

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION
TOWN MANAGER'S OFFICE

DATE: Jan. 25, 1994

TO: Board of Selectmen ✓
FROM: Don P. Johnson, Town Manager
SUBJECT: School "Holding" Article

Following the discussion at the Municipal Forum meeting on Monday morning, Isa Zimmerman called to ask that a holding article be retained for "School Capital". Her indication was that this was not for the previously mentioned "Technology Article" but, rather, a hedge against possible capital need(s) that might show up as they complete their budget process.



cc: Isa Zimmerman

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION

DATE: January 26, 1994

TO: Don P. Johnson, Town Manager
FROM: Garry Rhodes, Building Commissioner *GR*
SUBJECT: Concord Auto Auction

I have recently spoken to Thomas Caruso from the Concord Auto Auction regarding his request. He had asked me to see if the Town was interested in the Auction moving into the Digital building on Piper Rd. This would involve a possible rezoning of that parcel. He has now indicated that he is on hold. Unless he contacts me in the future I will not be taking any further action.

cc: BOS !

CC: BOS - \$10⁰⁰ CASH WAS ATTACHED
J. SIFLEET

4/16/94

Dear Mr. Johnson,

My name is Samantha Siegal.

I am 7 years old. The reason I am writing to you is because I really want a sidewalk. I want to learn how to ride a two wheel bike and I can't ride on school street where I live. The cars go so fast it is Dangerous. I am donating the money I was saving for a dollhouse to help build a sidewalk on school street.

From,

Samantha Siegal

167 SCHOOL STREET

EXECUTIVE OFFICE OF COMMUNITIES & DEVELOPMENT

cc: BOS
PLANNING DEPT.

JAN 24 1994



William F. Weld, Governor
Argeo Paul Cellucci, Lt. Governor
Mary L. Padula, Cabinet Secretary

MEMORANDUM

TO: Municipalities of under 50,000 in Population, Non-Entitlement Communities and Interested Parties

FROM: Toni Coyne Hall, Director, Bureau of Small Cities *Toni Coyne Hall*
Paul Regan, Director, Bureau of Local & Economic Development *Paul Regan*

SUBJECT: Public Hearing Notice: Massachusetts Small Cities Community Development Block Grant Program

DATE: January 19, 1994

The Executive Office of Communities and Development will be holding a Public Hearing on the Proposed FY 1994 Program Statement for the Commonwealth's Small Cities Community Development Block Grant funds. The Public Hearing will be held on Thursday, January 27, 1994 at the following locations:

Executive Office of Communities & Development 100 Cambridge St., 17th Fl., Conference Rm. A - Boston, MA 1:00 p.m.	Mt. Wachusett Community College 444 Green Street Board Room Gardner, MA 10:00 a.m.	Town of Lee Memorial Hall District Court Rm. Lee, MA 1:00 p.m.
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Interested parties will be afforded an opportunity to present data, views or arguments relative to the proposed Program Statement. Copies of Program Highlights and the complete proposed Statement will available from EOCD. Please call (617) 727-7001 ext. 449 or ext. 448.

SAWP194\PUBHRGNO.94

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION
TOWN MANAGER'S OFFICE

DATE: Feb. 11, 1994

TO: Board of Selectmen

FROM: Don P. Johnson, Town Manager

SUBJECT: FY95 Ed Reform, Preliminary State Projections

The enclosed materials have been received from DOE and represent their PRELIMINARY ESTIMATES of our FY95 Ed Reform numbers. I have also attached a copy of the Boston Globe article from Feb. 6 in the same regard.

Several Selectmen have asked for a comparison of these projections against the staff estimates we previously forwarded to the Board. The numbers are not easy to follow but Isa Zimmerman, Bill Ryan and I have conferred and we believe these estimates to be reasonably close ... at least for our budgeting purposes at this time.

The following notes are offered to help you review the numbers if you are so inclined:

- The State numbers seem to incorporate a final version of the Local (Acton) District that they (the State) have not yet shared with us, but they are close to our projections.

- The State numbers indicate a 3.04% Municipal Growth Factor but the math implies something closer to our 3.64% calculation. I believe their number is a typographical error.
- In the Globe article the numbers come from the DOE materials.
- The Globe column for FY95 Local (Acton) Chapter 70 Aid is a summation of columns 4, 25 and 32 from the State "FY95 Foundation Program" sheet in the package.
- Regional numbers in the Globe article are gross for each Region. They do not lend themselves to comparison against individual community obligations.

On whole, we seem to be fairly close in our expectations of the Ed Reform requirements for next year, especially considering that these are only estimates from the State anyway. For the present, I do not see an urgent reason to change our budget assumptions.

A handwritten signature in black ink, appearing to be the initials 'D' and 'W' or similar, written in a cursive style.

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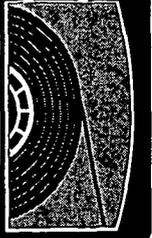
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Schools get fiscal word

Boston Globe 3/6/94

Early release of state figures called helpful by official

By Michael Kenney
GLOBE STAFF

Last September, as public school administrators in Massachusetts were hustling to get their schools opened, they were also still scrambling to finalize their budgets with the new infusions of state financial aid provided through the Education Reform Act. They should be luckier this year.

The problem last year was that the reform act was not passed until mid-June and the amount of additional fiscal aid that would be available was not certain until passage of a supplemental state budget in mid-August.

But with the reform act now firmly in place, the state's Department of Education was able last week to notify local communities of the amounts they must spend on their schools in the 1994-95 school year in order to qualify for allocated state aid funds.

And with the Weld administration having included its school aid recommendations in the proposed fiscal 1995 budget unveiled two weeks ago, local school committees should be able to figure both the plus and minus sides of their budgets.

In most cases, they will find that while the amount they are required to spend during the next school year is higher than what they were required to spend this year, the amount of state "Chapter 70" school aid will also be higher.

In the NorthWest Weekly region, Concord will be required to spend \$11 million - \$218,000 more than last year - but will receive \$595,000 in state aid - \$42,000 more than last year.

But along with this good news, there is expected to be some grumbling, especially by school officials in the state's larger cities, which will find that they can cut back on their school spending.

Paul H. Gordon, executive director of the Massachusetts Association of School Committees, has decried this situation as "a sort of cannibalism, with one side feeding off the other for survival."

But state Sen. David Magnini (D-Framingham), chairman of the Senate Education Committee, defended the formula that creates this situa-

State aid to NorthWest Weekly schools

School district	Fiscal '94		Fiscal '95	
	Budgeted local contribution	Chapter 70 state aid	Min. local required contribution	Chapter 70 state aid
Acton	8,474,696	749,487	8,776,330	826,586
Andover	25,425,406	1,940,906	26,406,827	2,042,073
Arlington	22,548,259	2,871,148	23,021,773	2,962,323
Bedford	11,454,057	744,055	11,876,711	786,805
Belmont	17,541,665	1,091,294	17,953,894	1,165,694
Carlisle	3,160,442	187,766	3,266,633	201,566
Chelmsford	22,672,031	2,944,297	23,318,931	2,954,951
Concord	10,812,916	553,848	11,030,255	595,223
Dracut	9,878,996	5,323,015	10,244,519	6,316,044
LAWRENCE	185,290	45,797,043	191,330	53,888,220
Lexington	31,043,010	1,980,631	31,871,859	2,092,656
LOWELL	26,246,824	39,959,287	22,027,230	48,520,302
MEDFORD	24,309,511	7,828,108	24,961,006	7,956,033
METHUEN	16,019,590	9,770,002	16,468,138	11,328,668
North Andover	15,904,433	1,511,423	16,553,334	1,582,876
North Reading	8,453,561	882,591	8,750,745	911,426
Reading	15,932,843	1,780,426	16,322,770	1,965,513
Stoneham	13,128,138	1,079,185	13,474,721	1,105,534
Tewksbury	12,263,442	5,526,043	12,740,490	5,895,153
Westford	13,378,480	1,520,166	14,033,691	1,757,393
Wilmington	13,987,016	1,380,554	14,550,692	1,453,779
Winchester	16,480,802	1,371,335	16,962,042	1,441,885
WOBURN	23,284,747	1,871,849	23,887,822	1,981,649

REGIONAL / VOCATIONAL SCHOOLS				
Lawrence Vocational	0	0	0	0
Acton-B Roxborough	9,284,230	1,812,892	9,623,490	1,844,117
Concord-Carlisle	6,869,315	1,021,983	7,028,854	1,040,733
Lincoln Sudbury	8,020,864	1,279,627	8,240,129	1,300,427
North Middlesex	8,650,188	10,087,259	8,905,243	11,830,219
Greater Lawrence	4,612,627	7,746,631	4,761,271	8,237,418
Greater Lowell	4,932,072	9,703,199	4,898,012	11,722,884
South Middlesex	5,841,289	2,112,597	5,694,316	2,128,415
Miramonte	6,152,371	2,092,203	6,134,360	2,104,615
Nashoba Valley	2,072,305	1,735,872	2,122,009	1,724,164
Northeast Metro.	5,573,419	3,172,704	4,837,835	3,582,249
Shawshoos Valley	6,994,339	2,892,237	7,284,839	2,988,249
STATE TOTALS	3,122,161,298	1,432,831,982	3,136,821,291	1,617,221,724

SOURCE: Massachusetts Department of Education.

Globe staff chart

tion. "Our aim was not to favor education in state spending priorities, but to reestablish it as a priority - and at the same time, to recognize that it's the state, not the local communities that should pick up the burden of the new funding."

Statewide, about 25 percent of the school districts are already spending above the required "foundation" level and are above the required "standard of effort" level and thus can reduce their local school spending. The foundation level is the spending target based on such factors as enrollment figures and average per-pupil costs. The effort level

is based on a hypothetical tax rate of \$9.40 per \$1,000 of assessed valuation and a municipal revenue growth factor determined by the revenue department.

Another 25 percent of the districts are below the foundation level, but above the effort level and can also reduce their local school spending. Still another 25 percent are above the foundation level but below the effort level and must increase their local spending by the municipal growth factor. And a final 25 percent are below both the foundation and effort levels and must increase the local spending.

Ice fishing tourney set for Feb. 13

The stiff breeze that cut across the ice at Walden Pond in Concord early last Saturday was darn chilly if not downright unbearable.

But to David Smyly, an ice fisherman from Newton, it was a balmy day on the ice. Hands bare, jacket open to the waist and hair flying in the breeze, Smyly basked in the comparatively warm weather as he hand-cranked a razor-sharp ice auger to grind holes in the 18-inch thick ice.

"What a gorgeous day," he said as he shuffled about in the icy soup that covered much of the pond following a day of rain.

"Every time I come here, I usually get action," he said, hope in his voice. "But I don't care if I catch anything. It's a gift to have the leisure time to do this," he said.

He baited a hook with a wriggling shiner and plunged it barehanded into the frigid water.

"This is a very non-Newtonian thing to do," he mused as he set the flag on his tip-up trap.

"Nobody in Newton I know fishes. They'd rather go to a country club and play tennis," he said.

A hardy breed apart, ice fishermen subscribe to a philosophy that's served them well this season: "If you can't beat winter, you might as well join it."

"I guess it's a male-bonding thing," said a laughing Darryl Howes, coordinator of an ice fishing tournament in Chelmsford next Sunday.

The tournament, sponsored by the Greater Lowell Fly Fisher's Club, will run from 8 a.m. to 2 p.m. on Crystal Lake on Route 40 in Chelmsford. A total of \$800 in prize money from \$300 to \$200 will be awarded for the 10 largest catches of the day.

Participants can register at the lake throughout the day.

SHARON BRITTON



The Commonwealth of Massachusetts Department of Education

350 Main Street, Malden, Massachusetts 02148-5023

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MEMORANDUM

FEB - 7 1994

TO: School Superintendents, School Committee Chairpersons, Mayors and Boards of Selectmen

FROM: Robert V. Antonucci, Commissioner of Education

DATE: January 31, 1994

RE: Chapter 70 Distribution for Fiscal Year 1995 (FY'95)

We are fulfilling our commitment to school and municipal officials to release **FY'95 PRELIMINARY ESTIMATES** of each city, town and regional school district's FY'95 Chapter 70, minimum local contribution, net school spending and foundation budget.

Enclosed are the **PRELIMINARY ESTIMATES**. The amounts are based on approximately \$184 million for foundation aid included in Governor Weld's FY'95 Budget Proposal recently released.

These **PRELIMINARY ESTIMATES** are subject to change when the FY'95 state budget is enacted. Changes could result from: revised FY'94 local appropriations for schools; or, from increased aid to new or expanded regional school districts that may receive new incentive aid. \$14 million in new regional incentive aid has already been included with this estimated distribution.

The **PRELIMINARY ESTIMATES** attached are based on several important sources of information:

- * October 1, 1993 Foundation Enrollment Report
- * The 1992-93 End-of-Year Pupil and Financial Report, including Schedule 19 (the estimate of school spending in FY'94).
- * New Municipal Growth Factors calculated by the Department of Revenue.

Remember that these **PRELIMINARY ESTIMATES** will not become **OFFICIAL** until they have been issued in the FY'95 Cherry Sheets by the Department of Revenue. This usually occurs after the Senate and the House adopt a FY'95 Budget and it is signed by the Governor.

CHAPTER 70 DISTRIBUTION
PRELIMINARY ESTIMATES
Page 2

On the pages following, you will find some key definitions and descriptions which should help you understand how these estimates were calculated.

Over the course of this year we have worked hard to build an effective working relationship with the Department of Revenue. This effort comes from our belief that those of us who work with schools or cities and towns should work together. We want to encourage you to do the same as you plan for FY'95.

If we can assist you in your budget planning for Fiscal Year '95, please know that we stand ready to work with you. We are committed to doing what we can to ensure your success.

If you have any questions about these **PRELIMINARY ESTIMATES**, please contact:

Massachusetts Department of Education
Information and Outreach Services
350 Main Street
Malden, Massachusetts 02148
(617) 388-3300, extension 553

Thank you for your continued support and cooperation.

ENCLOSURES

We are attaching five important budget documents:

- * **FY'95 Foundation Budget Per Pupil Statewide Costs**
(applied to each district's foundation enrollments)
- * **FY'95 Foundation Budget Definitions and Explanations**
- * **FY'95 Foundation Budget**
(each district's actual foundation budget based on October 1, 1993 membership)
- * **FY'95 Foundation Program**
(each community's FY'95 Chapter 70 calculation)
 - * To better understand how we built the Foundation Program document, please review the definitions in the Foundation Budget Formula FY'95 immediately following it.
 - * Numbers preceding the definitions match up with the column numbers. For example, 1. FY'95 Foundation Budget matches up with Column 1 on the actual budget page.
 - * Numbers after the definition refer to the column numbers used in the calculation. For example, FY'94 Spending Gap equals the FY'95 Foundation Budget (Column 1) minus FY'94 Net School Spending (Column 2).
- * **FY'95 Foundation Program Summary**
(the summary of all districts' FY'95 minimum local contributions, Chapter 70 aid, and net school spending).

28-Jan-94

Massachusetts Department
of Education
FY 95 Foundation Budget

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
	Pre-School	Kindergarten	Elementary	Junior/Middle	High School	Special Ed In-School	Special Ed Tuitioned Out	Bilingual	Vocational	Low Income Elementary	Low Income Other	Total
002 ACTON												
1) Foundation Enrollment	0	352	1,464	252	0	66	19	0	0	53	0	1,892
2) Teaching Salary	0	322,106	2,679,323	405,851	0	332,171	0	0	0	64,018	0	3,803,469
3) Support Salary	0	102,753	854,702	253,659	0	201,960	0	0	0	0	0	1,413,074
4) Aides Salary	0	20,139	167,523	4,806	0	78,672	0	0	0	0	0	271,140
5) Principals Salary	0	34,684	288,527	57,940	0	0	0	0	0	0	0	381,151
6) Clerical Salary	0	18,973	157,838	27,169	0	25,874	7,449	0	0	0	0	237,303
7) Health Salary	0	9,325	77,567	10,012	0	0	0	0	0	0	0	96,904
8) Central Salary	0	26,591	221,203	38,076	0	74,791	21,531	0	0	0	0	382,192
9) Custodial Salary	0	27,950	232,504	43,389	0	35,140	0	0	0	4,212	0	343,195
10) Benefits	0	80,386	668,664	109,435	0	127,009	3,358	0	0	8,832	0	997,684
11) Expanded Program	0	0	0	0	0	0	0	0	0	21,340	0	21,340
12) Professional Development	0	12,747	106,016	19,786	0	16,024	0	0	0	1,920	0	156,493
13) Athletics	0	0	0	12,938	0	0	0	0	0	0	0	12,938
14) Activities	0	0	37,581	9,054	0	0	0	0	0	0	0	46,635
15) Maintenance	0	35,753	297,382	55,498	0	44,947	0	0	0	5,387	0	438,967
16) Tuition	0	0	0	0	0	0	263,349	0	0	0	0	263,349
17) Miscellaneous	0	14,647	121,819	20,969	0	28,596	429	0	0	0	0	186,460
18) Books and Equipment	0	45,176	375,780	64,683	0	13,552	0	0	0	0	0	499,191
19) Extraordinary Maintenance	0	23,834	198,255	36,999	0	29,965	0	0	0	3,591	0	292,644
20) Total	0	775,064	6,484,684	1,170,264	0	1,008,701	296,116	0	0	109,300	0	9,844,129
21) Wage Adjustment Factor	103.2%											

Each component of the foundation budget represents the enrollment on line 1 multiplied by the appropriate state-wide foundation allotment. These allotments and calculations are shown in the definitions and explanations immediately following. The foundation components on lines 2 through 12 have also been multiplied by the wage adjustment factor.

28-Jan-94

Massachusetts Department
of Education
FY 95 Foundation Budget

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
	Pre-School	Kindergarten	Elementary	Junior/Middle	High School	Special Ed In-School	Special Ed Tuitioned Out	Bilingual	Vocational	Low Income Elementary	Low Income Other	Total
600 ACTON BOXBOROUGH												
1) Foundation Enrollment	0	0	0	548	1,081	61	16	0	82	10	8	1,711
2) Teaching Salary	0	0	0	882,564	2,560,261	307,006	0	0	330,157	12,079	9,663	4,101,730
3) Support Salary	0	0	0	551,607	182,801	186,660	0	0	13,866	0	0	934,934
4) Aides Salary	0	0	0	10,451	8,244	72,712	0	0	625	0	0	92,032
5) Principals Salary	0	0	0	125,996	248,543	0	0	0	18,853	0	0	393,392
6) Clerical Salary	0	0	0	59,082	116,546	23,914	6,273	0	8,841	0	0	214,656
7) Health Salary	0	0	0	21,773	42,950	0	0	0	3,258	0	0	67,981
8) Central Salary	0	0	0	82,800	163,334	69,125	18,131	0	13,938	0	0	347,328
9) Custodial Salary	0	0	0	94,354	180,469	32,478	0	0	22,634	795	636	331,366
10) Benefits	0	0	0	237,978	451,012	117,387	2,827	0	55,508	1,667	1,333	867,712
11) Expanded Program	0	0	0	0	0	0	0	0	0	4,026	0	4,026
12) Professional Development	0	0	0	43,026	82,297	14,810	0	0	10,321	362	290	151,106
13) Athletics	0	0	0	28,134	221,973	0	0	0	16,838	0	0	266,945
14) Activities	0	0	0	19,690	49,942	0	0	0	3,788	0	0	73,420
15) Maintenance	0	0	0	120,686	230,826	41,542	0	0	38,210	1,016	813	433,093
16) Tuition	0	0	0	0	0	0	221,767	0	0	0	0	221,767
17) Miscellaneous	0	0	0	45,599	89,950	26,429	361	0	6,823	0	0	169,162
18) Books and Equipment	0	0	0	140,661	443,945	12,526	0	0	58,933	0	0	656,065
19) Extraordinary Maintenance	0	0	0	80,457	153,880	27,695	0	0	19,300	678	542	282,552
20) Total	0	0	0	2,544,858	5,226,973	932,284	249,359	0	621,893	20,623	13,277	9,609,267
21) Wage Adjustment Factor	103.2%											

Each component of the foundation budget represents the enrollment on line 1 multiplied by the appropriate state-wide foundation allotment. These allotments and calculations are shown in the definitions and explanations immediately following. The foundation components on lines 2 through 12 have also been multiplied by the wage adjustment factor.

28-Jan-94

Massachusetts Department
of Education
FY 95 Foundation Budget

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
	Pre-School	Kindergarten	Elementary	Junior/Middle	High School	Special Ed In-School	Special Ed Tuitioned Out	Bilingual	Vocational	Low Income Elementary	Low Income Other	Total
830 MINUTEMAN												
1) Foundation Enrollment	0	0	0	0	0	22	0	0	488	0	60	488
2) Teaching Salary	0	0	0	0	0	112,762	0	0	2,001,012	0	73,808	2,187,582
3) Support Salary	0	0	0	0	0	68,559	0	0	84,042	0	0	152,601
4) Aides Salary	0	0	0	0	0	26,707	0	0	3,790	0	0	30,497
5) Principals Salary	0	0	0	0	0	0	0	0	114,266	0	0	114,266
6) Clerical Salary	0	0	0	0	0	8,784	0	0	53,581	0	0	62,365
7) Health Salary	0	0	0	0	0	0	0	0	19,746	0	0	19,746
8) Central Salary	0	0	0	0	0	25,389	0	0	84,478	0	0	109,867
9) Custodial Salary	0	0	0	0	0	11,929	0	0	137,177	0	4,856	153,962
10) Benefits	0	0	0	0	0	43,043	0	0	335,614	0	10,165	388,822
11) Expanded Program	0	0	0	0	0	0	0	0	0	0	0	0
12) Professional Development	0	0	0	0	0	5,440	0	0	62,552	0	2,214	70,206
13) Athletics	0	0	0	0	0	0	0	0	100,206	0	0	100,206
14) Activities	0	0	0	0	0	0	0	0	22,546	0	0	22,546
15) Maintenance	0	0	0	0	0	14,982	0	0	227,398	0	6,098	248,478
16) Tuition	0	0	0	0	0	0	0	0	0	0	0	0
17) Miscellaneous	0	0	0	0	0	9,532	0	0	40,606	0	0	50,138
18) Books and Equipment	0	0	0	0	0	4,517	0	0	350,721	0	0	355,238
19) Extraordinary Maintenance	0	0	0	0	0	9,988	0	0	114,856	0	4,066	128,910
20) Total	0	0	0	0	0	341,632	0	0	3,752,591	0	101,207	4,195,430
21) Wage Adjustment Factor	105.1%											

Each component of the foundation budget represents the enrollment on line 1 multiplied by the appropriate state-wide foundation allotment. These allotments and calculations are shown in the definitions and explanations immediately following. The foundation components on lines 2 through 12 have also been multiplied by the wage adjustment factor.

**MASSACHUSETTS DEPARTMENT OF EDUCATION
FY'95 FOUNDATION BUDGET
DEFINITIONS AND EXPLANATIONS
January 31, 1994**

**Column Definitions for Line 1 Based on Foundation Enrollment
October 1, 1993 Report**

Line 1	Column A	Pre-school - The number of regular day pre-school pupils not to exceed twice the number of special needs pre-school pupils.
	Column B	Kindergarten - The number of regular day and special needs kindergarten pupils (plus all special needs pre-school pupils).
	Column C	Elementary - All regular day and special needs pupils in grades one through five.
	Column D	Junior/Middle - All regular day and special needs pupils in grades six through eight.
	Column E	High School - All regular day and special needs pupils in grades nine through twelve.
	Column F	Special Education-In-School - Three and one half percent of Column L Total not including Column A - Pre-school or Column I - Vocational, plus four and one half percent of Column I - Vocational.
	Column G	Special Education - Tuitioned out - one percent of Column L - Total not including Column A - Pre-school or Column I - Vocational
	Column H	Bilingual - All pupils enrolled in Massachusetts bilingual programs.
	Column I	Vocational - All pupils enrolled in Chapter 74 programs.
	Column J	Low Income Elementary - All pupils in grades one through eight who are eligible for free or reduced price lunches.
	Column K	Low Income Other - All pupils in grades nine through 12 and one half of pre-school and kindergarten pupils who are eligible for free or reduced price lunches.
	Column L	Total - One half of Column A - Pre-School and one half of Column B - Kindergarten plus Column C, D, E, H, and I.

**MASSACHUSETTS DEPARTMENT OF EDUCATION
FOUNDATION BUDGET DEFINITIONS AND EXPLANATIONS**

Line Item Explanations and Definitions for Lines 2 through 21

- Line 2** **Teaching salary for classroom teachers.**
- Line 3** **Support Staff salary for counselors, librarians and other teachers.**
- Line 4** **School Aide salary for assistants to teachers and support staff.**
- Line 5** **School Principal salary for principals and assistant principals.**
- Line 6** **Clerical salary for all staff performing clerical duties.**
- Line 7** **School Health Care Staff salary for all staff performing health care related duties.**
- Line 8** **Central Office Professional salary for all professional staff performing central office duties.**
- Line 9** **Custodial Staff salary for all staff performing custodial duties.**
- Line 10a** **Employee Benefits related to salaries for all staff in lines 2 through 9.**
- Line 10b** **Other Employee Benefits for all staff in lines 2 through 9.**
- Line 11** **Expanded Program Allotment for educational services for low income pupils.**
- Line 12** **Professional Development for teachers and support staff.**
- Line 13** **Athletic Expenses**
- Line 14** **Extra-curricular Activity Expenses.**
- Line 15** **Utility and Ordinary Maintenance Expenses for utility charges and maintenance supplies.**
- Line 16** **Special Needs Tuition**
- Line 17** **Miscellaneous Expenses**
- Line 18** **Book and Equipment Allotment for books, equipment, supplies and computers.**
- Line 19** **Extraordinary Maintenance Allotment for repairs.**
- Line 20** **Total**

**MASSACHUSETTS DEPARTMENT OF EDUCATION
FOUNDATION BUDGET DEFINITIONS AND EXPLANATIONS**

The foundation budget allocates a fixed amount per pupil for each type of expense and type of pupil. These amounts are shown in the matrix - "FY'95 Foundation Budget Per Pupil."

For example, the budget allots \$886.70 for teaching staff salary for each pre-school pupil in line 2, column A. The total per pupil budget on line 20 shows the sum of the individual line items. In the same example, the budget allots \$2,144.79 for each pre-school pupil for all expense items.

Line 21 Wage adjustment factor to reflect community and labor market wage levels. This factor is applied to each of the salary expenditures in the foundation budget (lines 2 through 10A and lines 11 and 12) in calculating the foundation budget.

For example, if a district's wage adjustment factor is 95%, its budget for teaching salaries for each pre-school pupil would be \$842.37 ($\$886.70 \times 95\%$).

Mass Department of Education		FY 95 Foundation Budget Per Pupil										
	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	
	Pre-School	Kindergarten	Elementary	Junior/Middle	High School	Special Ed In-School	Special Ed Tuitioned Out	Bilingual	Vocational	Low Income Elem	Low Income Secondary	
1)	Foundation Enrollment											
2)	Teaching Salary	886.70	886.70	1,773.39	1,560.58	2,294.98	4,876.83	0.00	2,600.97	3,901.46	1,170.44	1,170.44
3)	Support Salary	282.86	282.86	565.71	975.37	163.86	2,965.11	0.00	565.71	163.86	0.00	0.00
4)	Aides Salary	55.44	55.44	110.88	18.48	7.39	1,155.04	0.00	110.88	7.39	0.00	0.00
5)	Principals Salary	95.48	95.48	190.97	222.79	222.79	0.00	0.00	190.97	222.79	0.00	0.00
6)	Clerical Salary	52.23	52.23	104.47	104.47	104.47	379.88	379.88	104.47	104.47	0.00	0.00
7)	Health Salary	25.67	25.67	51.34	38.50	38.50	0.00	0.00	51.34	38.50	0.00	0.00
8)	Central Salary	73.20	73.20	146.41	146.41	146.41	1,098.06	1,098.06	146.41	164.71	0.00	0.00
9)	Custodial Salary	76.94	76.94	153.89	166.84	161.77	515.92	0.00	208.33	267.46	77.00	77.00
10a)	Salary Benefits	200.59	200.59	401.18	381.44	366.47	1,690.31	155.24	504.67	568.48	146.37	146.37
10b)	Other Benefits	21.36	21.36	42.72	40.62	39.02	179.99	16.53	53.74	90.26	15.59	15.59
11)	Expanded Program	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	390.15	0.00
12)	Professional Development	35.09	35.09	70.17	76.08	73.77	235.26	0.00	95.00	121.96	35.11	35.11
13)	Athletics	0.00	0.00	0.00	51.34	205.34	0.00	0.00	0.00	205.34	0.00	0.00
14)	Activities	0.00	0.00	25.67	35.93	46.20	0.00	0.00	25.67	46.20	0.00	0.00
15)	Maintenance	101.57	101.57	203.13	220.23	213.53	681.01	0.00	275.00	465.98	101.64	101.64
16)	Tuition	0.00	0.00	0.00	0.00	0.00	0.00	13,860.45	0.00	0.00	0.00	0.00
17)	Miscellaneous	41.61	41.61	83.21	83.21	83.21	433.27	22.59	83.21	83.21	0.00	0.00
18)	Books and Equipment	128.34	128.34	256.68	256.68	410.68	205.34	0.00	256.68	718.69	0.00	0.00
19)	Extraordinary Maintenance	67.71	67.71	135.42	146.82	142.35	454.01	0.00	183.33	235.36	67.76	67.76
20)	Total	2,144.79	2,144.79	4,315.24	4,525.79	4,720.74	14,870.03	15,532.75	5,456.38	7,406.12	2,004.06	1,613.91
21)	Wage Adjustment Factor	100.00%										

MASSACHUSETTS DEPARTMENT OF EDUCATION
FOUNDATION BUDGET FORMULA
FY'95

JANUARY 31, 1994

1. FY'95 FOUNDATION BUDGET: The October 1, 1993 Foundation Enrollment multiplied by the various components of the foundation formula.
2. FY'94 ESTIMATED NET SCHOOL SPENDING: Spending reported on Schedule 19 of the Pupil and Financial End of the Year Report. Includes school choice tuition.
3. FY'94 SPENDING GAP: Foundation Budget minus FY'94 Net School Spending: (1)-(2).
4. FY'95 CHAPTER 70 BASE AID: FY'94 Base Aid, FY'94 Minimum Aid, FY'94 Foundation Aid and FY'94 New Regional Aid.
5. FY'94 CHAPTER 70 OTHER AID: FY'94 Overburden Aid and School Choice Aid.
6. FY'93 IMPACT AID: Actual FY'93 expenditures of P.L. 874 Impact Aid is used as an estimate of the FY'94 expenditures.
7. FY'94 LOCAL CONTRIBUTION: FY'94 Net School Spending minus FY'95 Chapter 70 Base Aid minus FY'94 Chapter 70 Other Aid minus FY'93 Impact Aid: (2) - (4) - (5) - (6).
8. FY'93 LOCAL CONTRIBUTION: The comparable local contribution in FY'93.
9. EQUALIZED VALUATION: The Department of Revenue's 1992 estimate of each city and town's property tax base.
10. AVERAGE INCOME: The U.S. Census' estimate of the per-capita income in each city and town in 1989. The State average per-capita income is \$17,224.
11. ADJUSTED EQUALIZED VALUATION: Equalized Valuation multiplied by the Average Income Per Capita divided by the State Average Income of \$17,224: (9) X (10)/17,224.
12. SCHOOL TAX RATE: FY'94 Local Contribution divided by the Adjusted Equalized Valuation: (7)/(11).
13. FY'94 GROSS STANDARD OF EFFORT: The amount of local effort that would have been raised in FY'94 with a school tax rate of \$9.40.
14. FY'95 GROSS STANDARD OF EFFORT: FY'94 Gross Standard of Effort multiplied by the Municipal Revenue Growth Factor: (13)X (16).

MASSACHUSETTS DEPARTMENT OF EDUCATION
FOUNDATION BUDGET FORMULA
FY'95
PAGE TWO

15. FY'95 STANDARD OF EFFORT: FY'95 Gross Standard of Effort or FY'95 Foundation Budget minus FY'95 Chapter 70 Base Aid minus FY'95 \$25 Per Pupil minus FY'95 New Regional Aid minus FY'95 New Choice Aid: (14) or (1) - (4) - (24) - (31) - (32).

16. MUNICIPAL REVENUE GROWTH FACTOR: Calculated by the Department of Revenue for FY'95.

17. FY'95 PRELIMINARY CONTRIBUTION:

If the FY'94 Local Contribution is less than the FY'95 Gross Standard of Effort, the FY'94 Local Contribution is multiplied by the Municipal Revenue Growth Factor: If (7) < (14) then (7) X (16).

If the FY'94 Local Contribution is greater than or equal to the FY'95 Gross Standard of Effort and the FY'94 Spending Gap is zero then the greater of the FY'95 Gross Standard of Effort or the FY'95 Foundation Budget minus the FY'95 Chapter 70 Base Aid minus the FY'95 \$25 Per Pupil minus the FY'95 new Regional Aid minus the FY'95 new Choice Aid. If (7) >= (14) and (3) = '0' then the greater of (14) or (1) - (4) - (24) - (31) - (32).

If the FY'94 Local Contribution is greater than or equal to the FY'95 Gross Standard of Effort and the FY'94 Spending Gap is greater than zero, then the greater of the FY'95 Gross Standard of Effort or the FY'93 Local Contribution. If (7) >= (14) and (3) > '0' then the greater of (14) or (8).

18. FY'95 STANDARD OF EFFORT GAP:

If the FY'94 Spending Gap is greater than zero, then the lesser of the FY'95 Gross Standard of Effort minus the FY'95 Preliminary Contribution and the FY'94 Spending Gap minus the FY'95 Preliminary Contribution plus the FY'94 Local Contribution. If (3) > '0' then the lesser of ((14) - (17)) and ((3) - (17) + (7)).

If the FY'94 Spending Gap equals zero, then zero. If (3) = '0' then '0'.

19. FY'95 MINIMUM CONTRIBUTION: FY'95 Preliminary Contribution plus the FY'95 Standard of Effort Gap multiplied by 38 per cent minus the FY'95 Overburden Aid. (17) + ((18) X .38) - (30). 38% is the FY'95 Foundation Aid Percentage or the rate of assistance this year's state appropriation is able to support. In addition, no district spending above the Foundation Budget will be allowed to reduce its spending below that level.

MASSACHUSETTS DEPARTMENT OF EDUCATION
FOUNDATION BUDGET FORMULA
FY'95
PAGE THREE

20. FY'95 FOUNDATION ENROLLMENT: October 1, 1993 Foundation Enrollment Report.

21. FY'95 VALUATION RATIO: Adjusted Equalized Valuation divided by FY'95 Foundation Enrollment divided by \$508,463, the state average adjusted equalized valuation per pupil.
 $(11)/(20)/\$508,463$.

22. FY'95 OVERBURDEN %:

If the FY'95 Valuation Ratio is less than or equal to 95% then 100%. If $(21) < '95\%$ then 100%.

If the FY'95 Valuation Ratio is greater than 95% and less than 120% then 195% minus the FY'95 Valuation Ratio. If $(21) > 95\%$ and $< 120\%$ then $195\% - (21)$.

If the FY'95 Valuation Ratio is greater than or equal to 120% then 0 per cent. If $(21) \geq 120\%$ then '0' %.

23. FY'95 GROSS OVERBURDEN: FY'95 Standard of Effort Gap times the FY'95 Overburden per cent $(18) \times (22)$.

24. FY'95 \$25 PER PUPIL: FY'95 Foundation Enrollment times \$25.
 $(20) \times \$25$.

25. FY'95 MINIMUM AID:

If the FY'95 Foundation Aid equals zero, then FY'95 \$25 per pupil: If $(28) = '0'$ then (24) .

If the FY'95 Foundation Aid is greater than the FY'95 \$25 Per pupil, the district will not receive minimum aid: If $(28) > (24)$ then '0'.

Otherwise, the FY'95 Foundation Enrollment times the difference between \$25 and the FY'95 Foundation Aid per FY'95 Foundation Enrollment: $(20) \times ((\$25) - (28)/(20))$

26. FY'95 FOUNDATION GAP:

If the FY'95 Preliminary Contribution is greater than the FY'94 Local Contribution, then the FY'94 Spending Gap minus the FY'95 Standard of Effort Gap minus the difference between the FY'95 Preliminary Contribution and the FY'94 Local Contribution minus the FY'95 New Regional Aid minus the FY'95 New Choice Aid: If $(17) > (7)$ then $(3) - (18) - ((17) - (7)) - (31) - (32)$.

MASSACHUSETTS DEPARTMENT OF EDUCATION
FOUNDATION BUDGET FORMULA
FY'95
PAGE FOUR

26. FY'95 FOUNDATION GAP: (continued)

If the FY'95 Preliminary Contribution is less than or equal to the FY'94 Local Contribution, then the FY'94 Spending Gap minus the FY'95 Standard of Effort Gap minus the FY'95 New Regional Aid minus the FY'95 New Choice Aid: If (17) \leq (7) then (3) - (18) - (31) - (32).

27. FY'95 EQUITY GAP:

If the FY'94 Spending Gap is greater than zero, then the FY'94 Local Contribution minus the FY'95 Gross Standard of Effort: If (3) > '0' then (7) minus (14).

If the FY'94 Spending Gap is zero, then the difference between the FY'94 Local Contribution minus the FY'95 Gross Standard of Effort and the FY'94 Local Contribution plus the FY'95 Chapter 70 Base Aid plus the FY'93 Impact Aid minus the FY'95 Foundation Budget. If (3) = '0' then ((7)-(14)) - ((7)+(4)+(6)) - (1).

28. FY'95 FOUNDATION AID: FY'95 Foundation Gap times 38 per cent: (26) X .38.

29. FY'95 EQUITY AID: FY'95 Equity Gap times 38 per cent: (27) X .38.

30. FY'95 OVERBURDEN AID: FY'95 Gross Overburden times 38 per cent: (23) X .38

31. FY'95 NEW REGIONAL AID: Incentive Aid for new or expanded regional school districts under Chapter 71, Section 16D (e).

32. FY'95 NEW CHOICE AID: If the FY'94 Spending Gap is greater than zero, then the FY'94 School Choice Tuition owed by the sending district.

MASSACHUSETTS DEPARTMENT OF EDUCATION
INFORMATION AND OUTREACH SERVICES
FY 95 FOUNDATION PROGRAM - PRELIMINARY ESTIMATE

SUMMARY

	(1) MINIMUM CONTRIBUTION	(2) BASE AID	(3) MINIMUM AID	(4) FOUNDATION AID	(5) EQUITY AID	(6) OVERBURDEN AID	(7) NEW REGIONAL AID	(8) NEW CHOICE AID	(9) NET SCHOOL SPENDING
001 ABINGTON	6,034,694	3,788,366	0	300,007	72,938	0	0	0	10,196,005
002 ACTON	8,776,330	749,487	47,300	0	0	0	0	29,799	9,602,916
003 ACUSHNET	2,742,560	2,018,049	0	550,647	0	108,526	0	0	5,419,782
004 ADAMS	0	0	0	0	0	0	0	0	0
005 AGAWAM	13,269,446	6,021,514	0	453,041	0	0	0	59,506	19,803,507
006 ALFORD	0	0	0	0	0	0	0	0	0
007 AMESBURY	6,866,629	4,550,187	0	231,974	0	186,043	0	297,929	12,132,762
008 AMHERST	5,883,951	2,438,931	42,250	0	845,139	0	0	0	9,210,271
009 ANDOVER	26,406,827	1,918,773	123,300	0	0	0	0	0	28,448,900
010 ARLINGTON	23,021,773	2,871,148	91,175	0	0	0	0	0	25,984,096
011 ASHBURNHAM	0	0	0	0	0	0	0	0	0
012 ASHBY	0	0	0	0	0	0	0	0	0
013 ASHFIELD	0	0	0	0	0	0	0	0	0
014 ASHLAND	8,296,659	692,694	42,100	0	0	0	0	49,733	9,081,186
015 ATHOL	0	0	0	0	0	0	0	0	0
016 ATTLEBORO	14,266,121	11,277,501	0	844,335	0	551,441	0	0	26,939,398
017 AUBURN	8,903,384	2,518,327	53,925	0	0	0	0	0	11,475,636
018 AVON	3,485,294	251,140	15,525	0	0	0	0	0	3,751,959
019 AYER	4,144,515	3,096,571	44,625	0	0	0	0	0	7,285,711
020 BARNSTABLE	29,516,162	1,620,378	155,850	0	0	0	0	0	31,292,390
021 BARRE	0	0	0	0	0	0	0	0	0
022 BECKET	28,822	250	75	0	0	0	0	0	29,147
023 BEDFORD	11,876,711	744,055	42,750	0	0	0	0	0	12,663,516
024 BELCHERTOWN	4,829,980	2,766,023	0	917,472	167,826	0	0	10,790	8,692,091
025 BELLINGHAM	7,432,529	3,832,824	55,800	0	0	148,373	0	105,450	11,574,976
026 BELMONT	17,953,894	1,091,294	74,400	0	0	0	0	0	19,119,588
027 BERKLEY	1,699,027	1,060,260	0	384,464	0	145,350	0	0	3,289,101
028 BERLIN	732,377	237,648	4,200	0	0	0	0	0	974,225
029 BERNARDSTON	0	0	0	0	0	0	0	0	0
030 BEVERLY	19,893,133	3,427,500	111,300	0	0	95,738	0	256,537	23,784,208
031 BILLERICA	20,161,555	5,821,151	0	1,036,579	1,040,665	0	0	36,836	28,096,786
032 BLACKSTONE	79,729	1,124	0	11,734	0	1,996	0	0	94,583
033 BLANDFORD	0	0	0	0	0	0	0	0	0
034 BOLTON	2,154,680	63,265	10,550	0	0	0	0	7,535	2,236,030
035 BOSTON	300,156,676	62,122,428	651,910	746,590	11,956,748	0	0	78,330	375,712,682
036 BOURNE	8,925,997	1,060,904	58,825	0	0	401,853	0	34,388	10,481,967
037 BOXBOROUGH	1,686,066	75,295	9,425	0	0	0	0	5,896	1,776,682
038 BOXFORD	3,131,016	173,495	18,950	0	0	0	0	832	3,324,293
039 BOYLSTON	1,404,997	164,886	7,400	0	0	0	0	0	1,577,283
040 BRAINTREE	22,912,855	1,885,496	109,425	0	0	0	0	0	24,907,776

MASSACHUSETTS DEPARTMENT OF EDUCATION
INFORMATION AND OUTREACH SERVICES
FY 95 FOUNDATION PROGRAM - PRELIMINARY ESTIMATE

SUMMARY

	(1) MINIMUM CONTRIBUTION	(2) BASE AID	(3) MINIMUM AID	(4) FOUNDATION AID	(5) EQUITY AID	(6) OVERBURDEN AID	(7) NEW REGIONAL AID	(8) NEW CHOICE AID	(9) NET SCHOOL SPENDING
321 WESTBOROUGH	13,459,761	930,487	57,400	0	0	0	0	0	14,447,648
322 WEST BOYLSTON	3,724,469	708,013	21,250	0	0	0	0	33,127	4,486,859
323 WEST BRIDGEWATER	4,119,160	1,196,422	24,650	0	0	0	0	0	5,340,232
324 WEST BROOKFIELD	0	0	0	0	0	0	0	0	0
325 WESTFIELD	13,075,749	12,278,852	0	2,335,000	0	29,691	0	229,712	27,949,004
326 WESTFORD	14,033,691	1,388,682	76,550	0	0	197,542	0	94,619	15,791,084
327 WESTHAMPTON	607,284	52,050	0	40,384	0	0	0	0	699,718
328 WESTMINSTER	0	0	0	0	0	0	0	0	0
329 WEST NEWBURY	0	0	0	0	0	0	0	0	0
330 WESTON	12,498,119	330,583	35,800	0	0	0	0	0	12,864,502
331 WESTPORT	7,013,427	1,985,393	44,025	0	0	21,332	0	0	9,064,177
332 WEST SPRINGFIELD	11,879,516	5,324,937	90,150	0	0	1,291,456	0	31,192	18,617,251
333 WEST STOCKBRIDGE	0	0	0	0	0	0	0	0	0
334 WEST TISBURY	0	0	0	0	0	0	0	0	0
335 WESTWOOD	13,521,892	792,127	45,350	0	0	0	0	0	14,359,369
336 WEYMOUTH	20,464,219	11,151,680	159,350	0	0	1,211,795	0	7,636	32,994,680
337 WHATELY	662,903	30,458	3,200	0	0	0	0	0	696,561
338 WHITMAN	0	0	0	0	0	0	0	0	0
339 WILBRAHAM	0	0	0	0	0	0	0	0	0
340 WILLIAMSBURG	851,142	232,720	5,425	0	0	0	0	0	1,089,287
341 WILLIAMSTOWN	1,983,749	645,710	13,375	0	0	0	0	0	2,642,834
342 WILMINGTON	14,550,692	1,380,554	73,225	0	0	0	0	0	16,004,471
343 WINCHENDON	2,413,170	3,657,557	0	980,876	91,946	0	0	31,810	7,175,359
344 WINCHESTER	16,962,042	1,371,335	70,550	0	0	0	0	0	18,403,927
345 WINDSOR	4,041	50	25	0	0	317	0	0	4,433
346 WINTHROP	8,470,002	2,608,211	50,025	0	0	0	0	0	11,128,238
347 WOBURN	23,887,822	1,871,849	109,800	0	0	0	0	0	25,869,471
348 WORCESTER	48,701,631	55,145,632	0	7,746,555	3,049,520	0	0	329,706	114,973,044
349 WORTHINGTON	0	0	0	0	0	0	0	0	0
350 WRENTHAM	2,550,163	1,048,677	0	391,550	70,270	0	0	7,850	4,068,510
351 YARMOUTH	0	0	0	0	0	0	0	0	0
401 LAWRENCE VOKE	0	0	0	0	0	0	0	0	0
406 NORTHAMPTON SMITH	2,092,178	734,192	3,775	0	0	0	0	0	2,830,145
408 WORCESTER TRADE	3,377,426	5,881,083	0	234,045	214,092	0	0	0	9,706,646
600 ACTON BOXBOROUGH	9,623,490	1,801,342	42,775	0	0	0	0	0	11,467,607
603 ADAMS CHESHIRE	2,659,199	5,895,336	0	312,301	0	366,673	0	10,272	9,243,781
605 AMHERST PELHAM	4,877,749	4,260,522	42,050	0	616,672	0	0	0	9,796,993
610 ASHBURNHAM WESTMINSTE	5,113,150	4,661,570	29,025	313,792	1,572	304,142	0	20,944	10,444,195
612 ASHFIELD PLAINFIELD	0	0	0	0	0	0	0	0	0
615 ATHOL ROYALSTON	180,786	8,047,460	4,725	396,951	0	1,049,186	0	11,452	9,690,560

MASSACHUSETTS DEPARTMENT OF EDUCATION
INFORMATION AND OUTREACH SERVICES
FY 95 FOUNDATION PROGRAM - PRELIMINARY ESTIMATE

SUMMARY	(1) MINIMUM CONTRIBUTION	(2) BASE AID	(3) MINIMUM AID	(4) FOUNDATION AID	(5) EQUITY AID	(6) OVERBURDEN AID	(7) NEW REGIONAL AID	(8) NEW CHOICE AID	(9) NET SCHOOL SPENDING
755 RALPH C MAHAR	2,081,043	2,217,960	18,450	0	380,658	0	0	0	4,698,111
760 SILVER LAKE	7,184,467	5,966,504	5,025	217,525	0	133,305	0	0	13,506,826
765 SOUTHERN BERKSHIRE	4,863,408	912,200	26,475	0	0	0	0	0	5,802,083
766 SOUTHWICK TOLLAND	3,176,261	4,608,823	500	84,249	0	79,552	0	50,867	8,000,252
767 SPENCER EAST BROOKFIE	2,083,706	8,769,013	56,325	0	0	315,850	0	0	11,224,894
770 TANTASQUA	4,346,582	2,627,583	33,126	2,649	497,358	0	0	18,321	7,525,619
773 TRITON	10,764,698	3,126,699	71,425	0	0	100,599	1,213,123	546,629	15,823,173
774 UPISLAND	2,905,947	76,163	9,925	0	0	0	164,158	0	3,156,193
775 WACHUSETT	21,686,271	6,259,554	144,050	0	228,062	123,731	5,543,705	206,856	34,192,229
778 QUABOAG	2,163,760	4,243,431	0	431,376	0	288,141	0	5,000	7,131,708
780 WHITMAN HANSON	7,520,762	12,497,098	0	564,065	0	388,286	0	0	20,970,211
801 ASSABET VALLEY	4,146,437	2,516,613	17,275	0	27	0	0	0	6,680,352
805 BLACKSTONE VALLEY	2,071,677	3,335,264	6,425	102,838	11,705	39,527	0	0	5,567,436
806 BLUE HILLS	5,225,474	2,932,135	22,250	0	3,691	0	0	0	8,183,550
810 BRISTOL PLYMOUTH	2,282,774	3,500,420	1,214	70,921	0	7,490	0	0	5,862,819
815 CAPE COD	3,193,943	1,544,406	13,025	0	0	0	0	0	4,751,374
818 FRANKLIN COUNTY	2,311,178	1,566,648	10,575	0	158,780	0	0	0	4,047,181
821 GREATER FALL RIVER	897,752	5,304,786	1,875	750,819	9,692	290,317	0	0	7,255,241
823 GREATER LAWRENCE	4,761,271	7,666,771	1,500	203,532	0	83,592	0	282,023	12,998,689
825 GREATER NEW BEDFORD	2,497,663	9,329,406	5,175	726,893	1,733	452,886	0	0	13,013,756
828 GREATER LOWELL	4,898,012	9,650,641	200	1,786,840	162,965	112,645	0	9,593	16,620,896
829 SOUTH MIDDLESEX	5,694,316	2,111,015	17,400	0	0	0	0	0	7,822,731
830 MINUTEMAN	6,134,360	2,090,351	12,200	0	2,064	0	0	0	8,238,975
832 MONTACHUSETT	3,148,922	4,799,368	3,684	37,021	13,724	15,140	0	12,112	8,029,971
851 NORTHERN BERKSHIRE	1,295,432	1,853,144	700	55,362	19,608	16,132	0	0	3,240,378
852 WASHOBA VALLEY	2,122,009	1,712,892	11,075	0	197	0	0	0	3,846,173
853 NORTHEAST METROPOLITA	4,837,835	3,163,446	16,250	135,752	94,813	19,306	0	152,682	8,420,084
854 NORTH SHORE	2,696,446	1,005,879	9,975	0	2,153	0	0	0	3,714,453
855 OLD COLONY	1,770,731	1,738,872	9,525	0	149,883	0	0	0	3,669,011
860 PATHFINDER	2,118,344	1,662,097	10,050	0	32,755	0	0	0	3,823,246
871 SHAMSHEEN VALLEY	7,284,839	2,835,301	24,150	0	128,798	0	0	0	10,273,088
872 SOUTHEASTERN	3,369,210	5,900,106	1,650	437,651	12,577	84,614	0	0	9,805,808
873 SOUTH SHORE	2,370,750	1,424,928	9,675	0	6,470	0	0	0	3,811,823
876 SOUTHERN WORCESTER	2,504,680	3,732,376	2,025	141,007	61,846	28,147	0	0	6,470,081
878 TRI COUNTY	3,615,727	2,064,033	12,540	7,478	18,285	18,437	0	0	5,736,500
879 UPPER CAPE COD	2,451,023	1,151,176	6,825	75,648	31,602	24,226	0	0	3,740,500
885 WHITTIER	4,293,740	4,134,447	22,150	0	3,388	0	0	0	8,453,725
910 BRISTOL COUNTY	2,057,395	1,191,125	7,500	0	3,752	0	0	0	3,259,772
913 ESSEX COUNTY	3,028,581	2,509,117	11,150	174,583	15,366	72,049	0	0	5,810,846
915 NORFOLK COUNTY	2,039,627	590,453	4,425	0	3,311	0	0	0	2,637,816

MASSACHUSETTS DEPARTMENT OF EDUCATION
Examples of Four Categories of Education Spending Under the
Educational Reform Financial Formula
January 31, 1994

Above Foundation/Above Effort

These districts may reduce their local contributions down to the gross standard of effort or an amount that will sustain the foundation budget.

For example, Town A's FY'94 local contribution is \$13,363,630 which is higher than its gross standard of effort of \$6,578,680. Because it spends above the foundation budget, its spending gap is zero. Therefore, it may reduce its local contribution down to \$11,187,476. This amount together with the base aid of \$5,809,864 and the minimum aid of \$77,225 will maintain spending at the foundation budget of \$16,474,047 even though it will allow a reduction in actual spending.

Below Foundation/Above Effort

These districts may reduce their local contributions down to the FY'93 local contribution or the FY'95 gross standard of effort, whichever is higher.

Town B's FY'94 local contribution is \$6,724,383, its FY'93 local contribution is \$6,386,924 and its FY'95 gross standard of effort is \$6,514,366. Therefore, it may reduce its contribution to the gross standard.

Above Foundation/Below Effort

These districts must increase their local contributions by the municipal revenue growth factor.

Town C's FY'94 contribution is \$24,684,656 and its growth factor is 2.10%. Therefore, it must increase its contribution to \$25,203,034.

Below Foundation/Below Effort

These districts must increase their local contributions by the municipal revenue growth factor and they may also be required to make a further increase to reduce the standard of effort gap.

Town D's FY'94 local contribution is \$16,564,713 and its growth factor is 3.04%. Therefore, it must increase its contribution to \$17,068,280. Because its valuation per pupil is more than 20% higher than the state average, it must also reduce its standard of effort gap by 38%, this year's foundation aid percentage, and make a further increase in its contribution to \$17,112,467.

MASSACHUSETTS DEPARTMENT OF EDUCATION
INFORMATION AND OUTREACH SERVICES
FY 95 FOUNDATION PROGRAM - PRELIMINARY ESTIMATE

	(1) FY 95 FOUNDATION BUDGET	(2) FY 94 NET SCHOOL SPENDING	(3) FY 94 SPENDING GAP	(4) FY 95 CHAPTER 70 BASE AID	(5) FY 94 CHAPTER 70 OTHER AID	(6) FY 93 IMPACT AID	(7) FY 94 LOCAL CONTRIBUTION	(8) FY 93 LOCAL CONTRIBUTION
TOWN A	9,210,271	10,174,861	0	2,438,931	0	0	7,735,930	7,626,664
REGION #1	7,263,776	8,998,633	0	3,370,933	0	0	5,627,700	5,235,227
TOTAL	16,474,047	19,173,494	0	5,809,864	0	0	13,363,630	12,861,891
	(9) EQUALIZED VALUATION	(10) AVERAGE INCOME	(11) ADJUSTED EQUALIZED VALUATION	(12) FY 94 SCHOOL TAX RATE	(13) FY 94 GROSS STANDARD	(14) FY 95 GROSS STANDARD	(15) FY 95 STANDARD OF EFFORT	(16) FY 95 MUNICIPAL GROWTH
TOWN A					3,570,629	3,678,105	3,678,105	
REGION #1					2,816,013	2,900,775	2,900,775	
TOTAL	1,050,117	11,144	679,430	19.67	6,386,642	6,578,880	6,578,880	3.01
	(17) FY 95 PRELIMINARY CONTRIBUTION	(18) FY 95 STANDARD OF EFFORT GAP	(19) FY 95 MINIMUM CONTRIBUTION	(20) FY 95 FOUNDATION ENROLLMENT	(21) FY 95 VALUATION RATIO	(22) FY 95 OVERBURDEN %	(23) FY 95 GROSS OVERBURDEN	(24) FY 95 \$25 PER PUPIL
TOWN A	6,128,572	0	6,729,090	1,690			0	42,250
REGION #1	4,458,386	0	4,458,386	1,399			0	34,975
TOTAL	10,586,958	0	11,187,476	3,089	43.26	100.00	0	77,225
	(25) FY 95 MINIMUM AID	(26) FY 95 FOUNDATION GAP	(27) FY 95 EQUITY GAP	(28) FY 95 FOUNDATION AID	(29) FY 95 EQUITY AID	(30) FY 95 OVERBURDEN AID	(31) FY 95 NEW REGION AID	(32) FY 95 NEW CHOICE AID
TOWN A	42,250	0	2,364,898	0	897,890	0	0	0
REGION #1	34,975	0	1,720,405	0	653,193	0	0	0
TOTAL	77,225	0	4,085,303	0	1,551,083	0	0	0

MASSACHUSETTS DEPARTMENT OF EDUCATION
INFORMATION AND OUTREACH SERVICES
FY 95 FOUNDATION PROGRAM - PRELIMINARY ESTIMATE

	(1) FY 95 FOUNDATION BUDGET	(2) FY 94 NET SCHOOL SPENDING	(3) FY 94 SPENDING GAP	(4) FY 95 CHAPTER 70 BASE AID	(5) FY 94 CHAPTER 70 OTHER AID	(6) FY 93 IMPACT AID	(7) FY 94 LOCAL CONTRIBUTION	(8) FY 93 LOCAL CONTRIBUTION
TOWN B REGION #1	10,765,197	9,971,740	793,457	3,788,366	6,562	310	6,176,502	5,889,422
TOTAL	11,482,099	10,826,043	793,457	4,094,581	6,769	310	6,724,383	6,386,924
	(9) EQUALIZED VALUATION	(10) AVERAGE INCOME	(11) ADJUSTED EQUALIZED VALUATION	(12) FY 94 SCHOOL TAX RATE	(13) FY 94 GROSS STANDARD	(14) FY 95 GROSS STANDARD	(15) FY 95 STANDARD OF EFFORT	(16) FY 95 MUNICIPAL GROWTH
TOWN B REGION #1				10.04	5,901,664	6,107,632	6,107,632	
TOTAL	704,194	16,379	669,647	10.04	6,294,682	6,514,366	6,514,366	3.49
	(17) FY 95 PRELIMINARY CONTRIBUTION	(18) FY 95 STANDARD OF EFFORT GAP	(19) FY 95 MINIMUM CONTRIBUTION	(20) FY 95 FOUNDATION ENROLLMENT	(21) FY 95 VALUATION RATIO	(22) FY 95 OVERBURDEN %	(23) FY 95 GROSS OVERBURDEN	(24) FY 95 \$25 PER PUPIL
TOWN B REGION #1	6,107,632	0	6,107,632	2,091			0	52,275
TOTAL	6,514,366	0	6,516,194	2,176	60.52	100.00	0	54,400
	(25) FY 95 MINIMUM AID	(26) FY 95 FOUNDATION GAP	(27) FY 95 EQUITY GAP	(28) FY 95 FOUNDATION AID	(29) FY 95 EQUITY AID	(30) FY 95 OVERBURDEN AID	(31) FY 95 NEW REGION AID	(32) FY 95 NEW CHOICE AID
TOWN B REGION #1	0	793,457	192,905	301,255	73,241	0	0	0
TOTAL	2,125	793,457	210,017	301,255	79,738	0	0	0

MASSACHUSETTS DEPARTMENT OF EDUCATION
INFORMATION AND OUTREACH SERVICES
FY 95 FOUNDATION PROGRAM - PRELIMINARY ESTIMATE

	(1) FY 95 FOUNDATION BUDGET	(2) FY 94 NET SCHOOL SPENDING	(3) FY 94 SPENDING GAP	(4) FY 95 CHAPTER 70 BASE AID	(5) FY 94 CHAPTER 70 OTHER AID	(6) FY 93 IMPACT AID	(7) FY 94 LOCAL CONTRIBUTION	(8) FY 93 LOCAL CONTRIBUTION
TOWN C REGION #1	20,019,998	25,419,407	0	2,871,148	0	0	22,548,259	20,559,980
	1,478,717	2,905,875	0	769,478	0	0	2,136,397	2,034,501
TOTAL	21,498,715	28,325,282	0	3,640,626	0	0	24,684,656	22,594,481
	(9) EQUALIZED VALUATION	(10) AVERAGE INCOME	(11) ADJUSTED EQUALIZED VALUATION	(12) FY 94 SCHOOL TAX RATE	(13) FY 94 GROSS STANDARD	(14) FY 95 GROSS STANDARD	(15) FY 95 STANDARD OF EFFORT	(16) FY 95 MUNICIPAL GROWTH
TOWN C REGION #1					31,259,218	31,915,662	16,540,872	
				6.91	2,308,868	2,357,354	1,221,742	
TOTAL	2,867,647	21,449	3,571,073		33,568,086	34,273,016	17,762,614	2.10
	(17) FY 95 PRELIMINARY CONTRIBUTION	(18) FY 95 STANDARD OF EFFORT GAP	(19) FY 95 MINIMUM CONTRIBUTION	(20) FY 95 FOUNDATION ENROLLMENT	(21) FY 95 VALUATION RATIO	(22) FY 95 OVERBURDEN %	(23) FY 95 GROSS OVERBURDEN	(24) FY 95 \$25 PER PUPIL
TOWN C REGION #1	23,021,773	0	23,021,773	3,647			0	91,175
	2,181,261	0	2,181,261	172			0	4,300
TOTAL	25,203,034	0	25,203,034	3,819	183.90	.00	0	95,475
	(25) FY 95 MINIMUM AID	(26) FY 95 FOUNDATION GAP	(27) FY 95 EQUITY GAP	(28) FY 95 FOUNDATION AID	(29) FY 95 EQUITY AID	(30) FY 95 OVERBURDEN AID	(31) FY 95 NEW REGION AID	(32) FY 95 NEW CHOICE AID
TOWN C REGION #1	91,175	0	0	0	0	0	0	0
	4,300	0	0	0	0	0	0	0
TOTAL	95,475	0	0	0	0	0	0	0

MASSACHUSETTS DEPARTMENT OF EDUCATION
QUESTIONS ON FY'95 NET SCHOOL SPENDING AND FOUNDATION BUDGET
JANUARY 31, 1994

Q.1. HOW DO ENROLLMENT CHANGES IMPACT THE NET SCHOOL SPENDING?

A.1. An enrollment increase would increase the Foundation Budget. If a district's Net Spending is above the Foundation Budget but below the Standard of Effort or below the Foundation Budget and below the Standard of Effort, the district must increase its minimum local contribution from one fiscal year to the next. If a district is above the Foundation and above the Standard of Effort or below the Foundation but above the Standard of Effort, no increase in minimum local contribution would be required.

Minimum Aid would reflect changes in enrollment for eligible districts.

Q.2. IS THE STATE AID GUARANTEED FOR FY'95?

A.2. All State Aid is subject to State appropriation and should be considered estimates until the official amounts have been issued in the FY'95 Cherry Sheets by the Department of Revenue.

Q.3. WHY HAS THE MINIMUM LOCAL CONTRIBUTION INCREASED?

A.3. Increases in the minimum local contribution are required of districts that are not meeting the Standard of Effort. Those districts who are meeting the Standard of Effort are not required to increase their local effort.

Q.4. HOW WILL THE SECTION 11 CARRY OVER FUNDS BE ADDED TO NET SCHOOL SPENDING?

A.4. Amendments to the State Aid Regulations have been drafted and will be presented to the Board of Education in February to address this issue.

Q.5. WILL THE MINIMUM LOCAL CONTRIBUTION AND STATE AID FIGURES BE ADJUSTED BASED ON AMENDMENTS TO THE FY'93 END OF THE YEAR REPORT?

A.5. Any changes to the End of the Year Report should be forwarded to the Office of Information and Outreach as quickly as possible. These changes will be used to amend the Minimum Local Contribution and State Aid figures until such time as final amounts are required by the Legislature.

MASSACHUSETTS DEPARTMENT OF EDUCATION
QUESTIONS ON FY'95 NET SCHOOL SPENDING AND FOUNDATION BUDGET
PAGE TWO

Q.6. CAN THE DEPARTMENT OF EDUCATION SIMULATE WHAT THE FOUNDATION BUDGET OR STATE AID WOULD HAVE BEEN IN FY'94 WITH A RECALCULATION OF THE END OF THE YEAR REPORT OR A DEPARTMENT OF REVENUE WAIVER?

A.6. Yes, we can provide FY'94 re-calculations.

Q.7. MUST THE TOWN/REGION RETURN EQUITY AID?

A.7. Equity Aid has already been factored into an eligible town's Minimum Local Contribution. Each town must appropriate sufficient funds in the school committee budget and through its own town spending to meet the required Net School Spending. Net School Spending is a combination of State Aid (including Equity Aid) and the town's minimum local contribution.

Q.8. MAY EXCESS AND DEFICIENCY FUNDS BE USED BY A REGIONAL SCHOOL DISTRICT IN FY95 TOWARD A MEMBER TOWN'S LOCAL CONTRIBUTION?

A.8. The Regional School District may credit excess and deficiency funds to its member town's Minimum Local Contribution according to the terms of the regional agreement.

Q.9. MUST A TOWN THAT TUITION'S OUT ALL OR A PORTION OF ITS STUDENTS MEET THE NET SCHOOL SPENDING TARGET EVEN THROUGH ITS SPENDING IS PRIMARILY TUITION?

A.9. Yes, however, we encourage towns that pay only vocational tuition to reach an agreement with their regional school district to administer the payments.

Q.10 HOW ARE THE FY'95 CHAPTER 70 BASE AID AND FY'94 CHAPTER 70 OTHER AID ALLOCATED TO MEMBERS OF REGIONAL SCHOOL DISTRICTS IN ORDER TO CALCULATE THE FY'94 LOCAL CONTRIBUTION, WHICH BECOMES THE BASE FOR THE FY'95 MINIMUM CONTRIBUTION? (Please Note: FY'95 Chapter 70 Base Aid and FY'94 Chapter 70 Other Aid are defined in the Foundation Budget Formula explanations that are a part of this package.)

A.10 Each member of a Regional School District is assigned the aid received by the Region in FY'94 that was used to calculate the minimum contribution for the member. This aid has not been re-allocated to other members of the Regional School District because of enrollment changes.

MASSACHUSETTS DEPARTMENT OF EDUCATION
QUESTIONS ON FY'95 NET SCHOOL SPENDING AND FOUNDATION BUDGET
PAGE THREE

SCHOOL CHOICE

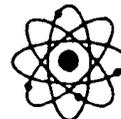
Q.1. HOW DOES SCHOOL CHOICE TUITION AFFECT NET SCHOOL SPENDING?
SENDING DISTRICT? RECEIVING DISTRICT?

A.2. Each district's FY'94 actual Net School Spending has been adjusted to include its FY'94 tuition obligation as a sending district. Next year's tuition costs may be used to reach the required Net School Spending in FY'95. Districts with spending gaps will receive extra Chapter 70 aid in FY'95 to help pay for these costs.

Districts that receive school choice tuition must place these receipts in a special fund to be expended by the school committee without appropriation. These receipts have not been included in the FY'94 Net School Spending and may not be used to reach the required Spending Level in FY'95.



CC: BOS



February 7, 1994

Subject: Continued Analysis of State Minimum
Contribution Calculations

FEB - 9

To: Representatives of Member Towns

The state calculations are creating confusion in over-riding regional agreements. Here are some problems:

1. The state uses ONLY an October 1st pupil count, giving no opportunity for adjusting counts in some categories after that.
2. The state is using a different Chapter 70 aid/pupil figure for each town compared to Minuteman using the same (\$4,375/pupil for FY'95) figure for each. Here are the FY'95 state figures, apparently based on no one getting less aid than in the previous year and thus eliminating any equalization trend:

Acton	-- 5,143	(to the un-rounded dollar)
Arlington	-- 4,498	
Belmont	-- 4,257	
Bolton	-- 4,661	
Boxborough	-- 4,433	
Carlisle	-- 2,493	(lowest aid/pupil)
Concord	-- 3,348	
Dover	-- 6,198	(highest aid/pupil)
Lancaster	-- 2,965	(very low aid/pupil)
Lexington	-- 4,322	
Lincoln	-- 2,964	(low aid/pupil)
Needham	-- 4,037	
Stow	-- 4,855	
Sudbury	-- 4,482	
Wayland	-- 4,139	
Weston	-- 5,511	

3. However so many other factors are introduced that state figures would not match agreement figures even if the two above factors were changed!
4. Tentatively, my plan is to recommend that:
 - a. The MM School Committee and local boards in Acton, Carlisle, Concord, and Needham join in seeking waivers that let our MM calculation of assessments (minimum local contribution) be used.
NOTE: It does not seem worthwhile to fight the state over the \$73 figure in Boxborough or the \$296 figure in Lincoln.
 - b. MM file legislation requiring that regional agreements, not the state's town-by-town calculations, prevail on determining town assessments.
NOTE: Since aid itself is not equalizing, this is the only way we'll ever avoid an impossible annual situation. We are going to have enough trouble adjusting two types of budgets to prevent excessive total assessments without the record complication of imposing individual town problems on top of that.

-OVER-

Acton	Belmont	Boxborough	Concord	Lancaster	Lincoln	Stow	Wayland
Arlington	Bolton	Carlisle	Dover	Lexington	Needham	Sudbury	Weston

5. Meantime, the best guess I can continue to provide as unofficial and preliminary assessment figures for budget planning remain:

Acton *	= \$497,496	(up \$34,332 by state mandate)
Arlington	= 2,229,199	
Belmont	= 456,664	
Bolton	= 110,298	
Boxborough	= 185,417	(really \$3 high)
Carlisle *	= 149,107	(up \$29,090 by state mandate)
Concord *	= 359,941	(up \$6,889 by state mandate)
Dover	= 27,811	
Lancaster	= 266,751	
Lexington	= 619,999	
Lincoln *	= 98,898	(really \$296 high)
Needham *	= 522,929	(up \$16,843 by state mandate)
Stow	= 310,012	
Sudbury	= 313,488	
Wayland	= 237,662	
Weston	= 40,947	

In case you cannot accept the recommendation that local warrants be delayed.

If you have a question, feel free to call me at (617) 861-6500. If I am not available, ask to talk with Janet Winston Killeen our new business manager or leave a message for me to return your call.

My reaction to the state figures is designed to be the least disruptive to as many towns as possible. Some town officials might hope that we'd use lower state figures for them where possible, but that hope ignores two clear realities:

1. We have artificially lowered the required minimums calculated by the state with amended state reports and a complex 2-budget process.
2. The state required minimums do not include transportation and equipment costs which, when legally added, make the Minuteman calculated assessments reasonable.

Keep in mind that the entire picture for any one town is sometimes more equalizing when one evaluates the total K-12 impact of the Educational Reform Act. For example on the non-regional local level, state aid is usually more equalizing. Consider these FY95 examples of Chapter 70 aid figures:

Town	Local Elementary Chapter 70 Aid/pupil
Acton	\$421 (to the dollar, not rounded)
Carlisle	\$365
Dover	\$160
Lancaster	\$2,596

Here the aid figures are more directly related to local equalized valuations. Therefore, in the total K-12 context, a town with lower equalized valuation does usually get more aid/pupil than a town with much higher equalized valuation. Looking at the total K-12 picture is therefore probably the only way to discover whether the new law is "fair" to any one town. Regional school figures alone are often not going to make much sense until and unless the law is improved to operate on a true regional basis.

Sincerely,


 Ron Fitzgerald
 Superintendent

	Col. A	Col. B	Col. C
Town	PLANNED MINUTEMAN ASSESSMENT	REQUIRED STATE MINIMUM	COMMENT: We are ignoring buses and equipment and ...
Lexington	619,999	581,995	Col. A = OK
Lincoln	98,602	98,898	Lincoln assessment must rise \$296
Needham	506,086	522,929	Needham assessment must rise \$16,843
Stow	310,012	287,073	Col. A = OK
Sudbury	313,488	307,260	Col. A = OK
Wayland	237,662	236,295	Col. A = OK
Weston	40,947	35,133	Col. A = OK

The reasons that state figures differ from Minuteman's figures seem to be that:

1. Minuteman's assessment figures included enrollment credits granted after October 1, 1993. The state might not allow that.
2. In state calculations, community specific Chapter 70 aid does not get adjusted properly in terms of enrollment changes.

My immediate recommendations are that:

1. Acton, Boxborough, Carlisle, Lincoln, and Needham should increase their FY'95 Minuteman budget assessment plans to these totals:

Acton = \$497,496
 Boxborough = \$185,417
 Carlisle = \$149,107
 Lincoln = \$98,898
 Needham = \$522,929

However, we are going to work to get these figures lowered if possible and might need town assistance in that effort.

2. Other towns tentatively continue with Col. A and recognize a basic new element here. Under the new state system of calculations, cost per pupil will vary greatly among member communities. As confusing and as frustrating as the delay might be, it could be prudent to keep local budgets and warrants open to as late as March 1st to be sure you can adjust to whatever we eventually have to do under the new state law. Following "the traditional" warrant schedule will be no favor to voters if they then have to face confusing changes later.

I am sincerely sorry about the continued disruptive status of state fiscal planning. It certainly does not make your management task an easy one.

c.c. Members of the
Minuteman School
Committee

Sincerely,

 Ron Fitzgerald
 Superintendent

cc: BOS

January 28, 1994

FEB - 7 1994

Dear Fellow Actonian,

New View Neighborhood Development (New View) is in the process of submitting a permit request to the town of Acton to build a 25-home cluster-style ~~co-housing project~~ at 344 Central Street, on the property currently owned by Rick Sisson. In an effort to explain to our neighbors the design of the proposed community and the philosophy on which it is based, the Acton members of New View invite you to attend a meeting on Sunday, February 13, 1994 at 2:00 p.m. The meeting will be held at the West Acton Baptist Church, 592 Massachusetts Avenue in West Acton (located at the corner of Route 111 and Central Street).

We have enclosed some literature about co-housing and New View. In brief, co-housing is a planned community of homes with certain common facilities, such as gardens, playgrounds, and a hall where group meals and events can be held. The goal is to create a neighborhood in which all families know and help one another.

As residents of Acton, we understand and share the community's concerns about the development of the town's open space. We believe that the design of our neighborhood meets Acton's need for an increase in reasonably priced housing while preserving the rural charm that makes it a desirable community. We hope you will join us on the 13th if you have any questions or concerns about New View's plans, or if you are simply interested in learning more about this project.

So that we may know how many people to expect at this meeting, please RSVP to any of the families listed below. Thanks very much.

Very truly yours,



Larry and Wendy Israelite 263-2236
Beth Andrews and David Hoffman 263-9871
Caryn and Michael Bradley 263-2478
Jenny Bixby and Ken Rosenfeld 263-6098

Enclosures

New concept in communal living planned for Acton

By Davis Bushnell
SPECIAL TO THE GLOBE

ACTON - While many people her age are winding down for the retirement years, Carol Novak, 58, of Concord is preparing herself for a very different lifestyle change. Novak, who is divorced and a part-time church secretary, is one of the newest members of New View Neighborhood Development, a co-housing group that is preparing final plans for a \$3 million to \$4 million intergenerational residential complex on a 21-acre site off Central Street in West Acton.

The environmental-permitting process has begun and, if there are no hitches in that or bank financing, New View could unveil its concept of communal living some time in 1994, said Steven Hecht, a Brookline chiropractor and spokesman for the nonprofit group.

If that happens, the New View development will be the first of its kind in Greater Boston and one of the few in the nation, said Hecht, noting that there are now three such communities in California and one each in Washington and Colorado. An Amherst group, he added, is at about the same planning stage as New View.

Nineteen ninety-four can't come soon enough, said Novak, who owns a condominium.

"I've been looking for this type of living arrangement for a long while. I have a need to be part of a community where different age groups are represented," she explained, adding that her children are grown and living "in other parts of the world."

The cohousing movement was started in Denmark in the 1970s. In the United States, it was first proselytized by two California architects, Charles Durrett and Kathryn McCamant, who wrote a book, "Cohousing: A Contemporary Approach to Housing Ourselves," in 1988.

The Danish concept, which has been imitated in this country, calls for clusters of houses, a common house for eating and socializing, gardens and indoor and outdoor children's play areas, among other facilities.

Giving rise to this type of planned community is an inexorable feeling that neighborliness no longer exists, or is fast disappearing from conventional residential areas, Hecht and others say.

"Unlike 50 or 100 years ago, neighborhoods, for the most part, are nonexistent," maintained Hecht, who was attracted to the cohousing concept after reading the Durrett-McCamant book. "The support and security you get from living in neighborhoods are gone. Cohousing is trying to recreate those attributes."

Reading the architects' book convinced Nancy Wight, 34, and her husband Pablo Halpern, 31, both founding members of New View, that life could be more enjoyable. They now live in Hopkinton.

"We realized that we wanted to live in a community where we knew everybody," said Wight, who, like her husband, is a self-employed software consultant. "We also knew that if we started a family, we didn't want to be living in an isolated area. We would want our children to have other kids to play with."

Formed in 1989, New View now has 22 households, from throughout

Group is looking at providing housing for town employees

As New View Neighborhood Development plans for its upscale, planned community, the Acton Community Housing Corp. is hopeful of starting a trend by providing affordable housing for town employees. The nonprofit organization has received as a gift from Deck House Inc. of Acton a paneled house valued at \$25,000. Steven Graham, an Acton lawyer and a director of the housing corporation, said a developer of a proposed subdivision in South Acton has agreed to sell four units at cost to Acton Community Housing, which was formed six years ago.

"We then would sell those houses, and the proceeds would be used to buy land for the house donated by Deck House," Graham explained.

Once the land has been purchased, probably by 1994, prospective buyers would be qualified and a lottery system set up, he said. "We want to try to accommodate town employees first and then former resi-

dents who want to return but can't afford conventional housing."

Deck House, a leading national designer-manufacturer of paneled houses, views its donation as "a way of giving something back to the town," said Michael S. Harris, president. The firm was established in Acton in 1969.

The donation is of one of the company's Core Collection, so called because the center of the unit is a three-dimensional core with kitchen and bathroom walls.

At present, Deck House is marketing these 2,000-square-foot units to builders and developers. Aimed at first-time homebuyers, the units are priced at about \$110,000, compared to between \$175,000 and \$360,000 for other Deck House models, Harris said.

DAVIS BUSHNELL

'I've been looking for this type of living arrangement for a long while.'

CAROL NOVAK, member
New View Neighborhood Development

the Boston area, as members. They are married, single or divorced, between the ages of 29 and 58, have families or are childless. There are 20 children - from 3 months to 12 years old - in the group.

Occupations represented, said Hecht, range from attracting to

psychiatry. "For some reason, though, we have a lot of computer types," he added.

The group selected Acton because the town allows cluster zoning and has good access to routes 2 and 128 and I-495, Hecht pointed out.

In the summer of 1991, New View investigated a property in South Acton, near the MBTA com-

muter rail station. But an agreement couldn't be reached, and a year later the group began negotiating for two parcels of land adjoining Idylwild Farm, a fresh produce outlet in West Acton.

A purchase-and-sale agreement was signed last August, Hecht said, adding that the price of the land was "over \$300,000 but under \$1 million" for 21 acres. He declined to be specific. Between \$300,000 and \$400,000 has been raised so far from member assessments, he said.

Soil tests have begun, and several banks have been approached regarding mortgages, said Wight, a member of New View's design, de-

velopment and steering committees. A Cambridge architectural firm, Amacher Quinn, also has been retained.

Acton planning director Roland Bartl said it's likely that New View's plans will conform to zoning requirements. "Whether the project's economically viable, I don't know," he added.

Hecht and Wight say they are confident that plans will be approved, that financing will become available and that the real estate transaction will be closed this summer. Construction would start in 1993.

The number and price of the units are undecided. Membership in New View is still open.

Although design elements are still sketchy, it is anticipated that the complex would be made up of attached and detached houses. An existing house on the Central Street site probably would be converted to three attached houses. But the number of houses and cost to members have yet to be determined, Wight said.

The houses built, however, would meet the latest air-quality and insulation standards and, to the extent financially possible, would be constructed of nontoxic materials, she said.

Members are prepared to put their current houses on the market soon after construction begins, she said, adding that a third of the members are renters. Those unable to sell their houses in a reasonable time probably would try to rent them, she said.

"A lot of us have been ready to move in yesterday for a long time," Wight said.

NEW VIEW NEIGHBORHOOD DEVELOPMENT

PROJECT DESCRIPTION

INTRODUCTION

New View Neighborhood Development (NVND) is a non-profit development corporation with a membership presently consisting of about 20 households. We are jointly planning a residential village, or "cohousing community," to be designed, owned, occupied, and managed by ourselves.

We have recently signed an agreement to purchase a site in Acton because of its excellent schools, its reasonable commuting distance to downtown Boston, and its conservation land and public transportation.

MEMBERSHIP CHARACTERISTICS

NVND now comprises 37 adults with 25 children; the ages of the adults range from 21 to 73. Our membership includes computer consultants, entrepreneurs, health care professionals, members of trades, and at-home parents.

We require all households to qualify for a mortgage for the price of the home they will own. Members have contributed to an escrow fund in order to provide seed money for the project and have contributed considerable amounts toward development costs to date.

Members represent a variety of political and religious affiliations. We are brought together by the common desire to develop a community of neighbors that we know and trust, to raise our children in safe surroundings, and to grow older among supportive friends. We are especially committed to a membership representing a broad diversity of age, race, and ethnicity. NVND hopes to interact with our neighbors in the town in mutually beneficial ways.

DESIGN GOALS

Our design goal is a clustered village of individual dwellings, some of them attached, close to a common house, with the remaining land left as open space for gardening and recreation. Roads and parking are designed for minimal impact on the landscape, and to ensure the safety of pedestrian walkways and children's play areas.

We plan to have a careful balance of private and publicly shared facilities. Families will own their own complete homes with kitchens and private gardens; there will also be a common house with a kitchen and dining room, activity rooms for adults and children, and a workshop. Members may choose to eat dinners either at home or in the common house on a daily basis.

Beyond these basic characteristics, NVND is committed to local and global environmental solutions, chief among them conservation of energy and water. We are exploring a variety of energy efficient house designs, and we plan to incorporate water conservation into the design of the community's buildings in order to limit the load on septic systems and leach fields. We are also committed to providing handicap access to many of the homes and to the common house.

BACKGROUND

NVND is inspired by a model, termed "cohousing", successfully pioneered in Europe (with over 100 communities in Denmark alone). This model has been extensively documented in the book, *CoHousing: A New Approach to Housing Ourselves* by Kathryn McCamant and Charles Durrett. There are now at least 100 U.S. groups in various stages of development, including several that have broken ground and 2 that have begun residency. For more information, see *References*.

There are other American housing models with which our concept may be compared, such as senior communities and condominium developments, which also feature private units with shared amenities and recreation facilities such as club houses. The cohousing community envisioned by NVND will incorporate many similar features.

Members of NVND have been meeting on a regular basis as a whole group and in committees for about three years, building agreement, searching for sites, and enlarging the membership. We have met extensively with realtors, developers, planners, and other housing industry professionals. We have hired legal and development consultants and a team of architects and landscaping professionals.

REFERENCES

- *Collaborative Communities* by Dorit Fromm. Van Nostrand Reinhold, 1991.
- *CoHousing: A New Approach to Housing Ourselves* by Kathryn McCamant and Charles Durrett. Berkeley, Ten Speed Press, 1988.
- *Boston Globe Magazine* cover article, "Welcome Home," by Allison Bass, August 11, 1991.

NEW VIEW CONTACTS

For more information, contact:

David Hoffman, (508) 263-9871
Ken Rosenfeld, (508) 263-6098

Cohousing developments have thrived in Europe for over twenty years and are being built in the U.S. today. As of July, 1991, three cohousing groups are active in the Boston area.

Cohousing benefits include:

Privacy

Each household owns or rents a separate dwelling, which has its own kitchen and dining area. Residents choose when they want to participate in community activities such as shared meals in the common house. A unit may be resold to anyone who will live there and follow reasonable by-laws.

Community

Traditional housing no longer meets the needs of many people. Things that people once took for granted—family, community, neighborhood, a sense of belonging—must now be actively sought out. If you miss community in your life, cohousing may be the solution.

"In my day, with so many relatives living in the same area, we had community. Older people made real contributions, and support for them was always available. I could get support now in elderly housing, but I want daily contact with people of all ages."

"For us, the city isn't a healthy environment anymore, but I can't see becoming the isolated black family in suburbia. I need to feel supported by a community that accepts me, where my kids can see examples of all races working together."

"As a student I lived in coop apartments, and it didn't matter that I was gay. We shared personal support, as well as responsibilities. Now I want more stability and privacy, but I want the sense of belonging and community."

"I'm constantly driving my children everywhere, and I have no time left for myself. I feel isolated living in the suburbs. I never even see the neighbors. When I was a child all the parents shared in watching us. The neighborhood really was a community."

Boston Area Cohousing Groups:

Rose Tree wants a site within an hour's commute of Cambridge in a rural setting. They have made a great effort toward achieving membership diversity, and currently, outreach is their major focus.

New View is negotiating for a site within 40 minutes' drive of Cambridge/Boston. Outreach efforts focus on new members 50+ but people of all ages and walks of life are welcome.

An urban group is exploring site options such as a city lot, a derelict foundry, or an unused school, warehouse, or condo development; they agree on the need for mixed ages in the group and for nearby public transit.

Living with Cohousing

It's been a hectic day at work and Joan is finally unwinding as she drives into the small parking lot near her home.

Walking through the common house, she waves hello to the evening's two cooks. They're preparing an unusual oriental dish—one of her new-found favorites. Outside on the patio, some neighbors are sharing a pot of tea in the late afternoon sun. She stops to chat.

Now she walks to the child care area where she picks up her three-year-old daughter. Together they walk home to have some relaxing family time before supper.

Is Everyone Welcome?

Absolutely. Existing cohousing groups are eager to attract new members of diverse ages, life-styles, and ethnic backgrounds. The whole community benefits from a diversity of knowledge, culture, and tradition among its members. Imagine the variety of cooking styles, holiday celebrations, languages, and perspectives that you could enjoy.

Who Runs it?

The residents do. Cohousing enthusiasts necessarily believe in cooperative principles and generally operate with consensus decision making. In meetings, all points of view are respected equally. This brings out creative solutions for tough problems, and produces decisions that everyone agrees they can live with.

How much will it Cost?

Cohousing units are smaller than standard homes, relying on the common facilities for the laundry, workshops, and guest rooms. The total investment per household is generally near market rates.

The future residents can sometimes reduce costs through public subsidies and their own labor. Money is also saved through group purchase of bulk food, kitchen and laundry appliances, and equipment for yard and garden.

Will it be Supportive and Lasting?

Community members all know and look out for one another. Children play safely throughout the community; parking lots are outside the pedestrian areas. Residents with disabilities or those who become ill know that others care enough to help if needed.

Cohousing also promises lasting stability, because it is based only on the desire for a more practical and social home environment. No intentional focus is given to any specific ideology except cooperation. The community may often share their meeting and sports facilities with nearby neighbors.

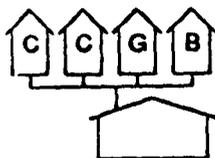
WANT TO KNOW MORE?...

What's Cohousing?

In a cohousing development, each resident of a community of about 15 to 30 homes enjoys a blend of privacy and voluntary participation in a friendly, neighborhoodlike community. Residents own their own homes and a share of a common house for dining and other community activities. The development is managed by the residents, who have also helped design and build it.

Common Facilities Wish-list

Guest rooms	Teen room
Bicycle garage	Child care area
Recycling center	Play areas in view of parents
Vegetable gardens	Sports field
Flower gardens	Stream or pond
Fruit trees	Swimming pool
Greenhouse	Music room
Composting area	Workshops/crafts area
Co-op store	Library/reading room
Laundry	Fireplace
Dining/meeting hall	Community antenna TV
Round table	Sun deck
Community kitchen	Patio for dining
Bulk food storage	Dance floor
Volleyball court	Hiking and ski trails
Basketball Court	



CoHousing Clearinghouse
of Greater Boston

The Time is NOW for Cohousing

For general information and newsletter, contact:

CoHousing Clearinghouse of Greater Boston
CCGB has meetings and sponsors speakers on all phases of Cohousing development in the Boston/-Rt. 128/Rt. 495 area. Send for next mailing, or call: Steve Hecht 647-9887, or Peter Quinn 643-8335

Annual Dues:

\$12 for an individual
\$20 for a family or household
\$25 for an organization

Make check payable and send to:

CCGB
2 Hammond Place
Medford, MA 02155



• Cohousing Core Groups

Rose Tree Housing
Paul Spielman (617) 395-8616
New View Neighborhood Development
Dana Snyder-Grant, (617) 522-6691

Urban cohousing group
Ann Killough (617) 235-0531

• Diversity Support and Strategy Group

Lisa Kennedy (617) 395-8616

• The Economic Justice Cohousing Network

Offers help forming more affordable and diverse cohousing communities. Send donation for mailings.
Betsy Wright (413) 734-0441
62 Bay Street, Springfield MA 01109

• Northeast Cohousing Quarterly

Newsletter by subscription (Individual \$10/yr; Organizations \$25/yr). Address: 155 Pine St., Amherst, MA 01002. Tel. (413) 549-3616

• The book that started it all in the U. S.

Cohousing: A Contemporary Approach to Housing Ourselves by Kathryn McCamant and Charles Durrett. Ten Speed Press. \$19.95 at local bookstores.

Community Living for Today's Lifestyles

A new housing option, CoHousing...

Privacy

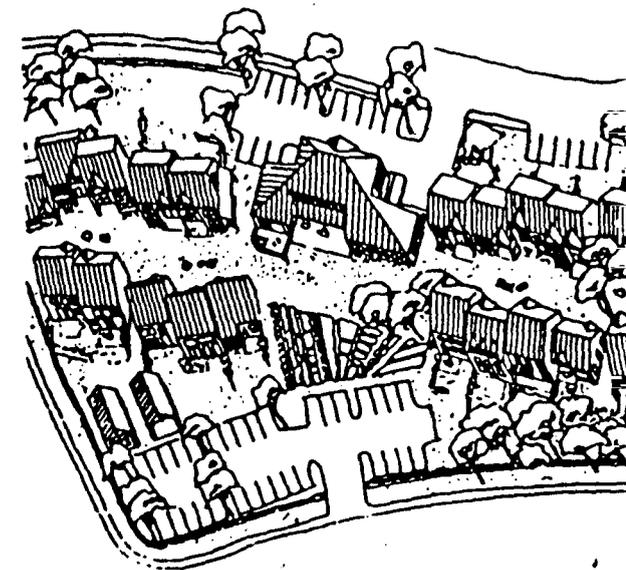
Each household has a separate home.

Community

Homes are clustered around a common house. Friends and neighbors are just a short walk away

Shared Benefits

The sense of community is increased through shared facilities, optional nightly dinners, garden play and work spaces, whatever the residents decide together.



Cohousing groups now forming
in Boston area...

INCLUDE w/WARRANT ART.

FEB - 9 1994

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION

DATE: February 9, 1994

TO: Don P. Johnson, Town Manager
FROM: Garry A. Rhodes, Building Commissioner *GAR*
SUBJECT: Draft Article/Concord Water Department

The Town of Concord approached me last year with the proposal to construct a water treatment facility adjacent to Nagog Pond. It was clear to me at that meeting that a question existed as to how this proposal fit within Acton zoning.

I requested that Concord review the legal issues of their legislation and how it interacted with our zoning. They responded in writing and I reviewed their correspondence with Town Counsel. We have concluded that the only reasonable approach will require a zoning change. This is required because the Town no longer allows USE variances.

The Draft Article prepared by Town Counsel paves the way for this project to go forward. It also provides the opportunity for a sewer district with Maynard to be permitted by zoning as well as any other unforeseen public use. The controlling factor is that the Board of Selectmen has discretion under a Special Use Permit to deny the request if there are sufficient grounds.

It is my recommendation that we use "A" and "B". I would suggest that "B" be modified so as to require site plan. Most of our site design criteria is included under Site Plan Special Permit, Section 10.4 This will keep projects on an even par with commercial development.

Town Counsel has provided two different scenario's to deal with possible flood plain district and groundwater protection bylaws. The first would let their respective boards, Board of Appeals and Planning Board, issue any necessary permits. The second would give the Board of Selectmen total authority to review those bylaws and include them under the board's special permit. It would be my recommendation that the Board of Selectmen review the project in its entirety and use its discretionary power accordingly, therefore alternative "D" would accomplish this. The Board will have total support of Town staff to reach its decision.

cc: Town Planner

(444)

1 Agree

GRIS

2/10/94

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION
TOWN MANAGER'S OFFICE

DATE: Feb. 8, 1994

TO: Board of Selectmen
FROM: Don P. Johnson, Town Manager
SUBJECT: Draft Article, Concord Water Dept.

Staff is working with Town Counsel to develop wording for a possible Warrant Article that will address the Concord Water Department zoning issue(s). The material enclosed from Town Counsel has been included as part of the Holding Article for your information and consideration. We will need Board direction as this Article takes shape ... if it goes forward.

As of this writing I do not have firm input from Garry Rhodes or Roland Bartl. I will forward their comments as they are received.



cc: Garry Rhodes
Roland Bartl

PALMER & DODGE

One Beacon Street
Boston, Massachusetts 02108

Acheson H. Callaghan, Esq.
(617) 573-0178

Telephone: (617) 573-0100
Facsimile: (617) 227-4420

February 7, 1994

BY FAX

Mr. Don Johnson
Town Manager
P.O. Box 236
Acton, MA 01720

Dear Don:

I enclose, at your request, a draft warrant article amending the use table to make use of land in Acton by other municipalities subject to a special use permit from the Selectmen (SPS). I have applied that requirement in all districts, but this can be changed if you want.

A more significant question is how the Town wants to deal with the requirements of the flood plan and groundwater protection bylaw. I do not know, but assume that land in the vicinity of Nagog may be in one or both of these overlay districts. Under these sections the special permit granting authorities (SPGA's) are respectively the Board of Appeals and the Planning Board.

With respect to the flood plan district by-law, I read § 4.1.7.3 to authorize construction of STRUCTURES in the floodway fringe, as of right, by either the Acton Water District or a private land owner. We could broaden this to include work by another town. See alternative Section C in the draft. I read § 4.1.8 to require a special permit from the Board of Appeals for all other uses. Thus, if § 4.1.7.3 were not amended, any use in the floodway fringe by another town would require a special permit from the Board of Appeals under § 4.1.8. The Town would have various alternatives with respect to this, including (i) keeping the by-law as it is; or (ii) making the special permit from the Board of Selectmen subject to the requirements of §§ 4.1.8 and 4.1.9. Alternative Section D in the draft accomplishes the latter by adding a footnote to the appropriate line in the Table of Uses § 3.4.7.

The same issue arises with respect to the special permit in the Groundwater Protection District. Here there is no general exemption for Town projects, although I believe such an exemption has been discussed. The bracketed language in Part D of the draft article would require the Board of Selectmen to consider the groundwater protection requirements, as well as the flood plain requirements, when they grant a special permit.

The effect of Part D is to make the Board of Selectmen the only Town board that would consider an application from another town, but to make that permit explicitly subject to the flood plain and groundwater requirements. In addition, Part D assumes that these requirements *should* be considered as part of the special permit process, although it is clear that Concord has an equal or perhaps greater interest in protecting the water of the pond.

Other ways of dealing with this issue are possible. For example, the Town may decide it wants to leave the SPGA function under the two "water protection" by-laws with the Boards that are currently responsible for them, even though that may require another town to obtain permits from three different boards. I will need input from you and the Board of Selectmen, as well as the Planning Board, to come up with a final draft. In addition, Roland or Garry may be able to point out some other cross-references or other problems that should be addressed.

As you know, Norm Cohen has recently been appointed Town Counsel in Concord. I understand the Concord Manager has decided to continue to use their former counsel on any questions about zoning for the land in Acton. In any case, I do not think this affects our ability to advise you with respect to the drafting of this article, but I wanted to advise you formally, as well as informally, of the situation.

Very truly yours,



Acheson H. Callaghan

AHC/dcb
Enclosure

cc: Roland Bartl

DRAFT ARTICLE

To see if the Town will vote to amend the zoning by-law as follows:

A. By adding a new § 3.4.7, as follows:

3.4.7 Other Public Use of land, BUILDINGS and STRUCTURES for a public purpose, other than educational use, by any town or local agency or district, except the Town of Acton and the Water Supply District of Acton.

B. By adding the following line to the Table of Principal Uses:

	Residential Districts	Village Districts	Office Districts	Business Districts	Industrial Districts	Special Districts	Site Plan
3.4.7	SPS (6)	SPS (6)	SPS (6)	SPS (6)	SPS (6)	SPS (6)	

Alternative

C. By amending § 4.1.7.3 to read as follows:

4.1.7.3 Construction, maintenance, and repair of municipal, other governmental, or private water supply STRUCTURES, subject to all other provisions of this by-law

Alternative

D. By adding the following footnote (6) to § 3.4.7 in the Table of Principal Uses:

If the proposed use will be located in the Floodway Fringe as defined in § 4.1 [or Zones 1, 2 or 3 of the Groundwater Protection District, as defined in § 4.3], before granting a special permit under this section, the applicant shall submit the information required and the Board of Selectmen shall find that the proposed use complies with the requirements of §§ 4.1.8.1, and 4.1.9 [and 4.3.8 to § 4.3.10, respectively];

or take any other action relating thereto.

cc: BOS

MINUTES FORM
Please send a copy after each meeting to Town Hall

MINUTES OF _____ Meeting of Cemetery Commissioners _____ FEB - 4 - 1994

Meeting posted: yes, no

Date: December 8, 1993 Time: 7:30p.m. Place: Kennedy Service Building, Woodlawn Cemetery

Members present: E. Bailey, W. E. C. George, B. Conant
also present: D. Charter, D. Lee, N. Howell

1. Meeting began at 7:30p.m.
2. Minutes of the November 10th meeting were unanimously accepted as presented.
E. Bailey asked for an update on the water meter at Mt. Hope. D. Lee reported that the meter was tested and it is working properly. In the spring, the Water Dept. will trace the lines for an underground leak.
3. Youth Soccer - Update
A. Warner, who could not attend the meeting, but told Dean that he spoke with the sprinkler company re: what he will need for a well.
4. Section 14 - Update
Both Gentle Giant and D. L. Loring Co. have finished their work in the area.
Loam piles are supposed to rot for a year, then be screened in preparation for spreading.
Dave is trying to get the screener from the Highway Dept. so that we can remove dirt from the brush pile and burn the brush.
Dean has been working with Dave Abbt, making up an RFP (Request for Proposal) for engineering work. Hopefully this work will be done by April 1.
Dean commended both Dave and Dexter Loring for negotiating and agreeing to the price, which was set over a year ago. D. Loring didn't make payroll on the job.
5. Snyder Land
No further word at this time
Dave reported that there are two stakes in the vicinity of the shed. He walked as much of the boundry line as he could, and those were the only stakes he saw.
Dave has told Dean that if necessary, he can have the shed emptied and razed in two days.
6. Wetherbee Fund
Commissioners reviewed update of memo sent to the Board of Selectmen in February 1992.
Commissioners would like to see a copy of the document dated 10-9-1948.
Unanimous decision to send letter as amended, along with a copy of the October 9, 1948 document referred to in the text, to the Board of Selectmen.
7. New Business
 - A. Capital Requests
 - I. \$10,000.00 from Land Fund for Section 14 as per Article Article 14, April 12, 1993 Town Meeting.
 - II. To buy back S.G. 84, Sec. 7, Woodlawn Cemetery: \$25.00 from the Land Fund; \$50.00 from the Perpetual Care Fund.
 - III. To use the \$90,000. left from the Mt. Hope building to construct a large cold storage building by the garage at Woodlawn

- B. D. Charter discussed the possibility of using the @ \$90,000.00 left in the bond issue that was to be used to build a service building at Mount Hope, to build a two-story, eight-bay, at least 10,000 square foot unheated storage building at the side of the present service building at Woodlawn. All Municipal Properties and Cemetery equipment would be stored and garaged here and all personnel would report to work here to pick up assignments for the day.

Dave mentioned that two advantages of this would be that the fuel oil tank would have to be moved (it should be due for replacement about now) and the rear parking area could be repaved when the access to the new building was being paved.

Any possible disadvantages to the proposal were not discussed.

- C. Dean reported that at a chance meeting with Brian Goodman, Brian said that he had received our letter (previewed at last month's meeting) and that he was very pleased with how the matter was handled.

8. Reorganization Update - No news to date
9. Budget
Dean reported that the Town will be submitting a "B" budget only. "Town" portion of the budget can only increase @ 1.7%; schools can increase thier budget by @ 3.6%.
10. New England Cemetery Association's Annual Management Seminar in Durham, N. H.
Dave reported that the Seminar was very informative.
As a result of one of the workshops, he met with Dean and the Town Nurse to discuss the health risks that could be incurred as a result of contact with Hepatitis B contamination. Dave is in the process of gathering more information.
11. Next meeting - Wednesday, January 12, 1993
13. Meeting adjourned at 8:40 p.m.



THE COMMONWEALTH OF MASSACHUSETTS

MIDDLESEX DISTRICT ATTORNEY

40 THORNDIKE STREET CAMBRIDGE MA 02141

FEB - 1

TOM REILLY
DISTRICT ATTORNEY

CC: BOS

617 - 494-4050
FAX: 617 - 225-0871

February 4, 1994

Dore Hunter
Town Hall
472 Main Street
Acton, MA 01720

Dear Dore:

I am writing to ask you to join us at a Community-Based Justice Forum to be held at Regis College, in Weston, on Tuesday, March 8, 1994, from 8:30 a.m. 3:30 p.m., sponsored by the Middlesex District Attorney's Office and Project Alliance.

As you know, one of the most troubling aspects in our society today is the increase in violence being committed by young people, particularly the horror of children killing children.

While others debate the complex problems of crime and violence, police, educators, court and social service professionals are often left to address these problems alone. Debates continue to rage - from get tough legislation "three strikes and you're out," - to more long-term efforts to attack the "root" causes of crime.

Rather than debate, my office and Project Alliance, a consortium of 42 school districts, are working together to take action now to develop a strategy that goes beyond traditional approaches. We have learned that effective crime prevention occurs when prosecutors, educators, police, probation officers, juvenile justice and social service professionals work together, sharing information and developing a plan of action to prevent violence. We must act before our schools and neighborhoods become paralyzed by fear.

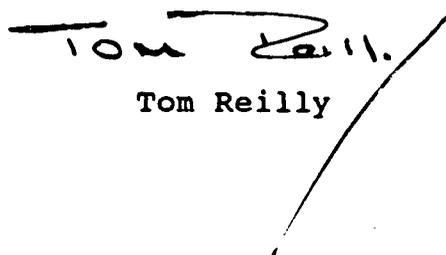
This office has developed the Community-Based Justice Program, which uses a multi-disciplinary approach to deal with and prevent crime. Regular meetings of those who live and work in each community identify the young violent offenders who pose the greatest threat to the community. Swift arrest and prosecution have shown community residents that they should not tolerate fear in their own neighborhoods, and that cooperation with law enforcement can ensure safety for them and their neighbors.

Firm, no-nonsense priority prosecution, combined with a thoughtful and comprehensive program of violence prevention, using a wide variety of techniques from mediation, conflict resolution methods, youth advocates, diversion, and other support programs for at-risk youth, do work.

In Middlesex County, the Community-Based Justice Program is making a difference. We have received numerous requests for information and expansion of the program. This March 8th Forum will allow community leaders, educators, law enforcement, probation officers, juvenile justice and social service professionals, to share these successes with you and explore how the program can be expanded and improved.

For your convenience, enclosed are a registration form and directions to Regis College. This one-day event promises to be full of practical and effective strategies for preventing and dealing with juvenile violence. I look forward to seeing you on March 8th.

Sincerely,

A handwritten signature in black ink that reads "Tom Reilly". The signature is stylized with a long horizontal stroke at the beginning and a diagonal line extending downwards and to the right.

Tom Reilly

Middlesex District Attorney Tom Reilly
COMMUNITY BASED JUSTICE FORUM

REGIS COLLEGE

MARCH 8, 1994

REGISTRATION FORM

Name: _____

Department / Organization: _____

Address: _____

Telephone No.: _____

Name: _____

Department / Organization: _____

Address: _____

Telephone No.: _____

Name: _____

Department / Organization: _____

Address: _____

Telephone No.: _____

Mail To:
District Attorney's Office
c/o Sue Gallagher
40 Thorndike Street
Cambridge, MA 02141
(617) 494-4132

Make Checks payable to:
Middlesex District Attorney's Office

REGISTRATION DEADLINE
February 25, 1994

\$25.00 per person
Total Amount Enclosed: _____

(For additional names use back if necessary)



Regis College

235 Wellesley Street, Weston, Massachusetts 02193-1571, (617) 893-1820 Fax: (617) 899-4725

Directions to Regis College

Regis College is located 12 miles west of Boston at 235 Wellesley Street in Weston, Massachusetts.

If traveling from the south on Route 95 (128), take exit 24 to Route 30 west. Continue approximately two miles, and make a right turn onto Wellesley Street. Regis College is on the left.

If traveling from the north on Route 95 (128), take exit 26 to Route 20 west. Continue approximately two miles, and make a left turn onto Wellesley Street. Regis College is on the right.

If heading west on the Massachusetts Turnpike (Rte. 90), take exit 15 to Route 30 west. Continue approximately two miles, and make a right turn onto Wellesley Street. Regis College is on the left.

From Route 9 in Wellesley, take the Weston Road exit. Continue north, and cross Route 30, where Weston Road changes to Wellesley Street. Regis College is on the left.

CC: BOS

2/10/94

: GEORGE ROBINSON - PLEASE PROVIDE
A REPORT FOR
REVIEW BY BOS.

FEB - 1

Wan

Mr. and Mrs. James Stegeman
16 Meeting House Road
Acton, Massachusetts 01720
February 1, 1994

Mr. Dore Hunter
Chairman, Board of Selectmen
Acton Town Hall
472 Main Street
Acton, Massachusetts 01720

Dear Mr. Hunter,

As taxpayers in Acton for more than eighteen years, we would like to formally express our dismay concerning the way our daughter has been treated by the Acton Police Department. Our seventeen-year-old daughter was involved in an automobile accident on Parker Street on November 15, 1993. As the accident occurred just yards from our home, we also were at the site of the accident within minutes. At the scene, our daughter was not allowed to make a statement and the damage to her vehicle was never inspected. The officer who responded to the accident instructed us to report to the police station at 3:00 PM that afternoon to pick-up "the paperwork". He also mentioned the possibility of a ticket.

When we arrived at the police station that afternoon, the officer on duty told us there was no "paperwork" there for our daughter. He told us we could pay \$2.00 for a copy of the accident report, which we did and our daughter signed a release form. We specifically asked about a ticket and were told that none existed.

Upon reading the accident report, we learned that the police believed that our daughter had "broad-sided" the other vehicle, causing the accident. Our daughter has maintained from the beginning that she was hit by the other vehicle which was already spinning out of control. The damage to our daughter's car (broken plastic on the left front directional signal and a bumper shifted to the right) and her injuries (strained right trapezius muscle) both strongly support that claim. The other car was completely destroyed after spinning into a school bus.

On December 23, 1993, our daughter received a letter from the R.M.V. informing her that her license was being suspended for non-payment of a traffic citation. A citation she did not know existed. The Acton Police concede that the citation had never been issued but we were still forced to pay \$35.00 plus an additional \$40.00 late fee to enable our daughter to retain her license. We also were denied our legal right to contest the citation.

Our daughter now must pay a huge surcharge on her insurance when she did nothing wrong. How sad that a middle-aged male who was apparently speeding on a wet, winding road, while talking on a car phone can go blameless while a seventeen-year-old female is forced to assume all fault without being allowed to defend herself.

James C. Stegeman
Margaret A. Stegeman

BOS - I WOULD APPRECIATE YOUR
COMMENTS FOR CONSIDERATION.

Town of Acton

Planning Department

472 Main Street Acton, Massachusetts 01720

(508) 264-9636

FEB - 9

INTERDEPARTMENTAL COMMUNICATION

TO: Don P. Johnson, Town Manager DATE: February 8, 1994

FROM: Roland Bartl, AICP
Town Planner

R.B.

SUBJECT: ISTEА Transportation Enhancements

The Intermodal Surface Transportation Efficiency Act of 1991 (ISTEA) includes funding for non-traditional transportation projects also known as enhancements. Eligible enhancement projects directly impact, are proximal to or are a functional part of a transportation facility. They can be bicycle and pedestrian facilities, preservation of abandoned RR corridors, historic preservation projects, acquisition of scenic or historic sites, and landscape enhancements among others. Applicants must provide minimum matching funds of 10%, which can be cash or various in-kind services, execute project and assume lifetime responsibility.

Enhancement projects must be included in the FY 95-97 TIP, for which submissions will be due shortly. Project selection will be competitive. There is little funding for these projects in 1995 (\$812,000 state wide). But in 1996 and 1997 the yearly funding will be much more generous at about \$18,750,000 per year.

The following is a list of Acton projects that might be eligible (the order does not indicate any recommended priority):

1. Sidewalks general
Complete missing sidewalk links throughout Acton. Locations to be determined.
2. Sidewalks to Schools
Enhancements and links within 1 mile radius of schools.
2. School Street/Laws Brook Road Sidewalk
From Piper Road to Concord town line.
3. High Street Sidewalk
Entire length.
4. Central Street Sidewalk
From Martin Street to Church Street
5. Sudbury to Lowell Bikeway
Revive DEM plans for bikeway along E&M RR right of way from East Acton to North Acton. As a regional project this could receive a more favorable status. On the other hand, alternative sources of funding are available (Mass. Transportation Bond Bill) which may cause it to be bumped off. Certainly funding for this project could be pursued from the Transportation Bond Bill. In

the past DEM has been a proponent of this project.

6. Pedestrian and Bikeway on Inactive MBTA Maynard Spur
From the Rt.27 bridge in South Acton, crossing Mill Pond and to the Maynard town line. Beacon facility blocks R.O.W.. Negotiations with Beacon would be necessary to create new R.O.W.. See also comment on funding sources in 5. above.
7. Pedestrian and Bikeway Along the Active MBTA RR Right of Way From West Acton Through South Acton to West Concord
If current R.O.W. is wide enough. Requires MBTA cooperation. See also comment on funding sources in 5. above.
8. Bicycle Racks and Lockers at South Acton Train Station
This would be an easy and quick project. Concord was successful to get a bike locker in Concord Center under this programs 1994 funds.
9. Acton Center
Any enhancements in Acton Center such the completion of the sidewalk project and burial of utility lines. Acton Center is a National Register Historic District, and enhancement funds are available for such areas.
10. Exchange Hall
Primarily exterior renovations are necessary, other enhancements would be useful to return the building to a more economic use. Since the Exchange Hall is on national register of historic buildings it might be eligible, particularly if it can be shown that the project would support economic growth. However, it questionable if the this project is in any way connected to transportation facilities. An argument could be made that Exchange Hall is a historic resource and contributes to scenic character of Rt.27.

Obviously, this is just a preliminary list which I put together very quickly. It can be shortened or expanded. At this time I request guidance on which of these projects to pursue. To include any on the next TIP I must have your response as soon as possible.

xc: David Abbt

[RHB.IDC.94*6]

MAGIC

Acton
Bosborough
Carlisle
Concord
Hudson



Littleton
Marlborough
Maynard
Stow
Sudbury

Minuteman Advisory Group on Interlocal Coordination

c/o MAPC, 60 Temple Place, Boston, MA 02111 617 / 451-2770

**MINUTEMAN ADVISORY GROUP
ON INTERLOCAL COORDINATION**

A Subregion of Metropolitan Area Planning Council

MEETING NOTICE

February 10, 1993

Hudson Town Hall

Main St.

Hudson

FEB - 7

cc: BOS

7:30 p.m. Updates and Briefings

Ft. Devens

Subregional Housing Task Force

Transportation Improvement Program (TIP)

Other

7:50 p.m. Subregional Retreat

Representatives of MAPC's subregions will participate in a retreat in February to formulate recommendations on the future of subregions. This MAGIC meeting will be an opportunity for members to inform their representatives.

8:05 p.m. State of the Region &
Economic Development Agreement

MAPC and the Mass. Alliance for Economic Development (MAED) have signed an agreement* regarding referrals of potential economic development opportunities in the Inner Core communities. David Soule will discuss the possibility of a similar agreement for MAGIC.

8:35 p.m. Legislative Update &
Planning for MAGIC's March Meeting with Legislators

Review of MAPC's legislative priorities.* Discussion of issues and format for upcoming meeting with legislators.

9:00 p.m. Massachusetts Planning & Development Act:
"Growing Smart"/"1000 Friends" Legislation

Members will present community responses to the proposed legislation and consider appropriate subregional response.

** Informational materials are enclosed in mailings to MAGIC members. Please review in advance.*



cc: BOS

Minuteman Advisory Group on Interlocal Coordination

Acton
Borborough
Carlisle
Concord
Hudson



Littleton
Marlborough
Maynard
Stow
Sudbury

c/o MAPC, 60 Temple Place, Boston, MA 02111 617 / 451-2770

**MINUTEMAN ADVISORY GROUP
ON INTERLOCAL COORDINATION**
A Subregion of Metropolitan Area Planning Council

January 26, 1994

FEB - 7

Dear Local Official:

On January 20, 1994, the Minuteman Advisory Group on Interlocal Coordination (MAGIC) held the first meeting of its Subregional Housing Task Force. Its mandate is to investigate options for subregional cooperation on housing activities and to make recommendations to MAGIC by the fall of this year.

Five towns -- Acton, Lincoln, Maynard, Stow, and Sudbury -- were represented¹. Concord and Littleton have appointed representatives, but they did not attend. After a discussion of each town's successes and frustrations, members considered the following options for subregional cooperation:

- ⊕ Forming a subregional housing entity (e.g., nonprofit, community land trust, community loan fund);
- ⊕ Forming a Community Reinvestment Coalition to evaluate credit needs and approach lenders;
- ⊕ Enhancing the subregion's ability to get grants and qualify for programs;
- ⊕ Acquiring shared expertise and/or technical assistance (e.g., hiring a "circuit rider" housing planner); and
- ⊕ Proposing changes to ensure that public programs address the housing needs of suburban communities.

The idea of forming a subregional entity generated most enthusiasm, since only two of the towns present have a nonprofit. There was also a great deal of interest in pursuing the possibility of sharing expertise and in jointly recommending changes in state programs to accommodate suburban needs. Clearly a collective voice would carry more weight than individual towns.

The size of the group, however, limits what it can accomplish. Unless the task force grows, it will have to reduce its scope, focusing on only one of the many promising ideas, most likely the non-profit.

We need your help to undertake our ambitious mandate. Please ensure that your community sends 2-3 representatives to the next meeting on February 17, 1994 at 7:30 p.m. in Room 126 at Acton Town Hall. Please R.S.V.P. to Judith Alland, MAPC's Chief Housing Planner and MAGIC Coordinator staff, at (617) 451-2770. Thank you in advance for your cooperation.

Sincerely,

Donna Jacobs
Chair

¹Participants were Jean Schoch, Tom Black, Robert Larkin, Donna Jacobs, and Amy Lepak.

BOS

Feb. 9, 1994

To: Acton Selectman, thru Town Manager FEB 10 1994
From: O. Wesley Larsen, 138 Hayward Rd., Acton, Ma. 01720
(homeowner, voter, tax payer and retired senior citizen)
Subject: Commuter parking

I need to use the commuter parking lot on a daily basis. I will normally park one specific car and have purchased the required sticker.

On occasions, I will need to use one of two other vehicles for transport to the lot.

According to the town's existing regulations, I am expected to buy a separate annual sticker for each vehicle, when in fact, I will be using only one space. The Town Manager's suggested alternative of using the parking meter on three days when non-stickered cars are used, is unsatisfactory from the standpoint of generating an extra cost when in truth, none should be required. It is unnecessary enough to pay \$25/yr for something that the citizens of Acton have purchased, paid for and maintained for years through normal town taxes.

I'm certain this problem is not unique to me. It should be resolved for me and others who are in the same situation, by providing for identification of those personal vehicles which may be used occasionally, all within the framework of a single vehicle parking charge.

Thanks for your consideration of this point. I await a satisfactory resolution.

Yours truly
Wesley Larsen

GC: BOS - COVER ONLY
FULL REPORT IN RF/RETAIN

FEB - 8

CDM

environmental engineers, scientists,
planners, & management consultants

February 4, 1994

CAMP DRESSER & McKEE INC.

Ten Cambridge Center
Cambridge, Massachusetts 02142-1403
617 252-8000

Ms. Lynne Jennings
U.S. Environmental Protection Agency
Waste Management Division
Region 1
90 Canal Street
Boston, Massachusetts 02114

Mr. Edmond Benoit
Regional Engineer
Bureau of Waste Cleanup
Massachusetts Department of
Environmental Protection
75 Grove Street
Worcester, Massachusetts 01605

Dear Ms. Jennings and Mr. Benoit:

Enclosed are the field gas chromatograph (GC) calculations for the soil samples collected as part of our Sampling and Analysis Program for the Tank Car Area, Boiler Lagoon and Boiler Separator Lagoons at the W.R. Grace facility. In addition, Table 1 presents the GC standards that were used to calculate the final screened data results. Please note that the accuracy of the field GC data may be diminished when contaminant levels in the sample substantially exceeds the GC gas standards.

In addition, we are resubmitting our January 19, 1994, submittal from CDM to Ms. Lynne Jennings, which contains all soil data collected from the sampling program. It should be noted that the data is undergoing internal quality assurance evaluation and it is possible that minor revisions may be made.

If you have any questions or concerns about the enclosed information, please do not hesitate to contact our office.

Very truly yours,

CAMP DRESSER & McKEE INC.

Emily S. Leone for
Emily S. Leone
Project Engineer

William R. Swanson for
William R. Swanson
Project Director

ESL:paa

Encs.

cc: BOS

REVISED

FEB - 7

**ACTON PUBLIC SCHOOL COMMITTEE
ACTON-BOXBOROUGH REGIONAL SCHOOL COMMITTEE
MEETING**

Library
R.J. Grey Junior High

February 17, 1994
6:00 p.m.

AGENDA

- I. CALL TO ORDER
- II. BUDGET PRESENTATIONS
- III. ADJOURNMENT



TOWN OF CONCORD
TOWN HOUSE - P O BOX 535
CONCORD MASSACHUSETTS 01742
508-371-6200 508-371-6202
FAX 508-369-5240

FEB - 8 1994

February 7, 1994

Chairman of the Board of Selectmen
c/o Town Hall

Dear Chairman,

Each year the Town of Concord commemorates the armed resistance to the retreating British column by various militia and minutemen companies who gathered at Meriam's Corner, Concord, on the afternoon of April 19, 1775. Records indicate that your town was represented that day.

The Town of Concord Public Ceremonies and Celebrations Committee respectfully invites you or your designee to attend this year's exercise. Representatives will be positioned in a group in the line of march to the Meriam House during our brief (approximately 1/2 mile) parade on Saturday, April 9th, 1:30 PM. A simple commemorative ceremony will be held on the lawn of Meriam House at which the participating towns will be recognized.

If you are interested in joining with us for this ceremony, please respond not later than March 28th to:

Town of Concord Public Ceremonies and Celebrations Committee
c/o Town House, Monument Square
Concord, Massachusetts 01742

Very truly yours,

A handwritten signature in cursive script that reads "James E. Finigan".

James E. Finigan, Chairman
Public Ceremonies and Celebrations Committee

Water Supply District of Acton

693 MASSACHUSETTS AVENUE
P.O. BOX 553
ACTON, MASSACHUSETTS 01720

FEB - 8

TELEPHONE (508) 233-9107

FAX (508) 233-0111

cc: Bas

WATER SUPPLY DISTRICT OF ACTON
HARLAN TUTTLE BUILDING
693 MASSACHUSETTS AVENUE
ACTON, MA 01720

FEBRUARY 14, 1994

AGENDA:

- 7:30 P.M. CALL TO ORDER
- 7:31 P.M. COMMENTS FROM CITIZENS AND OPEN DISCUSSION
- ACCEPT MINUTES OF MEETING JANUARY 24, 1994
- NEW BUSINESS
- WARRANTS & COMMUNICATIONS
- WATER WORDS
- FINAL WARRANT ARTICLES
- ELECTION OF OFFICERS
- EMPLOYEE GUIDELINE PACKAGE
- OLD BUSINESS
- GRACE INVESTMENT ACCOUNT
- HUNTING REGULATION
- NEW OFFICE BUILDING

Section 1 also allows the MHD to expend funds for acquisition of vans and to fund water shuttles and water taxis. These functions have traditionally fallen under EOTC in the past -- i.e. funding for CARAVAN and specific past line items for commuter boat services.

Recommendation: MAPC recommends that EOTC retain this responsibility.

Section 3

Section 3 authorizes the non-federal funding for transportation improvements. Sub-section (b) authorizes \$569 million for non-federal aid highway projects. This funding has traditionally been reserved for roads that are on the federal aid system, but have little opportunity to be funded federally. Funding in this category has not been made available for the functionally classified "Local" road system.

Subsection (i) authorizes Chapter 90 funding at the same level as in the last Bond Bill. The proposed bond is to cover calendar years 1994 and 1995. It is interesting that the Non-Federal Aid category increases by about \$120 million while Chapter 90 is level funded. MAPC's work with communities on local pavement management has found that the greatest local needs are for improvements to roads functionally classified as "Local." In fact, of the \$1 billion in local maintenance needs, the roads classified as local contribute to nearly 80% of the maintenance deficit. **Recommendation:** Since the cities and towns:

- Maintain a larger number of miles that are not on the Federal Aid Eligible System;
- The Federal Aid Eligible System shrunk in 1993 with the federally mandated reclassification of roads;
- Local roads are generally in poorer condition than federal aid eligible roads; and
- Chapter 90 funds are generally used to design projects on the Federal Aid Eligible system.

MAPC recommends that Chapter 90 funding be increased in at least the proportion that other funding categories are increased. This would represent about a ten percent increase in Chapter 90 funding, or about \$18 million over the two years. If it is necessary to reduce other portions of the Bond Bill to accommodate the Chapter 90 increase, MAPC would suggest that the road budgets for the Department of Environmental Management and the Metropolitan District Commission be reviewed since they maintain far fewer roads than cities and towns, and their roads do not allow truck travel, thereby reducing the strains on their networks.

In addition, present restrictions on the use of Chapter 90 funding do not allow for expenditure of funds for preventive maintenance. **Recommendation:** Preventive maintenance such as chip seals and crack sealing save communities money and extend the life of pavement. The expenditure of Chapter 90 funding for these purposes should be specifically allowed.

Subsection (c) provides \$50 million for Public Works and Economic Development projects. MAPC supports the economic development of the region, and supports

from
MAPC's
testimony
on
Transp.
Bond
Bill.
A.F.

and the aging of the population be considered. This will require a \$2 million increase in the Transportation Bond Bill.

Section 21

Section 21 authorizes additional EOTC expenditures for the environmental review and design of the North Station South Station Rail Link, raising the clearance on rail bridges for double-stacking freight cars and a study of high speed ground transportation between Springfield and Boston.

Subsequent sections of the bond bill address the implementation of the bridge clearance project. MAPC is concerned that the bond bill would authorize the MHD to be reimbursed for all of its costs when a bridge is raised but the MBTA is reimbursed only for what is termed reasonable expenses. Also this project will impact communities statewide, yet the required hearing is to be only held in Boston. **Recommendation:** MAPC recommends that all MBTA expenses be reimbursed for expenses incurred to allow double-stack trains to use MBTA tracks. MAPC also supports hearings proximate to all impacted communities.

MAPC has also strongly supported the development of an Inner Circumferential Transit facility that would link the rapid transit lines and alleviate central area congestion. Such a service is vital to the continued economic strength of the region's core.

Recommendation: MAPC recommends that the Inner Circumferential Transit study, environmental review and design also be funded in this section and that \$10 million be allocated for this review.

Commuter rail services presently are provided to a large number of communities that lie beyond the current MBTA District boundaries. These services receive the largest per-rider subsidies for any provided by the MBTA. Recent budget proposals for the MBTA have suggested the need to contain MBTA costs, which have led to past recommendations that local bus services be eliminated. These proposals have led MBTA communities to object to rail service extensions beyond the MBTA boundaries. MAPC understands that commuter rail services provide benefits to the region and to the state. These extensions may also reopen areas to freight rail service. Clearly, this reflects the need to review the delivery of commuter rail service and its funding. **Recommendation:** MAPC recommends that the Bond Bill include funding for a study of the delivery of commuter rail services and its funding from sources other than the MBTA. MAPC recommends that up-to \$1 million be allocated for this study.

Section 28

Section 28 authorizes EOTC to purchase rolling stock for regional transit authorities (RTA). This funding category has been level funded. Many RTAs are in need of replacing their transit vehicles due to age, accessibility and clean air standards.

Recommendation: Funding for rolling stock for RTAs needs to be increased. MAPC

MEMORANDUM

6 February 1994

From: Chairman, BOS

To: Board of Selectmen

Subject: Regional School Budget Presentation 2/5/94

1. I attended 2 hours of the presentation of the High School Administration and Junior High School Administration segment reviews in the Regional School Budget and the overview before the Regional School Committee by the Superintendent of the Revolving Accounts and the segment presentation, such as it was, of the Athletics segment on Saturday morning, February 5th. I obtained the handout booklet and left before the scheduled detailed discussion of the revolving accounts for Community Education, Externship, Lunch, School Facilities, Graphic Arts, SPED Transportation, Summer School, and Facilities and Transportation as I thought I had the essence of what was going on and didn't look forward to sitting on a hard seat for another 2+ hours. The session was not recorded on videotape. There were about 3 citizens in the audience, plus various staff members who came in and out.

2. The situation was again normal in regard to the public access to the 68 page printed booklet of budget materials presented to the Regional School Committee in re Revolving Accounts. About four copies were simply laid on the table for the public, they were not numbered, the recipients names were not taken, nor did we have to promise to return them. Nothing was said, but again they shadow printed the word DRAFT in large letters across each page with numbers, and dated those pages.

3. The High School Administration presentation by Steve Donovan was quite interesting, if a bit overlong. Steve reemphasized some of the comments of his department heads in regard to the requirements for additional technology and texts, he made a pitch for additional technology not only for instruction but also to automate his office's functions like keeping attendance and entering grades, he again pointed out that there were 33 classes with more than 30 students, he complained about the saturated use of the building and the gaps in faculty security supervision and advanced his idea that they should move toward having the library open in the evening for students and the community. He also mentioned the idea of an evening snack bar and health club. Steve acknowledged that School Choice has been a boon to the High School, the increase in Choice students has enabled them to add staff and meet capital needs. He indicated that they expected to receive \$100,000 from ABSAF this year. Steve complained about woefully inadequate funding for textbooks, but Isa broke in and told him that the Education Reform required supplemental funding from the

community this year would be used in that area. The School Committee members seemed to wake up after this presentation and Steve, Lees, Jean, Rick and Micki all had comments, perhaps they are just more alert on a Saturday morning. There seemed to be a Committee sense, though, that they should hear from their building Principals more often.

4. Cliff Card spoke in regard to the Junior High School Administration. In his last few days of "active duty", Cliff didn't really address the pending budget request. Rather he gave a long, eloquent, and obviously heartfelt exposition of his views on where the Junior High School instructional program has been, where it is now and where he thinks it ought to be going. He made a strong pitch for return to 8th grade teaming among other things. Cliff was afforded a round of applause at the end. Steve, Micki and Pam had comments after this segment. Pam in particular, disclaiming any professional bias, said that the older townspeople had to get over their feelings that school support staff, and particularly counselors, were not needed in the current, different, dangerous, single parent, teen age world. She said the community either must provide counselors or see the Special Education budget go out of control.

5. Isa then proceeded to give a rather short overview of Revolving Accounts, into which she seemed to lump everything other than the appropriated budget, gifts and grants. After describing school finance as extremely complex she laid out the four general groups of revolving accounts, academic programs like Summer School and School Choice, student services like Lunch and Drivers Education, town services which is Community Education, and business activities such as CASE West Transportation where the schools engage in an activity to save money and manage to make a small profit. She stressed in regard to Revolving Accounts that you only get a moment in time snapshot in any accounting, since they go on forever and always have an in flow and an out flow. Functionally she referred to Revolving Accounts as being of two types, Upfront where money is first collected and then spent for the objective, and Backend where supplies are first bought and then sold to students.

6. The School Choice Revolving Account is not on the docket for discussion until February 17, 1994, after our next meeting, but Isa did touch on it in her opening remarks and I have the Choice Budget figures. Isa said that School Choice has been used to reduce the Regional assessments and lower the Local School numbers. Isa did refer to the Selectmen's request for a portion of School Choice revenues. Isa then noted that she has sent a memorandum to the Committee with a recommendation as to a particular number in that regard. However, Isa then said that the memorandum is probably moot, because Bill has found a regulation that says School Choice monies can only be used for educational purposes, despite the past practice.

7. The School Committee then began to hear the presentation in regard to the three Athletic accounts, the appropriated budget, the ABSAF budget and the Athletic Revolving Account (fees). Before very long though everyone got completely confused trying to figure out which coaches salaries were in which budget in whole or in part and what the changes had been. The confusion made the Committee members vocal and they began to sound like a deliberative body for a change. For the very first time in multiple hours of budget presentations, a Committee member (Rick) actually inquired about **anticipated revenue!** I judged that the School Committee has never before seen the details of the ABSAF or fee athletic budgets, it certainly was difficult sitting in the audience to try and juggle three accounting sheets and I could understand their confusion. Finally Isa (without the least deference to the Chairperson) just cut off Jack Schofield's attempt to finish his presentation. Jack took some umbrage over that and there was some feather smoothing by both Isa and several members. Isa then suggested that the vaunted new budget format might not be satisfactory for these non-appropriated accounts, and told (didn't ask) the Committee the figures would be reformatted and presented to them again on a later date.

8. Before the Superintendent then passed on to the next presentation segment, while the individual School Committee members still had charge of the discussion, they addressed the column on the forms that has so troubled Isa, what is titled "FY94 Proj[ected] Exp[enditures]". You will recall those are expenditures and encumbrances as of some date in December (whether beginning, middle or end seems to vary each time the column is mentioned). Isa stated she intends to take those year to date figures out of future budget booklets. Rick wanted to keep the column in the form but really show what it said, i.e. projections of end of year expenditures, Steve wanted to drop it because he said it was their policy to spend every penny in every line every year. Steve drew some obscure parallel to the Town's bottom line budget, in error taking snow removal as an example. Bill Ryan made reference to shifts between line items to manage the bottom line budget. Don suggested that the administration should watch the variances more carefully and change the following year's budget to be more realistic, he particularly referred to the perennial complaint that the textbook lines were underfunded and called attention to Principal's remarks earlier how they shifted money to cover book purchases. There was an immediate visceral but inarticulate rejection of Don's suggestion by the staff and Committee, he made eye contact with me and shrugged as if to say "see what I mean". Pam did then to some degree echo the point, however. Bill Ryan retreated to his comments on how the Committee should TRUST the staff, this is really a twenty million dollar operation and there are always unanticipated expenses, like the \$45,000 that was recently needed to fix the septic system, for which they juggle accounts around, or the enormous legal expenses, which they funded partly out of School Choice. That discussion

died out, Isa then turned to Community Education accounts and I left.

9. I doubt that someone who did not know the players and happened to wander into the room during these School Committee meetings would be able to discern that there was a chairperson present. They would probably think Isa was lecturing a group of students. In that vein I learned today that I left the Saturday meeting before an interesting development occurred. I have been told that the School Committee has decided to "let" Isa present their budgets at Town Meeting, rather than the Chairpersons. I am not surprised, Isa told me during my first meeting with her that she was accustomed to doing the Town Meeting presentations in Easton, and seemed surprised that Acton had ever done it differently. I also gather that Pam did not want to make the presentation and there was some feeling she would not do it well, Lees on the other hand, I am told, wanted to present the Local budget.

10. I am also told that, after I left, there was some discussion about referring to the Regional Budget being discussed as a "B" Budget, since they know there will be plenty of money available for it under the Ed Reform minimums. They apparently want to call the long additional "wish list" received from all the principals and department heads the "A" Budget, so as to look more fiscally conservative in the Region.

11. The Revolving Accounts major line items are as follows:

<u>DESCRIPTION</u>	<u>FY 94</u> <u>BUDGET</u>	<u>94/95</u> <u>\$ VAR</u>	<u>94/95</u> <u>% VAR</u>
Acton-Boxborough Region			
A.B.S.A.F. to Fine Arts	\$ 6,000	\$ 0	0.00%
A.B.S.A.F. to Athletics	12,205	1,646	13.49%
Interscholastic Athletics (Fee supported)	159,186	9,168	5.76%
C.A.S.E. West SPED Transport	804,520	34,707	4.31%
Community Education	826,376	25,482	3.08%
Driver Education	66,809	874	1.31%
Use of School Facilities	66,809	1,669	3.60%
Faculty Extern Program	202,384	331,416	163.76%
Graphic Arts	47,702	-403	-0.84%
Occupational Development	22,659	7,553	33.33%

School Choice	672,842	49,169	7.31%
School Lunch	<u>272,790</u>	<u>16,487</u>	<u>6.04%</u>
TOTALS	\$ <u>3,181,416</u>	\$ <u>502,343</u>	<u>15.79%</u>

Acton Public

School Choice	184,042	-76,933	-41.80%
School Lunch	<u>204,223</u>	<u>14,442</u>	<u>7.07%</u>
TOTALS	\$ <u>388,265</u>	\$ <u>-62,491</u>	<u>-16.09%</u>

12. In regard to the School Choice budgets there are currently 227 Choice students in the Regional Schools and 62 Choice students in the Local Schools. The first year the program operated (1991-1992) there were 31 Local students and 89 in the Region, in 1992-1993 the numbers increased to 64 and 190 respectively. The now projected decline in Local Choice student numbers results from having to decline to accept any more Local Choice students, because they need the space for Acton children, and the pending graduation of the 19 students currently in 6th grade. The Revolving Account presentation booklet preliminary remarks on School Choice, pp 45 & 61, dated "January 1994" contains the following statement:

Through FY '94, the Districts will have put \$1,025,332 of "school choice" revenue into pooled revenue with the towns of Acton and Boxborough to help reduce the assessments. This year \$351,850 is being used as pooled revenue.

I didn't see any reference to the fact that the schools took back 2/3rds of all pooled revenue under the old "split".

13. At the Region the School Choice Funded Budget looks like this:

<u>DESCRIPTION</u>	<u>FY 94 BUDGET</u>	<u>94/95 \$ VAR</u>	<u>94/95 % VAR</u>
Total Personnel (15.68 FTE or 1 FTE per 14.3 choice students)	460,788	39,169	8.50%
Equipment	63,854	0	0.00%
Materials & Supplies	0	0	0.00%
Contracted Services (Increase all in Legal)	<u>148,200</u>	<u>10,000</u>	<u>6.75%</u>
TOTALS	\$ <u>672,842</u>	\$ <u>49,169</u>	<u>7.31%</u>

14. The Local School Choice Funded Budget is:

<u>DESCRIPTION</u>	<u>FY 94 BUDGET</u>	<u>94/95 \$ VAR</u>	<u>94/95 % VAR</u>
Total Personnel (6.83 FTE) (6.83 FTE or 1 FTE per 9.1 choice students)	144,791	-84,082	-58.07%
Equipment	32,751	6,149	18.77%
Materials & Supplies	0	0	0.00%
Contracted Services	<u>6,500</u>	<u>1,000</u>	<u>15.38%</u>
<u>TOTALS</u>	\$ <u>184,042</u>	\$ <u>-76,933</u>	<u>-41.80%</u>

I did not see any explanation for the obvious discrepancy in the numbers of staff added in proportion to the number of Choice students between the two school systems.

15. The systemwide (alias Central Office) FY95 legal budget is interesting. Ropes & Gray has anticipated fees of \$90,000 in Regional Choice monies, \$50,000 in Regional appropriated budget, and \$18,000 in the Local appropriated budget, for an overall total of \$158,000, up \$25,000 from the FY94 budgets. I note from the column that is going to be deleted from these spreadsheets that the Region is already overbudget in Legal Services this year, the December expended figure was over the \$35,000 budget by \$9,872, I have given my Local booklet to the Manager so I can't look up that figure at the moment.

16. The figures published in The Globe today indicate that the Local Schools, between the required local appropriation and Chapter 70 aid, will have a FY95 increase of 4.101% over FY94 while the Region will get a 3.339% FY94 to FY95 increase.

17. A footnote, I neglected to include in my memo on the Regional appropriated budget the fact that the Region plans to spend \$50,990 next year in early retirement incentives, up \$25,490 and 99.96% from this year, but considerably less than the \$119,969 expended in that category in FY93. It is not surprising that the FY95 figure is being increased, the column on the spreadsheet which so bothers Isa reveals that the Region has already over-expended its \$25,500 FY94 budget here by some \$28,750.

DORÉ

Copy to: Town Manager

DRAFT

**SELECTMEN'S MEETING
JANUARY 18, 1994**

The Board of Selectmen held their regular meeting on Tuesday, January 18, 1994 beginning in Acton at 9:30 P.M. Present were F. Dore' Hunter, Anne Fanton, William Mullin, Nancy Tavernier and Town Manager Johnson.
{Representatives from cable were present}

CITIZENS' CONCERNS

None expressed

The Board of Selectmen met in Maynard with the Maynard Board from 7:00 to 8:30 and reconvened at the Acton Town Hall at 9:30 P.M.

Maynard's Chairman read Chairman Hunter's request for a meeting. Chairman Hunter provided a brief overview of the process to date, including a brief description of Acton's problems, the political process between the communities, and other alternatives for resolution of the Acton problem. Dore' also outlined 5 points of discussion if the Town's were going to agree to pursue a joint resolution.

1. 150,000 gal/day of capacity
2. Sludge removal
3. Upgrade to terrestrially treatment
4. Point of collection at Maynard Plant
5. Outflow Point. Is it necessary to move the outfall pipe
6. A.B. School system should need to be accommodated (extra capacity)

The levels of ammonia, phosphorous and metals (lead) and sludge. The Town of Maynard is currently not in compliance with the terms of the discharge permit. The schedule currently has the final design in 1994, construction in late 1995, 1 year for construction with the Maynard capacity 1.45 million gallons/day. With a cost to Maynard of \$1.6 Million, currently rate is 1-1.2 million gallons/day.

PUBLIC HEARINGS AND APPOINTMENTS

Chairman Hunter gave a brief overview of the joint Board of Selectmen's meeting held in Maynard.

**COMMON VICTUALLERS LICENSE
SZECHUAN PAVILION - 103 NAGOG SQ.**

NANCY TAVERNIER - Moved to approve. NORM LAKE - Second.
UNANIMOUS VOTE

ALL ALCOHOLIC LIQUOR LICENSE TRANSFER
SZECHUAN PAVILION - 103 NAGOG SQ.

The Applicant asked the Board for approval of the Transfer of the Liquor license from Dennis Dyer, Giovanies at Nagog Sq. to W&Z Inc. d/b/a Szechuan Pavilion. The applicant presented the Board with a copy of their liquor serving policy for the file. NANCY TAVERNIER - MOVED to approve the transfer of the All Alcoholic License to Szechuan Pavilion. ANNE FANTON - Second. UNANIMOUS VOTE.

WENDY'S SITE PLAN #11/5/93-341
POWDERMILL ROAD

The continued hearing from January 4, 1994

Representatives from Wendy's stated that they would comply with all items contained including a contribution to fund \$1,2000 of the cost of cleaning the outlet pipes. Wendy's stated that they have submitted documents concerning the impact of Wendy's upon traffic congestion in the area. Wendy's has stated that they would agree with a contribution of \$8-9,000 to offset the additional traffic flows.

Bill Mullin asked again about the pedestrian traffic impacts. Wendy's stated that they took into consideration the traffic markings. Bill stated that the Town would lose real estate tax revenue and receive additional motor vehicle and pedestrian traffic. Therefore, Bill asked if Wendy's had done any additional work on pedestrian traffic in the motor vehicle que. Bruce Campbell Associates stated that no additional work had been undertaken.

Anne stated that the total daily trips 1960 less 25% were pass by 56% from Acton area (823) and 10% deductions for _____ 741 new daily trips.

Digital generates 963 daily trips using same analysis.

Therefore, Wendy's will generate 4% of total trips for Rt. 62 and High Street vs. 5% for Digital.

$963/741 = \$30,000/x$ $x = \$23,000$ contribution. This is consistent with methodology employed by the State.

Nancy stated that she was interested in \$15-17,000,

Dore' stated that the Board had received notification from Maynard's Planning Board that all outstanding issues had been satisfactorily resolved.

Wendy's traffic consulating had researched the Town's records and reminded the Board of contributions made by other commercial establishments and that he used peak P.M. traffic

flow. Different methodologies were discussed for deriving an appropriate improvement for determining traffic flow controls and the applicable cost factors.

Questions concerning lighting information provided to staff today. Wendy's provided comment as to the information Parking lot lights are set to shut off 5-10 minutes after staff leaves approximately 45 minutes after closing.

Anne raised the drainage provision issue. Total lot drainage should comply with Acton's bylaws. Anne stated that Acton is receiving the flow from drainage from the portions of the lot and structures that are in Maynard. Bill stated that he did not see this as a deal breaker.

NORM LAKE - Moved to take under advisement. WILLIAM MULLIN
-Second. UNANIMOUS VOTE.

LMI -LIQUID METRONICS
POST OFFICE SQ. LIGHT

Did you discuss, if supply text....

~~NANCY TAVERNIER - Moved to extend the LOC to May 1, 1994
Presented prior to January 14th. NORM LAKE - Second - 4-1 BILL
MULLIN - NO.~~

CONSENT CALENDAR

ANNE FANTON - Moved to accept the Consent Calendar as submitted. NANCY TAVERNIER - Second. UNANIMOUS VOTE.

SELECTMEN'S BUSINESS

EAGLE SCOUT - Bill Mullin will attend on behalf of the Board.

BOARD OF HEALTH - MASTER PLAN ACTIONS - The Board discussed the MPCC actions and response prepared by Anne. NORM LAKE - Moved to sign and send the memo prepared by Anne. NANCY TAVERNIER - Second. UNANIMOUS VOTE.

On Going Budget Discussion - Anne Fanton discussed her memo in the packet. Dore' told the Board that the Superintendent was supportive to the Town's suggestion that the Town would be invited to all school presentations and visa versa. Members of the Board discussed a two meeting budget presentation.

TOWN MANAGER'S CONCERNS

None discussed

The Board adjourned at 11:00 P.M.

Clerk

Date

John Murray
Acting Recording Secty.
cmjW11-(463)

JANUARY 14, 1994

TO: Board of Selectmen
FROM: F. DORE' HUNTER, Chairman
SUBJECT: SELECTMEN'S REPORT

#####

AGENDA

7:00 P.M. At the MAYNARD BOARD OF SELECTMEN'S OFFICE

ROOM 204 after 9:30

JANUARY 18, 1994

I. CITIZEN'S CONCERNS

II. PUBLIC HEARINGS & APPOINTMENTS

1. THE BOARD OF SELECTMEN WILL BE MEETING WITH THE MAYNARD BOARD OF SELECTMEN AT THE MAYNARD TOWN HALL BEGINNING AT 7:00 P.M. AT THE CONCLUSION OF THAT MEETING THE ACTON BOARD WILL RETURN TO THE ACTON TOWN HALL FOR SCHEDULED PUBLIC HEARINGS BEGINNING AT 9:30 P.M. (Directions to Maynard Town Hall attached)
- 1a. 9:25 CHAIRMAN'S MINUTE
2. 9:30 SZECHUAN PAVILION - 103 NAGOG SQ. - Enclosed please find application and staff comment regarding the application of Szechuan Pavilion for a Common Victuallers License for Board action.
3. 9:30 SZECHUAN PAVILION - 103 NAGOG SQ. - Enclosed please find application and staff comment regarding the application of Szechuan Pavilion for a the Transfer of an All Alcoholic Beverage as a Common Victuallers License from Giovanni's for Board action.
4. 9:45 WENDY'S INTERNATIONAL SITE PLAN CONTINUATION FROM 1/4/94.

III. SELECTMEN'S BUSINESS

5. BOY SCOUT COURT OF HONOR - Enclosed please find an invitation to attend the Court of Honor being given for Peter Hess on March 6, 1994 for Selectman assignment.

6. BOARD OF HEALTH / MATRIX OF MASTER PLAN ACTIONS - Enclosed please find a memo drafted by Selectman Fanton for Board review and action summarizing Board actions/discussion of January 4, 1994.

7. ON GOING BUDGET DISCUSSIONS - Enclosed please find a memo from Selectman Fanton regarding the FY95 Budget for Board discussion.

IV. CONSENT AGENDA

8. ACCEPT MINUTES - Enclosed please find minutes from December 14, 1993 for Board approval.

9. ACCEPT GIFT - Enclosed please find a request for acceptance of \$500.00 from Ed Kelly's Golf Tournament to the Commission on Disability Gift account for Board action.

V. TOWN MANAGER'S REPORT

VI. EXECUTIVE SESSION

MEETINGS

ADDITIONAL INFORMATION

Enclosed please find additional correspondence which is strictly informational and requires no Board action.

FUTURE AGENDAS

To facilitate scheduling for interested parties, the following items are scheduled for discussion on future agendas. This IS NOT a complete agenda.

Feb 1, 1994



The Commonwealth of Massachusetts Department of Education

CC: BOS - EXCESS MATERIALS EXCERPTED FROM PKG.
FULL PKG. IN RF

350 Main Street, Malden, Massachusetts 02148-5023

Telephone: (617) 388-3300
TTY: N.E.T. Relay 1-800-439-2370

2000
BOARD OF SELECTMEN
TOWN
TOWN HALL-472 MAIN ST
TOWN MA, 01720

112 002000

MEMORANDUM

FEB - 7 1994

TO: School Superintendents, School Committee Chairpersons, Mayors and Boards of Selectmen

FROM: Robert V. Antonucci, ^{Ed.} Commissioner of Education

DATE: January 31, 1994

RE: Chapter 70 Distribution for Fiscal Year 1995 (FY'95)

We are fulfilling our commitment to school and municipal officials to release **FY'95 PRELIMINARY ESTIMATES** of each city, town and regional school district's FY'95 Chapter 70, minimum local contribution, net school spending and foundation budget.

Enclosed are the **PRELIMINARY ESTIMATES**. The amounts are based on approximately \$184 million for foundation aid included in Governor Weld's FY'95 Budget Proposal recently released.

These **PRELIMINARY ESTIMATES** are subject to change when the FY'95 state budget is enacted. Changes could result from: revised FY'94 local appropriations for schools; or, from increased aid to new or expanded regional school districts that may receive new incentive aid. \$14 million in new regional incentive aid has already been included with this estimated distribution.

The **PRELIMINARY ESTIMATES** attached are based on several important sources of information:

- * October 1, 1993 Foundation Enrollment Report
- * The 1992-93 End-of-Year Pupil and Financial Report, including Schedule 19 (the estimate of school spending in FY'94).
- * New Municipal Growth Factors calculated by the Department of Revenue.

Remember that these **PRELIMINARY ESTIMATES** will not become **OFFICIAL** until they have been issued in the FY'95 Cherry Sheets by the Department of Revenue. This usually occurs after the Senate and the House adopt a FY'95 Budget and it is signed by the Governor.

CHAPTER 70 DISTRIBUTION
PRELIMINARY ESTIMATES
Page 2

On the pages following, you will find some key definitions and descriptions which should help you understand how these estimates were calculated.

Over the course of this year we have worked hard to build an effective working relationship with the Department of Revenue. This effort comes from our belief that those of us who work with schools or cities and towns should work together. We want to encourage you to do the same as you plan for FY'95.

If we can assist you in your budget planning for Fiscal Year '95, please know that we stand ready to work with you. We are committed to doing what we can to ensure your success.

If you have any questions about these **PRELIMINARY ESTIMATES**, please contact:

Massachusetts Department of Education
Information and Outreach Services
350 Main Street
Malden, Massachusetts 02148
(617) 388-3300, extension 553

Thank you for your continued support and cooperation.

ENCLOSURES

We are attaching five important budget documents:

- * **FY'95 Foundation Budget Per Pupil Statewide Costs**
(applied to each district's foundation enrollments)
- * **FY'95 Foundation Budget Definitions and Explanations**
- * **FY'95 Foundation Budget**
(each district's actual foundation budget based on October 1, 1993 membership)
- * **FY'95 Foundation Program**
(each community's FY'95 Chapter 70 calculation)
 - * To better understand how we built the Foundation Program document, please review the definitions in the Foundation Budget Formula FY'95 immediately following it.
 - * Numbers preceding the definitions match up with the column numbers. For example, 1. FY'95 Foundation Budget matches up with Column 1 on the actual budget page.
 - * Numbers after the definition refer to the column numbers used in the calculation. For example, FY'94 Spending Gap equals the FY'95 Foundation Budget (Column 1) minus FY'94 Net School Spending (Column 2).
- * **FY'95 Foundation Program Summary**
(the summary of all districts' FY'95 minimum local contributions, Chapter 70 aid, and net school spending).

28-Jan-94

Massachusetts Department
of Education
FY 95 Foundation Budget

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
	Pre-School	Kindergarten	Elementary	Junior/Middle	High School	Special Ed In-School	Special Ed Tuitioned Out	Bilingual	Vocational	Low Income Elementary	Low Income Other	Total
002 ACTON												
1) Foundation Enrollment	0	352	1,464	252	0	66	19	0	0	53	0	1,892
2) Teaching Salary	0	322,106	2,679,323	405,851	0	332,171	0	0	0	64,018	0	3,803,469
3) Support Salary	0	102,753	854,702	253,659	0	201,960	0	0	0	0	0	1,413,074
4) Aides Salary	0	20,139	167,523	4,806	0	78,672	0	0	0	0	0	271,140
5) Principals Salary	0	34,684	288,527	57,940	0	0	0	0	0	0	0	381,151
6) Clerical Salary	0	18,973	157,838	27,169	0	25,874	7,449	0	0	0	0	237,303
7) Health Salary	0	9,325	77,567	10,012	0	0	0	0	0	0	0	96,904
8) Central Salary	0	26,591	221,203	38,076	0	74,791	21,531	0	0	0	0	382,192
9) Custodial Salary	0	27,950	232,504	43,389	0	35,140	0	0	0	4,212	0	343,195
10) Benefits	0	80,386	668,664	109,435	0	127,009	3,358	0	0	8,832	0	997,684
11) Expanded Program	0	0	0	0	0	0	0	0	0	21,340	0	21,340
12) Professional Development	0	12,747	106,016	19,786	0	16,024	0	0	0	1,920	0	156,493
13) Athletics	0	0	0	12,938	0	0	0	0	0	0	0	12,938
14) Activities	0	0	37,581	9,054	0	0	0	0	0	0	0	46,635
15) Maintenance	0	35,753	297,382	55,498	0	44,947	0	0	0	5,387	0	438,967
16) Tuition	0	0	0	0	0	0	263,349	0	0	0	0	263,349
17) Miscellaneous	0	14,647	121,819	20,969	0	28,596	429	0	0	0	0	186,460
18) Books and Equipment	0	45,176	375,780	64,683	0	13,552	0	0	0	0	0	499,191
19) Extraordinary Maintenance	0	23,834	198,255	36,999	0	29,965	0	0	0	3,591	0	292,644
20) Total	0	775,064	6,484,684	1,170,264	0	1,008,701	296,116	0	0	109,300	0	9,844,129
21) Wage Adjustment Factor	103.2%											

Each component of the foundation budget represents the enrollment on line 1 multiplied by the appropriate state-wide foundation allotment. These allotments and calculations are shown in the definitions and explanations immediately following. The foundation components on lines 2 through 12 have also been multiplied by the wage adjustment factor.

28-Jan-94

Massachusetts Department
of Education
FY 95 Foundation Budget

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
	Pre-School	Kindergarten	Elementary	Junior/Middle	High School	Special Ed In-School	Special Ed Tuitioned Out	Bilingual	Vocational	Low Income Elementary	Low Income Other	Total
600 ACTON BOXBOROUGH												
1) Foundation Enrollment	0	0	0	548	1,081	61	16	0	82	10	8	1,711
2) Teaching Salary	0	0	0	882,564	2,560,261	307,006	0	0	330,157	12,079	9,663	4,101,730
3) Support Salary	0	0	0	551,607	182,801	186,660	0	0	13,866	0	0	934,934
4) Aides Salary	0	0	0	10,451	8,244	72,712	0	0	625	0	0	92,032
5) Principals Salary	0	0	0	125,996	248,543	0	0	0	18,853	0	0	393,392
6) Clerical Salary	0	0	0	59,082	116,546	23,914	6,273	0	8,841	0	0	214,656
7) Health Salary	0	0	0	21,773	42,950	0	0	0	3,258	0	0	67,981
8) Central Salary	0	0	0	82,800	163,334	69,125	18,131	0	13,938	0	0	347,328
9) Custodial Salary	0	0	0	94,354	180,469	32,478	0	0	22,634	795	636	331,366
10) Benefits	0	0	0	237,978	451,012	117,387	2,827	0	55,508	1,667	1,333	867,712
11) Expanded Program	0	0	0	0	0	0	0	0	0	4,026	0	4,026
12) Professional Development	0	0	0	43,026	82,297	14,810	0	0	10,321	362	290	151,106
13) Athletics	0	0	0	28,134	221,973	0	0	0	16,838	0	0	266,945
14) Activities	0	0	0	19,690	49,942	0	0	0	3,788	0	0	73,420
15) Maintenance	0	0	0	120,686	230,826	41,542	0	0	38,210	1,016	813	433,093
16) Tuition	0	0	0	0	0	0	221,767	0	0	0	0	221,767
17) Miscellaneous	0	0	0	45,599	89,950	26,429	361	0	6,823	0	0	169,162
18) Books and Equipment	0	0	0	140,661	443,945	12,526	0	0	58,933	0	0	656,065
19) Extraordinary Maintenance	0	0	0	80,457	153,880	27,695	0	0	19,300	678	542	282,552
20) Total	0	0	0	2,544,858	5,226,973	932,284	249,359	0	621,893	20,623	13,277	9,609,267
21) Wage Adjustment Factor	103.2%											

Each component of the foundation budget represents the enrollment on line 1 multiplied by the appropriate state-wide foundation allotment. These allotments and calculations are shown in the definitions and explanations immediately following. The foundation components on lines 2 through 12 have also been multiplied by the wage adjustment factor.

28-Jan-94

Massachusetts Department
of Education
FY 95 Foundation Budget

	(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)
	Pre-School	Kindergarten	Elementary	Junior/Middle	High School	Special Ed In-School	Special Ed Tuitioned Out	Bilingual	Vocational	Low Income Elementary	Low Income Other	Total
830 MINUTEMAN												
1) Foundation Enrollment	0	0	0	0	0	22	0	0	488	0	60	488
2) Teaching Salary	0	0	0	0	0	112,762	0	0	2,001,012	0	73,808	2,187,582
3) Support Salary	0	0	0	0	0	68,559	0	0	84,042	0	0	152,601
4) Aides Salary	0	0	0	0	0	26,707	0	0	3,790	0	0	30,497
5) Principals Salary	0	0	0	0	0	0	0	0	114,266	0	0	114,266
6) Clerical Salary	0	0	0	0	0	8,784	0	0	53,581	0	0	62,365
7) Health Salary	0	0	0	0	0	0	0	0	19,746	0	0	19,746
8) Central Salary	0	0	0	0	0	25,389	0	0	84,478	0	0	109,867
9) Custodial Salary	0	0	0	0	0	11,929	0	0	137,177	0	4,856	153,962
10) Benefits	0	0	0	0	0	43,043	0	0	335,614	0	10,165	388,822
11) Expanded Program	0	0	0	0	0	0	0	0	0	0	0	0
12) Professional Development	0	0	0	0	0	5,440	0	0	62,552	0	2,214	70,206
13) Athletics	0	0	0	0	0	0	0	0	100,206	0	0	100,206
14) Activities	0	0	0	0	0	0	0	0	22,546	0	0	22,546
15) Maintenance	0	0	0	0	0	14,982	0	0	227,398	0	6,098	248,478
16) Tuition	0	0	0	0	0	0	0	0	0	0	0	0
17) Miscellaneous	0	0	0	0	0	9,532	0	0	40,606	0	0	50,138
18) Books and Equipment	0	0	0	0	0	4,517	0	0	350,721	0	0	355,238
19) Extraordinary Maintenance	0	0	0	0	0	9,988	0	0	114,856	0	4,066	128,910
20) Total	0	0	0	0	0	341,632	0	0	3,752,591	0	101,207	4,195,430
21) Wage Adjustment Factor	105.1%											

Each component of the foundation budget represents the enrollment on line 1 multiplied by the appropriate state-wide foundation allotment. These allotments and calculations are shown in the definitions and explanations immediately following. The foundation components on lines 2 through 12 have also been multiplied by the wage adjustment factor.

**MASSACHUSETTS DEPARTMENT OF EDUCATION
FY'95 FOUNDATION BUDGET
DEFINITIONS AND EXPLANATIONS
January 31, 1994**

**Column Definitions for Line 1 Based on Foundation Enrollment
October 1, 1993 Report**

Line 1	Column A	Pre-school - The number of regular day pre-school pupils not to exceed twice the number of special needs pre-school pupils.
	Column B	Kindergarten - The number of regular day and special needs kindergarten pupils (plus all special needs pre-school pupils).
	Column C	Elementary - All regular day and special needs pupils in grades one through five.
	Column D	Junior/Middle - All regular day and special needs pupils in grades six through eight.
	Column E	High School - All regular day and special needs pupils in grades nine through twelve.
	Column F	Special Education-In-School - Three and one half percent of Column L Total not including Column A - Pre-school or Column I - Vocational, plus four and one half percent of Column I - Vocational.
	Column G	Special Education - Tuitioned out - one percent of Column L - Total not including Column A - Pre-school or Column I - Vocational
	Column H	Bilingual - All pupils enrolled in Massachusetts bilingual programs.
	Column I	Vocational - All pupils enrolled in Chapter 74 programs.
	Column J	Low Income Elementary - All pupils in grades one through eight who are eligible for free or reduced price lunches.
	Column K	Low Income Other - All pupils in grades nine through 12 and one half of pre-school and kindergarten pupils who are eligible for free or reduced price lunches.
	Column L	Total - One half of Column A - Pre-School and one half of Column B - Kindergarten plus Column C, D, E, H, and I.

**MASSACHUSETTS DEPARTMENT OF EDUCATION
FOUNDATION BUDGET DEFINITIONS AND EXPLANATIONS**

Line Item Explanations and Definitions for Lines 2 through 21

- Line 2** **Teaching salary for classroom teachers.**
- Line 3** **Support Staff salary for counselors, librarians and other teachers.**
- Line 4** **School Aide salary for assistants to teachers and support staff.**
- Line 5** **School Principal salary for principals and assistant principals.**
- Line 6** **Clerical salary for all staff performing clerical duties.**
- Line 7** **School Health Care Staff salary for all staff performing health care related duties.**
- Line 8** **Central Office Professional salary for all professional staff performing central office duties.**
- Line 9** **Custodial Staff salary for all staff performing custodial duties.**
- Line 10a** **Employee Benefits related to salaries for all staff in lines 2 through 9.**
- Line 10b** **Other Employee Benefits for all staff in lines 2 through 9.**
- Line 11** **Expanded Program Allotment for educational services for low income pupils.**
- Line 12** **Professional Development for teachers and support staff.**
- Line 13** **Athletic Expenses**
- Line 14** **Extra-curricular Activity Expenses.**
- Line 15** **Utility and Ordinary Maintenance Expenses for utility charges and maintenance supplies.**
- Line 16** **Special Needs Tuition**
- Line 17** **Miscellaneous Expenses**
- Line 18** **Book and Equipment Allotment for books, equipment, supplies and computers.**
- Line 19** **Extraordinary Maintenance Allotment for repairs.**
- Line 20** **Total**

**MASSACHUSETTS DEPARTMENT OF EDUCATION
FOUNDATION BUDGET DEFINITIONS AND EXPLANATIONS**

The foundation budget allocates a fixed amount per pupil for each type of expense and type of pupil. These amounts are shown in the matrix - "FY'95 Foundation Budget Per Pupil."

For example, the budget allots \$886.70 for teaching staff salary for each pre-school pupil in line 2, column A. The total per pupil budget on line 20 shows the sum of the individual line items. In the same example, the budget allots \$2,144.79 for each pre-school pupil for all expense items.

Line 21 Wage adjustment factor to reflect community and labor market wage levels. This factor is applied to each of the salary expenditures in the foundation budget (lines 2 through 10A and lines 11 and 12) in calculating the foundation budget.

For example, if a district's wage adjustment factor is 95%, its budget for teaching salaries for each pre-school pupil would be \$842.37 ($\$886.70 \times 95\%$).

MASSACHUSETTS DEPARTMENT OF EDUCATION
FOUNDATION BUDGET FORMULA
FY'95

JANUARY 31, 1994

1. FY'95 FOUNDATION BUDGET: The October 1, 1993 Foundation Enrollment multiplied by the various components of the foundation formula.
2. FY'94 ESTIMATED NET SCHOOL SPENDING: Spending reported on Schedule 19 of the Pupil and Financial End of the Year Report. Includes school choice tuition.
3. FY'94 SPENDING GAP: Foundation Budget minus FY'94 Net School Spending: (1)-(2).
4. FY'95 CHAPTER 70 BASE AID: FY'94 Base Aid, FY'94 Minimum Aid, FY'94 Foundation Aid and FY'94 New Regional Aid.
5. FY'94 CHAPTER 70 OTHER AID: FY'94 Overburden Aid and School Choice Aid.
6. FY'93 IMPACT AID: Actual FY'93 expenditures of P.L. 874 Impact Aid is used as an estimate of the FY'94 expenditures.
7. FY'94 LOCAL CONTRIBUTION: FY'94 Net School Spending minus FY'95 Chapter 70 Base Aid minus FY'94 Chapter 70 Other Aid minus FY'93 Impact Aid: (2) - (4) - (5) - (6).
8. FY'93 LOCAL CONTRIBUTION: The comparable local contribution in FY'93.
9. EQUALIZED VALUATION: The Department of Revenue's 1992 estimate of each city and town's property tax base.
10. AVERAGE INCOME: The U.S. Census' estimate of the per-capita income in each city and town in 1989. The State average per-capita income is \$17,224.
11. ADJUSTED EQUALIZED VALUATION: Equalized Valuation multiplied by the Average Income Per Capita divided by the State Average Income of \$17,224: (9) X (10)/17,224.
12. SCHOOL TAX RATE: FY'94 Local Contribution divided by the Adjusted Equalized Valuation: (7)/(11).
13. FY'94 GROSS STANDARD OF EFFORT: The amount of local effort that would have been raised in FY'94 with a school tax rate of \$9.40.
14. FY'95 GROSS STANDARD OF EFFORT: FY'94 Gross Standard of Effort multiplied by the Municipal Revenue Growth Factor: (13)X (16).

MASSACHUSETTS DEPARTMENT OF EDUCATION
FOUNDATION BUDGET FORMULA
FY'95
PAGE TWO

15. FY'95 STANDARD OF EFFORT: FY'95 Gross Standard of Effort or FY'95 Foundation Budget minus FY'95 Chapter 70 Base Aid minus FY'95 \$25 Per Pupil minus FY'95 New Regional Aid minus FY'95 New Choice Aid: (14) or (1) - (4) - (24) - (31) - (32).

16. MUNICIPAL REVENUE GROWTH FACTOR: Calculated by the Department of Revenue for FY'95.

17. FY'95 PRELIMINARY CONTRIBUTION:

If the FY'94 Local Contribution is less than the FY'95 Gross Standard of Effort, the FY'94 Local Contribution is multiplied by the Municipal Revenue Growth Factor: If (7) < (14) then (7) X (16).

If the FY'94 Local Contribution is greater than or equal to the FY'95 Gross Standard of Effort and the FY'94 Spending Gap is zero then the greater of the FY'95 Gross Standard of Effort or the FY'95 Foundation Budget minus the FY'95 Chapter 70 Base Aid minus the FY'95 \$25 Per Pupil minus the FY'95 new Regional Aid minus the FY'95 new Choice Aid. If (7) >= (14) and (3) = '0' then the greater of (14) or (1) - (4) - (24) - (31) - (32).

If the FY'94 Local Contribution is greater than or equal to the FY'95 Gross Standard of Effort and the FY'94 Spending Gap is greater than zero, then the greater of the FY'95 Gross Standard of Effort or the FY'93 Local Contribution. If (7) >= (14) and (3) > '0' then the greater of (14) or (8).

18. FY'95 STANDARD OF EFFORT GAP:

If the FY'94 Spending Gap is greater than zero, then the lesser of the FY'95 Gross Standard of Effort minus the FY'95 Preliminary Contribution and the FY'94 Spending Gap minus the FY'95 Preliminary Contribution plus the FY'94 Local Contribution. If (3) > '0' then the lesser of ((14) - (17)) and ((3) - (17) + (7)).

If the FY'94 Spending Gap equals zero, then zero. If (3) = '0' then '0'.

19. FY'95 MINIMUM CONTRIBUTION: FY'95 Preliminary Contribution plus the FY'95 Standard of Effort Gap multiplied by 38 per cent minus the FY'95 Overburden Aid. (17) + ((18) X .38) - (30). 38% is the FY'95 Foundation Aid Percentage or the rate of assistance this year's state appropriation is able to support. In addition, no district spending above the Foundation Budget will be allowed to reduce its spending below that level.

MASSACHUSETTS DEPARTMENT OF EDUCATION
FOUNDATION BUDGET FORMULA
FY'95
PAGE THREE

20. FY'95 FOUNDATION ENROLLMENT: October 1, 1993 Foundation Enrollment Report.

21. FY'95 VALUATION RATIO: Adjusted Equalized Valuation divided by FY'95 Foundation Enrollment divided by \$508,463, the state average adjusted equalized valuation per pupil.
 $(11)/(20)/\$508,463$.

22. FY'95 OVERBURDEN %:

If the FY'95 Valuation Ratio is less than or equal to 95% then 100%. If $(21) < '95\%$ then 100%.

If the FY'95 Valuation Ratio is greater than 95% and less than 120% then 195% minus the FY'95 Valuation Ratio. If $(21) > 95\%$ and $< 120\%$ then $195\% - (21)$.

If the FY'95 Valuation Ratio is greater than or equal to 120% then 0 per cent. If $(21) \geq 120\%$ then '0' %.

23. FY'95 GROSS OVERBURDEN: FY'95 Standard of Effort Gap times the FY'95 Overburden per cent $(18) \times (22)$.

24. FY'95 \$25 PER PUPIL: FY'95 Foundation Enrollment times \$25.
 $(20) \times \$25$.

25. FY'95 MINIMUM AID:

If the FY'95 Foundation Aid equals zero, then FY'95 \$25 per pupil: If $(28) = '0'$ then (24) .

If the FY'95 Foundation Aid is greater than the FY'95 \$25 Per pupil, the district will not receive minimum aid: If $(28) > (24)$ then '0'.

Otherwise, the FY'95 Foundation Enrollment times the difference between \$25 and the FY'95 Foundation Aid per FY'95 Foundation Enrollment: $(20) \times ((\$25) - (28)/(20))$

26. FY'95 FOUNDATION GAP:

If the FY'95 Preliminary Contribution is greater than the FY'94 Local Contribution, then the FY'94 Spending Gap minus the FY'95 Standard of Effort Gap minus the difference between the FY'95 Preliminary Contribution and the FY'94 Local Contribution minus the FY'95 New Regional Aid minus the FY'95 New Choice Aid: If $(17) > (7)$ then $(3) - (18) - ((17) - (7)) - (31) - (32)$.

MASSACHUSETTS DEPARTMENT OF EDUCATION
FOUNDATION BUDGET FORMULA
FY'95
PAGE FOUR

26. FY'95 FOUNDATION GAP: (continued)

If the FY'95 Preliminary Contribution is less than or equal to the FY'94 Local Contribution, then the FY'94 Spending Gap minus the FY'95 Standard of Effort Gap minus the FY'95 New Regional Aid minus the FY'95 New Choice Aid: If $(17) \leq (7)$ then $(3) - (18) - (31) - (32)$.

27. FY'95 EQUITY GAP:

If the FY'94 Spending Gap is greater than zero, then the FY'94 Local Contribution minus the FY'95 Gross Standard of Effort: If $(3) > '0'$ then (7) minus (14) .

If the FY'94 Spending Gap is zero, then the difference between the FY'94 Local Contribution minus the FY'95 Gross Standard of Effort and the FY'94 Local Contribution plus the FY'95 Chapter 70 Base Aid plus the FY'93 Impact Aid minus the FY'95 Foundation Budget. If $(3) = '0'$ then $((7)-(14)) - ((7)+(4)+(6)) - (1)$.

28. FY'95 FOUNDATION AID: FY'95 Foundation Gap times 38 per cent: $(26) \times .38$.

29. FY'95 EQUITY AID: FY'95 Equity Gap times 38 per cent: $(27) \times .38$.

30. FY'95 OVERBURDEN AID: FY'95 Gross Overburden times 38 per cent: $(23) \times .38$

31. FY'95 NEW REGIONAL AID: Incentive Aid for new or expanded regional school districts under Chapter 71, Section 16D (e).

32. FY'95 NEW CHOICE AID: If the FY'94 Spending Gap is greater than zero, then the FY'94 School Choice Tuition owed by the sending district.

MASSACHUSETTS DEPARTMENT OF EDUCATION
INFORMATION AND OUTREACH SERVICES
FY 95 FOUNDATION PROGRAM - PRELIMINARY ESTIMATE

SUMMARY

	(1) MINIMUM CONTRIBUTION	(2) BASE AID	(3) MINIMUM AID	(4) FOUNDATION AID	(5) EQUITY AID	(6) OVERBURDEN AID	(7) NEW REGIONAL AID	(8) NEW CHOICE AID	(9) NET SCHOOL SPENDING
001 ABINGTON	6,034,694	3,788,366	0	300,007	72,938	0	0	0	10,196,005
002 ACTON	8,776,330	749,487	47,300	0	0	0	0	29,799	9,602,916
003 ACUSHNET	2,742,560	2,018,049	0	550,647	0	108,526	0	0	5,419,782
004 ADAMS	0	0	0	0	0	0	0	0	0
005 AGAWAM	13,269,446	6,021,514	0	453,041	0	0	0	59,506	19,803,507
006 ALFORD	0	0	0	0	0	0	0	0	0
007 AMESBURY	6,866,629	4,550,187	0	231,974	0	186,043	0	297,929	12,132,762
008 AMHERST	5,883,951	2,438,931	42,250	0	845,139	0	0	0	9,210,271
009 ANDOVER	26,406,827	1,918,773	123,300	0	0	0	0	0	28,448,900
010 ARLINGTON	23,021,773	2,871,148	91,175	0	0	0	0	0	25,984,096
011 ASHBURNHAM	0	0	0	0	0	0	0	0	0
012 ASHBY	0	0	0	0	0	0	0	0	0
013 ASHFIELD	0	0	0	0	0	0	0	0	0
014 ASHLAND	8,296,659	692,694	42,100	0	0	0	0	49,733	9,081,186
015 ATHOL	0	0	0	0	0	0	0	0	0
016 ATTLEBORO	14,266,121	11,277,501	0	844,335	0	551,441	0	0	26,939,398
017 AUBURN	8,903,384	2,518,327	53,925	0	0	0	0	0	11,475,636
018 AVON	3,485,294	251,140	15,525	0	0	0	0	0	3,751,959
019 AYER	4,144,515	3,096,571	44,625	0	0	0	0	0	7,285,711
020 BARNSTABLE	29,516,162	1,620,378	155,850	0	0	0	0	0	31,292,390
021 BARRE	0	0	0	0	0	0	0	0	0
022 BECKET	28,822	250	75	0	0	0	0	0	29,147
023 BEDFORD	11,876,711	744,055	42,750	0	0	0	0	0	12,663,516
024 BELCHERTOWN	4,829,980	2,766,023	0	917,472	167,826	0	0	10,790	8,692,091
025 BELLINGHAM	7,432,529	3,832,824	55,800	0	0	148,373	0	105,450	11,574,976
026 BELMONT	17,953,894	1,091,294	74,400	0	0	0	0	0	19,119,588
027 BERKLEY	1,699,027	1,060,260	0	384,464	0	145,350	0	0	3,289,101
028 BERLIN	732,377	237,648	4,200	0	0	0	0	0	974,225
029 BERNARDSTON	0	0	0	0	0	0	0	0	0
030 BEVERLY	19,893,133	3,427,500	111,300	0	0	95,738	0	256,537	23,784,208
031 BILLERICA	20,161,555	5,821,151	0	1,036,579	1,040,665	0	0	36,836	28,096,786
032 BLACKSTONE	79,729	1,124	0	11,734	0	1,996	0	0	94,583
033 BLANDFORD	0	0	0	0	0	0	0	0	0
034 BOLTON	2,154,680	63,265	10,550	0	0	0	0	7,535	2,236,030
035 BOSTON	300,156,676	62,122,428	651,910	746,590	11,956,748	0	0	78,330	375,712,682
036 BOURNE	8,925,997	1,060,904	58,825	0	0	401,853	0	34,388	10,481,967
037 BOXBOROUGH	1,686,066	75,295	9,425	0	0	0	0	5,896	1,776,682
038 BOXFORD	3,131,016	173,495	18,950	0	0	0	0	832	3,324,293
039 BOYLSTON	1,404,997	164,886	7,400	0	0	0	0	0	1,577,283
040 BRAINTREE	22,912,855	1,885,496	109,425	0	0	0	0	0	24,907,776

MASSACHUSETTS DEPARTMENT OF EDUCATION
INFORMATION AND OUTREACH SERVICES
FY 95 FOUNDATION PROGRAM - PRELIMINARY ESTIMATE

SUMMARY	(1) MINIMUM CONTRIBUTION	(2) BASE AID	(3) MINIMUM AID	(4) FOUNDATION AID	(5) EQUITY AID	(6) OVERBURDEN AID	(7) NEW REGIONAL AID	(8) NEW CHOICE AID	(9) NET SCHOOL SPENDING
321 WESTBOROUGH	13,459,761	930,487	57,400	0	0	0	0	0	14,447,648
322 WEST BOYLSTON	3,724,469	708,013	21,250	0	0	0	0	33,127	4,486,859
323 WEST BRIDGEWATER	4,119,160	1,196,422	24,650	0	0	0	0	0	5,340,232
324 WEST BROOKFIELD	0	0	0	0	0	0	0	0	0
325 WESTFIELD	13,075,749	12,278,852	0	2,335,000	0	29,691	0	229,712	27,949,004
326 WESTFORD	14,033,691	1,388,682	76,550	0	0	197,542	0	94,619	15,791,084
327 WESTHAMPTON	607,284	52,050	0	40,384	0	0	0	0	699,718
328 WESTMINSTER	0	0	0	0	0	0	0	0	0
329 WEST NEWBURY	0	0	0	0	0	0	0	0	0
330 WESTON	12,498,119	330,583	35,800	0	0	0	0	0	12,864,502
331 WESTPORT	7,013,427	1,985,393	44,025	0	0	21,332	0	0	9,064,177
332 WEST SPRINGFIELD	11,879,516	5,324,937	90,150	0	0	1,291,456	0	31,192	18,617,251
333 WEST STOCKBRIDGE	0	0	0	0	0	0	0	0	0
334 WEST TISBURY	0	0	0	0	0	0	0	0	0
335 WESTWOOD	13,521,892	792,127	45,350	0	0	0	0	0	14,359,369
336 WEYMOUTH	20,464,219	11,151,680	159,350	0	0	1,211,795	0	7,636	32,994,680
337 WHATELY	662,903	30,458	3,200	0	0	0	0	0	696,561
338 WHITMAN	0	0	0	0	0	0	0	0	0
339 WILBRAHAM	0	0	0	0	0	0	0	0	0
340 WILLIAMSBURG	851,142	232,720	5,425	0	0	0	0	0	1,089,287
341 WILLIAMSTOWN	1,983,749	645,710	13,375	0	0	0	0	0	2,642,834
342 WILMINGTON	14,550,692	1,380,554	73,225	0	0	0	0	0	16,004,471
343 WINCHENDON	2,413,170	3,657,557	0	980,876	91,946	0	0	31,810	7,175,359
344 WINCHESTER	16,962,042	1,371,335	70,550	0	0	0	0	0	18,403,927
345 WINDSOR	4,041	50	25	0	0	317	0	0	4,433
346 WINTHROP	8,470,002	2,608,211	50,025	0	0	0	0	0	11,128,238
347 WOBURN	23,887,822	1,871,849	109,800	0	0	0	0	0	25,869,471
348 WORCESTER	48,701,631	55,145,632	0	7,746,555	3,049,520	0	0	329,706	114,973,044
349 WORTHINGTON	0	0	0	0	0	0	0	0	0
350 WRENTHAM	2,550,163	1,048,677	0	391,550	70,270	0	0	7,850	4,068,510
351 YARMOUTH	0	0	0	0	0	0	0	0	0
401 LAWRENCE VOKE	0	0	0	0	0	0	0	0	0
406 NORTHAMPTON SMITH	2,092,178	734,192	3,775	0	0	0	0	0	2,830,145
408 WORCESTER TRADE	3,377,426	5,881,083	0	234,045	214,092	0	0	0	9,706,646
600 ACTON BOXBOROUGH	9,623,490	1,801,342	42,775	0	0	0	0	0	11,467,607
603 ADAMS CHESHIRE	2,659,199	5,895,336	0	312,301	0	366,673	0	10,272	9,243,781
605 AMHERST PELHAM	4,877,749	4,260,522	42,050	0	616,672	0	0	0	9,796,993
610 ASHBURNHAM WESTMINSTE	5,113,150	4,661,570	29,025	313,792	1,572	304,142	0	20,944	10,444,195
612 ASHFIELD PLAINFIELD	0	0	0	0	0	0	0	0	0
615 ATHOL ROYALSTON	180,786	8,047,460	4,725	396,951	0	1,049,186	0	11,452	9,690,560

MASSACHUSETTS DEPARTMENT OF EDUCATION
INFORMATION AND OUTREACH SERVICES
FY 95 FOUNDATION PROGRAM - PRELIMINARY ESTIMATE

SUMMARY

	(1) MINIMUM CONTRIBUTION	(2) BASE AID	(3) MINIMUM AID	(4) FOUNDATION AID	(5) EQUITY AID	(6) OVERBURDEN AID	(7) NEW REGIONAL AID	(8) NEW CHOICE AID	(9) NET SCHOOL SPENDING
755 RALPH C MAHAR	2,081,043	2,217,960	18,450	0	380,658	0	0	0	4,698,111
760 SILVER LAKE	7,184,467	5,966,504	5,025	217,525	0	133,305	0	0	13,506,826
765 SOUTHERN BERKSHIRE	4,863,408	912,200	26,475	0	0	0	0	0	5,802,083
766 SOUTHWICK TOLLAND	3,176,261	4,608,823	500	84,249	0	79,552	0	50,867	8,000,252
767 SPENCER EAST BROOKFIE	2,083,706	8,769,013	56,325	0	0	315,850	0	0	11,224,894
770 TANTASQUA	4,346,582	2,627,583	33,126	2,649	497,358	0	0	18,321	7,525,619
773 TRITON	10,764,698	3,126,699	71,425	0	0	100,599	1,213,123	546,629	15,823,173
774 UPISLAND	2,905,947	76,163	9,925	0	0	0	164,158	0	3,156,193
775 WACHUSETT	21,686,271	6,259,554	144,050	0	228,062	123,731	5,543,705	206,856	34,192,229
778 QUABOAG	2,163,760	4,243,431	0	431,376	0	288,141	0	5,000	7,131,708
780 WHITMAN HANSON	7,520,762	12,497,098	0	564,065	0	388,286	0	0	20,970,211
801 ASSABET VALLEY	4,146,437	2,516,613	17,275	0	27	0	0	0	6,680,352
805 BLACKSTONE VALLEY	2,071,677	3,335,264	6,425	102,838	11,705	39,527	0	0	5,567,436
806 BLUE HILLS	5,225,474	2,932,135	22,250	0	3,691	0	0	0	8,183,550
810 BRISTOL PLYMOUTH	2,282,774	3,500,420	1,214	70,921	0	7,490	0	0	5,862,819
815 CAPE COD	3,193,943	1,544,406	13,025	0	0	0	0	0	4,751,374
818 FRANKLIN COUNTY	2,311,178	1,566,648	10,575	0	158,780	0	0	0	4,047,181
821 GREATER FALL RIVER	897,752	5,304,786	1,875	750,819	9,692	290,317	0	0	7,255,241
823 GREATER LAWRENCE	4,761,271	7,666,771	1,500	203,532	0	83,592	0	282,023	12,998,689
825 GREATER NEW BEDFORD	2,497,663	9,329,406	5,175	726,893	1,733	452,886	0	0	13,013,756
828 GREATER LOWELL	4,898,012	9,650,641	200	1,786,840	162,965	112,645	0	9,593	16,620,896
829 SOUTH MIDDLESEX	5,694,316	2,111,015	17,400	0	0	0	0	0	7,822,731
830 MINUTEMAN	6,134,360	2,090,351	12,200	0	2,064	0	0	0	8,238,975
832 MONTACHUSETT	3,148,922	4,799,368	3,684	37,021	13,724	15,140	0	12,112	8,029,971
851 NORTHERN BERKSHIRE	1,295,432	1,853,144	700	55,362	19,608	16,132	0	0	3,240,378
852 NASHOBA VALLEY	2,122,009	1,712,892	11,075	0	197	0	0	0	3,846,173
853 NORTHEAST METROPOLITA	4,837,835	3,163,446	16,250	135,752	94,813	19,306	0	152,682	8,420,084
854 NORTH SHORE	2,696,446	1,005,879	9,975	0	2,153	0	0	0	3,714,453
855 OLD COLONY	1,770,731	1,738,872	9,525	0	149,883	0	0	0	3,669,011
860 PATHFINDER	2,118,344	1,662,097	10,050	0	32,755	0	0	0	3,823,246
871 SHAWSHEEN VALLEY	7,284,839	2,835,301	24,150	0	128,798	0	0	0	10,273,088
872 SOUTHEASTERN	3,369,210	5,900,106	1,650	437,651	12,577	84,614	0	0	9,805,808
873 SOUTH SHORE	2,370,750	1,424,928	9,675	0	6,470	0	0	0	3,811,823
876 SOUTHERN WORCESTER	2,504,680	3,732,376	2,025	141,007	61,846	28,147	0	0	6,470,081
878 TRI COUNTY	3,615,727	2,064,033	12,540	7,478	18,285	18,437	0	0	5,736,500
879 UPPER CAPE COD	2,451,023	1,151,176	6,825	75,648	31,602	24,226	0	0	3,740,500
885 WHITTIER	4,293,740	4,134,447	22,150	0	3,388	0	0	0	8,453,725
910 BRISTOL COUNTY	2,057,395	1,191,125	7,500	0	3,752	0	0	0	3,259,772
913 ESSEX COUNTY	3,028,581	2,509,117	11,150	174,583	15,366	72,049	0	0	5,810,846
915 NORFOLK COUNTY	2,039,627	590,453	4,425	0	3,311	0	0	0	2,637,816

MASSACHUSETTS DEPARTMENT OF EDUCATION
Examples of Four Categories of Education Spending Under the
Educational Reform Financial Formula
January 31, 1994

Above Foundation/Above Effort

These districts may reduce their local contributions down to the gross standard of effort or an amount that will sustain the foundation budget.

For example, Town A's FY'94 local contribution is \$13,363,630 which is higher than its gross standard of effort of \$6,578,680. Because it spends above the foundation budget, its spending gap is zero. Therefore, it may reduce its local contribution down to \$11,187,476. This amount together with the base aid of \$5,809,864 and the minimum aid of \$77,225 will maintain spending at the foundation budget of \$16,474,047 even though it will allow a reduction in actual spending.

Below Foundation/Above Effort

These districts may reduce their local contributions down to the FY'93 local contribution or the FY'95 gross standard of effort, whichever is higher.

Town B's FY'94 local contribution is \$6,724,383, its FY'93 local contribution is \$6,386,924 and its FY'95 gross standard of effort is \$6,514,366. Therefore, it may reduce its contribution to the gross standard.

Above Foundation/Below Effort

These districts must increase their local contributions by the municipal revenue growth factor.

Town C's FY'94 contribution is \$24,684,656 and its growth factor is 2.10%. Therefore, it must increase its contribution to \$25,203,034.

Below Foundation/Below Effort

These districts must increase their local contributions by the municipal revenue growth factor and they may also be required to make a further increase to reduce the standard of effort gap.

Town D's FY'94 local contribution is \$16,564,713 and its growth factor is 3.04%. Therefore, it must increase its contribution to \$17,068,280. Because its valuation per pupil is more than 20% higher than the state average, it must also reduce its standard of effort gap by 38%, this year's foundation aid percentage, and make a further increase in its contribution to \$17,112,467.

MASSACHUSETTS DEPARTMENT OF EDUCATION
INFORMATION AND OUTREACH SERVICES
FY 95 FOUNDATION PROGRAM - PRELIMINARY ESTIMATE

	(1) FY 95 FOUNDATION BUDGET	(2) FY 94 NET SCHOOL SPENDING	(3) FY 94 SPENDING GAP	(4) FY 95 CHAPTER 70 BASE AID	(5) FY 94 CHAPTER 70 OTHER AID	(6) FY 93 IMPACT AID	(7) FY 94 LOCAL CONTRIBUTION	(8) FY 93 LOCAL CONTRIBUTION
TOWN A REGION #1	9,210,271	10,174,861	0	2,438,931	0	0	7,735,930	7,626,664
	7,263,776	8,998,633	0	3,370,933	0	0	5,627,700	5,235,227
TOTAL	16,474,047	19,173,494	0	5,809,864	0	0	13,363,630	12,861,891
	(9) EQUALIZED VALUATION	(10) AVERAGE INCOME	(11) ADJUSTED EQUALIZED VALUATION	(12) FY 94 SCHOOL TAX RATE	(13) FY 94 GROSS STANDARD	(14) FY 95 GROSS STANDARD	(15) FY 95 STANDARD OF EFFORT	(16) FY 95 MUNICIPAL GROWTH
TOWN A REGION #1					3,570,629	3,678,105	3,678,105	
					2,816,013	2,900,775	2,900,775	
TOTAL	1,050,117	11,144	679,430	19.67	6,386,642	6,578,880	6,578,880	3.01
	(17) FY 95 PRELIMINARY CONTRIBUTION	(18) FY 95 STANDARD OF EFFORT GAP	(19) FY 95 MINIMUM CONTRIBUTION	(20) FY 95 FOUNDATION ENROLLMENT	(21) FY 95 VALUATION RATIO	(22) FY 95 OVERBURDEN %	(23) FY 95 GROSS OVERBURDEN	(24) FY 95 \$25 PER PUPIL
TOWN A REGION #1	6,128,572	0	6,729,090	1,690			0	42,250
	4,458,386	0	4,458,386	1,399			0	34,975
TOTAL	10,586,958	0	11,187,476	3,089	43.26	100.00	0	77,225
	(25) FY 95 MINIMUM AID	(26) FY 95 FOUNDATION GAP	(27) FY 95 EQUITY GAP	(28) FY 95 FOUNDATION AID	(29) FY 95 EQUITY AID	(30) FY 95 OVERBURDEN AID	(31) FY 95 NEW REGION AID	(32) FY 95 NEW CHOICE AID
TOWN A REGION #1	42,250	0	2,364,898	0	897,890	0	0	0
	34,975	0	1,720,405	0	653,193	0	0	0
TOTAL	77,225	0	4,085,303	0	1,551,083	0	0	0

MASSACHUSETTS DEPARTMENT OF EDUCATION
INFORMATION AND OUTREACH SERVICES
FY 95 FOUNDATION PROGRAM - PRELIMINARY ESTIMATE

	(1) FY 95 FOUNDATION BUDGET	(2) FY 94 NET SCHOOL SPENDING	(3) FY 94 SPENDING GAP	(4) FY 95 CHAPTER 70 BASE AID	(5) FY 94 CHAPTER 70 OTHER AID	(6) FY 93 IMPACT AID	(7) FY 94 LOCAL CONTRIBUTION	(8) FY 93 LOCAL CONTRIBUTION
TOWN B	10,765,197	9,971,740	793,457	3,788,366	6,562	310	6,176,502	5,889,422
REGION #1	716,902	854,303	0	306,215	207	0	547,881	497,502
TOTAL	11,482,099	10,826,043	793,457	4,094,581	6,769	310	6,724,383	6,386,924
	(9) EQUALIZED VALUATION	(10) AVERAGE INCOME	(11) ADJUSTED EQUALIZED VALUATION	(12) FY 94 SCHOOL TAX RATE	(13) FY 94 GROSS STANDARD	(14) FY 95 GROSS STANDARD	(15) FY 95 STANDARD OF EFFORT	(16) FY 95 MUNICIPAL GROWTH
TOWN B					5,901,664	6,107,632	6,107,632	
REGION #1					393,018	406,734	406,734	
TOTAL	704,194	16,379	669,647	10.04	6,294,682	6,514,366	6,514,366	3.49
	(17) FY 95 PRELIMINARY CONTRIBUTION	(18) FY 95 STANDARD OF EFFORT GAP	(19) FY 95 MINIMUM CONTRIBUTION	(20) FY 95 FOUNDATION ENROLLMENT	(21) FY 95 VALUATION RATIO	(22) FY 95 OVERBURDEN %	(23) FY 95 GROSS OVERBURDEN	(24) FY 95 \$25 PER PUPIL
TOWN B	6,107,632	0	6,107,632	2,091			0	52,275
REGION #1	406,734	0	408,562	85			0	2,125
TOTAL	6,514,366	0	6,516,194	2,176	60.52	100.00	0	54,400
	(25) FY 95 MINIMUM AID	(26) FY 95 FOUNDATION GAP	(27) FY 95 EQUITY GAP	(28) FY 95 FOUNDATION AID	(29) FY 95 EQUITY AID	(30) FY 95 OVERBURDEN AID	(31) FY 95 NEW REGION AID	(32) FY 95 NEW CHOICE AID
TOWN B	0	793,457	192,905	301,255	73,241	0	0	0
REGION #1	2,125	0	17,112	0	6,497	0	0	0
TOTAL	2,125	793,457	210,017	301,255	79,738	0	0	0

MASSACHUSETTS DEPARTMENT OF EDUCATION
QUESTIONS ON FY'95 NET SCHOOL SPENDING AND FOUNDATION BUDGET
JANUARY 31, 1994

Q.1. HOW DO ENROLLMENT CHANGES IMPACT THE NET SCHOOL SPENDING?

A.1. An enrollment increase would increase the Foundation Budget. If a district's Net Spending is above the Foundation Budget but below the Standard of Effort or below the Foundation Budget and below the Standard of Effort, the district must increase its minimum local contribution from one fiscal year to the next. If a district is above the Foundation and above the Standard of Effort or below the Foundation but above the Standard of Effort, no increase in minimum local contribution would be required.

Minimum Aid would reflect changes in enrollment for eligible districts.

Q.2. IS THE STATE AID GUARANTEED FOR FY'95?

A.2. All State Aid is subject to State appropriation and should be considered estimates until the official amounts have been issued in the FY'95 Cherry Sheets by the Department of Revenue.

Q.3. WHY HAS THE MINIMUM LOCAL CONTRIBUTION INCREASED?

A.3. Increases in the minimum local contribution are required of districts that are not meeting the Standard of Effort. Those districts who are meeting the Standard of Effort are not required to increase their local effort.

Q.4. HOW WILL THE SECTION 11 CARRY OVER FUNDS BE ADDED TO NET SCHOOL SPENDING?

A.4. Amendments to the State Aid Regulations have been drafted and will be presented to the Board of Education in February to address this issue.

Q.5. WILL THE MINIMUM LOCAL CONTRIBUTION AND STATE AID FIGURES BE ADJUSTED BASED ON AMENDMENTS TO THE FY'93 END OF THE YEAR REPORT?

A.5. Any changes to the End of the Year Report should be forwarded to the Office of Information and Outreach as quickly as possible. These changes will be used to amend the Minimum Local Contribution and State Aid figures until such time as final amounts are required by the Legislature.

MASSACHUSETTS DEPARTMENT OF EDUCATION
QUESTIONS ON FY'95 NET SCHOOL SPENDING AND FOUNDATION BUDGET
PAGE TWO

Q.6. CAN THE DEPARTMENT OF EDUCATION SIMULATE WHAT THE FOUNDATION BUDGET OR STATE AID WOULD HAVE BEEN IN FY'94 WITH A RECALCULATION OF THE END OF THE YEAR REPORT OR A DEPARTMENT OF REVENUE WAIVER?

A.6. Yes, we can provide FY'94 re-calculations.

Q.7. MUST THE TOWN/REGION RETURN EQUITY AID?

A.7. Equity Aid has already been factored into an eligible town's Minimum Local Contribution. Each town must appropriate sufficient funds in the school committee budget and through its own town spending to meet the required Net School Spending. Net School Spending is a combination of State Aid (including Equity Aid) and the town's minimum local contribution.

Q.8. MAY EXCESS AND DEFICIENCY FUNDS BE USED BY A REGIONAL SCHOOL DISTRICT IN FY95 TOWARD A MEMBER TOWN'S LOCAL CONTRIBUTION?

A.8. The Regional School District may credit excess and deficiency funds to its member town's Minimum Local Contribution according to the terms of the regional agreement.

Q.9. MUST A TOWN THAT TUITION'S OUT ALL OR A PORTION OF ITS STUDENTS MEET THE NET SCHOOL SPENDING TARGET EVEN THROUGH ITS SPENDING IS PRIMARILY TUITION?

A.9. Yes, however, we encourage towns that pay only vocational tuition to reach an agreement with their regional school district to administer the payments.

Q.10 HOW ARE THE FY'95 CHAPTER 70 BASE AID AND FY'94 CHAPTER 70 OTHER AID ALLOCATED TO MEMBERS OF REGIONAL SCHOOL DISTRICTS IN ORDER TO CALCULATE THE FY'94 LOCAL CONTRIBUTION, WHICH BECOMES THE BASE FOR THE FY'95 MINIMUM CONTRIBUTION? (Please Note: FY'95 Chapter 70 Base Aid and FY'94 Chapter 70 Other Aid are defined in the Foundation Budget Formula explanations that are a part of this package.)

A.10 Each member of a Regional School District is assigned the aid received by the Region in FY'94 that was used to calculate the minimum contribution for the member. This aid has not been re-allocated to other members of the Regional School District because of enrollment changes.

MASSACHUSETTS DEPARTMENT OF EDUCATION
QUESTIONS ON FY'95 NET SCHOOL SPENDING AND FOUNDATION BUDGET
PAGE THREE

SCHOOL CHOICE

Q.1. HOW DOES SCHOOL CHOICE TUITION AFFECT NET SCHOOL SPENDING?
SENDING DISTRICT? RECEIVING DISTRICT?

A.2. Each district's FY'94 actual Net School Spending has been adjusted to include its FY'94 tuition obligation as a sending district. Next year's tuition costs may be used to reach the required Net School Spending in FY'95. Districts with spending gaps will receive extra Chapter 70 aid in FY'95 to help pay for these costs.

Districts that receive school choice tuition must place these receipts in a special fund to be expended by the school committee without appropriation. These receipts have not been included in the FY'94 Net School Spending and may not be used to reach the required Spending Level in FY'95.

EXTRA INFO. 2/15/94

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION
TOWN MANAGER'S OFFICE

DATE: Feb. 15, 1994

TO: Bill Mullin
FROM: Don P. Johnson, Town Manager
SUBJECT: FY93 NESWC Deficit

During the budget discussion on Feb. 1, I gave a totally incorrect and unsatisfactory answer to the question you asked regarding the NESWC FY93 deficit. When I conferred with the financial staff following the meeting they chastised me and reminded me of the correcting article that was voted at the Annual Town Meeting last Spring.

I have attached a copy of the article (#11 "Budget Transfer) from the Warrant last April. You will note that the total adjustment made at that time was \$261,564. This consisted of \$161,564 for the FY93 Snow & Ice deficit and \$100,000 for the FY93 NESWC deficit.

My apologies for the confusion ...



cc: Board of Selectmen

ARTICLE 11 BUDGET TRANSFER
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, an amount of money to be used in conjunction with funds appropriated under current fiscal year's budgets to be used during the current fiscal year, or make any other adjustments to the current fiscal year budget and appropriations that may be necessary, or take any other action relative thereto.

MOTION: Mrs. Tavernier moves to raise and appropriate \$261,564.00 to be used in conjunction with funds appropriated to the Municipal Services Budget for the current fiscal year, and that to raise such amount \$261,564.00 be transferred from Free Cash.

MOTION CARRIES UNANIMOUSLY.

ARTICLE 12 USE OF FUNDS TO REDUCE THE TAX RATE
(Majority Vote Required)

To see if the Town will determine an amount of free cash which shall be used for the purpose of reducing the tax rate for the fiscal year beginning July 1, 1993, or take any other action relative thereto.

MOTION: Mr. Hunter moves that the Town transfer \$834,155.00 from Free Cash to reduce the Tax Rate for Fiscal Year 1994.

MOTION CARRIES BY VOICE VOTE.

ARTICLE 13* STORM APPROPRIATION
(Majority Vote Required)

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 during FY93 & FY94; or take any other action relative thereto.

Move that the Storm Appropriations be appropriated as set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY.

File

FEBRUARY 11, 1994

TO: Board of Selectmen
FROM: F. DORE' HUNTER, Chairman
SUBJECT: SELECTMEN'S REPORT

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AGENDA

ROOM-204

FEBRUARY 15, 1994

I. CITIZEN'S CONCERNS

II. PUBLIC HEARINGS & APPOINTMENTS

1. 7:31 CHAIRMAN'S MINUTE
2. 7:32 BOSTON EDISON - Nagog Hill Road - Enclosed please find petition information and staff comment for Board action. This paper work formalizes the Emergency Hookup that the Board previously approved.
3. 7:33 BOSTON EDISON - Horseshoe Dr. - Enclosed please find petition information and staff comment for Board action. This paper work formalizes the Emergency Hookup that the Board previously approved.
4. 7:34 BOSTON EDISON/NEW ENGLAND TELEPHONE - School Street - Enclosed please find petition information and staff comment for Board action.
5. 7:35 BOSTON EDISON/NEW ENGLAND TELEPHONE - Hosmer Street - Enclosed please find petition information and staff comment for Board action.
6. 7:45 ACTON COMMUNITY HOUSING CORP. - The ACHC will be in to update the Board on the Adams Street project.
7. 8:00 FY95 BUDGET AND WARRANT DISCUSSION

III. SELECTMEN'S BUSINESS

8. MPCC - Enclosed please find minutes from Vice-Chairman Fanton outlining recommendations and future of MPCC as well as offering to organize the Annual Meeting proposed under Itme 4.

9. GIRL SCOUT REQUEST - Enclosed please find a request on behalf of the Girl Scouts to sell cookies at the commuter lot on March 4 from 5-7 P.M. for Board action.
10. PROPOSED COFFEE SERVICE - Enclosed please find a request and staff comment on the application of Ms. Hillstrom to sell coffee at the commuter lot.
11. MARSHALL PARCELS - Lots 8,9, and 10 - Enclosed please find the notification under MGL 61 section 8 that the MSM Trust has received a bona fide offer to purchase as well as staff comment regarding these three parcels for Board review and action. A Locus Plan will be available for Board review on Tuesday evening.

IV. CONSENT AGENDA

12. MINUTES - Enclosed please find minutes of January 4, 1994 for Board approval.
13. ONE DAY LIQUOR LICENSE - Enclosed please find a request for a One Day Liquor License from the Congregation Beth Elohim Sisterhood for a One Day Liquor license in conjunction with their Passover Food and Wine Sale or Board Action.
14. THANK YOU LETTER - Enclosed please find a letter drafted by Anne Fanton to those that participated in the preparation of the Amicus brief for Board review and action.

V. TOWN MANAGER'S REPORT

15. NARA- Enclosed please find staff correspondence regarding the NARA. The Town Manager will seek Board direction on the issue raised in the memo.

VI. EXECUTIVE SESSION

The Town Manager has asked for an Executive Session.

MEETINGS

- April 10, 1994 2-4 P.M. - Open House Senior Center
PLEASE NOTE!!

ADDITIONAL INFORMATION

Enclosed please find additional correspondence which is strictly informational and requires no Board action.

FUTURE AGENDAS

To facilitate scheduling for interested parties, the following items are scheduled for discussion on future agendas. This IS NOT a complete agenda.

March 1, 1994

Kennedy Lane - Street Acceptance
Saab Class I review

March 15, 1994

Metropolitan Deli - Special Use Permit
Common Vic
Costa Donuts - Special Use Permit
Common Vic.
NARA/Bldg. Commissioner Public Meeting

824 acs

2/15/94 (2)

Boston Edison
Conduit and Manholes Installation

NOTICE TO ABUTTERS

In conformity with the requirements of Section 22 of Chapter 166 of the General Laws (Ter. Ed.), you are hereby notified that a public hearing will be held at the office of the Selectmen of the Town of Acton Massachusetts, on the 15th day of February, 1994, at 7:32 P.M., o'clock, upon the petition of Boston Edison Company for permission to construct, and a location for, a line of conduits and manholes, with the necessary wires and cables therein, for the transmission of electricity, under the following public ways of said Town:

Nagog Hill Road - Northerly approximately 2510 feet
northwest of Sutton Place
A distance of about 11 feet - conduit

BOARD OF SELECTMEN

Form 518D
648ACS

TOWN OF ACTON
INTER-DEPARTMENTAL COMMUNICATION

DATE: 12/30/93

TO: Board of Selectmen
FROM: Dennis Ring, Engineering Assistant
SUBJECT: Boston Edison Petition
Nagog Hill Road

P.P.R.

This petition is for the installation of a conduit to provide underground electrical service to a newly constructed house at 315 Nagog Hill Rd. The Board has already granted permission for this connection on an emergency request and this is the formal paperwork required to make the grant of location official.

We do not foresee any problems with granting this petition. If you have any questions, please let us know.

.94*121

7:32 2/15

Boston Edison
Conduit and Manholes Installation

2/15/94 (3)

NOTICE TO ABUTTERS

In conformity with the requirements of Section 22 of Chapter 166 of the General Laws. (Ter. Ed.), you are hereby notified that a public hearing will be held at the office of the Selectmen of the Town of Acton Massachusetts, on the 15th day of February, 1994, at 7:33 P.M., o'clock, upon the petition of Boston Edison Company for permission to construct, and a location for, a line of conduits and manholes, with the necessary wires and cables therein, for the transmission of electricity, under the following public ways of said Town:

Horseshoe Drive - southwesterly approximately 590 feet
southeast of Concord Road
a distance of about 6 feet - conduit

BOARD OF SELECTMEN

Form 518D
648ACS

TOWN OF ACTON
INTER-DEPARTMENTAL COMMUNICATION

DATE: 1/11/94

TO: Board of Selectmen
FROM: Dennis Ring, Engineering Assistant *Dennis Ring*
SUBJECT: Boston Edison Petition
Horseshoe Drive

This petition is for the installation of a conduit to provide underground electrical service to a newly constructed house on Horseshoe Drive. We do not foresee any problems with granting this petition.

Granted as Emergency Make-up

.94*127

7:33 -

BOSTON EDISON AND NEW ENGLAND TELEPHONE
JOINT IDENTICAL LOCATIONS FOR INSTALLING POLES
NOTICE TO ABUTTERS

2/15/1

④

In conformity with the requirements of Section 22 of Chapter 166 of the General Laws. (Ter. Ed.), you are hereby notified that a public hearing will be held at the office of the Selectmen of the Town of Acton Massachusetts, on the 15th day of February, at 7:34 o'clock P.M., upon the petition of Boston Edison Company and New England Telephone Company for joint or identical locations for the erection or construction of poles to be owned and used in common by them and such other fixtures as may be necessary to sustain or protect the wires of the line upon, along and across the following public ways of said Town:

School Street - northeasterly side approximately 210 feet
northwest of Chadwick Street
One (1) Pole

BOARD OF SELECTMEN

BY Sheryl Ball

TOWN OF ACTON
INTER-DEPARTMENTAL COMMUNICATION

DATE: 1/26/94

TO: Board of Selectmen
FROM: Dennis P. Ring, Engineering Assistant II
SUBJECT: Boston Edison Petition - School Street



We have reviewed a petition from Boston Edison for the location referenced above and we have the following comments.

This petition is for the installation of a new pole on School Street. The new pole would reduce the span between two existing poles which are too far apart by current Boston Edison standards. Our primary concern was the potential sidewalk extension on School Street from Piper Road to Sandy Drive. We reviewed the proposed pole location with this factor in mind and concluded that there will not be any conflicts with the pole location vs. the proposed sidewalk. Therefore, we do not foresee any problems with granting this petition.

If you have any questions or require additional information, please call me.

.94*137

7:34

BOSTON EDISON AND NEW ENGLAND TELEPHONE
JOINT IDENTICAL LOCATIONS FOR INSTALLING POLES
NOTICE TO ABUTTERS

2/15/5

In conformity with the requirements of Section 22 of Chapter 166 of the General Laws. (Ter. Ed.), you are hereby notified that a public hearing will be held at the office of the Selectmen of the Town of Acton Massachusetts, on the 15th day of February, at 7:35 o'clock P.M., upon the petition of Boston Edison Company and New England Telephone Company for joint or identical locations for the erection or construction of poles to be owned and used in common by them and such other fixtures as may be necessary to sustain or protect the wires of the line upon, along and across the following public ways of said Town:

Hosmer Street - at and easterly from a point approximately 35 feet south of the Concord Westminister Highway
Two (2) poles
One (1) anchor guy
(One (1) existing pole to be removed)

Hosmer Street - easterly side approximately 70 feet north of the Concord Westminister Highway
One (1) pole

HEARING REQUIRED

BOARD OF SELECTMEN

BY Sheryl Ball

TOWN OF ACTON
INTER-DEPARTMENTAL COMMUNICATION

DATE: 1/26/94

TO: Board of Selectmen
FROM: Dennis Ring, Engineering Assistant II 
SUBJECT: Boston Edison Petition - Hosmer Street

We have reviewed a petition from Boston Edison Company for the location referenced above and we have the following comments.

This petition is for the reconfiguration of the poles at the intersection of Hosmer Street and Route 2. This intersection was recently reconstructed by the Mass. Highway Department, and the addition of a raised island requires that one pole be relocated. In addition, the new pole will have a guy wire, and a brace will be added to an existing pole. All of the construction falls within the layout of Route 2.

We don't foresee any problems with the proposed construction. If you have any questions or need additional information, please let me know.

.94*136

735

BOSTON EDISON COMPANY
15 Blandin Avenue
Framingham, Massachusetts 01701

Board of Selectmen
Town Hall
Acton, MA 01701

RE: Concord Westminister Highway (Route 2) @ Hosmer Street
Acton, MA
W.O.#661003

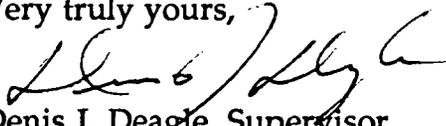
Dear Members of the Board:

The enclosed petition and plan is being presented by the Boston Edison Company and New England Telephone and Telegraph Company for the purpose of obtaining a Grant of Location to install poles 27/28PB and 27/30PB, to relocate 27/29 and install anchor guy.

This work is necessary in order to widen the intersection of Concord Westminister Highway and Hosmer Street at the request of the Massachusetts Highway Department.

Your prompt attention to this matter would be greatly appreciated.

Very truly yours,



Denis J. Deagle, Supervisor
Rights, Permits & Survey

DJD/rbb

Enclosure

CC: BOS

2/15/94

6

ACTON COMMUNITY HOUSING CORPORATION FEB - 8
P.O. BOX 681
ACTON, MASSACHUSETTS, 01720
(508) 263-4776

February 4, 1994

Dear Interested First Time Homebuyers for Affordable Housing:

On February 15, 1994, 7:30 pm at the Town Hall the members of the Acton Community Housing Corporation (ACHC) will be meeting with the Acton Selectmen to discuss our final plans to secure Town owned land on Adams Street for the construction of affordable homes for Town Employees, adult children of residents and for people who rent or work in Acton who are income eligible. Deck House has donated the first home to the ACHC.

The ACHC members feel it is important that the Selectmen actually see the people who will benefit from this development. They need to hear why you want to own your own home in Acton. I have spoken to many of you and you have offered to help us in our efforts. We need you at this meeting. We need your support. This is a very important meeting.

Please come, let your reasons be heard. Remember 7:30 pm sharp. Town Hall Selectmen's Hearing Room February 15, 1994.

See you there!!!

Sincerely,



Naomi E. McManus
Clerk, ACHC

2/15/94 - (7)

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION
TOWN MANAGER'S OFFICE

DATE: Feb. 11, 1994

TO: Board of Selectmen
FROM: Don P. Johnson, Town Manager
SUBJECT: Base B-Budget Comments

After the budget presentation on Feb. 1, members of the Board requested explanations of the variances in the various elements of the Base B-Budget (page 1 of the Operating Budget presentation materials). I have asked departments to provide brief commentary on the items for which they have responsibility. The attached materials have been submitted in response to my request.

These comments are intended to give a cursory explanation of what is going on within the various elements and provide a basis for discussion on Tuesday, Feb. 15. Insofar as possible, they have been arranged according to the listed order of the subject on Page 1.

As your package is being assembled I find that several responses have not as yet been received. We will follow up with the appropriate agencies and have the remaining comments available Tuesday night.



FILE COPY

DEPARTMENT	FY94 SALARY	FY95 SALARY REQUEST	% CHANGE SALARY	FY94 EXPENSES	FY95 EXPENSE REQUEST	% CHANGE EXP.	FULL PAY LINE TOTAL	CUMULATIVE FULL PAY TOTAL
ACCOUNTANT	\$187,030	\$188,869	0.98%	\$2,264	\$6,400	182.69%	\$195,269	\$195,269
ASSESSOR	\$96,688	\$95,219	-1.52%	\$3,190	\$33,905	1589.81%	\$149,124	\$344,393
BUILDING	\$120,684	\$127,186	5.39%	\$2,700	\$2,700	0.00%	\$129,886	\$474,279
CEMETERIES	\$129,796	\$134,197	3.39%	\$4,425	\$4,999	12.97%	\$139,196	\$613,475
CIVIL DEFENSE				\$4,217	\$4,300	1.97%	\$4,300	\$617,775
COA	\$45,871	\$48,934	6.68%	\$5,765	\$7,365	27.75%	\$56,299	\$674,074
COLLECTOR	\$118,338	\$120,521	1.84%	\$32,078	\$49,100	53.06%	\$169,621	\$843,695
CONSERVATION	\$35,100	\$37,834	7.79%	\$3,750	\$3,000	-20.00%	\$40,834	\$884,529
DEBT				\$978,000	\$653,838	-33.15%	\$653,838	\$1,538,367
COMMISSION ON DISABILITY				\$1,500	\$1,500	0.00%	\$1,500	\$1,539,867
DOG OFFICER		\$4,486		\$10,511	\$525	-95.01%	\$5,011	\$1,544,878
ELECTIONS	\$4,650	\$14,900	220.43%	\$7,585	\$8,635	13.84%	\$23,535	\$1,568,413
ENGINEERING	\$115,349	\$117,534	1.89%	\$8,931	\$8,931	0.00%	\$126,465	\$1,694,878
FINANCE	\$87,306	\$89,926	3.00%	\$127,202	\$121,050	-4.84%	\$210,976	\$1,905,854
FIRE	\$1,717,704	\$1,772,680	3.20%	\$56,275	\$107,801	91.56%	\$1,880,481	\$3,786,335
GAS & DIESEL				\$92,480	\$94,000	1.64%	\$94,000	\$3,880,335
HEALTH	\$100,424	\$86,755	-13.61%	\$17,640	\$17,490	-0.85%	\$104,245	\$3,984,580
HIGHWAY	\$458,625	\$462,781	0.91%	\$283,280	\$300,998	6.25%	\$763,779	\$4,748,359
HISTORICAL COMM.				\$545	\$545	0.00%	\$545	\$4,748,904
INSURANCE, EMP.				\$1,396,134	\$1,475,000	5.63%	\$1,475,000	\$6,223,904
INSURANCE, OTHER				\$230,000	\$232,000	0.87%	\$232,000	\$6,455,904
LEGAL				\$200,000	\$220,000	10.00%	\$220,000	\$6,675,904
MANAGER	\$206,420	\$214,216	3.78%	\$59,250	\$61,750	4.22%	\$275,966	\$6,951,870
LIBRARY, MEMORIAL	\$275,612	\$287,448	4.29%	\$67,410	\$93,111	38.13%	\$380,559	\$7,332,429
MODERATOR	\$200	\$200	0.00%	\$20	\$20	0.00%	\$220	\$7,332,649
MUNICIPAL PROPERTIES	\$231,203	\$247,265	6.93%	\$51,867	\$61,500	18.57%	\$308,765	\$7,641,414
PENSION				\$980,650	\$1,001,046	2.08%	\$1,001,046	\$8,642,460
PLANNING	\$69,146	\$69,607	0.67%	\$8,096	\$11,525	42.35%	\$81,132	\$8,723,592
POLICE	\$1,467,142	\$1,539,701	4.95%	\$72,059	\$103,959	44.27%	\$1,643,660	\$10,367,252
PUBLIC CEREMONIES				\$2,520	\$2,520	0.00%	\$2,520	\$10,369,772
RESERVE FUND				\$33,000	\$33,000	0.00%	\$33,000	\$10,402,772
SENIOR CENTER (COA)	\$23,057	\$24,325	5.50%	\$3,976	\$10,500	164.08%	\$34,825	\$10,437,597
SNOW REMOVAL (HIGHWAY)	\$42,000	\$43,270	3.02%	\$124,000	\$128,100	3.31%	\$171,370	\$10,608,967
TOWN CLERK	\$87,635	\$83,013	-5.27%	\$3,195	\$1,335	-58.22%	\$84,348	\$10,693,315
TREASURER				\$7,937		-100.00%	\$0	\$10,693,315
UTILITIES				\$250,000	\$267,802	7.12%	\$267,802	\$10,961,117
VETERAN'S SERVICES	\$2,000	\$2,060	3.00%	\$12,443	\$10,400	-16.42%	\$12,460	\$10,973,577
LIBRARY, WEST ACTON		\$17,820			\$3,732		\$21,552	\$10,995,129
ZONING BD. OF APPEALS				\$1,000	\$1,000	0.00%	\$1,000	\$10,996,129
SUBTOTAL PAGE 1	\$5,621,980	\$5,830,747	3.71%	\$5,145,895	\$5,165,382	0.38%	\$10,996,129	

7

FY95 Proposed Budget - Accounting Department

The Salary Request for the Accounting Department consists of three professional and two and one-eighth hourly employees. Professional positions included are Controller, Personnel Director, and Assistant Accountant; clerical positions reflected are Head Clerk, Personnel Clerk and 1/8 Budget Clerk. Step increases and COLA increases as recommended by the Town Manager have been included.

Expenses in this line item previously reflected only expenses of the Town Accountant. Minimal increases have been requested for Fiscal Year 1995 for the inclusion of the Personnel Director. Total projected expenses are \$6,000 for supplies, \$300 for dues/subscriptions, and \$100 for in-state travel.

Any questions concerning this budget should be directed to Sharon Summers at 264-9621.

ASSESSORS
OPERATING BUDGET FISCAL 1995

Changes between the fiscal year 1994 and the fiscal year 1995 operating budgets for the Assessor's Office consist of the following:

The Assessor's Office includes three positions, two professional and one clerical. A 1.52% decrease in salaries is due to the change in staff and an adjustment in the wage schedule. The new employee was brought in at the lower rate.

Expenses for the Assessor's Office increased 1589% due to an \$15,000 adjustment made in the general expense account to handle professional appraisal and consulting work for appeals to The Appellate Tax Board as required by B.O.A. The remaining increase consist of the revaluation program expense of \$35,000 which was handled in the Base A Budget and shown here as well.

BUILDING DEPARTMENT BUDGET

The increase in salary of 5.39% reflects the cost of living and step raises for the personnel that are eligible for them. There will be no increase in expenses. Typical expenses are stationary, application forms, maintaining up-to-date publications, travel expenses and dues.

FY95 BUDGET - CEMETERY DEPARTMENT EXPENSES

12.97% INCREASE

Ref. No.	Description	\$ Increase	Justification
333	Water	65.00	<p>To cover increased water bills. To date we have expended \$545. of \$650., and will be billed for 6 months on two meters, 3 months on three meters, and turn-on fee for three meters.</p> <p>We washed very few monuments this year. To comply with certain trust fund conditions, we must wash a substantial number of monuments in the coming year.</p>
787	Parts	100.00	<p>Most of our equipment is utilized for 8 hours/day in the appropriate season. To prevent waste of man-power, the equipment must be kept in good running condition. Some of the older equipment requires constant attention.</p> <p>The Town's contribution to this account is matched by money from cemetery trust funds.</p>
320	Supplies Expendable (Stationary)	100.00	<p>In addition to normal stationary supplies, this line item covers the cost of extended warranty for the copier and toner cartridges and service for the computer and related equipment.</p>
318	Supplies Reuseable (Hardware, paint, etc.)	59.00	<p>As manpower allows, the Kennedy Service Building and the chapel at Mount Hope Cemetery must be painted.</p>
330	Dues	100.00	<p>To cover the changed requirements to pesticide license renewals. All three men are required to have this license.</p>
315	Buildings and Grounds	100.00	<p>In FY95, we have to buy new oak snow stakes, which will cost several hundred dollars.</p>
327	Sand, cement, etc.	50.00	<p>The bulk of these supplies are used for constructing monument foundations and for setting bronze veteran markers.</p> <p>In FY93, we turned in to the General Fund over \$4,000. collected in fees for this type of work.</p>

FY95 BUDGET - CEMETERY DEPARTMENT SALARIES

3.39% increase

I factored in COLA and appropriate Step Increases.

TOWN OF ACTON

INTERDEPARTMENTAL COMMUNICATION

To: Don Johnson, Town Manager
From: Carol Lake, COA
Re: Budget Detail - COA Van Enterprise Fund

WAGES: #1157 Van Driver: \$25,896. Salary has been adjusted to reflect the Town Manager's recommendation for COLA. Driver is at top step.

#1159	Salary, Substitute:	\$ 2,000	Level Funding
#1160	Gas and Oil	: \$ 4,000	Level Funding
#1161	Maintenance	: \$ 1,600	Level Funding
#1163	Supplies	: -	Not Funding
#1162	Telephone	: \$ 600	Level Funding

TOTAL \$34,096

TOWN OF ACTON

INTERDEPARTMENTAL COMMUNICATION

To: Don Johnson
From: Carol Lake, COA
Re: Budget Detail - Council on Aging

WAGES: #0266 Director: \$36,140.
#0018 Assistant Director: \$12,794
Salaries have been adjusted to reflect the Town Manager's recommendation for COLA. Steps are included.

EXPENSES: #0272 Supplies, Office : \$ 350.
Level funded; includes \$200 for annual Ricoh copier contract.

#0271 Supplies, Drop-In Center 100.
Level funded.

#0273 Supplies, Periodicals 50.
Level funded

#0270 Supplies, Newsletter 50.
Level Funded.

#0276 Dues, COA 100.
Slight increase for membership in Mass COA/Senior Center Directors state-wide organization. Offers educational opportunities, information of the elderly network.

#0277 Printing, Newsletters 2,965.
Increase reflects restoration of some funding cuts in FY '94 for 9 issue direct-mailed newsletter.

#0269 Minuteman Home Care 0.
Yearly assessment fee for administration cost to this well-funded agency is over \$1,200 per year. Board/staff does not recommend further funding; actual '93 payment was \$250.

#0267 Exercise Staff Drop-In 1,500.
Level Funded

#0279 Postage, Administration 350.
Increase reflects actual cost.

#0278 Postage, Newsletter 1,900.
Increase reflects actual cost of mailing 9 annual
direct-mailed newsletters.

TOTAL	7,365.	Expenses
	<u>48,934.</u>	Salaries

COLLECTOR
OPERATING BUDGET FISCAL 1995

Changes between the fiscal year 1994 and the fiscal year 1995 operating budgets for the Collector's Office consist of the following:

The Collector's Department includes three positions, one professional and two clerical. A 1.84% increase in salaries includes a COLA for the two clerical positions in the department and a small increase in expenses for personnel training and development. Due to turnover of the professional staff, the professional position within this Department was not budgeted to receive a COLA from the prior year's budget.

Expenses for the Collector's Department increased 53% due to increased utilization of the lockbox for excise tax collections and increases in legal actions associated with tax titles and foreclosures.

11/2/7/94

TOWN OF ACTON
INTER-DEPARTMENTAL COMMUNICATION

February 8, 1994

TO: Don P. Johnson, Town Manager
FROM: Tom Tidman, Conservation Administrator *TT*
SUBJECT: FY'95 Budget Explanation

For FY'95 Conservation has level funded all of its expense items with the following exceptions.

- a.) Administrator's Salary - has been increased by [REDACTED] plus a step raise. As indicated at staff meeting on 2/2/94
- b.) Conservation - Supplies Expendable - has decreased from \$3,000 in FY'94 to \$2,250 in FY'95. The reason \$750 has been removed from expendables is because projects at the Arboretum will be funded by the Friends of the Acton Arboretum in FY'95. As you may recall the Friends of the Acton Arboretum received a \$5,000 grant from the 'William Wharton Trust' last year which will be used in FY'95.
- c.) Conservation Consultant - has been zero funded, from \$250 in FY'94, as conservation now has an account of \$15,000 to use for such needs as hiring an expert. This money came from a settlement with the cooperative Bank of Concord agreed upon in mediation over the development of 163 Pope Road (Lot 4B) last year.

A project by project break-down of Conservation's expendables budget is attached to this memo.

TT:ahm
751

Department/New Requests	Salary Request	Expense Request	New Salaries	New Program Expenses	FY95 Capital Request	Total Budget
Administrator Salary	\$ 37,462.38					\$ 37,462.38

SUPPLIES BUDGET

(A) Nagog Hill Cons. Area						
* Boardwalk Extension		\$300.00				\$300.00
(B) Grassy Pond Cons. Area						
* Kiosk @ Parking Lot		300.00				
* Repair Existing Boardwalk		100.00				400.00
(C) Great Hill Cons. Area						
* Kiosk @ Parking Lot		300.00				300.00
(D) Nashoba Brook Cons. Area						
* Kiosk @ Wheeler Lane Entrance		300.00				300.00
(E) Pratt's Brook Cons. Area						
* Boardwalk		400.00				
* Bridge over Pratt's Brook @ Broadview Entrance		300.00				700.00
(F) Wildlife Enhancement Projects						
* Rough cut pine to build Bluebird houses, Bat houses & hardware		250.00				250.00
(G) Conservation Dues		300.00				300.00
(H) Conservation Printing (Trail Maps)		250.00				250.00
(I) Conservation - Advertising		200.00				200.00
(J) New Truck					\$ 15,000	<u>15,000.00</u>

CONSERVATION TOTAL BUDGET: \$ 55,462.38

TOWN CLERK'S OFFICE

Changes between the fiscal year 1994 and fiscal year 1995 operating budgets for the Town Clerk's office consist of the following:

The Town Clerk's office includes three (3) positions, one professional and two clerical. In 1994, we had one part-time professional and one full-time professional and one clerical. We now have one full-time professional and two clerical positions.

ELECTIONS

Changes between the fiscal year 1994 and the fiscal year 1995 operating budgets for the Elections consist of the following:

The election budget has increased in salaries. In fiscal year 1994, we had one (1) election and in fiscal year 1995 we have to plan for four (4) elections. The voting machine services have increased because we were under warranty. We now have to have the machines serviced once a year at a cost of \$225.00 plus per machine. Supplies have increased because we need the programming for the machines done for four (4) elections instead of one. We will need to have two (2) ballots printed for town elections. The State will provide us with the ballots for the two State elections. The postage has increased for census mailings, dog notices, drop notices and also postcards for residents whose precincts have changed due to re-districting.

TOWN OF ACTON
INTER-DEPARTMENTAL COMMUNICATION

DATE: 2/3/94

TO: Don P. Johnson, Town Manager
FROM: David F. Abbt, Engineering Administrator
SUBJECT: FY'95 Salary & Expense Budget Requests

D. Abbt

SALARY

This item represents existing staffing in the Engineering Department plus 10 hours per week of secretarial time. The total was generated using the compensation schedules supplied by your office, which included the appropriate C.O.L. adjustment, and allows for potential step increases for those employees not yet at their top step. By way of explaining the percent change from FY'94, I can only guess that FY'94 was over budgeted. If I adjust the FY'94 figure to reflect existing staffing, the change is closer to +5%.

EXPENSES

This item is level funded and should be adequate to maintain the existing level of effort.

TOWN OF ACTON

Inter-Departmental Communication

DATE: February 10, 1994

TO: Don P. Johnson, Town Manager
FROM: Fire Chief
SUBJECT: FY 95 Operating Budget Explanation

Don:

As requested, the following is an explanation of changes in the Fire Department operating budget requests for Fiscal Year 1995. Base salary requests include a COLA that is consistent with the guidelines established by your office and also include increases for step and longevity payments. The expense budget requests were developed with the understanding that there were no predetermined guidelines which we were mandated to follow. This resulted in the development of what some would consider an "A+" budget. In many cases expense budget changes were requested in an attempt to align budget requests with actual expenditures to more accurately reflect spending.

Although the FY 95 expense budget request is shown at \$107,801 for a 91.5% increase, this amount includes the anticipated annual appropriation for the lease purchase of an aerial ladder truck. Actual expenses requested amount to \$65,900 as compared to the current appropriation of \$56,275. This equates to an actual increase of only 17% over the FY 94 appropriation which was level funded from the previous year.

The expense budget request anticipates some increases in prices of goods and services currently being purchased as well as providing some funding increases for specific planned purposes. These include such items as increases in dues for professional organizations which are necessary for code enforcement and professional development. In addition, there are increases to provide for purchases of a new copy machine to replace a machine that is approximately ten years old and some replacement tone alert paging radios to replace failing radios that are approximately 25 years old.


Robert C. Craig
Fire Chief

HIGHWAY BUDGET EXPLANATIONS

SALARIES: \$283,280.00 TO \$300,998.00 = 6.25%

REASONS:

1. LONGEVITY
2. ONE UPGRADE FROM H1 TO H2
3. C.O.L. AS AGREED BY THE DEPARTMENT HEADS

GAS & DIESEL: \$92,480 TO \$94,000 = 1.64%

REASONS:

1. ANTICIPATION OF FUEL COSTS RISING - THEY ARE AT A LOW POINT AT PRESENT
2. HEAVY SNOW SEASON - WE WILL USE MORE FUEL

SNOW REMOVAL: \$124,000.00 TO 128,100.00 = 3.31%

REASONS:

1. LINE ITEM 619 - SERVICES PLOWING - THIS IS USED FOR HIRED TRUCKS AND EQUIPMENT - MORE ROADS - POSSIBILITY OF ADDING ONE TRUCK
2. LINE ITEM 622 - SALT SUPPLIES, ANTICIPATION OF SALT COST RISING

SPRING PAVING 1994:

#1 PRIORITY

1. MAIN ST. FROM RTE 2 TO COUGHLIN ST.	\$ 22,900.00
2. STOW ST. FROM ROBBINS ST. TO STOW LINE	\$ 18,200.00
3. ROBBINS ST. - ALL	\$ 22,900.00
4. CENTRAL ST. FROM WINDSOR AVE. TO WEST SQUARE	\$ 30,800.00
5. CENTRAL ST. FROM NASHOBA RD. TO ELM ST.	<u>\$ 30,800.00</u>
TOTAL	\$125,600.00

#2 PRIORITY

1. BROADVIEW RD. - ALL	\$ 22,900.00
2. ADAMS ST. - ALL	\$ 22,900.00
3. FOX HILL RD. - ALL	\$ 7,000.00
4. VANDERBILT RD. - ALL	\$ 14,000.00
5. PONDVIEW DRIVE - ALL	\$ 8,400.00
6. MINOT AVE. - ALL	\$ 30,800.00
7. HOMESTEAD ST. - ALL	\$ 14,000.00
8. BILLINGS ST. - ALL	\$ 14,000.00
9. PARTRIDGE POND RD. - ALL	\$ 18,200.00
10. LINCOLN DR. - ALL	\$ 19,600.00
11. STRAWBERRY HILL RD. FROM ESTERBROOK RD. TO POPE RD.	<u>\$ 36,400.00</u>
TOTAL	\$208,200.00

Health Department

The proposed F.Y. 1994 budget for the salaries of the Health Department will be reduced by 13.61%. This will be accomplished by transferring a portion of F.Y. 1993 salaries to the Septage Enterprise Fund (20% of the Health Director's time). Expenses for F.Y. '94 are being leveled funded except for the elimination of the Sealer of Weights and Measures expenses which will be paid from a revolving fund.

ACTON MEMORIAL LIBRARY

FY95 Salary request for the Memorial Library in the amount of \$ 287,448 funds the existing staff, including step raises and the agreed cost of living for all departments. This salary request will permit opening the library 52 hours per week, a decrease of 4 hours per week from FY93.

FY95 expense request of \$ 93,111 level funds all expense subaccounts and increases the amounts requested for books (materials) and Minuteman Network fees.

An increase of sixteen thousand dollars (\$16,000) is being requested for the materials budget to restore funds lost in FY94 due to the override failure. The library is also requesting an additional \$9,161 for the materials budget to help meet the state standard which requires libraries to spend 15% of the total municipal appropriation for materials. Even with this \$ 25,161 increase to the materials budget it will be necessary to raise \$15,169 from private sources to meet the 15% objective. The addition of the benefits subaccount to the library's total budget increases the total municipal appropriation, which in turn requires a higher dollar amount to meet the 15% required expenditure for materials.

Twelve hundred dollars (\$1200) has been added to the Minuteman Network Budget to cover the annual fee for two additional public access ports to the database. Funds for purchase of terminals, printers and furniture will be requested from library Trust Funds.

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION

February 2, 1994

TO: Don P. Johnson, Town Manager
FROM: Dean A. Charter, Municipal Properties Director 
SUBJECT: FY '95 Budget Detail

WAGES:

The salary lines have been adjusted to reflect the Town Manager's recommendation for COLA, expected Union negotiated settlement, step increases and merit pay for covered employees.

EXPENSES:

UTILITIES:

The utilities account "Bottom Line" has been adjusted upwards by slightly over 7% to address actual and expected increases. Our experience has shown that our utilities bills have been increasing at about 3.5% per year, and we exceeded our budgeted amount in 1993, and will most likely exceed our budget in 1994. The new adjustment should cover us for 1995

0177 Clothing Protective:

Increase of \$500 to upgrade hard hats, rain gear, back supports, and other protective equipment. Most such gear has to be periodically replaced due to wear and tear and degradation due to ultra violet light.

0178 Clothing Uniforms:

Increase of \$500 to cover uniforms for a full time employee who will be split between Town Hall and the Senior Center (existing 20 hour worker to be brought to full time, wages found under 0078.

0184 Equipment, Municipal Properties:

\$2000 allocated to provide for the purchase of a Brush Hog tractor attachment, which is used for keeping conservation fields and trails open. The existing unit is around 20 years old and further repair is no longer practical.

0182 Dues, Municipal Properties:

Increase of \$50, to provide for additional required training of pesticide applicators in order to keep their licenses up to date.

0172 Buildings and Grounds Maintenance:

Increase of \$3100, to new total of \$13,000. This item is for unexpected repairs and minor modifications of HVAC, overhead doors, plumbing, and electrical repairs. In 1993 a total of \$13,743 was expended, which is the typical annual amount expended; this amount was seriously underfunded in 1994.

0173 Routine Town Hall:

Increase of \$600 to provide for biannual septic pumping and increase in cost of Elevator and Fire Alarm service contracts.

0660 Routine Cemetery:

\$200 allocated for biannual septic pumping

0656 Routine Windsor Building:

\$200 allocated for biannual septic pumping

0740 Routine Police Station:

\$100 additional allocated for generator service

0742 Routine Fire Station 1:

\$300 additional allocated for biannual septic pumping and for one service call per year for overhead door routine service

0746 Routine Fire Station 3:

\$200 decrease because of "off year" on biannual septic pumping

0748 Routine Civil Defense Building:

\$100 allocated for biannual septic pumping

0751 Routine Memorial Library:

\$150 allocated for biannual septic pumping

0752 Contract Tree:

Increase of \$4000 for removal of dead an dangerous street trees. \$7,182 was expended from this account in 1993, was underfunded at \$1000 for 1994

I PLANNING DEPARTMENT

Existing Program Expenses:

The Planning Department FY 1995 budget request (not including new salaries or new programs) is \$81,132.00. Requested funds in the salary category carry the cost of living adjustment as recommended by the Town Manager. The requested increase in the expense category will provide funds to replace an old and failing dot matrix printer, to purchase a lap top computer, and to fund software upgrades and equipment maintenance.

FY 1995 BUDGET - PLANNING DEPARTMENT

EXPENSES, EXISTING PROGRAMS

BUDGET#	DESCRIPTION	APPR FY94	REQ FY'95	EXPLANATION
0152	Salaries, professional	\$ 51,575	\$ 63,148	Town Planner + 1/2 Asst. Planner
0348	Salaries, clerical	\$ 17,571	\$ 6,459	10 hrs. clerical support (+10 hrs. cler. in Eng.)
	TOTAL SALARIES		\$ 69,607	
0157	Books	\$ 350	\$ 350	Annual reference books, new technical books
0155	Supplies, expendable	\$ 2,841	\$ 2,200	General supplies
1103	Supplies/studies, techn. service	\$ 0	\$ 0	
0156	Supplies, reusable	\$ 1,530	\$ 4,500	Increase for new printer, lap top & equip. maint.
0975	Expense, Planning Council	\$ 0	\$ 0	
0934	Expense, Fair Housing	\$ 0	\$ 25	
0160	Dues	\$ 900	\$ 950	Dues for APA, MAPD, AICP
0161	Printing, service	\$ 2,000	\$ 3,000	Printing of Zoning Bylaws, Rules, Village Plans
0162	Service, advertising	\$ 400	\$ 400	Public hearings, bylaw amendments, etc.
0159	Expense, travel local	\$ 50	\$ 100	tolls, fares, parking, etc.
	TOTAL EXPENSES		\$ 11,525	

TOTAL SALARIES & EXPENSES, EXISTING \$ 81,132

NEW SALARIES & PROGRAM EXPENSES

	NEW SALARIES, PROFESSIONAL		\$ 15,303 (A)	Upgrade to 1 full time Asst. Planner
	NEW PROGRAMS, IMPACT FEE		\$ 10,000 (A)	
	NEW PROGRAMS, KELLEY'S CORNER		\$ 10,000 (B)	
	NEW PROGRAMS, NITRATE LOADING		\$ 40,000 (C)	
	NEW PROGRAMS, POL. SOURCE ST.		\$ 10,000 (C)	
	NEW PROGRAMS, GIS MAP		\$ 10,000 (C)	
	TOTAL, NEW PROGRAMS		\$ 95,303	

TOTAL EXISTING & NEW PROGRAMS \$176,435

RECEIPTS FY'93 Receipts

\$ 63,610.31

Does not include interest from perf. bonds

FY'94 BY 12/31/93

\$ 64,604.40

Does not include interest from perf. bonds

<u>Department/New Requests</u>	<u>Salary Request</u>	<u>Expense Request</u>	<u>New Salaries</u>	<u>New Program Expenses</u>	<u>FY95 Capital Request</u>	<u>Total Budget</u>
EXISTING	\$ 69,607	\$ 11,525				\$ 81,132.
NEW PROGRAMS & SALARIES						
Add'l Labor			\$ 15,303 (A)			
Impact Fee Bylaw				\$ 10,000 (A)		
Kelleys Corner Plan				\$ 10,000 (B)		
Nitrate Loading Study				\$ 40,000 (C)		
Pollution Source Study				\$ 10,000 (C)		
GIS Mapping				\$ 10,000 (C)		
TOTAL NEW PROGRAMS			\$ 15,303	\$ 80,000		\$ 95,303
TOTAL						\$176,435

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION

February 4, 1994

TO: Don P. Johnson, Town Manager
FROM: Dean A. Charter, Municipal Properties Director 
SUBJECT: Senior Center Budget Detail

WAGES:

The salary lines have been adjusted to reflect the Town Manager's recommendation for COLA, expected Union negotiated settlement, step increases and merit pay for covered employees. This line is split between a Program Aide (\$8,809) and a building Maintenance Worker (\$15,516).

EXPENSES:

0674 Electric, Senior Center

The sum of \$2500 has been requested, which represents a "Best Guess", considering that we have less than one month (and that not at full programming) of history to base the budget on.

1547 Natural Gas, Senior Center

The sum of \$4500 has been requested, which represents a "Best Guess", considering that we have less than one month (and that not at full programming) of history to base the budget on.

1546 Water, Senior Center

The sum of \$500 has been requested and, again, it is a guess, since we do not know how much water the meals program will use.

0670 Supplies, Expendable, Senior Center

The sum of \$1500 has been requested, as a "Start Up" amount (this covers paper products, ice melt, soaps, waxes, and other custodial supplies)

0191 Maintenance, Routine, Senior Center

the sum of \$1500 has been requested as an estimated cost for this item (unforeseen repairs and minor modifications)

TOWN OF ACTON

Inter-Departmental Communication

DATE: 8 February 1994

TO: Don Johnson

FROM: West Acton Citizens Library

SUBJECT: FY 95 Budget

The Library level-funded each line except for Books and Periodicals. Those lines were increased 15% (total increase) to meet Board of Library Commissioners requirements.

NOTE :

2/11/94

S. POMEROY CALLED 2/11 TO INDICATE AN ERROR OF APPROX. \$500⁰⁰ IN THEIR BUDGET. WE WILL LOOK INTO THIS THE FIRST OF THE WEEK.

ZONING BOARD OF APPEALS BUDGET

There will be no increase in this expense budget. The expense budget is used for paper supplies, advertising as needed, and supplies for recording the meetings.

2/15/94 (7)

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION
TOWN MANAGER'S OFFICE

DATE: Feb. 11, 1994

TO: Board of Selectmen
FROM: Don P. Johnson, Town Manager
SUBJECT: Draft Warrant (2/10/94)

Christine has assembled the first draft of the Warrant for the 1994 Annual Town Meeting. This version has been assembled without backup material to speed its production and reduce copying quantities. For the moment, we would ask that you use the earlier package of warrant article requests for supporting information. We will be arranging this as a complete package shortly after you make your first pass at the contents.

If anyone needs another copy of the earlier warrant article package please call the first of the week. We will be happy to deliver it.



DRAFT 2/10/94

1994 ANNUAL TOWN MEETING WARRANT ARTICLE INDEX

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Article L	Street Acceptance	
Article M	Charter Road Sidewalk Easement - Richards	
Article N	Charter Road Sidewalk Easement - Smith	
Article O	Charter Road Sidewalk Easement - Sackman	
Article P	Main Street Easement	
Article Q	WEST ACTON VILLAGE (WAV) GENERAL BUSINESS (GB) AND LIMITED BUSINESS (LB) DISTRICTS IN WEST ACTON	
Article R	VILLAGE RESIDENTIAL DISTRICT IN WEST ACTON	
Article S	PARKING IN VILLAGE DISTRICTS	
Article T	SITE PLAN SPECIAL PERMIT IN VILLAGE DISTRICTS	
Article U	TRACT OF LAND REQUIRED FOR CERTAIN DEVELOPMENTS	

Article V MAXIMUM LIMITS FOR RESIDENTIAL COMPONENT IN PLANNED UNIT DEVELOPMENTS

Article W CORRECTIONS, CLARIFICATIONS AND MINOR ADJUSTMENTS TO THE ZONING BYLAW

Article X ACCOMMODATION OF HANDICAPPED AND VAN ACCESSIBLE PARKING

Article Y CHANGE SPECIAL PERMIT REQUIREMENT FOR COMMON DRIVES

Article Z ELIMINATE SPECIAL PERMIT REQUIREMENTS FOR CERTAIN ACCESSORY USES

Article AA ELIMINATE PROHIBITION AGAINST AND SPECIAL PERMIT REQUIREMENT FOR TERTIARY WASTEWATER TREATMENT FACILITIES

Article BB ELIMINATION OF SPECIAL PERMIT REQUIREMENTS FOR CERTAIN DIMENSIONAL PROVISIONS

Article CC ASSOCIATE MEMBERS FOR PLANNING BOARD WHEN ACTING AS SPECIAL PERMIT GRANTING AUTHORITY

Article DD ASSOCIATE MEMBERS FOR PLANNING BOARD WHEN ACTING AS SPECIAL PERMIT GRANTING AUTHORITY - CHARTER CHANGE

Article EE ACCEPTANCE OF LAND AND RELATED EASEMENTS HEARTHSTONE FARM SUBDIVISION

Article FF# Change Zoning of Land In Acton

Article GG Rezone Land, Digital Piper Road

Article HH Amend Definition of Municipality

Article II Change in Requirements for Child Care Facilities in Residential Areas

Article JJ Acceptance of MGL Chapter 140, Section 147A

Article KK Dog Regulation Amendment to Town Bylaws

Article LL Amend Local Historic District Bylaw

Article MM Historic District Bylaw Municipal Exemption

Article NN Remove Police Chief Position from Civil Service

Article OO Affordable Housing - Adams Street

Article PP North Acton Recreation Area (NARA)

Article QQ# Formation of a Municipal Power Organization

Article RR License Renewal and Issuance Restrictions - Commission on Disability

Article SS School Teachers Early Retirement

Article TT Feltus Parcel

*Consent

#Inserted by Citizen Petition

ARTICLE 1 - CHOOSE TOWN OFFICERS

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
	Clerk \$650.00
	Member \$650.00

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, Trustees of the Citizen's Library Association of West Acton, and establishes the salaries of the Town's elected officials.

- (S) Recommended
- (F) No Recommendation

ARTICLE 2 HEAR AND ACCEPT REPORTS
(Majority Vote Required)

To see if the Town will accept reports, and to 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 and any other reports which Town Boards and Committees may need to offer as well as acceptance if any, of reports of committees chosen at any previous Town Meeting.

- (S) Recommended
- (F) No Recommendation

**ARTICLE 3* COUNCIL ON AGING VAN ENTERPRISE BUDGET
(Majority Vote Required)**

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$, or any other sum, to operate the Senior Van Service in accordance with Mass General Laws, Chapter 44, Section 53F 1/2, Enterprise Fund law, or take any other action relative thereto.

SUMMARY

This article requests an appropriation for the elder van service enterprise fund. This 40 hour a week elder van service is funded by the Federal Government, State Government and Local Government. Fifty percent of the service is paid by federal funds, twenty-five percent of the service is paid by the Commonwealth, and the final twenty-five percent is absorbed by the Town of Acton. Fare revenues will be used to reduce the total service cost.

Direct inquiries to: Carol Lake, Director, Council on Aging, 263-0169
Selectman Assigned: William Mullin

- (S) Recommended
- (F) Recommendation Deferred

ARTICLE 4* NURSING ENTERPRISE BUDGET
(Majority Vote Required)

To see if the Town will raise and appropriate or appropriate from available funds, the sum of \$, or any other sum, to provide Public Health Nursing Services in accordance with Mass General Laws, Chapter 44, Section 53F 1/2, Enterprise Fund Law, or take any other action relative thereto.

SUMMARY

This article requests an appropriation for the Nursing Services Enterprise Fund. An enterprise fund permits the Nursing Service to offset its costs with fees for service. These fees are deposited in a separate account and may be expended to pay part or all of the anticipated costs of running the Nursing Service.

Direct inquiries to: Doug Halley, Dir. Public Health - 264-9634
Selectman Assigned: William Mullin

- (S) Recommended
- (F) Recommendation Deferred

ARTICLE 5* SEPTAGE DISPOSAL ENTERPRISE BUDGET
(Majority Vote Required)

To see if the Town will vote to raise and appropriate or appropriate from available funds, the sum of \$, or any other sum, for the purpose of septage disposal, in accordance with the Massachusetts General Laws, Chapter 44, Section 53F 1/2, Enterprise Fund Law, or take any other action relative thereto.

SUMMARY

This article requests that the receipts from septage haulers, licensing of septage haulers, licensing of septic system inspectors, licensing of septic installers, sewer treatment plant permit fees, and disposal works construction permit fees be used for the purpose of allowing septage collected within Acton to be taken to the Upper Blackstone Water Pollution Abatement Facility and to maintain the Town of Acton septage waste disposal program. These fees will be deposited in a separate account and may be expended to pay part or all of the anticipated costs of septage waste disposal.

Direct inquiries to: Doug Halley, Dir. Public Health - 264-9634
Selectman Assigned: Anne Fanton

- (S) Recommended
- (F) Recommendation Deferred

ARTICLE 6* NESWC ENTERPRISE BUDGET
(2/3 vote Required)

To see if the Town will raise and appropriate or appropriate from available funds, the sum of \$, or any other sum, for the purpose of solid waste disposal, in accordance with Mass General Laws, Chapter 44, Section 53F 1/2, Enterprise Fund Law, or take any other action relative thereto.

SUMMARY

This article requests that the receipts from the transfer station be used for the purpose of maintaining the trash disposal operation. These fees will be deposited in a separate account and may be expended to pay part or all of the anticipated costs of solid waste disposal.

Direct inquiries to: John Murray, Assistant Town Manager - 264-9612
Selectman Assigned: Norman Lake

- (S) Recommended
- (F) Recommendation Deferred

ARTICLE 7 * MERRIAM SCHOOL ENTERPRISE BUDGET
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$, or any other sum, for the purpose of maintaining the Merriam School, in accordance with Mass General Laws, Chapter 44, Section 53F 1/2, Enterprise Fund law, or take any other action relative thereto.

SUMMARY

This article requests that the receipts from the rental of the Merriam School be used for the purpose of maintaining the building. The proposed budget for FY'94 will be entirelyly offset by rents.

Direct inquiries to: William Ryan, School Dept. - 264-4700

- (S) Recommendation Deferred
- (F) Recommendation Deferred

ARTICLE 8 BUDGET TRANSFER
(Majority Vote Required)

To see if the Town will raise and appropriate, or appropriate from available funds, an amount of money to be used in conjunction with funds appropriated under current fiscal year's budgets to be used during the current fiscal year, or make any other adjustments to the current fiscal year budget and appropriations that may be necessary, or take any other action relative thereto.

SUMMARY

The intent of this article is to allow Town Meeting to transfer funds and supplement monies to cover needed expenses in the current fiscal year.

Direct inquiries to: John Murray, Assistant Town Manager - 264-9612
Selectman Assigned: Nancy Tavernier

- (S) Recommended
- (F) Recommendation Deferred

ARTICLE 9 BUDGET ARTICLES

ARTICLE A- SELF-FUNDING PROGRAM
(Majority Vote Required)

To see if the Town will vote pursuant to Section 53E 1/2 of Chapter 44 of the General Laws to establish revolving funds for the Historic District Commission, the Building Department and Sealer of Weights and Measures, or take any other action relative thereto.

SUMMARY

This will allow the Town to fully fund the Historic District Commission the Building Department Inspection Program and the Sealer of Weights and Measures for the receipts that each program produces. This article removes the cost of these programs from the tax base.

	REVENUE	EXPENSE
Historic District Fees	250	250
Building Department		
Micro Film Fees	2,300	2,300
Electrical, Plumbing and gas permits	37,200	37,200
Sign License/Periodic	6,000	6,000
Sealer of Weights and Measures	6,500	6,500

Direct inquiries to: John Murray, Assistant Town Manager -264-9612
Selectmen Assigned:

- (S)
- (F)

ARTICLE B BUDGET FUNDING MEMORIAL LIBRARY

**ARTICLE C# WEST ACTON CITIZEN'S LIBRARY
(Majority Vote Required)**

To see if the Town will raise and appropriate, or appropriate from available funds, the sum of \$24,528, or any other sum, for salaries and operating expenses for the maintenance of staffing of the West Acton Citizens Library Association, or take any other action relative thereto.

SUMMARY

This article, if adopted would fund the West Acton Citizen's Library for FY95 (July 1, 1994-June 30, 1995).

#Inserted By Citizen Petition
Selectman Assigned:

(S) Not Recommended: If the Municipal FY95 Budget, which includes funds for this library is passed and this Article is also passed, the West Acton Library budget will be doubled.

(F) Recommendation Deferred

**ARTICLE D - BLANCHARD AUDITORIUM CHIMNEY REPAIR
(Majority Vote Required)**

To see if the Town will raise and appropriate or appropriate from available funds the sum of \$, or any other sum, for the repair of the chimney at the Blanchard Auditorium, including any engineering fees and other costs incidental thereto and determine whether such apropriation shall be raised by borrowing or otherwise, or take any other action thereto.

SUMMARY

This article requests funds for the repair of the Blanchard Auditorium chimney.

Direct inquiries to:
Selectmen Assigned:

(S)
(F)

**ARTICLE E USE OF FUNDS TO REDUCE THE TAX RATE
(Majority Vote Required)**

To see if the Town will determine an amount of free cash which shall be used for the purpose of reducing the tax rate for the fiscal year beginning July 1, 1994, or take any other action relative thereto.

SUMMARY

This article requests that the Town Meeting appropriate a sum of money from Free Cash to offset the tax levy.

Direct inquiries to: Roy Wetherby, Dir. of Finance - 264-9617
Selectman Assigned: Dore' Hunter

- (S) Recommended
- (F) Recommendation Deferred

ARTICLE F* STORM APPROPRIATION
(Majority Vote Required)

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 during FY93 & FY94; or take any other action relative thereto.

SUMMARY

The Federal Emergency Management Agency (FEMA) and Massachusetts Emergency Management Agency (MEMA) reimburse cities and towns for certain costs incurred during declared emergencies. This article authorizes the town to expend these reimbursements to replenish the town budget, which originally was charged for the expenditure.

Direct inquiries to: John Murray, Assistant Town Manager - 264-9612
Selectman Assigned: Norman Lake

- (S) Recommended
- (F) Recommendation Deferred

ARTICLE G TRANSFER OF FUNDS CEMETERY LAND FUND
(Majority Vote Required)

To see if the Town will raise and appropriate or transfer from the Cemetery Land Fund the sum of \$10,000.00, or any other sum to be expended by the Town Manager for the design, development, landscaping, roadways, and drainage of new sections of Woodlawn Cemetery and Mount Hope Cemetery, or take any other action relative thereto.

SUMMARY

1993 Annual Town Meeting approved an intitial transfer of \$33500 for the first phases of developemtn of the new sections of the two active cemeteries. The article this year will provide the final portion of funds required, as was envisioned in the original article. The new sections will provide over 1000 additional graves spaces, which will be sufficient for approximately ten years.

The funds in the Cemetery Land Fund are accumulated from a portion of the purchase price of grave spaces, and are dedicated for the expansion of the cemeteries.

Direct inquiries to: Dean A. Charter, Municipal Prop. Dir. - 264-9629
Selectmen Assigned:

- (S) Recommended
- (F) Recommendation Deferred

ARTICLE H RE-PURCHASE CEMETERY LAND
(Majority Vote Required)

To see if the Town will authorize the Cemetery Commissioners to purchase lot 84 , Section 7, Woodlawn Cemetery, said lot having been purchased pre-need by Mr. Robert L. Brett and to see if the Town will authorize the appropriation of \$25.00 from the Cemetery land Fund and \$50.00 from the Old Perpetual Care fund for such purpose, or take any other action relative thereto.

SUMMARY

Mr. Brett is deceased and has been interred out-of-town, the family has no further need for this lot.

Direct inquiries: Dean A. Charter, Municipal Properties Dir. -264-9629
Selectman Assigned:

(S)
(F)

**ARTICLE I ALTERNATIVE REVENUE SOURCES
(Majority Vote Required)**

To see if the Town will authorize department heads, with the approval of the Town Manager, to enter into contracts to identify and pursue federal government reimbursements and other alternative revenue sources, as provided in Section 70 of Chapter 44, of the General Laws, or take any other action relative thereto.

SUMMARY

Passage of this article will allow the Town to contract with vendors to identify and pursue federal reimbursements for, or other revenues or available resources that may be generated by, municipal programs and services, and to pay for the contracts from those reimbursement or revenues without further appropriation.

Direct inquiries to: John Murray, Assistant Town Manager - 264-9612
Selectman Assigned:

- (S) Recommendation Deferred
- (F) Recommendation Deferred

ARTICLE J* CHAPTER 90 HIGHWAY REIMBURSEMENT PROGRAM
(Majority Vote Required)

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

SUMMARY

A change in State law required that State Highway Reimbursement Funds be appropriated by Town Meeting. Each year the State provides communities with 100% Reimbursement for certain highway projects. These monies have provided all the resurfacing projects in Acton for the last three years. If Town Meeting were not to adopt this article, it is conceivable that the monies allocated to Acton may be redistributed to State projects or other cities and towns.

Direct inquiries to: John Murray, Assistant Town Manager - 264-9612
Selectman Assigned: Dore' Hunter

- (S) Recommended
- (F) Recommended

ARTICLE K ACCEPTANCE OF GIFTS OF LAND
(Majority Vote Required)

To see if the Town will vote to accept as gifts the following parcels of vacant land:

1.) From Bowen Estate I Realty Trust, a parcel of land consisting of 31.7 acres, more or less, as shown on a plan of land entitled "Hearthstone Farm, Definitive Subdivision Planned Conservation Residential Community, Record Plan of Land in Acton, Massachusetts" said land is to remain in its current natural, scenic and open condition and in its current agricultural, farming and forest use.

2.) From LaSell Realty Corp., a parcel of land consisting of 1.4 acres, more or less, located at 48 Conant Street Behind, Parcel I-3, 127. Said land to be classified for General Municipal use.

or take any other action relative thereto.

SUMMARY

The "Hearthstone Farm" parcel of land is located off Strawberry Hill Road, and abuts the Spring Hill Conservation Area. A spur trail from the Spring Hill trail system has been developed, and after the land has been accepted the trail will be extended to the top of Hearthstone Hill and the end of Jay Lane. Due to both physical and legal constraints, this area will be used for conservation and passive recreation, including hiking and ski trails, wildlife, and forest production.

The Conant Street parcel is a very small lot that is adjacent to existing Conservation Land, and is almost entirely Wetlands and Floodplain. For the foreseeable future this land will remain undeveloped.

Direct inquiries to: Dean A. Charter, Municipal Properties Dir.-264-9629
Selectman assigned:

(S)

(F)

ARTICLE L STREET ACCEPTANCES
(Majority Vote Required)

To see if the Town will accept as a public way the following street or portion thereof, as laid out by the Board of Selectmen according to a plan on file with the Town Clerk, and authorize the Board of Selectmen to take the fee or easement in said street by eminent domain or otherwise, including easements for drainage, utility, or other purposes where shown on said plans or described in the Order of Layout:

In the KENNEDY ESTATES SUBDIVISION

Kennedy Lane - from the southerly sideline of Arlington Street a distance of 467 feet, more or less, in an southeasterly direction to the easterly sideline of a 77.00 foot radius cul-de-sac (including the cul-de-sac), this being the entire road.

SUMMARY

This is an Annual Article to accept roads as Town ways which have been built to Planning Board standards. In order to create a new road, a potential land developer must first obtain approval of a definitive subdivision plan from the Planning Board. The land developer's contractor then constructs the road according to this plan and the rules and regulations of the Planning Board. Inspections are made by the Engineering Department during construction to insure compliance with these standards. Upon completion of the road, the developer petitions the Board of Selectmen to start the legal process that will lead to acceptance of the road as a town way. Prior to Town Meeting the Selectmen hold a Public Hearing and adopt an "Order of Layout" containing a legal description of the road. Following Town Meeting, the Selectmen obtain title to the road by deed or eminent domain. Such roads are built and donated to the Town at no cost, however, the Town will assume future maintenance costs as with any Town road. The subdivision process is contained in Massachusetts General Law Chapter 41, and the layout of Town ways is Chapter 82. Kennedy Lane has followed this process and is now ready for acceptance.

Direct inquiries to: David Abbt, Engineering Admin. - 264-9628.
Selectman Assigned:

(S)
(F)

ARTICLE M - CHARTER ROAD SIDEWALK EASEMENT - RICHARDS
(Majority Vote Required)

To see if the Town will vote to accept as a gift from Gordon D. Richards of 60 Charter Road an easement along a portion of his frontage on Charter Road for sidewalk purposes, or take any action relative thereto.

SUMMARY

The donation of this easement is for the sidewalk recently constructed on Charter Road at this location.

Direct inquiries to:
Selectmen Assigned:

(S)
(F)

ARTICLE N CHARTER ROAD SIDEWALK EASEMENT - SMITH
(Majority Vote Required)

To see if the Town will vote to accept as a gift from Ira D. and Barbara K. Smith of 68 Charter Road an easement along their frontage on Charter Road for sidewalk purposes, or take any action relative thereto.

SUMMARY

The donation of this easement is for the sidewalk recently constructed on Charter Road at this location.

Direct inquiries to: David F. Abbt, Engineering Admin., 264-9628
Selectman assigned:

(S)

(F)

ARTICLE O CHARTER ROAD SIDEWALK EASEMENT - SACKMAN
(Majority Vote Required)

To see if the Town will vote to accept as a gift from Geoffrey D. and Joan S. Sackman of 64 Charter Road an easement 5 feet wide along their frontage on Charter Road for sidewalk purposes, or take any action relative thereto.

SUMMARY

The donation of this easement is for the sidewalk recently constructed on Charter Road at this location.

Direct inquiries to: David F. Abbt, Engineering Admin.- 264-9628
Selectman assigned:

(S)

(F)

ARTICLE P MAIN STREET EASEMENT
(Majority Vote Required)

To see if the Town will vote to accept as a gift from Sun Company, Inc. (formerly Sun Refining & Marketing Co.) an easement on their property at 421 Massachusetts Avenue 10 feet wide running parallel and adjacent to the sideline of Main Street for all purposes that streets and ways are commonly used in the Town of Acton, being further described in a Quitclaim Deed to the Town of Acton dated October 5, 1993, or take any other action relative thereto.

SUMMARY

This easement is being donated to the Town in anticipation of the possibility of a future widening of Main Street (Route 27) at Kelley's Corner. The future widening would resemble, at least in concept, the recent widening of Main Street at Great Road (Route 2A).

Direct inquiries to: David F. Abbt, Engineering Admin. - 264-9628
Selectman assigned:

(S)
(F)

INSERT ZONING AND PLANNING ARTICLES HERE

ARTICLE Q - WEST ACTON VILLAGE (WAV) GENERAL BUSINESS (GB) AND LIMITED BUSINESS (LB) DISTRICTS IN WEST ACTON

ARTICLE R - VILLAGE RESIDENTIAL DISTRICT IN WEST ACTON

ARTICLE S - PARKING IN VILLAGE DISTRICTS

ARTICLE T - SITE PLAN SPECIAL PERMIT IN VILLAGE DISTRICTS

ARTICLE U - TRACT OF LAND REQUIRED FOR CERTAIN DEVELOPMENTS

ARTICLE V - MAXIMUM LIMITS FOR RESIDENTIAL COMPONENT IN PLANNED UNIT DEVELOPMENTS

ARTICLE W - CORRECTIONS, CLARIFICATIONS AND MINOR ADJUSTMENTS TO THE ZONING BYLAW

ARTICLE X - ACCOMMODATION OF HANDICAPPED AND VAN ACCESSIBLE PARKING

ARTICLE Y - CHANGE SPECIAL PERMIT REQUIREMENT FOR COMMON DRIVES

ARTICLE Z - ELIMINATE SPECIAL PERMIT REQUIREMENTS FOR CERTAIN ACCESSORY USES

ARTICLE AA - ELIMINATE PROHIBITION AGAINST AND SPECIAL PERMIT REQUIREMENT FOR TERTIARY WASTEWATER TREATMENT FACILITIES

ARTICLE BB - ELIMINATION OF SPECIAL PERMIT REQUIREMENTS FOR CERTAIN DIMENSIONAL PROVISIONS

ARTICLE CC - ASSOCIATE MEMBERS FOR PLANNING BOARD WHEN ACTING AS SPECIAL PERMIT GRANTING AUTHORITY

ARTICLE DD - ASSOCIATE MEMBERS FOR PLANNING BOARD WHEN ACTING AS SPECIAL PERMIT GRANTING AUTHORITY - CHARGER CHANGE

ARTICLE EE - ACCEPTANCE OF LAND AND RELATED EASEMENTS HEARTHSTONE FARM SUBDIVISION

ARTICLE FF# CHANGE ZONING OF LAND IN ACTON -
(Majority Vote Required)

To see if the Town will vote to amend the Acton Zoning Map by rezoning from the East Acton Village (EAV) District to the Limited Business (LB) District a certain parcel of and shown as parcel 28-1 on map sheet G-4 of the 1993 edition of the Acton Town Atlas. Said parcel is located at 107 Great Road, or take any other action relative thereto.

SUMMARY

The land and building thereon presently is zoned East Acton Village. The article, if adopted will rezone it to Limited Business. The parcel consists of approximately 1/2 acre. It is located at 107 Great Road (Route 2A), on the north side of Great Road near its intersection with Concord Road. Presently is being used for a chiropractic office. On the easterly side is the old Victorian house that is slowly decaying, zoned East Acton Village. On the westerly side are 2 acres, presently undeveloped, zoned Limited Business. The petitioner, Nashoba Valley Trailers, would like to move to this 2a location to conduct business. The location on Route 27 has grown to a point where it would like to consolidate its operation in one building rather than three. At the present site and with the acreage and setbacks at present building on route 27 site would be impossible. In addition, the site of 2A is in a commercial district in appearance, with the shopping center and cinema to the East and general commercial activity to the West.

#Inserted by Citizen Petition
Selectmen Assigned:

- (S)
- (F)

ARTICLE GG REZONE LAND, DIGITAL PIPER ROAD
(Majority Vote Required)

To see if the Town will vote to rezone or change the permitted use for the Digital facility at Piper Road.

SUMMARY

Direct inquiries to:
Selectmen Assigned:

(S)
(F)

ARTICLE HH AMEND DEFINITION OF MUNICIPALITY DRAFT ARTICLE
 (2/3 Required)

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

A. By adding a new section 3.4.7, as follows:

3.4.7 Other Public Use of Land, BUILDINGS AND STRUCTURES for a public purpose, other than educational use, by any town or local agency or district, except the Town of Acton and the Water Supply District of Acton.

B. By adding the following line to the Table of Principal Uses:

<u>Residential Districts</u>	<u>Village Districts</u>	<u>Office Districts</u>	<u>Business Districts</u>	<u>Industrial Districts</u>	<u>Special Districts</u>	<u>Site Plan</u>
3.4.7 SPS (6)	SPS(6)	SPS(6)	SPS(S)	SPS(S)	(SPS(6)	

Alternative

C. By amending 4.1.7.3 to read as follows:

4.1.7.3 Construction, Maintenance, and repair of municipal, or other governmental or private water supply STRUCTURES, subject to all other provisions of this by-law.

Alternative

D. By adding the following footnote 96) to Section 3.4.7 in the Table of Principal Uses:

If the proposed use will be located in the Floodway Fringe as defined in Section 4.1 (or Zones 1, 2 or 3 of the Groundwater Protection District, as defined in section 4.3), before granting a special permit under this section, the applicant shall submit the information required and the Board of Selectmen shall find that the proposed use complies with the requirements of subsection 4.1.8.1, and 4.1.9 (and 4.3.8 to section 4.3.10, respectively):

or take any other action relative thereto.

SUMMARY

TO BE SUPPLIED -

Direct inquiries to:
 Selectman Assigned:

(S)
 (F)

**ARTICLE II CHANGE IN REQUIREMENTS FOR CHILD CARE FACILITIES IN
RESIDENTIAL AREAS**

ARTICLE JJ ACCEPTANCE OF MGL CHAPTER 140, SECTION 147A
(Majority Vote Required)

To see if the Town will vote to accept Section 147A of Chapter 140 of Massachusetts General Laws pertaining to the regulation of dogs, or take any other action relative thereto.

SUMMARY

Acceptance by the Town of the provisions of this section of the General Laws would result in the discontinuance of participation in the County Dog Fund. The funds collected for licenses, fines etc. would now be entirely retained by the Town for its use.

Direct inquiries to:
Selectman Assigned:

(S)
(F)

**ARTICLE KK DOG REGULATION - AMENDMENT TO THE TOWN BYLAWS
(Majority Vote Required)**

To see if the Town will vote to amend Chapter E, Section E22 of the Town Bylaws (General Regulations entitled Dog Licenses/Animal Control) by deleting it in its entirety and substituting therefor the bylaw as set forth below:

E22. No person shall own or keep a dog, six months or older, within the Town unless a license for such dog is obtained from the Town Clerk. the license period is the time frame between January 1st and the following December 31st inclusive. The fee for such a license shall be as follows:

Male Dog/Female Dog:	\$15.00
Spayed/Neutered Dog:	\$10.00
Kennel -1 (4 dogs or less)	26.00
Kennel 2 (5 dogs or less)	51.00
Kennel 3 (over 10 dogs)	76.00

E23. Any person who is the owner or keeper of a dog in the Town of Acton and who fails to license said dog within the time required by Chapter 140, Section 137 and 137A of the General laws shall be subject to a penalty of twenty-five (\$25.00) to be collected as provided by law.

E24. No person owning or keeping any animal in the Town of Acton shall permit the animal to go at large to the injury or nuisance of others.

E25. Owners or keepers of animals in violation of the foregoing section shall be subject to fines which shall be determined by the Board of Selectmen.

or take any other action relative thereto.

Direct inquiries: Catherine Belbin, Town Clerk - 264-9615
Selectman Assigned:

(S)
(F)

ARTICLE LL- AMEND LOCAL HISTORIC DISTRICT BYLAW
(Majority Vote Required)

To see if the Town will vote to approve amendments to the Town of Acton Bylaws, Chapter P - Local Historic District Bylaw, as follows:

SUMMARY

Amend Section 2., Definitiona by adding the underlined words to the definition of STRUCTURE and deleting the words shown struck out:

2. **DEFINITIONS**

STRUCTURE: A combination of materials other than a BUILDING, including but not limited to a SIGN, fence, wall, terrace walk or driveway or paved parking lots.

Amend Section 7., Procedures for Review of Applications by the addition of the following new paragraph:

7.14 Nothing contained in this By-Law shall be deemed to preclude any person conemplating construction or alteration of a BUILDING or STRUCTURE within a DISTRICT from consulting informally with the COMMISSION before submitting any application referred to in this By-Law. Nothing contained in this By-Law shall be deemed to preclude the COMMISSION from offering informal advice to a potential applicant prior to receiving an application. However, any such preliminary advice offered by the COMMISSION shall not be deemed to set a precedent nor in any way limit the COMMISSION in the exercise of it functions under this By-Law.

Amend Section 8, by the addition of the following language at the end of exiting Section 8.2:

The COMMISSION may in appropriate cases impose reasonable requirements for the general design, location and material of portions of septic systems placed substantially above the pre-existing or new septic system grade level, however, such requirements shall not conflict with the requirements of the Acton Board of Health nor make such septic system inefficient.

Amend Section 9., Exclusions by the addition of the following new underlined language and delete the strikeout text as follows:

9. **EXCLUSIONS** Terraces, walks, driveways, sidewalks, and similar STRUCTURES, provided that any such STRUCTURE is substantially at grade level public ways and other similar features, provided only that such feature is substantially at the existing grade level.

Direct inquiries to:
Selectmen Assigned:

(S)
(F)

**ARTICLE MM HISTORIC DISTRICT BYLAW MUNICIPAL EXEMPTION
(2/3 Vote Required)**

To see if the Town of Acton will vote to amend the Bylaws of the Town of Acton as follows:

Chapter P, Local Historic District Bylaw, add to section P9, Exclusions,:

Section 9.1.8 Any work performed on any property or facility owned by the Town of Acton.

or take any other action relative thereto.

SUMMARY

The Town is in a unique situation in that it owns a large number of facilities and properties that lie within the boundaries of the Historic Districts:

WEST ACTON:

Citizen's Library, Windsor Building, West Acton Fire Station, Gardner Field, Edwards Square

SOUTH ACTON:

Civil Defense Building, South Acton Fire Station, Quimby Square, the old train station lot

ACTON CENTER:

Town Hall, Memorial Library, Center Fire Station, Issac Davis Monument, Town Common, Meeting House Hill, a portion of Goward Field

All projects and maintenance of these facilities are reviewed by the Municipal Properties Director and the Town Manager, at the very least. Larger projects, which require appropriations, are approved by the Board of Selectmen and Town Meeting, as was the case with the Town Hall renovations. Submitting permit requests for such a large number of facilities for even the most minor projects is both time consuming and costly, and is really unnecessary for projects that are reviewed by other Town authorities already.

Direct inquiries to: Dean A. Charter, Municipal Properties Dir. - 264-9629
Selectman assigned:

(S)
(D)

ARTICLE NN REMOVE POLICE CHIEF POSITION FROM CIVIL SERVICE

To see if the Town will vote to authorize the Town Manager to take the appropriate steps to remove the Police Chief's position from Civil Service status, or take any other action relative thereto.

SUMMARY

Direct inquiries to:
Selectman Assigned:

(S)
(F)

ARTICLE OO AFFORDABLE HOUSING- ADAMS STREET

To see if the Town will vote to

SUMMARY

Direct inquiries to:
Selectman Assigned:

(S)
(F)

ARTICLE PP NORTH ACTON RECREATION AREA (NARA)

To see if the Town will vote to appropriate, or appropriate from available funds, \$ for the purpose of construction of the North Acton Recreation Area, or take any other action relative thereto.

SUMMARY

Direct inquiries to:
Selectman Assigned:

- (S)
- (F)

ARTICLE QQ* FORMATION OF MUNICIPAL POWER ORGANIZATION

To see if the Town will vote to appoint a committee to pursue a formal study of the feasibility and process of formation of a municipal power organization, either independently operated within the town or as a jointly operated organization with one of Acton's neighboring towns. This committee shall not have fewer than 5 nor greater than 11 members who shall all be registered voters in the Town of Acton. The members of this study committee shall be appointed by the Town Moderator to represent a cross section of residents and business owners, and shall perform their work without financial remuneration or subsidy from either the Town of Acton or any individual or business. This committee shall provide a report of their deliberations and investigations at the 1995 Annual Town Meeting including either (1) the preparation and presentation of an outline of a proposed conversion plan, or (2) a recommendation to abandon the conversion process.

SUMMARY

The electric power service by Boston Edison to the residents and businesses of the Town of Acton, Massachusetts has been marked by a history of poor customer service, unavailability of industrial power capacity, and extensive outage problems, in particular in the extremities of Boston Edison's service area in West Acton and Nagog Woods. Recently, an ad hoc committee was formed to review the problems with the result of marginal reduction of service outages. During this time local electricity power rates have risen to among the highest in the country. This warrant article authorizes appointment of a formal committee to investigate the options available for formation of a municipal Power form of electric energy provider in Acton.

*Submitted by Citizen Petition

(S)

(F)

ARTICLE RR LICENSE RENEWAL AND ISSUANCE RESTRICTIONS
- COMMISSION ON DISABILITY

ARTICLE SS SCHOOL TEACHERS' EARLY RETIREMENT

To see if the Town will vote to accept the provisions of Section 83 of Chapter 71 of the Acts of 1993, as amended, know as the "Educational Reform Act of 1993", to provide for an Early Retirement Incentive Program for the members of the Massachusetts Teacher's Retirement System employed by the Acton Public Schools, with said program to include a maximum of five-year additional credit for age, service, or a combination thereof and a limit of _____ on the number of eligible employees.

SUMMARY

Direct inquiries to:
Selectman Assigned:

- (S)
- (F)

ARTICLE TT FELTUS PARCEL

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 the 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 meeting aforesaid.

Given under our hands at Acton this 2nd day of March, 1994.

F. Dore' Hunter, Chairman
Anne B. Fanton, Vice-Chairman
William C. Mullin, Clerk
Norman D. Lake
Nancy E. Tavernier
ACTON BOARD OF SELECTMEN

True Copy Attest

CONSTABLE

(468.w11chris)

BOS: Your decision re. the recommendations under item 4 below is requested on 2/15. I will offer to organize the annual meeting proposed on page 3.

MASTER PLAN COORDINATING COMMITTEE

Anne

MINUTES

December 7, 1993

2/15/94

8

Present: Anne Fanton, Board of Selectmen Roland Bartl, Planning Dept.
Bill Lawrence, Chamber of Commerce Nick Miller, Citizen at Large
Garry Rhodes, Building Dept. Greg Niemyski, Planning Board
David Abbt, Engineering Dept. Don Johnson, Town Manager

1. The Minutes of the May 26 meeting were approved as corrected at the last meeting.
2. The Minutes of the Sept. 22 meeting were discussed and approved with some corrections. Nick will make the changes before they are distributed.
3. Anne's draft of a "Report on Issues Addressed by MPCC" was discussed, item by item, and approved as an attachment to the Sept. 22 Minutes. Anne will retype them as corrected and use them in a written report to the Board of Selectmen. Anne will also prepare a report of the MPCC's actions for the **1993 Acton Town Report**.
4. There was a lengthy discussion of the future of MPCC in order to prepare a recommendation to the Board of Selectmen. It was generally agreed that: 1) the most pressing issues concerning the Master Plan and its zoning changes had been discussed and addressed to the extent agreement could be reached; 2) staff time was increasingly limited due to budget constraints and the increase in building activity; and 3) there was a need for future discussions of bylaw issues, but they could be held less frequently and should involve a wider range of board representatives than the existing MPCC. Given these findings, it was agreed to recommend the following changes to the Board of Selectmen:
 - The Board of Selectmen vote to "sunset" the MPCC as currently constituted.
 - The Board of Selectmen establish a liaison position between the Chamber of Commerce and Town staff. The Chamber's liaison (currently Bill Lawrence) will communicate directly with Town staff both issues of concern to the Chamber and questions from Chamber members. Staff will take appropriate action or refer issues to the Town Manager so they can be brought to the Board of Selectmen. (Refer to # 8 on list of MPCC's responsibilities, attached.)
 - The Board of Selectmen review relevant sections of the "Matrix of Master Plan Responsibilities" prepared by the MPCC prior to their Oversight Meetings with appointed boards and committees, and discuss each board's or committee's responsibilities under the Master Plan during the Oversight Meetings. Any recommendations related to the Master Plan that come out of these meetings should be communicated to the Planning Board for consideration in updating the Master Plan. (Refer to # 4-7 on MPCC's responsibilities.)

- An annual or semi-annual meeting be held among representatives of all major Town boards to identify issues of concern related to the Zoning Bylaw, other related bylaws (e.g. historic districts) and the Master Plan; to reach consensus on appropriate resolutions; and to recommend changes to the Master Plan as appropriate. These meetings would be chaired by a member of the Board of Selectmen. Recommendations for changes in the Zoning Bylaw or the Master Plan would be communicated to the Planning Board, which is responsible for updating the Plan. An option would be to schedule one meeting annually to identify issues and one soon thereafter to discuss issue resolution. The Chamber of Commerce has asked to participate in these meetings. (*Refer to #1-3 on MPCC responsibilities.*)

5. Nick Miller had asked for discussion of "design review" as a piece of unfinished business during the MPCC's earlier discussion of the timing of the site plan review and approval process, including the timing of Board of Appeals' review of variance requests. Nick said that his experience as a new alternate to the Board of Appeals had made him aware that the BOA has some distinct design review responsibilities. He asked on what basis such decisions were made. It was generally agreed that members had to use their best judgment. In addition, Anne noted that questions asked on the Master Plan survey and at the Master Plan public meetings indicated that, at that time, there was little support for a "design review board" as exists in some other communities. The HDC was one exception because of the interest in preserving historic areas. There was discussion of the fact that some recent construction had increased awareness of design issues unrelated to historic districts.

6. The last agenda item was listed as, "FAR as it relates to parking requirements." This issue had been included on the original "List of Issues before the MPCC." There was some uncertainty about the issue and whether it had been addressed by amendments to the ZBL. Bill Lawrence may communicate with staff to clarify the issue.

7. There being no further business, the meeting was adjourned at approximately 9:45 p.m., with the understanding that Anne Fanton would bring the above recommendations to the Board of Selectmen in January and write a report for the MPCC for the **1993 Acton Town Report**.

Minutes prepared by: Anne Fanton

Reviewed by: All in attendance on 12/7/93

Attachment: MPCC "Charge" as approved by BOS on 12/3/91

TOWN OF ACTON

MASTER PLAN COORDINATING COMMITTEE

COMPOSITION: One Member or Representative from each of the following:

Board of Selectmen
Board of Appeals
Planning Board
Finance Committee
Transportation Advisory Committee
Former Planning Council
Town Manager's Department
Planning Department
Building Department
Engineering Department
Chamber of Commerce
Citizens-at-Large

The Master Plan Coordinating Committee is constituted from the boards, committees, departments and organizations charged with implementation of the Master Plan, its recommended actions and bylaws derived from the plan. Other boards, committees and departments may be represented as appropriate to carry out the committee's duties.

MEETS: At least monthly, last Tuesday of the month; date may be adjusted to avoid conflict with Selectmen's meetings.

DURATION: At the discretion of the Board of Selectmen.

PURPOSE AND DUTIES:

The purpose of the Master Plan Coordinating Committee (MPCC) is to facilitate the implementation of actions recommended by the Master Plan and bylaws derived from the Master Plan. For this purpose, MPCC members will:

1. Discuss Master Plan interpretation questions and concerns, identify problems and difficulties, and try to reach consensus on appropriate resolutions; recommend changes to the plan as appropriate.
2. Communicate information and recommendations developed by the MPCC to their own boards, committees, departments and organizations.
3. Communicate with all town boards, committees and departments to clarify areas of responsibility under the Master Plan; where problems and difficulties arise, try to reach consensus on resolutions and recommend changes to the plan if appropriate.

Master Plan Coordinating Committee, page 2:

4. Recommend procedures and/or action criteria to ensure that the Master Plan will be used as a framework for town board, committee and department actions.
5. Periodically consult with boards, committees and departments to determine progress in the implementation of the Master Plan; identify and discuss problems and facilitate solutions.
6. Report annually to the Board of Selectmen on the status of Master Plan implementation by the town's boards, committees and departments, such report to be included in the Town's Annual Report.
7. Communicate with the community and the media on all of the above efforts.
8. Be a vehicle for information and communication between the town and the business community on issues relating to the Master Plan, its recommended actions and bylaws derived from the plan.

The Master Plan Coordinating Committee shall keep records of its meetings and actions, and shall submit copies of its official minutes to the Board of Selectmen and the Town Clerk.

Approved by Board of Selectmen: 12/3/91

MPCC members: July, 1992:

Town Manager's Dept. - Don Johnson
Planning Dept. - Roland Bartl
Building Dept. - Garry Rhodes
Engineering Dept. - David Abbt

Board of Selectmen - Anne Fanton
Planning Board - Greg Niemyski
Board of Appeals - Matt Mleziva
Finance Committee - Camille Chavez-Gabrielli
Chamber of Commerce - Bill Lawrence
Citizen-at-Large - Nick Miller

SELECTMEN'S CONCERNS/BUSINESS
2/15/94

To the Selectman,

2/15/94

⑨

I am writing in regards to getting your approval to set up a booth to sell Girl Scout Cookies at the commuter lot on March 4 from approximately 5 - 7 p.m.

I have already talked to Dean Charter and he has no problems with this.

He asked me to write you this letter to seek your approval for this.

Thank You
Sincerely,

Pat Visbachi

2 Silver Hill Rd.

Acton, Mass

01720

phone - 264-9414

INTERDEPARTMENTAL COMMUNICATION

TOWN MANAGER'S OFFICE

2/15/94 (10)

FILE COPY

DATE: 1/10/94

TO: BOARD OF HEALTH, MUNICIPAL PROPERTIES

FROM: TOWN MANAGER'S OFFICE

SUBJECT: REQUEST FOR COFFEE SERVICE AT COMMUTER LOT

Attached please find a request from Ms. Hillstrom of Maynard to sell coffee at the commuter lot during commuter hours in the morning. While I told Ms. Hillstrom that she would not be able to park her vehicle without paying a meter and she could not park a vehicle at the drop off area, she still asked that her application be reviewed.

Please advise this office of your recommendations.



TOWN OF ACTON
MASSACHUSETTS

FOR TOWN USE ONLY

License or Permit Application

Loc. 29 1982

To the Licensing Authorities of Acton:

The undersigned hereby makes application for the following described license, in accordance with the provisions of the General Laws, and amendments thereto:

CHECK THE APPROPRIATE BOX INDICATING THE LICENSE OR PERMIT FOR WHICH APPLICATION IS BEING MADE:

- Auction
 Entertainment
 Flea Market
 One-Day Liquor
 One-Day Beer and Wine
 (Please print or type)
 Other.....

Name of Organization/Applicant..... *Kim Hillstrom*
 Location of Event..... *South Acton Train Station*
 Name of Owner of Premises..... *Town of Acton*

DESCRIPTION OF EVENT (i.e.; fee or donation to be charged?, name of operators of event?, purpose of event?, parking availability?, etc.):

The selling of hot coffee from the vehicle

Day and Date of Event: *M-F* Hours of Event: *6:00 am - 2:00 pm*

DESCRIPTION OF APPLICANT

Name of person making application *Kim Hillstrom*
 Occupation..... *Student*
 Residential Address..... *36 Summer St., Maynard, MA*
 Business Address.....
 Telephone: Home..... *897-0662* Business.....
 Date of naturalization, if not born in U.S.....
 Have you ever been arrested for any law violation?..... *NO*
 Male or Female.....
 If so, when.....
 Date of birth..... *11-11-63* where.....
 Place of birth..... *Concord, MA* State briefly.....
 Father's name..... *Arnold Justason*
 Mother's maiden name.....
 References: (Names and addresses)
 1. *Mat O'Leary, Middlesex School, Concord, MA*
 2. *Tom Messinger, Gardendale St., Maynard, MA*
 3. *Shelly Full, Pincrest Ter., Maynard, MA*
 Height..... *5'* ft. *6* in.
 Weight..... *140*
 Complexion..... *good*
 Hair..... *Brown*
 Eyes..... *Hazel*

Signature of Applicant..... *Kim Hillstrom*

To: Town Manager's Office

January 14, 1994

From: Rose Erdozaincy 

Re: Request for Coffee Service at Commuter Lot

I have reviewed the permit application, and spoken to the applicant, Ms. Kim Hillstrom. Since she proposes preparing a beverage out of her own home to sell to the general public, the site of preparation needs to be approved for that use, and routinely inspected by the appropriate enforcement agency.

I indicated to Ms. Hillstrom that she should pursue this with her local Board of Health (Maynard). Upon their approval, we would further consider her proposal. We have no immediate objections to the preliminary plan. She was agreeable to this approach, and implied that she would continue to pursue it.

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION

January 31, 1994

TO: Don P. Johnson, Town Manager
FROM: Dean A. Charter, Municipal Properties Director *(DAC)*
SUBJECT: Commuter Lot Coffee Service Request

I have spoken to the applicant who has made this request, and have expressed my specific concerns:

1. The applicant will have to purchase a parking sticker
2. The applicant will be responsible for removal of all trash generated by this operation. the Town does not maintain any trash barrels in this area, and those provided on occasion by the MBTA are usually overfilled.
3. The applicant will not be allowed to block any parking areas of walkways with her equipment.

DAC/90/13

2/15/94

(11)

TOWN OF ACTON

INTER-DEPARTMENTAL COMMUNICATION

DATE: 1/31/94

TO: Don P. Johnson, Town Manager

FROM: Donna Jacobs, Assistant Planner *D. Jacobs*

SUBJECT: 31 Carlisle Road, Marshall Estate
Notification of Intent to Sell

TAKE NO ACTION =
DO NOT PURSUE
PURCHASE OPTION .

The Planning Board has received two notices of intent to sell from Attorney Andrew Bailey on behalf of the MSM Trust, owner of 31 Carlisle Rd. On December 13, 1993 the Board voted to recommend that to the Board of Selectmen that they take no action on the notice of intent to sell lots 8, 9 and 10 at 31 Carlisle Road. On January 24, 1994, the Planning Board voted to recommend to the Board of Selectmen that they take no action on the notice of intent to sell a 21.3 +/- acre parcel.

The Planning Board discussed the location of the parcels/lots and their proximity to natural resources and Town-owned lands. The Board voted to recommend to the Selectmen that the Town take no action with respect to the Chapter 61 notification due to the following: 1) the parcel is not connected to any Town-owned parcels; 2) the parcel does not appear to enhance the protection of groundwater resources; 3) the parcel is not a priority acquisition; and 4) the current budgetary constraints.

If you have any questions or require additional information, please let me know.

TOWN OF ACTON
INTER-OFFICE COMMUNICATION

TO: Don Johnson, Town Manager
FROM: Brian McMullen, Assessor 
SUBJECT: 31 Carlisle Road - Lots 8, 9 and 10
DATE: January 26, 1994

I have reviewed the copy of the purchase and sale agreement pending on a portion of the Marshall property at 31 Carlisle Road. Lots 8, 9 and 10 currently have an assessed value of \$99,600 under the provisions of Chapter 61 Forestry. However, included in that area are 2.5 acres assessed under Chapter 59 of the Massachusetts General Laws. These lots currently would have a market value of \$370,000. Rollback tax and interest on this portion of 31 Carlisle Road, as of December 31, 1993, is approximately \$31,000.

TOWN OF ACTON
INTER-DEPARTMENTAL COMMUNICATION

December 28, 1993

TO: Don P. Johnson, Town Manager
FROM: Tom Tidman, Conservation Administrator 
SUBJECT: 31 Carlisle Road - Lots 8, 9, 10

The lots being offered to the Town are three of four lots located directly across Carlisle Road (east side) from the Marshall Estate farm house. An additional lot associated with this notification (Lot 11) is located over the Acton line in Carlisle.

Lots 8, 9 and 10 for review purposes, can be generalized as approximately 1/3 open farm field, 1/3 wetlands and 1/3 wooded uplands. It appears that the wooded uplands located at the rear of the properties was last logged within the past five years.

Until recently the open field portion of the lots, (the location of the proposed houses) was farmed by an abutting farm located in Carlisle owned by John Valentine. The field has only been out of production for a couple of years.

The Acton Conservation Commission received Notices of Intent for each of the three lots to construct single family homes. The Commission issued Orders of Conditions in July of 1993 for all noted lots. Lot 8 was contested by abutters (purchasers of the Marshall Farm House), on the grounds that the wetlands were more extensive than had originally been flagged. The Department of Environmental Protection, Worcester, came to the site reviewed the proposal and issued a superseding order of conditions agreeing with the Acton Conservation Commission, permitting the project as proposed.

Aesthetically, the field area of Lots 8, 9 and 10 is pretty, with a wonderful rural New England look. In terms of the property's value to the town as a recreation field, the area slopes off rather substantially and would require major grading to allow for active recreational use. With respect to Conservation these lots do not abut existing town owned conservation land.

As pretty as these lots are and as much as it would be desirable to retain the bucolic beauty of Carlisle Road and specifically the Marshall Farm, the Conservation Commission does not recommend the town pursue the purchase of 31 Carlisle Road, Lot 8, 9 and 10.

INTERDEPARTMENTAL COMMUNICATION

TOWN MANAGER'S OFFICE

cc: BOS
Memo only

F

DATE: 12/21/93

TO: Planning, Conservation, Assessors and 61A Committee

FROM: Town Manager's Office *JM*

SUBJECT: 31 Carlisle Road - Lots 8, 9 and 10

The Board of Selectmen's Office has been notified under G.L. c. 61 section 8 that MSM Trust has a bona fide offer to purchase the subject parcels.

Please review this offer and attachments and forward comments and recommendations with respect to: (e.g. What is the assessed value? What are the recapture taxes/penalties? Have they been paid? What is the zoning? What are the development potentials or plan? What is the value of the property to the town? What is the recommended action for the Selectmen to consider? etc.)

DEC 14 1993

Andrew C. Bailey
9th Floor
100 Franklin Street
Boston, Massachusetts 02110-586
617-728-9618
Facsimile 617-728-9633

December 13, 1993

Board of Selectmen
Town of Acton
472 Main Street
Acton, Massachusetts 01720

Re: Land located on 31 Carlisle Road,
Acton, Massachusetts - Lots 8, 9 and 10

Dear Madam or Sir:

Enclosed herewith is a copy of an executed Agreement between the Trustees of The 1989 Mary S. Marshall Revocable Trust ("MSM Trust") and Bobjon Corp. dated December 8, 1993 ("Agreement") for the sale of certain land adjoining the Acton-Carlisle Town Line, containing 6.9+ acres and described as Lots 8, 9 and 10 on a Sketch Location Plan attached to the Agreement. It is a portion of the land described in Certificate of Title No. 184849. A portion of the land is classified as forest lands pursuant to G.L. c. 61.

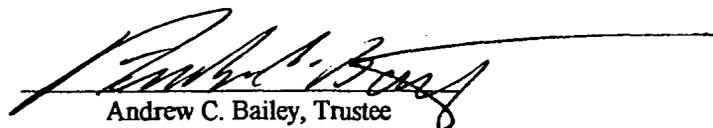
Pursuant to G.L. c. 61, §8, notice of intent to sell the above-described land and to convert it to another use is hereby given to you. The obligations of the buyer under the Agreement to purchase the land constitutes a "bona fide offer to purchase said land" as provided by General Laws, c. 61, §8.

The address of the undersigned record owners of the Premises for the purpose of this notice of intent is:

Andrew C. Bailey
100 Franklin Street - 9th Floor
Boston, MA 02110

Very truly yours,

THE 1989 MARY S. MARSHAL
REVOCABLE TRUST


Andrew C. Bailey, Trustee

CERTIFIED MAIL
RETURN RECEIPT REQUESTED
P 866 027 816

STANDARD FORM
PURCHASE AND SALE AGREEMENT

This 26th day of December 19 93

1. PARTIES
AND MAILING
ADDRESSES

Andrew C. Bailey et al, Trustee of 1989 Mary S. Marshall Revocable Trust

hereinafter called the SELLER agrees to SELL and
Bobjon Corp., a Massachusetts corporation with a principal place
of business in Westford, Massachusetts,

(fill in)

2. DESCRIPTION
(fill in and include
title reference)

hereinafter called the BUYER or PURCHASER agrees to BUY upon the terms hereinafter set forth, the
following described premises: Land at 31 Carlisle Road, Acton, Massachusetts,
containing 6.9 + acres and shown on the attached Sketch Location Plan
as Lots 8, 9 and 10, being a portion of the Land described in
Certificate of Title No. 184849 attached hereto.

3. BUILDINGS,
STRUCTURES,
IMPROVEMENTS,
FIXTURES

(fill in or delete)

Included in the sale as a part of said premises are the buildings, structures, and improvements now
thereon, and the fixtures belonging to the SELLER and used in connection therewith including, if any, all
wall-to-wall carpeting, drapery-cords, automatic garage door openers, venetian blinds, window shades,
screens, screen doors, storm windows and doors, awnings, shutters, furnaces, heaters, heating
equipment, stoves, ranges, oil and gas burners and related appurtenances thereto, hot water heaters,
plumbing and bathroom fixtures, garbage disposers, electric and other lighting fixtures, mirrors, outside
television antennas, fences, gates, trees, shrubs, plants, and ONLY IF BUILT-IN refrigerators, air
conditioning equipment, ventilators, dishwashers, washing machines and dryers; and

not including

4. TITLE DEED

(fill in)

include here by specific
reference any restric-
tions, easements, rights
and obligations in party
walls not included in (b),
leases, municipal and
other laws, other encum-
brances, and make pro-
vision to protect
SELLER against BUYER's
breach of SELLER's
covenants in leases,
where necessary.

Said premises are to be conveyed by a good and sufficient quitclaim deed running to the BUYER, or to
the nominee designated by the BUYER by written notice to the SELLER at least seven days
before the deed is to be delivered as herein provided, and said deed shall convey a good and clear
record and marketable title thereto, free from encumbrances, except

(a) Provisions of existing building and zoning laws;

(b) Existing rights and obligations in party walls which are the subject of a written agreement;

(c) Such taxes for the then current year as are not due and payable on the date of the delivery of
such deed;

(d) Any liens for municipal betterments assessed after the date of this agreement;

(e) Easements, restrictions and reservations of record, if any, so long as the same do not prohibit
or materially interfere with the construction and use of a
four-bedroom house.

(f) As described in Certificate of Title No. 184849.

(g) Easement on Lot 10 along the Carlisle Town Line for septic
purposes for the benefit of a residence to be constructed
in Carlisle.

5. PLANS

If said deed refers to a plan necessary to be recorded therewith the SELLER shall deliver such plan
with the deed in form adequate for recording or registration.

6. REGISTERED
TITLE

In addition to the foregoing, if the title to said premises is registered, said deed shall be in form sufficient
to enable the BUYER to a Certificate of Title of said premises, and the SELLER shall deliver with said
deed all instruments, if any, necessary to enable the BUYER to obtain such Certificate of Title.

7. PURCHASE PRICE

(fill in; space is
allowed to write
out the amounts
if desired)

The agreed purchase price for said premises is
Four Hundred Fifty-Four Thousand (454,000) dollars, of which
\$ 22,700. have been paid as a deposit this day and
\$ 431,300. are to be paid at the time of delivery of the deed in cash, or by certified,
cashier's, treasurer's or bank check(s).

\$
\$ 454,000 TOTAL



OF AGREEMENT

... executed in multiple counterparts, is to be construed as a Massachusetts contract, is to take effect as a sealed instrument, sets forth the entire contract between the parties, is binding upon and enures to the benefit of the parties hereto and their respective heirs, devisees, executors, administrators, successors and assigns, and may be cancelled, modified or amended only by a written instrument executed by both the SELLER and the BUYER. If two or more persons are named herein as BUYER their obligations hereunder shall be joint and several. The captions and marginal notes are used only as a matter of convenience and are not to be considered a part of the agreement or to be used in determining the intent of the parties to it.

28. LEAD PAINT LAW

~~The parties acknowledge that under Massachusetts law, whenever a child or children under six years of age resides in any residential premises in which any paint, plaster or other accessible material contains dangerous levels of lead, the owner of said premises must remove or cover said paint, plaster or other material so as to make it inaccessible to children under six years of age.~~

29. SMOKE DETECTORS

~~The SELLER shall, at the time of the delivery of the deed, deliver a certificate from the fire department of the city or town in which said premises are located stating that said premises have been equipped with approved smoke detectors in conformity with applicable law.~~

30. ADDITIONAL PROVISIONS

Schedule A is incorporated herein by reference.

FOR RESIDENTIAL PROPERTY CONSTRUCTED PRIOR TO 1978, BUYER MUST ALSO HAVE SIGNED LEAD PAINT "PROPERTY TRANSFER NOTIFICATION CERTIFICATION"

NOTICE: This is a legal document that creates binding obligations. If not understood, consult an attorney.

Richard C. Barry
SELLER (or spouse) Trustee of 1989 Mary S. Marshall Revocable Trust

BOBJON CORP
By: *John M. Kirby for Bobjon Corp*
BUYER

BUYER

BUYER

Broker(s)

EXTENSION OF TIME FOR PERFORMANCE

Date _____

The time for the performance of the foregoing agreement is extended until _____ o'clock _____ M. on the _____ day of _____, 19____, time still being of the essence of this agreement as extended. In all other respects, this agreement is hereby ratified and confirmed.

This extension, executed in multiple counterparts, is intended to take effect as a sealed instrument.

SELLER (or spouse)

SELLER

BUYER

BUYER

Broker(s)

SCHEDULE A

1. Buyer's obligations under this Agreement are subject to Seller providing at the Closing, evidence reasonably satisfactory to Buyer that (i) the Town of Acton has waived or otherwise failed to exercise its option to purchase the Premises in accordance with Massachusetts General Laws C.61 ("Statute"), or, in the alternative, that the Town's 120 day option period has expired, and (ii) Seller has otherwise complied with the provisions of the Statute so far as material to conveying title to Buyer in conformity with this Agreement. Seller shall notify the Town of Acton of the intent to sell the Premises as required by the Statute on or before December 10, 1993.

ACB

If the Town of Acton or its assignee shall exercise its option to purchase the Premises pursuant to the Statute, this Purchase and Sale Agreement shall terminate, the deposit and interest thereon shall be returned to the Buyer and neither the Seller nor the Buyer shall have any claims against the other.

If Seller receives written notice from the Board of Selectmen of the Town of Acton that said Town will not exercise its option to purchase the Premises pursuant to Massachusetts General Laws C.61, §8, Seller or Buyer may accelerate the date of the Closing by notifying the other party in writing of the action of the Selectmen and designating the date for the Closing which shall be not less than twenty-one (21) days from the date of the notice of acceleration and not before February 10, 1994.

2. Buyer may list for sale the Premises, with residences to be constructed thereon, but such listing shall ~~be~~ specifically provide that the sale is contingent upon the Town of Acton waiving or failing to exercise its option to purchase the Premises pursuant to M.G.L.A. c. 61.
3. All notices required or permitted to be given hereunder shall be in writing and delivered by hand or mailed postage prepaid, by registered or certified mail, by overnight delivery, or by facsimile transmission, in the case of

SELLER: Andrew C. Bailey, Esq.
Powers & Hall Professional Corporation
100 Franklin Street
Boston, MA 02110

BUYER: Paul F. Alphen, Esq.
Hall, Balas, Finnegan & Alphen, P.C.
200 Littleton Road
Westford, MA 01886

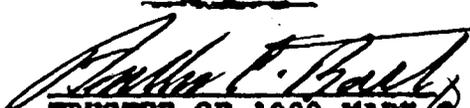
or in the case of either party to such other address as shall be designated by written notice given to the other party. Any such notice shall be deemed given when so delivered by hand or if mailed, when deposited with the U.S. Postal Service, postage prepaid.

4. Seller, upon reasonable notice and at reasonable times, will allow Buyer's lender's representatives to inspect the Premises, and at Closing, the Sellers shall execute and deliver the affidavits and documents similar to those used in the last real estate transaction between the parties hereto involving Lot 5 at 42 Carlisle Road, Acton.
5. To the best of Seller's knowledge and belief, there is not now, nor has there ever been, in or on the premises, underground storage tanks;
6. Unless the Closing takes place at the appropriate Registry of Deeds, all documents and forms are to be delivered in escrow, subject to a prompt rundown of title and recording or registration. Buyer shall deliver full consideration at the Closing.
7. Seller shall, to the extent legally permissible, assign to Buyer at the Closing the approved plans and permits from the Acton Board of Health for the installation of sub-surface disposal systems for each of Lots 8, 9 and 10 to serve a four-bedroom single family dwelling to be constructed on each of said lots ("the Permits"). The permits are valid as of the date of this Agreement.
8. Orders of Condition dated July 27, 1993 have been issued by the Acton Conservation Commission in respect to Lot 9 and Lot 10, and a Superseding Order of Condition dated November 5, 1993 has been issued by the Department of Environmental

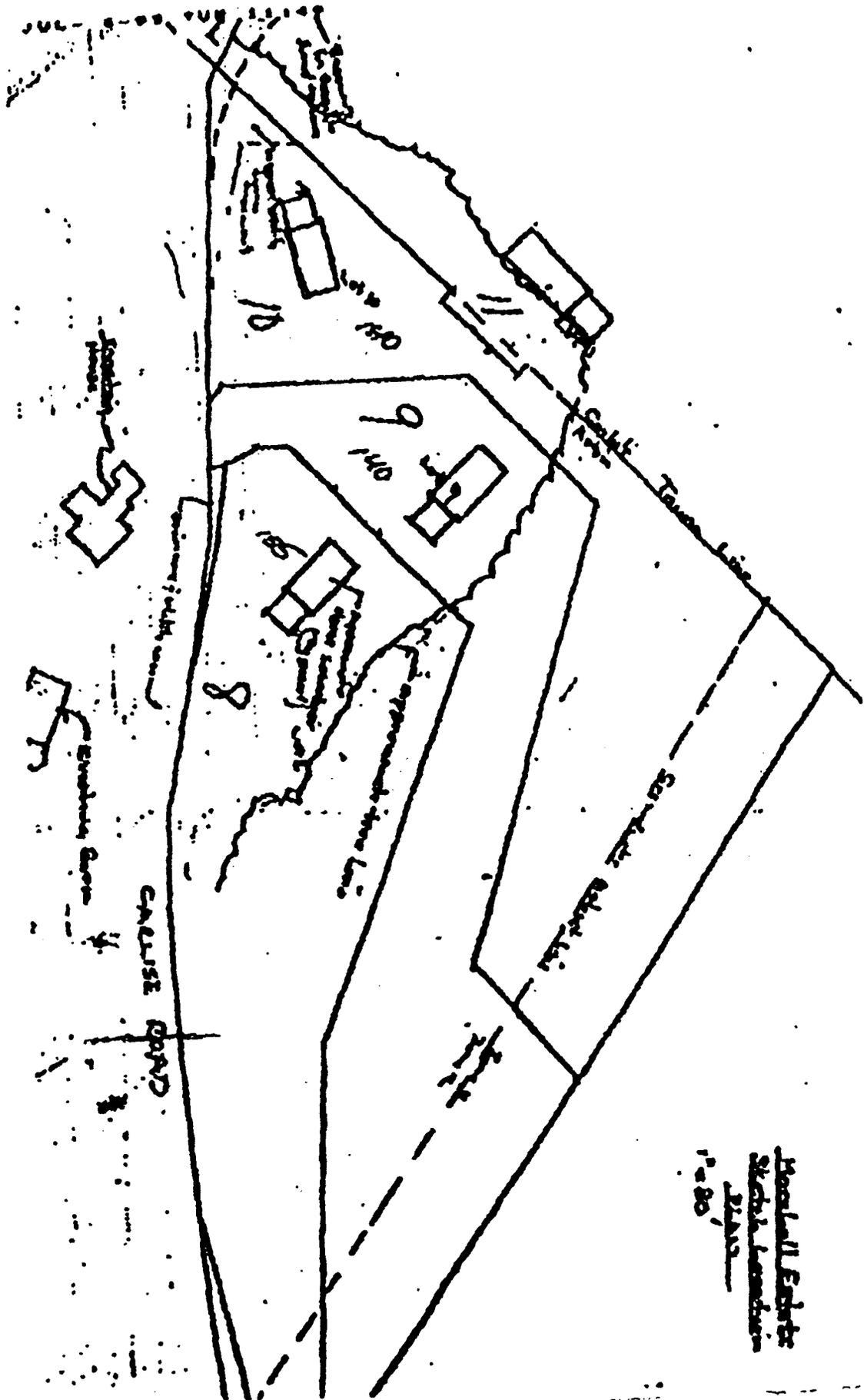
Protection in respect to Lot 8 (collectively referred to as "the Orders"). Seller shall deliver to Buyer at the Closing copies of the Orders in form suitable for recording together with copies of the plans referred to in the Orders.

9. If before the Closing any of the Permits or the Orders are revoked or if any are amended so that the construction of a single family residence is prohibited or the cost of construction of a single family residence is substantially increased, Buyer may terminate this Agreement, all deposits will be refunded promptly to Buyer and this Agreement shall be null and void without recourse by either party against the other at law or equity.

10. Seller shall record at or before the Closing a plan showing the Premises as three separate lots in compliance with General Laws c. 41, § 811 ("the Plan"). The boundaries and lot lines of said lots shall be substantially as shown on the attached Sketch Location Plan and shall coincide with the lot lines shown on the plans referred to in the Permits and Orders. A copy of the Plan shall be delivered to Buyer at least thirty days prior to the Closing. Buyer shall within ten days after receipt of the Plan notify the Seller in writing if the Plan fails to comply with the provisions of this paragraph, including a detailed description of the failure to comply. Failure of Buyer to notify Seller within the period of ten days shall constitute acceptance by Buyer of the Plans and an irrevocable waiver of Buyer's right to terminate this Agreement for breach of this paragraph. If notice is given by Buyer within the ten-day period, Seller may at its option terminate this Agreement, or take such action as Seller may deem appropriate to comply with the provisions of this paragraph. If this Agreement is terminated by the Seller, or if it fails to comply with the provisions of this paragraph before the Closing, all deposits will be refunded promptly to Buyer, and this Agreement shall be null and void without recourse by either party against the other at law or equity.


TRUSTEE OF 1989 MARY S.
MARSHALL REVOCABLE TRUST

BOBJON CORP.
By: 
BUYER Authorized Officer
12/8/93



Hoskell Estate
 Sketch, London
 1980

From Transfer Certificate No. 101462 in Registration Book 637, Page 112
Originally Registered May 12, 1960 for the South Registry District of
Middlesex County

This is to Certify that

Mary S. Marshall, of Carlisle in the County of Middlesex
and Commonwealth of Massachusetts and Andrew C. Bailey, of Dedham in the
County of Norfolk and said Commonwealth, Trustees of MEM Trust under a
Declaration of Trust dated February 23, 1969 and registered February 24, 1969,
being Document No. 794041, filed in the Land Registration Office for the South
Registry District of Middlesex County,

are the owners in fee simple,

of that certain parcel of land

situate in Acton

in the County of Middlesex and said Commonwealth, described as follows:

Southeasterly by the County Road, two hundred ninety-one and
12/100 feet;
Southwesterly by land now or formerly of Moses J. Allard,
four hundred sixty-four and 28/100 feet;
Northwesterly by land now or formerly of the Old Colony R. R. Co.,
six hundred one and 29/100 feet;
Northwesterly by land now or formerly of Parker Holbrook and by a line
crossing said County Road, two hundred eighty-six and 30/100 feet;
Westerly by said County Road, two hundred fifty-eight and 86/100 feet;
Northwesterly, two hundred eighty-seven and 67/100 feet, and
Northwesterly, four hundred thirteen and 53/100 feet, by said
Old Colony R. R. Co. land;
Northwesterly by land now or formerly of Mary A. Dutch,
plus measured fifty and 42/100 feet;
Easterly by a line crossing a Town Road and by land now or formerly
of Herbert W. Scott, Esq., about twenty hundred and
thirty-six feet;
Southwesterly, about four hundred ninety-nine and 36/100 feet,
Southernly, three hundred thirty-two and 83/100 feet, and
Southwesterly, forty-one and 11/100 feet, all by land now or
formerly of Charles E. Davis,
Southwesterly by said Davis land and by land now or formerly of
Riberut Sutton et al. and of said Charles E. Davis, ten hundred
eighty-four and 81/100 feet,
Southwesterly by land now or formerly of Wendell E. Davis,
about four hundred and seventy-five feet;
Southwesterly by said Davis land and by land now or formerly of
Edward A. Cannon, seven hundred twenty-four and 84/100 feet;
Southwesterly by land now or formerly of Blanchard & Son, about
six hundred and twenty-five feet,
Westerly by Robbins Hill Road,
Northwesterly by said Town Road, twenty-three hundred twenty-five
and 32/100 feet, and
Southwesterly by a line crossing said Town Road, by land now or
formerly of the Town of Acton and Sherman W. Frost et al and
by a line crossing said County Road, eight hundred eighty-seven
and 61/100 feet.

All of said boundaries, except the Town line, are determined by the Court to
be located as shown on a plan, as certified and approved by the Court, filed in
the Land Registration Office, a copy of a portion of which is filed in the
Registry of Deeds for the South Registry District of Middlesex County in
Registration Book 262, Page 225, with Certificate 48174.

There is excepted and excluded from the above described land lots 1 and 2 as
shown on plan filed in Registration Book 997, Page 172.

So much of the above described land as is included within the limits of the County Road and Turn Road as above on said first mentioned plan is subject to the rights of the public in and over the same.

So much of said land as is included within the limits of the Used Road, approximately above on said first mentioned plan, is subject the rights of all persons lawfully entitled in and over the same.

The northeasterly part of said land is subject to the flow of a natural water course as shown on said first mentioned plan.

The above described land is subject to a Taking by the Middlesex County Commissioners for relocation of Cavalls Road as an easement for highway purposes, Document 221264 and to Certificate of entry under said Taking, Document 229345.

And it is further certified that said land is under the operation and provisions of Chapter 185 of the General Laws and any amendments thereto, and that the title of said

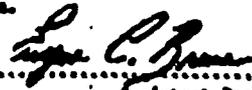
Mary S. Archambault and Andrew C. Bailey,
Trustees as aforesaid,

to said land is registered under said Chapter subject, however, to any of the encumbrances mentioned in Section forty-six of said Chapter, and any amendments thereto, which may be subsisting, and subject also as aforesaid.

Witness KATHLEEN G. SCULLY, Chief Justice of the Land Court, Department of the Trial Court, at Cambridge in said County of Middlesex

the twenty-fourth day of February the year nineteen hundred and eighty-nine at 2 o'clock and 03 minutes in the afternoon.

Attest, with the Seal of said Court.


Assistant Recorder

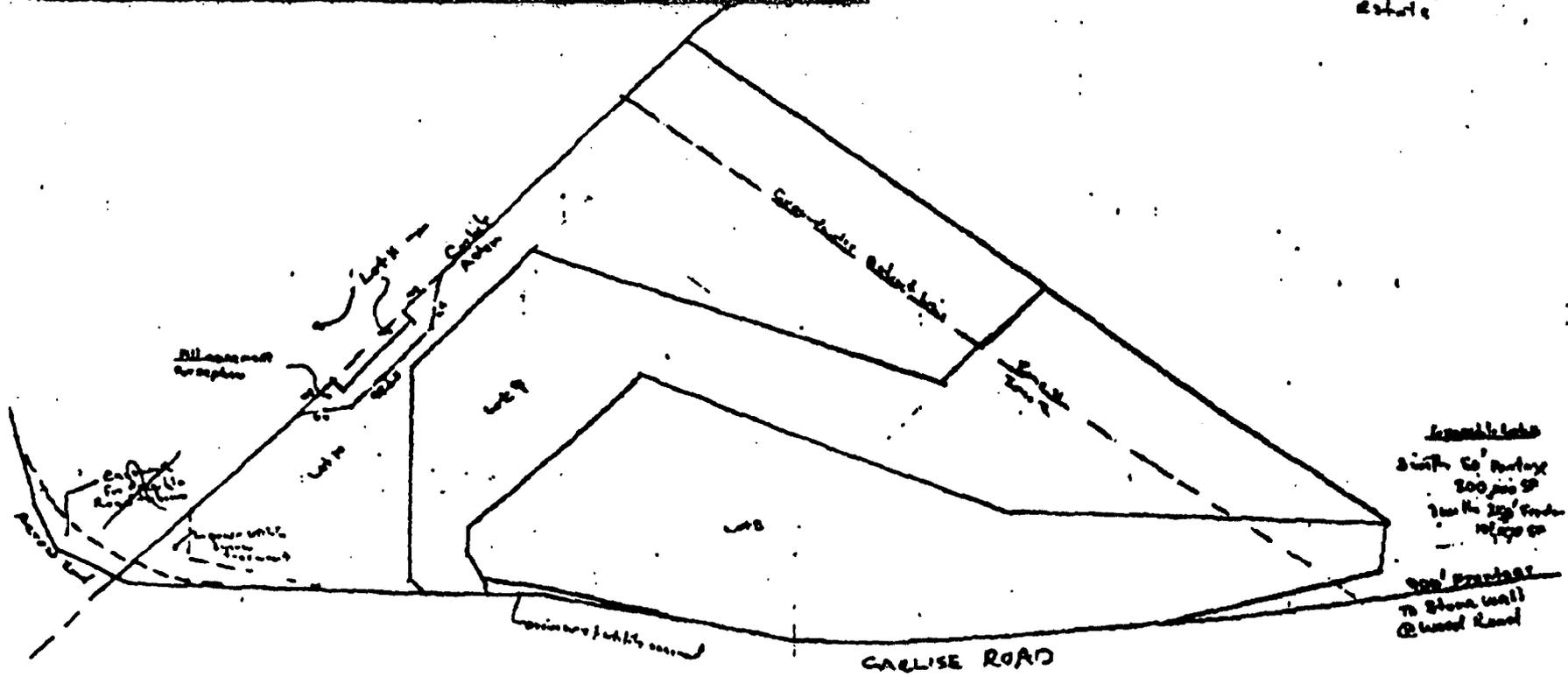
Address of records: c/o Powers & Hall, P.C.
100 Franklin Street, Boston, MA 02110

Land Court Case No. 16878

IM 6830



Marshall
Estate



ADDENDUM B

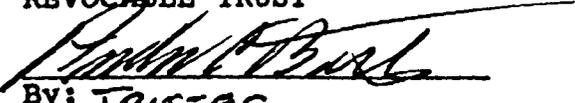
This Addendum amends and is incorporated into a Purchase and Sale Agreement dated the 8TH day of December, 1993 by and between Andrew C. Bailey, et al, Trustees of 1989 Mary S. Marshall Revocable Trust, ("Seller"), and Bobjon Corp., a Massachusetts corporation with a usual place of business in Westford, Massachusetts ("Buyers") regarding premises known as: 31 Carlisle Road, Acton, Middlesex County, Massachusetts ("Premises").

MORTGAGE CONTINGENCY:

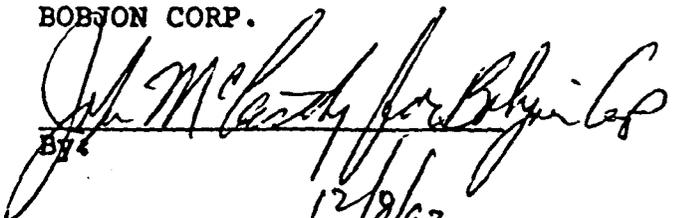
In order to help finance the acquisition and construction of the subject premises, the Buyer shall apply for a conventional bank or other institutional mortgage loan of \$340,500.00, at prevailing rates, terms and conditions. If, despite the Buyer's diligent efforts, a commitment for such loan cannot be obtained on or before December 22, 1993, the Buyer may terminate this Agreement by written notice to the Seller and/or the Broker(s), as agent(s) for the Seller, prior to the expiration of such time, whereupon any payments made under this Agreement shall be forthwith refunded and all other obligations of the parties hereto shall cease, and this Agreement shall be void without recourse to the parties hereto. Diligent efforts to obtain such commitment under this Agreement shall be deemed to mean the Buyer submits a complete mortgage loan application with The Cooperative Bank of Concord conforming to the foregoing provisions on or before five (5) days of execution of this Agreement.

EXECUTED AS A SEALED INSTRUMENT this 8TH day of December, 1993.

SELLER:
1989 MARY S. MARSHALL
REVOCABLE TRUST


By: TRUSTEE

BUYER:
BOBJON CORP.


By:

12/8/93

SELECTMEN'S MEETING
JANUARY 4, 1994

2/15/94

12

The Board of Selectmen held their regular meeting on Tuesday, January 4, 1994. Present were F. Dore' Hunter, Anne Fanton, William Mullin, Norm Lake, Nancy Tavernier and Town Manager Johnson.

{Representatives from cable were not present}

CITIZENS' CONCERNS

None expressed

Anne Fanton announced that she will not seek re-election. Anne urged candidates to step forward who will dedicate themselves to the community to assist municipal government with the many challenges. Anne also thanked the other members of the Board and staff for their assistance during her term.

PUBLIC HEARINGS AND APPOINTMENTS

COMMITTEE INTERVIEW - COUNCIL ON AGING

**JAMES PARKER
ANGELENE CONN**

These items were moved to the Consent Section. Staff included these on the Appointment section of the Agenda in error.

Anne had asked that the Town Clerk for copies of COA minutes which were supplied to the Town Manager since the COA has not responded to two request by the BOS for copeis.

Nancy asked that the Board clarify the issue of residents of Audubon Hill's participation on the Council on Aging. ANNE FANTON - Moved to limit residents of Audubon Hill membership on the COA to two. NANCY TAVERNIER - Second. Bill Mullin asked for a delay to review further information. 4-1 BILL MULLIN - Motion Passed.

WENDY'S SITE PLAN POWDERMILL

The continued hearing from December 14, 1993 was opened. Charles Orcutt updated the board on issues with regard to Maynard. they have completed all public hearings in Maynard. Final approvals are due from Maynard conservation and Board of Appeals. The Site Plan approval is due on January 10, 1994. The Certified Mail Receipts were turned in. (8 from Maynard, 2 from Concord) Note: None from Acton.

Wendy's personnel made a presentation to the Board.

Bill asked if it would be appropriate for there to be two left turn lanes (one for Wendy's and one for DEC). Wendy's stated they believed it was a hazard to have two Left turn lanes.

Nancy and Anne questioned the holding ponds/drainage. Anne believes that Garry's memo #3 is inconsistent with the Master Plan.

Anne questioned the number of parking stalls at the site, 22 spots in Maynard and 30 in Acton. She requests an interpretation by Counsel over the "Total Parking Stalls" as it relates to a split jurisdiction question.

Don states that there is no clear interpretation and lack of legal precedent. Anne submits that the Board consider a reduced number of parking stalls. She suggests the 7 site average as a specific number.

Wendy's contends that 52 spots are necessary for a freestanding site. They also suggest that some of the 8 sites include sites that are not free standing locations (in shopping malls)

Traffic consultant says there will be no changes in traffic patterns for DEC and Sudbury Road. It is anticipated that the High Street and 62 fair share contribution should be between 2-3 % of the current delta from total cost and current funds (expended and in hand)

Dore' asked how Wendy's determined other traffic counts for Wendy's and how the consultant determined the direction of the traffic to Wendy's. The consultant responded by text book and existing traffic flows.

Anne asked about page 10 of the traffic study and page 11 and cited them as a question towards the 2-3%.

Wendy's offered \$3-5,000 contribution of linkage fees (more than the 2-3% "Fair Share").

Anne asked for a cut sheet on lighting and staff evaluation of the intensity of lighting. She also asked for a comparison with other sites approved by the Board.

Bill questioned the lack of a guard on the retaining wall. Wendy's agreed to install one where requested by the Building Commissioner.

Bill had questions about the LOC/Cash Bond and also noted two other issues raised in the Building Commissioner's 12/28/93 memo (signs and the pole in the sidewalk).

The hearing was continued to 9:45 on January 18th.

**LMI -LIQUID METRONICS
POST OFFICE SQ. LIGHT**

Dennis Hunt and Fred Porter, representing LMI, requested an extension of the Letter of Credit.

BILL MULLIN - Moved to exercise the credit. NANCY TAVERNIER - Second for the purpose of discussion. 2-3 Anne and Bill yes, Motion fails.

NANCY TAVERNIER - Moved to extend the LOC to May 1, 1994 Presented prior to January 14th. NORM LAKE - Second - 4-1 BILL MULLIN - NO.

CONSENT CALENDAR

NANCY TAVERNIER - Moved to accept the Consent Calendar as submitted holding Item 13 for discussion as well as addition of the two Council on Aging Appointments originally on the Appointment/Public Hearing section of the Agenda. WILLIAM MULLIN - Second. UNANIMOUS VOTE.

Item 13 - After discussion the offer for paving materials was accepted with appreciation noted.

SELECTMEN'S BUSINESS

EAGLE SCOUT - Nancy Tavernier will attend.

BOARD OF HEALTH - MASTER PLAN ACTIONS - The Board discussed the MPCC actions as outlined by Anne. Anne will draft the Board's response.

Action 1 - Supported the discussion of Planning some concern about "Deed to town"?

Action 2 - Places in Town where a replacement system can economically be replaced.

Action 3 - Establish tertiary treatment.

Action 4. Continued Education without cost.

Actions 9-15 Concur with comments as written.

Action 18 - Agree and encourage focus volunteer energies.

Action 25 - Agreed with Board of Health.

TOWN MANAGER'S CONCERNS

CONCORD AUTO AUCTION - Board would not reject future consideration of Concord Auto Auction's request and would reserve a space on the Warrant, pending comments by staff and assessment.

NAGOG POND - Anne Fanton suggested Staff to reserve a space on the 1994 Warrant for the Concord Water Dept., Don felt it was not necessary at this time.

ACTON BOXBORO REGIONAL SCHOOL WAIVER - Boxboro has stated they will send a letter asking the schools to rescind the activities fees. NORM LAKE - Moved to send a letter to the School Committees requesting that they refund the activities fees collected in order to comply with the Waiver condition. ANNE FANTON - Second. UNANIMOUS.

NORM LAKE MOVED - To send a letter to confirm that the School Committee shall commit \$304,000 of School Choice monies to the FY95 Budget as amended by Bill - ANNE FANTON - Second. 4-1 BILL MULLIN - NO

NANCY TAVERNIER - Moved to continue to participate in the Municipal Forum under the current composition and the next meetings agenda shall be prepared by the Forum at the close of the meeting. ANNE FANTON - Second. UNANIMOUS VOTE.

EXECUTIVE SESSION

Moved and Seconded to go into executive session for the purpose of discussing Legal strategies. Bill Mullin took Roll Call, All ayes.

The Board adjourned at 11:00 P.M.

Clerk

Date

John Murray
Acting Recording Secty.
cmjW11-(460)

EXECUTIVE SESSION

JANUARY 4, 1994

GZA - W. R. GRACE

The Board discussed the issue of GZA becoming Grace's consultant. The Board wanted adequate assurances that no one who had worked in behalf of the Town of Acton would now be employed as a consultant for W. R. Grace. Also, no information derived while consulting for the Town of Acton would be transferred to W. R. GRACE. If those assurances could not be obtained in a reasonable amount of time, we would file injunctions preventing GZA from being hired as Grace's consultant for the Acton site.

BILL MULLIN - Moved that adequate assurances be obtained so that no one that had worked as an consultant on behalf of the Town of Acton would be employed as a consultant for W. R. Grace in regard to the Acton site. Further, that no information derived by GZA while consulting for Acton be transferred or used by them in regard to the Acton site. That if assurances could be not obtained within a reasonable amount of time that the Town file injunctions preventing GZA from being hired as W. R. Grace's consultant for the Acton site. ANNE FANTON - Second. UNANIMOUS VOTE.

The Board adjourned at 11:30 P.M.

Clerk

Date

John Murray
Acting Recording Secty.
cmjW11-(460)

DECEMBER 30, 1993

TO: Board of Selectmen
FROM: F. DORE' HUNTER, Chairman
SUBJECT: SELECTMEN'S REPORT

#####

AGENDA

ROOM 204

7:30 P.M.

JANUARY 4, 1994

I. CITIZEN'S CONCERNS

II. PUBLIC HEARINGS & APPOINTMENTS

1. 7:31 CHAIRMAN'S MINUTE
2. 7:38 ELECTION NOTICE
3. 7:40 JAMES PARKER - COMMITTEE INTERVIEW - Enclosed please find Mr. Parker's Citizen Resource Sheet and VCC recommendation for appointment as a full member for a one year term to the Council on Aging for Board review.
4. 7:45 WENDY'S SITE PLAN - POWDERMILL ROAD - Enclosed please find a site plan request from Wendy's International with staff comment for Board review and discussion. This hearing was continued from December 14.
5. 8:15 ANGELENE CONN - COMMITTEE INTERVIEW - Enclosed please find Ms. Conn's Citizen Resource Sheet and VCC recommendation for appointment as a full member for a one year term to the Council on Aging for Board review.
6. 8:25 LIQUID METRONICS - Please see enclosed comments from the Town Manager

III. SELECTMEN'S BUSINESS

7. BOY SCOUT COURT OF HONOR - Enclosed please find an invitation to attend the Court of Honor being given for Keith Campbell on January 9, 1994 for Selectman assignment.

8. BOARD OF HEALTH QUESTIONS RE MASTER PLAN ACTIONS - Enclosed please find materials for discussion by the Board. This item has been carried forward from your December 14 meeting.

IV. CONSENT AGENDA

9. ACCEPT MINUTES - Enclosed please find minutes from November 30, 1993 for Board approval.
10. ACCEPT GIFT - Enclosed please find a request for acceptance of \$25.00 from GTE Labs to the West Acton Citizens' Library for Board action.
11. ACCEPT GIFT - Enclosed please find a request for acceptance of \$100.00 from Mrs. Lucien Adams to the Acton Nursing Service for Board action.
12. DECK HOUSE - SPECIAL PERMIT AMENDMENT - Enclosed please find the Amendment voted on December 14, 1993 for Board action.
13. AERS, INC. RECYCLED SOIL - Enclosed please find correspondence regarding an offer from Mr. Robert Knowlton, AERS, Inc., seeking to give the Town a large quantity of paving materials.

V. TOWN MANAGER'S REPORT

14. ROUTE 27 TRAFFIC LIGHT - Enclosed please find correspondence from Roy Smith regarding the Post Office Sq. traffic light.
15. CONCORD AUTO AUCTION - Enclosed please find a memo from the Town Manager regarding the Concord Auto Auction. The Town Manager will seek direction from the Board.
16. ACTON BOXBOROUGH REGIONAL SCHOOL WAIVER - The Manager will update the Board on Tuesday evening and seek your direction.
17. ANNUAL MMA MEETING - Enclosed please find correspondence from MMA regarding designation of a voting member for the Annual Business Meeting. The Town Manager will seek the Board's direction.

VI. EXECUTIVE SESSION

18. An Executive Session will be required for discussion of legal strategies.

MEETINGS

ADDITIONAL INFORMATION

Enclosed please find additional correspondence which is strictly informational and requires no Board action.

FUTURE AGENDAS

To facilitate scheduling for interested parties, the following items are scheduled for discussion on future agendas. This IS NOT a complete agenda.

Jan 18, 1993

7:00 Meeting in Maynard

9:30 - Liquor and Common Victualer Transfer - Szechuan Pavilion

819 acs



TOWN OF ACTON
MASSACHUSETTS

FOR TOWN USE ONLY

License or Permit Application

January 31 1994

PL 1/31 app
2/15/94
(13)

To the Licensing Authorities of Acton:

The undersigned hereby makes application for the following described license, in accordance with the provisions of the General Laws, and amendments thereto:

CHECK THE APPROPRIATE BOX INDICATING THE LICENSE OR PERMIT FOR WHICH APPLICATION IS BEING MADE:

- Auction
- Entertainment
- Flea Market
- One-Day Liquor
- One-Day Beer and Wine
- Other.....

(Please print or type)
 Name of Organization/Applicant..... Congregation Beth Tichem Sisterhood / Hadassah
 Location of Event..... Congregation Beth Tichem, 10 Hennessey Drive
 Name of Owner of Premises..... same

DESCRIPTION OF EVENT (i.e; fee or donation to be charged?, name of operators of event?, purpose of event?, parking availability?, etc.):

Passover food and wine sale

Day and Date of Event: Sat, Mar 12 / Sun, Mar 13 Hours of Event: 6:30-9:00 pm 8:30am-2 pm

DESCRIPTION OF APPLICANT

Name of person making application..... Judy Budiansky
 Occupation..... volunteer
 Residential Address..... 10 Mohawk Drive
 Business Address.....
 Telephone: Home..... 263-3496 Business.....

Date of naturalization, if not born in U.S..... Have you ever been arrested for any law violation?..... no

Male or Female..... F If so, when..... where.....

Date of birth..... 1/23/47 State briefly.....

Place of birth..... NYC References: (Names and addresses)

Father's name..... Irving Traugot 1. Ron Wichter - CBE president

Mother's maiden name..... Herowitz 2. Rabbi Lewis Mintz

Height..... 5 ft. 7 in. 3. Michael Chantini

Weight..... 160 Complexion..... fair Remarks:
Hair..... brown
Eyes..... blue

Signature of Applicant..... Judy Budiansky

2/15/94 (14)
TOWN OF ACTON
472 Main Street
Acton, Massachusetts 01720
Telephone (508) 264-9612
Fax (508) 264-9630

F. Dore' Hunter
Chairman, Board of Selectmen

SAMPLE

February 15, 1994

Similar letters will be
sent to: MAPC

Massachusetts Association of Planning Directors
Arthur Noonan, Chairman
Planning Director
Town of Framingham
Memorial Building, Room B2
Framingham, MA 01701

Am. Planning Assoc.
Susan Glazer
Rick Taintor
Edith Nester, Attorney

A.F.

Dear Mr. Noonan:

On behalf of the Acton Board of Selectmen and the citizens of Acton, I want to thank you for your contribution to our effort to ensure that development in Acton is consistent with our Master Plan. As you are aware, we have been committed to improving planning and zoning within our community and were fortunate to have the support of our citizens at Town Meeting in 1990.

We are very appreciative of the support that you provided to our planning staff and the filing of the Amicus brief in order to put our zoning decisions in a larger planning context. MAPD's support is both encouraging and invaluable to us. In addition, your financial contribution made the completion and filing of the brief possible.

I also want to acknowledge the assistance of two of your members, Susan Glazer of Newton and Frederick Taintor of Land Use Collaborative. They contributed their personal time and expertise by drafting portions of the Amicus brief.

Thank you again, and please express our appreciation to all those in MAPD who participated in the decision to provide us with your organization's support.

Sincerely,

F. Dore' Hunter, Chairman

TOWN MANAGERS REPORT 2/15

2/15/94

(15)

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION

DATE: February 3, 1994

TO: Don P. Johnson, Town Manager
FROM: Garry A. Rhodes, Building Commissioner *GAR*
SUBJECT: North Acton Recreation Area (NARA) Public Review

As you are aware the Town has been working on the NARA project for some time. The Recreation Commission feels that they are ready for a public presentation. I have worked with your office to schedule a public meeting for March 15, 1994 at 8:30 P.M. As we have discussed, I have handled this as I would a Site Plan Special Permit. This includes advertising in the Beacon, notice to abutters, request for staff comment, and an open meeting for public comment. Would you like a Selectmen assigned?

NOTE TO BOS:

AS WITH OTHER MUNICIPAL PROJECTS,
THIS ONE IS NOT SUBJECT TO THE SITE PLAN
PROCESS; HOWEVER, OUR POLICY HAS BEEN
TO PRESENT, DISCUSS AND REVIEW THEM ALL...
AS IF THEY WERE.

GARRY'S QUESTION IS WHETHER THE
BOARD WISHES TO HAVE A SELECTMAN APPOINTED
TO OVERSEE THE MEETING AS YOU WOULD WITH
AN OUTSIDE SITE PLAN.

~~CONFIDENTIAL~~

CC: BOS - PLS. SEE HDC MINUTES
IN THIS PACKET FOR MORE INFO.

CHRIS - PLACE UNDER EXEC. SESSION @ 2/15
TOWN OF ACTON

INTERDEPARTMENTAL COMMUNICATION

DATE: January 27, 1994

TO: Don Johnson, Town Manager
FROM: Garry Rhodes, Building Commissioner
SUBJECT: Mobil Oil Sign/553 Mass. Avenue
Historical District Commission

2/15/94
15

CONFIDENTIAL

PRIVILEGED & CONFIDENTIAL

I have recently spoken to Ann Forbes of the Historical District Commission about the Mobil Oil sign at 553 Mass Avenue. I am disturbed about the direction that the Commission may take in their consideration for a certificate. Ann has indicated that because of pressure exerted by Mobil Oil, the Commission may grant a certificate for a sign that would require a Variance from the Board of Appeals. That possible action could result in the present sign remaining for the foreseeable future. I will take this opportunity to outline how we got to this stage and propose a possible solution.

In the last half of 1991 I denied Mobil Oil's request for a sign license for the freestanding sign located on this site. It was my reasoning that the total renovation of this site was an expansion of the USE and therefore, as provided for in Section 7.11.2 of the Zoning Bylaw, I ordered the removal of the sign. Mobil Oil appealed my decision to the Board of Appeals who upheld my decision in November of 1991. Mobil Oil appealed the Board of Appeals decision via the Land Court in December of 1991.

After a period of time, I was allowed by Town Counsel to negotiate with Mobil Oil. During negotiations the sign bylaw was amended in such a way that I felt that a compromise was possible. Mobil Oil presented to me an illustration of a proposed sign that could be issued if approved by the Historic Commission. With that proposed sign in mind, I had Mobil Oil apply to the Historic District Commission so that the Commission could approve that sign or make appropriate changes that would satisfy the Commission.

It is my understanding that at the Commission hearing Mobil Oil had a change of heart. They are now pressuring the Commission into possible approval of a sign that would require a Variance from the Board of Appeals. That is where the problem exists. As I indicated previously, the present sign is under appeal in court.

In order for the Board of Appeals to consider a different sign, Mobil Oil would first have to go to the Planning Board to see if there has been a significant change to the existing sign. Then Mobil Oil, if approved by the Planning Board, would again apply to the Board of Appeals to see if they would approve the new sign. This process could take months, if not years, and Mobil Oil could file a second appeal at any time. In the meantime, the existing sign remains.

It is my belief that Mobil Oil is using this approach to buy time. I have written correspondence to the Historical Commission trying to persuade them to either grant or deny the sign permit using the sign bylaw as their guide. I have also agreed to attend future hearings on this subject to further explain the problem they may be creating.

The purpose of this IDC is to alert you of this problem and propose a possible solution. I am requesting that you allow me the use of Town Counsel. I would propose that Counsel write a firm letter to Mobil Oil stating that the Town will proceed with legal action in court if they do not have a certificate from the Commission that does not need further approvals. Mobil Oil would then be forced to comply with the bylaw or face the removal of the existing sign while they pursue the new sign.

CONFIDENTIAL

INCLUDE W/EXEC. SESSION MATERIALS FOR 2/15

Town of Acton

Planning Department

472 Main Street Acton, Massachusetts 01720

(508) 264-9636

FEB - 8

INTERDEPARTMENTAL COMMUNICATION

TO: Historic District Commission DATE: February 7, 1994
FROM: Roland Bartl, AICP, Town Planner R.B.
SUBJECT: Mobile Sign, West Acton

Following the review of your January 3 & 18, 1994 minutes, I would like to add my recommendations regarding the above referenced matter:

1. I strongly recommend against approving any sign that does not conform to the standard or special permit requirements of the Zoning Bylaw. I also strongly advise against any recommendation that a variance be sought or granted for a sign in this location. Variances are intended to apply in cases of hardship and they must not be inconsistent with the Master Plan. The sign now proposed by Mobil which in terms of height, width and display area could be approved if the special permit criteria of the Zoning Bylaw are met, would fit in the landscaped area in the corner of Spruce St. and Mass. Ave.. Since placement of a sign in accordance with the Zoning Bylaw can be possible, no reasonable argument for a variance can be made.

2. I do not find internal illumination to be consistent with the village character, let alone the historic village character. The Historic District Commission has every reason to reject internal illumination and I urge you to do so. The white background behind the Mobile letters will create significant glare that is likely to dominate and disrupt the village atmosphere. I suggest that you look at Mobil signs at night time to form your own opinion on this. To avoid glare and reflections from an external light source, I suggest that you require Mobile to use only flat paints. Also, refer to Section 7.4.3.3 of the Zoning Bylaw where certain performance standards for external illumination sources are established. Strict compliance with this section will avoid glare problems for drivers.

cc: ✓ Town Manager
Building Commissioner
Planning Board

[RHB.IDC.94*5]

FEBRUARY 18, 1994

TO: Board of Selectmen
FROM: F. DORE' HUNTER, Chairman
SUBJECT: SELECTMEN'S REPORT

File

#####

AGENDA
ROOM 204
FEBRUARY 22, 1994

2/22

I. CITIZEN'S CONCERNS

II. PUBLIC HEARINGS & APPOINTMENTS

1. CONTINUATION OF BUDGET AND WARRANT DISCUSSION

III. SELECTMEN'S BUSINESS

IV. CONSENT AGENDA

V. TOWN MANAGER'S REPORT

VI. EXECUTIVE SESSION

MEETINGS

- April 10, 1994 2-4 P.M. - Open House Senior Center
PLEASE NOTE!!

ADDITIONAL INFORMATION

Enclosed please find additional correspondence which is strictly informational and requires no Board action.

FUTURE AGENDAS

To facilitate scheduling for interested parties, the following items are scheduled for discussion on future agendas. This IS NOT a complete agenda.

March 1, 1994

Kennedy Lane - Street Acceptance
Saab Class I review
Boston Edison Representatives
Board of Health- to discuss Health Programs

March 15, 1994

Metropolitan Deli - Special Use Permit
Common Vic
Costa Donuts - Special Use Permit
Common Vic.
NARA/Bldg. Commissioner Public Meeting

2/22/94 - (1)

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION
TOWN MANAGER'S OFFICE

DATE: Feb. 18, 1994

TO: Board of Selectmen
FROM: Don P. Johnson, Town Manager
SUBJECT: Funding Cutoff Line/Selectmen Budget Recommendations

Several sets of documents are attached to this cover memo:

I Staff has attempted to reflect the points of consensus reached by the Board during your discussion on Feb. 15. This interpretation is reflected in the first spreadsheet.

This spreadsheet is actually covered by a revised revenue sheet indicating the influence of interest from the Audubon Hill monies, if the Board is so inclined. The spreadsheet itself identifies the funding cutoff of priority items, based on the original list and the adjustments as noted in #1 above. You will note that the cutoff line still remains at \$11,151,000 (or \$11,157,000 with Audubon Hill monies) but the point of cutoff moves further down the list because our base budget total is reduced by the combined effect of moving the ladder truck to an override, using a lease option for the computer program and staff's recommendation for bonding the Communication Center (which has been carried in these numbers).

For discussion purposes we have retained items on the list but moved them into the Base Budget or otherwise zeroed them on the funding line to represent what we think the Board has indicated. Specifically, we have:

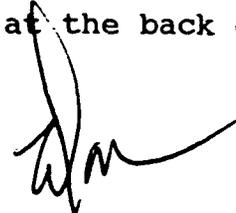
1. ... zeroed the Enterprise deficits so they do not confuse anyone. (We accounted for these deficits when we prepared our projection of available Municipal funding by an appropriate reduction in the available funding.)
2. ... moved the Reval and the Police cruisers into the appropriate locations within the Base Budget.
3. ... removed the Ladder Truck from any funding location in the Municipal Budget. Funding will be from an article and contingent on an Override, Capital or Debt Exclusion.
4. ... moved funding for the Computer upgrades into the budget (as a lease) and eliminated the funding for a study.
5. ... anticipated that the Communications Center (priority #10) would be bonded. The figures have been changed to carry only the annual bonding cost of this item in the cumulative column.
6. ... zeroed the appropriation required for the Cemetery Service Garage (priority #32) and listed it as "SF" (self funding). We find that the earlier funds were,

indeed, borrowed and the balance (in the \$95,000 range) is available for expenditure. There would be no further appropriation required for this or a similar project.

7. ... zeroed the Landfill Cap (priority #44) per the Board's discussion.
8. ... zeroed the Town-wide Computer Upgrade (priority #52). Per the discussion regarding leasing for our immediate needs, we have explained that we plan to move into a system that can be expanded and modified to accomodate incremental improvements toward a Town-wide system. The massive, one-shot program is no longer appropriate to this budget recommendation.

II. We have assembled the comments submitted by members of the Board and made our best pass at interpreting those comments into our spreadsheet format for each individual set of comments. The spreadsheet is attached directly behind the comments it represents.

III. We have made a preliminary attempt to combine the areas that are common to all comments. This has not been very productive. Commonality seems to exist in the Base Budget and extends only through item #9 on the original priority list (shown shaded on the last spreadsheet). Beyond that point, opinions tend to differ. As I write this message and prepare to send your packets out, staff in the Finance Department is making an attempt to develop a matrix that would depict the various suggestions. If it is developed and available in time I will attach it at the back of this material.



Town of Acton Exhibit 2, Revised
Education Reform Spending Calculation
FY 95 B-Budget

	Plan 1995	Revised 1995	2/18/94 Revision 1995
Town Gov't	\$11,088	\$11,151	\$11,157
Local School	\$9,518	\$9,575	\$9,575
A-B Regional System	\$7,939	\$8,035	\$8,035
Minuteman	\$745	\$741	\$741
Enterprise Funds	\$2,296	\$2,084	\$2,084
Total Operating Expenses	\$31,586	\$31,586	\$31,592
Cherry Sheets	\$1,843	\$1,843	\$1,843
School Choice	\$73	\$0	\$0
Motor Vehicle	\$1,320	\$1,320	\$1,320
Fees	\$930	\$930	\$930
Enterprise Fund	\$1,090	\$1,163	\$1,163
Interest Income From South Acton Fund		\$0	\$6
Sub-Total Non-Property Tax Revenue	\$5,256	\$5,256	\$5,262
Total Levy and Transfers	\$26,330	\$26,330	\$26,330
Total Revenue	\$31,586	\$31,586	\$31,592
Less Total Expenses	(\$31,586)	(\$31,586)	(\$31,592)
Total Over/Short	\$0	\$0	\$0
Beginning Levy	\$25,336	\$25,336	\$25,336
2 1/2 % Increase	\$633	\$633	\$633
New Growth	\$500	\$500	\$500
Override	\$0	\$0	\$0
Debt Exclusions	\$511	\$511	\$511
Overlay	(\$650)	(\$650)	(\$650)
Sub-Total	\$26,330	\$26,330	\$26,330
Reserve Contribution	\$0	\$0	\$0
Total Revenue	\$26,330	\$26,330	\$26,330

FROM: DON JOHNSON

FEBRUARY 18, 1994

DEPARTMENT

PROGRAM/CAPITAL REQUESTS

NEW SALARIES,
PROGRAM, & CAPITAL
REQUESTS

PRIORITY PRIORITY
NUMBER CLASS

ANNUAL
COSTS

CUMULATIVE
COSTS
TOTAL

SUBTOTAL PAGE 1

\$11,001,871

Tax Impact

COA VAN ENTERPRISE	FY95 Deficit	\$5,962	1	A	\$0	\$11,001,871
NESWC ENTERPRISE	FY95 Deficit	\$916,000	2	A	\$0	\$11,001,871
ASSESSOR	Re-val. Update (#1)	\$35,000	3	A	\$0	\$11,001,871
FIRE	Ladder Truck Replacement (#2)	\$450,000	4	A	\$0	\$11,001,871
POLICE	Marked Cruiser Replacement (#3)	\$65,900	6	A	\$0	\$11,001,871
ACCOUNTANT	Computer Upgrade(Moved to Finance Base Bu	\$80,000	5	A	\$0	\$11,001,871
TOWN-WIDE	Computer Study	\$40,000	6	A	\$0	\$11,001,871
POLICE	Computer Upgrade (Moved to Finance Base Bu	\$30,000	7	A	\$0	\$11,001,871
MUNICIPAL PROPERTIES	Skylight Snow Guards	\$10,725	9	A	\$10,725	\$11,012,596
POLICE	Communication Center, E-911(Recommended	\$60,000	10	A	\$15,000	\$11,027,596
ENGINEERING	Bridge, Concord Rd.	\$40,000	11	A	\$40,000	\$11,067,596
ENGINEERING	Bridge, Wetherbee St.	\$20,000	12	A	\$20,000	\$11,087,596
MUNICIPAL PROPERTIES	Mortar Repair, Mem. Lib.	\$20,000	13	A	\$20,000	\$11,107,596
HIGHWAY	Eng. Van Replacement	\$18,000	14	A	\$18,000	\$11,125,596
ENGINEERING	Sidewalks	\$15,000	15	A	\$15,000	\$11,140,596
FIRE	Command Vehicle 4wd Addition(1/2 not eligibili	\$15,000	16	A	\$15,000	\$11,155,596
MUNICIPAL PROPERTIES	2 1/2 ton Dump Truck Replacement	\$35,000	17	A	\$35,000	\$11,190,596
LIBRARY, MEMORIAL	Replace 1 FTE cut from 94	\$30,339	18	A	\$30,339	\$11,220,935
PLANNING	Add'l Labor	\$24,000	19	A	\$24,000	\$11,244,935
PLANNING	Impact Fee Bylaw	\$10,000	20	A	\$10,000	\$11,254,935
ENGINEERING	Summer Help	\$3,950	21	A	\$3,950	\$11,258,885
POLICE	Mobile Data Terminals, 2 ea	\$8,000	22	A	\$8,000	\$11,266,885
FIRE	Exhaust System, West Acton Station	\$3,300	23	A	\$3,300	\$11,270,185
HIGHWAY	Loader Replacement	\$95,000	24	B	\$95,000	\$11,365,185
FIRE	Alarm Panel Upgrade	\$15,000	25	B	\$15,000	\$11,380,185
MUNICIPAL PROPERTIES	HVAC Controls, Mem. Lib.	\$10,000	26	B	\$10,000	\$11,390,185
HIGHWAY	Sign Truck Replacement	\$18,000	27	B	\$18,000	\$11,408,185
ENGINEERING	Traffic Signal @ High & 62	\$48,000	28	B	\$48,000	\$11,456,185
POLICE	Mobile Data Terminals, 2 ea	\$8,000	29	B	\$8,000	\$11,464,185
LIBRARY, MEMORIAL	Replace Friday Hours	\$27,000	30	B	\$27,000	\$11,491,185
FIRE	Exhaust System, South Acton Station	\$3,300	31	B	\$3,300	\$11,494,485
MUNICIPAL PROPERTIES	Cem. Service Garage (New)	\$90,000	32	Bf	\$0	\$11,494,485
MUNICIPAL PROPERTIES	Garage Roof Replacement, Police Station	\$10,000	33	B	\$10,000	\$11,504,485
PLANNING	Kelly's Corner Plan	\$10,000	34	B	\$10,000	\$11,514,485
LIBRARY, MEMORIAL	Expansion Study	\$15,000	35	B	\$15,000	\$11,529,485

FROM: DON JOHNSON

FEBRUARY 18, 1994

DEPARTMENT	PROGRAM/CAPITAL REQUESTS	NEW SALARIES, PROGRAM, & CAPITAL REQUESTS	PRIORITY NUMBER	PRIORITY CLASS	ANNUAL COSTS	CUMULATIVE COSTS TOTAL	
HIGHWAY	Paving Program	\$331,800	c	36	C	\$331,800	\$11,861,285
POLICE	Mobile Data Terminals, 4 ea	\$16,000	d	37	C	\$16,000	\$11,877,285
FIRE	Exhaust System, Acton Center Station	\$3,400	c	38	C	\$3,400	\$11,880,685
HIGHWAY	1 Ton Dump Truck Replacement	\$25,000	d	39	C	\$25,000	\$11,905,685
ENGINEERING	Hydrology Software	\$3,500	e	40	C	\$3,500	\$11,909,185
LIBRARY, MEMORIAL	Circulation Desk	\$9,000	c	41	C	\$9,000	\$11,918,185
FIRE	Fire Prevention Officer	\$42,640	l	42	C	\$42,640	\$11,960,825
LIBRARY, MEMORIAL	Additional Labor Hrs.	\$22,365	l	43	C	\$22,365	\$11,983,190
ENGINEERING	Landfill Cap	\$1,300,000	c	44	C	\$0	\$11,983,190
HIGHWAY	Replace Sidesaddle Pick-up Trucks (8ea)	\$144,000	d	45	C	\$144,000	\$12,127,190
PLANNING	GIS Mapping Software	\$10,000	e	46	C	\$10,000	\$12,137,190
PLANNING	Polution Source Study	\$10,000	e	47	C	\$10,000	\$12,147,190
PLANNING	Nitrate Loading Study	\$40,000	e	48	C	\$40,000	\$12,187,190
CONSERVATION	Pick-up Truck Replacement	\$18,000	d	49	C	\$18,000	\$12,205,190
ENGINEERING	North Acton Rec. Area	\$1,000,000	c	50	C	\$1,000,000	\$13,205,190
MUNICIPAL PROPERTIES	Ice House Pond Excavation	\$30,000	c	51	C	\$30,000	\$13,235,190
TOWN-WIDE	Computer Upgrade	\$800,000	d	52	C	\$0	\$13,235,190
CEMETERIES	New Section, Phase 2	\$10,000	c		SF	\$10,000	\$13,245,190
HEALTH	Kelly's Corner Sewers	\$2,250,000	c		SF	\$2,250,000	\$15,495,190
HEALTH	South Acton Sewers	\$2,250,000	c		SF	\$2,250,000	\$17,745,190
HEALTH	Maynard Connection	\$2,000,000	c		SF	\$2,000,000	\$19,745,190
HEALTH	Maynard Interceptor (Main Feed Pipe)	\$1,500,000	c		SF	\$1,500,000	\$21,245,190
NURSING ENTERPRISE	Vehicle Replacement	\$12,500	d		SF	\$12,500	\$21,257,690
NESWC ENTERPRISE	10 Wheel Tractor Cab Replacement	\$55,000	d		SF	\$55,000	\$21,312,690
NESWC ENTERPRISE	FY94 Stabilization Deficit	\$750,000			SF	\$750,000	\$22,062,690
SEPTAGE ENTERPRISE	Computer	\$15,000	d		SF	\$15,000	\$22,077,690
SEPTAGE ENTERPRISE	Inspection Vehicles Replacement, 2ea	\$25,000	d		SF	\$25,000	\$22,102,690
SEPTAGE ENTERPRISE	Micro-fiche Reader	\$10,000	d		SF	\$10,000	\$22,112,690
GRAND TOTAL		\$14,988,681				\$22,112,690	

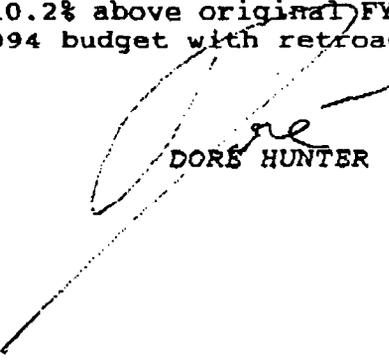
Footnotes:

- 1 Full Pay Amount also included in the Assessing Expense Budget
- 2 The Annual Bonding Cost also included in the Fire Expense Budget
- 3 Full Pay Amount Also included in the Police Expense Budget
- 4 All items that have a bondable life QUALIFY for a Capital Override or a Debt Exclusion Override
- 5 Based upon the 1/24/93 Yield Curve; Actual cost will be dependent upon rates at time of issue.
- 6 Must be authorized by the State Emergency Finance Board
- 7 Must be authorized by DEP

of the Budget and Capital/Program Articles on the Annual Town Meeting Warrant, following the usual introductory Articles and the Enterprise Fund Articles. I would now list them in the following order:

- I. Article to fund FY 1994 retroactive levy imposed on the Town by Ed. Reform Act to provide FY 1994 additional funding to Minuteman Regional School, to be funded from free cash balance. [If no retroactive levy is actually required we will, of course, pass over this Article.]
- II. Article to fund FY 1994 retroactive levy imposed on the Town by Ed. Reform Act to provide FY 1994 additional funding to Acton-Boxborough Regional Schools, to be funded from free cash balance. [Currently estimated to cost the Town \$31,422.]
- III. Article to fund FY 1994 retroactive levy imposed on the Town by Ed. Reform Act to provide FY 1994 additional funding to Acton Public Schools, to be funded from free cash balance. [Currently estimated to cost the Town \$48,562.]
- IV. Article for Town FY 1995 Base B Budget, i.e. non-override budget within limits of "left over taxing capacity" after Schools B Budget Ed Reform mandatory spending levels are subtracted from available non-override revenue.
- V. Separate Contingent Articles for each Town debt/capital exclusion override request and each Town salary (general override) request put on the warrant by the BOS.
- VI. Article for Minuteman Regional Schools FY 1995 Budget assessment.
- VII. Article for Acton-Boxborough Regional Schools FY 1995 B Budget assessment. [Currently projected at \$678,728 or 3.6% above FY 1994 budget as adjusted upwards by Ed. Reform, 6.86% above FY 1994 budget as originally passed at 1993 Town Meeting, but does not require an override.]
- VIII. Article for Acton Public Schools FY 1995 B Budget.
- IX. Contingent Article for Acton Public Schools FY 1995 A Budget increment, i.e. the Public School general override request. [Currently projected at

\$522,272, 10.2% above original FY 1994 budget, 9.6%
above FY 1994 budget with retroactive levy.]


DORE HUNTER

Copy to: Town Manager

FROM: F. DORE' HUNTER

FEBRUARY 18, 1994

DEPARTMENT	PROGRAM/CAPITAL REQUESTS	NEW SALARIES, PROGRAM, & CAPITAL REQUESTS	PRIORITY NUMBER	PRIORITY CLASS	ANNUAL COSTS	CUMULATIVE COSTS TOTAL
SUBTOTAL PAGE 1					\$11,018,784	
Tax Impact						
COA VAN ENTERPRISE	FY95 Deficit	\$5,962	1	A	\$0	\$11,018,784
NIESWC ENTERPRISE	FY95 Deficit	\$916,000	2	A	\$0	\$11,018,784
ASSESSOR	Re-val. Update (#1)	\$35,000	3	A	\$0	\$11,018,784
FIIRE	Ladder Truck Replacement (#2)	\$450,000	4	A	(\$41,901)	\$10,976,883
POLICE	Marked Cruiser Replacement (#3)	\$65,900	6	A	\$0	\$10,976,883
ACCOUNTANT	Computer Upgrade(Moved to Finance Base Bu	\$80,000	5	A	\$18,173	\$10,995,056
TOWN-WIDE	Computer Study	\$40,000	6	A	\$0	\$10,995,056
POLICE	Computer Upgrade (Moved to Finance Base Bu	\$30,000	7	A	\$6,815	\$11,001,871
MUNICIPAL PROPERTIES	Skylight Snow Guards	\$10,725 d	9	A	\$10,725	\$11,012,596
POLICE	Communication Center, E-911(Recommendec	\$60,000 d	10	A	\$15,000	\$11,027,596
ENGINEERING	Bridge, Concord Rd.	\$40,000 m	11	A	\$40,000	\$11,067,596
ENGINEERING	Bridge, Wetherbee St.	\$20,000 e	12	A	\$20,000	\$11,087,596
MUNICIPAL PROPERTIES	Mortar Repair, Mem. Lib.	\$20,000 c	13	A	\$20,000	\$11,107,596
HIGHWAY	Eng. Van Replacement	\$18,000 d	14	A	\$18,000	\$11,125,596
ENGINEERING	Sidewalks	\$15,000 c	15	A	\$15,000	\$11,140,596
FIIRE	Command Vehicle 4wd Addition(1/2 not eligibli	\$15,000 d	16	A	\$15,000	\$11,155,596
MUNICIPAL PROPERTIES	2 1/2 ton Dump Truck Replacement	\$35,000 d	17	A	\$35,000	\$11,190,596
LIBRARY, MEMORIAL	Replace 1 FTE cut from 94	\$30,339 l	18	A	\$30,339	\$11,220,935
PLANNING	Add'l Labor	\$24,000 l	19	A	\$24,000	\$11,244,935
PLANNING	Impact Fee Bylaw	\$10,000 e	20	A	\$0	\$11,244,935
ENGINEERING	Summer Help	\$3,950 l	21	A	\$3,950	\$11,248,885
POLICE	Mobile Data Terminals, 2 ea	\$8,000 d	22	A	\$8,000	\$11,256,885
FIRE	Exhaust System, West Acton Station	\$3,300 c	23	A	\$3,300	\$11,260,185
HIGHWAY	Loader Replacement	\$95,000 d	24	B	\$95,000	\$11,355,185
FIRE	Alarm Panel Upgrade	\$15,000 d	25	B	\$15,000	\$11,370,185
MUNICIPAL PROPERTIES	HVAC Controls, Mem. Lib.	\$10,000 d	26	B	\$10,000	\$11,380,185
HIGHWAY	Sign Truck Replacement	\$18,000 d	27	B	\$18,000	\$11,398,185
ENGINEERING	Traffic Signal @ High & 62	\$48,000 c	28	B	\$48,000	\$11,446,185
POLICE	Mobile Data Terminals, 2 ea	\$8,000 d	29	B	\$0	\$11,446,185
LIBRARY, MEMORIAL	Replace Friday Hours	\$27,000 l	30	B	\$27,000	\$11,473,185
FIRE	Exhaust System, South Acton Station	\$3,300 c	31	B	\$0	\$11,473,185
MUNICIPAL PROPERTIES	Cem. Service Garage (New)	\$90,000	32	SF	\$0	\$11,473,185
MUNICIPAL PROPERTIES	Garage Roof Replacement, Police Station	\$10,000 c	33	B	\$10,000	\$11,483,185
PLANNING	Kelly's Corner Plan	\$10,000 e	34	B	\$10,000	\$11,493,185
LIBRARY, MEMORIAL	Expansion Study	\$15,000 e	35	B	\$15,000	\$11,508,185
HIGHWAY	Paving Program	\$331,800 c	36a	B	\$125,000	\$11,633,185
HIGHWAY	Paving Program	\$331,800 c	36b	C	\$206,800	\$11,839,985

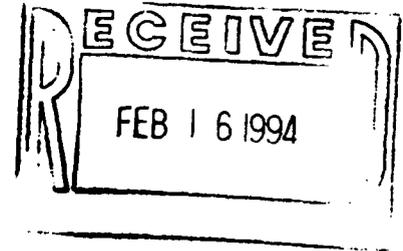
FROM: F. DORE' HUNTER

FEBRUARY 18, 1994

DEPARTMENT	PROGRAM/CAPITAL REQUESTS	NEW SALARIES, PROGRAM, & CAPITAL REQUESTS	PRIORITY NUMBER	PRIORITY CLASS	ANNUAL COSTS	CUMULATIVE COSTS TOTAL	
POLICE	Mobile Data Terminals, 4 ea	\$16,000	d	37	C	\$16,000	\$11,855,985
FIRE	Exhaust System, Acton Center Station	\$3,400	c	38	C	\$3,400	\$11,859,385
HIGHWAY	1 Ton Dump Truck Replacement	\$25,000	d	39	C	\$25,000	\$11,884,385
ENGINEERING	Hydrology Software	\$3,500	e	40	C	\$3,500	\$11,887,885
LIBRARY, MEMORIAL	Circulation Desk	\$9,000	c	41	C	\$9,000	\$11,896,885
FIRE	Fire Prevention Officer	\$42,640	l	42	C	\$0	\$11,896,885
LIBRARY, MEMORIAL	Additional Labor Hrs.	\$22,365.00	l	43	C	\$22,365	\$11,919,250
ENGINEERING	Landfill Cap	\$1,300,000	c	44	C	\$0	\$11,919,250
HIGHWAY	Replace Sidesaddle Pick-up Trucks (8ea)	\$144,000	d	45	C	\$0	\$11,919,250
PILANNING	GIS Mapping Software	\$10,000	e	46	C	\$10,000	\$11,929,250
PILANNING	Polution Source Study	\$10,000	e	47	C	\$10,000	\$11,939,250
PILANNING	Nitrate Loading Study	\$40,000	e	48	C	\$40,000	\$11,979,250
CONSERVATION	Pick-up Truck Replacement	\$18,000	d	49	C	\$18,000	\$11,997,250
ENGINEERING	North Acton Rec. Area	\$1,000,000	c	50	C	\$1,000,000	\$12,997,250
MUNICIPAL PROPERTIES	Ice House Pond Excavation	\$30,000	c	51	C	\$30,000	\$13,027,250
TOWN-WIDE	Computer Upgrade	\$800,000	d	52	C	\$0	\$13,027,250
CEMETERIES	New Section, Phase 2	\$10,000	c		SF	\$10,000	\$13,037,250
HEALTH	Kelly's Corner Sewers	\$2,250,000	c		SF	\$2,250,000	\$15,287,250
HEALTH	South Acton Sewers	\$2,250,000	c		SF	\$2,250,000	\$17,537,250
HEALTH	Maynard Connection	\$2,000,000	c		SF	\$2,000,000	\$19,537,250
HEALTH	Maynard Interceptor (Main Feed Pipe)	\$1,500,000	c		SF	\$1,500,000	\$21,037,250
NURSING ENTERPRISE	Vehicle Replacement	\$12,500	d		SF	\$12,500	\$21,049,750
NESWC ENTERPRISE	10 Wheel Tractor Cab Replacement	\$55,000	d		SF	\$55,000	\$21,104,750
NESWC ENTERPRISE	FY94 Stabilization Deficit	\$750,000			SF	\$750,000	\$21,854,750
SEPTAGE ENTERPRISE	Computer	\$15,000	d		SF	\$15,000	\$21,869,750
SEPTAGE ENTERPRISE	Inspection Vehicles Replacement, 2ea	\$25,000	d		SF	\$25,000	\$21,894,750
SEPTAGE ENTERPRISE	Micro-fiche Reader	\$10,000	d		SF	\$10,000	\$21,904,750
GRAND TOTAL							

Footnotes:

- 1 Full Pay Amount also Included in the Assessing Expense Budget
- 2 The Annual Bonding Cost also Included in the Fire Expense Budget
- 3 Full Pay Amount Also Included in the Police Expense Budget
- 4 All Items that have a bondable life QUALIFY for a Capital Override or a Debt Exclusion Override
- 5 Based upon the 1/24/93 Yeild Curve; Actual cost will be dependent upon rates at time of issue.
- 6 Must be authorized by the State Emergency Finance Board
- 7 Must be authorized by DEP



February 17, 1994

TO: Don Johnson
FR: Anne Fanton
RE: FY 95 Budget

Comments on the Base B Budget:

1. Use \$5,600 in earnings from the \$130,000 "senior fund" for Senior Center expenses.
 2. Bond the ladder truck, leaving \$41,901 in the Base B Budget and placing the purchase as our first (stand alone) warrant article.
1. and 2. would make an additional \$413,699 available to the Base B Budget (?)

Comments on the Program/Capital Requests:

1. Include all requests that fit within the available sum above in the Base B Budget and all others on the list (except as noted in #2 below) as Warrant articles.
2. Delete the following requests:
 - Fire Prevention Officer
 - Landfill Cap
 - North Acton Recreation Area
 - Full Computer Upgrade
3. Switch the Kelley's Corner Plan with the Impact Fee Bylaw in the order of priorities.
4. Adjust some dollar figures if appropriate, as follows:
 - 62/High Streets traffic signal by the amount included in the Wendy's site plan.
 - Library Expansion study if there are any grants available
 - Planning studies if there are any grants available (rationale: Town Meeting will ask about grant availability for any studies.)

Comment on Grouping of Warrant Articles:

If all of the above changes are made, we will be left with only about half of the list of requests as warrant articles. Therefore, I do not see the need for grouping, except possibly vehicle equipment purchases within one department (e.g. highway) because each item will be discussed whether it is within the same article or separate articles. The one advantage to grouping is that one presentation could be made for several items. However, I think Town Meeting would be more receptive if we present each as a separate article (assuming we reduce the list by approximately half.)

END

FROM: ANN FANTON

FEBRUARY 18, 1994

DEPARTMENT	PROGRAM/CAPITAL REQUESTS	NEW SALARIES, PROGRAM, & CAPITAL REQUESTS	PRIORITY NUMBER	PRIORITY CLASS	ANNUAL COSTS	CUMULATIVE COSTS TOTAL
SUBTOTAL PAGE 1					\$11,001,871	
Tax Impact						
COA VAN ENTERPRISE	FY95 Deficit	\$5,962	1	A	\$0	\$11,001,871
NESWC ENTERPRISE	FY95 Deficit	\$916,000	2	A	\$0	\$11,001,871
ASSESSOR	Re-val. Update (#1)	\$35,000	3	A	\$0	\$11,001,871
FIRE	Ladder Truck Replacement (#2)	\$450,000	4	A	\$0	\$11,001,871
POLICE	Marked Cruiser Replacement (#3)	\$65,900	6	A	\$0	\$11,001,871
ACCOUNTANT	Computer Upgrade(Moved to Finance Base Bu	\$80,000	5	A	\$0	\$11,001,871
TOWN-WIDE	Computer Study	\$40,000	6	A	\$0	\$11,001,871
POLICE	Computer Upgrade (Moved to Finance Base Bu	\$30,000	7	A	\$0	\$11,001,871
MUNICIPAL PROPERTIES	Skylight Snow Guards	\$10,725 d	9	A	\$10,725	\$11,012,596
POLICE	Communication Center, E-911(Recommendec	\$60,000 d	10	A	\$15,000	\$11,027,596
ENGINEERING	Bridge, Concord Rd.	\$40,000 m	11	A	\$40,000	\$11,067,596
ENGINEERING	Bridge, Wetherbee St.	\$20,000 e	12	A	\$20,000	\$11,087,596
MUNICIPAL PROPERTIES	Mortar Repair, Mem. Lib.	\$20,000 c	13	A	\$20,000	\$11,107,596
HIGHWAY	Eng. Van Replacement	\$18,000 d	14	A	\$18,000	\$11,125,596
ENGINEERING	Sidewalks	\$15,000 c	15	A	\$15,000	\$11,140,596
FIRE	Command Vehicle 4wd Addition(1/2 not eligibili	\$15,000 d	16	A	\$15,000	\$11,155,596
MUNICIPAL PROPERTIES	2 1/2 ton Dump Truck Replacement	\$35,000 d	17	A	\$35,000	\$11,190,596
LIBRARY, MEMORIAL	Replace 1 FTE cut from 94	\$30,339 l	18	A	\$30,339	\$11,220,935
PLANNING	Add'l Labor	\$24,000 l	19	A	\$24,000	\$11,244,935
PLANNING	Kelly's Corner Plan	\$10,000 e	34	B	\$10,000	\$11,254,935
ENGINEERING	Summer Help	\$3,950 l	21	A	\$3,950	\$11,258,885
POLICE	Mobile Data Terminals, 2 ea	\$8,000 d	22	A	\$8,000	\$11,266,885
FIRE	Exhaust System, West Acton Station	\$3,300 c	23	A	\$3,300	\$11,270,185
HIGHWAY	Loader Replacement	\$95,000 d	24	B	\$95,000	\$11,365,185
FIRE	Alarm Panel Upgrade	\$15,000 d	25	B	\$15,000	\$11,380,185
MUNICIPAL PROPERTIES	HVAC Controls, Mem. Lib.	\$10,000 d	26	B	\$10,000	\$11,390,185
HIGHWAY	Sign Truck Replacement	\$18,000 d	27	B	\$18,000	\$11,408,185
ENGINEERING	Traffic Signal @ High & 62	\$48,000 c	28	B	\$48,000	\$11,456,185
POLICE	Mobile Data Terminals, 2 ea	\$8,000 d	29	B	\$8,000	\$11,464,185
LIBRARY, MEMORIAL	Replace Friday Hours	\$27,000 l	30	B	\$27,000	\$11,491,185
FIRE	Exhaust System, South Acton Station	\$3,300 c	31	B	\$3,300	\$11,494,485
MUNICIPAL PROPERTIES	Cem. Service Garage (New)	\$90,000	32	SF	\$0	\$11,494,485
MUNICIPAL PROPERTIES	Garage Roof Replacement, Police Station	\$10,000 c	33	B	\$10,000	\$11,504,485
PLANNING	Impact Fee Bylaw	\$10,000 e	20	A	\$10,000	\$11,514,485
LIBRARY, MEMORIAL	Expansion Study	\$15,000 e	35	B	\$15,000	\$11,529,485

FROM: ANN FANTON

FEBRUARY 18, 1994

DEPARTMENT	PROGRAM/CAPITAL REQUESTS	NEW SALARIES, PROGRAM, & CAPITAL REQUESTS	PRIORITY NUMBER	PRIORITY CLASS	ANNUAL COSTS	CUMULATIVE COSTS TOTAL
HIGHWAY	Paving Program	\$331,800 c	36	C	\$331,800	\$11,861,285
POLICE	Mobile Data Terminals, 4 ea	\$16,000 d	37	C	\$16,000	\$11,877,285
FIRE	Exhaust System, Acton Center Station	\$3,400 c	38	C	\$3,400	\$11,880,685
HIGHWAY	1 Ton Dump Truck Replacement	\$25,000 d	39	C	\$25,000	\$11,905,685
ENGINEERING	Hydrology Software	\$3,500 e	40	C	\$3,500	\$11,909,185
LIBRARY, MEMORIAL	Circulation Desk	\$9,000 c	41	C	\$9,000	\$11,918,185
FIRE	Fire Prevention Officer	\$42,640 l	42	C	\$0	\$11,918,185
LIBRARY, MEMORIAL	Additional Labor Hrs.	\$22,365.00 l	43	C	\$22,365	\$11,940,550
ENGINEERING	Landfill Cap	\$1,300,000 c	44	C	\$0	\$11,940,550
HIGHWAY	Replace Sidesaddle Pick-up Trucks (8ea)	\$144,000 d	45	C	\$144,000	\$12,084,550
PLANNING	GIS Mapping Software	\$10,000 e	46	C	\$10,000	\$12,094,550
PLANNING	Polution Source Study	\$10,000 e	47	C	\$10,000	\$12,104,550
PLANNING	Nitrate Loading Study	\$40,000 e	48	C	\$40,000	\$12,144,550
CONSERVATION	Pick-up Truck Replacement	\$18,000 d	49	C	\$18,000	\$12,162,550
ENGINEERING	North Acton Rec. Area	\$1,000,000 c	50	C	\$0	\$12,162,550
MUNICIPAL PROPERTIES	Ice House Pond Excavation	\$30,000 c	51	C	\$30,000	\$12,192,550
TOWN-WIDE	Computer Upgrade	\$800,000 d	52	C	\$0	\$12,192,550
CEMETERIES	New Section, Phase 2	\$10,000 c		SF	\$10,000	\$12,202,550
HEALTH	Kelly's Corner Sewers	\$2,250,000 c		SF	\$2,250,000	\$14,452,550
HEALTH	South Acton Sewers	\$2,250,000 c		SF	\$2,250,000	\$16,702,550
HEALTH	Maynard Connection	\$2,000,000 c		SF	\$2,000,000	\$18,702,550
HEALTH	Maynard Interceptor (Main Feed Pipe)	\$1,500,000 c		SF	\$1,500,000	\$20,202,550
NURSING ENTERPRISE	Vehicle Replacement	\$12,500 d		SF	\$12,500	\$20,215,050
NESWC ENTERPRISE	10 Wheel Tractor Cab Replacement	\$55,000 d		SF	\$55,000	\$20,270,050
NESWC ENTERPRISE	FY94 Stabilization Deficit	\$750,000		SF	\$750,000	\$21,020,050
SEPTAGE ENTERPRISE	Computer	\$15,000 d		SF	\$15,000	\$21,035,050
SEPTAGE ENTERPRISE	Inspection Vehicles Replacement, 2ea	\$25,000 d		SF	\$25,000	\$21,060,050
SEPTAGE ENTERPRISE	Micro-fiche Reader	\$10,000 d		SF	\$10,000	\$21,070,050
GRAND TOTAL					\$21,070,050	

Footnotes:

- 1 Full Pay Amount also included in the Assessing Expense Budget
- 2 The Annual Bonding Cost also included in the Fire Expense Budget
- 3 Full Pay Amount Also included in the Police Expense Budget
- 4 All items that have a bondable life QUALIFY for a Capital Override or a Debt Exclusion Override
- 5 Based upon the 1/24/93 Yield Curve; Actual cost will be dependent upon rates at time of issue.
- 6 Must be authorized by the State Emergency Finance Board
- 7 Must be authorized by DEP

TO: Board of Selectmen, Town Manager
 FROM: Nancy Tavernier
 SUBJECT: Spending recommendations for FY95
 DATE: 2/17/94

I have reviewed the revised FY95 Budget information that we received from the Town Manager on 2/15/94 and am providing the Board with my recommendations based on that material. I am very impressed with the clarity of the material presented and with the creativity used developing the budget this year.

REVENUE AVAILABLE TO TOWN GOVERNMENT (See Exhibit 2, revised 2/15/94)	<u>\$11,151,000</u>
Additional revenue from Senior Fund, interest income on \$130,000	+5,600
TOTAL REVENUE AVAILABLE FOR TOWN GOVERNMENT	<u>\$11,156,600</u>
1. Town Base Budget FY95 (Includes salaries, benefits, expenses, cruisers, fire truck debt, reval., reserve fund)	\$11,018,784
2. Remove Ladder Truck from budget and from limits of Prop 2 1/2 with debt exclusion vote	- 41,901
3. New Base Budget Balance	\$10,976,883
4. Additional funds for spending without override (Total revenues - Base Budget = Additional spending)	179,717
<u>AVAILABLE FUNDS WITHIN LIMITS OF PROP 2 1/2</u>	<u>\$ 179,717</u>

<u>NANCY'S RECOMMENDED EXPENDITURES</u>	<u>AMOUNT</u>	<u>BALANCE</u>
1. Computer Lease (Accountant & Police)	25,000	154,717
2. Snowguards	10,725	143,992
3. Memorial Library Mortar	20,000	123,992
4. Police Roof	10,000	113,992
5. Library Circulation desk	9,000	104,992
6. Bridges (Concord Rd. & Wetherbee)	60,000	84,992

7. Sidewalks	15,000	30,600
8. Highway Loader (bonded, not override)	12,036/yr.	18,564
9. Fire Alarm panel	15,000	3,564
10. Exhaust W.A. Fire Station	3,300	264

RECOMMENDED OVERRIDE QUESTIONS

1. RESTORATION OF PREVIOUS STAFF CUTS (GENERAL OVERRIDE)

LIBRARY

1 FTE	30,339
Friday hours	27,000
<u>TOTAL LIBRARY</u>	<u>57,339</u>

LAND USE

Planning .5 Assistant	24,000
Engineering summer help	3,950
<u>TOTAL LAND USE</u>	<u>27,950</u>

TOTAL RESTORED STAFF CUTS **\$85,289**
(GENERAL OVERRIDE)

2. POLICE EQUIPMENT (CAPITAL EXCLUSION - 1 YEAR)

E911 Equipment	60,000
4 Mobile Terminals	16,000
<u>TOTAL CAPITAL EXCLUSION</u>	<u>\$76,000</u>

3. FIRE VEHICLES (DEBT EXCLUSION, MULTIPLE YEARS)

Ladder Truck	450,000	41,901/yr.
4WD Command Vehicle	15,000	3,407/yr.
<u>TOTAL DEBT EXCLUSION - FIRE</u>	<u>465,000</u>	<u>45,304/YR</u>

4. MUNICIPAL VEHICLES (DEBT EXCLUSION, MULTIPLE YEARS)

Engineering Van	18,000	4089/yr.
2 1/2 Ton dump truck	35,000	7951/yr.
Sign Truck	18,000	4089/yr.
1 ton dump truck	25,000	5679/yr.

<u>TOTAL DEBT EXCLUSION - VEHICLES</u>	<u>96,000</u>	<u>21,808/yr.</u>
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5. HIGHWAY PAVING PROGRAM (DEBT EXCLUSION, MULTIPLE YEARS)

Paving Program	331,000	42,036/yr.
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6. ICE HOUSE POND EXCAVATION (DEBT EXCLUSION, MULTIPLE YEARS)

Ice House Pond excavation	30,000	3,039/yr.
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GRAND TOTAL OVERRIDE QUESTIONS

TOTAL FULL COST	\$998,800
TOTAL FY95 COST	\$273,480

**FY95 TAX IMPACT FOR OVERRIDE RECOMMENDATIONS
(cents/\$1000 of valuation)**

	<u>RES.</u>	<u>CIP</u>
General Override (\$85,289)	6 cents	7 cents
Capital Exclusion (\$76,000)	5 cents	6 cents
Debt Exclusions (\$112,191)	8 cents	9 cents
<u>TOTAL TAX IMPACT</u>	<u>19 cents</u>	<u>22 cents</u>
Impact on tax bill of \$250,000 house	\$47.50/yr.	

If additional revenue (state, local, or other) is added to the Municipal budget, then I would recommend including the following in our allotment to be voted at Town Meeting but not needing an override. All would need to be voted outside budget (separate or combined warrant articles) except for #5.

1. Ladder truck - annual bond payment
2. 1/2 of highway paving program
3. Engineering Van
4. 2 1/2 ton dump truck
5. HVAC controls - library (add to budget)
6. Impact fees
7. Kelley's Corner study

I have recommended no action in FY95 on the following items on the Program/Capital request list.

Library Expansion study
New library staff
Traffic signal
Exhaust for fire stations in South Acton and Center
4 additional mobile terminals
Hydrology software
GIS, Pollution, Nitrate
Conservation pick-up truck
North Acton Rec. Area

FROM: NANCY TAVERNIER

FEBRUARY 18, 1994

DEPARTMENT

PROGRAM/CAPITAL REQUESTS

NEW SALARIES,
PROGRAM, & CAPITAL
REQUESTS

PRIORITY PRIORITY
NUMBER CLASS

ANNUAL
COSTS

CUMULATIVE
COSTS
TOTAL

SUBTOTAL PAGE 1

Tax Impact

\$11,018,784

COA VAN ENTERPRISE	FY95 Deficit	\$5,962		1	A	\$0	\$11,018,784
NESWC ENTERPRISE	FY95 Deficit	\$916,000		2	A	\$0	\$11,018,784
ASSESSOR	Re-val. Update (#1)	\$35,000		3	A	\$0	\$11,018,784
FIRE	Ladder Truck Replacement (#2)	\$450,000		4	A	(\$41,901)	\$10,976,883
POLICE	Marked Cruiser Replacement (#3)	\$65,900		6	A	\$0	\$10,976,883
ACCOUNTANT	Computer Upgrade(Moved to Finance Base Bu	\$80,000		5	A	\$18,173	\$10,995,056
TOWN-WIDE	Computer Study	\$40,000		6	A	\$0	\$10,995,056
POLICE	Computer Upgrade (Moved to Finance Base Bl	\$30,000		7	A	\$6,815	\$11,001,871
MUNICIPAL PROPERTIES	Skylight Snow Guards	\$10,725	d	9	A	\$10,725	\$11,012,596
MUNICIPAL PROPERTIES	Mortar Repair, Mem. Lib.	\$20,000	c	15	A	\$20,000	\$11,032,596
MUNICIPAL PROPERTIES	Garage Roof Replacement, Police Station	\$10,000	c	33	B	\$10,000	\$11,042,596
LIBRARY, MEMORIAL	Circulation Desk	\$9,000	c	41	C	\$9,000	\$11,051,596
ENGINEERING	Bridge, Concord Rd.	\$40,000	m	11	A	\$40,000	\$11,091,596
ENGINEERING	Bridge, Wetherbee St.	\$20,000	e	12	A	\$20,000	\$11,111,596
ENGINEERING	Sidewalks	\$15,000	c	15	A	\$15,000	\$11,126,596
HIGHWAY	Loader Replacement	\$95,000	d	24	B	\$12,036	\$11,138,632
FIRE	Alarm Panel Upgrade	\$15,000	d	25	B	\$15,000	\$11,153,632
FIRE	Exhaust System, West Acton Station	\$3,300	c	23	A	\$3,300	\$11,156,932

ADDITIONAL FUNDING LEVEL

FIRE	Ladder Truck Replacement (#2)	\$450,000		4	A	\$41,901	\$11,198,833
HIGHWAY	Paving Program	\$331,800	c	36	C	\$165,900	\$11,364,733
ENGINEERING	Eng. Van Replacement	\$18,000	d	14	A	\$18,000	\$11,382,733
MUNICIPAL PROPERTIES	2 1/2 ton Dump Truck Replacement	\$35,000	d	17	A	\$35,000	\$11,417,733
MUNICIPAL PROPERTIES	HVAC Controls, Mem. Lib.	\$10,000	d	26	B	\$10,000	\$11,427,733
PLANNING	Impact Fee Bylaw	\$10,000	e	20	A	\$10,000	\$11,437,733
PLANNING	Kelly's Corner Plan	\$10,000	e	34	B	\$10,000	\$11,447,733

FROM: NANCY TAVERNIER

FEBRUARY 18, 1994

DEPARTMENT

PROGRAM/CAPITAL REQUESTS

NEW SALARIES,
PROGRAM, & CAPITAL
REQUESTS

PRIORITY PRIORITY
NUMBER CLASS

ANNUAL
COSTS

CUMULATIVE
COSTS
TOTAL

GENERAL OVERRIDE TOTAL

LIBRARY, MEMORIAL	Replace 1 FTE cut from 94	\$30,339	l	18	A	\$30,339	\$11,478,072
LIBRARY, MEMORIAL	Replace Friday Hours	\$27,000	l	30	B	\$27,000	\$11,505,072
PLANNING	Add'l Labor	\$24,000	l	19	A	\$24,000	\$11,529,072
ENGINEERING	Summer Help	\$3,950	l	21	A	\$3,950	\$11,533,022
	GENERAL OVERRIDE					\$85,289	

CAPITAL EXCLUSIONS-POLICE

POLICE	Communication Center, E-911 (Recommended)	\$60,000	d	10	A	\$60,000	\$11,678,311
POLICE	Mobile Data Terminals, 2 ea	\$8,000	d	22	A	\$8,000	\$11,686,311
POLICE	Mobile Data Terminals, 2 ea	\$8,000	d	29	A	\$8,000	\$11,694,311
	CAPITAL EXCLUSIONS TOTAL	\$76,000				\$76,000	

DEBT EXCLUSION-FIRE

FIRE	Ladder Truck Replacement (#2)	\$450,000		4	A	\$41,901	\$11,812,212
FIRE	Command Vehicle 4wd Addition (1/2 not eligible)	\$15,000	d	16	A	\$3,407	\$11,815,619
	DEBT EXCLUSION-FIRE TOTAL					\$45,308	

MUNICIPAL VEHICLES (DEBT EXCLUSION)

ENGINEERING	Eng. Van Replacement	\$18,000	d	14	A	\$4,089	\$11,865,016
MUNICIPAL PROPERTIES	2 1/2 ton Dump Truck Replacement	\$35,000	d	17	A	\$7,951	\$11,872,967
HIGHWAY	Sign Truck Replacement	\$18,000	d	27	B	\$4,089	\$11,877,056
HIGHWAY	1 Ton Dump Truck Replacement	\$25,000	d	39	C	\$5,679	\$11,882,735

MUNICIPAL VEHICLES (DEBT EXCLUSION)

\$21,808

HIGHWAY PAVING (DEBT EXCLUSION)

HIGHWAY	Paving Program	\$331,800	c	36	C	\$42,036	\$11,946,579
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HIGHWAY PAVING (DEBT EXCLUSION)

\$42,036

ICE HOUSE POND EXCAVATION (DEBT EXCLUSION)

MUNICIPAL PROPERTIES	Ice House Pond Excavation	\$30,000	c	51	C	\$3,039	\$11,991,654
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ICE HOUSE POND EXCAVATION (DEBT EXCLUSION)

\$3,039

FROM: NANCY TAVERNIER

FEBRUARY 18, 1994

DEPARTMENT	PROGRAM/CAPITAL REQUESTS	NEW SALARIES, PROGRAM, & CAPITAL REQUESTS	PRIORITY NUMBER	PRIORITY CLASS	ANNUAL COSTS	CUMULATIVE COSTS TOTAL
ENGINEERING	Traffic Signal @ High & 62	\$48,000 c	28	B	\$0	\$11,994,693
FIRE	Exhaust System, South Acton Station	\$3,300 c	31	B	\$0	\$11,994,693
MUNICIPAL PROPERTIES	Cem. Service Garage (New)	\$90,000	32	SF	\$0	\$11,994,693
LIBRARY, MEMORIAL	Expansion Study	\$15,000 e	35	B	\$0	\$11,994,693
POLICE	Mobile Data Terminals, 4 ea	\$16,000 d	37	C	\$0	\$11,994,693
FIRE	Exhaust System, Acton Center Station	\$3,400 c	38	C	\$0	\$11,994,693
ENGINEERING	Hydrology Software	\$3,500 e	40	C	\$0	\$11,994,693
FIRE	Fire Prevention Officer	\$42,640 l	42	C	\$42,640	\$12,037,333
LIBRARY, MEMORIAL	Additional Labor Hrs.	\$22,365 l	43	C	\$0	\$12,037,333
ENGINEERING	Landfill Cap	\$1,300,000 c	44	C	\$0	\$12,037,333
HIGHWAY	Replace Sidesaddle Pick-up Trucks (8ea)	\$144,000 d	45	C	\$144,000	\$12,181,333
PLANNING	GIS Mapping Software	\$10,000 e	46	C	\$0	\$12,181,333
PLANNING	Polution Source Study	\$10,000 e	47	C	\$0	\$12,181,333
PLANNING	Nitrate Loading Study	\$40,000 e	48	C	\$0	\$12,181,333
CONSERVATION	Pick-up Truck Replacement	\$18,000 d	49	C	\$0	\$12,181,333
ENGINEERING	North Acton Rec. Area	\$1,000,000 c	50	C	\$0	\$12,181,333
TOWN-WIDE	Computer Upgrade	\$800,000 d	52	C	\$0	\$12,181,333
CEMETERIES	New Section, Phase 2	\$10,000 c		SF	\$10,000	\$12,191,333
HEALTH	Kelly's Corner Sewers	\$2,250,000 c		SF	\$2,250,000	\$14,441,333
HEALTH	South Acton Sewers	\$2,250,000 c		SF	\$2,250,000	\$16,691,333
HEALTH	Maynard Connection	\$2,000,000 c		SF	\$2,000,000	\$18,691,333
HEALTH	Maynard Interceptor (Main Feed Pipe)	\$1,500,000 c		SF	\$1,500,000	\$20,191,333
NURSING ENTERPRISE	Vehicle Replacement	\$12,500 d		SF	\$12,500	\$20,203,833
NESWC ENTERPRISE	10 Wheel Tractor Cab Replacement	\$55,000 d		SF	\$55,000	\$20,258,833
NESWC ENTERPRISE	FY94 Stabilization Deficit	\$750,000		SF	\$750,000	\$21,008,833
SEPTAGE ENTERPRISE	Computer	\$15,000 d		SF	\$15,000	\$21,023,833
SEPTAGE ENTERPRISE	Inspection Vehicles Replacement, 2ea	\$25,000 d		SF	\$25,000	\$21,048,833
SEPTAGE ENTERPRISE	Micro-fiche Reader	\$10,000 d		SF	\$10,000	\$21,058,833
GRAND TOTAL					\$21,058,833	

Footnotes:

- 1 Full Pay Amount also Included in the Assessing Expense Budget
- 2 The Annual Bonding Cost also Included in the Fire Expense Budget
- 3 Full Pay Amount Also Included in the Police Expense Budget
- 4 All Items that have a bondable life QUALIFY for a Capital Override or a Debt Exclusion Override
- 5 Based upon the 1/24/93 Yeild Curve; Actual cost will be dependent upon rates at time of issue.
- 6 Must be authorized by the State Emergency Finance Board
- 7 Must be authorized by DEP

FROM: DON JOHNSON

FEBRUARY 18, 1994

DEPARTMENT

PROGRAM/CAPITAL REQUESTS

NEW SALARIES,
PROGRAM, & CAPITAL
REQUESTS

PRIORITY PRIORITY
NUMBER CLASS

ANNUAL
COSTS

CUMULATIVE
COSTS
TOTAL

SUBTOTAL PAGE 1						\$11,001,871	
		Tax Impact					
COA VAN ENTERPRISE	FY95 Deficit	\$5,962		1	A	\$0	\$11,001,871
NESWC ENTERPRISE	FY95 Deficit	\$916,000		2	A	\$0	\$11,001,871
ASSESSOR	Re-val. Update (#1)	\$35,000		3	A	\$0	\$11,001,871
FIRE	Ladder Truck Replacement (#2)	\$450,000		4	A	\$0	\$11,001,871
POLICE	Marked Cruiser Replacement (#3)	\$65,000		6	A	\$0	\$11,001,871
ACCOUNTANT	Computer Upgrade(Moved to Finance Base Bu	\$80,000		5	A	\$0	\$11,001,871
TOWN-WIDE	Computer Study	\$40,000		6	A	\$0	\$11,001,871
POLICE	Computer Upgrade (Moved to Finance Base Bt	\$30,000		7	A	\$0	\$11,001,871
MUNICIPAL PROPERTIES	Skylight Snow Guards	\$10,725	d	9	A	\$10,725	\$11,012,596
POLICE	Communication Center, E-911(Recommendec	\$60,000	d	10	A	\$15,000	\$11,027,596
ENGINEERING	Bridge, Concord Rd.	\$40,000	m	11	A	\$40,000	\$11,067,596
ENGINEERING	Bridge, Wetherbee St.	\$20,000	e	12	A	\$20,000	\$11,087,596
MUNICIPAL PROPERTIES	Mortar Repair, Mem. Lib.	\$20,000	c	13	A	\$20,000	\$11,107,596
HIGHWAY	Eng. Van Replacement	\$18,000	d	14	A	\$18,000	\$11,125,596
ENGINEERING	Sidewalks	\$15,000	c	15	A	\$15,000	\$11,140,596
FIRE	Command Vehicle 4wd Addition(1/2 not eligibili	\$15,000	d	16	A	\$15,000	\$11,155,596
MUNICIPAL PROPERTIES	2 1/2 ton Dump Truck Replacement	\$35,000	d	17	A	\$35,000	\$11,190,596
LIBRARY, MEMORIAL	Replace 1 FTE cut from 94	\$30,339	l	18	A	\$30,339	\$11,220,935
PLANNING	Add'l Labor	\$24,000	l	19	A	\$24,000	\$11,244,935
PLANNING	Impact Fee Bylaw	\$10,000	e	20	A	\$10,000	\$11,254,935
ENGINEERING	Summer Help	\$3,950	l	21	A	\$3,950	\$11,258,885
POLICE	Mobile Data Terminals, 2 ea	\$8,000	d	22	A	\$8,000	\$11,266,885
FIRE	Exhaust System, West Acton Station	\$3,300	c	23	A	\$3,300	\$11,270,185
HIGHWAY	Loader Replacement	\$95,000	d	24	B	\$95,000	\$11,365,185
FIRE	Alarm Panel Upgrade	\$15,000	d	25	B	\$15,000	\$11,380,185
MUNICIPAL PROPERTIES	HVAC Controls, Mem. Lib.	\$10,000	d	26	B	\$10,000	\$11,390,185
HIGHWAY	Sign Truck Replacement	\$18,000	d	27	B	\$18,000	\$11,408,185
ENGINEERING	Traffic Signal @ High & 62	\$48,000	c	28	B	\$48,000	\$11,456,185
POLICE	Mobile Data Terminals, 2 ea	\$8,000	d	29	B	\$8,000	\$11,464,185
LIBRARY, MEMORIAL	Replace Friday Hours	\$27,000	l	30	B	\$27,000	\$11,491,185
FIRE	Exhaust System, South Acton Station	\$3,300	c	31	B	\$3,300	\$11,494,485
MUNICIPAL PROPERTIES	Cem. Service Garage (New)	\$90,000		32	bf	\$0	\$11,494,485
MUNICIPAL PROPERTIES	Garage Roof Replacement, Police Station	\$10,000	c	33	B	\$10,000	\$11,504,485
PLANNING	Kelly's Corner Plan	\$10,000	e	34	B	\$10,000	\$11,514,485
LIBRARY, MEMORIAL	Expansion Study	\$15,000	e	35	B	\$15,000	\$11,529,485

FROM: DON JOHNSON

FEBRUARY 18, 1994

DEPARTMENT	PROGRAM/CAPITAL REQUESTS	NEW SALARIES, PROGRAM, & CAPITAL REQUESTS	PRIORITY NUMBER	PRIORITY CLASS	ANNUAL COSTS	CUMULATIVE COSTS TOTAL	
HIGHWAY	Paving Program	\$331,800	c	36	C	\$331,800	\$11,861,285
POLICE	Mobile Data Terminals, 4 ea	\$16,000	d	37	C	\$16,000	\$11,877,285
FIRE	Exhaust System, Acton Center Station	\$3,400	c	38	C	\$3,400	\$11,880,685
HIGHWAY	1 Ton Dump Truck Replacement	\$25,000	d	39	C	\$25,000	\$11,905,685
ENGINEERING	Hydrology Software	\$3,500	e	40	C	\$3,500	\$11,909,185
LIBRARY, MEMORIAL	Circulation Desk	\$9,000	c	41	C	\$9,000	\$11,918,185
FIRE	Fire Prevention Officer	\$42,640	l	42	C	\$42,640	\$11,960,825
LIBRARY, MEMORIAL	Additional Labor Hrs.	\$22,365.00	l	43	C	\$22,365	\$11,983,190
ENGINEERING	Landfill Cap	\$1,300,000	c	44	C	\$0	\$11,983,190
HIGHWAY	Replace Sidesaddle Pick-up Trucks (8ea)	\$144,000	d	45	C	\$144,000	\$12,127,190
PLANNING	GIS Mapping Software	\$10,000	e	46	C	\$10,000	\$12,137,190
PLANNING	Polution Source Study	\$10,000	e	47	C	\$10,000	\$12,147,190
PLANNING	Nitrate Loading Study	\$40,000	e	48	C	\$40,000	\$12,187,190
CONSERVATION	Pick-up Truck Replacement	\$18,000	d	49	C	\$18,000	\$12,205,190
ENGINEERING	North Acton Rec. Area	\$1,000,000	c	50	C	\$1,000,000	\$13,205,190
MUNICIPAL PROPERTIES	Ice House Pond Excavation	\$30,000	c	51	C	\$30,000	\$13,235,190
TOWN-WIDE	Computer Upgrade	\$800,000	d	52	C	\$0	\$13,235,190
CEMETERIES	New Section, Phase 2	\$10,000	c		SF	\$10,000	\$13,245,190
HEALTH	Kelly's Corner Sewers	\$2,250,000	c		SF	\$2,250,000	\$15,495,190
HEALTH	South Acton Sewers	\$2,250,000	c		SF	\$2,250,000	\$17,745,190
HEALTH	Maynard Connection	\$2,000,000	c		SF	\$2,000,000	\$19,745,190
HEALTH	Maynard Interceptor (Main Feed Pipe)	\$1,500,000	c		SF	\$1,500,000	\$21,245,190
NURSING ENTERPRISE	Vehicle Replacement	\$12,500	d		SF	\$12,500	\$21,257,690
NESWC ENTERPRISE	10 Wheel Tractor Cab Replacement	\$55,000	d		SF	\$55,000	\$21,312,690
NESWC ENTERPRISE	FY94 Stabilization Deficit	\$750,000			SF	\$750,000	\$22,062,690
SEPTAGE ENTERPRISE	Computer	\$15,000	d		SF	\$15,000	\$22,077,690
SEPTAGE ENTERPRISE	Inspection Vehicles Replacement, 2ea	\$25,000	d		SF	\$25,000	\$22,102,690
SEPTAGE ENTERPRISE	Micro-fiche Reader	\$10,000	d		SF	\$10,000	\$22,112,690
GRAND TOTAL		\$14,968,681				\$22,112,690	

Footnotes:

- 1 Full Pay Amount also Included in the Assessing Expense Budget
- 2 The Annual Bonding Cost also Included in the Fire Expense Budget
- 3 Full Pay Amount Also Included in the Police Expense Budget
- 4 All items that have a bondable life QUALIFY for a Capital Override or a Debt Exclusion Override
- 5 Based upon the 1/24/93 Yeild Curve; Actual cost will be dependent upon rates at time of issue.
- 6 Must be authorized by the State Emergency Finance Board
- 7 Must be authorized by DEP

FROM: DON JOHNSON

FEBRUARY 18, 1994

DEPARTMENT	PROGRAM/CAPITAL REQUESTS	ANNUAL COSTS	Base Budget	Remove	Special Articles	General Override	Capital Exclusion	Debt Exclusion	Add'l Funds Base Budget	Change Priority
SUBTOTAL PAGE 1		Tax Impact								
		\$11,018,784								
COA VAN ENTERPRISE	FY95 Deficit	\$0	x							
NESWC ENTERPRISE	FY95 Deficit	\$0	x							
ASSESSOR	Re-val. Update (#1)	\$0	x							
FIRE	Ladder Truck Replacement (#2)	(\$41,901)			x			x	x	
POLICE	Marked Cruiser Replacement (#3)	\$0	x							
ACCOUNTANT	Computer Upgrade(Moved to Finance Base Bu	\$18,173	x							
TOWN-WIDE	Computer Study	\$0		x						
POLICE	Computer Upgrade (Moved to Finance Base B	\$6,815	x							
MUNICIPAL PROPERTIES	Skylight Snow Guards	\$10,725	x							
POLICE	Communication Center, E-911 (Recommendec	\$15,000	x		x		x			
ENGINEERING	Bridge, Concord Rd.	\$40,000	x		x					
ENGINEERING	Bridge, Wetherbee St.	\$20,000	x		x					
MUNICIPAL PROPERTIES	Mortar Repair, Mem. Lib.	\$20,000	x		x					
HIGHWAY	Eng. Van Replacement	\$18,000	x		x			x	x	
ENGINEERING	Sidewalks	\$15,000	x		x					
FIRE	Command Vehicle 4wd Addition(1/2 not eligibil	\$15,000	x		x			x		
MUNICIPAL PROPERTIES	2 1/2 ton Dump Truck Replacement	\$35,000			x			x	x	
LIBRARY, MEMORIAL	Replace 1 FTE out from 94	\$30,339			x		x			
PLANNING	Add'l Labor	\$24,000			x		x			
PLANNING	Impact Fee Bylaw	\$10,000		x	x				x	x
ENGINEERING	Summer Help	\$3,950			x		x			
POLICE	Mobile Data Terminals, 2 ea	\$8,000			x			x		
FIRE	Exhaust System, West Acton Station	\$3,300	x		x					
HIGHWAY	Loader Replacement	\$95,000			x				x	
FIRE	Alarm Panel Upgrade	\$15,000	x		x					
MUNICIPAL PROPERTIES	HVAC Controls, Mem. Lib.	\$10,000			x				x	
HIGHWAY	Sign Truck Replacement	\$18,000			x					
ENGINEERING	Traffic Signal @ High & 62	\$48,000		x	x					
POLICE	Mobile Data Terminals, 2 ea	\$8,000		x	x			x		
LIBRARY, MEMORIAL	Replace Friday Hours	\$27,000			x		x			
FIRE	Exhaust System, South Acton Station	\$3,300		x	x					
MUNICIPAL PROPERTIES	Cem. Service Garage (New)	\$0		x	x					
MUNICIPAL PROPERTIES	Garage Roof Replacement, Police Station	\$10,000	x		x					
PLANNING	Kelly's Corner Plan	\$10,000			x				x	
LIBRARY, MEMORIAL	Expansion Study	\$15,000		x	x					x

NOTE TO BOS : "X" IN MATRIX SIMPLY INDICATES THAT ONE OR MORE SELECTMEN SUGGESTED THE DESIGNATED ACTION ON THE ITEM IN QUESTION.

TO: Board of Selectmen
FROM: Nancy Tavernier
SUBJECT: Adams St. proposal by ACHC
DATE: 2/18/94

I am attaching information for the Board in regard to the formation of ACHC in 1987. I feel very strongly that the Board of Selectmen should take a position to recommend the Adams St. land transfer and should do so before the warrant is printed.

The enclosed History of the Partnership (ACHC) sheet is a little dated since it doesn't show the hundreds of hours spent on the issue of affordable housing over the years. We have met up to 2 times a month, at 7AM, for as long as I have been a member, which is 5 years. Under the "Accomplishments" list, you will note that #5 shows a \$3.2 million award from EOCD for the North Acton Woods project, which subsequently died on the drawing board when the economy went sour. ACHC was awarded funding for 3 HOP projects but none of them ever came to fruition. It has been frustrating for ACHC but they have never lost sight of their mission. They were given their mission first by the Board of Selectmen and then it was strongly endorsed by the Town meeting of 1987 and again in 1990 when the Affordable Housing Incentive and Overlay section was added to the Acton Zoning Bylaw.

The "Mission Statement" clearly covers the purpose of ACHC. In the "Responsibilities" section, 2nd indent, there is verification that ACHC "may initiate action intended to create affordable residential housing projects." The Adams St. proposal does just that.

The ACHC is working to provide answers to all of the questions that have been raised by the Board and the neighborhood. We are attempting to schedule a meeting with Bill Mullin, to which all Selectmen will be invited, so that his concerns will be addressed. I hasten to point out that some of the "details" requested require expenditures of money, e.g. detailed construction plans and ACHC is willing to fund that out of our limited funds. (privately collected). To keep this Town Meeting action in perspective, remember that ACHC is asking Town Meeting to transfer the use of 4 acres of town land from sewage treatment purposes to affordable housing purposes. The fine details will come later when the RFP is issued and responded to.

This project offers an exciting opportunity to the entire Town and

particularly to the Board of Selectmen. We have a local lender (Concord Co-op) who is willing to finance the entire project and we have a local distinguished construction company, Deck House, who is willing to not only donate one house but who also is planning to bid on the project. Then finally 70% of the houses will be restricted, forever, for members of the Acton community. This is an Acton project from beginning to end. The Board of Selectmen has an opportunity to put substance to the policy statement we made last year on the subject of the need for diversity in our community. Our endorsement would send a strong message to the community, that the Town of Acton does, indeed, promote the provision of affordable house within its boundaries.

I urge the Board to vote to recommend this warrant article before the printing of the warrant.

cc ACHC

ACTON COMMUNITY HOUSING CORPORATION.
MISSION STATEMENT

Background

The ACHC was incorporated by the Board of Selectmen as a direct result of the formation of the Housing Task Force to study the need for affordable housing and to recommend procedures for the implementation of the Town's Affordable Housing policy. The general affordable housing objectives of the ACHC have the approval of the Board of Selectmen, Town Manager, Zoning Board of Appeals, Planning Board, Conservation Commission, and other applicable Town Boards, Committees, and Agencies.

Responsibilities

The Board of Selectmen and the Town Manager, with the concurrence of the aforementioned Boards, Commissions, and Agencies have delegated certain defined responsibilities and functions to the ACHC. These include, but are not necessarily limited to, the following.

The ACHC will act as the Town's initial contact with developers of proposed affordable residential housing projects which are site-specific and for which the developer has indicated an intention to request an increase in allowed density or other variances in return for said provision of affordable housing. In this context, the ACHC will serve as a preliminary negotiating agency.

The ACHC may also initiate action intended to create affordable residential housing projects. In this context the ACHC will work to create a specific project consistent with Town policy.

Procedures

In fulfillment of this mission the Acton Community Housing Corporation will follow the course as outlined below.

The ACHC will forward its project specific preliminary recommendations and conclusions to each of the above mentioned Boards, Commissions and Agencies with a request for comments from each.

Comments will be reviewed with ACHC's Consultant, Project Proposers and the Authors of the comments. Following the review process by a majority vote of its Board of Directors, the ACHC will issue project specific recommendations which will be distributed to the Board of Selectmen and other appropriate designated town agencies.

ACTON COMMUNITY HOUSING CORPORATION

BOX 681

ACTON, MASSACHUSETTS 01720

HISTORY OF THE PARTNERSHIP

June of '86

Acton Housing Authority, Fair Housing and area church representatives went to the Selectmen and requested their consideration to apply to EOCD for designation as a community belonging to Massachusetts Housing Partnership.

Fall of '86

Task Force was appointed by Selectmen

Spring of '87

Town Meeting voted to develop a process to provide affordable housing to town employees, young adult children of Acton residents and housing for those that work in the community.

August '87

Selectmen designated 12 community people as members of a community housing corporation.

Accomplishments

1. At June's Housing expo of '88 Acton was singled out by Amy Anthony, Secretary of the Executive Office of Communities and Development, as one of five communities in the State to be awarded the "Community Excellence in Affordable Housing"
2. EOCD award by Massachusetts Housing Partnership a \$25,000.00 grant for Strategic Planning
3. EOCD award by Mass Housing Partnership a \$30,000.00 grant for a Partnership Planner
4. EOCD award by Mass Housing Partnership a \$5000.00 by Mass Housing Partnership
5. EOCD awarded \$3,240,000.00 for the construction of 36 additional units for elderly, handicapped and family housing
6. This is the third HOP project from Acton to received funding

As a leader in the State for providing affordable housing Acton has a strong community Partnership with the Executive Office of Communities and Development.



TOWN OF ACTON
TOWN CLERK
TOWN HALL
422 MAIN STREET
ACTON, MASSACHUSETTS 01720
TELEPHONE (617) 264-9615

EXCERPT OF THE PROCEEDINGS OF THE ANNUAL TOWN MEETING
HELD APRIL 7, 1987 WITH ADJOURNED SESSIONS HELD
APRIL 8, 1987, APRIL 9, 1987 AND APRIL 11, 1987

ARTICLE 51. Fair Housing Resolution

To see if the Town will vote to adopt the following resolution:

WHEREAS the recent sharp increases in housing costs have priced families and individuals out of the homebuying market;
WHEREAS the Massachusetts Zoning Act (Chapter 40A of the M.G.L.) provides that one of the purposes for zoning is to encourage housing for persons of all income levels;
WHEREAS many who work within the community can no longer afford to locate within its boundaries; and
WHEREAS the adult children of Acton are finding it increasingly difficult to stay within the community due to the high cost of housing;

BE IT therefore RESOLVED that the Town of Acton promote the provision of affordable housing within its boundaries, and further support the investigation and potential formation of a public non-profit autonomous body to promote affordable housing.

ARTICLE 51.

Voted: That the Affordable Housing Resolution be adopted as follows:

WHEREAS the recent sharp increases in housing costs have priced families and individuals out of the homebuying market;
WHEREAS the Massachusetts Zoning Act (Chapter 40A of the M.G.L.) provides that one of the purposes for zoning is to encourage housing for persons of all income levels;
WHEREAS many who work within the community can no longer afford to locate within its boundaries; and
WHEREAS the adult children of Acton are finding it increasingly difficult to stay within the community due to the high cost of housing;

BE IT therefore RESOLVED that the Town of Acton promote the provision of affordable housing within its boundaries, and further support the investigation and potential formation of a public non-profit autonomous body to promote affordable housing.

ACHC meeting scheduled with Bill Mullin and BOS will be Sunday
February 27, 1994 at 5:00 P.M. at Town Hall, Room 126.

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION
TOWN MANAGER'S OFFICE

DATE: Feb. 18, 1994

TO: Board of Selectmen
FROM: Don P. Johnson, Town Manager
SUBJECT: Warrant Article Backup

Members of the Board expressed or implied the need for additional supporting information on several of the priority list items during your Feb. 15 meeting. Staff has prepared the attached material that we hope will help with your decision making.



Why Accounting Department Needs New Computing Capabilities

The Accounting Department is currently using hardware and software that is 12-15 years old. It has been rightfully called a "boat anchor". Hardware is a PDP-11 with RSTS Operating System, located at A-B Regional High School, and accessed by Accounting through one leased phone line. The leased line terminates at the Town Hall into a four device multiplexor which supports three terminals and three printers. Backup is performed daily by High School staff.

Software is provided by Information Opportunities, Inc. (I/O) of Marlboro, MA, and application modules used are Payroll, Expense and Revenue Ledgers, Purchase Orders and General Ledger. The software allows input only by one user in a module at a time, and the terminal is slaved to a process, not allowing multiple tasks. There is duplication of effort between the departments and Accounting in the recording of payroll and bills for payments. There is further duplication of effort between the tax collection system and Accounting as revenues are entered separately on the VAX, which is located at Town Hall, and the PDP-11.

The payroll module is exception-based and involves multiple, slow screens. There is no true integration between the software modules, and separate posting must be done from one module to another. It takes several hours for the current system to clear and initialize payroll for a new cycle. Accounting is dependent upon School personnel to load direct deposit and check reconciliation tapes at the High School, and we transport these tapes to the banks. The current system is incapable of electronically transmitting this data. Also, payroll withholding for both the School and Town must be rekeyed by Accounting into the Expense Ledger for payment.

There is no screen display capability of payroll or vendor information. Accounting must print a report - which takes hours and needs to be updated after each warrant - to obtain this information. The report does not contain pertinent information such as check numbers, and staff must go to a separate check register or pull actual bills to obtain additional information.

Budget preparation and forecasting cannot be accomplished during normal working hours as it interferes with other applications. Staff often works late in the evening to process and print reports to accommodate the slowness of the current system during the day. School Dept staff also work late for the same reason, and the system gets bogged down in the evening too!

Software support is not responsive to problems, often taking days and weeks to resolve issues. A current problem with the printing of 1099s has been unresolved since late January.

If the system fails, I/O has a contingency plan for Accounting to go to another I/O site to input payroll and bills.

Listed below are other significant problems which have occurred since December, 1993 with the system:

1. The hardware crashed and was down for four days in December. The delay in bringing the system back was due to locating the problem and the unavailability of parts.
2. The Vendor Report of 1099 payments does not agree with the actual printed 1099s. I/O has promised a resolution of this matter. 1099s should have been mailed to vendors on January 31, 1994.
3. Quarterly reports for 12/31/93 were incorrect due to a restoration of records by I/O. The software is incapable of running a quarterly report for a prior quarter, and the data had to be regenerated manually.
4. Payroll data was corrupted in December prior to the system crash. Data had to be restored from backup, and payroll adjustments which had not been backed up had to be re-entered.
5. In auditing tax tables used by I/O, the withholdings are inconsistent with IRS tables, and employees are being undertaxed.

What Needs To Be Done

Accounting must be moved to a new hardware platform that allows multi-tasking and multi-user input, as well as software applications that are fully integrated. When this change is made, we will be able to accomplish the following for the Town:

1. Departments will have the capability of inputting purchase orders, bills for payment, and departmental payroll directly, eliminating the current duplication of effort.
2. The Town Manager will have electronic approval capability of purchase orders. Approved purchase orders will flow automatically to Accounting.
3. Accounting will review, verify, and approve payroll and invoices for placement on Treasury Warrants to be signed by the Town Manager and Board of Selectmen.
4. Payroll withholdings will be automatically placed on a payroll warrant or flow into Accounts Payable for inclusion on the Treasury Warrant. Direct deposit and check reconciliation will be electronically transmitted to banks.

5. Posting to the General Ledger will be automatic and controlled by Accounting.
6. Vendor information and payment history will be accessible to all departments through screen display and printing.
7. Payroll and Personnel modules will be integrated (not done on separate systems as is the current procedure).
8. Management will have information readily available to make timely business decisions. Customized reports can be generated through Fourth Generation Language (4GL) which crosses all applications.

Financing of Computer Systems

We feel that leasing computer hardware, software, and support allows the upgrade at minimal initial cost, and gives the flexibility of future upgrades as new technology becomes available. Leasing prices as quoted by DEC Leasing are as follows:

Accounting Hardware and Software - \$80,000 purchase price
5 year lease, factor monthly .01932 = \$1,545.60 per mo. (5.9%)

Police Dept Hardware - \$25,000 purchase price
5 year lease, factor monthly .01932 = \$483.00 per mo.

(Leasing rates as quoted on 2/15/93 by DEC Leasing)

Summary

In summary, the current system is inefficient and unproductive. It promotes waste of time and resources for the Town. We need to release the boat anchor, and chart a new course with cost-effective, state-of-the-art technology.

TOWN OF ACTON POLICE DEPARTMENT
INTER-DEPARTMENTAL COMMUNICATION

TO: Don Johnson, Town Manager DATE: February 17, 1994
FROM: Lt. Frank Widmayer
SUBJ: Computer upgrade information for Board of Selectmen

PRESENT SYSTEM INFORMATION

The current MicroVax II system has been on line at the police station since July of 1987. When we first started using the system we hooked up the Town Hall operations by modem from Nagog Woods, excluding the accounting functions because the software was not compatible. At the same time we also made arrangements for the Fire Department to start operating on the same machine using modem connections. This worked well for a while and enabled everyone to install their own software databases and get used to the Vax system until they were able to obtain their own systems. At the same time the other departments were obtaining systems and developing new applications the police software was changing dramatically and growing substantially in size and demand on system resources. The police system has had several upgrades of storage space over the years as we have outgrown the disks. The initial system installation and software was able to fit and run on a 71 megabyte disk drive. We now are using two disk drives with a total storage capacity of 760 megabytes and need more space. If it were just a question of storage I would recommend adding a new larger disk drive. Another problem is the access time to handle simple tasks. One of the more important issues is the time it takes to look up prior incident history at residences to see if officers responding to calls at a certain location might run into a person with a gun or wanted on a warrant or with a history of violence against family or police officers. When a dispatcher enters the address information it takes time for this information to appear on the screen and it slows down the information flow to the officer responding to the call. It is also very unproductive to have a dispatcher entering information with the ability to type faster than the information can be processed by the system.

When the system was first designed it was a rudimentary database program with some nice features and it was very impressive at the time for this department to be able to do so many things. Since then we have added a multitude of new features which really add a load to system resources and require much more storage space. Some of the new features which I can think of offhand are incident reports,

TOWN OF ACTON POLICE DEPARTMENT
INTER-DEPARTMENTAL COMMUNICATION

personnel database, registry accident reports, National Incident Based Reporting System, incident address history, person address history, court tracking, press log, domestic abuse prevention order tracking, computer aided (live) dispatch, dispatch command line interface, E-911 street database, motor vehicle tracking, and house check lists. There is now seven years of incident information on the system, 5 years of incident and accident reports, and approximately 50,000 persons in our master name file. My best estimate is that there are about 2,500 incident and accident reports added each year. These reports are added by everyone at the department and often at the same time. Everyone in the department uses the computer in some capacity to perform their job. During the day there may be as many as ten people writing reports, dispatching, entering citations, etc. At the same time I am generally trying to run backups on the system which really causes the system to bog down. It has come to the point where I only run one full backup for an entire week because I have to use 6 tapes and it takes 7 hours to run. During the backup period the system slows to a crawl for everyone who has to use it. On other days I run an incremental backup which uses 3 tapes and takes about 2 hours to finish. Although it is not necessary to sit and watch the tapes run, it is necessary to be there when the tape needs to be changed otherwise it adds to the backup time and it won't be as useful in the event of a system crash if the disk has to be restored. It is not a viable option for us to delete old reports and incident records since we frequently need to access them and restoring from tape is a cumbersome process. Even if old records were deleted to save space, the system requirements for the new versions of software have grown to the point where they no longer run efficiently on a MicroVax II system.

BENEFITS OF NEW SYSTEM

The proposed Vax 3100-80 system which I would like to use as a replacement will bring with it a significant increase in performance. In addition to a 1 gigabyte hard disk, the memory and processor speed are many times greater than the current MicroVax system. This will enable many people (up to 16) to access the system at the same time with no decrease in performance. Backups will be accomplished at night with one tape and the entire system will be done every night. Dispatch performance will be very fast and allow almost instantaneous access to old reports and information. We are a progressive police department and have the need to use the latest tools available to

TOWN OF ACTON POLICE DEPARTMENT
INTER-DEPARTMENTAL COMMUNICATION

improve our efficiency to serve the citizens who are constantly requiring more as their awareness becomes greater about the services we can provide.

The first year of maintenance will be included for free and thereafter will be approximately 1/2 the price we are currently paying. In fact if the leasing program is used as was discussed by the Finance Department the price to lease the system will be almost equal to the amount we would have paid in service costs for the old system. The financial details will be provided in the memo by Sharon Summers of the Finance Department.

One other benefit is that the old system may be usable by someone else in the town for a smaller department or some educational service. At \$500.00 the trade-in value is negligible and almost not worth considering.



Lt. Frank Widmayer
Special Services Division

TOWN OF ACTON POLICE DEPARTMENT
INTER-DEPARTMENTAL COMMUNICATION

TO: Don Johnson, Town Manager DATE: February 17, 1994
FROM: Lt. Frank Widmayer
SUBJ: Dispatcher Center renovations

In response to the questions raised by the Board of Selectmen last Tuesday night and in particular to the specific questions of Selectman Lake I am including more information for the Board on the dispatch center upgrade. Included with this memo will be the original explanation for the capital request and the joint dispatch proposal submitted to you on February 19, 1993 by Police Chief George Robinson and Fire Chief Robert Craig. Detective Raymond Grey has also submitted a memo detailing the needs and problems of the current dispatch operation which is included. Most of this memo will be a basic summary of the joint dispatch proposal and its associated costs. The primary concept is that the current dispatch area is too small for the functionality which we require to efficiently handle daily operations. With the advent of E-911 it is becoming clear that there will be significant changes needed in our procedures and call handling techniques. Dispatch Center security is also a prime need which cannot easily be addressed under the current conditions.

There are two basic proposals to be considered:

OPTION 1

This option is to use the current dispatch area and make some slight renovations for E-911 and then install the Motorola Console (or equivalent). We feel that because of the size difference of new model radios and alarm systems that it would be possible to install the new console in the existing area although it would be tight and definitely would not allow for inclusion of Fire Department Dispatch operations should that become a possibility.

The reason for wanting the console is to consolidate and upgrade existing radio, alarm, and communications equipment as well as having it all available to the immediate access of the dispatcher with as little movement as possible. Dispatching for E-911 will require that dispatchers be answering calls within 6 rings or the calls will be shunted to another Public Safety Answering Point (out of town dispatch center). The determination has already been made by all

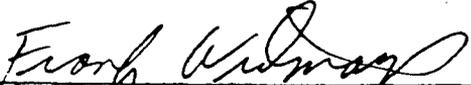
TOWN OF ACTON POLICE DEPARTMENT
INTER-DEPARTMENTAL COMMUNICATION

parties concerned that E-911 dispatch call taking operations will be sited at the Police Department. Fire Department radio dispatch will still be accomplished by the Dispatch Center in the West Acton Fire Station.

OPTION 2

The second option is to do the renovation as explained in the Joint Dispatch proposal and move the dispatch center and the Patrol Division Commander's office to where the Detective Division is currently situated and move the Detective Division to the current site of the Patrol Division Commander's office and Dispatch Center area.

Within the second part of this proposal the Fire Department Dispatch Center is not addressed, but there would be the ability to include it with additional funds if the will is there to accomplish it. The associated costs would be such things as moving or replacing existing Fire Department radios or running them remotely (if possible considering the age of the equipment). There are many more issues to be considered here and it would require a much more detailed study.


Lt. Frank Widmayer
Special Services Division

TOWN OF ACTON POLICE DEPARTMENT
INTER-DEPARTMENTAL COMMUNICATION

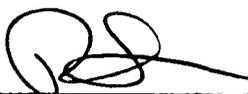
TO: Lt. Frank Widmayer DATE: February 18, 1994
FROM: R.P. Grey
SUBJ: Communications Console Justifications

As you know we have studied the Communications Area for the past two years extensively. The last renovation and equipment upgrade was completed over twenty years ago. Needless to say public safety communications technology has changed incredibly in the past five years and our antiquated equipment goes back over twenty years. The renovations that will come along with the installation of a communications console can and will make this area state of the art. The area has a cut and paste layout that makes it impossible to be seated at one position and accomplish the tasks we require the Dispatchers to do as a part of their day to day function. The console will allow the dispatcher to have a work area that allows them to do multiple tasks at the same time and location. It is important to understand what is in a public safety console prior to getting into specifics on what it will do for community safety. This work station will handle communications equipment, TDD, residential and commercial alarm system, phones, cellblock audio and video monitoring, E-911 monitors, cell check system, scanner, holding facility panic alarm, garage door access, facility intercom, in-house computer monitor, Leaps/NCIC monitor, Dictaphone, and call check system. Because of the age of our present equipment it will not allow the department to interface with other essential equipment within the communications area. A prime example of this is our current radio system does not allow the dispatcher to speak with area police departments. Furthermore, the console not only will allow this but it has the capability of patching an officer in a cruiser through the console allowing them to speak directly to the other agency. This is a major hurdle when crimes cross over into other jurisdictions. It is sad to admit but the department can not communicate by radio with the Fire Department. The console will allow both the dispatcher and cruiser officers to communicate with fire personnel while en route to a scene or upon their arrival. This is long overdue and an incredible step forward for public safety in the town of Acton. Over the past several years the department has had the need to communicate with Department of Corrections officials during disturbances and escapes. The internal communications equipment will not only allow the dispatchers this ability but also the cruiser officers. Recently we have had instances where officers responding to scenes have had the need to speak to the dispatcher, reporting party or victim by phone. The console software

TOWN OF ACTON POLICE DEPARTMENT
INTER-DEPARTMENTAL COMMUNICATION

allows the dispatcher to patch via the radio into the phone system and speak with the party in a secure and sensitive environment. Another area of concern we have noted is the ability of Dispatchers to visually monitor prisoners in the cellblock. Currently because of space problems, the monitors are installed in an area out of direct sight line. When dispatchers are handling walk in traffic, phone or radio activities they cannot monitor the cellblock area. The communications console has been planned out so that any task being performed will still allow them to visually monitor the cells and should a problem arise, notify the Shift Commander or Emergency Medical Services. One final area I feel is necessary to discuss is the vast amount of walk in traffic the department handles. Having one dispatcher assigned to the Communications Area it is impossible with our present setup to expect them to handle walk-in traffic, emergency phones, and radio traffic. The console will be designed and positioned in such a way that all the tasks we ask of them can be accomplished efficiently and professionally.

As you can tell from the above information the present system has certainly met the needs of the Department in the past but now with Enhanced 911 (E-911) and other changes in public safety communications it is time to move into the next generation. Technology which is available now allow us to interface communications equipment and the department in-house computer system with amazing results. This can be accomplished through limited renovation and the installation of a new communications console. Should the Town at some later time decide to go with a consolidated public safety dispatch center this console will be an aggressive step forward both financially and in its tactical planning.



Det. Raymond P. Grey
Special Services Division

A FEASIBILITY STUDY
OF JOINT PUBLIC SAFETY DISPATCH
FOR THE TOWN OF ACTON

By.

Chief George W. Robinson
Lieutenant Frank J. Widmayer
Detective Raymond P. Grey
Acton Police Department.

Chief Robert Craig
Lt. George Williams
Acton Fire Department

A STUDY OF THE CONSOLIDATION OF PUBLIC SAFETY DISPATCH
FOR THE TOWN OF ACTON

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2. console/communications
3. intrusion alarms
4. fire alarms

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FEBRUARY 19, 1993

PREFACE

The objective of this study was to examine the feasibility of consolidating public safety dispatching for the Police and Fire Departments. This report was made from a neutral viewpoint and makes appropriate recommendations on those areas concerning joint public safety dispatch.

As with any study of this kind, it concentrates on those department practices and procedures concerning public safety dispatching. It should not be considered as a critique but as a progressive planning document - a blue-print for the future.

This study of joint public safety dispatch by members of the Acton Fire and Police Departments was prepared with a team approach, with one common goal: to better protect and serve the citizens of Acton.

INTRODUCTION

This study of joint public safety dispatch for the Town of Acton concentrates on the delivery of police and fire services in what is no longer a small, rural community. During the past 30 years, Acton has changed from what was principally a farming community to a very desirable residential community. There is a direct correlation between a community's size, location and affluence and its demand for a high quality of police and fire protection and service. The Town of Acton now has a growing population of more than 18,000 persons residing in an area of more than 28 square miles. Acton is located on and between several major highways. Acton is also an affluent community with an annual median household income of \$40,000.00 which places it among some of the highest in the state.

As the composition of Acton continues to change, its citizens will have much higher expectations for police and fire protection. This will place much greater demands on the police and fire services. Acton's public safety departments must

PUBLIC SAFETY DISPATCH PROPOSAL
FEBRUARY 19, 1993

be prepared to meet this challenge. To accomplish this desirable purpose the Departments must have a sufficient public safety dispatch center.

FACILITY

At the present time the communications area utilized by the Dispatcher for the police is too small for the our present needs. Its location is at the furthest point from the cellblock the dispatchers are required to monitor and check as well as monitoring the parking lot for security reasons cannot be accomplished because of its present location. Furthermore, with the consolidation of public safety dispatching, additional equipment and manpower will be necessary in the communications area and for this reason a new area within the police station will be made available. The Detective Division would be renovated to meet the need of the Communications Area. This area is larger, closer to the cell area and station security will be increased as the dispatcher will be able to monitor both vehicle and foot traffic into the station. Within this area additional security measures will be added to limit access to non-authorized personnel, several office areas will be created for the on-duty shift commanders from both public safety agencies. An area will be maintained for personnel from the Town's Emergency Management Agency should the need arise to consolidate resources in the event of an emergency, natural or man-made disaster.

In order to operate a combined public safety dispatch center the following equipment needs have to be addressed.

1) FACILITY RENOVATIONS

Renovations to the present and proposed public safety dispatch center located at the Police Department are required by the project. Remodeling the present communications area to be utilized by the Detective Division and modifications to the former Detective Division for its use as an area for the proposed joint public safety dispatch. A price of \$125,400.00 for the above construction has been quoted. See the attached preliminary budget.

PUBLIC SAFETY DISPATCH PROPOSAL
FEBRUARY 19, 1993

2) CONSOLE/COMMUNICATION EQUIPMENT

The installation of a communication console and radio equipment into the dispatch console has been incorporated into the Motorola console bid. All present radio related wiring and associated equipment will be completed by BRS Communications our current radio repair vendor. In addition to these responsibilities BRS Communications will also handle the task of remoting the fire department's radio systems to the public safety dispatch console. Motorola has quoted a price of \$57,916.00 for the console and associated equipment. See the attached quote

3) INTRUSION ALARMS

The present residential and commercial alarm system coming into the communications area can be moved to the renovated area by American Alarm with little or no down time. The alarm display monitor interfaces with the Motorola console and will be installed by Motorola technicians. The central processor (nest) will be moved and re-wired by American Alarm technicians. American Alarm will pay all associated costs.

4) FIRE ALARM

The fire alarm/medic system has numerous options in bringing the system on-line in the public safety dispatch area.

- a. A new state of the art system was quoted at \$75,000.00 with associated costs of \$25,706.25.
- b. A second option would be purchasing a compact alarm monitor at a cost of \$12,000.00 and run fire alarm cable from the existing fire station to the dispatch center. The alarm monitor can be wired direct to the cabling. The cost to expand the fire alarm cable would be \$8,000.00.
- c. By using phone lines instead of cable the fire stations can be connected to the dispatch center at a cost of \$40.00 per month for an expenditure of \$960.00 per year.
- d. Our last option in conjunction with phone lines or cable could be to remove an alarm system from a fire station and install it within the dispatch center.

PUBLIC SAFETY DISPATCH PROPOSAL
FEBRUARY 19, 1993

5) PHONE SYSTEM

The present phone system being utilized in the communications area of the police department can be relocated into the proposed area with little or no modifications. Phone lines for the Fire Department can be reprogrammed by National Telephone the town's phone vendor, to ring into the phone set located in the public safety dispatch area. These emergency lines will have the capability of being answered at the communications area or at one of the fire stations. The cost for reprogramming is \$200.00.

6) COMPUTER EQUIPMENT

With the computer added dispatch (CAD) hardware we are fortunate that no modifications will have to be made. At the present time the area has already been hard wired for the necessary equipment. The system allows a dispatcher from either work station to dispatch for either public safety agency. The cost of mounting the CAD monitors into the console is part of Motorola's quoted price. The Fire Department software is already running on the Police hardware.

SUMMARY

In summarizing the above study it is important to note that this report is only one part of the overall project. Other areas which must be addressed are: overall supervision of personnel, scheduling, manpower requirements, rules and regulations, and duties by assignment. Forming the dispatching responsibilities for the Police and Fire Department into a combined public safety communications center appears to be a realistic and viable option. The project should not be tainted by the one time costs which will be incurred by the purchase of equipment or remodeling needed to the communications area. This is not a short term solution to public safety dispatch, but a long term solution which will make public safety operations a professional, state of the art and efficient operation which benefits the whole community.

CONSOLIDATED
PUBLIC SAFETY DISPATCH
COST BREAKDOWN
OPTION A

1. FACILITY	\$125.400.00
2. CONSOLE/COMMUNICATIONS EQUIPMENT	\$57.916.00
3. FIRE ALARM	\$125.706.25
4. PHONE SYSTEM	\$200.00

TOTAL	\$ 309.222.25

CONSOLIDATED
PUBLIC SAFETY DISPATCH
COST BREAKDOWN
OPTION B

1. FACILITY	\$125.400.00
2. CONSOLE/COMMUNICATIONS EQUIPMENT	\$57.916.00
3. FIRE ALARM (FIRE CABLE)	\$20.000.00
4. PHONE SYSTEM	\$200.00

TOTAL	\$203.516.00

CONSOLIDATED
PUBLIC SAFETY DISPATCH
COST BREAKDOWN
OPTION C

1. FACILITY	\$125.400.00
2. CONSOLE/COMMUNICATIONS EQUIPMENT	\$57.916.00
3. FIRE ALARM (PHONE LINES)	\$12.480.00
4. PHONE SYSTEM	\$200.00

TOTAL	\$195.969.00

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION

February 16, 1993

TO: Don P. Johnson, Town Manager
FROM: Dean A. Charter, Municipal Properties Director *OAC*
SUBJECT: Police Dispatch Center

Pursuant to your request, I have examined the feasibility of establishing a combined dispatch center at the Police Station. As we discussed on Wednesday, there are some substantial obstacles to the establishment of such a facility; I will address only the physical problems and the costs associated with such a project. There are a number of operational problems that could occur, depending upon the physical layout of the space, so I have attached two sketches showing possible configurations. I should note here that this memo is dealing with the proposal in a very rough, first draft fashion. During the week the requirements of the center changed several times, and a more refined proposal could follow when the Police Chief has firmed up his thinking.

The existing building is over twenty-five years old, and was built to accommodate the needs of a small town, eleven man force, prior to the age of computers. With a thirty officer force, plus professional dispatchers, computers, recording devices, and all the other accoutrements of modern police work, the building is physically much too small, and the various systems (notably the emergency generator and the HVAC system) are inadequate to the task. Indeed, I have been making the case for either a new station or a substantial addition for almost ten years, and that is without considering a combined dispatch center. As I stated last Wednesday, I have a great deal of hesitation about attempting to cram such a critical facility in such an inadequate space, with inadequate systems. The budget shown below attempts to address the most pressing of the inadequacies. I am also aware that there are other factors which you must consider, so I have attempted to put a reasonable proposal together to make the best of the situation.

As I understand it, the original hope was to create the dispatch area in the space now occupied by the Detectives, and to have enough room left over for several private offices. As you can see from the attached sketches, it is impossible to fit in any offices, other than the space left for a desk for the shift commander. In the sketches, the permanent structures are shown in pink, the movable features shown in yellow, the area for each operator's chair (the size of a standard chair mat) shown in green, and the 36 inch wide travel path that is mandatory for wheelchairs is shown in orange. The configuration with the two single consoles is a little more roomy by letting the shift commander occupy the rear clearance space for one of the consoles, and also will allow better access to the "teller window" for the dispatcher. All measurements were taken off existing equipment, except for the console dimensions, which were provided by Motorola. Due to the constraints placed on us by the Architectural Access Board, it is impossible to provide a raised dispatch center, as we presently have, because the necessary wheelchair ramp will not fit into the room or hallway adjacent to the room.

PRELIMINARY BUDGET

1.	HVAC upgrade for entire building	\$20,000.
2.	25 KV diesel generator	\$30,000.
3.	Concrete building for generator	\$ 8,000.
4.	Wire in new generator	\$ 5,000.
5.	Carpeting allowance	\$ 2,000.
6.	Lighting allowance	\$ 2,000.
7.	Install teller window and counter	\$ 3,000.
8.	Demolition and construction-old dispatch	\$ 5,000.
9.	Electrical allowance-consoles	\$ 3,500.
10.	Furnishings allowance	\$ 4,000.
11.	Sub-total	\$114,000.
12.	10% contingency	\$ 11,400.
13.	Grand Total	\$125,400.

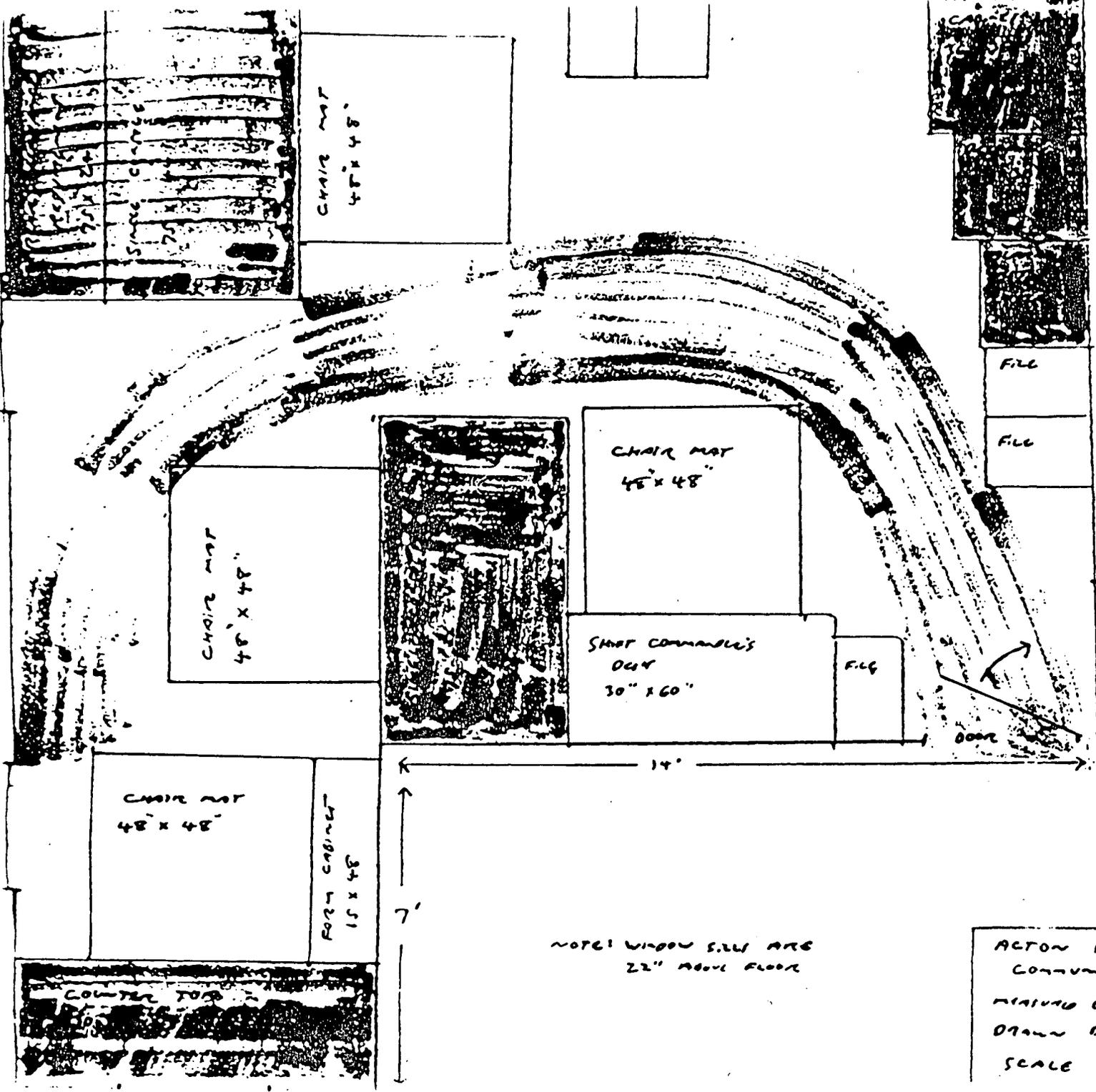
The above figures should be sufficient to cover the major expenses related to the building for the proposed dispatch center. what is not included is: Radios, Consoles, Moving communications wires, supplying and installing a E 911 compatible telephone system in the entire building, and relocating the Fire Alarm circuits. As noted earlier, I will be happy to work with all interested parties to refine the project if it appears to be initially feasible

attach.

cc.:

George Robinson

DAC/262

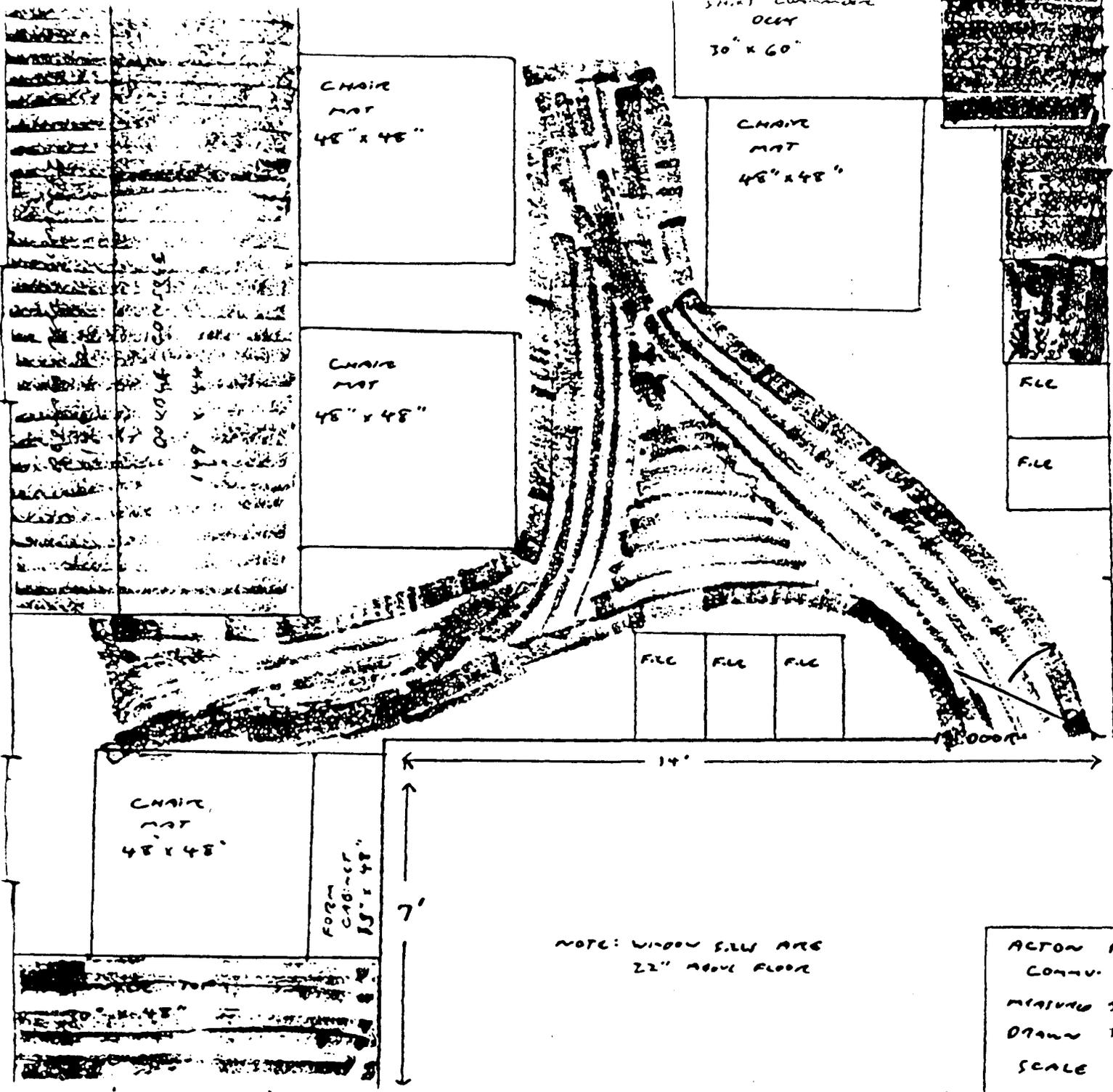


15'

7'

NOTE: WINDOW SILL ARE
22" ABOVE FLOOR

ACTON POLICE STATION
COMMUNICATIONS ROOM RENOVATIONS
DESIGNED BY: ERIN HARRIS
DRAWN BY: DEAN CHARLIE
SCALE 3/8" = 1'



SHIRT CLOSET
 ONLY
 30" x 60"

CHAIR
 MAT
 48" x 48"

CHAIR
 MAT
 48" x 48"

CHAIR
 MAT
 48" x 48"

FILL

FILL

FILL FILL FILL

CHAIR
 MAT
 48" x 48"

FORM
 CABINET
 15" x 48"

15"

14'

7'

NOTE: WINDOW SILL ARE
 22" ABOVE FLOOR

ACTON POLICE STATION
 COMMUNICATIONS ROOM RENOVATIONS
 MEASURED BY: ERIN HARRIS
 DRAWN BY: DEAN CHARTEK
 SCALE 3/8" = 1'

R. B. Allen Co., Inc.

New Hampshire (Only) 1-800-427-5748
New England (Except NH) 1-800-258-7264
Fax 603-964-8885

P.O. Box 770
131 Lafayette Road
North Hampton, NH 03862

Branch Office
Mansfield, MA 02048

November 23, 1992

Acton Fire Department
256 Central Street
Acton, MA 01720

ATTN: Lt. George Williams

RE: Communications Central Dispatch

Dear George:

This quotation is a budget estimate we discussed with Chief Craig on Tuesday, November 17, 1992 regarding Communications Equipment in each Fire Station as it now stands with the master located at Police Headquarters.

The following is a list of stations broken down with individual equipment.

Police Headquarters

- 1 Protected Entrance Cabinet - Twenty (20) Circuit (Radio, Computer, etc.)
- 1 Battery Charger
- 1 Battery Rack
- 4 Batteries 100 AH
- 1 Digitize Form Four containing:
 - 3 - Tie-Line Circuits
 - 3 - Whistle Circuits
- 1 Digitize System 3000 containing:
 - 1 - SST-3000 Transmitter (2 Speed)
 - 1 - MEM-600 Memory
 - 1 - Computer Output
- 1 24 VDC Chime
- 1 R. B. Allen Company Four Station Master Vocalarm
- Equipment to be Mounted in Motorola Cabinet supplied by others.

Twenty-Four Hours
Service
1-603-964-8140

SYSTEMS: MUNICIPAL FIRE ALARM AND SECURITY · INDUSTRIAL FIRE ALARM & SECURITY

Lt. George Williams
November 23, 1992
Page Two

South Acton Station

1 Battery Charger
1 System 3000
1 MEM-600 Memory
1 TCI-20
5 PCB-24 VDC
1 R. B. Allen Company Vocalarm Unit
1 Remote Microphone
1 Trumpet Speaker
5 Aluminum Speakers
1 Tapper Cabinet
1 Ten Inch Bell
2 Six Inch Bells

Center Station

1 Battery Charger
1 Battery Rack
4 Batteries 100 AH
1 Emcor Cabinet
1 Digitize Form Four containing:
1 - Tie-Line Circuit
6 - Box Circuits
1 R. B. Allen Company Vocalarm Unit
1 Remote Microphone
1 Trumpet Speaker
5 Aluminum Speakers
1 Tapper Cabinet
1 Ten Inch Bell
2 Six Inch Bells

West Acton Station

1 Battery Charger
1 Battery Rack
- Batteries (Existing)
6 Emcor Cabinets & Shelf
1 System 3000
1 MEM-600
1 TCI-20
10 PCB-24 VDC
1 SST-3000 Transmitter (2 Speed)
1 Whistle Translator

Lt. George Williams
November 23, 1992
Page Three

- 1 Digitize Form Four containing:
 - 4 - Box Circuits
 - 2 - Tie-Line Circuits
 - 3 - Horn Circuits
 - 1 - Spare Circuit
- 1 R. B. Allen Company Vocalarm Unit
- 1 Remote Microphone
- 1 Trumpet Speaker
- 7 Aluminum Speakers
- 1 R. B. Allen Company Tapper Cabinet
- 1 Ten Inch Bell
- 3 Six Inch Bells

The total price budgeted should be seventy five thousand (\$75,000.00) dollars due to the time it may take to implement this project.

My cable installation price would be eighty (.80) cents per foot with all cable and hardware by Acton Fire Department.

I have included brochures and will be glad to assist you any way possible.

Very truly yours,

R. B. ALLEN CO. INC.
Thomas G. Buckle

Thomas G. Buckle

TGB/ba

Enc: Brochures

Nov. 30, 1992

The following is an estimate of the required cable plant needed to tie the existing Fire Department fire alarm operation into a proposed combined dispatch center located at the Acton Police Dept. building. Distance and cost are both general in nature and can be more specific if required.

<u>Location</u>	<u>Distance</u>	<u>Poles</u>
Sta #1 to Police Sta.- 25 pair 300V figure 8 comm. cable	.8 mi. = 4224ft \$960.00	33 \$495.00
Police Sta. to Kelly's Corner - 50 pair 300V figure 8 comm. cable	.7 mi. = 3696ft \$1540.00	24 \$360.00
Kelly's Corner to Sta #2 - 25 pair 300V comm. cable	1.3 mi. = 6864ft \$1560.00	47 \$705.00
Kelly's Corner to Sta #3 - 25 pair 300V comm. cable	1.2 mi. = 6336ft \$1440.00	50 \$750.00
	<u>\$5500.00</u>	<u>\$2310.00</u>

Cable estimate:

25 pair 300V figure 8 - \$1200/1000ft - 5000ft reels

50 pair 300V figure 8 - \$2200/1000ft - 2500ft reels

Pole hardware - \$15/pole

Assorted hardware - splice boots, splice blocks, splices

Construction costs:

.80/ft to construct x 21,120ft (2mi) = \$16,896

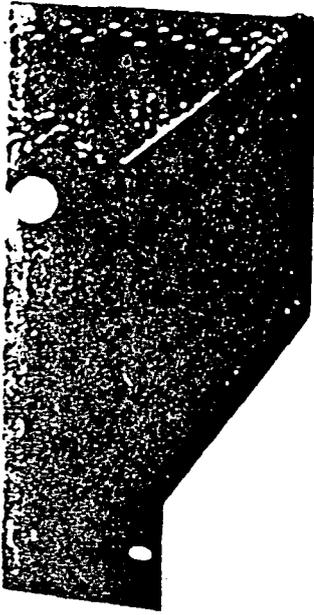
Const. cost - \$16,896.00

Cable cost - \$5500.00

Pole hardware - \$2310.00

Asst.hardware - \$1000.00

\$25,706.00



DMP704 Compact Alarm Monitor — A "Best Buy"

For smaller systems, the DMP704 Alarm Monitor provides virtually the same powerful, computer-based features, including virtually unlimited capacity for Radio, Dialer and coded alarms, but is limited to 100 direct-connect inputs. It is a remarkably cost-effective and versatile solution. The DMP704 is totally self-contained with Central Processor (CPU) and plug-in cards for direct-connects (single type—RP, EOL or "Tones"), digital inputs and control functions—all in a single compact unit with separate power supply. In the many installations where the DMP704 is appropriate, it is unquestionably a performance and price "Best Buy."



MONITORING AND DISPATCH

Please use the foldout page at the rear of this Product Overview for convenient reference to the following Series 700 System components.

At the monitoring site and on the protected premises, provides a full range of hardware and software components that permit easy interfacing and integration into a reliable, easy-to-use monitoring and control system.

The heart of the DMP703/704 system is a powerful, field-programmable computer (CP703 in the DMP703 and integral CPU board in the DMP704). It provides interfacing and processing of all alarm event inputs. Modular design and powerful software options allow the DMP703 and DMP704 to

smoothly handle a vast array of alarm monitoring/control requirements.

■ The CP703 or DMP704 Central Processor receives, monitors and interprets all inputs and displays complete information required for effective response and control. Systems may be ordered with Video only (CP703V)

or Video with two-color Printer (CP703VP). *Note: UL requires at least one printer per alarm system.*

■ Operator/Remote Stations (up to 4) may be ordered with Video (OP703V) or Video and Printer (OP703VP) and provide direct, interactive response via the "Touch-Screen" display.

WITHIN THE CENTRAL PROCESSOR:

Dedicated function boards allow the DMP703/704 to be readily configured to handle whatever input signals and communication means are involved. And to consolidate alarms from any system—new or old, single manufacturer or hybrid—into a single, easy-to-use system with all messages in clear

English. The specific boards described below cover a range of functions including:

Direct Connect: Polarity Reversal; Multi-Level End-of-Line Resistors and the Keltron-exclusive "Tones" which insure reliable transmission of all alarms

over voice-grade telephone circuits—even when fiber optics are included in the path

Modems: For interface to other Keltron systems via telephone lines

Radio Alarms: Received from any source with RS232 output

MODULAR FUNCTION BOARDS:

The CP703 has slots for 13 boards and the DMP704 provides for 9 boards so the system can be configured using any combination of input, output and function boards, several of which are described here. And when requirements change, additional functions can be added.

■ Subscriber Nest Interface Boards, installed in the Central Processor, receive inputs from one or more nests for up to 2,000 zones.

■ Coded Alarm Processor Boards (2 versions) receive 32 channels of mechanical or electronic McCulloh loop inputs or fire alarm signals.

■ Serial Input/Output Boards available to interface with either RS232 or RS422

■ Database Memory Boards with either 64K or 256K bytes capacity per board

■ Serial Partyline Interface for bi-directional communication with Keltron Partyline Event Transceivers (PET-350)

■ Digital Communicator Interface Board for communication with remote Dialers/Transmitters

■ Coded Alarm Output providing dual, independent retransmission of coded alarm signals

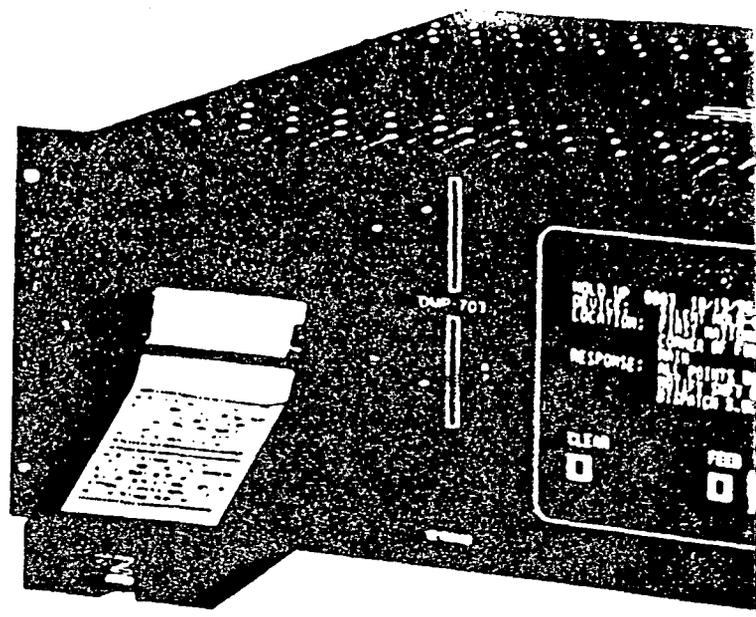
■ Relay Outputs — 16 Relay Outputs, expandable to 96 in groups of 16

■ Open Collector Outputs — 48 Open Collector Outputs, expandable to 288 in groups of 48

L. W. BILLS COMPANY

P.O. Box 7
GEORGETOWN, MASSACHUSETTS 01833
(508) 352-6660

HERE'S WHAT 700 SERIES UL-LISTED ALARM MONITORING SYSTEMS PROVIDE:



- **A Powerful Programmable Computer** capable of handling every alarm monitoring function
- **Every Kind of Alarm Input**—Coded Alarms, Digital Dialer, Radio, Direct Connect and more
- **Messages in Plain English** permitting instant, accurate action by operators, guards and security supervisory personnel
- **Interactive 7-inch Video Display** with Flashing, Highlighting and Reverse Video to flag vital information
- **More than Double the Screen Information** of typical LCD displays; up to 10 lines by 32 characters
- **Optional Output Relays**, in conjunction with a powerful internal processor, allow the DMP703/704 to serve as a field-programmable Annunciator Driver for existing panels

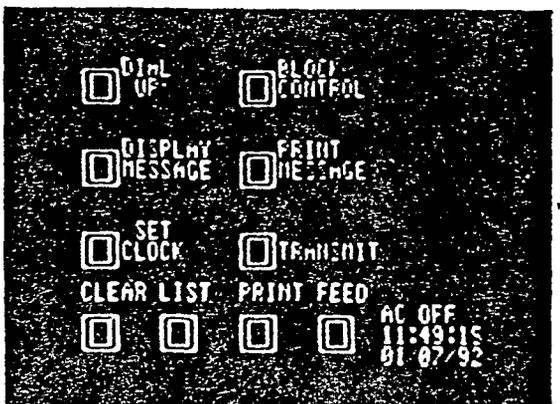
- **Continuous Monitoring** of more zones than any single alarm system is likely to require (up to 20,000 zones) with instant display and printout of all Non-Secure conditions—and no loss of data!
- **Touch-Screen Control of System Operations** via on-screen "keys" with audible feedback; no moving parts to wear out or service
- **Fully Field-programmable Messages** for every protected point and instant update with addition of new points
- **Multiplexed Inputs from Data Gathering Panels** for economical transmission of many alarms over a single phone line
- **Inputs Via Direct Wire**, Even if Path Includes Fiber Optics, without affecting the systems ability to receive digital alarms and coded signals or its multiplexing capability

- **Modem to Interconnect Displays or Components** of the DMP703/704 system via telephone lines
- **Satellite Operator Consoles** (up to 4) provide full system access and control for Security Supervisors and Guard stations; the Central Processor Unit may also serve as an operational monitoring/control station
- **Dot Matrix, 32-column Impact Printer (Black & Red)** provides "Dispatch" hard copy and archivable records that do not fade with time. Prints 4 lines of the screen display or a different message. Uses either fan-fold paper with take-up tray or standard 3-inch diameter paper roll
- **History Records** of alarms, acknowledgements, resets and more are maintained in the 703/704 System without need for an external computer
- **Optional Software** provides enhanced backup, comprehensive History, and makes system upgrades easy and economical

Continuous Supervised Monitoring

All zones or events are continuously monitored by the fully supervised DMP703 Alarm Monitoring System. Upon activation of any alarm point, the system will print and display: zone number, condition (e.g., Fire, Security Alarm, Supervisory Trouble, etc.) plus customer-programmed messages for that zone. Controls to Acknowledge or to put alarm(s) In or Out of Service are implemented directly on the touch-screen display. In addition, overall system supervision provides alerts to trouble resulting from power outage or compromise in any component of the monitoring system.

Any mix of signal inputs and communication methods are readily integrated into the Alarm Monitoring System. Reverse Polarity, End-of-Line Resistors, coded alarms, radio signals and digital dialer alarms are all consolidated into a single, easy-to-manage reporting system.





L. W. BILLS COMPANY

7-9 PARK STREET • P.O. BOX 7
GEORGETOWN, MASSACHUSETTS 01833

AREA CODE (508) 352-6660

ALARM MONITORING...PLUS

Accepting Every Kind of Alarm Input, the alarm monitors described in this product overview are capable of handling virtually every monitoring/control function you are likely to encounter in municipal and proprietary fire and security systems. Reverse Polarity, End-of-Line Resistor, Coded Alarms, Digital Dialers, Radio Inputs and more are readily consolidated into a single, easy-to-use system. These monitors can be configured to cost-effectively handle less than a hundred or up to 20,000 protected zones.

A Powerful Internal Computer and Software at the heart of these well-engineered systems take the hassle out of any alarm monitoring requirement—even if it involves a mix of new and old components from different manufacturers! In addition to insuring universal interface capability, this computer power and Keltron's unique "Nest" structure provide advantages in every aspect of operation.

Prepare Database Off-Line, for example, and simply download it from a PC. And when it comes to system modifications, the task is just as easy. The software allows changes, such as programming alarm assignments and appropriate new messages for display or printing, to be made

simply in the field, with optional keyboard or via download. So operator response is fast, decisive and accurate.

Couple this performance capability with ease of installation and the trouble-free, long-term reliability demonstrated by Keltron systems since 1967, and you have Alarm Monitoring...PLUS.



All Operations are Handled Directly on Touch-Screen Display to insure fast, accurate response and optimum system control. Custom-programmed display messages provide everything security personnel need to know about each zone in their system. In fact, Keltron's large 7" video display with 10 lines of 32 characters provides two and a half times

more information per screen than typical LCD displays. And for each event, four data screens are available—large and easy to read in any ambient light. Also, a variety of different screens are displayed to handle other functions, such as field-programmable custom messages, zone status and programming verification.

As a result, the DMP703 and DMP704 are very easy to understand and to use. Training, of course, is correspondingly simple and brief.

Now take a look at how these systems provide for every alarm monitoring/control function and contingency. Note particularly what an uncommonly good solution the DMP704 offers for installations involving 100 direct connect zones and many dialer or other inputs.

CENTRACOM SERIES



Control
Center
Systems



MOTOROLA
Communications and Electronics Inc.

Address Reply
45 Rumford Ave.
Waltham, MA
(617) 736-1250

February 1, 1993

Acton Police Department
365 Main Street
Acton, MA 01720

Attention: Detective Raymond P. Grey

RE: Public Safety Dispatch Console - 2 position (modified)

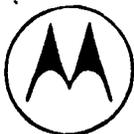
Dear Detective Grey:

Per your request to "down size" the console due to financial restraints, we are pleased to quote the following information and pricing for your evaluation and approval.

<u>ITEM</u>	<u>QTY</u>	<u>DESCRIPTION</u>	<u>PRICE</u>
1.	1	Centracom Series II public safety 2 position console consisting of the following: 7 - bays (21"w x 44"h) 1 - writing surfaces (15"w) with rounded edges for all bays 2 - blank panels for remounting telephone instruments (10 1/2 x 19) 2 - Master control panels containing: call check controls (4), manual entry and signal talk buttons, Quick Call II and Plectron signalling formats, patch idle and patch active buttons, multi-select and APB buttons, Alert 1, Alert 2, emergency call and all-mute buttons, DTMF pad w/24 hour clock, VU meter, select and unselect speakers, gooseneck microphone and appropriate labels above and below clock 2 - Channel control panel #1 containing transmit/receive modules for: Acton Police with F1/F2 switch Regional radios - 16 frequency (high band) Acton Municipal - (153.995) DOC control station for Concord Prison Acton Fire Mutual Aid (F1/F2/F3/F4 - low band)	



- Acton Fire - Back up (46.50)
- Acton Fire (46.50)
- Acton Fire (46.40)
- 2 - Channel control panel #2 consisting of:
 - 4 - momentary auxiliary buttons
 - 4 - locking (on/off) auxiliary buttons
 - 8 - one button paging buttons (programmed in field)
 - 6 - Future expansion slots
- 1 - Central Electronics Bank (CEB) housed in 70" cabinet with power supply, hot stand by power supply, 2 card cages, complete with the appropriate base interface modules, dual receive interface modules, and spare modules
- 1 - 40" typewriter table w/lazy susan \$45,579.00
- 2. 1 - L53SUM70DO Desktrac control station, 45 watts, local/DC remote switch, 16 frequency capability complete (for Acton Police) \$ 1,639.00
- 3. 1 - L1474 Command Series desktop remote controller with intercom, line operated transmit light (LOTL) handset with PTT, speaker, internal microphone, (allows use without lifting handset), volume control monitor switch and transmit LED (remote unit for OIC) \$ 419.00
- 4. 1 L51SUM70DO Desktrac base station, 45 watts, 16 frequency capability, local/tone remote with 100 watt amplifier (low band on 33.66, 33.70, 33.98) \$2,055.00
- 5. 1 L53SUM70DO Desktrac base station, 45 watts, local/tone remote switch, 16 frequency (regional radio) \$1,804.00
- 6. 1 Custom mounting of Digital VT220 terminal \$1,420.00
- 7. 3 Blank panels (5 1/4 x 19) for building intercom and two future slots Included
- 8. 4 Blank panels (10 1/4 x 19) for future expansion Included



The total cost of the equipment, as per BAPERN Contract C9326, is \$52,916.00 and includes one (1) year warranty of all the supplied equipment FOB Acton, Massachusetts. Installation is \$5,000.00. Total cost of this project is \$57,916.00. These prices are firm until 30 June 1993, as per Contract.

Terms are 90% net 30 days from date of invoice, balance (10%) due upon installation and acceptance of project. Acceptance cannot exceed 60 days from installation date.

We do offer lease/purchase agreements which can be from 2 to 7 years in duration. These rates are under 7%, as of this writing.

Delivery of all equipment is approximately six (6) weeks from receipt of order.

The installation of the Veritac, Digitize and MK Engineering equipment is the responsibility of the Town. We will mount the telephones (existing) on the panels but the necessary wiring is not our responsibility.

Any and all necessary modifications to the police station, including electrical circuits, will be the responsibility of the Town. We will fully offer our expertise to insure a smooth installation of their new equipment.

Training of personnel will be done by our installation people and the sales team.

The regional radio (high band) will be mounted in the console, connected through the CEB, and controled by a T1R1 module. The frequency that is selected in the radio will be the frequency the T1R1 module will control and have the standard features as all T1R1 modules.

The telephone lines necessary for remote equipment is the responsibility of the Town.

We welcome your further questions and discussion concerning this project (as modified) and look forward to being of service to you.

Sincerely,

MOTOROLA NORTH AMERICA

David F. MacKenzie
David F. MacKenzie
Account Manager

DFM:LAS

Enclosure

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION

FEB 11 1994

February 11, 1994

TO: Don P. Johnson, Town Manager
FROM: Dean A. Charter, Municipal Properties Director *(DAE)*
SUBJECT: Additional back-up information for Service Building

I understand that there has been a request for additional information regarding the proposed service Building at Woodlawn Cemetery. I hope the information presented below, plus the attached comments from the Highway Department, will help to define the need for the project.

The roots of this problem go back to the 1960's when the Public Works Facility was first built. Due to budget constraints, the building was made somewhat smaller than originally envisioned, and space for the Tree Department and Recreation Department was left out. For a few years the Tree Department worked out of the garage that has since been turned over to the Civil Defense, and the Recreation storage was in the cellar of the Town Hall. Over the years the equipment and storage needs of the Highway Department expanded with the growth of the Town, as did the needs of the Municipal Properties Department, which absorbed the Tree Department, Recreation Department, Building Maintenance Department, Mosquito Control Program, Conservation land maintenance program, and several Highway functions, notably roadside mowing.

The future need for storage and equipment space for the Cemetery was addressed over twenty years ago in the Cemetery Master Plan. In the mid 1980's the Cemetery Commissioners successfully presented a warrant article at Town Meeting for \$100,000 to construct a Service Building at Mount Hope Cemetery. I was handed the responsibility of designing and constructing the building envisioned by the Commissioners. Frankly, I was opposed to their idea, because what they wanted would have amounted to creating an autonomous West Acton Cemetery Department, the building was too expensive, and the site work excessive considering where they wanted to locate the structure. In any case, the project was bid out, (it came in over \$40,000 over budget) and then put on the shelf. What I am proposing now is to use the unexpended bonding authorization (\$90,000) from that earlier action to build a more reasonable, functional structure at Woodlawn Cemetery.

The simple fact is that all portions of the combined Municipal Properties Department need space for storage of equipment and supplies, and for repair of the equipment needed to perform our work. There was never any doubt in my mind when I raised objections to the Mount Hope Building that there was a need, I just was not comfortable with the solution. By the same token, we have reached critical mass in our space at the Public Works Facility, with most of our equipment stored outside, two overflowing storage boxes, and various pieces of equipment actually stacked on top of other units during the off season. There has been quite a bit of damage caused by equipment bumping into other pieces because of lack of storage space, and we lose at least half an hour in the morning, and half an hour in the evening of productive time because of all the gyrations we have to perform in taking out and putting away the tools of our trade.

Service Building information

-2-

In addition to the logistics problems presented by our inadequate space, we are losing efficiency due to organizational reasons. As our crews have been downsized, we have combined operations, and we now use all personnel interchangeably, which is one of the driving reasons behind reorganization. We cannot fully realize the benefits from this reorganization, however, because we have workers reporting to two separate buildings, and our equipment is spread hither and yon, and has to be assembled for each day's work. A combined facility for storage, equipment repair, and crew assembly makes the most sense from both a logistics and organization point of view.

The Cemetery Master Plan called for both the Mount Hope Building and a fairly large storage building adjacent to the Kennedy Service Building at Woodlawn Cemetery. My proposal is to build the structure at Woodlawn, which would essentially be cold storage with minimal electrical service. The existing garage space at the Kennedy Service Building would be renovated to provide a better equipment repair facility, and all crew members would report to work at the Kennedy Building, and then proceed to their place of work, either in the Cemeteries, Parks, or Roadsides. This proposal has been endorsed by the Cemetery Commissioners.

I would welcome the opportunity to meet with you to further discuss how this structure will fit in with the overall objectives of the Municipal Properties Department.

Attach.

DAC/399/3

SPACE LIMITATIONS AT HIGHWAY DEPARTMENT BUILDING

The Highway Department shares space with the Municipal Properties Department on Forest Road.

Due to limited space in the building we are often forced to park several vehicles outside exposing them to the elements and also the possibility of vandalism or theft. If there is ever a fire in the building storage area, and a vehicle does not start, we will lose every piece of equipment that we have. This is due to the fact that all the equipment is packed in so tightly.

Municipal Properties vehicles include, two tractors, two trucks, one wood chipper and several attachments for the tractors.

In most cases three to four pieces of Highway and Municipal Properties equipment have to be left outside each night regardless of weather conditions. When fertilizer and lime are delivered in the springtime the number left outside increases.

In the winter months it is difficult because several vehicles have to be moved out so that sanders and plows can maneuver in the garage.

Municipal Properties also has storage trailers for small equipment and tools, outside, which limits parking space for other equipment. They also have two trailers for transporting lawn mowers and one trailer for poison ivy spraying which we have to find space for. Often equipment is stacked on top of other equipment to make room for parking.

Inside storage near the workshop and sign room is also a problem. The workshop is frequently used as a storage area for small equipment and tools which should be stored elsewhere. One of the reasons is because there is gasoline and fuel in the tanks and the fumes from the diesel and gas permeate through the building offices.

Our sign room which is adjacent to the workshop should have more space but none is available.

It's time to make more space. The Highway Department will dig the foundation for the building and help build it, so that we will be able to move around down here.

TOWN OF ACTON
FIRE DEPARTMENT
CAPITAL REQUEST - COMMAND VEHICLE

This request is to provide additional funding for the purchase and equipping of a four-wheel drive command vehicle. In the fiscal year 1994 budget, the sum of \$25,000 was requested to purchase and equip a four-wheel drive enclosed vehicle such as a Ford Bronco, Chevrolet Blazer, Ford Explorer or Chevrolet Suburban. This figure was cut by \$10,000 and appropriated as part of the B budget. The figure of \$15,000 remained and would only provide for the purchase of a standard two-wheel drive cruiser.

At present no vehicle has been purchased and no funds have been expended due to the spending restrictions imposed during the fall. This was further compounded by the fact that 1993 models were no longer available, 1994 bids had not yet been awarded, and 1994 model vehicles in the state bid program were not yet able to be ordered. As a result, in the present budget process the sum of \$30,000 has been requested which would purchase and equip a full size four-wheel drive enclosed vehicle as described above.

A four-wheel drive vehicle has been requested once again due to durability, functional usage, and the ability to utilize the vehicle off-road or in extremely difficult weather situations, such as we have faced recently with heavy snowfalls and ice conditions.



JOHN M. URBAN
Commissioner

THE COMMONWEALTH OF MASSACHUSETTS
EXECUTIVE OFFICE OF CONSUMER AFFAIRS AND BUSINESS REGULATION
COMMUNITY ANTENNA TELEVISION COMMISSION
LEVERETT SALTONSTALL BUILDING
100 CAMBRIDGE STREET, BOSTON 02202

cc: BOS
Cablevision
RECEIVED
FEB 17 1994

(617) 727-6925

VIA FACSIMILE

February 10, 1994

Marti Green, Esq.
Senior Associate Counsel
Cable Operations
Cablevision Systems
One Media Crossways
Woodbury, NY 1197-2013

Dear Marti:

In connection with the request of Cablevision for proprietary treatment of certain information filed with the Commission, the Commission has issued the enclosed Order.

If you have any questions regarding this matter, please do not hesitate to contact me.

Sincerely,

Sally E. Williamson
Sally E. Williamson
General Counsel

Enclosure

cc: Cablevision Issuing Authorities

Commonwealth of Massachusetts
COMMUNITY ANTENNA TELEVISION COMMISSION

In Re:

Regulation of Rates for
Basic Service Tier and Associated
Equipment

February 10, 1994

Docket Nos.:

Acton	Y-93
Bedford	Y-93
Boston	Y-93
Braintree	Y-93
Brookline	Y-93
Fitchburg	Y-93
Gardner	Y-93
Georgetown	Y-93
Groveland	Y-93
Haverhill	Y-93
Hudson	Y-93
Leominster	Y-93
Lexington	Y-93
Lunenburg	Y-93
Lynnfield	Y-93
Maynard	Y-93
Norwood	Y-93
Peabody	Y-93
Stow	Y-93
Sudbury	Y-93
Templeton	Y-93
Westminster	Y-93
Westwood	Y-93

ORDER IN RESPONSE TO REQUEST FOR CONFIDENTIALITY

I. Procedural Background

1. In October and November of 1993 the Community Antenna Television Commission (the "Commission") informed Cablevision Systems, A/R Cable Services, Cablevision of Boston, and Cablevision of Brookline (together, hereinafter referred to as "Cablevision") that they are subject to rate regulation in the communities which requested that the Commission regulate Cablevision's rates for the basic tier of service and associated equipment.

¹ The communities include all of those listed with docket numbers in the heading of this decision.

2. As part of its notice to Cablevision, the Commission requested that Cablevision file with the Commission its Federal Communications Commission (the "FCC") Form 393 for each community which requested basic tier rate regulation. In addition to the Form 393 and pursuant to the authority granted to the Commission under state and federal law, the Commission also requested that Cablevision file certain information to supplement and support its Form 393 rate filings.

3. In response to this request for additional information, Cablevision transmitted to the Commission the additional requested material for each community. In its transmittal letter, Cablevision requested that "the information provided in response to Item No. 2 (Detail of Salaries) be designated as confidential information in accordance with exemption 4 of the Freedom of Information Act. . . ." Cablevision did not supply the information for which it requested confidential treatment to its issuing authorities.²

4. This Order is issued in response to Cablevision's request for confidential treatment of the Detail of Salaries included in its rate filings. In considering Cablevision's request, the Commission has undertaken a review of that request, applicable state and federal statutory law and regulations and relevant case law.

II. Analysis

A. The Freedom of Information Act

5. The Commission's regulations state that the Commission may request additional information and, if it receives a request for confidentiality, that it "must apply procedures analogous to those set forth in 47 CFR § 0.459" 207 CMR 6.40. In turn, the FCC's regulations at 47 CFR § 0.459 direct that requests that information not be made routinely available for public inspection should be evaluated pursuant to the provisions of the Freedom of Information Act, 5 U.S.C. § 552 ("FOIA").

6. FOIA generally provides that material held by a federal government agency is public and therefore, that it must be available to members of the public upon request. However, FOIA also contains several categories of documents disclosure of which

² However, pursuant to a request from the City of Boston, Cablevision did supply this information to Boston. In doing so, Cablevision noted Boston's historical ability to maintain the confidentiality of proprietary information which Cablevision had submitted to it during the term of its license.

is not required.³

7. One category of exempted material is that contained in exemption 4: "trade secrets and commercial or financial information obtained from a person and privileged or confidential" 5 U.S.C. § 552(b)(4). Under this exemption there are three (3) elements to be established to demonstrate that information held by the government may be exempted from disclosure:

- (1) that the information is a trade secret or commercial or financial information;
- (2) that the information is obtained from a person; and
- (3) that the information is privileged or confidential.

8. The Commission does not believe that an extensive analysis of case law is necessary regarding the first two elements. The Commission believes that the ordinary meanings of these provisions make it unlikely that they would be disputed.⁴ In contrast, we will review the case law regarding the third element as it is often difficult to show that the information for which proprietary treatment has been requested is, in fact, confidential.

B. Privileged and Confidential Material

9. The leading case for determining whether or not information is confidential is National Parks and Conservation Ass'n v. Morton, 498 F.2d 765 (D.C. Cir. 1974). In that case, the court developed a two pronged test for determining whether or not information is confidential for purposes of FOIA. Under this test, information will be found to be confidential if "disclosure of the information is likely to have either of the following effects: (1) to impair the Government's ability to obtain necessary information in the future; or (2) to cause substantial harm to the competitive position of the person from whom the information was obtained." National Parks, 498 F.2d at 770 (footnote omitted).

³ The Commission notes that even if the material fits the established criteria and therefore may be exempted from disclosure, the decision whether or not to disclose such material is within the discretion of the agency. FOIA does not mandate withholding of exempt material, it merely allows an agency to do so.

⁴ The terms "commercial" and "financial" are to be given their ordinary meanings. Allnet Communication Services, Inc. v. FCC, 800 F.Supp. 984, 988 (D.D.C. 1992) (citation omitted). The term "person" may include a partnership, corporation, association or public or private organization other than an agency. Allnet, 800 F.Supp. at 988 (citation omitted).

10. As many courts have found, the exemptions contained in FOIA serve to protect two interests. The first is the interest of the government in its ability to collect data and to work efficiently. The second is the interest of the person supplying data to the government to maintain the confidentiality of certain types of information. E.g., Critical Mass Energy Project v. NRC, 975 F.2d 871, 873 (D.C. Cir. 1992) ("Critical Mass II").

11. In analyzing the first prong of the National Parks test (that disclosure of the information is likely to impair the government's ability to obtain "necessary" information in the future) the information in question does not have to be "absolutely essential" to the performance of the government's function. The information only needs to be "particularly helpful". 9 to 5 Org. for Women Office Workers v. Board of Governors of Fed. Reserve Sys., 721 F.2d 1, 10 (1st Cir. 1983).

12. The information for which Cablevision has requested proprietary treatment, at a minimum, is "particularly helpful" to the Commission in evaluating Cablevision's rate filings. The information provided by Cablevision is backup data to its Forms 393. The Commission is authorized both by the Cable Television Consumer Protection and Competition Act of 1992 (the "1992 Act") and the regulations promulgated thereunder and by M.G.L. Ch. 166A, §15 to collect such data.

13. The Commission views its role in the rate regulation process as one of ensuring that an operator's rate filings are completed appropriately so that Massachusetts' cable subscribers are paying no more than the maximum rate permitted by the FCC for the basic service tier and associated equipment. At times, this process requires review by the Commission of backup data to an operator's rate filings and review of additional material to ensure that an operator's rates are within the zone of reasonableness established by the FCC.

14. In conducting its review of these rate filings, the Commission is dependent upon the provision of information by cable operators. Although the Commission can compel production of the requested information, it believes that it is critical for the Commission to receive accurate and reliable data from cable operators. The incentive for cooperation from operators in providing complete and accurate data may be diminished if allegedly sensitive information is widely available to the public.⁵

15. Because the information in question is particularly helpful to the Commission in evaluating Cablevision's rate filing, and in order to encourage cable operators to provide the Commission

⁵ E.g., Critical Mass II, 975 F.2d at 878; FCC v. Western Union Tel. Co., 2 F.C.C.Rcd. 4485 (1987).

with accurate and reliable data to backup their Form 393 filings, the Commission will grant Cablevision's request to keep this information confidential.⁶

16. In granting Cablevision's request, the Commission notes that it is generally concerned about liberally granting requests for confidentiality to cable operators. The Commission has strived to keep the rate setting process as open and as public a process as is possible. The Commission believes that this openness will encourage confidence regarding the Commission's procedures for rate regulation in the public, issuing authorities, cable advisory committees and the cable television industry and that this confidence will result in a more streamlined process for all participants.

17. Therefore, the Commission is concerned that by regularly granting requests for confidentiality, operators would be encouraged to seek confidential treatment of an ever-expanding array of material. The Commission notes that while it is granting Cablevision's request, the request was very narrow. To the extent the Commission finds in the future that cable operators file what appear to be unsubstantiated or overbroad requests for confidential treatment, the Commission may be forced to be more narrow in implementing the laws and regulations regarding the treatment of requests for confidentiality. The Commission will evaluate any request for confidentiality it receives on a case by case basis.

III. Order

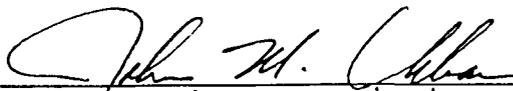
18. Accordingly, after due consideration and for the reasons discussed above, it is hereby ordered:

- 1) That Cablevision's request for confidential treatment of the Detail of Salaries it provided to the Commission is granted;
- 2) That a copy of this Order be placed in the public file for each affected case; and

⁶ The Commission notes that it is sensitive to the privacy rights of individuals whose salaries would be revealed upon such disclosure.

3) That the Detail of Salaries information which has been granted proprietary status be placed in a separate file which is not available to the public.

By Order of the Community Antenna
Television Commission



John M. Urban, Commissioner

February 10, 1994



UNITED STATES ENVIRONMENTAL PROTECTION AGENCY

REGION I

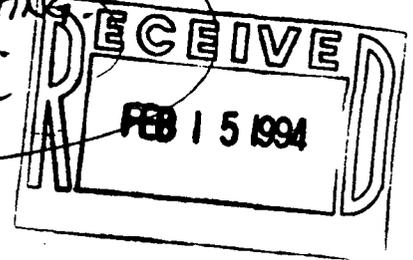
J.F. KENNEDY FEDERAL BUILDING, BOSTON, MASSACHUSETTS 02203-2211

BOS

CC: BOS -

THE TONE IS INTERESTING

Don



February 10, 1994

David Kronenberg
Manager of Environmental Affairs
Polyfibron Division
W.R. Grace & Co. - Conn.
55 Hayden Avenue
Lexington, MA 02173

Re: Meeting on the sampling results and documents under review

Dear Mr. Kronenberg:

This letter is a response to your February 4, 1994 letter requesting a meeting on the sampling results from the other waste areas and the documents under review. Your letter does not accurately represent the discussions and events that have transpired between us.

On November 23 and 24, 1993, I observed the sampling activities at the W.R. Grace Site in Acton, MA. Due to the elevated levels of contamination detected in the soil gas by the field instrumentation, I recognized that the Government Parties may have several issues and concerns regarding the effect of this data on the implementation of the remedy. To insure expedited response on this issue from the Government Parties, I contact CDM on December 9, 1993 and requested that they send us a copy of the field data so that we could get a head start on reviewing the information. CDM requested that I contact you to receive this data so I contacted you on the same day and requested the data. You stated that you did not want to submit the field data until the analytical data was compiled. I explained that your approach was not efficient and could result in a delayed response from the Government Parties. I encouraged you to submit the field data at that time, with any qualifications you wanted to place on the data. The requested data was never submitted to EPA.

Despite the fact that we did not have the data, on February 2, 1994, I met with EPA management and the attorney for the case to begin to brief them on this matter. As a result of that meeting, I contacted you on February 3, 1994 and again requested that you submit the data from the other waste areas. At that time, I also explained the sequence of activities that needed to occur in order for the Government Parties to formulate their position on the approach for the site. I stated that after we received and reviewed the data, the Government Parties would again brief



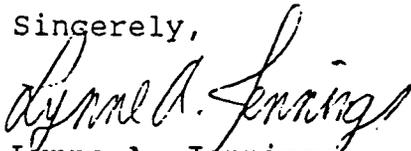
management and would then be prepared to meet with you to discuss the appropriate response for the site. On February 4, 1994, you contacted me and stated that you wanted to meet immediately and that you would be sending a letter to that affect. I again explained the sequence of activities needed for the Government Parties to form their position. I also stated that the Government Parties could meet with W.R. Grace to hear your proposal, however, we would not be able to provide you with the Government Parties' position until all the data was received and reviewed and our management was briefed.

In summary, your letter implies that the Government Parties have been delaying progress on this site. This implication is not accurate. W.R. Grace has failed to provide the Government Parties with the data prior to requesting a meeting. The EPA requested this data on December 9, 1993 and did not receive it until February 7, 1994. It is unreasonable to expect the Government Parties to meet prior to having a chance to review the data.

In response to your request for a meeting, the Government Parties will meet with you on Thursday, February 24, 1994 at 9:00 am. The purpose of the meeting will be to hear W.R. Grace's conclusions regarding the data from the other source areas and your proposal for remediating these areas. Following that meeting, the Government Parties will complete their review of the data, brief management and then provide W.R. Grace with a response to the proposals.

As I told you on February 4, 1994, I will be out of the office from February 14, 1994 through February 21, 1994. If you have any questions, you can reach me on February 22, 1994.

Sincerely,



Lynne A. Jennings

cc: Gretchen Muench, EPA
Bill Pencola, Ebasco
Michael Leblanc, MADEP
Charles Tuttle, MADEP
Mark Stoller, W.R. Grace
Bill Swanson, CDM
William Cheeseman, Foley, Hoag & Elliot
Don Johnson, Town of Acton
Doug Halley, Town of Acton (3)
Paul Reiter, GZA (2)
Steven D. Anderson, Anderson & Kreiger
B. Leach, Town of Concord
Robert Eisengrein, ACES
John Swallow, Pine & Swallow Associates, Inc.

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION
TOWN MANAGER'S OFFICE

DATE: Feb. 14, 1994

TO: Board of Selectmen
FROM: Don P. Johnson, Town Manager
SUBJECT: Serendipity Update

The Board recently received a copy of a letter from Isa Zimmerman to Bobbie Callaway, dated February 1, 1994. Isa's letter, on it's own, was out of context but she put it in context this morning at the Municipal Forum meeting. The Schools have notified Serendipity that they will need to reoccupy the space at Merriam School for school purposes on July 1 of this year.

Subsequent to this morning's meeting I spoke with Town staff and obtained several documents related to contacts that we have had thus far. (I have included copies for your information.) The papers are not in chronological order but are arranged to try and give you a picture of the communications to date.



TOWN OF ACTON
472 Main Street
Acton, Massachusetts 01720
Telephone (508) 264-9612
Fax (508) 264-9630

Don P. Johnson
Town Manager

February 14, 1994

Ms. Bobbie Callaway
Serendipity Child Development Center, Inc.
15 Charter Road
Acton, MA 10720

Dear Bobbie:

The Board of Selectmen recently received a copy of Superintendent Isa Zimmerman's February 1 letter to you. In discussion with the Superintendent this morning, she filled us in on the School's plan to reoccupy your current space at the Merriam School and explained that you intend to build a new facility at Post Office Square. Two (2) Selectmen were present for the discussion this morning. Both voiced their concern for the very tight time frame (July 1 occupancy?) and both asked me to communicate their concern to you.

Upon returning to the office I visited the Building Department to determine whether they had any knowledge of your plans. I was quite relieved to find that you and your engineer, Acton Survey & Engineering, have apparently been busy in preliminary reviews with Town staff. This places you much further ahead than the Selectmen and I had guessed. Nonetheless, we must stress that the approval process, by statute and of necessity, requires a significant amount of time.

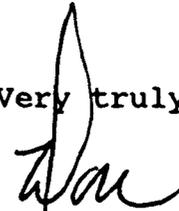
We are concerned that a July 1 occupancy date does not allow sufficient time to complete the review and permitting process, construct the building and vacate your current space. Even "normal" projects are difficult to complete within such a limited time. Municipal agencies can be expected to conduct reviews and perform their duties in an expeditious fashion; however, an undertaking such as this often involves complexities and/or requires approvals (e.g. Zoning Board of Appeals actions) that are beyond the scope or jurisdiction of our operating departments. Any complications such as this (not to mention construction delays) can seriously extend your occupancy schedule.

Many families depend on the services provided by Serendipity. The Selectmen realize the serious disruption that might occur if your construction schedule should, for any reason, not be realized. They also understand that health and safety codes preclude the use of most properties for child care purposes.

For the reasons noted above, we strongly urge that you develop a contingency plan for temporary space. We would be hopeful that you would not need to implement this plan but we also realize the strong potential for circumstances to delay the date of availability beyond July 1.

Finally, I am not sure whether you received a copy of the Selectmen's Site Plan Rules and Regulations from Garry Rhodes. In the event that you did not, I am enclosing a copy for your information. These R&R's outline the Site Plan process in some degree of detail. Acton Survey is quite familiar with this process but I thought you might like a "program" to help you understand what happens, when it happens and why.

Very truly yours,



Don P. Johnson
Town Manager

cc: Dr. Isa Zimmerman
Board of Selectmen
Garry Rhodes

DPJ:927



ACTON PUBLIC SCHOOLS • ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

16 Charter Road • Acton, MA 01720-2995 • (508) 264-4700 • FAX (508) 263-8409 Zimmerman@1.mec.mass.edu

Isa Kaftal Zimmerman
Superintendent of Schools

February 1, 1994

Bobbie Callaway
Serendipity Child Development Center, Inc.
15 Charter Road
Acton, MA 01720

Dear Bobbie:

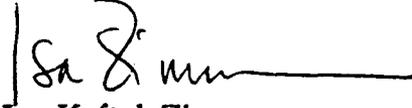
Thank you for your cooperative response to our December letters.

We are pleased to have had you as tenants for 13 years to hold on to our building until we are now ready and needful of taking it back.

We will certainly respond to your request, since we would like to be able to refurbish the Merriam building starting July 1, by sending a copy of the reply to the Acton Selectmen and Town Administrator.

We wish you a speedy and uncomplicated transition and a cooperative relationship with the Acton Building Inspector, Gary Rhodes. We certainly hope to maintain a relationship with you in the future since we all serve many of the same community members.

Sincerely,


Isa Kaftal Zimmerman

IKZ/bl

c: Mark Scheier
Roy Smith
Gary Rhodes ✓
Don Johnson, for the Selectmen
Bill Ryan
Steve Desy
Arthur Berry
Bev Young

Serendipity Child Development Center, Inc.
15 Charter Rd
Acton, Mass. 01720

January 24, 1994

Superintendent of Schools
Acton Boxboro School System
16 Charter Rd., Acton, Ma. 01720

Dear Dr. Zimmerman,

I received your letter of December 13, 1993 on December 17, and I began immediately making alternative space plans for Serendipity Child Development Center. We have enjoyed our thirteen years of leasing space at the Merriam Building, and I guarantee you that we have taken excellent care of your facility. I would like to thank Bill Ryan, Steve Deasy, and Arthur Berry for their long-term help and cooperation. They were wonderful to work with. Bev Young is also a PRIZE who deserves special recognition.

We are presently serving 252 Acton area families, and employ thirty-three teachers, including our Acton/Boxboro Senior High Internship Program. It will not be a simple move, but we are going to make every effort possible to be out of the Merriam Building by July 1, 1994.

Three weeks after receipt of your letter, I signed a ten year lease, with three five year options, for a new building, to be constructed this Spring on a lovely lot, adjacent to the Acton Post Office, off Route 27, only 1.9 mile from Charter Road. Our builder is the well-respected Roy Smith, and my lease negotiator is the very competent Attorney Mark Scheier, both of Acton. I was impressed that they could take my plans for my "model child care center", and put together signed contracts and leases so quickly.

Our building project is now in the hands of the Acton Building Inspector, Gary Rhodes, and the Acton Selectman. Our target date is July 1, but there is a possibility that our school will not be ready for occupancy until Aug. 1, or later. I request that you and your employees, and school committee members, encourage the Acton Selectman and other town officials to expedite the "approval process",

for the benefit of both the Merriam and the Serendipity children.

Enclosed is a copy of our Serendipity January Newsletter, which we distributed to our clients on Monday, January 10. I will keep you posted on a monthly basis as to the progress of our exciting building project. I anticipate a continued positive working relationship with the Acton Boxboro School System after our move. Please do not hesitate to call me at any time if you have questions.

Sincerely yours,

A handwritten signature in cursive script that reads "Bobbie Callaway".

Bobbie Callaway
Owner and Director

cc. Mark Scheier, Esq.
Roy Smith
Gary Rhodes
School Committee Members
School Officials

SERENDIPITY JANUARY 1994

NEWSLETTER

SPECIAL ANNOUNCEMENT FROM BOBBIE

I am very proud and excited to announce that as we begin our 20th year of caring and loving children, we are making plans to move into a beautiful, and new facility this summer!

Negotiations began in October, and leases were signed Friday, January 7th, for Roy Smith to build our own private school building, 9100 sq.ft., on the large, available lot adjacent to the new Acton Post Office, off Rt.27, between Rt. 2 and 2A. The school will be less than two miles from our present location, and we will have the continued bus service from all five Acton elementary schools for our public school-age programs.

Ensuring the continued security for your family's educational and child care needs, as well as the security for our devoted staff, I have signed a 10 YEAR lease, with three five year renewals options. Our Serendipity teachers and administrators are extremely excited about the new building, and 100 % of the staff are planning to provide the continued high quality program and care that your children now receive. Our builder has agreed to my exact "specs" our dream school, plans for which I have been working on for over a year. The beauty of the plans is in the simplicity, and similarity to our present learning environment.

Specific aspects of the new building, besides its fantastic location , include:

* EIGHT CLASSROOMS (expansion of one, plus a double Big Engine Room (Large Motor and After Schoolers) with a computer lab and a parent observation window.)

Chippy City

Micro and Mini-Chipmunks (Infants and Young Toddlers)

Jr and Sr Chipmunks (Toddler, Day Care & Play Group)

Pre-School Paradise

Snoopys (Young 3's)

Big Birds (Advanced 3's; new group)

Varsity Village

Muppets (Pre-Kd)

Smurfs (Transitional Kd/Private Kd/ Public School

Ext. Day Kd.)

B. G.'s (Big Guys and Gals) After School Program

* **TWO LARGE PLAYGROUNDS** (4500 sq.ft. each) with exits directly from the classrooms and including a blacktop area for each (riding toys, basketball, etc.). Accommodating our nature units and hiking activities, the Acton Town nature paths are directly across from our building.

* Bathrooms within (or very close) to each classroom; sinks and bubblers in each classroom.

* Beautiful greeting atrium; staff and parent conference rooms.

* Air conditioning, heat, windows, and an abundance of storage!

The plans are now posted on the bulletin board in the lobby. Each month we will give you progress updates. We look forward to your input, and we hope you will be as excited about the project as we are!

ENROLLMENT DRIVE

The 1994 Summer & Fall enrollments will be open to all existing and 1993 waiting list children, for the month of January. Beginning February 1st, we will open up registration for all other interested parents and children, on a "first come --first serve" basis. As the good news spreads about our plans for the new building we anticipate filling rapidly! Please fill out your registration forms and \$50 registration fees promptly to ensure your places for summer and fall. We will send out confirmation letters promptly. After your child's placement is guaranteed, **please help promote new enrollments!!**

Brochures and newsletters will be available at the desk for you to give to your friends, neighbors, and co-workers. It's simple:

FULL SCHOOL =LOW TUITION INCREASE

NOTE: Serendipity will be closed Martin Luther King Day, a national holiday.

POLICY CLARIFICATION: Each day care family is granted three weeks (of their schedule) for vacations, holidays, retro-active snow days, and retro-active illness. We ask for a two week notice for vacations and holidays. Extended time is also granted (by Bobbie) for family emergencies.

Happy New Year!!

Bobbie Callaway

TOWN OF ACTON
BUILDING DEPARTMENT

GARRY A. RHODES
BUILDING COMMISSIONER

472 Main Street Acton, Massachusetts 01720 (508)264-9632

January 27, 1994

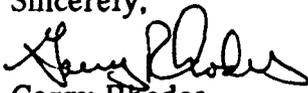
Acton Survey & Engineering, Inc.
277 Central Street
West Acton, MA 01720

Dear Harry,

The following are the comments as they pertain to the preliminary plans submitted to the Town for the day care to be located at lot 6/7 Post Office Square.

1. Only the minimum amount of parking spaces should be needed on site and all excessive spaces should be eliminated.
2. A sidewalk should be added to the plan from street sidewalk to the building.
3. Because the site is a split zone gas trap hoods should be added to the catch basins as needed.
4. A detail of the tie in of the septic system to the manhole should be shown.
5. A detail of the fence surrounding the playground and on the retaining wall should be shown.
6. The fire department is requiring that the building have fire suppression, manual and automatic fire alarm, smoke detectors and a lock box which is shown on the plan. The size and location of the water main shall also be shown on the plan.
7. Staff recommends that you request a waiver from the traffic study with the proviso that the traffic light planned for the corner of Main Street and Post Office Square be installed before the building is occupied.
8. It is my opinion that the new drainage needs to comply with the bylaw section 4.3.6. because of the proposed zoning change.

Sincerely,


Garry Rhodes
Building Commissioner

SERENDIPITY CHILD DEVELOPMENT CENTER, INC.

15 Charter road, Acton, Mass. 01720

Tel: 508-263-1446 Fax: 508-263-4727

February 11, 1994

To: Mr. Roland Bartell
Acton Planning Board
From: Bobbie Callaway
Owner and Pres. Serendipity
Re: Drainage Issue on Post Office
Square Road lot; proposed
new Serendipity building.

Dear Roland,

Thank you for the time that you have devoted to the drainage issue at the Post Office Square lot, the proposed site for the new Serendipity school building

~~My liability insurance agent, Dave Whallen of Feingold and Feingold, and I both sincerely hope that your committee is able to work out a solution to the problem that does not involve a second drainage pond. This "attractive nuisance", even if properly fenced, would cause a liability and safety problem for the children. In addition, it would detract from the attractiveness of the entire complex.~~

I certainly hope that this issue will not delay our crucial time table. We need to break ground this early Spring, because our target date is July 1, 1994 to relinquish to the town the Merriam public school building that we have leased for thirteen years. They need the classrooms that we lease to meet the increased enrollment needs of Acton.

Thank you for your consideration of these important concerns for the children of Acton. We would love to have you visit Serendipity at any time, and meet first hand my wonderful staff, and the 254 little reasons that I write this memo to you.

cc Gary Rhodes, Building Inspector
Dr. Zimmerman, Acton Schools
Roy Smith, Developer
Dave Whallen, Insurance
Mark Scheier, esq.

*Bobbie
Callaway*


FROM GARRY'S FILE
RE TRAFFIC LIGHT.

6984L1/tab/c

January 14, 1994

**Subject: Proposals for Post Office Square/Route 27 Traffic Signals
Acton, MA**

Dear :

A design for proposed traffic signals at the intersection of Post Office Square and Route 27 in the Town of Acton has been approved by the Town and funding is available to complete construction. This is not a municipal project. Funding will be provided through and a construction contract executed with Acton Technology Park Real Estate Trust. Construction is anticipated to commence as soon as possible in the spring of this year.

If you are interested in bidding on this project please contact T. Andre Bover, P.E., in writing, at HMM Associates, Inc. for a copy of the plans and specifications. Your letter must be received by January 24, 1994. Bids will be due at HMM by 5:00 p.m. on February 15, 1994.

If you have any questions concerning this matter, please do not hesitate to contact me.

Sincerely,

T. Andre Bover, P.E.
Associate

cc: Roy C. Smith

TOWN OF ACTON
INTERDEPARTMENTAL COMMUNICATION

DATE: February 9, 1994

TO: Don P. Johnson, Town Manager
FROM: Garry A. Rhodes, Building Commissioner *GAR*
SUBJECT: Under-Appropriated, Self-Funding Program

As you are aware, we have been using a self-funding program pursuant to Section 53E 1/2 of Chapter 44 (see enclosed) to pay our plumbing, gas, and electrical inspectors. This program (see enclosed) has been in place for two years, having been authorized by Town Meeting.

This program allows us to collect fees from contractors and place them in an account with the Town Treasurer. When we receive bills from our inspectors for their services, we place them on the warrant for payment and when approved, pay our inspectors from the account.

This fund has worked very successfully as fees offset salaries; therefore, there is no impact on the taxpayer for these services.

The purpose of this memo is to request an adjustment in the estimated revenues and expenses in this account for the current year. The residential building has increased this year to a degree larger than expected when we prepared last year's article. Consequently, the fees collected and the services to be provided from this account are actually higher than we anticipated when this article was voted at last years annual Town Meeting. This adjustment would have no impact on the tax payers or the General Fund. It would simply correct the account to properly reflect actual conditions and allow us to continue to pay for these services from the fees collected.

The advantage to an account under Section 53E 1/2 of Chapter 44, is that the fund can be increased by a vote of both the Board of Selectmen and the Finance Committee without having a negative impact on the General Fund or having to go back to Town Meeting. This is consistent with your directive that we cannot go for a reserve fund transfer and must resolve financial issues within our departments.

I feel that an increase of \$7,000 in both revenues and expenses from \$30,200 to \$37,200 should resolve this year's deficit brought on by an increase in construction. If you will place this request in front of both the Board of Selectmen and the Finance Committee for a vote, I will be able to continue to pay the inspectors from the receipts collected.

(443)

ARTICLE 19* SELF-FUNDING PROGRAMS
(Majority Vote Required)

To see if the Town will vote pursuant to Section 53E 1/2 of Chapter 44 of the General Laws to establish revolving funds for the Historic District Commission, the Building Department and Sealer of Weights and Measures, or take any other action relative thereto.

SUMMARY

This will allow the Town to fully fund the Historic District Commission the Building Department Inspection Program and the Sealer of Weights and Measures for the receipts that each program produces. This article removes the cost of these programs from the tax base.

	REVENUES	EXPENSES
Historic District Fees	250	250
Building Department		
Microfilm Fees	2,300	2,300
Electrical, Plumbing & gas permits	30,200	30,200
Sign License/Periodic Inspect.	6,000	6,000
Sealer of Weights and Measure	6,500	6,500

Direct inquiries to: John Murray, Assistant Town Manager - 264-9612
Selectman Assigned: Anne Fanton

- (S) Recommended
- (F) Recommendation Deferred

ARTICLE 20 USE OF TOBACCO AND SMOKING PRODUCTS
(Majority Vote Required)

To see if the Town of Acton will vote to replace Chapter E, Sections 26-34, Clean Indoor Air Bylaw, with the sections as follows:

USE OF TOBACCO AND SMOKING PRODUCTS

Section E26. AUTHORITY:

The Town of Acton acting under M.G.L. Chapter 111, Section 31 and Chapter 40, Section 21, adopts the following bylaw to protect the public health of the the Town.

Section E27. FINDINGS AND PURPOSE:

There exists substantial evidence that tobacco smoke causes cancer, heart disease and various lung disorders. Evidence also indicates that the harmful effects of tobacco smoke are not confined to smokers, but also

ND DISTRICTS

... shall be ex-
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... in the discre-
... such off-duty
... compensate the
... services; provided,
... shall be paid to
... than ten work-
... town or district

... or district may
... the special fund
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... mmonwealth, be
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... dited as general
... and shall not be
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... school districts.
... 1973, c. 773,
... 10.

self-supporting funds; creation; funds; annual re- visions

... of section fifty-
... cepts the provi-
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MUNICIPAL FINANCE

44 § 53E^{1/2}

submitted to the director of the bureau of ac-
counts; provided, however, that funds in said
revolving fund shall not be used for the purpose
of paying any wages or salaries for full-time, as
defined in the guidelines issued by the director of
accounts, recreation and park employees; provid-
ed, further, that the unreserved fund balance shall
not exceed ten thousand dollars at the close of
each fiscal year and any such amount in excess of
ten thousand dollars shall be paid into the city or
town treasury as provided in section fifty-three.

A city or town which has accepted the provi-
sions of this section may, in like manner, revoke
its acceptance; provided, however, that any city
or town may require by by-law or ordinance, that
the provisions of this section may be subject to
annual authorization by a vote of the annual town
meeting or city council.

Added by St.1977, c. 665. Amended by St.1986, c. 63;
St.1989, c. 223; St.1992, c. 42.

§ 53E. Agencies, boards, etc.; annual operat- ing costs; offset by estimated re- ceipts of user fees

Notwithstanding the provisions of section fifty-
three, a city or town which accepts the provisions
of this section may specify when making an ap-
propriation for the annual ordinary operating
costs of any agency, board, department or office
of said city or town that such costs may be offset,
in part or in the aggregate, by the estimated re-
ceipts from the fees charged to users of the serv-
ices provided by such agency, board, department or
office.

The use of such fees shall be limited to an
amount not to exceed the actual amounts received
during the previous fiscal year or such other esti-
mated amount as may be approved, in advance of
appropriation, by the commissioner of revenue or
his designee, and which is based upon adequate
documented material supporting such estimated
amounts.

Receipts so allocated shall be deposited in a
special account by the city or town treasurer or
otherwise specifically identified and may be ex-
pended for the purpose allocated without further
appropriation. Any balance in such accounts at
the end of the fiscal year shall be deposited into
the general treasury of the city or town.

Any deficit resulting from any city or town
acting under the provisions of this section shall be
reported by the auditor, accountant or other offi-

cer having similar duties, or by the treasurer if
there be no such officer, to the assessors, who
shall include the amount so reported in the aggre-
gate appropriations to be assessed in the next
subsequent annual tax levy, unless the city or
town has provided funds to eliminate such deficit.
Any deficit so incurred must be raised by taxation
and shall be subject to all applicable provisions of
chapter fifty-nine.

Each agency, board, department or office shall
prepare an annual report of the change in cash
balances in such entity which shall detail the cash
receipts and disbursements for the year and shall
be submitted to the mayor, city council, city man-
ager, board of selectmen or town manager for
their review and a copy of said report shall be
submitted to the director of the bureau of ac-
counts. Such report shall be prepared and sub-
mitted within forty-five days after the close of the
fiscal year.

All such sums, so allocated, shall be treated as
amounts voted from available funds for the pur-
pose of deduction in accordance with the provi-
sions of section twenty-three of chapter fifty-nine.
All amounts voted from available funds shall be
itemized in a schedule, on a form approved by the
commissioner of revenue, prepared by the city or
town clerk and included with the submission for
approval of the tax rate by the commissioner of
revenue as provided in section twenty-three of
chapter fifty-nine. The assessors shall further at-
test, on said schedule, that the receipts itemized
therein have not been included in any other de-
duction from the gross amounts to be raised.
Added by St.1981, c. 339, § 1.

§ 53E^{1/2}. Revolving funds

Notwithstanding the provisions of section fifty-
three, a city or town may annually authorize the
use of one or more revolving funds by one or
more municipal agency, board, department or of-
fice which shall be accounted for separately from
all other monies in such city or town and to which
shall be credited only the departmental receipts
received in connection with the programs sup-
ported by such revolving fund. Expenditures may
be made from such revolving fund without fur-
ther appropriation, subject to the provisions of
this section; provided, however, that expenditures
shall not be made or liabilities incurred from any
such revolving fund in excess of the balance of the
fund nor in excess of the total authorized expendi-