visible from the outside of the **Monopole**.
- 3.10.3.4 **Coverage Gap or Service Gap – a “Coverage Gap” or “Service Gap” is considered to exist within a specific geographic area if a remote user of a Compatible User Service Device, while located within such geographic area, is highly likely to be unable to reliably connect to and communicate with the compatible Carrier’s Personal Wireless Services network, which gap is defined as less than -90 dBm received signal power, unless the Carrier in question demonstrates a different received signal power level or alternative QoS metric reasonably applies.**
- 3.10.3.5 Equipment Compound – A BUILDING, room, or fenced compound at the base of a Tower or elsewhere that encloses necessary equipment and installations to support Personal Wireless Services.

- 3.10.3.6 FCC – The Federal Communications Commission.
- 3.10.3.7 Flush Mounted Antennas – Antennas whose mounting brackets are attached directly on the outside surface of a **Monopole** that extend typically no more than 18 inches from the Monopole surface.
- 3.10.3.8 Monopole – A single self-supporting Tower, tubular in design, enclosing cables invisibly within the tubular structure and designed so it does not require braces or guy wires for support and stability.
- 3.10.3.9 Personal Wireless Services – Commercial Mobile Radio Services (CMRS), common Carrier wireless exchange access services, and unlicensed wireless services as **identified and** defined in the Federal Telecommunications Act of 1996 and pertinent FCC regulations.
- 3.10.3.10 **Personal Wireless Service Device – A portable, fixed, or mobile Personal Wireless Service communications device, such as, without limitation, a car phone, cell phone, personal digital assistant, or smart phone used by a subscriber or remote user to connect to a Carrier’s Personal Wireless Service network.**
- 3.10.3.11 **Personal** Wireless Service Provider or Personal Wireless Service Carrier (Provider or Carrier) – An entity, licensed by the FCC to provide Personal Wireless Services or an entity offering unlicensed Personal Wireless Services as a common Carrier.
- 3.10.3.12 **Personal** Wireless Facility (Facility) – An installation that contains the equipment and support STRUCTURES necessary to provide Personal Wireless Services, including but not limited to an Equipment Compound, Tower and Antennas. In context, Facility may refer individually to one Provider’s installation supporting one Personal Wireless Service at a Site, or collectively to the aggregate of all installations of all Personal Wireless Service Providers providing all Personal Wireless Services at a common Site.
- 3.10.3.13 Personal Wireless Facility Site (Site) – A LOT as defined in this Bylaw; or one or more contiguous LOTS in single ownership; or one or more contiguous LOTS whose individual owners have entered into a partnership, corporation, trust, or other legal entity with the purpose of jointly hosting a Facility.
- 3.10.3.14 Personal Wireless Tower (Tower) – A STRUCTURE greater than 12 feet in height mounted on the ground or on another STRUCTURE erected with the primary purpose of supporting one or more Personal Wireless Service Antennas.
- 3.10.3.15 **Service** Coverage – **Service Coverage refers to a geographic area where a remote user of a properly installed and operated Personal Wireless Service Device compatible with a Carrier’s Personal Wireless Services network (a “Compatible User Service Device”) has a high probability of being able to connect to and communicate with such network with a reasonable quality of service (“QoS”).** There are various measures of QoS, including without limitation, received signal strength, various signal to noise and signal to interference ratio metrics, call reliability (as indicated by dropped call ratios, blocked calls and the like), and bit error rates.

**For purposes of this Section 3.10, there shall be the presumption that Service Coverage shall be deemed to exist within a specific geographic area if the predicted or measured received signal power on a standards-compliant Personal Wireless Services Device placed outdoors within such geographic area is highly likely to be -90 dBm or greater, unless the Carrier in question demonstrates, by clear and convincing evidence prepared by qualified radio frequency engineer or other qualified professional, that higher signal strengths or alternative QoS metrics are required to enable such Carrier to provide Service Coverage within the specific geographic area in question.**

3.10.3.16 **Significant Gap** – A Coverage Gap in a Carrier’s Personal Wireless Service network within a specific geographic area shall be considered to be a “Significant Gap” if such specific identified geographic area is so large in physical size and/or affects or is predicted to affect such a large number of remote users of Compatible User Devices as to fairly and reasonably be considered “significant” as opposed to merely being a small “dead spot.” In determining whether or not a particular Carrier’s Coverage Gap is significant, a relatively small or modest geographic area may be considered a “Significant Gap” if such geographic area is densely populated or is frequently used by a large number of persons for active recreational or similar purposes who are, or are predicted to be, remote users of Compatible User Service Devices, and/or such geographic area straddles one or more public highways or commuter rail lines regularly traveled, or predicted to be traveled, by remote users of Compatible User Service Devices, while a larger geographic area may be considered not to be a “Significant Gap” if such geographic area does not straddle any public highways or rail lines and/or is sparsely populated. Whether or not a Significant Gap exists is to be determined separately for each Carrier’s Personal Wireless Services network, regardless of whether or not any other Carrier(s) have Service Coverage in such geographic area.

### 3.10.4 General Prohibitions and Requirements

- 3.10.4.1 Lattice style Towers and similar facilities requiring more than one leg or guy wires for support are prohibited. However, additional equipment may be mounted on an existing lattice Tower.
- 3.10.4.2 A Personal Wireless Tower shall not be erected in a Local Historic District or within 500 feet of the boundary of a Local Historic District measured from the center point of a Tower at its base.
- 3.10.4.3 All STRUCTURES, equipment, utilities and other improvements associated with Personal Wireless Facilities shall be removed within one year after cessation of USE.
- 3.10.4.4 Night lighting of Personal Wireless Facilities is prohibited except for low intensity lights installed at or near ground level in or on the Equipment Compound and in compliance with the Outdoor Lighting Regulations of this Bylaw, Section 10.6.
- 3.10.4.5 At least one sign shall be installed in a visible location at the Equipment Compound that provides the telephone number where the operator in charge can be reached at all times.
- 3.10.4.6 Section 6 (Parking Standards) of the Acton Zoning Bylaw shall not apply to Wireless Communication Facilities.
- 3.10.4.7 Nothing in this Bylaw shall be construed to regulate or prohibit a Personal Wireless Facility on the basis of the environmental effects of radio frequency emissions, provided the Facility complies with regulations of the Federal Communications Commission concerning such emissions.

### 3.10.5 Personal Wireless Facilities Allowed by Right

- 3.10.5.1 In all zoning districts, a Personal Wireless Facility shall be allowed and no special permit shall be required,
  - a) if the Antenna(s) and Antenna mounting apparatus or STRUCTURE does not exceed 3 feet in diameter and 12 feet in height and is otherwise in compliance with applicable dimensional requirements of this Bylaw as they relate to the Personal Wireless Facility Site, or
  - b) if the Facility is located entirely within, or mounted on, a BUILDING or STRUCTURE that is occupied or used primarily for other purposes, provided that the BUILDING or STRUCTURE, including the Facility, meets all dimensional requirements of this Bylaw for the zoning district in which the Site is located. A cupola or other appurtenance, that is consistent with the general characteristics of the zoning district

within which the Facility is located, that is otherwise allowed by right, and that fully conceals all Antennas, cables, and other related hardware may be added to a BUILDING when the supporting equipment belonging to the Facility is installed within the BUILDING.

3.10.5.2 In the Office Districts (OP-1, OP-2), the Industrial Districts (LI, GI, LI-1, IP, SM), the Powder Mill District (PM), and the Limited Business District (LB), a Monopole Tower shall be allowed and no special permit shall be required, if its height does not exceed applicable height limitations for STRUCTURES and BUILDINGS in the zoning district in which it is located, and if its setback, measured from its center point at its base to all Site boundary lines, is at least the distance equal to its height, but not less than the otherwise applicable minimum yard requirement for BUILDINGS and STRUCTURES in the zoning district.

3.10.5.3 Any new Antennas or other equipment owned by a Personal Wireless Service Provider may be mounted on a previously approved Tower without a special permit, if there is no increase in height above the maximum height specified in the special permit for the Tower and if the installation does not deviate from the approved appearance of the Tower. For example, an approved CAM may not be converted to a Flush Mount Monopole by any subsequent Antenna installations.

### 3.10.6 Special Permit for Facilities

3.10.6.1 Any Personal Wireless Facility, and any increase in height or size, or reconstruction or replacement of an existing Facility that does not meet the criteria under Section 3.10.5 above, may only be allowed by special permit from the Planning Board in accordance with M.G.L. ch. 40A, s. 9, subject to the following statements, regulations, requirements, conditions and limitations.

3.10.6.2 For the purpose of this Section 3.10, public hearing notices shall be sent to parties in interest and to all LOT owners within one thousand feet of the property line of the Site where the Facility is proposed.

3.10.6.3 A Personal Wireless Tower shall not exceed a height of 175 feet from ground level, or a height that is allowed without illumination at night under Federal Aviation Administration or Massachusetts Aeronautics Commission regulations, whichever is less. For purposes of determining the height of a Tower, the height shall be the higher of the two vertical distances measured as follows:

- a) The elevation of the top of the Tower STRUCTURE including any Antennas or other appurtenances above the pre-construction mean ground elevation directly at the base of the pole; or
- b) The elevation of the Tower STRUCTURE including any Antennas or other appurtenances above the mean ground elevation within 500 feet of the base of the pole.

3.10.6.4 Personal Wireless Towers shall be CAMs. On a case by case basis, generally when aesthetic considerations are less important, the Planning Board may allow Monopoles with external Flush Mounted Antennas, or external standard Antenna mounting frames that extend laterally from the Monopole.

3.10.6.5 Personal Wireless Towers shall be located, designed, and constructed as Monopoles that are extended to or structurally extendable to the maximum height allowed under Section 3.10.6.3 above, capable of accommodating the maximum number of technically feasible Co-locator Antennas on the portion of the Monopole above the trees as well as an Equipment Compound physically able to, or capable of being enlarged to, fully accommodate the maximum number of Personal Wireless Service Carriers and other equipment necessary for the maximum number of technically feasible Co-locators at the Site.

- 3.10.6.6 In all Residential Districts, the setback of a Tower, measured from the center point of the Tower at its base to the boundary lines of the Site, shall be at least the distance equal to the maximum permissible height of the Tower.
- 3.10.6.7 The center point of any Personal Wireless Tower at its base shall be separated from any existing dwelling by a horizontal distance that is at least twice the maximum permissible height of the Tower, unless the residential BUILDING and the Facility are located on the same LOT.
- 3.10.6.8 An Equipment Compound, if employed, shall be located in the immediate vicinity of the base of a Tower.
- 3.10.6.9 Any Tower shall be designed to accommodate the maximum feasible number of **Carriers**.
- a) The Planning Board may require the employment of all available technologies and **Antenna** arrangements to minimize vertical space consumption, and require sufficient room and structural capacity for all necessary cables and **Antennas**.
  - b) The Planning Board may require the owner of such Tower to permit other Providers to Co-locate at such Facility upon payment of a reasonable charge, which shall be determined by the Planning Board if the parties cannot agree.
  - c) The Planning Board may require that the equipment of all users of a Tower shall be subject to rearrangement on the Tower or in the Equipment Compound if so directed by the Planning Board at a later time in its effort to maximize Co-location of Carriers. This may result in different vertical Antenna locations, reduced vertical separation of Antennas, and changes of Antenna arrangements, **to the extent feasible without causing technically unacceptable radio frequency signal interference between the Antennas of the Co-locators and without creating new Significant Gap in the existing coverage of incumbent Providers on the Tower.**
  - d) The Planning Board may require that the equipment of all **Carriers** on a Tower shall be subject to relocation to another nearby Facility **if such relocation, when considered individually or in concert with existing or potential new Facilities, does not create a Significant Gap in the Carrier's coverage** when so directed by the Planning Board at a later time in its effort to maximize Co-location of Carriers. It may then order the removal of a Tower after the relocation is completed.
  - e) The Planning Board may require long-term easements, leases, licenses, or other enforceable legal instruments that fully support a Facility at its maximum potential technical capacity, including sufficient space on the Tower and for Facility base equipment to accommodate the maximum number of technically feasible Co-locators at the Site, adequate ACCESS and utility easements to the Facility from a public STREET, and the right for the maximum number of technically feasible Co-locators to Co-locate on the Tower and to upgrade the utilities and equipment as needed for maintaining and improving service and capacity.
- 3.10.6.10 Unauthorized entry into an Equipment Compound shall be prevented by the installation of security measures such as fencing (for outdoor Equipment Compounds) or locked rooms or buildings. Towers shall be secured against unauthorized climbing. The Planning Board shall require suitable fencing and landscape screening or other mitigation means to shield the installation from the view of nearby residences or ways.
- 3.10.6.11 The Planning Board may require that all ground equipment must be placed inside a BUILDING where the Planning Board finds that a fenced-in compound does not adequately address reasonable and legitimate aesthetic concerns. In such cases, the Planning Board shall have the power under the special permit to regulate the size, shape, and exterior appearance of the BUILDING.

- 3.10.6.12 A Tower approved hereunder shall be used only for the transmission of signals for Personal Wireless Services, except with the specific authorization of the Planning Board.
- a. The Planning Board may approve or require the installation of transmission devices owned, operated, or used by the Town of Acton or any of its agencies, and may allow such devices to extend above the otherwise applicable maximum Tower height. The Planning Board may waive or modify the approved appearance provision of Subsection 3.10.5.3 for such devices.
  - b. The Planning Board may also approve the installation of communication devices by entities other than Personal Wireless Service Carriers as secondary occupants of a Facility that are subject to Planning Board termination upon six months notice of the Planning Board, provided that they do not interfere with the Personal Wireless Services and that the intent of this Bylaw to maximize Co-location of Personal Wireless Service Providers is not compromised.
- 3.10.6.13 The Planning Board shall in its special permit make adequate provisions for the removal of the Tower and Equipment Compound after its USE for Personal Wireless Services has ended. It shall require that the Facility location shall be restored to pre-existing conditions as much as is reasonably possible so that no traces of the Facility, including foundation, gravel pads, and driveways, remain visible above ground, and that the location be otherwise stabilized and naturalized as appropriate for the particular Site.
- 3.10.6.14 The **Planning Board may, as a condition of any special permit, require all Carriers at a Facility, upon the written request of the Planning Board from time to time, to file with the Planning Board and** Town Clerk a report, prepared and stamped by a Massachusetts Registered Professional Engineer, that certifies that **such Carrier's Facility is, and such Co-locator's Facilities are,** in compliance **with the terms and conditions of the special permit and the Acton Zoning Bylaw. The Planning Board may also require the Carriers to file with the Planning Board certifications from other independent, qualified engineers or other appropriate professionals that the Facility is in compliance with applicable state and federal laws, such as those regarding radio frequency emissions, noise, or aeronautical navigation safety. The Planning Board may make such requests not more frequently than once every two years, unless the Planning Board has reasonable grounds to believe that the Facility is not in compliance in any substantial or material respect with the terms and conditions of the special permit or any applicable FCC or other State or** Federal laws.
- 3.10.6.15 The Planning Board may limit the number of Towers on a Site to one, or to any other number it deems necessary and appropriate for the Site. Multiple Towers on a single Site shall be separated by such reasonable distance that prevents excessive interference (mechanical or electromagnetic) between Carriers' services and that creates the most harmonious appearance to the general public, but by not less than 40 feet measured between the center points at the Towers' **respective** bases.
- 3.10.6.16 The Special Permit application for a Personal Wireless Facility shall be accompanied by a plan showing the Facility location in relation to the boundary lines of the Facility Site and all BUILDINGS within 500 feet, and plans for the installation or construction of the Facility adequate to show compliance with the provisions of this Bylaw, and such supplemental information as may be required by the Planning Board in the Rules and Regulations for a Special Permit for Personal Wireless Facilities. The application shall also include maps showing areas where the proposed Facility will be visible when there is foliage and when there is not.
- 3.10.6.17 Mandatory Findings – The Planning Board shall not issue a special permit for a Wireless Communication Facility unless it finds that the Facility:

- a) is designed to minimize any adverse visual or economic impacts on abutters and other parties in interest, as defined in M.G.L. c. 40A, s. 11;
- b) is designed in the most community-compatible method practicable and is necessary to satisfy a Significant Gap in service. The applicant shall bear the burden of demonstrating that other methods preferred by the Town are not feasible for providing Service Coverage to satisfy such Significant Gap;
- c) (if applicable) is designed to provide, in the most community-compatible method practicable, Service Coverage to a Significant Gap within the Town. The applicant shall bear the burden of demonstrating, by clear and convincing evidence, the existence of such Significant Gap;
- d) cannot for technical or physical reasons be located on an existing Wireless Communication Facility or Tower that would be expected to provide comparable Service Coverage. Such alternative existing location or locations need not provide full service to the entire Significant Gap if, in the determination of the Planning Board, the remaining Gap to have been served by the proposed Facility is not Significant and/or if remaining portions of the Significant Gap can be served by new Facilities preferred by the Planning Board;
- e) cannot be located at any other practicably available site that is less objectionable to the general public due to technical requirements, topography, or other unique circumstances. The applicant shall have the burden of showing what alternative sites and technologies it considered and why such sites and technologies are not practicably available;
- f) is sited in such a manner that it is suitably screened;
- g) is colored so that it will as much as possible blend with or be compatible with its surroundings;
- h) is designed to accommodate the maximum number of users technologically feasible;
- i) is necessary because there is no other existing Facility or Facilities with available space or capacity available to satisfy the Significant Gap;
- j) is in compliance with applicable Federal Aviation Administration (FAA), Federal Communications Commission (FCC), Massachusetts Aeronautics Commission, and the Massachusetts Department of Public Health regulations; and
- k) complies with all applicable requirements of this Bylaw, including Section 10.3.

3.10.6.18 The Planning Board under its special permit authority may waive one or more requirements of this **Section** 3.10.6 and its subsections, including dimensional requirements, and it may grant a waiver from the use restrictions contained in Section 3.4.10 of the Table of Principal Uses, where the Board finds that the relief is necessary to avoid an effective prohibition of Personal Wireless Services in **the Town or avoid unreasonable discrimination among Providers of functionally equivalent services.**

- a) Any request for such waivers shall be supported by a study prepared by a qualified **radio frequency engineer or other qualified professional** consultant **demonstrating to the Planning Board's satisfaction that there exists** a Significant Gap in coverage **within the specific geographic area proposed, and clear and convincing** evidence that no alternative locations, technologies, and/or configurations are available that **meet** the otherwise applicable requirements.
- b) In granting such a waiver or waivers, the Planning Board must find that the extent of the granted relief is mitigated by showing that any alternative for serving the Significant Gap that is feasible is no less objectionable in its impact on the community, that all practicable mitigation of the proposed Facility's impact is incorporated in the design and conditions, and that the desired relief may be granted without substantial

detriment to the neighborhood and without denigrating from the intent and purpose of this Bylaw.

- c) However, the Board shall not grant relief from the maximum height limitation in **Subsection** 3.10.6.3.
- d) The Board shall be empowered hereunder to grant relief from any setback requirements in **Subsections** 3.10.6.6 or 3.10.6.7 provided that the Facility as proposed with such non-conforming setbacks is demonstrated to be necessary to serve the Significant Gap or that such relief will produce a better result for the community than without such relief, consistent with **Section** 3.10.1 – Purposes, and its subsections.
- e) The applicant shall provide the Board with a written statement describing how the requested relief meets the objectives of the preceding paragraph (d) and is in the best interest of the Town with reference to **Section** 3.10.1 – Purposes, and its subsections.

, or take any other action relative thereto.

### SUMMARY

The one-year moratorium on new wireless communication facilities ends on April 15, 2008. This article, if adopted, would replace the currently suspended section 3.10 (Special Requirements for Wireless Communication Facilities) and section 3.11 (the moratorium). The proposed replacement section 3.10 was developed by the Wireless Communication Facilities Bylaw Study Committee, which the Board of Selectmen appointed after the moratorium was adopted. The committee reviewed bylaws in other municipalities, “model bylaws”, some recent and relevant case law, and FCC rulings, and sought and used the advice of legal and technical counsel. It also reviewed the Town of Acton zoning regulations for wireless service facilities in section 3.10 as most recently amended at the Annual Town Meeting of 2007 before the adoption of the moratorium, and plotted maps of the Town that show the required setbacks for wireless facility towers and areas where such towers are not allowed. The resulting map validates that the Town is very well protected. To ensure that there is no violation of Federal Law by an inadvertent “effective prohibition”, the proposed new section 3.10 would include a process for granting waivers. Overall, the proposed new section 10.3 takes into account newer technology, is better organized, has more precise definitions of terms, allows for the assembly of lots to create a facility site, and adds stronger language for facility screening and removal after use has ceased.

Direct inquiries to: Roland Bartl, AICP, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 264-9636  
Selectman assigned: Peter J. Berry: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

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

---

**ARTICLE 41 \*      AMEND ZONING BYLAW**  
(Two-thirds vote)      **CORRECTIONS, CLARIFICATIONS AND MINOR AMENDMENTS**

To see if the Town will vote to amend the zoning bylaw as follows:

A. Delete section 2.2 – Zoning Map, and replace it with a new section 2.2 as follows:

**2.2 Zoning Map** – The zoning maps listed below are part of this Bylaw, and are collectively referred to as “The Zoning Map”. The location and boundaries of the zoning districts are shown on the Zoning Maps. The Zoning Maps are amended from time to time by action of Town Meeting. The last amendment dates are noted on the Zoning Maps.

- “Zoning Map of the Town of Acton” as last amended, consisting of a single sheet designated Map Number 1, and showing the Residential, Village, Office, Business, Industrial, and Special Districts.
- “Flood Insurance Rate Map”, dated January 6, 1988 (Scale 1" = 400' consisting of 8 sheets designated Map Number 2, Sheet 1 of 8 through 7 of 8 plus the map index and street index) and the associated data in the “Flood Insurance Study, Town of Acton, January 6, 1988.”
- “Groundwater Protection District Map of the Town of Acton” as last amended; Map Number 3A, consisting of a single sheet at a scale of 1" = 1200', and Map Number 3B, consisting of sheets 3B-1 through 3B-18 at a scale of 1" = 200'. See Section 4.3.2 of this Bylaw for a more detailed description of the Groundwater Protection District and the use of these maps.
- “Affordable Housing Overlay District Map of the Town of Acton” as last amended, consisting of Map Number 4 and shown on the same sheet as Map Number 1.

*[Note: Section 2.2 currently reads:*

*2.2 Zoning Map – The zoning maps described below are part of this Bylaw. Location and boundaries of the zoning districts are shown on the zoning maps, which may be amended and are collectively referred to as “The Zoning Map.”*

- *“Zoning Map of the Town of Acton,” amended to April 2006, consisting of a single sheet designated Map Number 1, as amended.*
- *“Groundwater Protection District Map of the Town of Acton, January 1989”, last amended in 1996, designated Map Number 3A, consisting of a single sheet at a scale of 1" = 1200', and Map Number 3B, consisting of sheets 3B-1 through 3B-18 at a scale of 1" = 200'. See Section 4.3.2 of this Bylaw for a more detailed description of the Groundwater Protection District and the use of these maps.*
- *“Flood Insurance Rate Map,” dated January 6, 1988 (Scale 1" = 400' consisting of 8 sheets designated Map Number 2, Sheet 1 of 8 through 7 of 8 plus the map index and street index) and the associated data in the “Flood Insurance Study, Town of Acton, January 6, 1988.”*
- *“Affordable Housing Overlay District Map of the Town of Acton” last amended in April 2006, consisting of a single sheet designated Map Number 4, shown together with the same sheet Map Number 1.]*

B. In section 3, Table of Principal Uses, change the entry in column “NAV”, and line “3.3.3 - Two-Family Dwelling” from N to Y.

C. In section 11, Enforcement, delete the head paragraph of subsection 11.1 and replace it with a new paragraph as follows:

11.1 Enforcement – The Zoning Enforcement Officer of the Town of Acton, as appointed by the Town Manager, is hereby designated as the officer charged with the enforcement of this Bylaw. During any period of temporary absence or disability of the Zoning Enforcement

Officer, the town manager may appoint an inspector of buildings, building commissioner, local inspector, planning director or assistant town planner as the officer charged with the enforcement of this Bylaw. All zoning enforcement actions initiated and decisions made by the officer charged with the enforcement of this Bylaw prior to the appointment of the Zoning Enforcement Officer or during any temporary absence or disability of the Zoning Enforcement Officer shall continue unabated in the name of the Zoning Enforcement Officer.

*[Note: The lead paragraph of section 11.1 currently reads:*

*11.1 The Building Commissioner of the Town of Acton is hereby designated as the officer charged with the enforcement of this Bylaw.]*

And:

Replace the title “Building Commissioner” and “Commissioner” with “Zoning Enforcement Officer” wherever they occur in the following sections of the Zoning Bylaw: 3.8.1.5.p) and q); 3.9.1; 4.1.7.2; 4.1.9.1; 4.2.2.4; 4.3.2.5; 4.3.8.4; 5.4.5; 5.4.5.1; 5.4.5.2; 6.7 (2<sup>nd</sup> paragraph); 6.7.3; 6.7.6; 6.7.8.1; 6.7.8.4; 6.7.8.8; 6.7.9; 6.7.9.3; 6.7.9.5; 6.9.5.4; 6.9.6.4; 6.10; 7.3.12; 7.4.2; 7.6; 7.6.1; 7.6.2; 8.6; 9.8; 9B.15; 10.1.1; 10.2.1.3); 10.4.4.2; 10.4.4.4; 10.4.6; 10.6.2.4.c)iii; 11.1.1.

- D. In section 7, Signs and Advertising Devices, delete section 7.4.4 and renumber section 7.4.5 and its subsections 7.4.5.1 and 7.4.5.2 to become section 7.4.4 and subsections 7.4.4.1 and 7.4.4.2 respectively.

*[Note: Section 7.4.4 currently states:*

*7.4.4 Re-lettering – The re-lettering of a SIGN shall be equivalent to the ERECTING of a SIGN as defined in Section 7.2.5, except in the case of the following SIGNS and under the following conditions:*

*7.4.4.1 Any SIGN listed under Section 7.5.*

*7.4.4.2 Indicators of time and temperature.*

*7.4.4.3 The listing of current shows on SIGNS associated with a cinema or theater.*

*7.4.4.4 The names of individual businesses located on a FREESTANDING SIGN which identifies a BUSINESS CENTER, and which is ERECTED in conformance with Sections 7.8.5.2 or 7.8.6.3.]*

And:

Delete 7.12.2, and replace it with a new section 7.12.2 as follows:

- 7.12.2 Nothing herein shall be deemed to prevent orderly, regular, and timely maintenance, repair, and repainting with the same original colors of a non-conforming SIGN, or the re-lettering, re-facing, or changing of message of a non-conforming sign.

*[Note: Section 7.12.2 currently reads:*

*Nothing herein shall be deemed to prevent orderly, regular and timely maintenance, repair and repainting with the same original colors of a non-conforming SIGN.]*

, or take any other action relative thereto.

## SUMMARY

This article makes housekeeping changes to the zoning bylaw.

Part A deals with the reference of various zoning maps, which are part of the zoning bylaw. The change will make the last amendment date that, which is shown on the map, rather than having it noted in the bylaw text. This will eliminate the need to continuously update this section of the zoning bylaw each time a map is changed. The Flood Insurance Rate Map is a Federal map and continues unchanged since its original 1988 date.

Part B changes the use regulations of the zoning bylaw to allow two-family dwelling in the North Acton Village District. This will bring it in line with the other village zoning district where two-family are also allowed.

Part C names a Zoning Enforcement Officer as the Town’s agent to enforce the Zoning Bylaw. Up until now the enforcement of the zoning bylaw was the duty of the position of the Building Commissioner. This change will allow the Town Manager flexibility to appoint the Building Commissioner as the Zoning Enforcement Officer or to appoint a different person, and to appoint any interim personnel for this function as needed. The recent departure of the long time Building Commissioner illustrated the need for this change.

Part D changes the sign regulations to ensure that the re-lettering, or re-facing, of existing signs with different words, names, or messages is allowed even if the sign is non-conforming with today’s regulations. The sections to be deleted and changes are in conflict with another section of the zoning bylaw (7.2.5) which explicitly allows re-lettering of all existing signs. The change eliminates this inconsistency and brings the zoning bylaw into compliance with case law, which ruled that existing non-conforming signs must be allowed to change messages, and that to do otherwise would unconstitutionally regulate speech and content.

Direct inquiries to: Roland Bartl, AICP, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 264-9636  
Selectman assigned: Lauren S. Rosenzweig: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

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

---



**ARTICLE 43 \*      ACCEPT TRAIL EASEMENT – HAZELNUT STREET**  
(Majority vote)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept the deed of an easement interest for purposes of establishing and maintaining a trail for public pedestrian use, on such terms and conditions as the Selectmen may determine, on land at 354 Great Road, shown on the 2007 Acton Town Atlas as parcel D-4/4, formerly shown as D-4/2. The easement provides a connection from Hazelnut Street, over land by Quail Ridge Country Club, LLC to the Town of Acton conservation land at Nagog Hill, and shall be located in, or in the general vicinity of, the “proposed 40-foot right of way” and “proposed 20-foot trail easement” on sheets 15 and 16 of 29 of a plan entitled “Golf Course Site Plan for Quail Ridge Country Club, 178 Great Road, Acton, Massachusetts”, scale 1”=50’, dated August 15, 2003 and revised May 11, 2004, prepared for Quail Ridge Country Club, LLC, by Stamski & McNary, Inc.

, or take any other action relative thereto.

**SUMMARY**

The provision of this pedestrian trail and emergency access easement is a condition of the Planning Board’s special permit approval of the Quail Ridge Country Club golf course in May of 2002. The trail is not constructed at this time. The specific trail location was to be determined after completion of fairway #4 and after consultations with and approvals as necessary from the Conservation Commission. More recently, the Land Stewardship Committee has taken interest in designing the trail.

Direct inquiries to:   Roland Bartl, Planning Director: [planning@acton-ma.gov](mailto:planning@acton-ma.gov) / (978) 264-9636  
Selectman assigned:   F. Doré Hunter: [bos@acton-ma.gov](mailto:bos@acton-ma.gov)

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

---

**ARTICLE 44 \*      ACCEPT SIDEWALK EASEMENT – POST OFFICE SQUARE**

(Majority vote)

**[STILL IN PROGRESS, TO BE COMPLETE 3/3/08]**

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept the deed of an easement interest for all purposes which streets, sidewalks and ways are now or hereafter be used in the Town, on such terms and conditions as the Selectmen may determine, on the following land shown as number [...]

or take any other action relative thereto.

**SUMMARY**

Direct inquiries to: Bruce M. Stamski, P.E., Town Engineer / Director of Public Works  
engineering@acton-ma.gov / (978) 264-9628

Selectman assigned: Paulina S. Knibbe: bos@acton-ma.gov

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

---



**ARTICLE 46 \*      ACCEPT SIDEWALK EASEMENT – 1 TO 9 CENTRAL STREET**  
(Majority vote)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept the deed of an easement interest for a sidewalk easement along their entire frontage on Central Street containing 1,175 square feet, more or less, of land for all purposes which streets, sidewalks and ways are now or hereafter be used in the Town, on such terms and conditions as the Selectmen may determine, on the land shown as 1-9 Central Street (Town Atlas Map H-2A Parcel 3), to be recorded with the Middlesex South District Registry of Deeds, or take any other action relative thereto.

**SUMMARY**

Many years ago, a portion of the existing sidewalk on Central Street was inadvertently built on the abutter’s property. The current owner of this land has offered to convey an easement containing 1,175 square feet, more or less, of land to the Town that encompasses this sidewalk along their Central Street frontage at no additional cost to the Town.

Direct inquiries to: Bruce M. Stamski, P.E., Town Engineer / Director of Public Works  
engineering@acton-ma.gov / (978) 264-9628

Selectman assigned: F. Doré Hunter: bos@acton-ma.gov

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

---

**ARTICLE 47 \*      ACCEPT SIDEWALK EASEMENT – 74 CHARTER ROAD**  
(Majority vote)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept the deed of an easement interest for all purposes which streets, sidewalks and ways are now or hereafter be used in the Town, on such terms and conditions as the Selectmen may determine, on the following land shown as 74 Charter Road on a plan entitled “Easement Plan in Acton, Massachusetts (Middlesex County), 74 Charter Road, Scale 1”=40’, February 1, 2008”, prepared by the Town of Acton Engineering Department, to be recorded with the Middlesex South District Registry of Deeds, or take any other action relative thereto.

**SUMMARY**

The donation of this easement encompasses the sidewalk on Charter Road that was recently built during the 2007 construction season. The easement is needed due to the fact that Charter Road is not wide enough at this location for a sidewalk given the location of the road pavement and the abutting properties. The sidewalk was constructed with the consent of the abutting property owner.

Direct inquiries to: Bruce M. Stamski, P.E., Town Engineer / Director of Public Works  
engineering@acton-ma.gov / (978) 264-9628

Selectman assigned: Paulina S. Knibbe: bos@acton-ma.gov

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

---

**ARTICLE 48 \*      ACCEPT SIDEWALK EASEMENT – 55 GREAT ROAD**  
(Majority vote)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept the deed of an easement interest for a 5 foot wide sidewalk easement along their entire frontage on Great Road for all purposes which streets, sidewalks and ways are now or hereafter be used in the Town, on such terms and conditions as the Selectmen may determine, on the land shown as 55 Great Road (Town Atlas Map G-5 Parcel 58), to be recorded with the Middlesex South District Registry of Deeds, or take any other action relative thereto.

**SUMMARY**

The donation of this easement encompasses the sections of sidewalk along Great Road that was built on private property. The easement is needed due to the fact that Great Road is not wide enough at this location for a sidewalk given the location of the road pavement, utilities and the abutting properties. The sidewalk was constructed with the consent of the abutting property owner.

Direct inquiries to: Bruce M. Stamski, P.E., Town Engineer / Director of Public Works  
engineering@acton-ma.gov / (978) 264-9628

Selectman assigned: Peter J. Berry: bos@acton-ma.gov

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

---

**ARTICLE 49 \*      ACCEPT LAND GIFT – KNOWLTON DRIVE**  
(Majority vote)

To see if the Town will authorize the Board of Selectmen to acquire on such terms and conditions as the Selectmen may determine, by purchase, gift, eminent domain or otherwise and to accept the deed of a fee simple interest in a certain parcel of land on Knowlton Drive shown as Parcel Z-2 containing 8.2 acres, more or less, on a plan entitled “Plan of Land, Rear of 501 Massachusetts Avenue, Acton, Massachusetts, Prepared for Younameit Realty Company” dated June 8, 2007, prepared by Acton Survey & Engineering, and shown on Map F-2 of the Town Atlas as part of Parcel 75-14, for purposes of recreation and conservation, and further to see if the Town will raise, appropriate, transfer from available funds, or accept gifts for this purpose, or take any other action relative thereto.

**SUMMARY**

The current owner of this land has offered to convey this parcel containing 8.2 acres, more or less, of land to the Town. This parcel represents significant wildlife habitat and more than 1,200 linear feet of riverine ecosystem on Fort Pond Brook. This is a property listed in the Open Space and Recreation Plan as significant open space worthy of protection. The open field portion of the property has potential for recreation use.

Direct inquiries to: Tom Tidman, Natural Resources Director: nr@acton-ma.gov / (978) 264-9631  
Selectman assigned: Lauren S. Rosenzweig: bos@acton-ma.gov

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

---



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

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

Given under our hands at Acton this sixth day of March, 2008.

F. Dore' Hunter, Chair  
Lauren S. Rosenzweig, Vice-chair  
Andrew D. Magee, Clerk  
Paulina Knibbe, Member  
Peter Berry, Member

**Board of Selectmen**

A true copy, Attest:

Constable of Acton

*[This page intentionally left blank]*

## *Glossary of Terms Commonly Used in Municipal Finance*

---

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

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

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

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

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

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

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

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

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

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

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

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

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

**Debt Service:** Payment of interest and principal related to debt.

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

**Enterprise Fund:** A fiscal entity with a self-balancing set of accounts that is utilized to account for a governmental service when it is the intent to recover the total costs of service, including depreciation, primarily through user charges and may be supplemented by taxes.

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

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

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

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

**Fiscal Year ("FY"):** A 12-month period, beginning July 1 and ending June 30, to which the annual budget applies and at the end of which a governmental unit determines its financial position and the results of its operations. The numbers of the fiscal year is that of the calendar year in which it ends; for example, FY09 or FY 2009 is the fiscal year which begins July 1, 2008 and ends June 30, 2009.

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

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

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

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

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

**Overlay:** The amount raised from the property tax levy in excess of appropriations and other charges. It is used to cover abatements and exemptions granted locally or on appeal, and cannot exceed an amount deemed reasonable by the Commissioner of Revenue.

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

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

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

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

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

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

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

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

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

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

**Warrant:** A list of matters to be acted on by Town Meeting.

## ***Town Meeting Parliamentary Procedure***

---

Town Meeting is an old and honored tradition in New England. After more than 200 years we can say it still works – it does its job – and hopefully it’s more than a little enjoyable for you, the voters. It’s also the only form of government where the leaders must face the citizenry directly to answer all reasonable queries – and perhaps even some not so reasonable! However, to work well it must have rules of order – and it does. Town Meetings operate under what is generally called “parliamentary procedure” – in our case, as spelled out in Town Meeting Time. Unfortunately, this wonderful little book is widely read only by Moderators, Town Clerks, Town Counsels and a few others with unusual tastes. In addition to such formal procedures Town Meetings also are subject to relatively arbitrary rules of order set forth by the Moderator and precedent. The following information puts forth the most widely used of these “rules of the road” as an effort to help you enjoy and participate in our Town Meetings.

### **Moderator’s Rules**

These are quite arbitrary, but hopefully are consistently applied:

1. Any registered voter may speak to any article, but all must speak politely and respectfully to other voters and members of town boards. Civility is not an option.
2. Since many voters may wish to speak, brevity of comment is appreciated. In addition, speakers are encouraged to add new points to the debate as opposed to repeating what others have already stated.
3. Voters may speak to an issue more than once, but generally “first time” speakers will be recognized before “repeaters”.
4. Remember to listen closely to the motion as stated. The motion puts the warrant article “in play” and it is the motion that is voted on, not the article as written in the warrant. However, there should be a strong similarity between motion and article.
5. Most motions must be “seconded”. Seconding motions is an easy way for newcomers to participate in the meeting. One does not even need to stand or be directly recognized. Generally calling out “second” at the right time will suffice.
6. Voting is most often done by voice. As the Moderator’s hearing fails, “standing” counts may be taken. The last resort, due to time constraints, is to take a counted vote by teller.
7. Although not encouraged, the Moderator’s judgment can be questioned as to the accuracy of the vote as announced. If seven (7) people request a “recount” of a voice or standing votes, it shall be done.
8. The Moderator will generally accept the motion to “move the previous question”, or more easily understood, “to cut off debate.” Many people think this motion is somewhat unfair, but it has been my experience that, more often than not, it is passed unanimously or by overwhelming numbers. In the past, the moderator has been accused of knowing who plans to make such a motion – generally such accusations are accurate!
9. After a motion has been made and seconded, the mover of the motion speaks first, followed by the appropriate Town Boards (generally the Selectmen and the Finance Committee) who state their opinions. The motion is then available for general discussion – pro, con, or questions.

10. Other than when seconding a motion or requesting a point of order, speakers must be recognized by the Moderator before they launch into their point or question. For the most part this “rule of the road” is rigorously enforced.

### More Formal Parliamentary Procedure

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

Motion	Second Required	Debatable	Amendable	Vote Required	May Reconsider	May Interrupt
<b>Dissolve</b>	Yes	No	No	Majority	No	No
<b>Fix the Time to Adjourn</b>	Yes	Yes	Yes	Majority	Yes	No
<b>Lay on the Table</b>	Yes	No	No	Two-thirds	Yes	No
<b>Previous Question</b>	Yes	No	No	Two-thirds	No	No
<b>Limit Debate</b>	Yes	No	No	Two-thirds	Yes	No
<b>Postpone to a Time Certain</b>	Yes	Yes	Yes	Majority	Yes	No
<b>Amend</b>	Yes	Yes	Yes <sup>1</sup>	Majority	Yes	No
<b>Postpone Indefinitely</b>	Yes	Yes	No	Majority	Yes	No
<b>Point of Order</b>	No	No	No	None	No	Yes
<b>Main Motion</b>	Yes	Yes	Yes	Varies	Yes	No
<b>Reconsider<sup>2</sup></b>	Yes	Yes	No	Two-thirds	No	No

1 In Acton, we generally do not accept amendments to amendments – too confusing.

2 Controlled by Town bylaw – 2/3 Vote same night; 3/4 Vote, plus posting ensuing nights.

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

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

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

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

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

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

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

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

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

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

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

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

Parliamentary procedure is not really complex, but the rules, like the rules of golf, do not always make sense. However, they should be consistently applied. If they are, then the Town Meeting can conduct its business in both an orderly and a fair fashion.

I hope this small treatise is helpful to you and adds to your understanding and enjoyment of a most precious night – TOWN MEETING.

Don MacKenzie  
Town Moderator

## *Internet References*

---

Official Town of Acton Web Site	<a href="http://www.acton-ma.gov">www.acton-ma.gov</a>
Document Management System (“DocuShare”)	<a href="http://doc.acton-ma.gov">doc.acton-ma.gov</a>

### [Add Senior Center, Fire Station shells]

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

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

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

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

Acton Community Housing Corporation	<a href="mailto:achc@acton-ma.gov">achc@acton-ma.gov</a>
Acton Leadership Group	<a href="mailto:alg@acton-ma.gov">alg@acton-ma.gov</a>
Acton-Boxborough Cultural Council	<a href="mailto:abcc@acton-ma.gov">abcc@acton-ma.gov</a>
Appeals, Board of	<a href="mailto:boa@acton-ma.gov">boa@acton-ma.gov</a>
Assessor Department	<a href="mailto:assessor@acton-ma.gov">assessor@acton-ma.gov</a>
Assessors, Board of	<a href="mailto:bas@acton-ma.gov">bas@acton-ma.gov</a>
Building Department	<a href="mailto:building@acton-ma.gov">building@acton-ma.gov</a>
Cable Advisory Committee	<a href="mailto:cac@acton-ma.gov">cac@acton-ma.gov</a>
Cemetery Department	<a href="mailto:cemetery@acton-ma.gov">cemetery@acton-ma.gov</a>
Citizens' Library Department, West Acton	<a href="mailto:wacl@acton-ma.gov">wac1@acton-ma.gov</a>
Clerk Department, Town	<a href="mailto:clerk@acton-ma.gov">clerk@acton-ma.gov</a>
Collector Department	<a href="mailto:collector@acton-ma.gov">collector@acton-ma.gov</a>
Commission on Disability	<a href="mailto:cod@acton-ma.gov">cod@acton-ma.gov</a>
Community Preservation Committee	<a href="mailto:cpc@acton-ma.gov">cpc@acton-ma.gov</a>
Conservation Commission	<a href="mailto:conscom@acton-ma.gov">conscom@acton-ma.gov</a>
Council on Aging	<a href="mailto:coa@acton-ma.gov">coa@acton-ma.gov</a>
Council on Aging Department (Senior Center)	<a href="mailto:seniorcenter@acton-ma.gov">seniorcenter@acton-ma.gov</a>
Design Review Guidelines Committee	<a href="mailto:drgc@acton-ma.gov">drgc@acton-ma.gov</a>
East Acton Village Planning Committee	<a href="mailto:eav@acton-ma.gov">eav@acton-ma.gov</a>
Economic Development Committee	<a href="mailto:edc@acton-ma.gov">edc@acton-ma.gov</a>
Economic Development Industrial Corporation	<a href="mailto:edic@acton-ma.gov">edic@acton-ma.gov</a>
Emergency Management Agency, Acton	<a href="mailto:ema@acton-ma.gov">ema@acton-ma.gov</a>
Engineering Department	<a href="mailto:engineering@acton-ma.gov">engineering@acton-ma.gov</a>
Environmental Standards for Fill Committee	<a href="mailto:esfc@acton-ma.gov">esfc@acton-ma.gov</a>
Finance Committee	<a href="mailto:fincom@acton-ma.gov">fincom@acton-ma.gov</a>
Finance Department	<a href="mailto:finance@acton-ma.gov">finance@acton-ma.gov</a>
Fire Department	<a href="mailto:fire@acton-ma.gov">fire@acton-ma.gov</a>
Fire-EMT Advisory Task Group	<a href="mailto:featg@acton-ma.gov">featg@acton-ma.gov</a>

Health Department	health@acton-ma.gov
Health, Board of	boh@acton-ma.gov
Highway Department	highway@acton-ma.gov
Historic District Commission	hdc@acton-ma.gov
Historical Commission	hc@acton-ma.gov
Human Resources Department	hr@acton-ma.gov
Information Technology Department	it@acton-ma.gov
Land Stewardship Committee	lsc@acton-ma.gov
Manager Department, Town	manager@acton-ma.gov
Memorial Library Department	library@acton-ma.gov
Memorial Library Trustees	mlt@acton-ma.gov
Morrison Farm Re-use Committee	mc@acton-ma.gov
Municipal Properties Department	mp@acton-ma.gov
Natural Resources Department	nr@acton-ma.gov
Nursing Department	nursing@acton-ma.gov
Open Space Committee	osc@acton-ma.gov
Outdoor Lighting Education Committee	olec@acton-ma.gov
Parking Clerk	parkingclerk@acton-ma.gov
Personnel Board	peb@acton-ma.gov
Planning Board	pb@acton-ma.gov
Planning Department	planning@acton-ma.gov
Police Department	police@acton-ma.gov
Public Ceremonies Committee	pcc@acton-ma.gov
Recreation Commission	reccom@acton-ma.gov
Recreation Department	recreation@acton-ma.gov
School Committee, Acton-Boxborough Regional	abrsc@acton-ma.gov
School Committee, Acton Public	apsc@acton-ma.gov
Sculpture Park Advisory Committee	spac@acton-ma.gov
Selectmen, Board of	bos@acton-ma.gov
Senior Taxation Aid Committee	stac@acton-ma.gov
South Acton Commuter Rail Task Force	sacrtf@acton-ma.gov
South Acton Revitalization Committee	sarc@acton-ma.gov
Town Report Committee	trc@acton-ma.gov
Transportation Advisory Committee	tac@acton-ma.gov
Treasurer's Advisory Committee	trac@acton-ma.gov
Veterans Service Officer	vso@acton-ma.gov
Volunteer Coordinating Committee	vcc@acton-ma.gov
Wastewater Advisory Communications Task Force	wactf@acton-ma.gov
Water Resources Advisory Committee	wrac@acton-ma.gov

---

# Volunteer Application



Town of Acton  
472 Main Street  
Acton, MA 01720  
E-mail [vcc@acton-ma.gov](mailto:vcc@acton-ma.gov)  
Telephone: (978) 264-9612  
Fax: (978) 264-9630

## Volunteer Coordinating Committee

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

(Please print or type)

Date \_\_\_\_\_

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

**Address** Number / Street

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

Please refer to the other side of this sheet and indicate below, in order of preference, the Board, Committee or Commission that is of interest to you: \_\_\_\_\_

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

Do you have any time restrictions? \_\_\_\_\_ Are you a United States Citizen? \_\_\_\_\_

How long have you lived in Acton? \_\_\_\_\_ In Massachusetts? \_\_\_\_\_

Present occupation and employer (Optional: Attach résumé) \_\_\_\_\_

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

Education or special training: \_\_\_\_\_

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

TOWN OF ACTON VOLUNTEER BOARDS, COMMITTEES AND COMMISSIONS

- |                                     |  |
|-------------------------------------|--|
| Acton Community Housing Corporation | Historic District Commission               |
| Acton-Boxborough Cultural Council   | Historical Commission                      |
| Aging, Council on                   | Metropolitan Advisory Planning Council     |
| Appeals, Board of                   | Minuteman Home Care                        |
| Assessors, Board of                 | Minuteman Vocational School Representative |
| Cable Advisory Committee            | Personnel Board                            |
| Cemetery Commission                 | Planning Board                             |
| Community Preservation Committee    | Public Ceremonies Committee                |
| Conservation Commission             | Recreation Commission                      |
| Disability, Commission on           | South Acton Revitalization Committee       |
| Fair Housing Committee              | Town Report Committee                      |
| Finance Committee                   | Transportation Advisory Committee          |
| Hanscom Field Advisory Committee    | Volunteer Coordinating Committee           |
| Health, Board of                    |  |

Thank you. If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee. Current membership may be obtained through the Town Manager's office at Town Hall, (978) 264-9612.

The space below is for use by the Volunteer Coordinating Committee and the appointing body to record the status of your application.

<b>VCC Interview</b>	<b>Appointing Body</b>
Applicant Called _____	Selectmen / Manager / Moderator
Schedule Date & Time _____	Interview Date _____
Recommendation _____	Appointed Date _____
	Term _____
Board, Committee or Commission	
_____	Member / Alternate / Associate
_____	Member / Alternate / Associate
_____	Member / Alternate / Associate
_____	Member / Alternate / Associate
	Notification of Appointment
Recommendation Sent _____	Received by VCC _____
	Committee Notified _____
<input type="checkbox"/> No openings at this time	Applicant Notified _____

VCC 4/5/05

## *Proposed Town Meeting Booklet*

---

As I have previously mentioned at Town Meetings, I plan to put together a series of thoughts or vignettes on Town Meeting during the latter part of the Twentieth and the first few years of the Twenty-First Centuries. No such work presently exists – But I’ll need your help.

I’d very much appreciate your writing a few thoughts on town meeting – the “good” or the “less than good” about the process, a fond (particularly humorous) memory, a good or otherwise decision made, or anything in general you’d like to have included and be attributed to you in the booklet.

Please mail your submission to me at 12 Wilson Lane, Acton. I’d like to receive 100 or more different ideas for inclusion. Thank you.

Don MacKenzie  
Town Moderator

### Thoughts or Comments on Town Meeting

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

.....

(Please continue on reverse side)



*[This page intentionally left blank]*



**Town of Acton  
472 Main Street  
Acton, MA 01720**

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

**POSTAL PATRON  
ACTON, MA 01720**