

TOWN OF ACTON 2019 ANNUAL TOWN REPORT



Celebrating 20 Years of NARA Park

Town of Acton

Incorporated as a Town: July 3, 1735

Type of Government: Open Town Meeting - Board of Selectmen/Town Manager

Location: Eastern Massachusetts, Middlesex County, bordered on the east by Carlisle and Concord, on the west by Boxborough, on the north by Westford and Littleton, on the south by Sudbury, and on the southwest by Stow and Maynard.

Elevation at Town Hall: 268' above mean sea level

Land Area: Approximately 20 square miles

Population:

| Year | Persons |
|------|---------|
| 1950 | 3,510 |
| 1960 | 7,238 |
| 1970 | 14,770 |
| 1980 | 19,000 |
| 1990 | 18,144 |
| 2000 | 20,331 |
| 2010 | 21,936 |
| 2011 | 22,012 |
| 2012 | 21,650 |
| 2013 | 21,584 |
| 2014 | 21,597 |
| 2015 | 21,386 |
| 2016 | 22,204 |
| 2017 | 21,511 |
| 2018 | 21,463 |
| 2019 | 21,674 |



**2019 Annual Reports
Town
of
Acton, Massachusetts**

**Two Hundred and Eighty Fourth
Municipal Year
For the year ending December 31, 2019**

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CELEBRATING 20 YEARS OF NARA PARK



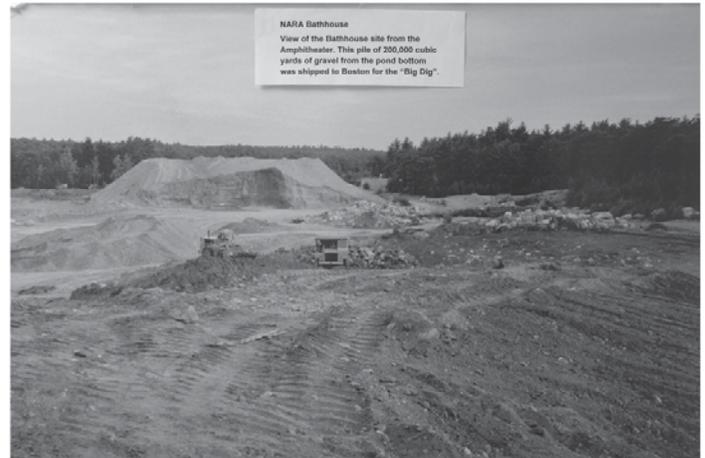
Amphitheater Hill

The Nathaniel Allen Recreation Area (NARA) is twenty years old this year. For some our spectacular park has always been there, but long-time residents, who voted the funds for its transformation, well remember the vacant quarry pit, a route to the Town's honey-pots, a site once considered suitable for a landfill.

The complete transformation of the abandoned area where NARA now stands is a tribute to those who saw an opportunity, who worked for shared consensus to invest in Acton's future, and who enlisted the volunteer force to make it a reality. NARA represents the epitome of a cooperative effort between essential volunteers, Town staff and a future vision shared by the entire community.

Prior to NARA Acton had no suitable place for outdoor swimming. In the early 1970s children were bussed to Walden Pond for swim lessons, but the cold water caused many to drop out. The "pond" behind the Auto Auction was found to be fed by leachate from the Town dump. While the high school pool provided an indoor facility for children to learn to swim, residents still wanted a source of clean, fresh water not beholden to school hours and schedules.

People knew the North Acton site was filled with gravel that could be applied for other purposes. Bruce Stamsk gathered information from consultants and developed a plan for removal of the gravel and making of a park. Although there was frustration at the length of time it took to commence the project, it culminated in a boon. Gravel mined from the NARA land was sold to Boston's Big Dig --- a wonderful outlet for over 180,000 cubic yards and major offset to excavation costs.



Bathhouse Site Under Construction

However, there was still another problem: Fill was needed to finish the site. Several years prior, the Town had dredged the Ice House Pond, and under direction of DPW director, Dickie Howe, the fill was put in storage. This provided the necessary dirt at a huge savings.



Swimming Pond and Beach Under Construction

Finally, after nearly 20 years of planning, hoping, and diligent work the Town voted \$1.6m for excavating the pond, building the bathhouse and paving the parking lots. NARA Park was brought to fruition under the guidance of Natural Resources director, Tom Tidman.

NARA is unique in other ways: It is self-sustaining under a 53D revolving fund with fees from NARA Beach, NARA Summer Camp and the concert and special events series making the whole a user-based enterprise. The Recreation Department obtains donations and sponsorships to cover expenses for NARA's concerts and special events.



Summer Concert Event at the Amphitheater

In the intervening years, NARA has grown through the Recreation Department's innovative programs and with assistance from CPA grants. The Picnic Pavilion has become a popular site for private parties and weddings. Concerts are held for every musical taste along with special events such as Winter Carnival. Walkers frequent the one-mile perimeter trail. The extensive fields are heavily employed for a variety of sports. The Town's annual July 4th Celebration is held at NARA hosting thousands of regional visitors. It is home to NARA Summer Camp for ages 4-15 and a place where families view the night sky, as well as being a haven for birders. Festivals celebrate Acton's ethnic diversity and the accessible Joseph Lalli Miracle Field. NARA serves a wide population of children and families with special needs.

For Acton residents as well as people from all over the MetroWest region, NARA is the destination for outdoor recreation and family fun. The addition of the Bruce Freeman Rail Trail has opened NARA to the cycling community. NARA is more than a listing of its parts and a compilation of the activities. NARA is a beautiful place. Perennial gardens surrounding the bathhouse are stunning spring through fall; flowering trees and wildflowers grace the grounds. Wetland areas provide homes for amphibians and turtles. Regardless of the season, there is always something to appreciate and enjoy. Acton is lucky to have NARA Park

Respectfully submitted,
Ann Chang



ADMINISTRATIVE SERVICES

BOARD OF SELECTMEN

This year there were significant changes to the Board of Selectmen. Both Katie Green and Janet Adachi did not seek re-election. Both have served the Town for many years in various positions and we are grateful for their many contributions. Dean Charter and David Martin were elected to the Board March. There were staff changes as some left, and new personnel joined us. Town Manager John S. Mangiaratti and Executive Assistant Lisa Tomyl supported the Board in many ways. Town Meetings, the annual and two more Special Town Meetings in December took up much of our attention.



Pictured L to R: Peter J. Berry, Dean A. Charter, Joan Gardner, Jon Benson, and David Martin

BOARD MEMBERSHIP CHANGES

In April, the Board of Selectmen reorganized and welcomed Dean Charter and David Martin as new members. Joan Gardner was elected Chair, John Benson as Vice-Chair, and Dean Charter as Clerk

ANNUAL GOAL SETTING

The newly constituted Board met in May for the annual goal setting. Both short and long term goals were set. Short term goals included:

- Secure funding and authorization for Kelley's Corner right of way acquisitions at the 2020 Annual Town Meeting
- Secure funding for the North Acton Fire Station
- Evaluate sewer feasibility study and determine next steps
- Review of town boards and committees
- Evaluate and adopt recommendations from the commuter parking feasibility study

- Develop measurable goals in relation to the sustainability policy
- Adopt a policy of Board communication with residents
- Identify suitable sites for solar including evaluating the proposal for the commuter lot
- Work with the Town Manager to implement participation improvements for the 2020 Annual Town Meeting
- Change the name of the Board of Selectmen to the Select Board

Long term goals included:

- Evaluate and support organization improvements for effectiveness and efficiency
- Improve intersections at Acton Center, Hayward and Main, and Central Street
- Initiate tree planting of 30 trees per year for Fiscal Year 2021
- Review the status of the W.R. Grace property and plan for future re-use

DECEMBER TOWN MEETINGS

December was the highlight of the year with a citizen petition Town Meeting held on December 3rd, a Special Town Meeting held on December 10th and an election on December 17th. At the December 10th Special Town Meeting there were three articles; Acton-Boxborough Regional School District – School Design & Construction (Twin Schools), North Acton Fire Station Design & Construction, and Sewer District Expansion – West Acton. Both the Twin School Design & Construction and North Acton Fire Station Design & Construction were approved, and the Sewer Article was defeated. At the election, Question 1 regarding the paying costs associated with the design and construction of the new twin elementary schools, Question 2 regarding costs for the design and construction of the proposed North Acton Fire Station, and Question 3 regarding costs of designing and construction associated with the new Minuteman Regional School District High School all passed. Much effort and the support of many citizens went into these three articles and we congratulate all those who worked so hard to obtain the successful outcomes for both the schools and the fire station.

COLONEL FRANCIS FAULKNER AWARD FOR VOLUNTEER SERVICE

In May, the Board held its second annual Volunteer Recognition Event at NARA Park to thank the many

volunteers who serve the Town on dozens of Boards and Committees. At the event, the Selectmen also presented the Colonel Francil Faulkner Awards for Exemplary Volunteer Service. Each Selectmen chose a volunteer from one of the Town Boards and Committees to recognize their service to the Town. The 2019 awardees included:

- Stephen Noone, Finance Committee and Health Insurance Trust
- Florence Ross, Acton Nursing Services Advisory Committee, Friends of Acton Nursing
- Ron Beck, Water Resources Advisory Committee
- Nancy Tavernier, Acton Community Housing Association, Board of Selectmen
- Ann Chang, Memorial Library Trustee, Economic Development Committee, West Acton Sewer Action Advisory Committee, Acton Leadership Group

The Board of Selectmen relies on the Town Manager for his leadership and support as well as Lisa Tomyl for her continued support daily. With all the energy and determination of so many people of the Town, Acton is a wonderful community to both live and work in.

Respectfully submitted,
Joan Gardner, Chair

TOWN MANAGER'S REPORT

2019 was a very active year for the Town Manager's Office. Several projects and grants have highlighted the 2019 calendar year. As always, I continue to be impressed with the professionalism of our staff. One of my priorities when I started as Town Manager was to work with our team to improve the communication from Town Hall to help more residents learn about the exciting and important work that is happening in our local government. We have made progress using our website, publishing a monthly newsletter, providing information through social media, and participating in various other forms of community outreach such as public forums or events. We also started to use videos in collaboration with ActonTV to help provide information to the public as shown at right.

We appreciate the successful efforts of our legislative delegation for several FY2020 State Budget amendments that benefit the Town of Acton's projects and services. Amendments such as an increase in the match for Community Preservation Act funding to nearly 30%, project support in the amount of \$150,000 for facility improvements at Miracle Field, and \$100,000 for the Asa Parlin House project. Finally, \$100,000 for the Maynard-Acton-Stow Rail Shuttle to will help our



transportation efforts. Thank you to Senator Eldridge, Representative Benson, and Representative Gouveia for supporting local priorities.

On April 1, Acton Town Meeting overwhelmingly supported appropriating town funds for the Kelley's Corner Infrastructure project, with an 89 percent affirmative vote solidifying Acton's commitment to seeing the project through to completion. Massachusetts Department of Transportation (MassDOT) has committed to funding the remaining design costs for the project. The town funded the cost of the design through the 25% phase. MassDOT committed to expending additional funding to pay for the infrastructure design costs and responsibilities as of July 1. The town will still be responsible for acquisition costs along portions of Main Street and Community Lane, but will no longer bear the remaining design costs.

This year we established a Town Manager monthly community engagement and informational sessions at the Acton Senior Center called "Java with John" to interact on a regular basis with the senior community. Below is a photograph from a Java with John that also included questions and answers with the Acton-Boxborough Regional School District Superintendent Peter Light.

At the April 2019 Annual Town Meeting, Community Preservation Act funding was approved for phase one of the rehabilitation of this structure which will include selective demolition of non-historic parts of the building. As part of this project, the Town has hired a professional abatement contractor to remove the hazardous building materials that are inside this structure.

In May, we hosted our first internship program in collaboration with Acton-Boxborough Regional High



Housing and Economic Development to Acton. Deputy Secretary McGourthy, along with our legislative delegation and additional state holders, toured the Town of Acton and proposed site development at Powder Mill Road in our Cross-Acton Transit van, highlighting several projects and the economic development potential in Acton. A photograph from the visit is shown below.

In August, the Board of Selectmen voted to update the parking rules and regulations to establish a fee schedule that is consistent with other communities. The Board also set the parking fees for the new parking lot property that the Town acquired on July 1st located at 19-21 Maple Street.



In September, the Acton Economic Development Committee and Middlesex West Chamber of Commerce are sponsoring Acton's first-ever "Restaurant Week". Popular restaurants such as Rapsallion, True West, El Hiupil, and many others had participated.

On December 10th, more than 900 voters attended Acton's Special Town Meeting at Acton-Boxborough Regional High School. Voters approved both the proposed Douglas-Gates Twin School and North Acton Fire Station projects and did not approve a proposal for Phase 1 of the West Acton Sewer project. The school and fire station projects also received approval at the ballot on December 17th. Below is a photograph from Town Meeting and a rendering of the proposed fire station and a map that were shown to Town Meeting voters.

In October, the North Acton Cemetery was added to the National Register of Historic Places.

Acton continues to serve as a leading voice in seeking changes in the natural gas industry in particular related to how leaks are managed by public utilities in Massachusetts. The Town is a member of International Council for Local Environmental Initiatives (ICLEI) and also works closely with local environmental advocacy groups. Below is an art installation created local

School. Several Departments hosted students including the Police Department, Planning Department, Engineering Department, Building Department, and the Town Manager's Office.

In August, the Town of Acton has earned state approval to establish a Veterans' Services District in partnership with the Town of Boxborough. The new Acton-Boxborough Veterans' Services District will be overseen by District Director James MacRae, who had previously served as Acton's Veterans' Services Officer.

In July, Acton Town Hall implemented a pilot program to modify the hours of operation to better serve residents. Town Hall opened for extended hours on Tuesdays while closing earlier on Fridays starting on July 1. The new schedule was designed to make Town Hall more accessible to residents who might otherwise have difficulty visiting department offices during the traditional workday. After positive feedback from residents, volunteers, staff and businesses the pilot program was implemented permanently and the Town Hall hours were officially changed.

Also in July, we created a Director of Intergovernmental Affairs position and hired Austin Cyganiewicz with a focus on transportation services, and the Cross Town Connect celebrated its 5th year anniversary.

In August we welcomed Timothy McGourthy Deputy Secretary of the Massachusetts Executive Office of





advocacy group Mothers Out Front Acton which was installed in front of the Acton Memorial Library for a few weeks in May.

On December 11, 2019 more than 100 town employees attended a workshop entitled Diversity, Equity and Inclusion presented by Marta T. Rosa, President of MTR Consulting Services. Marta discussed concepts related to diversity and unconscious bias in the workplace and beyond. Below is a picture of staff attending this unique and special training.

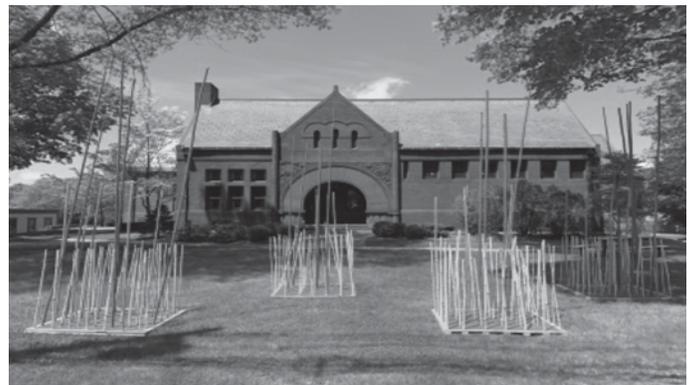
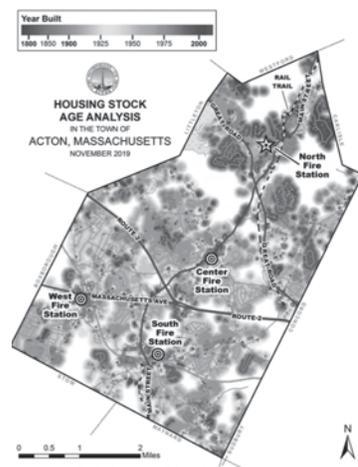


The Town of Acton was elected to serve as member of the Boston Region MPO representing the Minuteman Advisory Group on Interlocal Coordination (MAGIC) subregion

During this year we also successfully:

- Maintained the Town's AAA Bond ratings
- Hosted a statewide workshop for the Women Leading Government Series sponsored by the Massachusetts Municipal Management Association
- Established a Veterans' Service District with Boxborough
- Finalized our acquisition of 19-21 Maple Street for municipally-owned commuter train station parking
- Achieved state certification from the Massachusetts State Police
- Established a Family Services position for Acton Police Department

- Continued to expand and train staff in Mental Health First Aid
- Expanded town presence on social media to reach a broader audience
- Awarded nearly 1.2 million in grants for various projects and initiatives
- Celebrated the 20th anniversary of NARA Park
- Attended the Grand Opening and ribbon cutting ceremony at Insulet Corporation with Governor Baker in attendance
- Established and Uber and Lyft pilot program in conjunction with neighboring communities
- Entered into a municipal energy aggregation agreement with Constellation offering more energy choice options commonly known as "Acton Power Choice"



FINANCIAL MANAGEMENT SERVICES

BOARD OF ASSESSORS

The Town's tax base continues to increase, growing 3.3% over the prior fiscal year. A majority of the change was market driven based on calendar 2017 sales as well as new construction put in place on July 1, 2018 which exceeded \$33 million dollars. At the annual classification hearing, the Board of Selectmen voted a residential factor of 1 which resulted in a single tax rate of \$19.37.

Fiscal Year 2019
Valuation Summary

| Property Class | Valuation | % of Total |
|---------------------|---------------|------------|
| Residential | 3,957,544,127 | 88.9% |
| Commercial | 325,522,106 | 7.3% |
| Industrial | 91,685,100 | 2.1% |
| Personal Property | 76,750,242 | 1.7% |
| Total Taxable Value | 4,451,501,575 | 100% |

The Board of Assessors regular scheduled meetings are on the first Wednesday of each month at 6:00 P.M. in the Town Hall. Additional meetings are held as needed. Dates and times are posted 48 hours in advance.

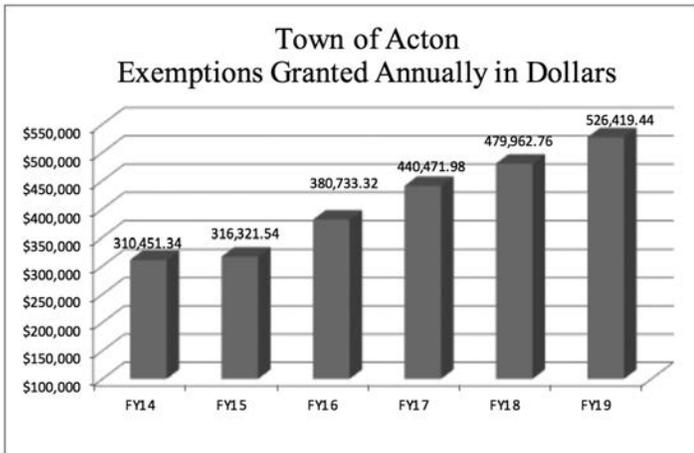
Tax Rates

| | |
|-------------|------------|
| Residential | Com/Ind/PP |
| \$19.37 | \$19.37 |

Assessors

Carol Leipner Srebnick Chairman
Susan Miller

The Assessors granted \$526K in exemptions a 9.6% increase over the prior year



HOUSE OF SALES

| Sale Date | St | Address | Sale Amount |
|------------------|-----------|------------------|--------------------|
| 1/12/17 | 55 | ALCOTT ST | 660,000 |
| 1/12/17 | 1 | FOREST RD | 520,000 |
| 1/13/17 | 8 | CONANT ST | 487,000 |
| 1/19/17 | 5 | DUSTON LN | 1,380,000 |
| 1/20/17 | 9 | PATRIOTS RD | 651,000 |
| 1/24/17 | 10 | MONROE DR | 1,155,000 |
| 1/27/17 | 5 | LITTLEFIELD RD | 482,000 |
| 1/30/17 | 8 | KINGMAN RD | 485,000 |
| 2/1/17 | 123 | HAYWARD RD | 890,040 |
| 2/10/17 | 36 | NASHOBA RD | 567,500 |
| 2/16/17 | 5 | BAXTER RD | 375,000 |
| 2/21/17 | 14 | BRUCEWOOD RD | 560,000 |
| 2/27/17 | 399 | CENTRAL ST | 606,000 |
| 2/27/17 | 5 | TENNEY CIR | 715,000 |
| 2/28/17 | 39 | FORT POND RD | 645,000 |
| 2/28/17 | 3 | ALGONQUIN RD | 515,000 |
| 2/28/17 | 19 | ARBORWOOD RD | 650,000 |
| 2/28/17 | 182 | ARLINGTON ST | 755,000 |
| 3/3/17 | 311 | SCHOOL ST | 552,825 |
| 3/16/17 | 3 | PARMLEY DR | 743,000 |
| 3/17/17 | 3 | SWEENEY FARM LN | 855,000 |
| 3/24/17 | 63 | MAIN ST | 340,000 |
| 3/30/17 | 41 | OLD VILLAGE RD | 720,000 |
| 3/31/17 | 23 | ARLINGTON ST | 645,000 |
| 3/31/17 | 25 | LEXINGTON DR | 759,500 |
| 4/7/17 | 2 | HUTCHINSON WY | 925,000 |
| 4/10/17 | 2 | CONSTITUTION DR | 1,010,000 |
| 4/12/17 | 8 | SAMUEL PARLIN DR | 640,000 |
| 4/14/17 | 16 | JEFFERSON DR | 634,000 |
| 4/14/17 | 104 | MAIN ST | 495,000 |
| 4/18/17 | 60 | PIPER RD | 512,000 |
| 4/27/17 | 12 | TUTTLE DR | 490,500 |
| 4/27/17 | 7 | HENNESSEY DR | 575,000 |
| 4/28/17 | 5 | LAUREL CT | 390,000 |
| 4/28/17 | 5 | CONCORD PL | 975,000 |
| 5/1/17 | 6 | DAKOTA DR | 839,500 |
| 5/2/17 | 11 | KNOWLTON DR | 760,000 |
| 5/2/17 | 198 | CENTRAL ST | 630,000 |
| 5/5/17 | 7 | ROBINWOOD RD | 575,000 |
| 5/8/17 | 10 | TILL DR | 669,000 |

| | | | |
|---------|-----|--------------------|-----------|
| 5/10/17 | 159 | WILLOW ST | 636,000 |
| 5/10/17 | 4 | THOREAU RD | 660,000 |
| 5/12/17 | 186 | SCHOOL ST | 610,000 |
| 5/15/17 | 16 | WILSON LN | 617,000 |
| 5/15/17 | 15 | FOREST RD | 499,000 |
| 5/17/17 | 17 | CARRIAGE DR | 539,500 |
| 5/19/17 | 8 | NADINE RD | 565,000 |
| 5/19/17 | 11 | MAGNOLIA DR | 592,500 |
| 5/19/17 | 3 | FOX HILL RD | 490,000 |
| 5/19/17 | 6 | WHEELER LN | 659,000 |
| 5/23/17 | 162 | WILLOW ST | 416,250 |
| 5/23/17 | 8 | GIOCONDA AV | 459,200 |
| 5/24/17 | 6 | HIGHLAND RD | 740,000 |
| 5/25/17 | 2 | BIRCH RIDGE RD | 460,000 |
| 5/25/17 | 16 | BEVERLY RD | 450,000 |
| 5/26/17 | 73 | LIBERTY ST | 826,000 |
| 5/30/17 | 4 | WAMPANOAG DR | 637,000 |
| 5/30/17 | 76 | MAIN ST | 440,000 |
| 5/31/17 | 301 | NAGOG HILL RD | 965,000 |
| 5/31/17 | 8 | SPENCER RD | 497,500 |
| 5/31/17 | 15 | HERITAGE RD | 566,000 |
| 5/31/17 | 4 | BROADVIEW ST | 567,000 |
| 5/31/17 | 6 | HUTCHINSON WY | 920,000 |
| 6/1/17 | 98 | SUMMER ST | 495,000 |
| 6/1/17 | 14 | SPENCER RD | 535,000 |
| 6/6/17 | 14 | COOLIDGE DR | 565,000 |
| 6/6/17 | 24 | GRASSHOPPER LN | 1,102,250 |
| 6/9/17 | 108 | NEWTOWN RD | 742,000 |
| 6/13/17 | 5 | FARMSTEAD WY | 900,000 |
| 6/14/17 | 171 | POPE RD | 1,107,500 |
| 6/14/17 | 14 | WINDEMERE DR | 645,000 |
| 6/14/17 | 2 | TORRINGTON LN | 640,000 |
| 6/15/17 | 211 | ARLINGTON ST | 822,500 |
| 6/16/17 | 15 | BALSAM DR | 660,000 |
| 6/16/17 | 32 | HOSMER ST | 590,000 |
| 6/16/17 | 107 | STOW ST | 613,500 |
| 6/16/17 | 89 | CANTERBURY HILL RD | 1,160,000 |
| 6/21/17 | 18 | COOLIDGE DR | 849,500 |
| 6/21/17 | 312 | CENTRAL ST | 645,500 |
| 6/22/17 | 51 | ARLINGTON ST | 557,000 |
| 6/22/17 | 14 | BALSAM DR | 835,000 |
| 6/22/17 | 131 | WILLOW ST | 455,000 |
| 6/23/17 | 47 | STONEYMEADE WY | 1,048,000 |

| | | | |
|---------|-----|--------------------|-----------|
| 6/23/17 | 18 | SILVER HILL RD | 745,000 |
| 6/26/17 | 34 | QUABOAG RD | 565,000 |
| 6/27/17 | 100 | HARRIS ST | 550,000 |
| 6/27/17 | 88 | SUMMER ST | 485,250 |
| 6/27/17 | 45 | FLINT RD | 560,000 |
| 6/28/17 | 23 | EVERGREEN RD | 700,000 |
| 6/28/17 | 3 | SENECA CT | 645,000 |
| 6/28/17 | 14 | EVERGREEN RD | 581,000 |
| 6/28/17 | 24 | CAPT BROWNS LN | 775,000 |
| 6/28/17 | 198 | ARLINGTON ST | 360,000 |
| 6/28/17 | 100 | CANTERBURY HILL RD | 1,038,000 |
| 6/29/17 | 5 | FREEDOM FARME RD | 725,000 |
| 6/29/17 | 20 | WASHINGTON DR | 668,000 |
| 6/29/17 | 7 | NADINE RD | 475,000 |
| 6/30/17 | 28 | CARLISLE RD | 423,000 |
| 6/30/17 | 17 | NORTHBRIAR RD | 710,000 |
| 6/30/17 | 2 | JESSE DR | 905,000 |
| 6/30/17 | 1 | ETHAN ALLEN DR | 550,000 |
| 6/30/17 | 15 | CONANT ST | 420,000 |
| 6/30/17 | 111 | PARKER ST | 490,000 |
| 6/30/17 | 177 | NEWTOWN RD | 965,000 |
| 6/30/17 | 3 | CONSTITUTION DR | 1,028,000 |
| 7/5/17 | 53 | FLINT RD | 550,500 |
| 7/5/17 | 9 | PUTTER DR | 730,000 |
| 7/10/17 | 102 | WINDSOR AV | 695,000 |
| 7/11/17 | 4 | SPRING HILL RD | 700,000 |
| 7/11/17 | 1 | JAIMES WY | 664,500 |
| 7/11/17 | 12 | HEATHER HILL RD | 630,000 |
| 7/12/17 | 12 | WACHUSETT DR | 546,000 |
| 7/13/17 | 2 | VANDEBELT RD | 440,000 |
| 7/14/17 | 448 | MASS AV | 500,000 |
| 7/17/17 | 5 | MADISON LN | 775,000 |
| 7/17/17 | 23 | HAYWARD RD | 735,000 |
| 7/20/17 | 13 | PAUL REVERE RD | 455,000 |
| 7/20/17 | 5 | MUSKET DR | 750,000 |
| 7/21/17 | 4 | NOTRE DAME RD | 452,000 |
| 7/21/17 | 2 | JAIMES WY | 759,900 |
| 7/24/17 | 821 | MAIN ST | 567,000 |
| 7/24/17 | 380 | CENTRAL ST | 379,100 |
| 7/24/17 | 106 | NEWTOWN RD | 628,000 |
| 7/24/17 | 169 | ARLINGTON ST | 583,000 |
| 7/24/17 | 1 | PRESCOTT RD | 601,000 |
| 7/25/17 | 85 | CANTERBURY HILL RD | 1,125,000 |

| | | | |
|---------|-----|--------------------|-----------|
| 7/26/17 | 8 | BIRCH RIDGE RD | 610,000 |
| 7/27/17 | 50 | MOHAWK DR | 543,000 |
| 7/27/17 | 42 | MOHAWK DR | 610,000 |
| 7/27/17 | 53 | ALCOTT ST | 725,000 |
| 7/28/17 | 4 | CAPT FORBUSH LN | 850,000 |
| 7/28/17 | 7 | TAYLOR RD | 591,000 |
| 7/28/17 | 13 | GRIST MILL RD | 631,000 |
| 7/28/17 | 14 | TUTTLE DR | 490,000 |
| 7/31/17 | 17 | EVERGREEN RD | 415,000 |
| 7/31/17 | 7 | CHERRY RIDGE RD | 507,500 |
| 7/31/17 | 4 | MALLARD RD | 605,000 |
| 7/31/17 | 121 | WILLOW ST | 310,825 |
| 7/31/17 | 4 | BRUCEWOOD RD | 574,000 |
| 7/31/17 | 6 | THOREAU RD | 570,000 |
| 7/31/17 | 140 | RIVER ST | 462,000 |
| 8/1/17 | 25 | JACKSON DR | 850,000 |
| 8/3/17 | 106 | POPE RD | 722,500 |
| 8/3/17 | 2 | GERALD CIR | 705,000 |
| 8/4/17 | 12 | JACKSON DR | 733,500 |
| 8/4/17 | 16 | WASHINGTON DR | 740,000 |
| 8/4/17 | 8 | CAPT FORBUSH LN | 690,000 |
| 8/4/17 | 17 | BROMFIELD RD | 665,000 |
| 8/7/17 | 20 | HENLEY RD | 507,000 |
| 8/7/17 | 104 | POPE RD | 765,000 |
| 8/8/17 | 262 | SCHOOL ST | 526,000 |
| 8/8/17 | 73 | CANTERBURY HILL RD | 1,008,000 |
| 8/10/17 | 21 | SILVER HILL RD | 664,000 |
| 8/11/17 | 66 | WINDSOR AV | 780,000 |
| 8/15/17 | 7 | PUTTER DR | 725,000 |
| 8/16/17 | 169 | NAGOG HILL RD | 833,500 |
| 8/16/17 | 3 | JAIMES WY | 769,900 |
| 8/17/17 | 232 | NEWTOWN RD | 840,000 |
| 8/17/17 | 20 | COWDREY LN | 580,000 |
| 8/17/17 | 33 | SQUIRREL HILL RD | 860,000 |
| 8/18/17 | 15 | FORT POND RD | 760,000 |
| 8/18/17 | 21 | KINSLEY RD | 525,000 |
| 8/21/17 | 3 | HEATHER HILL RD | 610,000 |
| 8/22/17 | 18 | BIRCH RIDGE RD | 524,000 |
| 8/24/17 | 74 | MAIN ST | 446,000 |
| 8/24/17 | 4 | PURITAN RD | 680,000 |
| 8/25/17 | 7 | MILBERY LN | 1,050,000 |
| 8/25/17 | 8 | HENLEY RD | 810,000 |
| 8/28/17 | 228 | PARKER ST | 792,000 |

| | | | |
|----------|-----|--------------------|-----------|
| 8/29/17 | 6 | KINGMAN RD | 515,000 |
| 8/29/17 | 4 | CONCETTA CIR | 722,000 |
| 8/30/17 | 41 | FAULKNER HILL RD | 497,500 |
| 8/31/17 | 7 | MADISON LN | 745,000 |
| 9/6/17 | 7 | SPENCER RD | 447,500 |
| 9/8/17 | 32 | TUTTLE DR | 670,000 |
| 9/8/17 | 90 | MAIN ST | 450,000 |
| 9/8/17 | 693 | MAIN ST | 612,000 |
| 9/14/17 | 11 | WHITTIER DR | 692,500 |
| 9/15/17 | 3 | OLDE SURREY DR | 395,475 |
| 9/15/17 | 13 | LAWSBROOK RD | 495,000 |
| 9/15/17 | 7 | PARMLEY DR | 775,000 |
| 9/21/17 | 59 | PIPER RD | 564,000 |
| 9/22/17 | 81 | STRAWBERRY HILL RD | 955,000 |
| 9/26/17 | 895 | MAIN ST | 410,000 |
| 9/26/17 | 8 | KNOWLTON DR | 820,000 |
| 9/27/17 | 6 | CHERRY RIDGE RD | 508,000 |
| 9/27/17 | 8 | CANTERBURY HILL RD | 1,075,000 |
| 9/28/17 | 5 | ORCHARD DR | 490,000 |
| 9/28/17 | 78 | CENTRAL ST | 340,000 |
| 9/28/17 | 31 | CONANT ST | 655,000 |
| 9/29/17 | 35 | NASHOBA RD | 480,000 |
| 9/29/17 | 274 | CENTRAL ST | 435,000 |
| 9/29/17 | 6 | EMERSON DR | 661,000 |
| 9/29/17 | 27 | PARKER ST | 539,000 |
| 10/2/17 | 5 | ANDERS WY | 880,000 |
| 10/2/17 | 1 | ADELINE WY | 663,000 |
| 10/2/17 | 9 | ADELINE WY | 669,900 |
| 10/3/17 | 9 | HAWTHORNE ST | 721,000 |
| 10/4/17 | 144 | PROSPECT ST | 351,000 |
| 10/4/17 | 148 | PROSPECT ST | 351,000 |
| 10/4/17 | 150 | PROSPECT ST | 351,000 |
| 10/5/17 | 10 | WOODCHESTER DR | 737,500 |
| 10/5/17 | 3 | ADELINE WY | 656,685 |
| 10/6/17 | 11 | ADELINE WY | 669,900 |
| 10/8/17 | 8 | AGAWAM RD | 580,000 |
| 10/10/17 | 9 | MOHAWK DR | 618,000 |
| 10/10/17 | 5 | ADELINE WY | 660,000 |
| 10/13/17 | 19 | OAKWOOD RD | 516,000 |
| 10/18/17 | 158 | ARLINGTON ST | 779,000 |
| 10/20/17 | 387 | CENTRAL ST | 455,000 |
| 10/24/17 | 62 | LIBERTY ST | 735,000 |
| 10/25/17 | 10 | OLDE SURREY DR | 585,000 |

| | | | |
|----------|-----|------------------|-----------|
| 10/25/17 | 2 | ADELINE WY | 200,200 |
| 10/26/17 | 12 | SILVER HILL RD | 667,500 |
| 10/27/17 | 29 | MINUTEMAN RD | 390,000 |
| 10/27/17 | 2 | WINDEMERE DR | 659,000 |
| 10/27/17 | 44 | PROSPECT ST | 530,000 |
| 10/27/17 | 305 | SCHOOL ST | 462,900 |
| 10/30/17 | 497 | MAIN ST | 509,000 |
| 10/30/17 | 6 | ADELINE WY | 200,200 |
| 11/2/17 | 5 | BROADVIEW ST | 545,000 |
| 11/3/17 | 48 | WOOD LN | 523,500 |
| 11/3/17 | 7 | ADELINE WY | 669,000 |
| 11/6/17 | 6 | CROSS ST | 329,500 |
| 11/6/17 | 255 | SCHOOL ST | 425,000 |
| 11/7/17 | 4 | CARLTON DR | 752,000 |
| 11/9/17 | 26 | WASHINGTON DR | 755,000 |
| 11/9/17 | 7 | EMERSON DR | 645,000 |
| 11/14/17 | 165 | PARKER ST | 525,000 |
| 11/14/17 | 213 | NEWTOWN RD | 600,000 |
| 11/15/17 | 27 | STONEYMEADE WY | 1,040,000 |
| 11/15/17 | 17 | WASHINGTON DR | 805,500 |
| 11/17/17 | 5 | NADINE RD | 570,000 |
| 11/17/17 | 31 | HERITAGE RD | 627,000 |
| 11/21/17 | 74 | CENTRAL ST | 406,500 |
| 11/28/17 | 15 | MINOT AV | 569,000 |
| 11/28/17 | 38 | FAULKNER HILL RD | 558,000 |
| 11/30/17 | 18 | ONEIDA RD | 475,000 |
| 11/30/17 | 230 | HIGH ST | 507,000 |
| 12/8/17 | 5 | ANDREW DR | 1,049,000 |
| 12/12/17 | 4 | ORCHARD DR | 510,000 |
| 12/15/17 | 84 | CENTRAL ST | 360,000 |
| 12/15/17 | 290 | SCHOOL ST | 385,000 |
| 12/16/17 | 10 | PUTNAM RD | 737,000 |
| 12/19/17 | 897 | MAIN ST | 605,000 |
| 12/19/17 | 99 | HAMMOND ST | 555,000 |
| 12/28/17 | 1 | GREENWOOD LN | 525,000 |
| 12/28/17 | 37 | STONEYMEADE WY | 972,500 |
| 12/28/17 | 21 | JACKSON DR | 1,140,000 |

ELIZABETH WHITE FUND

A permanent fund was bequeathed to the Town of Acton by George R. White [1847-1922], in memory of his mother, Elizabeth. The income from the fund is to be used only "in relieving the necessities of the deserving poor and unfortunate. It shall be the duty of the Town to anticipate such necessity of aid and assistance by inquiry and investigation, in advance of the claims as far as possible, in order that sensitive and deserving people may receive assistance, who might, because of publicity, refrain from making an application for aid."

In 2019 the Elizabeth White Fund trustees requested and the Board of Selectmen approved \$2825.00 for distribution to 30 applicants.

Trustees:

Mary Ann Ashton
Jo-Ann Berry
Andrea Miller

FINANCE COMMITTEE

The charter of Acton's Finance Committee as stated in the Town bylaws is to "consider any and all municipal questions for the purpose of making reports and recommendations. The Finance Committee shall include in its duties the review of and recommendations concerning the budget for the annual meeting, the review of and recommendations concerning any other matter of financial nature arising at the annual meeting or at any special meeting, and the preparation of long-range fiscal plans for the Town." The Finance Committee fulfills this role in a variety of ways.

The Finance Committee generally meets twice monthly and more frequently in preparation for the annual Town Meeting or for Special Town Meetings as appropriate. Finance Committee members serve on many standing committees and task forces including the Health Insurance Trust, the Acton 2020 Committee, and the South Acton Train Station Advisory Committee, the School Building Committee, and the Capital Improvement Planning Committee, among others. We have regular observers for the Board of Selectmen, the Economic Development Committee, the Community Preservation Committee, and the Acton-Boxborough Regional School District committee.

In 2019, the Finance Committee sought to work in collaboration with the constituent Boards as the budgets were developed. We engaged in the independent examination of the major budget expense drivers and the availability of revenues to assess the base budget prior to the discussion of new initiatives. Resulting from this work was the publication of the Finance Committee's "Point of View" which we presented to our budget partners as guidance.

As a part of our community outreach program, Finance Committee members have visited Parent/Teacher groups as well as the Acton Senior Center, and Rotary Club to talk about the role of the committee, the "Point of View" and to answer questions on finances.

Enhancing our work this year were presentations on financial operations by both Town and School staff, presentations by the Superintendent of Schools and Schools Finance Director, as well as the senior staff of the Minuteman School. The Finance Committee significantly benefits from this high level of interaction with the Town's elected officials and staff and we believe this model contributes to a greater understanding of all sides of the financial challenges before us.

This year the Finance Committee engaged in an effort by all members, to analyze a variety of important issues facing the town especially those dealing with the: Acton-Boxborough Regional Schools twin school building project, North Acton Fire Station, West Sewer District, and the Minuteman Regional Vocational Technical School District Debt.

The Chair and Vice-Chair represent the Finance Committee on the Acton Leadership Group (ALG). This group, which includes members of the Board of Selectmen, the Acton-Boxborough Regional School Committee (Acton members only), as well as representatives of the town and school administrations. This group utilizes a consensus process to formulate the annual budget proposal for Town Meeting and develops projections for planning purposes.

This year, as in past years, the Finance Committee continued to concentrate on long-range planning and has developed guidelines on the use of the Town's reserve funds, recommended appropriate levels of operating cost increases, and encouraged the Town and The Acton-Boxborough School District to continue to move ahead with their capital assessment and needed capital projects.

Respectfully submitted,
Roland A. Bourdon III, Chair
Christi Andersen, Vice Chair
Christine Russell, Clerk

Members: Steve Noone, Mike Majors, Jason Cole,
Thomas Farley, Sahana Purohit
Associate Member: Al Vlajinac

TOWN ACCOUNTANT _____

I respectfully submit the following for the 2019 Annual Report for the Town of Acton:

Financial Reports for the period ending June 30, 2019

1. Statement of Revenues, Expenditures and Changes in Fund Balances – General Fund
2. Departmental Object Budget
3. Trust Fund Activity – Principal and Income

The accuracy and completeness of the data presented is in good standing with the Town.

My sincere thanks to the Finance department for all their dedication and hard work

Respectfully Submitted,

Lisa Wojick

Lisa Wojick
Town Accountant

**TOWN OF ACTON
DEPARTMENT OBJECT BUDGET**

| SUB ACCT | DESCRIPTION | FY2019 BUDGET | FY2019 EXPENDED | PERCENT EXPENDED |
|----------------------------|------------------|---------------|-----------------|------------------|
| AB CULTURAL COUNCIL | | | | |
| 5200 | Services | - | \$1,450 | 100% |
| 5400 | Supplies | \$2,000 | \$466 | 23.30% |
| | DEPARTMENT TOTAL | \$2,0000 | \$1,916 | 95.80% |

ACCOUNTANT/COMPTRROLLER

| | | | | |
|------|-------------------|-----------|-----------|---------|
| 5100 | Personal Services | \$340,785 | \$278,553 | 81.74% |
| 5200 | Services | \$3,500 | \$1,461 | 41.75% |
| 5400 | Supplies | \$1,000 | \$1,003 | 100.27% |
| | DEPARTMENT TOTAL | \$345,285 | \$281,017 | 81.39% |

ASSESSORS

| | | | | |
|------|-------------------|-----------|-----------|--------|
| 5100 | Personal Services | \$272,480 | \$270,565 | 99.30% |
| 5200 | Services | \$21,200 | \$16,114 | 76.01% |
| 5400 | Supplies | \$1,600 | \$1,391 | 86.93% |
| | DEPARTMENT TOTAL | \$295,280 | \$288,070 | 97.56% |

BUILDING INSPECTOR

| | | | | |
|------|-------------------|-----------|-----------|---------|
| 5100 | Personal Services | \$229,805 | \$222,674 | 96.90% |
| 5200 | Services | \$4,284 | \$5,899 | 137.70% |
| 5400 | Supplies | \$5,050 | \$2,407 | 47.66% |
| 5700 | Other | - | \$10 | 100.00% |
| | DEPARTMENT TOTAL | \$239,139 | \$230,990 | 96.59% |

TOWN CLERK

| | | | | |
|------|-------------------|-----------|-----------|---------|
| 5100 | Personal Services | \$161,304 | \$142,641 | 88.43% |
| 5200 | Services | \$1,200 | \$150 | 12.50% |
| 5400 | Supplies | \$3,500 | \$5,103 | 145.81% |
| | DEPARTMENT TOTAL | \$166,004 | \$147,895 | 89.09% |

COA/COUNCIL ON AGING

| | | | | |
|------|-------------------|-----------|-----------|---------|
| 5100 | Personal Services | \$327,718 | \$332,137 | 101.35% |
| 5200 | Services | \$13,100 | \$12,620 | 96.34% |
| 5400 | Supplies | \$13,600 | \$8,897 | 65.42% |
| 5600 | Intergovernmental | \$4,055 | \$800 | 19.73% |
| | DEPARTMENT TOTAL | \$358,473 | \$354,453 | 98.88% |

COLLECTOR

| | | | | |
|------|-------------------|-----------|-----------|--------|
| 5100 | Personal Services | \$148,001 | \$125,616 | 84.88% |
| 5200 | Services | \$19,950 | \$14,883 | 74.60% |
| 5400 | Supplies | \$550 | \$211 | 38.37% |
| | DEPARTMENT TOTAL | \$168,501 | \$140,711 | 83.51% |

COMMISSION ON DISABILITIES

| | | | | |
|------|------------------|---------|-------|---------|
| 5200 | Services | \$1,900 | \$461 | 24.29% |
| 5400 | Supplies | \$100 | \$258 | 258.14% |
| | DEPARTMENT TOTAL | \$2,000 | \$720 | 35.98% |

| SUB ACCT | DESCRIPTION | FY2019 BUDGET | FY2019 EXPENDED | PERCENT EXPENDED |
|-----------------------|-------------------|---------------|-----------------|------------------|
| ANIMAL CONTROL | | | | |
| 5100 | Personal Services | - | - | |
| 5200 | Services | \$23,000 | \$21,125 | 91.85% |
| | DEPARTMENT TOTAL | \$23,000 | \$21,125 | 91.85% |

DISPATCH

| | | | | |
|------|-------------------|-----------|-----------|--------|
| 5100 | Personal Services | \$616,957 | \$613,834 | 99.49% |
| 5400 | Services | \$6,500 | \$4,781 | 73.55% |
| | DEPARTMENT TOTAL | \$623,457 | \$618,615 | 99.22% |

ELECTIONS

| | | | | |
|------|-------------------|----------|----------|---------|
| 5100 | Personal Services | \$59,300 | \$59,541 | 100.41% |
| 5200 | Services | \$20,900 | \$21,157 | 101.23% |
| 5400 | Supplies | \$10,600 | \$8,074 | 76.17% |
| | DEPARTMENT TOTAL | \$90,800 | \$88,772 | 97.77% |

EMERGENCY MANAGEMENT

| | | | | |
|------|-------------------|----------|----------|---------|
| 5100 | Personal Services | \$23,000 | \$23,000 | 100.00% |
| 5200 | Services | \$5,550 | \$7,340 | 132.25% |
| 5400 | Supplies | \$20,000 | \$17,897 | 88.48% |
| | DEPARTMENT TOTAL | \$48,550 | \$48,237 | 99.36% |

ENGINEERING

| | | | | |
|------|-------------------|-----------|-----------|---------|
| 5100 | Personal Services | \$154,793 | \$155,988 | 100.77% |
| 5200 | Services | \$42,380 | \$35,185 | 83.02% |
| 5400 | Supplies | \$2,600 | \$1,377 | 52.96% |
| 5800 | Capital Outlay | - | - | - |
| | DEPARTMENT TOTAL | \$199,773 | \$192,550 | 96.38% |

FINANCE DIRECTOR

| | | | | |
|------|----------------------|--------------|--------------|---------|
| 5100 | Personal Services | \$294,866 | \$222,486 | 75.45% |
| 5200 | Services | \$147,300 | \$281,869 | 191.36% |
| 5400 | Supplies | \$57,000 | \$65,757 | 115.36% |
| 5600 | Intergovernmental | - | - | - |
| 5700 | Other Appropriations | \$7,638,403 | \$7,213,874 | 94.44% |
| 5900 | Debt Service | \$2,990,463 | \$2,946,416 | 98.53% |
| | DEPARTMENT TOTAL | \$11,128,032 | \$10,730,403 | 96.43% |

FINANCE COMMITTEE

| | | | | |
|------|------------------|-------|-------|---------|
| 5200 | Services | \$272 | \$280 | 102.94% |
| | DEPARTMENT TOTAL | \$272 | \$280 | 102.94% |

| SUB ACCT | DESCRIPTION | FY2019 BUDGET | FY2019 EXPENDED | PERCENT EXPENDED |
|-------------|----------------------|---------------|-----------------|------------------|
| FIRE | | | | |
| 5100 | Personal Services | \$3,049,764 | \$3,109,630 | 101.96% |
| 5200 | Services | \$48,000 | \$42,830 | 89.23% |
| 5400 | Supplies | \$177,980 | \$168,616 | 94.74% |
| 5600 | Intergovernmental | | | |
| 5800 | Capital Outlay | \$75,000 | \$74,246 | 98.99% |
| 5900 | Other Appropriations | | | |
| | DEPARTMENT TOTAL | \$3,350,744 | \$3,395,322 | 101.33% |

GREEN ADVISORY BOARD

| | | | | |
|------|-------------------|----------|----------|--------|
| 5100 | Personal Services | \$15,065 | \$14,082 | 93.48% |
| 5200 | Services | \$277 | - | 0.00% |
| 5400 | Supplies | \$212 | - | 0.00% |
| | DEPARTMENT TOTAL | \$15,554 | \$14,082 | 90.54% |

HEALTH

| | | | | |
|------|-------------------|-----------|-----------|---------|
| 5100 | Personal Services | \$42,111 | \$41,655 | 98.92% |
| 5200 | Services | \$76,900 | \$66,626 | 86.64% |
| 5400 | Supplies | \$1,500 | \$4,159 | 277.24% |
| | DEPARTMENT TOTAL | \$120,511 | \$112,440 | 93.30% |

HIGHWAY

| | | | | |
|------|----------------------|-------------|-------------|--------|
| 5100 | Personal Services | \$1,293,519 | \$1,266,537 | 97.91% |
| 5200 | Services | \$502,877 | \$425,663 | 84.65% |
| 5400 | Supplies | \$482,231 | \$429,003 | 88.96% |
| 5700 | Other Appropriations | \$9,500 | \$7,865 | 82.79% |
| 5800 | Capital Outlay | \$470,609 | \$433,478 | 92.11% |
| | DEPARTMENT TOTAL | \$2,758,736 | \$2,562,546 | 92.89% |

HISTORICAL COMMISSION

| | | | | |
|------|------------------|-------|---|-------|
| 5200 | Services | \$200 | - | 0.00% |
| 5400 | Supplies | \$176 | - | 0.00% |
| | DEPARTMENT TOTAL | \$376 | - | 0.00% |

HUMAN RESOURCES

| | | | | |
|------|----------------------|-----------|-----------|---------|
| 5100 | Personal Services | \$254,548 | \$250,736 | 96.00% |
| 5200 | Services | \$80,685 | \$52,591 | 65.18% |
| 5400 | Supplies | \$5,150 | \$577 | 11.20% |
| 5700 | Other Appropriations | \$94,000 | \$94,703 | 100.75% |
| | DEPARTMENT TOTAL | \$439,383 | \$398,606 | 90.72% |

INFORMATION TECHNOLOGY

| | | | | |
|------|-------------------|-------------|-------------|---------|
| 5100 | Personal Services | \$439,415 | \$405,657 | 92.32% |
| 5200 | Services | \$1,142,950 | \$1,172,213 | 102.56% |
| 5400 | Supplies | - | \$197 | 100.00% |
| 5800 | Capital Outlay | \$70,000 | \$68,710 | 98.16% |
| | DEPARTMENT TOTAL | \$1,652,365 | \$1,646,777 | 99.66% |

| SUB ACCT | DESCRIPTION | FY2019 BUDGET | FY2019 EXPENDED | PERCENT EXPENDED |
|----------|-------------|---------------|-----------------|------------------|
|----------|-------------|---------------|-----------------|------------------|

LAND USE/ECONOMIC DEVELOPMENT

| | | | | |
|------|-------------------|-----------|-----------|---------|
| 5100 | Personal Services | \$265,234 | \$230,057 | 86.74% |
| 5200 | Services | \$10,000 | \$10,433 | 104.33% |
| 5400 | Supplies | \$500 | \$260 | 52.00% |
| 5800 | Capital Outlay | - | - | - |
| | DEPARTMENT TOTAL | \$275,734 | \$240,749 | 87.31% |

TOWN MANAGER

| | | | | |
|------|-------------------|-------------|-------------|---------|
| 5100 | Personal Services | \$669,917 | \$649,957 | 97.02% |
| 5200 | Services | \$811,500 | \$757,891 | 93.39% |
| 5400 | Supplies | \$18,100 | \$17,607 | 97.27% |
| 5800 | Capital Outlay | | \$2,189 | 100.00% |
| | DEPARTMENT TOTAL | \$1,499,517 | \$1,427,643 | 95.21% |

MEMORIAL LIBRARY

| | | | | |
|------|----------------------|-------------|-------------|---------|
| 5100 | Personal Services | \$1,140,515 | \$1,002,634 | 87.91% |
| 5200 | Services | \$54,700 | \$93,574 | 171.07% |
| 5400 | Supplies | \$221,125 | \$311,167 | 140.72% |
| 5700 | Other Appropriations | - | - | - |
| | DEPARTMENT TOTAL | \$1,416,340 | \$1,407,375 | 99.37% |

TOWN MEETING MODERATOR

| | | | | |
|------|-------------------|----------|----------|---------|
| 5100 | Personal Services | - | \$40 | 100.00% |
| 5200 | Services | \$26,800 | \$24,080 | 89.85% |
| 5400 | Supplies | \$17 | - | 0.00% |
| | DEPARTMENT TOTAL | \$26,817 | \$24,120 | 89.94% |

PUBLIC FACILITIES DIVISION

| | | | | |
|------|-------------------|-------------|-------------|---------|
| 5100 | Personal Services | \$792,738 | \$712,269 | 89.85% |
| 5200 | Services | \$893,559 | \$945,646 | 105.83% |
| 5400 | Supplies | \$64,200 | \$48,408 | 75.40% |
| 5800 | Capital Items | \$21,000 | \$47,100 | 224.29% |
| | DEPARTMENT TOTAL | \$1,771,497 | \$1,753,422 | 98.98% |

NATURAL RESOURCES/CEMETERY

| | | | | |
|------|-------------------|-----------|-----------|---------|
| 5100 | Personal Services | \$838,959 | \$809,161 | 96.45% |
| 5200 | Services | \$30,750 | \$112,711 | 366.54% |
| 5400 | Supplies | \$32,700 | \$28,716 | 87.82% |
| 5800 | Capital Items | - | - | - |
| | DEPARTMENT TOTAL | \$902,409 | \$950,588 | 105.34% |

NURSING SERVICES

| | | | | |
|------|----------------------|-----------|-----------|---------|
| 5100 | Personal Services | \$391,471 | \$307,741 | 78.61% |
| 5200 | Services | \$139,615 | \$130,663 | 93.59% |
| 5400 | Supplies | \$19,500 | \$10,290 | 52.77% |
| 5700 | Other Appropriations | \$4,600 | \$5,010 | 108.91% |
| | DEPARTMENT TOTAL | \$555,186 | \$453,705 | 81.72% |

| SUB ACCT | DESCRIPTION | FY2019 BUDGET | FY2019 EXPENDED | PERCENT EXPENDED |
|------------------------------|----------------------|---------------------|---------------------|------------------|
| PLANNING BOARD | | | | |
| 5100 | Personal Services | \$263,099 | \$262,102 | 99.62% |
| 5200 | Services | \$6,413 | \$9,102 | 141.93% |
| 5400 | Supplies | \$3,819 | \$773 | 19.18% |
| | DEPARTMENT TOTAL | \$273,331 | \$271,936 | 99.49% |
| POLICE | | | | |
| 5100 | Personal Services | \$4,267,190 | \$4,311,721 | 101.04% |
| 5200 | Services | \$99,700 | \$88,513 | 88.78% |
| 5400 | Supplies | \$82,800 | \$91,699 | 110.75% |
| 5800 | Capital Outlay | \$189,500 | \$223,165 | 117.77% |
| | DEPARTMENT TOTAL | \$4,639,190 | \$4,715,097 | 101.64% |
| PUBLIC HEALTH NURSING | | | | |
| 5100 | Personal Services | \$149,890 | \$123,755 | 82.56% |
| 5200 | Services | \$2,500 | \$875 | 35.00% |
| 5400 | Supplies | \$25,462 | \$24,670 | 96.89% |
| | DEPARTMENT TOTAL | \$177,852 | \$149,300 | 83.95% |
| PUBLIC CELEBRATIONS | | | | |
| 5100 | Personal Services | - | - | - |
| 5200 | Services | \$8,900 | \$6,195 | 68.82% |
| 5400 | Supplies | - | \$1,445 | 100.00% |
| | DEPARTMENT TOTAL | \$8,900 | \$7,570 | 85.05% |
| VETERANS SERVICE | | | | |
| 5100 | Personal Services | \$81,544 | \$81,552 | 100.01% |
| 5200 | Services | \$3,300 | \$2,824 | 85.57% |
| 5400 | Supplies | \$5,100 | \$4,791 | 93.95% |
| 5700 | Other Appropriations | \$110,000 | \$77,465 | 70.42% |
| | DEPARTMENT TOTAL | \$199,944 | \$166,632 | 83.34% |
| WEST ACTON LIBRARY | | | | |
| 5100 | Personal Services | \$53,613 | \$52,184 | 97.33% |
| 5200 | Services | \$8,800 | \$8,026 | 91.21% |
| 5400 | Supplies | - | - | - |
| | DEPARTMENT TOTAL | \$62,413 | \$60,210 | 96.47% |
| TOTAL | | \$33,837,365 | \$32,903,873 | 97.24% |

TOWN OF ACTON, MASSACHUSETTS
Statement of Revenues, Expenditures and Changes in Fund Balances
General Fund
Fiscal year Ending June 30, 2019
Unaudited

| Revenues: | General |
|--|----------------|
| Property Taxes | \$85,429,891 |
| Tax Liens | 181,549 |
| Excises | 3,832,537 |
| Penalties and Interest | 296,618 |
| Licenses and Permits | 1,188,926 |
| Fees and Other Departmental | 171,527 |
| Intergovernmental | 2,517,213 |
| Charges for Services | 450,677 |
| Fines and Forfeits | 95,275 |
| Earnings on Investments | 215,224 |
| In Lieu of Taxes | 46,476 |
| Contributions | - |
| Miscellaneous | 97,476 |
| Total Revenues | 94,523,389 |
| Expenditures: | |
| Current | |
| General Government | 7,766,000 |
| Public Safety | 8,871,452 |
| Education | 61,285,774 |
| Intergovernmental | 312,130 |
| Highways and Public Works | 2,941,917 |
| Human Services | 2,095,291 |
| Culture and Recreation | 1,423,802 |
| Employee Benefits and Insurance | 7,822,616 |
| Debt Service | |
| Principal | 1,843,464 |
| Interests | 348,964 |
| Capital Outlay | - |
| Total Expenditures | 94,711,410 |
| Excess of Revenues Over (Under) Expenditures | (188,021) |
| Other Financing Sources (Uses); | |
| Transfers In | 202,187 |
| Transfers Out | (478,654) |
| Total Other Financing Sources (Uses) | (276,467) |
| Net Change in Fund Balance | (464,488) |
| Fund Balance, Beginning | 12,112,445 |
| Fund Balance, Ending | \$11,647,957 |

**TOWN OF ACTON
EXPENDABLE TRUST FUNDS
FY19**

| | ACCOUNT | BEGINNING EXPENDABLE 6/30/18 | EXPENDITURES | NET INCOME | CHANGE UNREALIZED GAIN/LOSS | ENDING EXPENDABLE 6/30/19 |
|-------------------------|----------------|---|---------------------|-----------------------|--|--|
| ELIZABETH WHITE | 7002 | \$14,359.84 | \$(2,870.00) | \$1,780.62 | \$1,821.23 | \$15,091.69 |
| VARNUMN TUTTLE MEM'L | 7003 | 144,422.66 | | 7,343.43 | 8,308.03 | 160,074.12 |
| BETSY BALL CHARITY | 7004 | 41,451.02 | | 2,451.22 | 2,773.22 | 46,675.46 |
| GEORGIA WHITNEY CHAR | 7005 | 33,927.52 | | 2,282.65 | 2,582.49 | 38,792.66 |
| CHARLOTTE GOODNOW | 7006 | 879.12 | | 184.47 | 208.70 | 1,272.29 |
| ACTON YOUTH | 7007 | 10,742.27 | | 1,513.94 | 1,712.81 | 13,969.02 |
| JAMES KINSLEY | 7008 | 9,086.83 | | 479.69 | 542.68 | 10,109.20 |
| DRUM TRICENTENNIAL FUND | 7009 | 1,134.67 | | 53.98 | 61.05 | 1,249.70 |
| CONSERVATION FUND | 7012 | 52,318.60 | | 2,487.95 | 2,814.78 | 57,621.33 |
| GEORGIA WHITNEY | 7013 | 29,491.92 | | 2,115.77 | 2,393.70 | 34,001.39 |
| WATSON FUND | 7014 | 8,309.84 | (141.00) | 513.24 | 578.07 | 9,260.15 |
| HOIT & SCOTT FUND | 7015 | 1,177.23 | (30.00) | 79.72 | 89.90 | 1,316.85 |
| DR ROBERT DAVIS | 7016 | 3,880.24 | (30.00) | 232.02 | 262.22 | 4,344.48 |
| FRANK HAYWARD | 7017 | 12,392.26 | (51.00) | 636.14 | 718.01 | 13,695.41 |
| GEORGE AMES | 7018 | 934.83 | | 66.60 | 75.34 | 1,076.77 |
| GEORGIA WHITNEY | 7019 | 2,566.72 | (30.00) | 193.37 | 218.46 | 2,948.55 |
| ROBBINS & AMES | 7020 | 84,466.62 | (31,963.71) | 3,475.33 | 2,331.38 | 58,309.62 |
| CAPTAIN ROBBINS | 7021 | 23,173.81 | | 1,220.89 | 1,381.27 | 25,775.97 |
| ROBBINS WOODLAND | 7022 | 4,017.87 | (30.00) | 262.35 | 296.53 | 4,546.75 |
| JENKS FAMILY | 7023 | 86,244.83 | (413.20) | 10,861.77 | 12,284.58 | 108,977.98 |
| ELDRIDGE ROBBINS | 7024 | 2,877.78 | (30.00) | 184.35 | 208.28 | 3,240.41 |
| MARTHA DESMOND | 7025 | 8,915.87 | (66.00) | 565.90 | 638.41 | 10,054.18 |
| NEW PERPETUAL CARE | 7026 | 206,243.63 | (2,769.40) | 80,868.99 | 93,440.17 | 377,783.39 |
| RAYMOND MONUMENT | 7027 | 17,024.77 | | 842.89 | 953.61 | 18,821.27 |
| OLD PERPETUAL CARE | 7028 | 263,275.19 | (1,453.20) | 20,994.86 | 23,738.60 | 306,555.45 |
| ARLETTE APPELYARD | 7029 | 6,977.07 | (81.00) | 426.12 | 480.12 | 7,802.31 |
| RAYMOND CARE | 7030 | 6,578.29 | (66.00) | 407.21 | 458.85 | 7,378.35 |
| MARY SMITH FUND | 7031 | 3,523.53 | (60.00) | 262.55 | 296.49 | 4,022.57 |
| HOSMER | 7032 | 215,800.82 | (404.20) | 15,122.92 | 17,104.29 | 247,623.83 |
| WETHERBEE | 7033 | 159,791.76 | (198.00) | 8,072.10 | 9,126.89 | 176,792.75 |
| ERNEST JONES | 7034 | 2,728.07 | (15.00) | 177.27 | 200.41 | 3,090.75 |
| BLANCHARD | 7035 | 9,314.99 | (66.00) | 557.28 | 628.64 | 10,434.91 |
| AB CONANT FAMILY | 7036 | 3,294.75 | (30.00) | 204.19 | 230.72 | 3,699.66 |
| FRANK KNOWLTON | 7037 | 2,482.46 | (30.00) | 165.59 | 187.03 | 2,805.08 |
| MRS ONEIL | 7038 | 2,155.04 | | 120.19 | 135.99 | 2,411.22 |
| WELLS | 7039 | 36,815.24 | (66.00) | 1,892.66 | 2,139.41 | 40,781.31 |
| PORTER JENKS | 7040 | 435.50 | | 3,681.27 | 4,164.84 | 8,281.61 |
| HIGH SCHOOL | 7041 | 3,246.78 | (66.00) | 344.62 | 389.88 | 3,915.28 |
| KATHERINE M. KINSLEY | 7042 | 9,756.45 | | 913.89 | 1,033.95 | 11,704.29 |
| WILLIAM A WILD | 7043 | 8,450.38 | | 830.12 | 939.16 | 10,219.66 |
| SUSAN/LUTHER CONANT | 7044 | 5,814.19 | | 349.33 | 395.22 | 6,558.74 |
| LUKE TUTTLE | 7045 | 2,140.44 | | 111.28 | 125.91 | 2,377.63 |
| NEWELL B TANTER | 7046 | 11,580.45 | | 1,114.20 | 1,260.56 | 13,955.21 |

| | | | | | | |
|-----------------------------------|------|-----------------------|----------------------|---------------------|---------------------|-----------------------|
| LIBRARY PLANTER | 7047 | 2,780.19 | | 179.78 | 203.37 | 3,163.34 |
| MILDRED P MOORE | 7048 | 3,560.10 | | 264.43 | 299.14 | 4,123.67 |
| MARK CLAPP | 7049 | 1,061.39 | | 104.81 | 118.54 | 1,284.74 |
| HIRAM J HAPGOOD | 7050 | 1,311.23 | | 71.89 | 81.30 | 1,464.42 |
| CHARLOTTE CONANT | 7051 | 3,391.94 | | 232.62 | 263.20 | 3,887.76 |
| MINNIE DAVIS | 7052 | 673.56 | | 48.01 | 54.34 | 775.91 |
| FLORENCE GRANDINE | 7053 | 5,260.09 | | 1,233.21 | 1,395.18 | 7,888.48 |
| GEORGE KASHUBA | 7054 | 4,971.86 | | 236.45 | 267.48 | 5,475.79 |
| ACTON MEM'L LBY FUND | 7055 | 403,063.59 | | 19,167.31 | 21,685.09 | 443,915.99 |
| DOLAN LEYS TRUST FUND | 7057 | 2,272.64 | | 583.49 | 660.32 | 3,516.45 |
| ACTON FIREFIGHTERS RELIEF FUND | 7058 | 202,947.69 | | 10,181.00 | 11,518.33 | 224,647.02 |
| DONALD & FREDA ROBBINS TRUST | 7059 | 4,732.80 | | 1,176.13 | 1,330.65 | 7,239.58 |
| LALLI MERIT AWARD | 7061 | 2,075.14 | (1,000.00) | 1,476.43 | 1,660.65 | 4,212.22 |
| LALLI PUBLIC SAFETY AWARD | 7062 | (235.25) | | 1,367.90 | 1,547.57 | 2,680.22 |
| | | \$2,192,069.12 | \$(41,959.71) | \$212,768.39 | \$240,817.04 | \$2,603,694.84 |

NOTE: Beginning and Ending expendable include unrealized gain/loss

**TOWN OF ACTON
NON-EXPENDABLE TRUST FUNDS
FY19**

| | ACCOUNT | BEGINNING BALANCE 6/30/18 | REVENUES | ENDING BALANCE 6/30/19 |
|----------------------|----------------|--|-----------------|---------------------------------------|
| ELIZABETH WHITE | 7002 | \$25,000.00 | | \$25,000.00 |
| VARNUMN TUTTLE MEM'L | 7003 | 10,000.00 | | 10,000.00 |
| BETSY BALL CHARITY | 7004 | 10,095.26 | | 10,095.26 |
| GEORGIA WHITNEY CHAR | 7005 | 14,073.70 | | 14,073.70 |
| CHARLOTTE GOODNOW | 7006 | 3,000.00 | | 3,000.00 |
| ACTON YOUTH | 7007 | 21,094.00 | | 21,094.00 |
| JAMES KINSLEY | 7008 | 1,000.00 | | 1,000.00 |
| GEORGIA WHITNEY | 7013 | 15,000.00 | | 15,000.00 |
| WATSON FUND | 7014 | 2,500.00 | | 2,500.00 |
| HOIT & SCOTT FUND | 7015 | 500.00 | | 500.00 |
| DR ROBERT DAVIS | 7016 | 1,000.00 | | 1,000.00 |
| FRANK HAYWARD | 7017 | 1,000.00 | | 1,000.00 |
| GEORGE AMES | 7018 | 465.49 | | 465.49 |
| GEORGIA WHITNEY | 7019 | 1,500.00 | | 1,500.00 |
| ROBBINS & AMES | 7020 | 21,210.08 | | 21,210.08 |
| CAPTAIN ROBBINS | 7021 | 2,500.00 | | 2,500.00 |
| ROBBINS WOODLAND | 7022 | 1,500.00 | | 1,500.00 |
| JENKS FAMILY | 7023 | 142,176.26 | | 142,176.26 |
| ELDRIDGE ROBBINS | 7024 | 1,000.00 | | 1,000.00 |
| MARTHA DESMOND | 7025 | 3,000.00 | | 3,000.00 |
| NEW PERPETUAL CARE | 7026 | 1,472,759.00 | 53,650.00 | 1,526,409.00 |
| RAYMOND MONUMENT | 7027 | 700.00 | | 700.00 |
| OLD PERPETUAL CARE | 7028 | 178,259.92 | | 178,259.92 |
| ARLETTE APPELYARD | 7029 | 2,000.00 | | 2,000.00 |
| RAYMOND CARE | 7030 | 2,000.00 | | 2,000.00 |
| MARY SMITH FUND | 7031 | 2,000.00 | | 2,000.00 |
| HOSMER | 7032 | 102,238.95 | | 102,238.95 |
| WETHERBEE | 7033 | 10,000.00 | | 10,000.00 |
| ERNEST JONES | 7034 | 1,000.00 | | 1,000.00 |
| BLANCHARD | 7035 | 2,419.24 | | 2,419.24 |
| AB CONANT FAMILY | 7036 | 1,000.00 | | 1,000.00 |
| FRANK KNOWLTON | 7037 | 1,000.00 | | 1,000.00 |
| MRS ONEIL | 7038 | 372.39 | | 372.39 |
| WELLS | 7039 | 3,000.00 | | 3,000.00 |
| PORTER JENKS | 7040 | 76,977.01 | | 76,977.01 |
| HIGH SCHOOL | 7041 | 4,000.00 | | 4,000.00 |
| KATHERINE M. KINSLEY | 7042 | 9,461.75 | | 9,461.75 |
| WILLIAM A WILD | 7043 | 9,006.00 | | 9,006.00 |
| SUSAN/LUTHER CONANT | 7044 | 1,532.00 | | 1,532.00 |
| LUKE TUTTLE | 7045 | 200.00 | | 200.00 |
| NEWELL B TAINTER | 7046 | 11,849.79 | | 11,849.79 |

| | | | | |
|--------------------------------|------|-----------------------|--------------------|-----------------------|
| LIBRARY PLANTER | 7047 | 1,000.00 | | 1,000.00 |
| MILDRED P MOORE | 7048 | 2,000.00 | | 2,000.00 |
| MARK CLAPP | 7049 | 1,142.00 | | 1,142.00 |
| HIRAM J HAPGOOD | 7050 | 200.00 | | 200.00 |
| CHARLOTTE CONANT | 7051 | 1,500.00 | | 1,500.00 |
| MINNIE DAVIS | 7052 | 336.50 | | 336.50 |
| FLORENCE GRANDINE | 7053 | 20,672.34 | | 20,672.34 |
| DOLAN LEYS TRUST FUND | 7057 | 10,000.00 | | 10,000.00 |
| ACTON FIREFIGHTERS RELIEF FUND | 7058 | 11,145.00 | | 11,145.00 |
| DONALD & FREDA ROBBINS TRUST | 7059 | 20,000.00 | | 20,000.00 |
| LALLI MERIT AWARD | 7061 | 29,000.00 | | 29,000.00 |
| LALLI PUBLIC SAFETY AWARD | 7062 | 29,000.00 | | 29,000.00 |
| | | \$2,295,386.68 | \$53,650.00 | \$2,349,036.68 |

HUMAN SERVICES

ACTON HOUSING AUTHORITY

The MISSION of the Acton Housing Authority (AHA) is to provide safe, decent and affordable housing to low and moderate-income households. The AHA accomplishes this mission by offering one-hundred and sixty (160) affordable housing units that we own and operate for rent and by providing housing vouchers to another one-hundred and seventy-five (175) households which assists them in paying rent in the private market.

AFFORDABLE HOUSING NEED IN ACTON

After a multi-year process on a plan to develop the Town owned land known as the Walker Property, located at 348-364 Main Street, the AHA was gratified when the Main Street Committee recommended and Town meeting members approved the development of affordable senior housing on the site. The AHA has been advocating for new housing units to meet this need since it was founded in 1970. We are currently working with the community and housing consultants to put together an application for tax credits and State financing for this project and would like to thank the community for their support. Seniors represent the largest number of local applicants waiting for affordable housing that we own, and we look forward to being able to better meet this need.

Currently, the AHA provides affordable housing to three-hundred and thirty-five (335) households. Through turnover of our housing units and vouchers we were able to assist twenty-three (23) new households in 2019. Fourteen (14) of the new households were assisted with vouchers to rent apartments in the private market. Nine (9) of the new households were assisted in apartments that we own. Of the households we provided new assistance to in 2019 nine (9) were families, seven (7) were seniors and seven (7) were disabled households. Below is a chart representing our current waiting list.

| ACTON HOUSING AUTHORITY WAIT LIST | | | |
|-----------------------------------|--------------------------|------------------------|--|
| UNIT TYPE | TOTAL APPLICANTS ON LIST | TOTAL LOCAL APPLICANTS | APPLICATION DATE FOR LOCAL TOP OF LIST |
| ONE-BEDROOM OVER 60 | 500+ | 85 | 8/27/2013 |
| ONE-BEDROOM UNDER 60 DISABLED | 344 | 4 | 3/20/2019 |
| TWO-BEDROOM | 500+ | 32 | 6/6/2016 |
| THREE-BEDROOM | 500+ | 18 | 4/28/2016 |
| SECTION 8 | 216,956 | 348 | 1/10/2003 |

MAINTAINING OUR EXISTING UNITS AND PROPERTIES

Most of the AHA's developments and units are over forty years old and are cared for by implementing our maintenance and capital improvement plans. This year we were fortunate to be the recipient of funding the Town of Acton received by applying for a Commonwealth of Massachusetts Housing Choice grant. Only municipalities with an approved Housing Production Plan (HPP) who are meeting their housing production goals, are eligible to apply for these funds. This grant provided \$165,000 to the AHA which was used to repave the driveway and parking lot at our elderly complex on Sachem Way and extend the sidewalk to our family units. Other modernization projects completed from our capital plan in 2019 were flooring and roofing/skylight replacement.

The AHA also maintains our existing units and properties with the help of our maintenance staff and vendors. Last year we completed 1,265 work orders for preventive, routine and vacancy turnover maintenance.

ASSISTING HOUSEHOLDS IN OUR HOUSING AND VOUCHER PROGRAMS

The Acton Housing Authority assists residents who live in our units or use one of our vouchers with accessing services. We have a Family Self-Sufficiency (FSS) program which provides an escrow account incentive to families who increase their employment income. In 2019 there were thirty (30) families participating in the FSS and escrow programs with several graduating with escrow balances, including families who moved out of assisted housing into the private rental market and/or homeownership.

The Family Self-Sufficiency/Tenant Services position is funded through a Housing and Urban Development grant and the Acton-Boxborough United Way. Our Family Self-Sufficiency/Tenant Services Coordinator works with other service providers to assist our residents in accessing the support they need such as fuel assistance, social security, food assistance, holiday donations and campership programs. She also assists families with job and continuing education information. The AHA is very grateful to the community and organizations that assist our residents throughout the year.

The Acton Housing Authority was established by Acton's Annual Town Meeting in 1970. The Authority is governed by a five-member board of Commissioners who serve five-year terms. The operation of the Authority is administered by the Executive Director and staff.

Board of Commissioners

Robert Whittlesey, Chair

Ryan Bettez, Vice Chair

Bernice Baran, Treasurer

Nancy Kolb, Secretary

Kelley Cronin, Executive Director

ACTON NURSING SERVICES ---

The Acton Public Health Nursing Services is dedicated to fostering individual and community health in the town of Acton. To this end, the Acton Nursing Services provides Public Health and Certified Home Healthcare to the residents of Acton.

The Acton Nursing Services is proud to announce that we have been recognized to the list of the Top 25% of home health care providers in the country again this year! This listing of successful providers is compiled by OCS HomeCare and Decision Health; these two organizations evaluate agencies on five domains of performance to determine those agencies in the Top 25%:

1. Quality of care
2. Process measurement implementation – process measures are used to assess adherence to clinical practice recommendations
3. Financial performance
4. Patient Experience (HHCAHPS)
5. Quality Improvement

These rankings are developed using publicly available data. OCS Homecare identifies agencies that enhance the quality of patient care so that a path to better outcomes and to patient satisfaction can be achieved. The Acton Nursing Service is proud of the recognition it has received, thanks to the work and dedication of its staff. I am extremely proud of the ANS staff for their continued hard work and commitment to keeping our patients safe in the community and by delivering the best care imaginable to them. Acton Nursing Services believes that continuity of care is a huge factor in our consistently high patient satisfaction scores.

Acton Nursing Services provides home health care, including skilled nursing; physical, occupational and speech therapy; medical social services and home health aide assistance. If you or a loved one needs services after a hospitalization, an injury or a change in your medical condition, be sure to ask your doctor to refer to Acton Nursing Services.

Acton Nursing Services continues to provide Public Health services at our office for adult and childhood vaccinations under the Department of Public Health Vaccine for Children guidelines, podiatry clinics, wellness discussions, ImPACT testing, and blood pressure clinics. We encourage people to call before stopping in to assure the availability of a nurse.

For the fourth year in a row, Acton Nursing Services has provided the ImPACT concussion baseline assessment program at Acton-Boxborough High school for all incoming freshmen. ImPACT is the most scientifically validated computerized neurocognitive test used by more than 7,400 high schools and 1,000 colleges and universities to help evaluate and manage suspected concussions. The ImPACT test tracks students symptoms and measures multiple aspects of cognitive functioning, including attention span, working memory, sustained and selective attention time, non-verbal problem solving and reaction time. At the beginning of the school year, all incoming freshmen take a Baseline ImPACT Test that assesses their cognition at their norm. If a student sustains and is diagnosed with a head injury by their physician, the Baseline Impact results can be given to their physician and be compared with a Post-Concussion test to help determine neurocognitive

deficits, set up a plan of action for recovery, and help determine back to school and back to play guidelines. A total of 369 tests have been performed since the 2019-2020 school year began.

We have expanded our Podiatry Clinic and are now holding three to four clinics in our offices monthly! We are lucky enough to have a contract with a Certified Foot Care Nurse, Sarah Kinghorn BSN, RN, CFCN, and her staff for providing these successful clinics. Watch for the dates of the clinics in the COA newsletter during the last week of each month for the following month's dates.

Our Flu Clinics kept us busy in October and November with 1,072 residents vaccinated for the 2019-2020 season and as the year ended we are still vaccinating those who missed our clinics! We held three town-wide clinics at Acton-Boxborough Regional High School and two clinics in our offices at the Human Services and Senior Center building. Our Public Health Nurse, Linda Cullen MSN, RN provides clinics at the senior housing buildings in town as well as provides home visits for those residents in Acton who are unable to leave their homes for a flu vaccination. Thank you to the ANS staff and the ABRHS Nursing staff who assisted with set up, break down and staffing of these important clinics. Also, a huge thank you to Weiyuan Sun, from the Health Department, who assists with scheduling and translating to the Asian population during our senior clinic at Windsor Green.

The CDC reports that every year 3 million seniors are treated in Emergency Departments for a fall, one out of five falls cause serious injury including broken bones and head injuries and falls have increased 30% from 2007-2016 which could mean that by 2030 there will be seven deaths every hour in the United States that will be caused by a fall. Acton Nursing Services wanted to help reduce falls with our senior population within Acton by starting a balance training program. Starting in June 2019 Acton Nursing Services staff member, Karen Patterson PT, Board Certified Clinical Specialist in Geriatric Physical Therapy began providing balance evaluations and six week Balance Matters classes. Karen's classes focus on increasing strength, balance, flexibility, and confidence in performing activities of daily living. Prior to the classes, Karen meets with each client individually to assess their balance to determine if they are appropriate for a group class. Those residents that may need a more one on one program and agree with Karen's determination will have a call and referral made to their PCP by Karen with the results of her balance evaluation and recommendation for outpatient physical therapy. Acton Nursing Services would like to thank the Friends of the Acton Nursing who have been extremely generous in funding the Balance Matters Program at the

beginning of FY20 and continuing each quarter so that we can keep our residents safe!

Our third quarter program will start at the end of January, as well as a new Maintenance Class that will be offered twice a month.

Volunteers and other town departments continue to provide assistance to Acton Nursing Services. The Friends of Acton Nursing Service (FANS) provides ongoing financial and volunteer support. The FANS are always looking for new members to assist with their efforts! If you have any interest in joining FANS please contact our department and we will put you in touch with them. We continue to work closely with the Council on Aging to provide services to senior citizens, as well as attend monthly Senior at Risk meetings at the COA in conjunction with the Acton Police Department, Acton Fire Department, the Veteran Services Officer, Acton Housing and Minuteman Senior Services.

Thank you,
Heather York RN Nursing Director

Acton Nursing Services Statistics FY2019

Home Visits

| | |
|----------------------|-------|
| Registered Nurse | 1,031 |
| Home Health Aide | 1,191 |
| Physical Therapy | 746 |
| Occupational Therapy | 64 |
| Speech Therapy | 0 |
| Total Home Visits | 3,032 |

Health Promotion Activities

| | |
|------------------------|-------|
| TB Testing | 10 |
| Blood Pressure Check | 620 |
| Podiatry Clinic | 274 |
| Influenza Vaccinations | 1,071 |
| Other Vaccinations | 52 |

| | |
|-------------------------|-----|
| ImPACT Baseline Testing | 369 |
|-------------------------|-----|

| | |
|--|--------------|
| | 2,627 |
|--|--------------|



COMMISSION ON DISABILITIES

OUR MISSION

The Commission on Disabilities (COD) mission is to make Acton a better place for the disabled to live by:

- Advocating for the rights and interests of citizens residents with disabilities and their families
- Ensuring that Acton meets the laws, regulations, and guidelines set down by federal, state, and regional bodies pertaining to the rights of citizens with disabilities
- Acting as a resource for education around the needs of people with disabilities and their families
- Striving to build a solid community of people with disabilities to increase our visibility and lobbying power and to decrease the sense of isolation that comes from living in a rural area

GOALS

Our 2019 goals were to continue to advocate for inclusion of people with disabilities and disability rights; to build on our self-education in order to expand our service to the community; and to seek ways to insure inclusion and social activities for the disabled community.

SELF-EDUCATION

Over the year we have invited presentations from Acton's Planning Department, Housing Departments, and Dog Park Committee to better understand their roles and their commitment to providing those resources necessary to meet the needs of the disabled community.

HOUSING

Our liaison to the housing board/committees Lisa Frank regularly attends their meetings to bring to those meetings our perspective, and in return, reports to the commission all relevant progress of their work

TRANSPORTATION

Transportation continues to be a key issue of concern to persons with disabilities. While Acton has multiple ride and van options, more options are needed. In July of 2019, the Town hired Austin Cyganiewicz as the Director of Intergovernmental Affairs and oversees the transportation service and to look at all needs of the town, including night and weekend service. We are working with the appropriate sources, and our liaison and member of the Transportation Advisory Committee Franny Osman, keeps us regularly informed, and, in turn shares our concerns with TAC.

SOCIAL/ISOLATION ISSUES

In January 2019, the Board appointed Leslie Johnson to investigate opportunities for the disabled community to utilize the newly completed bike trails by developing resources for adaptive bike rentals. To this end, Leslie (COD Treasurer) spearheaded the development of a multi-town organization of the Bruce Freeman rail trail supporters. This new group GAABC hosted a successful event in May 2019 at Pedal Power, to showcase many types of adaptive bikes. This group will continue to work toward the goal of providing adaptive bikes for reasonable rental. The COD is indebted to Leslie for her work on this valuable contribution to the community.

The Commission started the Fall with two events that focused on Accessible Acton, Scarecrow Making and an October Picnic. The Scarecrow was to support NAMI (National Alliance on Mental Illness) as mental health is seen as the invisible disability and a picnic at NARA Park to showcase a recreation area that supports use by the disabled community. In early December, in partnership with the Health Department, the Commission organized a learning carousel for both town employees and disabled residents to learn from each other about the challenges of being disabled and the resources available in Acton.

CITIZENS' CONCERNS

As has been a regular practice of the COD, we continue to hear concerns of individual residents as they arise, and assist them in resolving their issues by referring them to the proper resources within Acton, or within the Commonwealth. We also requested and received directives from the Massachusetts Office on Disabilities (MOD) on how to handle these cases.

VARIANCES

In 2019 we received 2 Applications for Variances regarding 521 CMR (the access code portion of the Massachusetts Department of Public Safety regulations). This is a regular, ongoing task of the COD. Director of Intergovernmental Affairs Austin Cyganiewicz Commission members Pesha Koks and Jim Snyder Grant attended a multi-day program for training commission members on the rules and regulations of this crucial component of the duties of the Commission. Joan Burrows continues to direct and organize the tasks involved in completion of our responsibilities.

MEMBERSHIP

In June 2019, new officers were elected: Ann Corcoran was elected Chair, Lisa Frank in Vice-Chair, Franny Osman Secretary, Leslie Johnson Treasurer, and Joan

Burrows as Archivist. The COD is greatly indebted to Maddie Harvey, who served the COD for over a decade, most recently as its chair. Both Maddie and Danny Factor completed their service to the commission as their terms expired in June 2019. To fill these vacancies, Peshia Koks and Jim Snyder Grant were appointed by the Selectmen in August 2019

TOWN MEETING ACCESS, VOTING, AND REPRESENTATION

An ongoing issue for the COD has been access and ease of voting at Town Meetings for persons with disabilities. Progress has been with the video interpretation of all dialogue and presentations, electronic voting, better check in procedures and more seating designated for the disabled all of which have enabled disabled members of the Town to fully participate in and easily vote at Acton's Town Meetings. Provisions for FREE transportation to Town meetings have also been added, and are working to improve this service.

At the November meeting, the Board voted to publicize support of only those warrant articles that directly impact the lives of disabled residents.

MEMORIAL

In September 2019, two scented Azalea bushes were placed in the understory garden at the Acton Arboretum in memory of Steve Baran and Cindy Patton. Both were Commission members and individuals who faced huge challenges with their disabilities but continued to give to others throughout their lives.

John Braco, a member of the Commission from 2000 to 2012, succumbed to MS on October 29, 2019. John served as chairman as well as other board positions during his tenure on the Commission. He was an advocate for service dogs and the families of the disabled. A suitable memorial for John will be planted in the Spring at the Arboretum. Access to the Arboretum was one of the first projects for the Commission and will be a part of the Town public area for years to come.

Respectively Submitted,
Ann Corcoran, Chair

ACTON COMMUNITY HOUSING CORPORATION

The Acton Community Housing Corporation (ACHC) is appointed by the Board of Selectmen in accordance with special legislation granted by Home Rule petition in 1996. ACHC's mission is to facilitate the creation of affordable housing opportunities with priority given to Acton residents and employees working in Acton.

ACHC meets on a monthly basis to review proposed affordable housing projects, discuss ways to acquire additional affordable units, develop programs to assist first time homebuyers and act as the liaison to the town for affordable housing developers. ACHC currently has five full members and two associate members.

Regional Housing Services Office

In 2012, the Town of Acton, at the recommendation of ACHC and funded through the CPA, joined the Regional Housing Services Office now based in the Town of Concord. The program has provided part-time support to the Town and ACHC by assisting in meeting the administrative, compliance, and monitoring requirements for the Town's existing affordable housing units, and furthering regional housing goals and efforts. The towns of Acton, Bedford, Concord, Lexington, Lincoln, Sudbury, Wayland, and Weston participate in the Regional Housing Services group to manage affordable housing from a municipal perspective. Roland Bartl, the Town Planner, sits as a member of the Advisory Committee for the RHSO. The program is now in its eighth year and greatly benefits the Town. It has been funded with Community Preservation Act funds through 2020. The RHSO website is full of valuable information on housing: <https://www.rhsohousing.org/>

Independent Audit

ACHC is audited annually by the Town Auditor in conjunction with the Town's annual audit.

Affordable Housing Developments in 2019

446 Mass Avenue (Residences at Kelley's Corner) – a 31, 1BR unit rental building for seniors over 62 and the disabled was approved by the ZBA in September 2018. The non-profit group Common Ground, developers of the Old High School, are hoping to get funding and state approvals over the next two years. It has submitted its second round of funding to the DHCD. ACHC has agreed to help fund pre-development expenses as part of a local share.

Post Office Crossing – This 12 unit 40B located at 6 Post Office square was approved in 2014 and finally began construction in 2017. Construction is proceeding slowly, one affordable unit has sold.

Martin Street – A 28 unit development was approved for 31, 39, 45 Martin Street. It is a combination of 2 existing homes, 2 duplexes, and 22 new construction single-family homes, with a total of seven affordable units. This is a MassHousing project that started construction in November 2017 and is nearing the end of the development with 5 of 7 affordable units sold.

Craftsman Village, 184 Main Street – A development of 8 units in two, 4 unit buildings, 3BR townhouses, was approved in August 2018 and is beginning construction at the end of 2019.

146 Prospect Street – A 4 single family home development with 4BR units was approved in June 2018 and finished construction in December 2019 with the occupancy of one affordable unit.

43-45 School Street – Habitat for Humanity rehabilitated a duplex in South Acton that was taken for back taxes and purchased from the town by Habitat. These were renovated into 2, 3R units creating 2 affordable units. Two families were selected and are settled into their new homes.

Proposed Affordable Housing Developments in 2019

Powder Mill Place, Powder Mill Rd. on the Acton/Maynard line – The development is proposed to be a 230 unit rental family housing in Acton. There will be multiple buildings 3-5 stories high with parking on the 1st level. Negotiations between the developers and the Town are ongoing on the issue of a tie-in to the Acton sewer system. The Acton Board of Selectmen has approved the LIP application. They are awaiting DHCD approval and then it will be submitted to the Zoning Board of Appeals.

Avalon Bay Expansion – 86 rental apartments will be added to the existing 300 unit Avalon Acton site in North Acton, approved in the spring. These will be upscale apartments, each will have a front door and most will have garages. 22 of the units will be affordable but all will count toward the town's 10%. The approval of this development put the town in "Safe Harbor" for two years.

Piper Lane – A proposed development is located on 6.48 acres of land off of School Street and Piper Lane in Acton. The development will consist of 32 townhouse style buildings in triplex or four (4) unit structures. Twenty-five percent (8) of the units will be affordable, sold to families earning 80% or less of the area median income. There is significant neighborhood opposition to this proposal. There have been numerous delays including traffic and environmental peer reviews.

Grandview Acton – A proposal for an age-restricted (55+) development has been approved by DHCD as a Friendly 40B LIP project. 32 condo units will be built in a garden-style design at 363 Great Road, 8 of them will be affordable. The project will be submitted to the ZBA early in 2020.

Acton Housing Authority, 348-364 Main Street – The Acton Housing Authority has proposed to construct 31, 1 BR and some 2BR units in a 3-story building with an elevator on town-owned land at 348-364 Main St. All units would be affordable, serving seniors 62 and older, and disabled adults, at incomes of 30-60% of the Area Median Income. Given the long waiting list of seniors needing housing that is currently held by the Acton Housing Authority, there is no question about the need for these rental units. The proposal by the AHA received overwhelming support at the April 2019 Town Meeting. This will be a Low Income Housing Tax Credit project that will take up to 3 years to be financed. ACHC has voted to provide funding for pre-development costs.

Safe Harbor

The community has met DHCD's "recent progress" threshold. This means that within the last 12 months, the community has created new affordable units equal to or greater than 0.5 percent of the total year-round housing units reported in the most recent federal census. In Acton, 0.5 percent is 42 units for one year of Safe Harbor or 85 units for 2 years of Safe Harbor. The new Avalon II project will provide 86 units. Safe Harbor was granted by DHCD starting on 7/19/19, it will go for 2 years.

Reaching 10%

If the number of low or moderate-income housing units in the town is more than 10 percent of the total number of housing units reported in the most recent federal census (8475 units) a Town can officially reach 10%. In Acton this would be 848 affordable units, the Town currently has 654 units. The proposed Powder Mill Apartments project would provide 230 new units which, when added to the 86 Avalon units, would put us at 884 which exceeds 10% at least until the next census results. Achieving 10% isn't the end-goal where affordable housing production terminates, rather it allows the Town to have more leverage in planning, design, location, collaborating and otherwise managing the creation of affordable housing.

Down Payment/Closing Cost assistance.

Assistance was granted to two first time home buyers.

Housing & Economic Development Study

ACHC helped fund the study that the Planning Department has been working on with consultant Judi Barrett. The Planning Dept. presented the results of the study in June.

Housing Production Plan

ACHC is funding the required 5-year update of the

Housing Production Plan first completed in 2015. The final updated Housing Production Plan that will emerge provides Acton with housing and programming guidance to target those with unmet housing needs, build capacity and community awareness, guide housing production to priority development areas, and amend zoning to advance housing production. The HPP is to be completed by June 2020.

CPA Requests

ACHC was granted \$150,000 in CPA funds to continue its programs which include assistance for pre-development of senior housing proposals from the Acton Housing Authority and Common Ground.

Community Initiative Pilot Program

In 2018, CHAPA sponsored an effort to engage more of the community on housing-related issues and selected Acton as a pilot community. A group was formed and monthly meetings have been held with 10-25 residents attending regularly. The meetings are constructive and informative. The informal group has now chosen a name, Housing for All, and has created a Mission Statement. Attendees are kept informed about housing issues and opportunities for them to attend meetings and hearings to lend support. Bob Van Meter is the Chair.

Affordable Unit count toward 10% for 2019

The current total of subsidized housing units in Acton as of December 2019 is 654; of these 77 are affordable homeownership units. Other affordable units in the inventory are privately developed rental units, Acton Housing Authority units, and state group homes. This represents 7.72% of the 8475 total housing units in the town counted toward the 10% as officially affordable.

We would like to thank the Board of Selectmen and Town Staff, especially the Planning Staff, for their ongoing support of the ACHC. As Chairman, I would especially like to thank our very loyal and talented committee members. Without their dedication, there would be little progress made in the affordable housing effort. ACHC is going to undergo some major changes in membership next year.

Full Members

Nancy Tavernier, Chairman
Bob Van Meter, Vice Chairman
Jennifer Patenaude, Treasurer
Bernice Baran, Co-Clerk
Lara Plaskon, Co-Clerk

Associate Members

Dan Buckley
Corrina Roman-Kreuz

COMMUNITY SERVICES COORDINATOR

The position of Community Services Coordinator was created in 2009 to connect residents in need with social service resources. Requests for assistance are frequently in the areas of emergency food, health insurance, fuel assistance, behavioral health, and affordable housing. There was a total of 658 encounters that includes in-person, email and telephone.

The Community Services Coordinator also continues to have a strong commitment and involvement with the AB Cares Coalition to provide suicide prevention and awareness workshops and resources to the community. Sincere thanks and appreciation are extended to the following departments: Acton Nursing, Police & Fire Departments, Council on Aging along with the Board of Selectmen and Town Manager for their ongoing support of this position.

Respectfully submitted,

Laura Ducharme, Community Services Coordinator

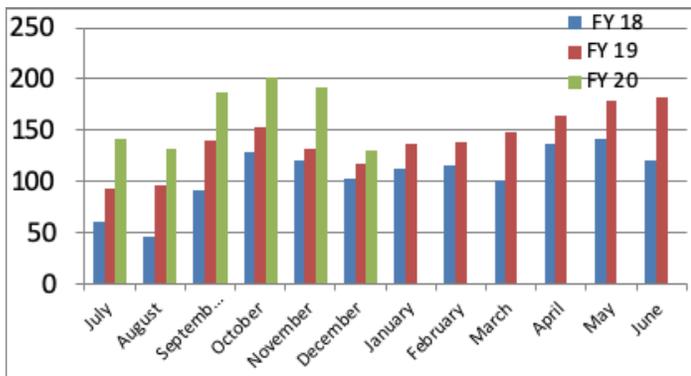
COUNCIL ON AGING ---

The mission of the Acton Council on Aging is to advocate for seniors by enhancing their quality of life and independence through programs and services designed to address their health and economic concerns as well as social and cultural interests.

The Senior Center is located to 30 Sudbury Road with the other Town Human Services; Acton Nursing Services, the Veterans Services Officer, Community Services Coordinator, and liaisons from the Police department.

The Council on Aging provides programs and services to Acton residents 60 and over as well as information and referrals for residents of any age with concerns about aging relatives, neighbors and friends. Acton's senior population continues to grow with over 5,000 residents age 60 or older. Since relocating to our new facility we have seen an increase in participation and this year has provided services to 30% of the seniors in Town.

Average COA attendance per day by month:



St. Patrick's Day Lunch by the Lions Club

Programs

Acton seniors have a strong interest in lifelong learning and a variety of offerings are scheduled throughout the year. Fitness classes are available to Acton seniors on a drop in basis. The Senior Center has gym equipment to meet the demand from Acton older adults to exercise. Art classes, Bridge, Chess, Book Club, Genealogy, Health and Wellness programs and Movies are just a few of the activities that happen on a regular basis. Monthly support groups for Grandparents raising Grandchildren, Widows and Widowers and a Memory Café take place at the Center. We have collaborated with Acton Nursing Services to provide Garden Therapy and Balance Matters classes.

Funding

The COA is funded primarily by the Town. An annual grant from the State Executive Office of Elder Affairs funded additional health and wellness classes and a part-time Activity Assistant.

The Friends of the Council on Aging sponsor numerous classes, programs, special events, and day trips. They also administer an Emergency Assistance Fund. Their active fundraising and strong support enable almost all of our programs to be offered free of charge to Acton seniors. The Friends receive support from the community and area businesses.

Meals

Minuteman Senior Services hosts weekly lunches at the Senior Center and this year provided over 11,600 home-delivered meals to seniors. Catered lunches from Benchmark Senior Living at Robbins Brook Life Care Center of Acton and Newbury Court are brought on-site for the seniors to enjoy. Once a month a different Town Department volunteers to cook and serve a delicious meal at the Center. Various groups from the community have also volunteered to prepare meals. The Veteran's Service Officer, James MacRae, hosts a monthly breakfast at the Senior Center.

Services

Family Services Detective Michael Eracleo visits the Senior Center on a regular basis. The COA works closely with the Fire Department who have written grants providing smoke and CO detectors to the seniors in Acton.

Health insurance counseling and workshops are provided through Minuteman Senior Services by the SHINE program (Serving Health Information Needs of Everyone). The COA Senior Service Coordinator provides resource information in areas of housing, legal and financial assistance, adult day care, home health services, residential care facilities, and dementia care. Residents receive help preparing fuel assistance applications as well as accessing other state and local assistance programs. The Handy Helper program meets the requests of seniors for minor home repairs.



Cookie Making at the Senior Center

Volunteers

The Senior Center has over 300 volunteers who together worked over 6,000 hours this year. Without our incredible volunteers, we would not be able to provide the services we do. Volunteers answer office phones, monitor the gym, deliver meals to homebound seniors, serve special luncheons, teach classes and do minor home repairs. They also provide tax assistance, legal counseling, organize our library, provide medical transportation and take care of our outdoor planters.



*Left: Chess lessons at the Senior Center
Right: Seniors enjoying a trip to Plymouth*

Chautin, Lori Cooney, Ann Corcoran, Chunsheng (Bill) Fu, Jacquie Friedman, associate members Jeff Bergart and Nirupama Velankar and liaison from Board of Selectmen, Dean Charter. I would like to thank Marion Maxwell who stepped down this year as an associate member and Board member Peter Duran who recently passed away for their dedication.

The Acton Lions Club and Acton-Boxborough Rotary Club provide seasonal dinner events for over 100 seniors. High school students assist with a day of raking in the spring and fall. The Salvation Army, Food Pantry, Friends of the Acton COA, Open Table, Household Goods and A Friend in Need assist seniors in need. School groups, area church groups, and private citizens donate gifts for the holidays and throughout the year.



Acton Fire Department Hazard House at the Senior Center

Thank you to all who have volunteered their time, energy and skills to enhance the well being of Acton's seniors.

Information about all programs, classes, and services is detailed in the Acton Senior Center Newsletter which is sent to all Acton seniors. The newsletter, available on the COA's website, actoncoa.com, can be emailed

or picked up at the Senior Center which cuts down on distribution costs.

This year Judy Peters, the Office Manager for over 13 years, retired and Liz Paley the Health and Wellness Coordinator moved on after 9 years. We wish them both the best.

The hard work and dedication of the Council on Aging Staff and Human Services Receptionists should be commended.

- Rosie Atherton – Office Manager
- Chris Chirokas – Program Manager
- Beverly Hutchings –Senior Services Coordinator
- Mary Morgan - Human Services Receptionist
- Bernice Nicoll – Activity Assistant
- Fiona Starr– Staff Assistant
- Terri Zaborowsk - Exercise Instructor

Respectfully Submitted,
Sharon Mercurio
Council on Aging Director

COUNCIL ON AGING BOARD ---

The Council on Aging Board is made up of town residents who have first-hand knowledge of the needs of seniors. It does not make policy, but serves in an advisory capacity to the Center's Director and the Board of Selectman.

Each year the Board identifies unmet needs of Acton seniors, sets specific goals, and works toward achieving them.

The Board has been working to publicize senior tax relief for several years. Taxes are going up, and this adversely affects seniors, many of whom live on fixed incomes. The Town Assessor has the ability to provide relief to some seniors by granting tax exemptions that lower the total amount of taxes paid to the town. Seniors must apply to the Assessor to see if they are eligible, and many seniors are not aware of this opportunity. One indication of the Board's success in this area is that the Assessor has reported a forty percent rise in exemptions in the last five years. Our work on this issue continues every year.

Transportation is a primary need of seniors because some of us have had to give up our cars due to medical issues. While the Board advocates for the town to provide adequate transportation, it also publicizes existing transportation services.

Many Acton seniors have not yet discovered the Senior Center. Because of the health programs and social and educational opportunities to be had there, it must be assumed that many people do not attend because they are not aware of these benefits, most offered for free. In 2020, we are undertaking a campaign to spread the word to the larger community of all Acton seniors.

ACTON HEALTH INSURANCE TRUST

The Acton Health Insurance Trust is a joint purchasing agency of the Town of Acton and the Acton-Boxborough Regional School District. The Trust provides health insurance for the town and school employees and retirees. Approximately 80 percent of the employees insured are school employees and the remainder of the insured are municipal employees. There are five Trustees, the treasurers of the Town and the Regional Schools and a member of the Board of Selectman, the Regional School Committee, and the Acton Finance Committee. The Trust employs a health insurance consultant, Cook and Company, whose representative, Sue Shillue, attends the monthly meetings of the Trust. The Trust employs an accountant, Borgatti Harrison to provide treasury services including receipt and disbursements of funds, billing of retirees, investment of cash and provision of monthly income statements and balance sheets to Trustees. The Trust is annually audited by Bill Fraher, CPA.

The Trust offers five different insurance products to active employees and non-Medicare retirees, a Blue Cross PPO (an indemnity plan), two HMOs and two HSAs, one each with Blue Cross and one with Harvard Pilgrim. The plan designs have been negotiated by the Town Manager and the School Committee with the various unions. The HSA plans and associated Health Savings Accounts were added in FY19; Master Health Plus has been discontinued. For all these plans the Trust is self-insured. That means that all employee health costs are paid by the Trust and employee copays; not by the insurance companies which administer the plans for the Trust. The companies are paid a percentage fee for their administrative services. Downside risk to the Trust is minimized by the purchase of stop-loss insurance for claims over \$125,000, which the Trust bids and buys on a yearly basis. The Trustees set the premium rates annually based on municipal and school experience. For the PPO the premium is split between employees and their employer 50%/50%. For the HMOs and HSAs the split is 75% for the employer and 25% for the employees.

The Trust maintains a reserve to buffer against volatility in claims. When the reserves (unrestricted assets) of the Trust are in an appropriate range nominally 10-30% of expenses, the health insurance rates are set so that revenues will equal expected expenses. When assets exceed the target range, rates are set below expected expenses to reduce the Trust reserve.

As of June 2019, 286 individuals and 517 families (excluding Medicare) received health insurance through the Trust. Most enrollment is in HMOs with a significant enrollment in HSAs. For retirees, the Trust offers self-insured Medex as well as a premium-paid Medicare advantage Plan. In these two plans, the premiums are split 50/50 between the retiree and the former employer. As of June 2019, 540 retirees were enrolled in Medex and 43 retirees were enrolled in a Tufts premium based plan.

The Trust expenses exceeded revenues during FY19 as planned. Total operating expenses were \$17.64 million resulting in an increase of \$1.15 million. Claims and administration expenses were \$16.92 million. This was also an increase of \$1.15 million over FY 18. This resulted in a reduction of unrestricted assets at the end of FY19 to \$6.85 million which is 38.8 percent of FY 19 operating costs. These reserves exclude funds set aside to pay claims incurred during FY19, but not yet submitted for payment (IBNR). Additional financial details may be seen in the annual audit.

John Petersen, Chair
Steve Barrett, Secretary
Peter J. Berry
Margaret Dennehy
Steve Noone

VETERANS' SERVICES

OVERVIEW OF SERVICES

The Veterans' Service Officer's job is to help veterans learn about, apply for, and in some cases, receive benefits. Veterans' Agents are knowledgeable about an array of federal, state and local benefits to which you may be entitled. These services include assistance submitting service-connected injury claims and Veteran pension claims to the Department of Veterans Affairs. The primary duty of a Veteran's Agent is to help administer Massachusetts State Chapter 115 Veterans' Benefits to eligible Acton residents. Chapter 115 provides a needs-based means-tested program of financial and medical assistance for indigent veterans

and their dependents, including un-remarried surviving spouses. Qualifying veterans and their dependents receive financial assistance for food, shelter, clothing, housing supplies, and medical care.

Veterans Day Annual Breakfast

2019 marked the 7th Annual Veterans Day breakfast for Acton and Boxborough Veterans. This was a collaborative effort of the Acton-Boxborough Rotary Club and the Acton-Boxborough Regional High School. There were roughly 250 Veterans in attendance and over 100 high school students greeting people and serving breakfast.

STAFF:

James MacRae, Director

Beverly Hutchings, Staff Assistant



James MacRae speaking at the Veterans' Day Breakfast



Veterans and Family enjoying the Veterans' Day Breakfast

VOLUNTEER COORDINATING COMMITTEE

A variety of projects begun in 2018 continued during 2019. The updating of the Volunteer Application Form tried to emphasize the online application process over the printable .pdf document. There were discussions of further revisions to both applications wording.

At the July 8 meeting, the VCC elected Greg Hutchins and Hart Millett to successive terms as Chair and Vice-Chair, respectively. Fang Yang assumed the duties of Clerk. Mike Brandt was welcomed as a new member in October. He brings a wealth of experience as a Human Resources Executive in the business world.

Recruitment of new volunteers is a continuing challenge. In addition to staffing a table with a handout at Annual Town Meeting on April 1 (Xuan Kong & Fang Yang) and 2 (Greg Hutchins), we had a table with a new handout at the Special Town Meeting December 10. At the April 1 opening night of ATM, the Moderator appealed to those present for more volunteers for both the town and school system. Appeals for new volunteers continue to be included in the Municipal Quarterly sent with property tax bills. Additionally, the Town Manager agreed to add a new column in the Municipal Monthly to recognize new and long-serving volunteers. This feature was introduced in the November issue with three new volunteers. Two more new appointees were featured in December.

On October 21, Greg Hutchins and Xuan Kong attended a meeting of the Board of Selectmen at which a discussion of volunteer term limits was on the agenda. The VCC had requested such a discussion in a brief conversation with Selectman Peter Berry on December 10, 2018. The result is that the VCC will now accept applications and interview the applicants even for boards with no current vacancies. Suitable candidates will be placed onto a "reserve/waiting list" for their committee choice until the end of the fiscal year. At that point, the VCC will poll all committee members whose terms are about to expire to ask if they wish to be reappointed. If any expiring term members have served at least two terms, and there are names on the reserve/waiting list, the VCC will notify the Selectman liaison to that board of the particulars so that they can make a decision regarding any potential replacement or reappointment.

Throughout 2019, we saw twenty-four volunteer appointments that flowed through the VCC. One person was appointed to two committees as an associate member. Eleven volunteer applications were either withdrawn, not completed by the applicant, not forwarded by the VCC, or denied. As of year-end, there were nine applications in various stages of the process. The number of board positions that come open, primarily due to resignations, is not presently tracked.

Finally, the VCC would like to recognize the invaluable assistance of town staff to our efforts, particularly the office of the Town Manager, the Town Clerk, the Recreation Department, Municipal Properties Department, the COA/Senior Center staff, and the Information Technology Department.

Respectfully submitted,

Gregory Hutchins, Chair
Hartley Millett, Vice-Chair
Fang Yang, Clerk
Xuan Kong
Michael Brandt

EDUCATION AND LIBRARIES

ACTON-BOXBOROUGH REGIONAL SCHOOL DISTRICT

INTRODUCTION

The Acton-Boxborough Regional School District (AB) is governed by an eleven member School Committee with representatives from Acton and Boxborough. During the 2018-2019 school year, AB served the learning needs of nearly 5600 students in grades PreK-12 and employed approximately 1,000 full- and part-time staff. The district completed its fifth year of full regionalization.

AB is comprised of eight schools; Acton-Boxborough Regional High School, RJ Grey Junior High School, Blanchard Memorial Elementary School, Conant Elementary School, Douglas Elementary School, Gates Elementary School, McCarthy-Towne Elementary School, and Merriam Elementary School. In addition, the Carol Huebner Pre-K School Program is housed in the Administration Building located on the main campus.

A more detailed account of the highlights, activities and accomplishments for the 2017-2018 school year follows.

ENROLLMENT

As of October 1, 2018 the elementary school enrollment increased from the previous year by three students, from 2,703 to 2,706. There were nineteen students who received special education services while attending “out-of-district” schools – one student less than the previous October 1. Kindergarten enrollment decreased by twenty-two students, from 352 to 330. There were four school choice students at the elementary level.

The junior high school enrollment for October 1 decreased from 964 to 923. There were eight school choice students.

The high school enrollment increased from 1827 to 1837 students. There were six school choice students at the high school – a decrease of seven students from the previous year. There were 64 students who received special education services in grades 7–12 while attending “out-of-district” schools.

PERSONNEL

Staffing changes for the 2018-19 school year were affected by the June 2018 retirements of eighteen teachers, twenty-two resignations, and five leaves of absence granted to Acton-Boxborough School District teachers. The district hired 59.7 full-time equivalent teachers to fill these vacancies and additional openings. The total number of sections from kindergarten through sixth grade increased by two, due to additional students in fourth and fifth grade.

TEACHING AND LEARNING

Summer Leadership Retreat and Institute

The summer 2018 Leadership Retreat provided time for the District Leadership Teams to hear from Peter Light, our new superintendent, engage in activities to reconnect and build team camaraderie, learn about the components of the Data Inquiry Cycle as it relates to the new MCAS lowest quartile data, and begin to develop actionable items related to the Long-Range Strategic Plan and district goals.

Wellness and Equity

ABRSD’s core values are wellness, equity, and engagement. Below is an overview of some of the ways that the District has continued to support these values.

The district is in its third year of its partnership with Stanford University’s Challenge Success team and its

focus on three high-leverage areas:

1. *Homework/Workload*: In 2018, the district approved a new homework policy that identified developmentally appropriate amounts of homework per grade, as well as homework free weeks, holidays, and breaks.
2. *Family engagement*: Over the last several years, the district has co-sponsored a variety of family learning events, along with Acton-Boxborough United Way, Acton-Boxborough Special Education Parent Advisory Council, AB PTO/PTO/PTF, and Danny's Place Youth Services.
3. *Schedule*: This year marked the first year that we began junior high and high school a half hour later than ever before. Starting in 2019, the high school will implement a new bell schedule that has a rotating schedule with fewer courses meeting per day.

In spring 2019, 79% of high school students and 71% of 6th – 8th graders report having a trusted adult in school.

In 2017, the AB Cares coalition was formed as a community-based collaborative effort that seeks to prevent suicide across the life span and support all who are impacted by suicide. In 2018, ten individuals from various community agencies, including three from ABRSD and two school resource officers, became trainers for QPR (Question, Persuade, Refer) and provide training to community members.

In 2018-19, the School Wellness Advisory Committee (SWAC) studied healthy device usage/screentime and sleep and start time and presented its findings to the School Committee.

Seeking Educational Equity & Diversity (SEED) is peer-led professional learning for staff that focuses on change through individual self-reflection and dialogue to build capacity for more equitable schools. As of June 2019, 36% of certified staff, including administrators and School Committee members, were trained.

We continue to ensure that our hiring practices result in increased educator diversity. During the 2018 and 2019 hiring seasons, we have been successful in adding several teachers of color to our schools.

Through our FY20 budgeting process, the district earmarked funds for each building to offset the cost of parental contributions, such as field trips. Starting in September 2019, the district will also provide school supplies for all elementary students.

Through generous donations by a few anonymous members of our community, ABRSD has established

a fund to provide resources to assist students living in the district who are homeless or disadvantaged.

Professional Learning

"To learn with passionate intensity . . . children need models. They need teachers who are avid learners."
-Ellin Keene

The Acton-Boxborough Regional School District's Professional Learning Program exists to provide opportunities for all educators to be learners and to improve our practice.

Research and Development (R&D)

In the summer of 2018, the R&Ds completed demonstrate the district's ongoing commitment to ensuring that our curriculum and instructional practices meet the needs of our students.

- In the Carol Huebner Early Childhood Program, Speech and Language Pathologists investigated alternative methods of direct and indirect service delivery.
- At the elementary level the focus areas were again science and mathematics, along with visual arts and literacy, with R&D projects: *Teaching Artistic Behavior (TAB) Philosophy*; *Articulating Vertical Progression of Matter and Energy in Grades 3-5*; *Articulating Vertical Progression of Physical Science in Grades 1-2*; *Rich Mathematical Tasks – Grade 6*; and *Interactive Reader's Notebooks*.
- In anticipation of the new MA History and Social Science Framework educators at the junior high participated in an R&D entitled *Expanding the Civics Portion of Seventh-Grade Social Studies. Integrating Science Skills Into the Curriculum and Teaching Spanish Through Poetry* rounded out the junior high R&Ds.
- Quite a few of the high school R&Ds created new courses and units to continue to offer to students a broad range and varied range of course offerings. These included: An Introductory Performing Arts Improvisational Course: *Integrating Theatre Sports in Theatrical Curriculum*; Visual Arts: *Illustration Curriculum Development and Sculpture and Advanced Project in Visual Arts Curricula Development*; English: *Senior Course Development and Topics-Based Redesign*; Social Studies: *Transitioning from Grade 8 to Grade 9 Social Studies: A New Unit on India*; and Science: *Creating "I Can" Statements and Overarching Concepts for the Physical Science Curriculum*; World Language: *The Path to Proficiency*.

Mentorship

For new mentors, a workshop was held in anticipation of meeting and working with their protégés. The workshop focused on peer observations, feedback protocols, classroom management, and district policies and procedures.

Beginning Teacher Support Program (BTSP)

ABRSD Teacher Orientation, Day 1

All new educators to the ABRSD spent a day together getting to know one another, hearing from the District Leadership Team, touring the towns of Acton and Boxborough, enjoying lunch sponsored by the ABEA, and working in the afternoon with the Beginning Teachers Support Program Co-Coordinators, Karin Drowne and Maureen Lin, and their individual mentors.

New ABRSD Teacher Orientation, Day 2

On the second day, all new ABRSD educators spent a second orientation day either at their respective school (for JH and HS educators) or together as an elementary cohort. There they learned specific information about the schools, technology tools, had time to orient themselves to the buildings, and also had a bit of fun learning together!

Elementary Early Release Thursdays

During the 2018-2019 school year, the district continued to implement elementary early releases every Thursday for professional learning and parent-teacher conferences. The professional learning designated days were organized by the following structures: building-based grade level/collaborative teams, building-based professional learning, district-wide grade level/district-wide department teams, and district-wide professional learning.

At the district-wide grade level meetings, all grades participated in a variety of discipline specific and instructional practice/resource workshops, including:

- How to Incorporate Play into Mathematics – Kindergarten
- Engaging with STEAM at the Discovery Museum
- Curriculum Mapping: Writing & Vertical Alignment
- Strength-based and Inclusive Practices
- Play and Choice Time – Kindergarten
- Using the Big Ideas and Student Work to Engage All Learners in Mathematics

- Using Digital Tools for Social Studies Learning: Children's Identity as American Citizens
- Getting to Know Your Students with Digital Tools
- Engaging with Science Essential Questions
- Literacy Across the Content Areas
- Engaging with Science Essential Questions, with guest Dr. Ethan Baxter – gr. 4
- Engaging with STEAM
- TERC Focus on Energy follow-up session
- Looking at Student Work and Curriculum Mapping Resources for Mathematics
- Media Literacy
- Revisiting Essential Questions

All elementary educators also engaged in learning of their choice to further their individual or collective professional practice or student learning goals during the district-wide early release Thursdays for professional learning. Educators either chose one full-year workshop or one fall and one spring semester workshop. Please see the listing of the workshops, below.

Full-Year Workshops and Facilitators

- Mindfulness Matters – Pam Ressler, Founder of Stress Resources and Clinical Assistant Professor, Tufts University
- Maximizing Resilience for You and Your Students – Rana Chudnofsky from the Benson Henry Institute Resilient Schools
- Media Literacy: Cultivating Engaged, Mindful, Critical-Thinking Learners in a Multimedia World – Peggy Harvey, PK-12 Digital Literacy Curriculum Coordinator, and Megan Bowhens, Merriam and McCarthy-Towne Instructional Technology Specialist
- Adapting the Principles of Music Therapy to the Classroom – Kim Ward, Gates Music Educator
- Orchestrating Mathematics Conversations – Heather Haines, PK-6 Mathematics Curriculum Coordinator
- The Smorgasbord Series – Instructors from Middlesex Partnership for Youth

Fall/Spring Workshops and Facilitators

- SRSD, Grades 1-3 – Renee Hill, Merriam Special Educator and Patty Harrison, Blanchard Special Educator
- SRSD, Grades 4- 6 – Lindsay Hussey, Gates English Language Educator, and Erika Cormier, Gates Grade 5
- Exploring Social Justice Through Children's

Literature – Kate Contini, Blanchard Grade 6, and Sydney Chaffee, 2017-2018 National Teacher of the Year

- Better Understanding the Physical Science and Engineering You Teach, Part 1: Forces and Motion, Waves, and Energy – Instructors from the Museum Institute for Teaching Science (MITS)
- Executive Function: Strategies to Enhance Elementary Classroom and Programs [offered twice] – Gail Kessler-Walsh, Blanchard Counselor, and Sarah Ward, Co-Director of Cognitive Connections
- Using Mentor Texts and Quick Writes to Develop Our Own Writing Lives and Impact Student Writing – Sharon Ryan, PK-2 Literacy/SS Curriculum Coordinator, and Dora Sanchez 3-6 Literacy/SS Curriculum Coordinator
- Investigating Inclusion Practices for STEAM – Jean Oviatt-Rothman, PK-6 STE Curriculum Coordinator, and Betsy Johnston, Douglas Special Educator
- Book Based Seminar Series: *Lost at School* – Carolyn Imperato, Merriam Psychologist
- Strategies to Support Culturally and Linguistically Diverse Learners – Mary Ann Young, K-12 ELE Department Chair
- Putting the Ideas of *Becoming the Math Teacher You Wish You'd Had into Action* – Tina Bloom, Blanchard Math Assistant, and Tracy Zager, Author and Mathematics Consultant
- Book Based Seminar Series: *The Joyful Classroom* – Elizabeth Fitzpatrick Blanchard Kindergarten
- Book Based Seminar Series: *The Power of Agency: How to Gain Confidence, Make Effective Decisions, and Create a Life on Your Own Terms* (Rao & Napper, 2018) – Dr. Anthony Rao, Psychologist, Behavioral Solutions
- Motivational and Instructional Strategies for Reading in the Middle-Grade Classroom – Sara Wilcox, Conant Grade 6
- Using the WIDA Collaboration Tool to Support All Students – Maryann Young, K-12 ELE Department Chair; Kate Contini, Blanchard Grade 6; and Danielle Frederick, Blanchard Grade 6
- Student Engagement: Supporting Reluctant, Resistant, and Hesitant Readers – Kathy Collins, Author and Literacy Consultant, and Sharon Ryan, PK-2 Literacy and SS Curriculum Coordinator
- Book Based Seminar Series: *Learning Together About Difficult Conversations* – Ed Kaufman, Retired Merriam School Principal
- What's Next in Guided Reading – Kerry Cusick Blanchard Reading Specialist
- Visiting Artist Master Classes – Visiting Artists coordinated by Leo Muellner, Director for Visual Arts

Professional Learning Day – November 6, 2018

This year, Professional Learning Day was planned and organized by individual schools and/or departments to support the learning and work of their goals. Below are the Professional Day summaries submitted by the respective Principals.

Blanchard School [submitted by Dana Labb]

Our day began with a morning in the woods behind campus. Staff were greeted with coffee, hot chocolate and a make-your-own trail mix bar. Fourth grade teacher Erin Whyte kicked things off with a read-aloud of a new staff favorite, *The Day You Begin* by Jacqueline Woodson. The agenda that followed was an all-staff conversation about Positive Behavior Interventions and Supports (PBIS). This framed our big themes for the day's work around equity, wellness and engagement. The staff participated in the "What's in a Name" activity, which I first encountered during my training with Seeking Educational Equity and Diversity (SEED). During the activity, staff members shared our names and the stories associated with them and explored the ways in which we construct our identities. This work connects with our efforts to get to know our students and see them beyond a "single story," approaching all students with a strength-based lens. Additionally, Leigh and I shared a few articles with staff that related well to our school improvement goals of Culture and Climate and Social Emotional Learning. They prompted a great deal of reflection and discussion. We rounded out the day with time and attention spent on practical application of our academic programs. Included in the curriculum portion of the day were workshops on phonics instruction and conferring with readers led by Reading Specialist Kerry Cusick time for Math curriculum mapping with math assistants Tina Bloom and Regina Fitek and opportunities for grade level lesson planning and collaboration. Rob Guilmette had us all laughing hysterically as we ended with a team-building activity, "Peek a-Who?"

Conant School [submitted by Damian Sugrue]

Conant's PL day involved day-long meetings to finalize standards for a new online report card. Teachers met in grade level teams and then in vertical teams to ensure proper alignment of standards. We also had a crock pot cook off for lunch, which was a great way to reconnect the staff after a long start to the school year.

Douglas School [submitted by Chris Whitbeck]

The Douglas School staff worked on two goals during Professional Learning Day in November: Teaching Tolerance and Making Learning Visible. We collected data from students on their own views of tolerance at

Douglas, using a survey based on Teaching Tolerances Standards for elementary schools. At a staff meeting, we identified two standards we would work on that reflected need in our student data. We also identified activities and practices that could be used at morning meetings to engage students in improving tolerance.

Our second goal continued from the work we have done on the research and writing of *Visible Learning* by John Hattie. We completed our study of his book and spent time analyzing his recommendations for the most effective teaching practices to improve student learning. We studied his work on teacher collaborative efficacy and helped teachers understand what that meant and what work we have to do to build teacher collaborative capacity.

Gates School [submitted by Lynne Newman]

At the Gates School we are focusing on the implementation of the *Responsive School Discipline* to ensure that positive behavior and productive learning take place throughout the school. We reviewed the Responsive Classroom time-out, which is a valuable strategy for helping students learn how to regulate their own emotions and behaviors by taking a positive break in the classroom. We also discussed how to expand time-out with the support of Buddy Classrooms.

McCarthy-Towne School [submitted by David Krane]

Guided Reading. Data. All Things GRL to Support Readers' Independence.

Our time together began with a quick return to analyzing running records to use to move deeper into Guided Reading as a structure and tool. We explored the flow of a guided reading session alongside the strategy lesson work we had already laid out together. This time included an exploration of text characteristics and ways of planning out along with delivering guided reading experiences. We then transferred into time for grade levels and individual teachers to choose how best to carry forward conference note data and reading assessment data by planning for the upcoming weeks of instruction, including guided reading sessions or strategy lessons. Our Reading Specialist helped grade level teams explore the book room in rotation. Each session included thinking, practice, and planning to support upcoming reading workshop days.

Merriam School [submitted by Juliana Schneider]

We had conversations based on the book *Becoming the Math Teacher You Wish You Had*, which included thinking about being precise when so often we're moving children toward a process. We worked out

math problems ourselves; we were then able to talk about small strategies that push children to a higher level of thinking and the importance of rigor and high expectations.

RJ Grey JH School [submitted by Andrew Shen]

For Professional Day, the entire Junior High staff (including paraprofessionals) participated in a 3-hour morning workshop led by Think Kids, an organization based at the Massachusetts General Hospital. The focus of this presentation was on exploring ideas that can help our staff continue thinking about and considering different approaches to working successfully with students who demonstrate chronically challenging behaviors. One goal for this presentation was to provide an opportunity to reflect on that work and be presented with ideas for us to consider in the future.

In the afternoon, the staff participated in a brief discussion led by Andrew Shen regarding a possible instructional technology plan for the school, and then the remainder of the afternoon was devoted to department-based trainings and meetings.

ABRHS [submitted by Larry Dorey]

The high school day was scheduled around workshop-based peer-led sessions. During the first two sessions, educators had the opportunity to learn more about what colleagues are doing in the classroom related to equity and diversity, wellness and balance, and instruction and assessment. During the third morning breakout session, they had the opportunity to focus on activities that positively contribute to their own well-being

The goals of the day were:

- To hear how colleagues are implementing strategies related to equity and diversity, wellness and balance, and instruction and assessment.
- To do some planning related to equity and diversity, wellness and balance, and instruction and assessment.
- To get some feedback from colleagues related to our planning and classroom instruction.
- To have the opportunity to do an activity that fuels our personal well-being with colleagues from across the school.

A sampling of session topics at the high school included:

- Helping Students Build a Resiliency Toolbox
- Discussing Identity in the Classroom
- Supporting Equity and Diversity in the Classroom
- Collaborating with Classroom Assistants
- Focusing on Academic and Tiered Vocabulary to Support Content Learning
- Games as Formative Assessment

- Revision and Redemption
- Using “Can Do” Statements and Learning Objectives
- Mindfulness and Resiliency Techniques in the Classroom
- Culturally Responsive Teaching
- Tools to Have Conversations Related to Equity and Diversity in the Classroom
- Design Thinking in Action
- Discussion Techniques
- Engagement Strategies
- Data Related to and Support for Students Who Have Been Hospitalized for Mental Health Reasons
- Strategies for Supporting Students with Anxiety in the Classroom

The day concluded with a presentation by Peter Light as part of his entry process to the district.

In-district Professional Learning Workshops (taught by outside consultants and ABRSD staff)

Wellness

- Mindfulness Fellowship
- Nurturing Joyful Learning in PK-2 Educational Settings
- Reducing Anxiety in the Classroom [with Jessica Minahan]
- Fostering Resilient Learners

Literacy/Social Studies

- Elementary Writing Curriculum
- Self-Regulated Strategy Development (SRSD) for grades 1-3
- Self-Regulated Strategy Development (SRSD) for grades 4-6
- The Role of Grammar
- Promoting Ownership of Reading and Literacy: Student Choice, Engagement, and Empowerment
- *Reader Come Home*, a Book Based Seminar

STEM

- Effective Practices for Advancing the Teaching and Learning of Mathematics
- Engaging All Learners with 3-Act Tasks

EDTech

- Digital Learning Leaders
- Fostering School-to-Home Communications with Digital Tools
- Google Apps 2.0 for RJ Grey Educators
- Summer Tech Camp

Teaching All Learners

- SEED Seminars (3 sessions): Creating More Equitable and Globally Informed Classrooms and Communities
- SEED Seminar for the District Leadership Team
- Skilful Facilitation – Research for Better Teaching
- Responsive Classroom: The Joyful Classroom and the Power of Our Words
- Being the Change (offered twice)
- Learning About Autism: Considering New Ways to Practice (2 sessions)
- Learning About Autism: Skills Needed for a Successful Life
- Student-Centered Coaching Cycles

Long-Range Strategic Plan (LRSP) and 2017-2018 District Goals

Vision

To provide high-quality educational opportunities that inspire a community of learners.

Values

- *Wellness* – We partner with families to prioritize social/emotional wellness, which is necessary for learning and developing resilience.
- *Equity* – We ensure all students have equitable access to programs and curricula to reach their potential.
- *Engagement* – We provide engaging educational opportunities where students develop passion and joy for learning.

Mission

To develop engaged, well-balanced learners through collaborative, caring relationships.

The district established strategic actions for the first two goals of the LRSP related to teaching and learning. These strategic actions and outcomes are outlined below.

Goal #1: Understand and respond to our students’ social-emotional needs

Strategic Actions:

- Gather data to monitor the impact of changed start times at each level.
- Solicit feedback from stakeholders to inform continued implementation of the homework policy and consider homework through an equity lens.
- Review practices around homework policy implementation.
- Support families in helping children develop

healthy habits around device use, screen time and social media.

The district accomplished a significant amount of work over the last few years in understanding and responding to students' social and emotional needs. This year was focused on supporting the implementation of prior years, planning and gathering data to inform adjustments to implementation. The district conducted an analysis of the transportation changes this fall and presented the conclusions and recommendations to the school committee as part of the budget process. This analysis informed the decision to add two additional busses to our routes. The homework policy implementation was monitored on the following ways:

- Fall 2018: Collaborated with Challenge Success and WestEd to develop HW survey questions for grades 3-12.
- April 2019: Administered HW survey to teachers, grades 3-12.
- April 2019: Administered Challenge Success survey to grades 6-12 students and families.
- April 2019: Administered HW survey to students and families in grades 3-5.
- Completed Administration of Challenge Success and HW Surveys in April 2019.
- Planned June 2019: DIT Data Dialogue to identify root causes and develop recommendations.
- Planned for Fall 2019: Update school committee with key findings of CS and HW surveys.

To support families in helping students develop healthy media habits, the district, along with SWAC, developed parent materials and recommendations. Peggy Harvey, PK-12 Digital Literacy Curriculum Coordinator, planned an evening event (11/5/18) with Dr. Sharon Maxwell: "Who's Raising Our Kids – Nurturing Human Values on a Digital World" and coordinated meetings with counselors and school psychologists. Elementary assistant principals and high school students also coordinated family evenings.

While not an action step originally outlined in our goals, the Budget Proposal requested additional staffing to address identified needs related to social and emotional learning. In addition, information was presented during Budget Saturday that reflected an ongoing analysis of our students' social emotional needs that supported our budgetary requests. We will have an opportunity to learn more about the impact of these changes when survey data is analyzed later this spring and shared with the school committee next fall.

Goal #2: Our students will have equitable opportunities and tools to learn.

Strategic Actions

- Increase the diversity of our educator workforce.
- Continue to build educator capacity to reach and teach all students.
- Train new hires, administrators, and educators throughout the district using the Seeking Educational Equity and Diversity (SEED) professional learning. Continue to build capacity to provide this training in-house using the Train-the-Trainer model.
- Through an equity lens, review existing practices in each building around family contributions.

The district conducted a hiring workshop focused on increasing the diversity of our workforce, attended diversity job fairs, and conducted outreach with higher education institutions focused on training educators of color. We also communicated with all staff about our goals in the hiring process and provided them with sample interview questions as a resource to support this work. This was a first step in increasing the diversity of our workforce, and we will be able to provide data about our success in Fall 2019. We also spent considerable time focused on educator evaluation calibration activities that included a workshop for district leaders, ongoing observation calibration during SLT meetings this spring, and the formation of a Steering Committee to lead future work in this area. The SEED workshops resulted in 96 certified staff (18%) trained as of 2/1/19. The target to train two more trainers in the summer of 2019 will bring the number of district trainers to seven. The School Committee and Superintendent will also participate in training in the summer of 2019.

We reviewed our existing family contributions by:

- Gathering and reviewing data on existing practices around ways that families are asked to financially contribute to their child's school, through 'suggested' and 'required' school supplies and annual field trips.
- Completing a data dialogue process with the District Data Inquiry Team.
- Presenting findings to the school committee on Budget Saturday.
- Making recommendations for the FY20 budget.

In the future we will consider expanding this goal to include work related to Diversity, Equity and Inclusivity (DEI). Additionally we will consider expanding our district's definition of equity to include outcomes

for students. This will be further discussed with the leadership team as we use the feedback gained from the school committee work to continue the development of our district's strategy for improvement.

Seal of Bi-Literacy

The Seal of Bi-Literacy is an award given by a school or district in recognition of students who have studied and attained proficiency in speaking, reading, and writing in two or more languages by high school graduation. The Seal promotes the learning of languages in addition to English by encouraging enrollment in language learning opportunities and program, shaping attitudes and informing students about language diversity, and prepares students with 21st century skills that will benefit them in our global society. In the spring of 2019, eight students attained the Bi-Literacy Achievement Award, twelve students attained the Massachusetts Seal of Bi-Literacy showing Intermediate High language proficiency, and eleven students attained the Massachusetts Seal of Bi-Literacy with Distinction showing advanced second language proficiency.

ELEMENTARY SCHOOLS

Blanchard's STARR values:

- Support
- Teamwork
- Attitude
- Respect
- Responsibility

The families, staff, and students at Blanchard Memorial School feel our STARR values help to create a nurturing, inclusive environment in which everyone feels welcome. We reinforce these values through our school events, monthly community meetings, and cross-grade buddy times. They are also reflected in our school-wide and classroom expectations for behavior.

Some of the highlights from the year at Blanchard have been:

- Learning experiences rooted in real-world contexts emphasized academic discourse and allowed students to take an active role in leading their own learning.
- Literacy Week events and activities included a hygge (coziness) day and class book themed door decorating.
- Building-based professional learning focused on social emotional learning, equity, literacy instruction, math instruction, academic discourse, and technology integration.

- Two school-wide outdoor days, one outdoor professional learning day, and increased use of campus learning spaces helped staff build their knowledge base about outdoor teaching.
- Families participated in a book group focused on race, culture, and equity.
- Blanchard's Grade 5 Destination Imagination Team won the State Championships and 3rd place at Globals in Kansas City, MO.
- The Blanchard Band won its 13th MICCA Gold Medal in a row.
- Over 70 children participated in the before-school running club.
- Seven Blanchard students placed in the Mathematical Olympiads for Elementary and Middle Schools.

Dana Labb, Principal

Leigh Whiting-Jones, Assistant Principal

Conant believes:

- Each person should feel valued and respected as an individual in order for learning, teaching, and risk taking to take place.
- Because every individual is part of a community, each person should take responsibility for himself/herself and the group in order to contribute to its success.
- Lifelong learning is essential. A stimulating and nurturing environment should be provided so that students experience success and feel the challenges and joy associated with learning.

The Conant School learning community values effort and respect, creating an environment where students are able to learn from mistakes and move on with a deep understanding of our rich curriculum and the ability to persevere.

As a staff, we worked together to plan monthly activities around the themes of growth mindset and resilience. Students are becoming more focused on their learning journey than the end products they create. Our students and staff continue to shine.

Highlights of the year included:

- Students and staff worked to give back to the community through service learning activities like supporting the Action Food Pantry, Toys for Tots, and sending Valentines to Senior Citizens.
- Our Conant Green Team led the way with presentations at All School Meetings to educate everyone about conserving energy, recycling and

supporting the environment.

- Special visitors, like author Nora Dooley and the Tanglewood Marionettes, came to enrich our students' experiences here at school.
- Our Student Council worked hard to bring an exciting All School Meeting to us all every month showcasing a different grade each time and mixing in solo performances with informative videos and messages.
- The Conant PTO continues to support our community and student learning by offering activities and bringing in enrichment programs. They sponsored many events like our Movie Nights, Breakfast with Families, The Ice Cream Social, and our new Conant Celebrates evening.

Damian Sugrue, Principal

Abigail Dressler, Assistant Principal

Douglas School believes every student should:

- Experience joy and wonder.
- Have the opportunity to be brave.
- Feel valued.
- Be proud of the work they do.

The Douglas School is a project-based school organized around two fundamental principles:

- Studying real-world problems that require the flexible application of knowledge and skills.
- Identifying and developing kids' passions, academic abilities, growth mindset and creativity.

Douglas students learn to ask big questions, collaborate and create, and work to change the world. Douglas teachers seek out student passions in order to design rich learning experiences, combining structure and discovery. Student learning is in service to solving complex problems and sharing solutions with a global audience.

This year Douglas students produced two very exciting exhibitions of learning. In addition we celebrated our diverse population with a festival of cultures featuring booths from many different countries, food, music and dancing.

The following are some examples of the exhibitions and other interactive community events at Douglas this year.

- First graders displayed the Emotions of Music, Colors, and Shapes.
- Second graders asked 'What Did Children Do for

Fun in 1919?'

- Third graders demonstrated Perseverance Through Self-Talk
- Fourth graders learned about Community and showed how to 'Leave Your Neighborhood School a Little Better Than You Found It.'
- Fifth graders shared their answers to the questions: 'Why Do People Go West?' and 'What Is the Power of Food?'
- Sixth graders performed several plays, including *Aladdin*, *Aesop's Fables*, *Peter Pan*, *A Year with Frog and Toad*.

Chris Whitbeck Principal

Jenna Larrenaga, Assistant Principal

Gates Core Values are:

- Generosity
- Acceptance
- Trust & Respect
- Enthusiasm
- Scholarship

In 2018-2019 the Gates School celebrated its 50th anniversary!

We are a community of learners that value high expectations for all, respect individual differences, and celebrate the diversity of our school population. At the Gates School we believe that it is important to grow a caring community through civility, respect and kindness. We gather together at monthly All School Meetings, sharing songs, performances, stories and plays. We also take pride in giving back to the larger community through our Student Council-sponsored community service projects.

Highlights of the year included:

- For our 50th Anniversary, every class placed special items into the Gates 50th time capsule, which will be opened in 2068!
- The Gates Green Team won a National Award from the National Energy Education Development (NEED) Project for their Gates School composting initiative.
- Visiting author Andrea Davis Pinkney spoke with students in all grades about writing, illustration, research, family, and storytelling.
- At the annual Celebrate the Arts Night, there were over 2,000 pieces of student artwork on display and a performance of the Gates School chorus.
- Kindergarten students performed Stone Soup at the Kindergarten Medieval Feast, which also included performances from the High School

Madrigal Singers.

- Storyteller Valerie Tutson shared tales from African traditions with students in grades K-2.
- Students in grades 3-6 had the special opportunity to meet civil rights icon Ruby Bridges.
- Students in grades 4-6 performed in the annual Gates Talent Show.
- Two students were selected to participate in the All-State Treble Chorus.
- The Student Council sponsored a variety of community service projects this year, collecting donations in support of the Household Goods Recycling Ministry, the Acton Food Pantry, and the Sterling Animal Shelter, as well as books for the Acton Memorial Library's Used Book Sale.

Lynne Newman, Principal

Priscilla Kotyk Assistant Principal

McCarthy-Towne values:

- Risk taking
- Collaboration
- Persistence
- Flexibility
- Trust

Everyone at McCarthy-Towne is considered both a student and a teacher. Integrated curricula and thematic approaches stress cooperation, active participation, and experimentation. Asking questions is considered as important as giving answers; teachers and students value the process of learning. Children are given the responsibility for learning independently, solving problems, and making decisions. They are encouraged to take risks and are acknowledged for their unique talents, skills and ideas. Students' individual needs, personal strengths and learning styles are always supported.

Maintaining a learning community that is mindful of the needs of families, students, and staff requires the participation of all; teachers and families are expected to be part of the decision-making process for running the school and exploring new possibilities.

Here are some highlights of our past year:

- Fifth grade went to Merrowvista for a three-day, two-night adventure in teamwork leadership, and risk taking.
- Almost three hundred of our family members attended an experiential Family Forum Evening where they participated in the inner workings of the Workshop model in Reading, Writing, and Mathematics, Art Integration, and the application

of the philosophy and working structure of the Responsive Classroom.

- The second-grade team worked with state naturalists to raise an endangered species of turtles in the classroom with the intent of releasing them into the wild in the spring. The kids had the opportunity to observe the growing process of the turtles before the release.
- The entire school community came together at monthly Community Assemblies to share achievements and learning and to join in song together.

David Krane, Principal

Matt McDowell, Assistant Principal

Merriam Core Values:

- Risk taking
- Persistence in One's Own Learning
- Respect

At Merriam School, experiential, hands-on, project-based learning provides opportunities for students to develop skills, self-confidence, a sense of responsibility, and enthusiasm for learning. Math, science, language arts, social studies and the arts are integrated into interesting, challenging projects. Merriam emphasizes community building, supported by activities like our weekly All School Meetings, as well as special activities with our multi-age 'family groups' such as Community Day, Theme Day and Field Day. Students stay with the same family groups throughout their time at Merriam, gradually assuming leadership roles as they progress through the grades.

Highlights of the year:

- This was Merriam School's first year with new principal, Juliana Schneider, at our helm.
- Our theme for the year was water, which was incorporated into projects and activities, including a 'Family Theme Night' in February where families explored water through engineering, poetry, painting, math games and storytelling.
- Second graders completed projects about islands.
- Fifth and sixth graders worked on a Green City Design project.
- We added a new technology lab/maker space to support our Technology Integration Specialist.
- Professional learning emphasized four social competencies: social self-awareness, perspective taking, self-regulation and social-emotional understanding.
- At a parent workshop, parents learned about the social competencies and how they apply to

the home setting, allowing families to bridge the language and approach between home and school.

Juliana Schneider, Principal
Bryant Armitrano, Assistant Principal

R. J. GREY JUNIOR HIGH SCHOOL

The vision at R. J. Grey Junior High School is to create a community of thinkers, learners, and responsible citizens.

This year, RJ Grey Junior High School inaugurated a new rotation of electives, offering students a choice of 12 different electives for their 'Grey block schedule. We also began our transition to having 1:1 Chromebooks by the fall of 2019. Our focus on the district goals of wellness, equity and engagement included classroom discussions about racism, discrimination and substance use and abuse. Speakers addressed our students on issues such as the Holocaust and anti-semitism, Islam, and the difficult topic of suicide awareness and prevention. Professional learning for staff focused on teaching with a growth mindset.

Here are some of the highlights and achievements of the year:

- This year's annual Junior High school musical, *Annie*, included over 75 students on the cast and crew.
- 8th-grade student Daniel Mai was named the 2019 Raytheon National MathCounts Champion in May.
- Students in our STEP program participated in the MetroWest Unified Games on May 3rd at Bowditch Field in Framingham. Hundreds of participants arrived at the field, representing schools from all over the MetroWest area of Massachusetts.
- 8th-grade students Biz Brooks and Marion Stuntz served as our Ambassadors for the statewide *Project 351* service program.
- This May students in our ELL program took a field trip to the State House where they watched an informal voting session on the floor of the House of Representatives.
- Three RJ Grey students were part of the team that won this year's Hurvitz Cup Chess Championship. Congratulations to Raaga Pulva, Prachi Dayal, and Curtis Ying.
- This past winter twelve members of our RJ Grey **Cooking Club** hosted an Italian Family Dinner event for friends and family in the RJ Grey cafeteria. The club and its members were profiled in a nice story written by the *Acton Beacon*.
- Student community service activities ranged

from Acton Pantry food drives and the Cradles to Crayons program to increasing recycling and composting practices.

Andrew Shen, Principal
Allison Warren, Assistant Principal
James Marcotte, Assistant Principal
David Lawrence, Assistant Principal

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL

In addition to the strong academic programs and many extracurricular opportunities at Acton-Boxborough Regional High School, much of this year's work focused on student wellness, equity and diversity. Staff examined student workloads and assessment and many of the student advisory topics revolved around wellness strategies and resiliency. A new bell schedule will begin next year, supporting the goal of student wellness. New programs were initiated to increase equity, diversity and inclusion, including a partnership with the ADL World of Difference Program that trains students to lead group discussions on identity-based bias, staff professional training using the Seeking Education Equity and Diversity (SEED) program, and bringing in Holocaust survivor Rena Finder to speak to students and community members.

Here are a few of the year's achievements and highlights:

- World Language Week offered students and others a variety of opportunities to celebrate different cultures and languages.
- The "Artification" of A-B was an effort led by the Fine Arts Department to display our artists' talents in common areas throughout the high school.
- In need of a kidney, a young teacher's best match turned out to be another A-B teacher. The surgeries took place in October and both are doing fine!
- The Academic Decathlon team won their 19th consecutive state championship and represented Massachusetts at the national competition in Bloomfield, MN.
- The Speech & Debate group garnered individual and group awards and sent fifteen students to the Catholic Forensic League's Grand National Championships in Milwaukee, WI in May. Three seniors received the National Speech & Debate Association's Academic All American Award for their competition and service in Speech and Debate events.
- The A-B Science Team again won the Massachusetts Science Olympiad and participated in the national competition in Ithaca, NY.

- The Quiz Bowl Team placed second in the WGBH High School Quiz Show. New student groups this year included HOSA– Future Health Professionals, whose members have already earned awards at the state level – as well as groups to support interests from gardening to cooking to fashion to podcasting.
- Under the direction of George Arseneau, the district’s new Performing Arts Department Chairperson, the band, chorus, and orchestra at ABRHS performed dozens of live performances in and around our community. The chorus performed in Austin, TX. The band performed at parades, civic events, and as special guests of the MIT wind ensemble in Cambridge. The jazz band performed as the opening act at the Middlesex County Jazz Festival in Concord, and the orchestra program continued to grow in number and strength.
- Proscenium Circus put on its usual impressive array of theatrical performances this year: *The Hunchback of Notre Dame*, *The Book of Everything* (took first place in the Massachusetts Educational Theatre Guild one-act festival), *Rosie the Riveter* (best show at the Massachusetts Thespian competition), and *A Midsummer Night’s Dream*.
- At the 19th annual Community Service Awards Night in January, 760 students were recognized for completing 25 or more hours of volunteering – over 76,000 hours in all.
- In May, a record 144 seniors spent three weeks at internships as part of their Senior Seminar. Many of these students will continue at their sites in summer jobs or internships.
- The Rotary Club-sponsored interactive Reality Fair introduced the whole sophomore class to some basics of income and expenses they will face as they approach adulthood.
- The PACE Special Education Program ran a weekly coffee shop for faculty in which students gained hands-on experience in food service, money-handling, and customer relations.
- The high school’s DAR Citizenship Award winner this year went on to win the Massachusetts DAR Citizenship Scholarship. The same student also placed as writer of one of the ten best high school essays in the Gilder Lehrman Civil War Essay Contest.
- Two students from the Science Team were named to the list of top 300 young scientists in the 78th Regeneron Science Talent Search.
- At the Massachusetts Science and Engineering Fair in May, two A-B students placed first and second.
- Over 800 student-athletes participated this year on 59 teams in 31 sports. Nine teams won league championships, with several teams and individuals advancing to state and national championships.
- The girls tennis team won the state championship.

Larry Dorey, Principal
 Beth Baker, Associate Principal
 Maurin O’Grady, Associate Principal
 Michael Csorba, Dean
 Fred Horn, Dean

STUDENT SERVICES

During the 2018-19 school year, the Student Services Department continued to create school environments that support student wellness, equity and engagement, the district’s three core values. Our specialized staff, which includes special educators, English Language Education teachers, and related service providers such as speech-language pathologists and occupational therapists, counselors, school, social workers, and nurses, provided a wide range of services to students between the ages of three and 22 across the district.

Early Childhood Program

The Carol Huebner Early Childhood Program (CHECP) continued to provide an integrated learning environment for preschool-aged children. Children with identified special education needs and those who without special needs learn and play together, meeting required Individuals with Disabilities Education Act (IDEA) regulations to educate children in the least restrictive environment. One hundred and eleven students were enrolled in the program by the end of the school year. Additionally, the program supported 19 preschoolers with drive-in related services that included speech-language therapy, physical therapy and occupational therapy.

Throughout the 2018-2019 school year, CHECP staff worked in collaboration with parents and area preschool/daycare teachers and directors to provide evaluations, observations, screenings, consultation, visitations and support to students in the community. During the 2018-2019 school year CHECP worked to support early literacy development for the district’s youngest learners. Little Free Libraries were established this year at both of the CHECP sites. The goal of each of these Little Free Libraries is to build community, spark creativity, and inspire the love of literacy through increased access to high-quality, developmentally-appropriate books. CHECP also continued its collaboration with Dr. Joan Kelley, Educational Researcher and Developer of the Parent Uptake Project (PUP), to support our students’ early literacy skills. We invited all families to participate in the PUP program, which provides families with age-appropriate ideas to help their child’s early literacy skills and social emotional learning skills.

CHECP also encouraged a celebration of diversity by inviting parents to come into the classroom to read a story or share a hobby or family tradition. Some classes also scheduled family potlucks to build community and share a wide variety of favorite meals/foods.

Special Education

The Special Education Department has a dedicated staff of special educators, speech-language pathologists, school psychologists, occupational therapists, physical therapists, and behavioral specialists. These professionals address student needs in both general and special education settings. Our leadership team facilitates meetings and supervises special education in each building to support consistency and coherence across the district.

ABRSD offers a continuum of specialized services from preschool to age 22. Our staff provided support through learning center programs, specialized programs, and related services to meet the needs of individual learners. Our services emphasize skill development and self-advocacy to ensure students gain greater independence and responsibility for learning.

Our psychological services team continues to place the highest value on creating an environment that is safe and nurturing for every student to learn and grow. Psychologists work with students to anticipate daily student stressors that might contribute to potential problems and crises.

At the elementary level, psychologists worked closely together to review the most current assessment practices and fine-tune their skills to respond to student stress and anxiety. Many psychologists continue to support mindfulness practices by teaching yoga and providing students time to use positive self talk. At the secondary level, school psychologists are also an essential part of the student support teams, where staff meet regularly to problem solve around students who are at-risk. During the school year, our school psychologists at RJ Grey and ABRHS continued providing our annual Signs of Suicide (SOS) lessons and screeners in grades 7, 9 and 12 within small instructional groups to teach students on the warning signs of depression and suicide.

Our speech-language pathologists (SLPs) engaged in professional learning opportunities that focused on evaluation and eligibility for students who are English learners. Districtwide, the SLPs continued to work collaboratively to reflect on evaluation procedures and share professional resources. SLPs focused on

developing strategies to support student generalization and independence across learning environments.

The motor staff, which includes physical and occupational therapists, provided motor services throughout the district. Therapists continued incorporating collaborative strategies and movement opportunities for students. Staff have also increased their data collection measures for students in order to consistently document skill progression.

The special education department engaged regularly with parents to support open dialogue between families and school personnel. The Acton-Boxborough Special Education Parent Advisory Council (<http://abspedpac.org/>) is an integral support for families, meeting regularly with the special education director to provide suggestions and parent input on a wide variety of issues. Monthly A-B SEPAC meetings supported parents/guardians, offering learning, networking, resources, and other family supports.

Counseling Services

Our counselors continue to place the highest value on creating school environments that support student wellness, equity, and engagement. Counselors work with students to anticipate daily student stressors that may contribute to potential problems and refer students and families to appropriate agencies and supports as needed for issues that include attendance, stress management, and a wide range of mental health issues. Our staff know from firsthand experience that the partnership between outside agencies, home, and school is paramount to each student's success.

Each school has a Child Study or Student Support Team that allows counselors, psychologists, school social workers, general educators, special educators, and administrators to meet regularly to problem-solve around students who are at-risk and to promote a safe school culture. This year, the district was able to add another school social worker at the high school to support students and families.

This past year, our counselors learned more about 504 guidelines, trauma-informed practices, and social thinking, to name a few topics. To promote continued success after graduation, high school counselors assisted students in the college application process and other post-secondary planning activities to ensure they have a plan after graduation with coordinated personal goals. Additionally, our junior and senior high school counselors continued to annually train students in grades 7, 9 and 12 on the warning signs

of depression and suicide through the Signs of Suicide (SOS) curriculum and the screener in small instructional groups. Counselors also supported the administration of the 2018 Youth Risk Behavior Survey to students in grades 6, 8, and 9-12.

Health and Nursing

During the 2018-19 school year, our nurses logged 44,092 student visits to the health offices and over 571 staff visits. The total number of students with at least one visit to the health offices over the year (excluding mandated screening visits) was 4,621. Our nurses continue to note a trend in the need to assess and treat students with anxiety. They support these students in collaboration with our counseling colleagues using a range of techniques and strategies.

Other nursing initiatives included updates to the Life Threatening Allergy Procedures, the creation of a comprehensive on-line School Nursing Resource Toolkit for use by anticipated new nursing staff.

In collaboration with our elementary schools registrar, we developed an immunization/ medical requirement letter with resources for non-English speaking families. It was translated into many languages so that the registrar could give it to families as they presented to register their children.

Among the classroom lessons that the nurses developed and taught at the elementary level were: Celiac disease sensitivity, food allergy sensitivity, smoking/vaping awareness, tick precautions, dental and hygiene lessons, a grade 5 review of infectious disease, diabetes lesson for peers of a student with type 1 diabetes.

At the junior and high school level, the nurses were instrumental in developing a plan for implementation of SBIRT for 7th and 9th grade students. Screening, Brief Intervention, and Referral to Treatment (SBIRT) is a health approach to early identification and intervention looking at alcohol and drug use. They collaborated with administration, counseling and the PE department.

The high school and junior high school nurses were involved in collaborating with the athletic department to implement the new Family ID program. This program eliminates the need for paper athletic participation forms and streamlines the process for families and coaches. In collaboration with the Acton town nursing services, the high school nurses again implemented the ImPACT test for ninth grade students, as well as ran the flu clinic for staff and the community.

English Language Education Program

The English Language Education Program (ELE) continued to address the ever-growing number of students requiring support from the ELE program.

In order to support general education teachers in meeting the DESE requirements for continuing licensure, the ELE team presented *Strategies for Culturally Diverse Learners* to elementary staff across three of the elementary professional learning Thursdays. This year, our ELE staff also continued to create an English language education curriculum, as mandated by DESE.

Because of our moderate incidence rate of English learners, ABRSD continued to receive federal grant funding under Title III. This grant supplements programming for students who are English learners and supports parent engagement and professional learning. Through this grant, we offered English as a Second Language (ESL) beginner and intermediate classes to parents of English learners. This grant also provided summer programming for many students for the sixth summer in a row. Additionally, the ELE department hosted its annual Back-to-School-Night in October for our families.

Conclusion

During the 2018-19 school year, the ABRSD Student Services Department supported district students, staff, and families with specialized services, professional learning opportunities, regulatory guidance, and more. We continued our focus on supporting wellness, equity, and engagement across the district.

HEALTH AND PHYSICAL EDUCATION

Physical Education at the Acton-Boxborough Regional High School is an integral part of the education process. Physical and Health Education are graduation requirements, meeting the Massachusetts Department of Elementary and Secondary Education state requirements and following the National Standards for Physical and Health Education curriculum.

Fitness for Living is our Grade 9 integrated Health and Physical Education course. The goal of this wellness education program is for students to learn about and develop accurate information about health and fitness. They will learn about and discuss risk prevention topics, Stress Management, Teen Dating, LGBTQIA, Birth Control, STIs, Relationship Violence, Sports Health, Decision Making, CPR and First Aid, Substance Abuse, Media Literacy, Cardiovascular Fitness, and Nutrition.

Students in grades 10-12 are instructed in a variety of physical education and movement activities. These activities are designed to develop emotional well-being, strength of character, sensitivity to the differences of others, as well as a sense of citizenship, self-worth, and identity. Students have the opportunity to participate in team games, group fitness, and cooperative activities. Some examples of the sports and activities include archery, aerobics, body bar and step aerobics, badminton, flag football, Frisbee, dancing, disc golf, soccer, speedball, tennis, softball, volleyball, fitness center, mixed games, water aerobics, Pilates, and Yoga. Biking was piloted to check its interest and manageability during a class period. Once a year, the ABRHS Physical and Health Education Department organizes a Health and Fitness Day, which is dedicated to encouraging more physical fitness and involves the entire high school community. Students and staff members “get up and move” by walking around the track, Zumba, and playing games of Frisbee.

The Junior High Physical Education experience complements the total educational development that students follow during their two years at RJG. Students follow a curriculum that guides them through a host of experiences centered on developing a healthy lifestyle. Skills and activities are introduced through progressions, and each unit builds upon previously learned skills. Students experience a wide variety of life-long activities that they can carry with them the rest of their lives; these include tennis, basketball, floor hockey, and volleyball. The RJ Grey Junior High welcomed a new Physical Education staff member this year.

Health Education at RJG promotes the resiliency of its adolescent students. Health educators facilitate lessons that encourage positive decision-making with regard to mental, physical, and social health. Students are challenged to examine the short-term and long-term effects of health-related decisions. The ultimate goal is for adolescents to act independently in promoting their own health, seek resources when necessary, and contribute to public health issues. A new highlight this year was cooking in the classroom. Classes made salsa, stir fry, and pancakes after researching recipes and planning ingredients.

At the elementary schools, Physical Education is a meaningful experience for students, who are exposed to a wide variety of exercises, games, skills, rules for sports, and some adventure challenges. The Elementary Physical Education Department follows our State and National Guidelines for curriculum. Following state mandates, two assessments were added to the curriculum. All 2nd-grade students are tracked on their

ability to self-turn a jump rope throughout the year. In addition, all 4th-grade students are assessed on their skill of overhand throwing. All six elementary schools hosted “Back to School Physical Education Nights.” These were family events where parents and students came to the gyms at night to experience a typical day in physical education. It was fun and exciting to see parents playing alongside students.

PERFORMING ARTS

The ABRHS band, chorus, and orchestra programs had an excellent year of music and community making. The string program is continuing to reach an entire new population of students from grades 4-12. Enrollment in orchestra is continuing to progress with our high school orchestra reaching 30 students for the first time. In addition to marching in our own Acton Memorial Day Parade, the band marched in a number of parades outside of our community and also collaborated with the M.I.T. wind ensemble at Kresge Auditorium in Cambridge. The band also welcomed a number of professional clinicians to the school for masterclasses with our woodwind, brass and percussion artists. The jazz band traveled and performed at the Endicott College Jazz Festival in April. The choral department continued the tradition of their talent-show style “Cabaret” in November, and the AB Madrigal Singers produced a sold-out and exceptional evening of authentic renaissance dinner theater at Indian Hill Arts in Littleton. The Chorus also built community at AB, performing “Singing Valentines” for students and teachers. The string program put on an end-of-the-year string performance with students from all grades in attendance.

At R. J. Grey Junior High, the eighth-grade band, chorus, and orchestra put on two concerts per group that were well attended and professionally presented. All three groups also participated in the Great East Music Festival, held at Springfield Central High School, MA in May. Each group performed very well and received positive critique from their panel of professional judges. The seventh-and eighth-grade band marched in the Boxborough Memorial Day Parade. The band, chorus, and orchestra also performed for their peers and teachers at both the Thanksgiving and Blue & Gold Day assemblies at R.J. Grey.

At the elementary schools, the 5th and 6th grade bands performed very well for their peers and teachers at the Winter and Spring Concerts, as well as Memorial Day Ceremonies. The choruses performed at the Pan Choral Concert with members of the junior high and high school choruses. The combined Acton Elementary

School Bands marched in the Acton Memorial Day Parade, while the Blanchard Memorial Elementary School Band marched in the Boxborough Memorial Day Parade. The Blanchard Band once again earned the highest mark for their performance at the MICCA Concert Festival, earning a gold medal.

In collaboration with building administrators, members from the Performing Arts department formed a hiring committee and welcomed a new band teacher to teach at the Acton elementary schools, RJ Grey JHS, and assist at ABRHS. Finally, for the first time, the Acton-Boxborough Regional School District was recognized as one of the “Best Communities for Music Education” by the NAMM foundation. This recognition is reserved for communities that have a proven track record of outstanding support for music education. AB was one of 14 communities in Massachusetts recognized in 2019.

VISUAL ARTS

2018-19 saw a deepening of visual arts integration throughout the community. We also began a major new initiative to promote student choice and empowerment across the K-12 curriculum.

Exhibitions and Community Events

As always, student artwork was exhibited throughout our eight schools, and AB students participated in a number of exhibitions throughout the community and across the Commonwealth.

Highlights included:

- The waiting room outside the superintendent’s office at the Administration Building was converted into a gallery space. Student artwork will be rotated on a bi-monthly basis.
- The Gates and Conant Elementary schools staged spring arts nights – school-wide showcases involving all students in visual and performing arts exhibitions and performances.
- The public murals project continued at the high school. Four new murals were installed, including a 100-foot spray painted mural in the school’s garden.
- McCarthy-Towne School second graders exhibited their wooden sculptures of house facades at Gallery Seven in Maynard.
- Students from all grade levels across the district participated in Youth Art Month, exhibiting work at statewide shows at the Worcester Art Museum and the State Transportation Building in Boston.
- There were district-wide shows at the Acton Senior Center and the Sargent Memorial Library.

For several years the seventh-grade art teacher at RJ Grey has organized an “Empty Bowls” project where grade 7 students create hand-built ceramic bowls that are used and sold during an ice cream social held at the school. The proceeds from the sale of these bowls are donated to the Acton Community Supper and Acton Food Pantry.

In December the high school art students and teachers organized a sale of both student and faculty work. The proceeds were donated, by student choice, to the National Immigration Law Center’s Justice Fund.

The eighth-grade art teacher at RJ Grey continued the tradition of the “Rotunda Project.” This project involves all sections of Art 2 students creating artwork that is displayed in the rotunda in the main entrance area of the school. This installation changes yearly.

Professional Development

Last year’s professional development focused largely on student choice and empowerment. Particular time and attention was devoted to learning about and piloting the TAB (Teaching for Artistic Behavior) curriculum. This is a method of teaching that transitions from a curriculum based on a set of teacher-determined projects and experiences to one where student inspiration guides the projects – in essence turning the classroom into an art studio where the student is the artist and the teacher is in much more of a coaching role. To this end the following initiatives and activities were undertaken: In July two teachers attended the TAB Summer Institute at MassArt. The TAB curriculum was fully implemented at the Conant and Gates schools and, in part, at Douglas.

Elementary teachers participated in six two-hour sessions devoted to learning about and planning for the transition to a TAB curriculum. This professional development was co-led by the visual arts director and the Conant and Gates visual arts teachers.

The high school art teachers went on a day-long Program of Study retreat. In preparation for the addition of the Industrial Arts program to the Visual Arts Department, woodworking and design engineering classes were revised and new courses were introduced, including Design Engineering in Wood and Woodworking III. All teachers visited classrooms in Oxford, Reading, Newton, and Chelmsford to see TAB and other choice-based teaching models in action. In addition teachers visited the two TAB classes at Gates and Conant. In March, all Visual Arts teachers attended the NAEA Conference in Boston.

INTERDISCIPLINARY COLLABORATION

Interdisciplinary collaboration between visual arts teachers and core classroom teachers continued to varying degrees at every elementary school. In addition, the art teacher at Gates worked with a local artist who visited the school to share his sculptural work and career as an artist.

Three interdisciplinary projects were completed at the high school. Advanced Drawing & Painting students once again collaborated with the ELA department on the *Broadside* project – creating illustrations to accompany poems selected by the ELA students. In a Proscenium Circus – Visual Arts collaboration, actors from the cast of *The Hunchback of Notre Dame* posed in costume while Studio Art Portfolio students drew them with ink, paint, and charcoal. The resulting work was displayed outside the theater. A number of juniors and seniors also created dramaturgy for the PC productions. These took the form of graphic novel excerpts illustrating key scenes from the plays. The visual arts director also worked with the English department to integrate graphic novel making into the 9th-grade ELA curriculum.

EDUCATIONAL TECHNOLOGY

“When carefully designed and thoughtfully applied, technology can accelerate, amplify, and expand the impact of effective teaching practices. However, to be transformative, educators need to have the knowledge and skills to take full advantage of technology-rich learning environments.”

“Learning principles transcend specific technologies. However, when carefully designed and thoughtfully applied, technology has the potential to accelerate, amplify, and expand the impact of powerful principles of learning.”

National Education Technology Plan

The District’s “2021 Technology Plan” was implemented in the 2018-2019 school year, and subsequently, the Department of Educational Technology (EDTech) has much to share with the residents of Acton and Boxborough. As a three-year district-wide digital literacy blueprint, the technology plan provides a collaborative approach to digital teaching and learning and supports the vision and goals of our schools, departments, and the District. To provide an overview of accomplishments in the 2018-2019 school year, this report will outline the prominent highlights from throughout the year. To read the complete plan, please visit the Acton-Boxborough Regional School website at www.abschools.org.

In order for digital learning to be most effective in the classroom, it is important that our educators, staff, and students have ubiquitous access to up-to-date hardware/software that can provide quick assessments of student learning and differentiate instructional practices, while allowing students to demonstrate their various learning methods. Over the course of the 2018-2019 school year, EDETech deployed new computers to educators in the elementary schools to replace their devices that were over seven years old and no longer working properly. That project enabled teachers to begin utilizing new technology tools in the classroom and enabled new professional learning (PL) opportunities to take place that focused on one essential question: *“How can we revise our curriculum to be more engaging?”* Realizing that technology makes learning engaging for our students, this guiding question helped curriculum leaders develop and offer new PL opportunities that were directly aligned with the District’s core values: Wellness, Equity, and Engagement.

One example of our supporting the District’s goal of increasing student engagement was EDETech’s Summer Technology Camp. This one-day event was densely packed with 24 technology-based workshops taught by teachers and staff throughout the District. Each participant was able to choose four workshops that included innovative use of applications and highlighted techniques to accommodate Universal Design for Learning strategies for all grade levels. Feedback from the event was overwhelmingly positive based on completed evaluation forms. With almost 60 participants in attendance, teachers noted that the workshops specifically helped provide strategies to assess student learning, increase communication with parents, increase engagement, and more with tools such as Google Forms, Pear Deck, Padlet, and Flippity.

Alongside professional learning opportunities, teachers continued to need on-demand support for the use of technology in the classroom. In the 2018-2019 school year, collaboration with the office of Teaching and Learning yielded the “Digital Learning Leaders” initiative. This initiative fostered the effective integration of digital learning tools into the classroom by having specific digital learning leaders (DLLs) be available to model best practices, communicate current educational technology trends, identify resources, and collaborate with teachers in their building. The teachers encouraged innovative teaching based on the SAMR model¹ by serving as a liaison between classroom teachers, the Digital Learning Coordinator & Curriculum Specialists, and building-based Instructional Technology staff.

¹ Puentedura, R. (2016). *SAMR Model*. Retrieved from <https://sites.google.com/a/msad60.org/technology-is-learning/samr-model>

They provided guidance to colleagues to identify and integrate tools to meet specific student learning goals and shared these ideas at staff meetings, grade level/team meetings, and other common planning times.

The range of diverse learners in our classrooms continues to grow, and in 2018-2019, the District focused on shifting the mindset of our educators to a strength-based approach honoring this diversity. To support this mindset, EDTech provided educators with technology tools focused on creating learning environments to better support the students' individual learning aptitudes. Students learn differently, most notably in how they process and comprehend information. If a student is an auditory learner, they learn by hearing and listening. Another student may be a visual learner, who learns by reading or seeing pictures. Technology can assist students' learning preferences by providing multiple means of access to academic content, therefore offering more opportunities for our students to engage deeply in their understanding of complex topics, while thinking critically and reflectively on their work. Providing access to the technology tools that support student learning continued in 2018-2019 with chromebook carts in all of our 3rd-6th grade classrooms. However, as indicated in the 2021 Technology Plan, the need for more access to technology in the upper grade levels continued to be a struggle for educators, as well as the need for more hands-on STEAM-based learning opportunities. The 2018-2019 school year provided EDTech the opportunity to collaborate with education leaders at the junior and senior high schools to prepare to expand the District's "1-to-1" initiative to the upper grade levels. At RJ Grey, the 2019-2020 school year will introduce a chromebook for each student to be used throughout the day to support their learning. The high school will begin their "1-to-1" initiative in the 2020-2021 school year.

At the core of any successful digital learning environment is a robust and secure technology infrastructure that supports computer hardware, data networks, information resources, and Internet capabilities. Our infrastructure is deftly supported by professionals responsible for its development, maintenance, security, and management. With cybersecurity continuing to be on the forefront of technology headlines, EDTech presented on this topic to the School Committee in March. The presentation addressed three overarching safeguards that the District implemented to help reduce risk. Administrative safeguards included focusing on end-user training, updating policies and procedures, and engaging with vendors to learn their cybersecurity incident plans. Technical safeguards included shoring

up on-site security of our network resources based on third party network penetration assessments, while our physical safeguards were assessed by making sure only designated staff have access to the datacenter and various network closets.

The 2018-2019 school year was completed with network upgrades at both the Parker-Damon Building and Junior High School. Through the Schools and Libraries program, also known as the federally funded E-rate program, EDTech updated Cisco network switches throughout both buildings at a 40% savings. These upgrades provided for a faster and more reliable network and Internet connection for all of our students and staff members.

COMMUNITY EDUCATION

The Community Education office is located in the Administration Building, 15 Charter Road, Acton. Its staff organizes, staffs, and directs the following programs and activities:

Day and Evening Classes: During the 2018-2019 school year Community Ed. offered 1291 classes and activities for children, teens and adults 12,000 participants enrolled in classes. Info about all our programs can be found on the Community Ed. website: <http://abce.abschools.org> and in *INTERACTION*, the course catalog that is mailed four times a year to over 21,000 area homes.

Extended Day: During the 2018-2019 school year, all before- and after-school programs merged under Community Ed. The program now operates at six sites: the Administration Building, Blanchard School, Conant School, Douglas School, Gates School and the Parker-Damon Building. Community Ed. provided high-quality childcare to more than 600 children in grades K-6. The program offers them the opportunity to play, explore, create, and make friends in a safe, stimulating environment. We also provide enrichment activities through mini-classes and special events, including field trips. These programs are self-sustaining, funded entirely by the tuition and fees.

Private Music Lessons: Community Ed. offers private music lessons for both children and adults. During 2018-2019, fifteen professional music instructors provided lessons to approximately 165 students.

Summer Day Program: Located at the RJ Grey Junior High, this program served 80+ children entering grades K-6 each week. Activities included Arts and Crafts, Music and Drama, Cooperative Games, Red

Cross Swim Lessons, Free Swim, and Special Events. The Summer Day Program also offered a Leader-In-Training course for teens entering grades 7 and 8 and a Counselor-In-Training program for students entering grades 9 and up.

Vacation Week Programs: During February and April school vacations and on some of the district's "no school" days (e.g. Election Day, Veterans Day), Community Ed. ran childcare programs that provided unique enrichment activities, free swim at the high school pool, and all sorts of fun and games. We have also added "early" and "late" summer dates to provide an option for families needing childcare at the beginning and end of the summer.

Youth Winter Basketball League: Over a 12-week period, more than 700 boys and girls in grades 3-12 participated in weekly practices and league play. The league is staffed by more than 150 volunteer coaches and league directors and over sixty paid student and adult referees.

Driver Education: Community Ed. runs a Registry-approved driving school. In 2018-2019, approximately 300 students participated in it.

Pool Programs: Throughout the year, Community Ed. ran a wide variety of classes and activities at the ABRHS pool. These included year-round children's swim lessons, winter and summer youth swim teams, master's competitive swimming, morning and evening lap swim, adult swim lessons, water walking and exercise classes, and lifeguard certification classes. More than 30 students and approximately 10 adults work for Community Ed. as lifeguards and swim instructors.

Fitness Center: **Community Ed.** sponsors public hours at the ABRHS Fitness Center. The program is staffed entirely by volunteers within the community. During the school year, community hours are open on Monday, Wednesday and Thursday evenings, as well as Saturday mornings. During the summer, hours shift to weeknights only.

Scheduling Use of School Facilities: The use of all school facilities outside of school hours is scheduled through Community Ed. The buildings and fields are heavily used by the community, with hundreds of reservations booked each year. Requests are submitted via an online system.

Community Education receives no funding from the school district or towns and runs all programs on a self-

sustaining basis. Monies are returned to the district to support space and equipment. For more information about Community Education and the programs that it offers, call (978) 266-2525 or visit our website, abce.abschools.org

FACILITIES AND TRANSPORTATION

The Facilities Department spent much of the year developing a schematic design and feasibility study for the proposed Douglas-Gates school building project. The current design is based on Zero Net Energy goals, as well as exploration about zero net water and zero net waste options. This process is supported via funding approved at Special Town Meetings for both Acton and Boxborough in December 2017 after an extensive planning and public outreach process. Feasibility study expenses will be reimbursed in part by the Massachusetts School Building Authority, as the project has been accepted into the MSBA core building program. This work is supported by S&S (Owners Project Management firm) and Arrowstreet (architectural firm). Extensive information about the process to date and next steps is available on the District's website under the school building project.

Energy efficiency and conservation are high priorities for the District with robust results. Electricity use for FY2018 was down 36% below the 2009 benchmark. Natural gas use for FY2018 is down 22% below the 2009 benchmark (weather-normalized). These achievements yield significant cost savings, a reduced carbon footprint, and rich opportunities for student learning and engagement.

The District stipulates that 80% of our electricity supply via Eversource must be from renewable sources. As a result of shrinking our electricity use overall and this renewable commitment, the District has dramatically cut our use of fossil fuel-based electricity (an 85% reduction from the FY2009 benchmark) and has also substantially cut energy costs.

The District was awarded \$85,000 in Green Communities grant funding for energy efficiency projects, accompanied by \$15,000 in utility incentives. More than \$1.46 million in total has been received by the District through this program over the past eight years (in both grant funding and utility incentives). The project funded with this most recent round includes LED lighting upgrades to 20 classrooms and office spaces at the high school.

AB is now the host and off-taker for a solar photovoltaic array in Woburn that will generate ongoing revenue

for the District thru virtual net metering credits; approximately \$50,000 per year is anticipated in annual revenue.

The District anticipates hosting a 2MW/4MWH battery storage array on the central campus, funded through a \$1,250,000 grant from the Commonwealth. This storage array will generate cost savings for the District by shaving peak demand in electricity use. Enel (formerly EnerNOC) is managing the project and is moving through the lengthy process of interconnection approvals from Eversource and the MA Department of Public Utilities.

Gates initiated collecting compostables and recyclables at school lunch this year with robust enthusiasm and support from the Gates Green Team. As a result, students in all of AB schools are now sorting their compostables and recyclables at lunch. The **Boston Globe** featured this achievement with their article “*Composting becomes commonplace in Acton-Boxborough schools*” which helps describe a pathway for other districts to move forward with a similar initiative.

All of our AB schools now use compostable plates at lunchtime (instead of Styrofoam), and these compostable plates are added to the compostable collection. This has dramatically reduced the volume of trash generated in lunchrooms and helps to green the District’s footprint.

Single stream recycling is in place in all classrooms and offices with support from student recycling teams. Student Green Teams are active in our schools, helping to promote energy conservation and/or recycling and composting with support from the Energy Manager. This provides a hands-on opportunity for students to participate in building a culture of conservation in our schools, yielding a more sustainable footprint for the District and significant avenues for student engagement, in addition to cost savings.

IN CONCLUSION

Educating the children of Acton and Boxborough is a responsibility that the School Committee, administration, faculty and staff of the AB schools take very seriously. We thank the community for its continued strong support of our students, both financially and otherwise, in the endeavor of providing them with the best education possible. The School Committee also recognizes the significant contribution of our parents and guardians in many different ways that make our district special and unique.

Finally, we recognize that our staff is the backbone of our school district. AB is fortunate to have dedicated administrators, faculty and staff who work hard every day on behalf of the children they serve. Thank you all.

Peter Light, Superintendent of Schools
On Behalf of the School Committee
January 2020

MINUTEMAN HIGH SCHOOL _____

Grand Opening of the New Minuteman Regional Vocational High School

The Grand Opening and Ribbon Cutting Ceremony of the new \$145 million Minuteman High School building on October 4 marked a pivotal and historic moment in the school’s history, launching the next chapter of state-of-the-art college and career academy-style education for students to learn essential skills for school- and work based environments for years to come.

It took a momentous effort over the past several years to arrive where we are today. Despite the many expected and unexpected challenges involved with opening a widely comprehensive career technical high school such as Minuteman, there were many stakeholders who were unyielding in their determination to succeed, including Superintendent-Director Dr. Edward A. Bouquillon and Mr. Ford Spalding, Dover representative to the Minuteman District School Committee and Chair of the Minuteman School Building Committee, who spearheaded the construction project.

At the forefront of the campaign for a new Minuteman for years was Dr. Bouquillon, who, like so many others associated with the school, is jubilant at the outcome – an architecturally stunning building with every amenity, one that fosters collaboration, provides a safe and secure environment, and will serve as a showplace where exceptional technical and academic learning is offered to Minuteman students for decades to come.

“We have all built a school that knows things change,” Dr. Bouquillon said in his remarks to the audience at the October 4 ceremony. “We have built a school that unites the disciplines and promotes our commitment to deep integration of academics and high-quality career and technical education. We have built a school that lets us dream big and be brave. We have a place that gives us all a chance to answer the two critical questions we want our students to answer: What do I love to do, and what do I do well?”

“For those of you who have been with us since the beginning,” Dr. Bouquillon added, “I thank you from the bottom of my heart.”

The new Minuteman High School has been designed to support a robust college and career academy model. The academy model was adopted by staff and administration to create smaller “schools within a school” thereby promoting more personalized learning founded upon close relationships between students and teachers. The Minuteman college and career academy model integrates rigorous academics with relevant technical programming in occupational areas providing individual economic opportunity.

The new facility accommodates project-based learning across disciplines, requiring students to learn how to work on a diverse team, solve problems and think critically. These are essential 21st-century skills that students practice and apply in a variety of school and work based environments.

As an accredited member of the New England Association of Schools & Colleges (NEASC), Minuteman inspires all students to attain their full potential, accelerate their learning, and become purposeful citizens in the global community.

Minuteman Superintendent Dr. Edward A. Bouquillon Semi-Finalist for 2019 National Superintendent of the Year

Dr. Edward A. Bouquillon, who has been Superintendent-Director of Minuteman High School since 2007, was named semi-finalist for the 2019 National Superintendent of the Year Award given by the National Association of School Superintendents (NASS).

The award criteria included encouraging the success of students and staff; creation of a safe learning environment; collaborating with family members and people in the community; acting in an ethical and exemplary manner, and displaying leadership.

In his nomination, Dr. Bouquillon was lauded for his leadership and accomplishments, and demonstrating inclusion, an open-minded process of working alongside constituencies and stakeholders, innovation, boldness, and thoughtful, dynamic leadership.

In 2018, Minuteman received the ultimate accolade from the U.S. Department of Education when it was named a National Blue Ribbon School. Minuteman

was one of only three high schools in Massachusetts to be thus honored, and was the sole vocational school to earn this prestigious and coveted distinction.

Brian Crossman Named Middle School Teacher of the Year by MasSTEC

On September 27, 2019, Mr. Brian Crossman received the Middle School Teacher of the Year Award from the Massachusetts Technology Education / Engineering Collaborative (MasSTEC) during that organization’s annual conference at Fitchburg State University.

Along with instructor Andrew Patenaude, he teaches engineering at R.J. Grey Junior High School in Acton. Mr. Crossman is actually employed by Minuteman High School in Lexington, and works at R.J. Grey as part of Minuteman’s Middle School Outreach Partnership, which includes schools in Stow, Lancaster, and Bolton (Nashoba District), and R.J. Grey (Acton-Boxborough District).

Mr. Crossman attributes his success to a strict regimen of preparation, a knack for making the learning process enjoyable and memorable, and a taking the time to understand students’ individualized needs when they are encountering difficulties. A key tenet of his philosophy is “make it fun and real.” Mr. Crossman said, “I fool them into learning. I’m talking about the fun of discovery. Kids run to my class. That’s a big pleasure.”

Minuteman High School Students Participate in Youth Remodeling Career Day

A group of about 40 Minuteman students in the Electrical, Plumbing, Carpentry and Metal Fabrication programs at Minuteman participated in Youth Remodeling Career Day at the Bolton Fairgrounds in Lancaster, Mass., an event which allowed them to learn about careers in the remodeling industry and have mock interviews with experts. The hands-on, practical nature of this endeavor made it especially valuable for the students, as did the chance for them to speak one-on-one with representatives from prominent companies specializing in all aspects of remodeling. Seventeen other schools took part as well.

About Minuteman

Minuteman is an award-winning regional career and technical high school and continuing education institution that integrates robust academic and technical learning. As an accredited member of the New England Association of Schools & Colleges (NEASC), Minuteman

challenges all students to aspire to their full potential, accelerate their learning, and achieve success in the 21st-century global community. Located in Lexington in a new state-of-the-art facility, Minuteman's member towns are Acton, Arlington, Bolton, Concord, Dover, Lancaster, Lexington, Needham, and Stow.

Dr. Edward A. Bouquillon
Superintendent-Director

ACTON MEMORIAL LIBRARY

Acton Memorial Library continued to be a center of community activity in 2019. Over 227,000 people came to the library. People of all ages enjoyed 363 library programs throughout the year. Meeting rooms were used 892 times. There were 11 days when more than 1,000 people came to the library. The number of people subscribing to email notifications of library events is 3,125.

CHANGES AND HIGHLIGHTS

The library had a visit from Delilah the life-sized inflatable North Atlantic right whale in October. Over 100 children and adults toured Delilah and learned all about whales from the Whale and Dolphin Conservation.



Delilah the inflatable whale sits outside the library waiting to meet visitors.

The Long Range Planning Subcommittee completed the next plan to guide the library through fiscal years 2020-2024. In creating the plan they sought feedback on the library through a community survey, staff survey, and interviews with the staff. In October the Board of Trustees voted to adopt the plan. The Long Range Plan is available on the library's website at: https://www.actonmemoriallibrary.org/uploads/page-body/AML_LRP_2020-2024.pdf

Work continues on the cleaning, restoration, and framing of the nearly 100 Arthur Davis etchings and

drawings that were gifted to the library by Richard Nylander. This work is being completed with funding from the Community Preservation grant.

Adult programs offered included movies, concerts, book discussions, and presentations. Programs and classes on technology included introductions to Facebook using Microsoft Word, Excel, PowerPoint, and Publisher; and using devices and programs effectively. Some presentations focused on library resources, such as language learning programs and downloading e-books, audiobooks, music, and streaming movies.

Displays on the upper level included an art exhibit titled "I Am More" by Amy Kerr, a photo exhibit featuring the bald eagles of Nagog Pond by Ainslie Sheridan, and an origami display by a local Girl Scout troop. Additionally, numerous book displays are created by staff throughout the year.

The Reference Department worked on growing access to digital resources. With the IT Department, 40 reels of microfilm containing historical Town records were digitized. Also, a new digital newspaper platform was offered through Preservation Archives.

A board and strategy game collection was added to the Young Adult collection in July. In September an introduction to Dungeons & Dragons program was offered. A group of students 7th grade and up continue to meet bi-monthly at the library to keep playing.

The Children's Room continued to be a very active area. In addition to three storytimes a week through most of the year, programs included a Stuffed Animal Picnic, family entertainment programs, craft workshops, pop-up book game, and Lego afternoons. Ed the Music Man presented his interactive programs regularly and the popular summer craft programs, the Friday Morning Players, and monthly Family Movie nights continued. The theme of the summer reading program was "A Universe of Stories."

"Reading to a Dog" continued with Molly, a five-year-old Labradoodle. Molly is a therapy dog who comes from the Pets and People Foundation. In November another therapy dog, Luna, joined the program in order to offer Saturday reading sessions. Children improve their reading skills when the listener is a friendly, non-judgmental dog.

LIBRARY HOURS AND SERVICES

The library is a seven-day-a-week service (67 hours a week) most of the year and a six-day-a-week

service during the summer (mid-June through early September.)

| | |
|-------------------------|-----|
| Monday through Thursday | 9-9 |
| Friday and Saturday | 9-5 |
| Sunday | 2-5 |

Summer Hours: As above, except:
Saturdays 9-1, closed Sundays

The library is closed on state and federal holidays, Easter, and the day after Thanksgiving.

Acton Memorial Library offers a wide range of services for children and adults, many accessible from home. Online services include the ability to place requests for items, renew materials, download or stream audiobooks, e-books, magazines, music, and videos; search the Minuteman catalog with Chinese, Japanese, Korean, or Russian input, pay fines for lost materials, create personal reading lists, and reserve museum passes. Through the website, www.actonmemoriallibrary.org, users can sign up for emails of library news and events, follow the library through Facebook, Twitter, Instagram, and Pinterest, access subscription databases and curated web links, view the Events Calendar and register for some activities, access numerous online local history resources including a Civil War website, view a monthly list of new items and numerous book lists linked to the catalog through the Bookletters service, request items through interlibrary loan, and link to the Minuteman Library Network catalog. Materials can be obtained from other libraries and staff are happy to assist users who need help with the process. Some of these services are also offered through the Minuteman Library Network Mobile App which can be downloaded to a personal mobile device and includes the option to carry a digital library card. Minuteman also offers a text messaging service to help users conveniently manage their library accounts.

The library offers books, newspapers, magazines, DVDs, CDs, large print materials, graphic novels, recorded books, museum passes, local history and genealogy collections, telescopes, a microscope, wireless hotspots, birding kits, a scientific calculator, and a collection of artwork by Arthur Davis. The Speed View DVD collection is provided through the support of the Friends of the Acton Libraries. There is an extensive Chinese language collection, along with smaller French, Gujarati, Hindi, Korean, Portuguese, Russian, Spanish, and Tamil collections and a multi-format ESL collection. Electronic collections include e-books, audiobooks, magazines, newspapers, music, video, and a broad range of research databases. In 2018, Minuteman Library Network established reciprocal lending of Overdrive collections with other library networks in the state, greatly increasing access to electronic titles.

Notable additions to the collection this year include canvas tote bags, board games, charging packs for mobile devices, and Kanopy, a streaming video service.

Professional reference and children's librarians are available for assistance on-site, by phone, and via email whenever the library is open. Reserve collections for school assignments can be arranged. State and federal tax forms are available, and the library hosts tax volunteers who help low and moderate-income households prepare tax returns.

Twelve public computers are provided in the adult area, with support for international language scripts, including Russian, Chinese, Korean, and other Asian languages. Computers offer Internet access and Microsoft Office. Printers, color and black and white photocopiers, a microfilm reader/printer/scanner, two scanners, a typewriter, and mobile phone chargers are available. Wireless internet access is available throughout the library.

Library users have access to small study rooms, and there are two meeting rooms available for community groups. The Civil War Exhibit, housed in the oldest part of the building, is a unique resource for people interested in local history and is a solemn reminder that the Memorial Library was founded to honor those who fought in that conflict. The library offers a book discussion group, volunteer opportunities, and the chance for non-profits to raise funds through bake sales in the lobby. Special programs include film series, speakers on a range of topics, author visits, technology classes, and concerts. There are children's storytimes for two-year-olds and under two-year-olds,



Library Staff ready to kick off the summer reading program, "A Universe of Stories."

daytime and evening drop-in storytimes for three to seven-year-olds, a monthly Family Movie Night, and extra activities during school vacation weeks. During the summer reading program, there are drop-in craft programs for children and opportunities to perform in a short play.

LIBRARY STATISTICS

Calendar Year 2019

Circulation: 526,658 (down 2.4%)

Traffic Count: 227,704 (down 5.2%)

Meeting Room Use: 892 (down 11.2%)

Fiscal Year 2019 (July 2018-June 2019)

Acton residents with active registrations: 15,440 (up 6.8%)

Collections (total items): 243,200 (down 10%)

Reference questions: 19,448 (up 6.8%)

Use of electronic collections: 50,391 (down 56%)

Use of public Internet computers: 18,096 (down 2.2%)

Children's programs: 305 (up 3.4%)

Children's program attendance: 8,088 (up 40.6%)

YA programs: 1

YA program attendance: 18

Adult programs: 57 (down 40.6%)

Adult program attendance: 716 (down 56.5%)

Items received from other libraries: 55,252 (up 8%)

Items provided to other libraries: 50,800 (down 3.4%)

Number of volunteers: 95 (up 86%)

Payments sent to Finance: \$35,102 (down 4.5%)

COMMUNITY INTERACTION

In addition to making available meeting and bulletin board space for dozens of community and area groups, space is provided for ESOL tutoring, tutor training, student assessment, and conversational practice groups. Programs were co-hosted with the Acton Building Department and the Council on Aging.

To help the public become more aware of its services, information on library activities appeared regularly in the Council on Aging newsletter and Municipal Monthly as well as local papers and websites. The library had a table at the Farmer's Market in West Acton twice.

Ten local non-profits took advantage of the December mini-fair to fundraise and identify people interested in their activities. A number of school or community-based groups held bake sales in the lobby to raise funds for their organizations or had bins in the lobby to collect food, clothing or other necessities for good causes.

The Garden Club created a display in the lobby of the library in April. They also donated arrangements for the circulation desk from late fall through early spring.

Staff joined in the DPW's Arbor Day celebration in September by presenting storytime to youngsters.

One weekend in July the library stayed open with limited services to be a cooling center and offer respite from the extreme temperatures.

In the fall, library meeting space was offered to the U.S. Census for a job recruitment program.

New teachers were given packets on library services. Information emailed to teachers raised awareness of library activities and increased program attendance. Staff spoke to school classes and gave them tours. Staff spent time at ABRHS during September to sign students up for library cards. The meeting room was reserved to provide additional study space during exams and the library stayed open one Sunday evening in June to provide study space for students preparing for final exams. Classes were held at the library for parents whose primary language is not English and who have children in local schools. Reading list titles for high school students were highlighted in the Young Adult area. Library copies of junior and high school textbook titles were reviewed and updated and they and were available to students for in-house use.

In partnership with the Massachusetts Board of Library Commissioners, the library participated in the Boston Bruins PJ Drive for the third year. This drive collects children's pajamas to benefit DCF Wonderfund and Cradles to Crayons. Sixty pairs of pajamas were collected.

MUSIC COMMITTEE

Trustee Miriam Leask is chair of the Music Committee.

There were three concerts in 2019: "Ragtime" Jack Radcliff in March, Sivan Etedgee in November, and the ABRHS Madrigal Singers in December.

When concerts are held, the meeting room is available for quiet study.

The piano was given to Acton High School on its opening in 1926 by John F. "Honey Fitz" Fitzgerald and his wife Mary Josephine Hannon Fitzgerald, who was born in Acton. Their daughter Rose was the mother of President John Kennedy and Senator Edward Kennedy. After several moves and some idle years, the piano was restored through a 2006 Community Preservation Grant and placed in the library by the Board of Selectmen in 2009.

The library policy for use of the Fitzgerald Piano is available on the library's website.

ARTS COMMITTEE

The Arts Committee is charged with making arrangements for the exhibitions in the library's meeting room, and the Solarium display case. The committee is co-chaired by artist Kay Hartung and Trustee Ann Chang.

The process of recruiting and selecting the artists starts in January when a notice of the opportunity goes out via print press, email, website, social media, and brochures. The deadline for submissions is March 1. A jury composed of local artists and the Arts Committee co-chairs reviews the entries and selects artists for two-month solo exhibitions. This year the jury included photographer Andrew Child, artist Gwen Murphy, and reference librarian Susan Paju.

Many of the artists hold opening receptions where they meet with the public and discuss their work. These receptions have been special opportunities for the community to learn about different artistic techniques.

The artists for 2019 were:

January-February: Carol Rissman, clay; March-April: Irene Stapleford, painting; May-June: Bruce Magnuson,



Library staff dressed in pajamas to promote the Annual Boston Bruins PJ Drive.

photography; July-August: Brittney Ciccone, painting; September-October: John Daly, oil painting; November-December: Deborah Drummond, mixed media.

Display in the glass case in the solarium: Mary K. Mooney, figurative sculpture.

Information on the display and exhibition procedures is on the library's website at <https://www.actonmemoriallibrary.org/events-programs/art-exhibits/artists-exhibition-opportunity>. The library and community have benefitted from these exhibitions and we thank the artists for sharing their talents with the Acton community.

FRIENDS OF PINE HAWK

The library continued to be the primary venue for the Friends of Pine Hawk which seeks to increase understanding and awareness of the archaeological and human stories behind the Native American artifacts found when the South Acton sewer treatment plant was built. Named for the site and begun in 2002, the group has offered over 100 programs for children and adults in the years since. Members include private citizens and professionals from the library, the Discovery Museums, and the Acton school district.

The library hosted six Friends of Pinehawk events for State Archeology Month in October.

Tonya Largy discussed several interesting archaeological projects in our locality. David DeMello spoke about the journey of the First People in the Northeast as interpreted from the archaeology record. Eric Johnson provided a retrospective on the 1980 laboratory analysis and results from the excavation of The Flagg Swamp Rock shelter. Doug Halley described the discovery of the Pine Hawk archaeological site and its significance. Ken Feder discussed claims of hidden history in various archaeological oddities found in North America. The annual book discussion group focused on Atlas of a Lost World.

STAFF

The Trustees recognize and appreciate the dedicated effort that members of the library staff make to create a welcoming environment.

Staff as of December 31, 2019

30-40 hours/week

| | |
|-----------------------------|-----------------|
| Library Director | Danielle Savin |
| Assistant Director | Megan Warren |
| Head of Circulation | Kristin MacLeod |
| Head of Reference | Susan Paju |
| Head of Children's Services | Lee Donohue |
| Outreach, Programming and | |
| Technology Librarian | vacant |
| Reference Librarian | Heather Murray |
| Library Assistant II | Eunice Gorman |
| Library Assistant II | Joy Hamel |
| Library Assistant II | Anshu Sood |

20-29 hours/week

| | |
|--------------------------|--------------------|
| Technical Services | |
| Librarian | Stephanie Knowland |
| Children's Librarian | Elise Katz |
| Administrative Assistant | Mary Katis |
| Library Assistant II | vacant |

10-19 hours/week

Children’s Librarian
Library Assistant II
Library Assistant I
Page
Page

Clare Seaton
Melissa Gonzalez
Amelia Coleman
Hannah Frazer
Carolyn Lombardo
Carolyn Malloy
vacant
Donna White
Kristine Kidder
Vacant

Less than 10 hours/week

Children’s Librarian
Reference Librarian
Reference Librarian
Reference/Children’s Librarian
Library Assistant II
Library Assistant I
Page
Page
Page
Page

Vacant
Jeremy Robichaud
Leslie Duffy

Jane Flanders
Barb Floss
Mary Wile
Andre Araujo-Kerry
Jingyi Song
Sandra Peirce
Mitali Krishnamurthy

In February, Circulation Assistant II, Kristin MacLeod was promoted to Head of Circulation. Circulation Assistant I, Melissa Gonzalez was promoted to Circulation Assistant II in July. Carolyn Malloy and Hannah Frazer were both promoted from Page to Circulation Assistant I in July. Also in July, Amelia Coleman and Carolyn Lombardo started as Circulation Assistant I. Technical Services Assistant II, Karen Anderson retired in August after almost 28 years working for the Town.

Staff attended professional meetings or programs offered by the Massachusetts Library System, the Minuteman Library Network Massachusetts Library Association, and other professional organizations.

VOLUNTEERS

Many volunteers give their time and skills to assist the library. The Trustees and staff sincerely thank each and every one for their invaluable support. A yearly event is organized by the Trustees to recognize the volunteers and to thank them for their dedication and service.

TRUSTEES

Carol Knowles was voted in for another three-year term at the spring Town elections.

Harvey Berliner, Secretary
Ann Chang

Thomas Dunn
Joseph Glannon
Carol Knowles
Miriam Leach Vice President
Pamela Lynn
Sampada Salunke, President
Susanne Shanahan

WEST ACTON CITIZENS’ LIBRARY —

Citizens’ Library is often described as a “hidden gem” in Acton. For 135 years we have quietly served members of the community who have “discovered” our little library with its wonderful collection of best sellers and children’s books. For the most part, “publicity” was done almost entirely via word-of-mouth, and it worked. However, over the past several years we have realized that is no longer the case. For better or worse, people find what they are looking for on the internet, so in 2019 – Citizens’ Library joined the party. A few months ago, we launched a brand new website, Facebook page, Instagram and Twitter accounts and started the process of removing the word hidden from “hidden gem”. For the first time ever, we now have a way to directly communicate with the public and publicize all we have to offer.

As we expanded our outreach to residents, we also sought a closer connection with the business community that surrounds us in West Acton Center. By joining the West Acton Village Merchants Association we hope to learn how we can better serve the small businesses in the area and work with them on continued improvements in the Village.

In addition to our publicity campaign, 2019 marked the start of our strategic planning process. A survey was conducted and we collected some great feedback on ways we can better serve the community. The results of this survey will form the basis for decisions regarding our collections, programs, operating hours and much more.

In collection development this year we accomplished a major weeding of our adult mystery and children’s picture book collections, making room for many new titles on the shelves. We also opened our new seed library, making 22 varieties of mostly organic vegetable seeds available for free to patrons. The program quickly attracted local gardeners who not only took seeds but also brought extras from their gardens to add to our collection. We look forward to expanding our seed offerings in the coming years.

In day to day operations, we circulated over 11,000 books, audio-books and DVDs and the library served as an active community center in the heart of West Acton. Throughout the year, we provided an oasis for parents and young children, elementary-age students walking home from school, apartment dwellers and homeowners in the surrounding neighborhoods and seniors both from Windsor Green and other parts of town. As West Acton Center has grown and flourished over the past few years, the library remains a popular stop for those living, working or shopping in West Acton. People come in regularly for books and movies, to use computers and often, just to sit in a quiet space to read or get work done.

Trustees:

Melissa LoPorto – Chair
 Tara Leuci- Secretary
 Dot Curtis- Member

Volunteers:

Ruth Bechtel
 Debbie Elliot
 Gail Flister
 Kaleta Fraizer
 Lucy Miskin
 Charlene Twente
 Elizabeth Valente

Submitted by:

Jennifer Friedman
 Library Director

CULTURAL AND HISTORICAL ACTIVITIES

ACTON-BOXBOROUGH CULTURAL COUNCIL

About the Acton-Boxborough Cultural Council

The Acton-Boxborough Cultural Council (ABCC), established in 1982, has as its mission to award and administer Massachusetts Cultural Council (MCC) Grant funds, to promote the arts, and to help develop cultural programs in the Acton and Boxborough communities. Volunteers are appointed to the Council by the selectmen of each community, but it functions as a single entity undertaking these activities:

- Review of grant applications from individuals, libraries, schools, and arts and community organizations and awarding MCC grant funds to projects that provide a local public benefit. The ABCC is one of 329 Local Cultural Councils (LCCs) that are funded by the Massachusetts Cultural Council through an annual appropriation by the state legislature.
- Sponsorship of cultural programs for the Acton and Boxborough communities using funds generously designated by Town Meeting of each community. These funds have been used by the ABCC to encourage diverse culture by presenting jazz, classical, and world music concerts, vocal performances, films, opera, and public art installations.
- Advocacy for the arts through community outreach and publicity.

This Annual Report gives preliminary results of our FY20 Grant Cycle in which we plan to support 44 individuals, schools, libraries and arts organizations using state funds allocated to us by the Massachusetts Cultural Council. This report will also highlight the local events, programs and collaborations the ABCC was able to undertake in 2019 thanks to the continued financial support from our Towns.

ABCC Members

Voting Members (member throughout 2019 unless specified)

Acton:

Vivian Birchall
 Priya Eramath-Murali (Publicity Coordinator)
 RYANNE FLYNN (started November 2019)
 Karen Myers (Secretary)
 Diana Nestorova (through May 2019)
 Judy Romatelli
 Joan Rubin-Deutsch (started December 2019)
 Jin Hong Yang (Foreign Film Series Coordinator starting June 2019)

Boxborough:

Nancy Evans – (through May 2019 - Foreign Film Series Coordinator)
 Sharon Garde (Chair)
 Sheila Hanrahan (Treasurer)
 Aparna Ramasundar (Webmaster)

Non-Voting High School youth members

Tal Dassau
Natalie Dawn

Recruitment: We work closely with the Acton and Boxborough Select Boards, town staff and other Town volunteers on our continued membership efforts. We can currently accept one additional member from Acton. And we can always accept more members from Boxborough. We are proud to have high school youth members in our council who are actively and energetically participating in our activities.



Council members and Senator James Eldridge at the 2019 Grantee Reception

MCC Funding

The ABCC is one of 329 Local Cultural Councils (LCCs) funded by the Massachusetts Cultural Council (MCC) through an annual appropriation by the state legislature. Each fall, we are required to distribute this annual allocation through a grant process. We review each application and award monies considering the quality, originality, creativity, planning, budget, and most importantly, community benefit, of each proposed project.

In August 2019 the ABCC was allotted \$12,500.00 from the MCC to give out during our grant season. And it was a very competitive grant season. We publicized the availability of grants through emails, flyers, bookmarks, Facebook, our website, the town websites, and press releases in *The Beacon* and *Action Unlimited*. We also provided telephone and email consultation to several applicants. We received 51 applications requesting a total of \$33,915 in funding. The number of applicants has been inching slightly higher over the past few years. After very difficult and lengthy deliberations, the ABCC chose to fund 44 projects that give the greatest benefit to our communities including projects at the public libraries, Recreation Department, Acton-Boxborough High School, Acton-Boxborough Farmers' Market, Boxborough Harvest Festival, cultural festivals, and many other activities.

Local Funding and Council-Initiated Events

The ABCC was once again generously supported by both Acton and Boxborough town funds via warrant articles and line items. The dedication of the voters, boards and public officials in both towns is truly remarkable. Once again, Acton provided the ABCC with \$2000 through a Warrant Article, while Boxborough provided \$1,400 for exclusive use in Boxborough. Few local cultural councils enjoy this level of local support. We are extremely grateful and seek every opportunity to acknowledge the support of our two towns. We are grateful also for the physical support that the two towns provide: meeting spaces, access to town equipment (screens, projectors, etc). We are also thankful for the continued support and active involvement of our liaisons, Boxborough Select Board member Wes Fowlks and Acton Selectmen Janet Adachi and Dean Charter.

The ABCC sponsored and collaborated on several exciting events in 2019. Here are some highlights:

Eleventh Annual "Our World in Film" International Film Series

Each spring since 2009, we have offered an annual month-long series of acclaimed international films. All films are shown at Acton Town Hall and are free and open to the public. ABCC past members Greg Hutchins and Beth Davis (Acton), and Todd Davis (Boxborough) coordinated the series with Boxborough members Nancy Evans and Jin Hong Yang. The first week is our Short Film Night, which includes short documentary films by local and Massachusetts-based filmmakers. The next three weeks are international films. This year's films included *A Man Called Ove* (Sweden), *Your Name* (Japan), and *The Insult* (Lebanon).

Introductions to each film were provided by various committee members, and talk by visiting directors and discussions were led by local residents familiar with the culture shown in the film. The films shown have been donated to both towns' libraries for their collections. Free Friday Night Fun Every Friday night during the summer, the Acton Discovery Museums are open free of charge, partly because of our funding.

ASL Interpretation for Little Mermaid In March, we gave some money to Open Door Theater for their production of *Little Mermaid*. They used it so some of their performances could be interpreted into American Sign Language.

Dancing Through the Decades with Dance Caliente In June we helped sponsor this program at the Acton Senior Center. It was an interactive dance show, showcasing many different types of dance, all in full costume. People of all physical abilities were able to participate. It looked like everyone was having a great time.



Liquan Luo at Chinese New Year Celebration with Acton Housing Authority

Mom's WWII letters In May we sponsored a program at the Boxborough library called "Reconstructing History and Genealogy: Mom's WWII Letters". It was a 90-minute talk and slide show describing a stash of more than 100 letters from 16 servicemen whom she communicated with during WWII.

FY 2019 Grantee Reception The ABCC held its 14th Annual Grantee Reception at Sargent Memorial Library in Boxborough. This event provides a valuable opportunity for grantees to meet, to publicize their projects and to network with other arts-minded individuals and groups. In addition to our FY 2019 grantees, our state and local legislators and officials were also invited to attend. Each grantee had a chance to speak briefly to acknowledge supporters, collaborating artists, and organizations and to highlight upcoming events. Senator Jamie Eldridge attended and presented citations to past members Sunanda Sahay, Dawn Wang, and Linda Mayer. Performances by 2019 grantees included Liquan Luo performing on a Bawu Chinese Flute, a violin performance by a member of the Concord Orchestra, and ABCC member Vivian Birchall performing a traditional Ugandan Dance.

High School Magazine and Newsletter To support and encourage writing and journalism among high school students, ABCC has funded the high school literary magazine, *Window Seat*, and the newsletter, *The Spectrum*. ABCC is also proud to support The Robert Creeley Award Activities.

Nashoba Valley Concert Band Performance The Nashoba Valley Concert Band gave a well-received

performance at the Boxborough Harvest Festival in September. This concert was supported solely by the Boxborough Fund.

School Events We sponsored several events at the schools, including the Massachusetts Thespian Festival, bringing in a guest artist to direct a production of *Rosie the Riveter*, 2019 Project Graduation, a program called "Combating Hate and Prejudice", and a performance of *Brazilian Beats* as part of World Language Week

Fifer's Day, Harvest Festival, and Farmers' Market This year ABCC set up display tables at Boxborough's Fifer's Day, the Boxborough Harvest Festival, and the Acton-Boxborough Farmers' Market. We spoke to many people, advertising the grant season and raising awareness about us and the events that we sponsor.

Promoting Diversity

Some of the events that we have sponsored which promote diversity are Oriental Lantern Art Workshop at both the Acton and Boxborough libraries, Stories of India, Chinese New Year Celebration at the Acton Housing Authority, and the Chinese Music and Dance Night. Respectfully Submitted,

- Sharon Garde, Chair
- Vivian Birchall
- Tal Dassau
- Natalie Dawn
- Priya Eramath-Murali
- Ryanne Flynn
- Sheila Hanrahan
- Karen Myers
- Aparna Ramasundar
- Judy Romatelli
- Joan Rubin-Deutsch
- Jin Hong Yang

HISTORIC DISTRICT COMMISSION —

Properties within the statutory Historic Districts carry the distinction of protected status, which enhances the value of both the property and the community in which it is located.

We are very fortunate to have three historic districts in the Town of Acton: South Acton, West Acton and Acton Center which include about 200 properties. These districts were established to preserve the architectural significance and rich character of these neighborhoods. Each district is administered by the Historic District Commission (HDC) according to the rules and regulations set forth in Massachusetts General Laws,

Chapter 40C, and the Chapter P bylaw of the Town of Acton as enacted at Special Town Meeting in 1990. HDC procedures are intended to permit appropriate architectural changes while protecting neighborhoods from alterations that might lower the economic and aesthetic values of individual properties.

The historic districts continue to be desirable places to live and work. Several historic properties came onto the market and were quickly purchased in 2019, including properties on School and Main Streets. Throughout the districts, properties continue to be renovated, added to and renewed for future generations to enjoy.

In 2019, the HDC received and reviewed 34 applications (the same number of applications that were received in 2018) and several requests for preliminary reviews on areas ranging from the proposed Gardner Field rehabilitation to roofing, signage, fencing, mechanical equipment screening, restoration and replacement of windows and doors to complete property transformations. Minor demolitions of non-contributing buildings at 25-27 School Street were approved. An unusual application involved the approval of a temporary art installation involving natural gas leaks in Acton. In an acknowledgment of changing times, the Commission approved the first geothermal installation at a residence on Newtown Road. Additionally, the HDC continued to monitor the progress of the 53 River Street Master Planning Committee.

Lastly, the HDC endorsed three Community Preservation Committee (CPC) fund requests-for tree planting within the historic districts and the repointing and waterproofing repairs for the Isaac Davis Monument and the chimney of the Acton Memorial Library.

The HDC is required by law to review the architectural appropriateness of most proposed exterior design changes in the three districts, whether they are alterations, new additions or removal of structures. These rules apply to all buildings in the districts, even those you might not consider "historic".

Items typically requiring a Certificate of Appropriateness (COA) include changes visible from a public way, such as installing new siding, additions, demolitions, removing or altering porches, windows, balconies or other building elements, and features. Examples of items which require a Certificate of Non-Applicability (CNA) include color of paint, storm windows, storm doors, window air conditioners, planting or removal of trees, shrubs and other plants (except when required for screening, as specified as a Condition on a

Certificate); flags and flagpoles, and minor repairs and maintenance which do not alter the visible appearance of a property.

The HDC is a statutory board consisting of volunteers appointed by the Selectmen and whenever possible include property owners or residents of each district, a real estate agent and typically other citizens interested in preserving and enhancing Acton's character. By law, an architect licensed in the Commonwealth is required to be on the Commission. The Acton HDC has two architect members. We are currently looking for three new members. Commission members do not need to live in one of the three districts. The Commission meets the second and fourth Tuesday of each month. All meetings are open to the public and we warmly invite you to attend. Please contact us by email at hdc@acton-ma.gov. The 7:30 PM time slot at each of our regularly scheduled meetings is available for Citizen Questions. This is a drop-in time for members of the public to ask questions and share feedback without making an appointment.

We also offer workshops, lectures and walking tours.

HDC Members:

- David Honn (Chair)
- Anita Rogers (Vice-Chair)
- David Shoemaker (Secretary)
- Fran Arsenault
- Art Leavens
- Ron Regan

ACTON HISTORICAL COMMISSION —

The Commission clarified and strengthened its Chapter 'N' Demolition Delay Bylaw with approval at the 2019 Spring Town Meeting.

The Commission is creating approximately 35 survey forms and updating approximately 30 survey forms for properties on the Commission's 'Cultural Resource List'. In addition, the Commission plans to transfer the current Cultural Resource List to MACRIS (Massachusetts Cultural Resource Information System) for easier on-line access by the town residences and inspectors.

The Commission has members on the Community Preservation Commission, the 53 River Street Commission, the Main Street Planning Commission, and the Historical Society.

The Commission reviewed and commented on Phase 2B of the Bruce Freeman Rail Trail.

The Commission is working on an Archeological By-Law. The commission is studying the possibility of sponsoring a new pedestrian bridge at Old Davis Road, by the pencil factory.

The Commission reviewed a MassDOT project at Taylor and Piper Road.

The Commission voted to add 361 and 363 Great Road to the Cultural Resource List.

The Commission reviewed and supported the subdivision of 127 Strawberry Hill Road.

The Commission worked with the developer and the Planning Board to subdivide the non-conforming 66 Maple Street lot allowing the current historic home to be saved.

The commission reviewed the 90 School Street 40B development application and wrote a letter to the Massachusetts Historical Commission requesting a Section 106 historical review of the property.

The Commission is administering the Commemorative Plaque Program for structures on the Cultural Resource List. They provided plaques for the Morrison Farmhouse, Old South Acton Fire Station, and the Municipal Properties Building.

The Commission held demolition delay hearings on:

34 Elm Street Granted demolition request

Commission Members:

- Bill Dick nson – Chair
- Doug Herrick – Vice Chair
- Bill Klauer
- Tory Beyer
- Brad Maxwell
- Jillian Oman
- David Martin – BOS Liaison

COMMUNITY DEVELOPMENT

CABLE ADVISORY COMMITTEE

The Cable Advisory Committee (CAC) serves to advise the Board of Selectmen (BoS) in matters pertaining to Cable Television in the Town of Acton and to assist with license negotiations. We also address Cable TV related concerns and work with the two Cable companies that serve Acton. The CAC also serves as a bridge between the Town (and citizens) and the community access station Acton TV, addressing issues as necessary. We generally receive many more citizens' concerns than we are chartered to address because our authority extends to only Cable Television related issues; internet and telephony are beyond the charter of the CAC.

The focus of CAC in 2019 was to initiate the contract renewal process with the two cable carriers, Comcast in 2020 and Verizon in 2021. To that end, we undertook the following activities:

- Completed the on-line survey for Acton citizens to gauge their experience with the Cable Providers
- Advised the BoS to engage an attorney to manage the contract renewal and recommended the attorney who was hired by the Town and held a meeting with the attorney to discuss the contract renewal process.

- Held a Public Hearing related to the Verizon Contract Renewal to which the Public and other stakeholders such as the Town, Acton Schools, and others were invited
- Assessed and cataloged the existing town and school video delivery system infrastructure, with special attention to the dependencies on services provided by the cable operators
- Plan to add Digital TV delivery configuration to forthcoming Contract Renewal documents

In addition to the above, the CAC addressed and responded to the citizens' concerns as they arose.

Survey of Acton Citizens

In order to prepare for future license negotiations, the Cable Advisory Committee surveyed Acton residents on various aspects of Cable TV service. We received over 100 responses and while there are areas of improvement that were identified, citizens of Acton are generally happy with their Cable service.

Contract Renewal Preparation

The current license agreement with Comcast will expire in 2020 and the license agreement with Verizon will expire in 2021. Historically, the negotiation process of cable TV licenses is lengthy and complex. To aid

with the renewal process, CAC recommended that the BoS hire an attorney to help us in the negotiations and identified a suitable individual. CAC continues to work with the hired attorney.

Public Hearing

In order to identify any issues or areas of improvement that can be incorporated in the Contract Renewal, CAC held a Public Hearing which was attended by representatives of the BoS, Acton Schools, CAC, Acton TV, and the public.

Assessment of Existing Video Infrastructure

As part of the current cable license with Comcast, the town utilizes I-Net video distribution infrastructure to deliver public access, broadcast and selected cable channels to all municipal and school buildings. This infrastructure is also used to support broadcasts of the Town Meeting, Board of Selectmen and School Committee meetings on ActonTV. Because of changes in the cable industry since the last Comcast contract negotiations, the CAC anticipates that some of these services may no longer be required. In order to ensure that we are prepared, the CAC partnered with Town and School information technology personnel to do a comprehensive architecture analysis which was completed in 2019.

Digital Delivery by Acton TV

In 2017 the committee, together with Acton TV, worked with Verizon and enabled Verizon Fios TV customers to enjoy the benefits of a fully-digital Acton TV signal. The Committee continues to work with Comcast in order to identify a delivery configuration that would be acceptable and economically viable for all parties. We plan on including this as a requirement for the upcoming Contract negotiations.

Citizen Concerns

One of the key services the Committee provides is addressing citizen complaints, issues, or simply answering questions regarding cable TV service. The Cable Advisory Committee maintains a relationship with the Government Affairs Managers from both Comcast and Verizon and meets with them periodically to discuss these concerns. The committee assists the citizens of Acton by elevating customer service complaints when citizens have exhausted their own customer service channels. The committee also participates in engagements and issue resolutions between the Town and cable service providers.

All citizens are welcome to attend the CAC meetings, which are held on the third Thursday of each month

at the Town Hall. In addition, we can be reached via Email: cac@acton-ma.gov.

Members:

Oleg Volinsky , Chair
Steve Davidson, Vice-Chair
Terrence Lobo, Clerk
Lori Cooney
John Covert
Richard Logan
Christine Simone

PUBLIC CEREMONIES AND CELEBRATIONS COMMITTEE _____

The Acton Public Ceremonies and Celebrations Committee would like to thank all those who have helped put together the Ceremonies and Celebrations for the 2018.

On Patriots Day in April, Scouts and Citizens followed the Acton Minutemen as they retraced the Isaac Davis Trail to the North Bridge in Concord. This was the 59th retracing of the Line of March.

The Memorial Day Parade was well attended by Citizens, Scout troops Acton Minutemen, Bands from the Schools and Veterans. Charles Aaronson was the Grand Marshall this year.

Veterans Day was observed Monty Grob as the speaker. The Governor's Proclamation was read and State Representative Tami Gouveia along with the Daughters of the American Revolution spoke.

All these events were successful due to the efforts of individual volunteers and civic-minded groups that pitched in to help us commemorate the history of our community and our country.

The Acton Public Ceremonies and Celebrations Committee needs your help in planning these important events. Please join the Committee and add your talents to our celebrations.

Gail Sawyer
Chairperson

TRANSPORTATION ADVISORY COMMITTEE

Acton's Transportation Services assist and provide residents access to public transportation with door to door trips within the Town of Acton and in adjacent communities. Four handicapped-accessible vans are dispatched Monday through Friday; providing trips for Seniors, People With Disabilities, Special Populations and the General Public. Trips can be booked by calling dispatch at 978-844-6809 any time between 8:30 AM and 4:00 PM.

Fixed Route services for commuters, employees and shoppers are also provided. Acton's Rail Shuttle connects two off-site parking lots to the South Acton Commuter Rail Station. Its first run in the morning and in the afternoon also includes stops in North Acton; Avalon, Nagog Woods, Great Road Condominiums, Sachem Way and Donelan's Plaza.

More information regarding Acton's transportation services can be found at <http://www.actonma.gov/transportation>.

Transportation Year in Review

In July 2019, longtime Health Director and Transportation Coordinator Doug Halley retired after more than 40 years of service to the community. Doug's contribution to public health-related efforts, and more recently, steadfast leadership regionally regarding transportation will be greatly missed. Austin Cyganiewicz was hired as Director of Intergovernmental Affairs to oversee transportation.

Acton's Transportation Services demonstrated impressive ridership growth in 2019 (see Figure 1). Door to door trips increased nearly 5% over 2018, with more than 14,000 trips made. Over 30% of the door-to-door trips were classified as "Social/Recreation," which includes trips to the Senior Center at 30 Sudbury Road. The door-to-door service remains critical for seniors, which accounted for more than 70% of ridership in 2019.

Fixed-Route service ridership grew more than 18% over 2018, with more than 20,000 riders! The most popular fixed-route service remains to be Acton's Commuter Rail shuttle, which provides service to South Acton MBTA station via two remote parking lots, conveniently located at Mount Calvary Church and West Acton Fire Station.

CrossTown Connect

Acton is one of the founding members of CrossTown Connect. This is a unique transportation management association made of public members; Acton, Concord, Littleton, Maynard, Sudbury and Westford, and private members; Associated Environmental Systems, Guitierrez Company, IBM, Haartz Corporation, Juniper Networks, Mill and Main, Potpourri Inc, Red Hat UTC Aerospace Systems.

The CrossTown Connect members focus on working closely with public agencies and stakeholders, establishing employee transportation networks, advocating for transportation resources and legislation, facilitating "last mile" connections, providing commuter services and marketing programs.

Acton, Boxborough, Littleton, and Maynard receive dispatch services from CrossTown Connect for their Council of Aging Vans and other door to door services. Utilization of a common dispatch center has increased ridership for each van by having longer hours and being more accessible for the riders. It has also reduced cancellations of trips as riders previously overbooked in case they couldn't reach dispatch services when they needed the ride. In 2019, more than 20,000 rides were dispatched from the CrossTown Connect dispatch center.

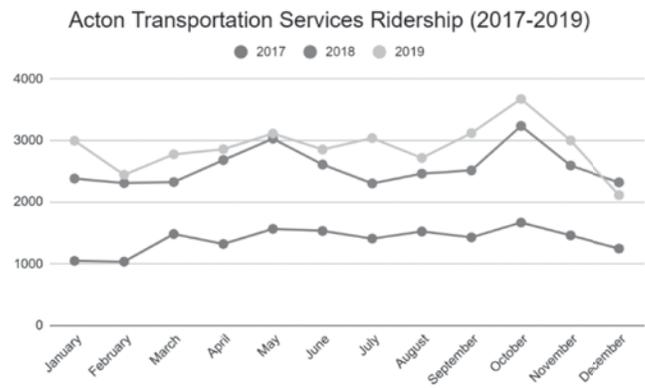


Figure 1: Ridership per month among all Acton services

LAND USE AND ECONOMIC DEVELOPMENT

LAND USE DEPARTMENT

The Land Use Department was created in 2015 by merging the Building, Health, Natural Resources and Planning Divisions. The Land Use Department is located in the north wing of Town Hall, which underwent a major renovation in 2015 to improve customer service and create a home for the new department.

Matthew “Selby” was hired in January 2016 as Acton’s first Director of Land Use and Economic Development. Selby reports to the Town Manager and provides professional, technical, administrative, and supervisory support in organizing and coordinating Department operations. Selby provides direct staff support to the Economic Development Committee, the Acton 2020 Committee and special committees created to master plan recently-acquired municipal properties located at 348-364 Main Street and 53 River Street.

Land Use Department staff provides support to a wide range of volunteer boards and committees. Each division has a division head in charge of furthering the goals of their team. More in-depth reports of the Land Use divisions and the boards and committees they support can be found in this section of the Annual Report.

Respectfully submitted,

Matthew “Selby”
Land Use and Economic Development Director

BOARD OF HEALTH

Land Use

The Health Division continues to be an integral part of the Land Use Department. As a Division of this Department we are now part of a large group that can provide our residents with one-stop information and improved customer service.

Grants

Hey, Acton, it’s time for a Checkup! - \$6,000 – We recently completed a survey that was completed by over 700 residents. Our residents identified four top categories that included: Mental Health/Wellness, Physical Wellness, Environmental Awareness, and Food and Nutrition. The Board of Health thanks the residents for helping to guide the division’s decisions in focus areas for the coming years.

The Health Division also received \$1,460 to attend the National Health Conference from July 9-12th. There were over 45 classes to choose from during the course of each day. Two employees attended the conference and each went to different programs in order to expand our knowledge and share what was learned with other staff upon our return. These classes covered from youth to elder issues and encompassed a broad definition of health and further increased our knowledge to help the residents of Acton.

These two grants were funded through a grant by CHNA 15, and were made possible by Determination of Need funds received from Lahey Hospital & Medical Center and Winchester Hospital.”

AB Cares

The Health Division continues to participate in AB Cares. AB Cares is a community based collaborative effort that seeks to prevent suicide across the life span and support all who are impacted by suicide. This group offered valuable trainings to many including, Question, Persuade, Refer (QPR) trainings that teach three simple steps anyone can learn to help save a life. This group continues to meet regularly so please be on the lookout for additional trainings we will be offering in the coming years.

Plastic Checkout Bag Ban

Annual Town Meeting voted a new bylaw that went into effect on January 1, 2020. The purpose of the bylaw is to eliminate the use of Thin-Film single use plastic checkout bags. This ban will have positive impacts on the environment by reducing solid waste, minimizing litter, protecting local waterways and reducing the carbon footprint. You can help by bringing your own reusable bags to the retail shops you frequent. For more information or to donate reusable bags you can also contact BantheBagActon@gmail.com.

Tobacco Regulations Update

At a Public Hearing, the Acton Board of Health voted to amend the current Tobacco Regulations to increase the distance from 10 feet to 30 feet in which smoking is prohibited from an entryway at any publicly accessible building. In addition, the Board also voted to restrict the sale of Flavored Tobacco Products, including mint and menthol, to all retail establishments except in smoking bars and adult-only retail tobacco stores.

Translation Services/Weiyuan Sun

The Health Division is fortunate to have an Administrative Assistant, Weiyuan Sun, who is fluent in

Taiwanese and Mandarin. The Health Division is able to reach out to the Asian population because of Weiyuan. She has been instrumental in helping these residents navigate the MinuteVan service by conducting tours of Acton so they can utilize this service on their own. She has spent numerous hours educating these residents on their septic systems, Title 5, and Food Safety. The Board is grateful for her service. Weiyuan also assists the Acton Nursing Services, Council on Aging, Fire and Police Departments with translation services at flu clinics and various trainings.

Digitizing Health Division Files

The Health Division spent time digitizing files and improving customer access to our many files. A special thanks to our Senior Worker, Vembusubramanian Muthusamy, for his assistance with the cumbersome task

Pre-Occupancy Housing Inspections

The Health Division continues to offer pre-occupancy housing inspections to anyone who would like their vacant units inspected prior to placing a new tenant in the unit. This service provides the occupant with legal, safe and sanitary apartments, as well as education. Landlords benefit from health professionals' documentation of the condition of the unit at the beginning of occupancy, protection against consumer lawsuits for renting sub-standard units, and issuance of a certificate of fitness once the unit has been inspected. The Health Division is pleased to offer this service to ensure that Acton residents live in rental units fit for habitation and are compliant with the Massachusetts Housing Code.

Food Safety/Choke Saving Certification

The Health Division certified approximately 35 food service workers in Food Safety and approximately 22 food service workers in Choke Saving. We also held a mandatory training for all food establishments due to the implementation of the 2013 Federal Food Code. This was very successful with over 130 attendees. These programs are an important part of the Board of Health's work to ensure that Acton residents and visitors are protected from foodborne diseases and illnesses and enable diners to enjoy the Town's variety of food service establishments with peace of mind.

Rabies Clinic

The Health Division would like to thank Dr. Jonathan Kelman of Great Road Veterinary Hospital and John and Julie Seeley of DogStar Activity Center for volunteering their professional services for a very successful Rabies Clinic that was held on Saturday, January 26, 2019. We are so appreciative of their help and expertise to ensure these events remain well

attended and successful. We are grateful to be able to continually provide this low-cost service to the Town. Thank you, Matthew Dow, for coordinating this day!

2019 Permits

| | |
|---|------|
| Wastewater Permits | |
| Title 5 Inspections | 223 |
| New Construction Septic | 30 |
| New Construction Commercial | 0 |
| Replacement Construction Septic | 53 |
| Porta-Potties | 6 |
| Minor Repair Septic | 85 |
| Wastewater Misc Permits | |
| Disposal Work Installers | 55 |
| Title 5 Inspectors | 40 |
| Wastewater Treatment Plant | 10 |
| Septage Haluer | 16 |
| Septic Tank Pumpings | 2058 |
| Food Preparation Service Permits | |
| 0 seats | 21 |
| 1 to 40 seats | 25 |
| 41-100 seats | 15 |
| 100+ seats | 8 |
| Cafeterias | 9 |
| Speciality Food Service Permits | |
| Hot Bar | 8 |
| Cold Bar | 5 |
| Deli | 6 |
| Bulk Food | 7 |
| Food Retail Service Permits | |
| Less than 5,000 sq ft | 13 |
| 5,000 - 10,000 sq ft | 6 |
| Over 10,000 sq ft | 5 |
| Temporary Food | 45 |
| Frozen Dessert | 3 |
| Residential Kitchen | 2 |
| Misc Food Service Permits | |
| Utility Kitchen | 18 |
| Sundries | 15 |
| Catering | 18 |
| Mobile Food | 7 |
| Tobacco | 18 |
| Farmer's Market | 17 |
| Bakery | 7 |
| Shared Space | 6 |
| Hazardous Materials - Generator/User Permits | |
| Large Waste Generator | 0 |
| Small Waste Generator | 39 |

| Hazardous Materials - Storer Permits | |
|---|-----|
| Large Industry Storer | 23 |
| Small Industry Storer | 86 |
| Hazardous Materials - Generator/User Permits | |
| Materials Generator | 4 |
| Materials User | 99 |
| Remediation Discharge | 1 |
| Remediation | 1 |
| Waste User | 9 |
| Hazardous Materials - Storer Permits | |
| Large Retail Storer | 1 |
| Small Retail Storer | 7 |
| Waste Storer Industry | 59 |
| Waste Storer Retail | 1 |
| Miscellaneous Health Permits | |
| Body Art Practitioner | 5 |
| Body Art Establishment | 2 |
| Commercial Hauler | 10 |
| Funderal Director | 4 |
| Drain Layer | 12 |
| Permits | |
| Beach | 1 |
| Swimming Pools | 20 |
| Wading Pools | 3 |
| Tanning Salon | 0 |
| Complaints | 7 |
| Sealer | |
| Over 10,000 lbs | 1 |
| 100 - 1k lbs. | 19 |
| 10 – 100 lbs. | 126 |
| <10 lbs. | 6 |
| Metric | 34 |
| Apothecary | 24 |
| Gas Pumps | 209 |
| Retail Scanners <4 | 32 |
| Retail Scanners 4-10 | 11 |
| Retail Scanners 11+ | 3 |
| Reverse Vending | 23 |

The Board thanks its staff Sheryl Ball, Health Director; Evan Carloni, Senior Public Health Inspector and Deputy Sealer of Weights and Measures; Matthew Dow, Health Inspector and Sealer of Weights and Measures; and Administrative Assistant Weiyuan Sun. On a personal note, Evan Carloni and his wife welcomed a beautiful baby girl in February! A special thanks to John Chalmers, Stream Sampling Monitor and Patrick Palmer, Animal Inspector for assisting the Board in achieving so many goals this year.

Board of Health Members

Joanne Bissetta, Chairman
 William Taylor, Vice Chairman
 Mark Conoby, Member
 William McInnis, Member
 Michael Kreuz , Member
 Reha Singh, Associate Member
 Thomas Jacoby, Associate Member

BUILDING DIVISION

The calendar year 2019 was another busy one for the Building Division of the Land Use Department.

Rich Annese was hired as our part-time Building Inspector to fill the position left open when Joe Atchue resigned last year. Rich had served as a part-time inspector for the Town of Andover prior to coming to Acton. Rich has over 30 years of construction experience and has proven to be a great asset to the Building Division and the Town of Acton. Unfortunately Rich just informed me that his personal commitments are making it difficult to continue working for Acton and will be leaving us soon.

Vivian Birchall has taken on a full-time position with the Land Use Department, and we are happy to report that one of Vivian's primary duties will continue to be supporting the Building Division.

Insulet Corporation has completed its first phase of construction, as well as an additional warehouse addition and a three-level parking garage.

Avalon has obtained building permits for the construction of 86 new dwelling units over 13 separate buildings adjacent to their current development. They have begun site work and foundations have a projected completion date of October 2020.

Overall construction continues to be busy in Acton. For the calendar year 2019, permits issued break down as follows:

| | |
|------------------------------------|---------------------|
| Building permits | 1388 |
| New Residential Dwelling Units | 26 |
| Plumbing Permits & Gas Permits | 928 |
| Electrical permits | 949 |
| Total Value of Construction | \$63,873,098 |

Respectfully Submitted,
 Frank Ramsbottom
 Building Commissioner

CEMETERY COMMISSION

The three-member Commission, established in 1864, oversees three Town-owned cemeteries,

- Woodlawn (est. 1738), 104 Concord Road, Acton Center,
- Forest (est. 1750), 10 North Street, North Acton, and
- Mt. Hope (est. 1848), 162 Central Street, West Acton,

and is responsible for the expenditure of funds from various cemetery trust funds. During 2019, the following amounts were paid to the Town Treasurer:

| | |
|-----------------------|-------------|
| • General Fund | \$69,705.96 |
| • Cemetery Land Fund | \$13,150 |
| • Perpetual Care Fund | \$53,650 |

During 2019, the Commission provided oversight to the following:

Forest Cemetery listed in the National Register:

Forest Cemetery was listed in the National Register of Historic Places on August 15. Such listing provides recognition, assists in preserving our nation's heritage, and assures protective review of actions that might affect the character of the property. The Town commemorated the listing on October 17 with a special ceremony on site. The application for listing was submitted by the Acton Historical Commission and was funded by a Community Preservation Act (CPA) grant. The Commission is considering pursuit of a similar listing for Woodlawn in 2020.

Woodlawn activities:

Work was done on the Kennedy Service Building to help bring it into compliance with the Americans with Disabilities Act. The building was completely refurbished on the inside main floor, including a new floor plan designed to benefit cemetery patrons and staff. The renovations were financed by Town, Cemetery Trust, and CPA funds.

- Another CPA grant funded the rehabilitation of Woodlawn's three entry gates.
- Once through the gates, new signs direct visitors to and from the Kennedy Building.
- Plans are underway, with the assistance of Engineering, to open Section 15 for interments beginning in 2020. The section has been mapped and the pinning of lots has begun. Plans include seeking 2020 Town Meeting approval of a \$100K

appropriation from the Cemetery Land Fund for the construction and paving of a new road around the section, and to use whatever remains for plantings.

Mt. Hope activities:

At the south end, the ongoing beautification of Section 9, the most recent section to be opened, included the planting of four (donated) trees and the addition of two hedgerows.

Also: The Commission has been considering whether and how Cemetery Trust Funds could be used to offset Town costs while still servicing the cemeteries. In December, the Commission authorized an amount not to exceed \$175K for purchase, under the supervision of the Superintendent, of two fully-equipped cemetery trucks to replace cemetery vehicles that are old and inadequate.



Information on green burials was shared with the Commission by knowledgeable guests. The Commission will look further into green burials by watching current efforts in nearby towns such as Westford and Stow.

The Cemetery Department staff has been given responsibility for some activities on historical lands abutting Woodlawn. During 2019, the staff oversaw the rehabilitation of the foundation of the Robbins homestead at 110 Concord Road.

The Cemetery Department, part of Acton's Natural Resources Department, includes:

- Tom Tidman, Director, whom the Commission thanks for his help and advice.
- Shawn O'Malley, Superintendent of Cemeteries, and his dedicated crew of four, who are directly responsible for keeping the three cemeteries in their excellent shape and providing fine oversight

of vital cemetery operations and maintenance.

- Kim Clark Natural Resources Administrative Assistant.

The Cemetery Commission is here to serve Acton and welcomes citizen attendance at its 2 P.M. meetings on the second Wednesday of each month at the Kennedy Service Building in Woodlawn Cemetery, 104 Concord Road. Citizens can also make inquiries and/or comments through a visit to the Cemetery Office in the Kennedy Building, a phone call to 978-929-6642, and by way of the Town's website at www.acton-ma.gov.

Commissioners:

Joe Will, Chair

William A. Klauer

Dana Snyder-Grant

COMMUNITY PRESERVATION COMMITTEE

The Community Preservation Committee (CPC) is responsible for the administration of the Community Preservation Fund, the selection of projects for recommendation to Town Meeting for funding, and the monitoring of the progress of funded community preservation projects. By statute, Community Preservation Funds may be allocated to acquire, create and preserve open space; acquire, preserve, rehabilitate and restore historic resources; acquire, create, preserve and support community housing; acquire, create, preserve, rehabilitate and restore land for recreational use; and rehabilitate open space and community housing acquired or created with CPA funds.

In April, the Annual Town Meeting appropriated \$1,770,753.95 from the Community Preservation Fund.

The appropriation funded 10 new projects:

- \$150,000 to the ACHC - Community Housing Program
- \$162,656 to the Acton Housing Authority – Windsor Green Sliding Doors
- \$20,000 to the Acton Historical Commission - Acton Historic Survey – Convert to MACRIS
- \$125,000 to the Iron Works Farm - Window Preservation Project
- \$40,000 to the Mill Place Condominium Association
- \$175,000 to the Town of Acton – Manager Department - Asa Parlin House
- \$269,000 to the Town of Acton - Recreation Department - Jones Field Playground
- \$55,000 to the Town of Acton - Natural Resource

Division - Acton Arboretum ADA Compliant Entrance

- \$5,000 to the Town of Acton - Natural Resource Division - Acton Arboretum China Trail and Garden Planting
- \$75,000 to the 53 River Street Master Plan Committee - 53 River Street Historic Park

It added the following amounts to set-aside funds:

- \$450,000 to the Open Space Set-Aside Fund for the Acquisition, Creation, and Preservation of Open Space, and its Rehabilitation and Restoration;

And, it funded the following ongoing programs/projects:

- \$81,600.00 to the Wright Hill Open Space Land Acquisition - Debt Service

To date, CPC funds have supported more than 105 community preservation projects throughout the community. Some community preservation projects that were completed during 2019 were:

- Forest Cemetery Consultant Project
- Acton Arboretum Irrigation
- Historic District Consultant
- Morrison Farm Well
- J & S Hosmer House
- Camp Acton Site Access

As of November 22, 2019, the Town raised \$1,033,473.82 from the local CPA surcharge for FY 2019 and in November received \$145,335 in State matching funds. In addition, total available funds at the end of calendar year 2019 include \$14,245.59 in the General CPA fund, \$54,533.63 in recaptured funds from previous project appropriations, and \$2,339,204.52 in the Open Space Set-Aside Fund, \$0 in the Historic Preservation Set-Aside Fund, and \$0 in the Community Housing Set-Aside Fund.

In November, the Committee received twelve project and program applications for funding in 2019, for a total request of \$2,731,097.75. The CPC reviews all project proposals and interviews with each applicant. The CPC then deliberates and decides which projects and at which funding level to recommend to the 2019 Annual Town Meeting. In its deliberations, the CPC considers available funding, the applicants' proposals, legal opinions, applicant interviews, input from Town Boards, including the Selectmen and Finance Committee, and comments from the general public.

The Community Preservation Committee generally meets every 2nd and 4th Tuesday of the month in the Acton Memorial Library meeting room. All CPC

meetings are open to the public and the Committee welcomes public participation throughout its annual process. Townspeople may e-mail the Committee at cpc@actonma.gov or contact the Town Planning office at (978) 929-6631 with questions, comments, and feedback. For additional information and to view the current Community Preservation proposals, citizens may visit the Community Preservation page on the Town website at www.actonma.gov. The CPC would like to thank the Planning Division, which provides Town staff support to the Committee.

2019 CPC Members:

Ray Yacouby – Planning Board, Chairman
Victoria Beyer – Historical Commission, Vice Chair
Dean Charter – Board of Selectmen, Clerk
Stephen Trimble – Recreation Commission
Amy Green – Conservation Commission
Nancy Kolb – Acton Housing Authority
Walter Foster – At Large
Bill Alesbury – At Large
Carolyn Kilpatrick – At Large
Jim Snyder-Grant, Associate
Alissa Nicol, Associate

DESIGN REVIEW BOARD

The Design Review Board spent the majority of our time reviewing projects and providing comments to the Board of Selectmen, Planning Department and. Since all members are professionals in the design field or a related field, we rely on our professional experience to evaluate projects and to provide helpful guidance to the requesting Board (Zoning Board of Appeals, Board of Selectmen, Planning Department, or other Town Departments)

The projects reviewed in 2019 included:

- Reviewed and provided feedback for a duplex project on 257 Central, we succeeded in improving the siting of the duplex further away from an abutting neighbor.
- Piper Lane 40B project application for a comprehensive permit, this was the third review meeting.
- Reviewed several schemes for the North Acton fire station, provided feedback
- Reviewed a LIP 40B at 361-365 Great Road. We suggested slight adjustments in siting and orientation of the building.
- Reviewed proposal for the Middlesex Bank at 279-285 Main Street.
- Reviewed proposal for an expansion for a park log at 8 & 10 Post Office Square.

In addition to reviewing projects the Design Review Board was engaged in the following:

- We kept abreast of Kelley's Corner streetscape progress and had a meeting with the landscape architects to review the proposed streetscape schemes and provided feedback. Our comments helped fine-tune the public presentation and we believe this was a very fruitful meeting and that it epitomized the role of the DRB.

Our goals for 2020 are to continue to improve the project review process and followthrough during construction. We have seen a smoother process this year and have reviewed a variety of projects. We had the opportunity to review a municipal building (the new fire station), fulfilling one of last year's goals.

Unfortunately, the DRB did not have any opportunity to provide input during the design development of the new Gates-Douglas school complex. We believe that the DRB should review all major projects proposed in the Town. This complex will have a significant impact on the surrounding area, and we believe it was a missed opportunity for the Town that the DRB was not involved. The DRB could have either sent a liaison to the School Building Committee or at a minimum, could have had a few design review meetings. It is our hope that for future major projects, there will be a way for the DRB to be involved.

The Design Review Board meets the first and third Wednesday of the month in Town Hall, in Room 126. Please drop in and join us. Our email is: drb@actonma.gov.

The Board has had one member resign at the end of this year, Kim Montella, and we thank her for her generous service. We are down to three members and are actively looking for one to two new members. Current members include:

Holly Ben-Joseph (Landscape Architect), Chair
Peter Darlow, (Architect), LEED AP- Vice-Chair
David Honn, (Architect) - Associate Member

The DRB's BoS Liaison is Dean Charter, and Planning Board liaison is Emilie Ying and we thank them for their efforts on our behalf. Emilie will be stepping down at the end of this month which is a great loss. Emilie stated that she may not be replaced and that there is a discussion within the Planning Board to eliminate the liaison position to the DRB. The DRB strongly believes that maintaining a direct connection to the Planning Board is very beneficial to both boards and hope the

position is maintained.

Best Regards,

Holly Ben-Joseph, DRB Chair

ECONOMIC DEVELOPMENT COMMITTEE

The EDC works closely with Matthew Selby, Director of Land Use and Economic Development, to achieve BoS and EDC goals.

EDC Mission Statement

- Help attract, retain, and grow businesses and jobs in Acton and improve the economic environment
- Help increase the value and desirability of our community by supporting the needs of the current commercial and industrial businesses
- Promote the appropriate development, redevelopment, and renewal of commercial property.

2019 Accomplishments

Here are some economic development activities that took place in 2019.

- In cooperation with the Middlesex West Chamber of Commerce, the EDC co-sponsored Acton's first-ever Restaurant Week in September
 - Restaurant Week was viewed a success by participating restaurants. They look forward to another Restaurant Week in 2020.
- Continued work started in 2018 with MassHire to further the work of the Acton Area Manufacturing Collaborative for workforce development to help area manufacturing employers
- Organized tours of Acton's three largest manufacturing companies for students from Minuteman Tech studying engineering, robotics and advanced manufacturing
- Applied to the Massachusetts Vacant Storefront Program for funds to assist landlords in filling storefronts that have been vacant for more than a year (unfunded)

Visits to Acton Manufacturing Firms

In June, members of the EDC attended the Grand Opening of the Methods Machine Tools manufacturing facility located on Main Street in North Acton.

Several members of the EDC visited Insulet, located in Nagog Park and took a tour of the now operating manufacturing lines.

Current Projects

The EDC is currently working in the following areas.

- Business Guide
- Work with Other Committees
- Business Census
- EDC Counsel and Support

Business Guide

Selby is writing a Business Guide for the Town of Acton. This guide will help new business owners navigate the certificates, permits, and licenses that may be required for the business.

The EDC will provide editorial and writing support for this project.

Work with Other Committees

The EDC continued its participation in the current Master Plan (Acton 2020) via representation on the Kelley's Corner Steering Committee (KCSC).

The EDC lent its support to the Kelley's Corner article at Spring 2019 town meeting. The article was passed by a wide majority of town meeting voters.

The EDC is working with KCSC and other committees on proposed plans for the future development of the Kmart property in Kelley's Corner. This effort takes on a heightened urgency now that the Kmart store is closing in February 2020.

The EDC lent its support for bringing sewers to West Acton businesses. The article failed at Special Town Meeting in December 2019.

Business Census

The EDC is working on a census of all of the businesses in town. The census is being conducted by volunteers who visit each business and collect a small amount of information about each business. The census made little progress in 2019 but will resume in 2020.

The next phase of the project will include healthcare, professional, and other office businesses. The information that is collected will be available when the project is complete.

EDC Counsel and Support

The EDC will continue to work with Selby to support and advise businesses interested in relocating to Acton. EDC Projects for 2020

Listed below are EDC projects for the coming year.

- Business Guide (ongoing)

- Business Census (ongoing)
- Map for Bruce Freeman Rail Trail

Map for Bruce Freeman Rail Trail

The committee is looking at creating a map of the Bruce Freeman Rail Trail (BFRT) through Acton that identifies local businesses along the trail that might be of interest to cyclists and other users of the BFRT.

Membership and Meetings

The EDC currently has ten members and one vacancy. The EDC meets on the first Thursday of every month (and also the third Thursday in January through March) at 7:00 pm in Room 9 of Acton Town Hall on Route 27.

EDC Members

- Ann Chang
- Dave Didriksen
- David Foley (Vice Chair)
- Derrick Chin (Planning Board)
- Jon Benson (Board of Selectmen)
- Josh Fischel (Clerk)
- Larry Kenah (Chair)
- Mike Majors (Finance Committee)
- Peter Daniel (Chamber of Commerce)
- Shirley Ming

KELLEY’S CORNER STEERING COMMITTEE

The Committee oversees and guides the Town’s efforts towards completing the infrastructure improvements in Kelley’s Corner. The State has committed to fund this \$15 million dollar construction project in Federal Fiscal Year 2022 through the Transportation Improvement Program (TIP). The Committee’s focus is on assuring that (1) the project reflects the goals of the Acton2020 plan, (2) responds to the community’s desires expressed over the past four years of public outreach, and (3) the project engineering is completed on time to secure the \$15 million in Federal and State leveraged funds.

The infrastructure plan for Kelley’s Corner will create a walkable, safer area with an accessible pedestrian network, bicycle lanes, streetscape amenities and properly functioning intersections to support safe access to local businesses and reduce congestion. It will also realign and signalize the Massachusetts Avenue entrance to the Acton-Boxborough School District campus and signalize Community Lane (previously No Name Road) at Massachusetts Avenue and the new CVS driveway entrance.

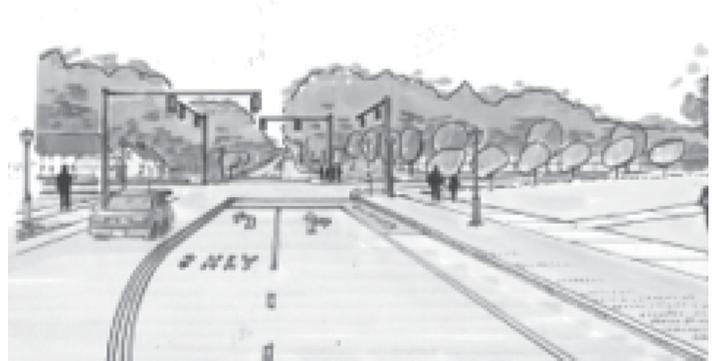


Image showing the new signalized intersection of Charter Road and Massachusetts Avenue

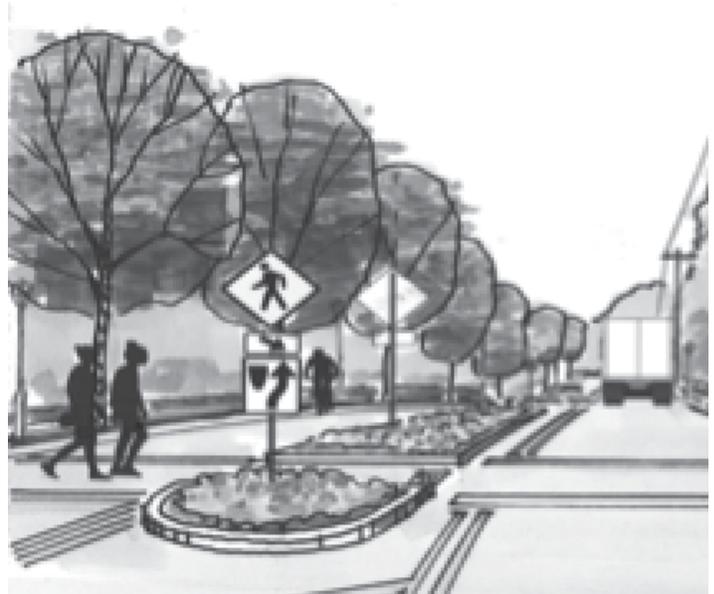


Image showing a proposed entrance into Kelley’s Corner with street trees, raised landscape island, new protected crosswalks, and bike lanes

In 2019, eleven public outreach opportunities were held to provide project updates and gather public feedback on the progress of the infrastructure plans. On March 5, 2019, the Massachusetts Department of Transportation (MassDOT) held the duly advertised 25% Design Public Hearing to provide the public with the opportunity to become fully acquainted with the proposed project and to gather formal public comment. Over 90 members of the public were in attendance.

At the April 1, 2019 Annual Town Meeting, residents voted 89% in favor to fund supplemental engineering services that became necessary to implement the changes in the project scope that are responsive to community needs expressed during public outreach sessions held by the Committee; funding also included appraisal services for the Town’s Right of Way obligations.

Following the overwhelming support of the Acton residents at the 2019 Annual Town Meeting, MassDOT has committed to expending additional funding to pay for the infrastructure design costs and responsibilities which began in July 2019. The Town is still responsible for acquisition costs along portions of Main Street and Community Lane, but will no longer bear the remaining design costs.

The Committee hosted a Landscape and Streetscape Design workshop on August 15, 2019 with the consultant design engineers, Greenman Pedersen Inc. to refine the preliminary landscape design plans in preparation for the 75% design submission to MassDOT. The Community provided valuable feedback which was implemented into the 75% design plan submitted to MassDOT on December 9, 2019.

The Committee will be supporting two items in the Board of Selectmen's FY 2021 budget which are necessary for Kelley's Corner infrastructure project success: authorization for the Board of Selectmen to acquire the necessary right of way strips along portions of Main Street and Community Lane, and to fund the acquisition cost of said right of way. More information on the project can be found at: <http://www.acton-ma.gov/628/Kelleys-Corner-Project>

Respectfully submitted,

Andrew Brockway, Chair

The Committee is comprised of the following volunteer members:

- Andrew Brockway, Chair
- Christi Anderson, Finance Committee
- Erin Bettez
- Derrick Chin, Planning Board
- Peter Darlow, Design Review Board
- Larry Kenah, E.D.C.
- Bob Van Meter
- Jon Benson, Selectman Liaison
- Dean Charter, Associate
- Patricia Clifford, Associate



Open House Event March 19 and 21



Image from the Landscape Design Workshop on August 15

ACTON LAND STEWARDSHIP COMMITTEE

The all-volunteer Land Stewardship Committee is allowed 9 voting and 15 associate members. It is sponsored by the Acton Conservation Commission. It is responsible for the care of over 1,800 acres of Acton's conservation lands and 30+ miles of trails. The committee is currently chaired by Bruce Rachman, who took over in June from Joe Holmes. Each conservation land has a mapped and blazed trail system and an assigned steward.

Land stewards work assiduously to keep our trails in top shape by pruning, blazing, mowing meadows, supplying maps, removing trash, running work days, cleaning up vandalism and storm damage, reporting encroachment and/or illegal dumping. A subgroup works on improving trail map accuracy and ease of navigation. Other volunteers manage the trails.actonma.gov website. There is a dedicated team of chain saw safety-trained volunteers who clear fallen trees blocking trails. Stewards generously use their own equipment like tractors, saws, and mowers to improve our conservation lands and habitats. Additional equipment, staff support, and supplies are provided by the Natural Resources Division.

Projects:

Community volunteer projects are the hallmark of the Land Stewardship Committee. Bruce Rachman constructed an Asian-style bridge for the Arboretum China Trail in his garage last winter and spring. It was painted red and installed by Natural Resources crew members in July. Five Eagle scouts completed projects on conservation land this year. The following 4 were supervised by Bruce Rachman: Collin Cooper and Henry Starr each built boardwalks connecting to the new Chinese bridge for accessibility; Stephen Goulet built an accessible boardwalk at Camp Acton; Barrett Genovese built a fire ring and new kiosk at Camp Acton's new accessible campsite. Sean Cannistraro built 3 accessible picnic tables for the Canoe Launch, Great Hill, and Camp Acton conservation lands.

Bruce Rachman also supervised the construction of a 120' boardwalk along the Acton Arboretum Wildflower Trail in May, built by 3 Acton Boxborough Regional High School seniors: Ian Matthews, Chad Sullivan, and Jackson Hamilton. Ian and Chad applied for and received a \$1,000 grant from Danny's Place to build their boardwalk which improves accessibility along a steep section of the trail. The purpose of their project was to

solve a problem and address a need in the community. The boys interviewed members of the Commission on Disabilities to inform their project and site selection.

Volunteers and neighbors constructed a new cedar pergola at the Arboretum butterfly garden, funded through a 2017 Community Preservation Act grant. These same volunteers, in addition to a group of 4 dedicated high school students, helped construct a 180' boardwalk and observation platform at the **Assabet River Blue and Green Trail** (parking and trailhead on Old High Street) over the summer months.

A team of 100 students from the Groton School helped transport lumber and layout hundreds of feet of bog bridges at Nagog Hill conservation land with steward Dale Chayes.

Bob Guba, a 92-year-old land steward who has dedicated over 30 years volunteering for Acton's conservation lands, built a 20' truss bridge in his driveway with the assistance of 5 volunteers. Natural Resources Division installed the bridge across the historic Robbins Mill sluiceway at Nashoba Brook conservation land. A solid oak post and beam kiosk was constructed and installed at Nashoba Brook conservation land as part of the **Trail Through Time** "info hub." It will support 4 info panels that explain the **Trail Through Time** and its heritage sites. An accessible walkway was constructed through that kiosk. Some of the woodland trails at Morrison Farm were blazed. Blazing will continue weather permitting.

The land stewards and volunteers go over and above, spending countless hours to restore areas overtaken by invasive plants. The committee voted to adopt the **Assabet River Blue and Green Trail** into their purview, even though this trail is on municipal (wastewater treatment plant) rather than conservation land.

Thanks

Thank you to this incredibly dedicated group of stewards who care deeply about Acton's open space and natural resources, braving the heat, cold, mud, insects, poison ivy, and thorny bushes. Thank you to all the volunteers, Eagle Scouts, and community groups who help out on the conservation lands.

Acton Land Stewards maintain a list of those who have volunteered to participate on a variety of trail projects. No experience is necessary. Please visit their website trails.actonma.gov and click on the blue VOLUNTEER button on the home page.

NATURAL RESOURCES DIVISION —

The Natural Resources Division (NR) is comprised of Conservation, Recreation, and Cemetery; and its staff is directed by Tom Tidman, Natural Resources Director. Please refer to the Recreation Department and the Cemetery Commission reports for further details. Please refer to the Land Stewardship Committee Annual Report for information on Acton's conservation land improvements.

Quantitative Data for Conservation Commission/Wetlands Filings in 2019:

- 25 Request for Determination (RDA) (includes 5 municipal)
- 24 Notice of Intent (NOI) (includes 5 municipal)
- 7 Abbreviated Notice of Resource Area Delineation (ANRAD) (includes 5 municipal)
- 15 Certificate of Compliance (CoC)

Commission Members are as follows: Terry Maitland, Chair; James Colman, Vice-Chair; Amy Green, Tim McKinnon, Zywia Chadyńska, Suzanne Flint and Carolyn Kiely.

Administrative and conservation project support for Natural Resources is maintained by two part-time staff, Bettina Abe and Fran Portante.

A number of projects were undertaken in the Arboretum.

- A new cedar pergola, funded through the Community Preservation Act (CPA) was installed at the Acton Arboretum with help from volunteers, staff, and a local contractor.
- A red, Chinese style bridge was built by volunteer and current chairman of the Acton Land Stewardship Committee Bruce Rachman. The bridge was built off-site, at Bruce's home and transported by Natural Resources (NR) staff to the Arboretum where it was installed onto footings they prepared last year. Two Eagle Scout candidates, Collin Cooper and Henry Starr, built 60' boardwalks leading to the bridge from either side. Fourteen trees, paid for by the CPA grant award, were planted by volunteers along the China trail. The trees were watered throughout summer and fall by a cadre of volunteers from the Acton Chinese Community, who fundraised for the trail's construction.

Footings were created by NR for a new pedestrian bridge over the Rain Garden at the main entrance as part of a 2019 CPA grant award to improve accessibility.

Scant water chestnut invasive plants were seen on Ice House Pond and Robbins Mill Pond this summer. Staff members continue to monitor the status of trapa natans. NR staff members work with other conservation groups and land trusts in the SuAsCo watershed to monitor and control invasive plants and collaborate on open space protection and other conservation topics.

Other intensive work to remove invasive plants at NARA Park and a majority of Acton conservation lands is ongoing by volunteer work crews who dig, cut and/or pull out glossy buck horn, garlic mustard, knotweed, burning bush, honeysuckle, multi-flora rose, barberry, purple loosestrife, tree of heaven and Norway maple seedlings. Civic volunteer crews such as the New England Aquarium Blue Ambassadors, Cub Scouts, Boy Scouts and church groups conducted multiple invasive plant removal and community service work days on Acton trails this year. Please see the Acton Land Stewardship Committee's annual report for more details.

Land Stewards, assisted by community volunteers, regularly remove dangerous or fallen trees from trails, cut and remove overgrowth, mulch trails, repair and build boardwalks, and repair/rebuild kiosks. Eagle Scout Stephen Goulet built an accessible boardwalk at Camp Acton as part of a CPA Project to build an accessible campsite. Eagle Scout Barrett Genovese built a fire ring and new kiosk at the same Camp Acton site. A new 180' long boardwalk was constructed by dedicated adult and student volunteers at the **Assabet River Blue and Green Trail** located on Old High Street in South Acton near the Powdermill Dam. A 5' long recycled plastic bench was donated by former Selectwoman Pauline Knibbe and will be installed on the boardwalk's observation platform. This trail leads along the Assabet River shoreline for one mile into Maynard, terminating at a cul-de-sac on Colbert Avenue, and provides ample vistas for wildlife viewing. Partial funding for the trail was provided by a 2015 Massachusetts Recreational Trails Program Grant co-written by NR and OARS3Rivers.org.

As always, the three Acton Cemeteries (Woodlawn, Mount Hope, and Forest) were immaculately maintained this year. Please see the Cemetery Commission report for further details. Forest Cemetery in North Acton is now included on the National Register of Historic Places. The town celebrated the designation with a special ceremony on October 17. Forest Cemetery is the oldest cemetery in Acton. Established in 1750, it contains 96 gravestones, including at least seven Revolutionary War and two Civil War soldiers' graves. Acton citizens were interred at the cemetery between

1758 and 1948. The National Register of Historic Places is the country's official list of historic places worthy of preservation. Funding for the National Register application was provided through the Community Preservation Act and the application was completed by The Public Archaeology Laboratory, Inc.

The WildAware program continues to educate the community through nature walks and programs at the elementary schools and posting of local wildlife stories and photos on social networks. Acton WildAware can be found on Facebook as well as archived newspaper articles on the trails.actonma.gov website.

Thanks to the volunteers who serve on the Recreation Commission, Land Stewardship Committee, Conservation Commission and Cemetery Commission. Thanks to the Friends of the Acton Arboretum, Inc., AB Regional School student volunteers, and all the Boy Scouts who perform impressive projects on Acton conservation lands. Thanks to all the other many community members and their organizations who work tirelessly to protect and improve Acton's natural resources.

OPEN SPACE COMMITTEE ---

The Open Space Committee is responsible for evaluating open space preservation opportunities within the Town of Acton, acting as an advocate of land protection to Town boards, and keeping the public informed about progress made in implementing the goals of the Town of Acton Open Space and Recreation Plan, as well as updating the plan on a periodic basis. The Committee advises various Town boards on specific land acquisition and protection opportunities, including assessment of lands associated with Chapter 61, 61A and 61B offerings, land-set asides, and land gifts or defaults to the Town. The Committee also acts as the municipal liaison with individuals, land protection advocacy groups, and land conservation trusts active in the preservation of open space. In addition, the Open Space Committee acts as the sponsor for specific open space protection proposals.

The Committee continues to work with several Acton landowners who have expressed interest in permanently protecting their land, either by selling the land to the Town or having the Town buy a conservation restriction for the property that would permanently protect the land as open space. These include key properties abutting the Great Hill, Heath Hen Meadow, and Wetherbee conservation lands, as well as several of Acton's remaining farms. This work is ongoing and will hopefully lead to land preservation opportunities being

brought to future Town Meetings. The Committee has been greatly assisted in its efforts by the Acton Conservation Trust, and expresses thanks to this private, non-profit organization led by Susan Mitchell-Hardt. The Committee also thanks the Sudbury Valley Trustees, a regional non-profit land protection organization, for its ongoing advice and support of the Committee's land protection endeavors.

The Commonwealth-approved Town of Acton *Open Space and Recreation Plan* is available online at <http://doc.acton-ma.gov/dsweb/Get/Document-50377/2015%20Acton%20OpenSpace.pdf>. In addition to offering a wealth of information on the Town's natural and recreational resources, Commonwealth approval of the plan allows the Town to apply for state land purchase funds, an avenue of resources the Committee looks to actively pursue.

Members of the Committee:

Andrew Magee, Chair
Terry Maitland, Conservation Commission Representative
Matt Mostoller, Water District Representative
Ray Yacouby, Planning Board Representative
Dick Hatfield
William Hill
Dave Marshall

Support and Partners:

David Martin – Selectman Liaison
Tom Tidman – Town of Acton Natural Resources Director
Susan Mitchell-Hardt – Acton Conservation Trust Liaison

PLANNING DIVISION ---

The Division provides technical, logistical and administrative support to the Planning Board, Board of Appeals, Board of Selectmen, Kelley's Corner Steering Committee, and Community Preservation Committee. Ongoing major projects include the Housing and Economic Development Implementation Program, Regional Bike Share Program, working with Concord on the Bruce Freeman Rail Trail connector across Route 2, Housing Production Plan, and the Kelley's Corner Infrastructure Improvement Project. The Division is responsible for zoning enforcement and community development. The Planning Division, on behalf of the Town, also participates in the Regional Housing Services Program with six surrounding towns.

Division staff: Roland Bartl, AICP, Planning Director; Kristen Guichard, AICP, Senior Planner; Robert Hummel, Assistant Town Planner, and Vivian Birchall, Administrative Assistant.

Roland Bartl, AICP
Planning Director

RECREATION DEPARTMENT

Planning Board

Members serve 5-year terms. At the end of 2019, the Board's members were Derrick Chin (Chairman), Emilie Ying (Vice-Chair), Ray Yacouby, Jon Cappetta, Anping Liu, and Sam Bajwa. There are three vacancies on the Board. Members serve as representatives and liaisons to the Acton 2020, Community Preservation, Economic Development, Open Space, Water Resources Advisory Committees, and the Design Review Board. Subdivision and zoning permit activity: 8 Applications and Amendments, and 14 Approval Not Required Plans (ANR).

Board of Appeals

Members serve 3-year terms. At the end of 2019, the Board's members were Ken Kozick (Chairman), Adam Hoffman, Scott Robb, and Emilie Ying. There are two vacancies. Zoning permit activity: 15 Applications

Board of Selectmen

Zoning permit activity: 7 Applications.

Housing Production Plan

The Town of Acton is in the process of updating its Housing Production Plan (HPP). This document evaluates the housing needs of a community, ensuring a mix of housing types for different income levels, and helping to work towards a minimum of 10% of year-round housing stock being designated as affordable. By establishing a production goal for affordable housing and demonstrating progress, Acton can maintain its "safe harbor" status, even if it has not met the 10% subsidized housing threshold. This status allows the town's Zoning Board of Appeals to deny a 40B development if it does not meet local needs.

Bike Share Program

The Towns of Acton and Maynard have launched a joint bike share program with Zagster. The bike share program is part of the Minuteman Regional bike share that also includes the towns of Concord and Lexington. There are three bike share stations in Acton and Maynard; Mill & Main, South Acton Train Station, and West Acton. The bike share program ribbon cutting was held in October 2019 with a ceremonial ride from the Mill & Main in Maynard to the South Acton Train Station in Acton.

See the separate reports by the Kelley's Corner Steering, and Community Preservation Committees.

OVERVIEW

The Recreation Department is a division of the Town of Acton Land Use Department under Natural Resources, overseen with Conservation and Cemetery by director Tom Tidman. The Recreation Department manages the Nathaniel Allen Recreation Area (NARA), municipal athletic fields, T.J. O'Grady Memorial Skate Park, municipal playgrounds, Camp Acton, and the indoor Recreation Center at 50 Audubon Drive. It manages NARA Summer Camp and NARA Beach. It issues rental permits for use of fields and facilities by individuals and organizations. It also runs a well-attended year-round concert series and a variety of sports and enrichment programs. We strive daily to implement our mission statement: "Building a sense of community through quality recreation."

The Department is administered by Melissa Rier. Promoted to Recreation Director in May, Melissa hires and supervises over sixty seasonal workers and two full-time staff members. Recreation also relies on senior workers and volunteers. Seasonal employees include NARA Summer Camp staff, NARA Beach staff, and NARA Park Staff. Every person's contribution counts; we are proud of our vital team!

Self-supported through a 53D revolving account, Recreation funds and operates NARA, an extensive 40-acre public park at 25 Ledge Rock Way in North Acton. NARA boasts seven acres of irrigated playing fields and the uniquely accessible Joseph A. Lalli Miracle Field. The Amphitheater accommodates over 3,000 with a grassy natural bowl, acoustically superior performance stage and related amenities. NARA also has a fenced playground, volleyball courts, one-mile accessible paved walking trail, 500-foot beach with shade structures, nine-acre swimming pond, and the Picnic Pavilion. The Bathhouse Pavilion serves the Beach area with a snack bar, offices, changing areas, and restrooms. A section of the Bruce Freeman Rail Trail intersects the walking trail on the east side of the Park. The new Sports Pavilion currently under construction is near the Miracle Field.

NARA Summer Camp features arts and crafts, drama, sports, swimming, nature studies, and field trips. Field and facility rentals are available by paid permit. More than 140 programs and bus trips are also offered. Our bi-annual program booklet is mailed to 12,000 homes and businesses in Acton and Boxborough with addi-

tional marketing through social media, e-newsletters and local newsprint. Registration is in person at our 50 Audubon Drive office, by USPS, or online at www.actonrec.com.

Acton Recreation office staff are members of the Massachusetts Recreation and Parks Association, National Recreation and Parks Association, Middlesex West Chamber of Commerce, and International Festival and Events Association.

2019 HIGHLIGHTS

NARA Summer Camp:

Recreation runs NARA Summer Camp with themed weeks for ages 4 through 13 and a Counselor in Training program for ages 14 and 15. Camp ran ten sessions this year, June 24 through August 30, with 569 registrations. Director Kayla Mercurio brought her experience to the position from many years of being part of the NARA Camp community. Beach and Camp typically employ about 60 seasonal staff.

NARA Beach:

As the sole public swimming beach in Acton, NARA Pond offers an oasis for people to cool off in fresh, clean water while enjoying the lifeguarded beach, boat rentals, Bathhouse Pavilion, and snack bar. There were 286 members; 4,174 daily passes were issued. The season opened on Saturday, May 25, closing on Friday, August 30. The Bathhouse was also used weekdays by NARA campers. Water Safety Instructors taught American Red Cross Group Swim Lessons to the public and to our Mighty Mini campers. Board of Health water quality test results May through August showed a sustained safe level -- there were no beach closures.

Joseph A. Lalli Miracle League Field:

The Joseph A. Lalli Miracle League Field remains one of New England's few accessible ball fields. Hats off to Lauren Richardt, the driving force behind its phenomenal growth, for her innovative vision founding The Miracle League of Massachusetts! The Miracle League's work is carried out in large part by a strong base of devoted volunteers.

Acton Recreation Center:

Our popular December, February, and April School Vacation Week programs continued their success. The Recreation Center also hosted a variety of gatherings and evening meetings. Our first indoor event was a sold-out concert featuring Studio Two--The Beatles Before America. Other events included marionette shows

and free concerts. The Recreation Center is now open for public use by rental permit.

CAPITAL PROJECTS

NARA Sports Pavilion:

Located at the north end of NARA, the finished project will feature fully-accessible restrooms, headquarters for NARA Summer Camp, Recreation offices, and a snack bar. Recreation is happy to have this essential resource benefit the Miracle League of Massachusetts, whose indispensable support has bolstered the construction process throughout. The North Building with accessible restrooms is slated for completion in summer 2020.

Jones Field and Playground:

The Jones Renovation Committee conducted impressive fundraising this year with over \$11,000 raised at events (Winter Carnival, the Fishing Derby, and fun-run obstacle courses) and by soliciting local businesses and residents. \$30,000 was gifted from Mark Gallagher of Seal Harbor, the contractor for Anthem Village on Martin Street. Recreation was granted \$269,000 from the Community Preservation Act toward a fully accessible playground at 54 Martin Street, the present site of Jones Field and Playground. The project will be built in two phases: Phase I, a new playground with parking; and, Phase II, basketball court, pickleball courts, volleyball courts, and walking trail. The Jones Renovation Committee is continuing to raise funds for the project in hopes to build the first fully inclusive playground in Town. Phase I of the project is expected to be completed in summer 2020.

T.J. O'Grady Skate Park:

Adding a skate plaza to the existing park went out to bid in September. Unfortunately, the bid came in over budget; however recognizing its importance to youth, this project is rated high priority to Recreation and the community. The Recreation Department is reworking the project scope and coming up with plans that are within budget but still adding new components and features to the park. The addition will be constructed in 2020.

Gardner Field and Playground:

At the beginning of 2019, a new 501(c)(3) was formed: Friends of Gardner Field. A group of Acton residents and business owners established this non-profit to raise funds to renovate Gardner Field and Playground located in the heart of West Acton. Within the past year, the Friends group raised over \$30,000 through events and donors. In the fall, Recreation with Friends of Gardner Field applied for a CPA grant to fund a Master

Plan for the park. The renovation of Gardner Field and Playground is expected to happen within three phases: Phase I: Master Plan and Feasibility Study. Phase II: Construction of a new playground and parking area. Phase III: Construction of Acton's first splash pad. Recreation and the Friends group are excited about these future plans for Gardner Field and Playground.

Morrison Farm:

In spring 2019 Recreation finalized a significant CPA project at Morrison Farm. A new well was installed on the property with an irrigation system serving the Community Garden plots. The new watering arrangement eliminated the use of Town water, a major cost savings. The new system also added more water hook ups, making it easier for the gardeners to set up hoses close to individual plots.

EVENTS

The generous support of business sponsors, donors and onsite contributions made for a rewarding season of concerts and events.

- Winter Carnival, February 2: Saw its largest attendance ever, with great skating conditions at the NARA lower park
- Indoor winter events at the Recreation Department appealed to all ages: Studio Two--The Beatles Before America: Tanglewood Marionettes; Scooby Snax Band; Karen K. and The Jitterbugs; Ben Rudnick & Friends; and Tony Funches of The Platters.
- 6th Annual Chinese Music and Dance Night, June 14: Held in partnership with the Acton Chinese Language School and underwritten by a grant from the Acton-Boxborough Cultural Council.
- Kashmir Led Zeppelin Tribute, June 28: A ticketed concert with an enormous audience.
- Classical Music Concert in the Park June 26: With professional performers from the ensemble "A Far Cry." Many thanks to the Norton family for underwriting classical music over the years; we look forward to continuing this tradition.
- Acton's Independence Day Celebration, July 4: The largest event ever at NARA, with Family Fun Time, a free concert by the Blushing Brides Rolling Stones Tribute and spectacular fireworks by Atlas Pyrotechnics. We are grateful to Donelan's and Gould's Clothing for their continued support.
- Additional Concerts: A Tribute to Sinatra and Peggy Lee; Jumpin' Juba; Best Friends Girl--the Cars Experience; Yellow Brick Road--Tribute to Elton John; Into the Mystic--Van Morrison Tribute; Tusk Ultimate Fleetwood Mac Tribute; Don't Tell Jack Loose Connection Band; Foreigners

Journey; and Food and Floyd Fest featuring Gilmour's Breakfast with laser light show.

- Fall and winter: Monsterbash, A Very Merry Hollyday Celebration and Caroling with Canines.

In addition to our own events, Recreation actively supported Emerson Hospital's 5k, PMC Kids, The Miracle League's 5k, Old Gold Rugby Tournament, Kite Flying Festival, the Acton Lions Club Town Fair, and many more.

SPONSORS

We appreciate the sponsors who funded our concerts and events and thank them for making these programs possible. Over \$40,000 was given collectively by: **Donelan's, Gould's Clothing, Enterprise Bank, Roche Brothers, Boston Bijoux Fine Jewelry, Cambridge Savings Bank, Emerson Hospital, Insulet Corporation, Middlesex Savings Bank Revolution Community Yoga, Sechrest & Bloom, LLC, Sorrento's Pizza, TD Bank, Acton Pharmacy, DCU Credit Union, Loyal Companion, Pro-Tech Companies, Acton Boxborough Cultural Council, Massachusetts Cultural Council, Acton Ford, Adesa-Concord, American National Insurance-Donald Ludwig, Agent, Century Bank, Concord Teacakes, Danny's Place Youth Services, Dunkin', Life Care Center of Acton, SoVital Fitness, Visiting Angels-Acton, Workers' Credit Union, 1 on 1 Self Indulgence Day Spa, Acton Medical Associates, and Stop & Shop-Acton.**

ACKNOWLEDGEMENT

Each year on Independence Day, Recreation recognizes its outstanding volunteers. Jonathan Kerr was awarded Recreation Volunteer of the Year for his exceptional effort at every major event. Jon's commitment is greatly valued. Dylan Gambone of Acton was awarded Student Volunteer of the Year for his steady, reliable work. The recipients were honored by Senator James Eldridge with a Senate Citation and a Congressional Citation by Representative Tami Gouveia.

THANK YOU!

We thank the volunteers who assisted our mission: Acton-Boxborough youth and adult sports leagues; Acton Lions Club; Acton-Boxborough Rotary Club; Middlesex West Chamber of Commerce; Acton Garden Club; Acton-Boxborough Family Network; Acton-Boxborough Beacon; Action Unlimited; ActonTV; Wickford Local; Town Planner and the Globe West; Acton-Boxborough students; Andy Magee, birder, Steven T. Repucci, photographer; the Recreation Commission. Our Town of

Acton co-workers: Municipal Properties, Police, Fire, Health, Building, Highway, IT and Emergency Management Services. Thank you, Natural Resources crew, for maintaining our parks, fields and playgrounds year-round, and Bruce Carley, NARA groundskeeper. Recreation staff members feel privileged to work alongside these individuals and organizations.

Recreation activities are open to all for residents and non-residents alike, are inclusive and calculated to remain affordable -- often at no charge. Scholarships through the Doli Atamian Campership Program, Inc. enable qualifying Acton and Boxborough applicants to attend NARA Summer Camp, NARA Beach, American Red Cross Group Swim Lessons and other Recreation summer programs. We are grateful to DACP for having made these opportunities possible this year for children from twenty local families.

We wish to extend special recognition to Catherine L. Fochtman who retired in February after 12-1/2 years as Recreation Director. Under her guidance, the department grew to become the thriving, multi-faceted organization it is today. Thank you, Cathy, for your tireless endeavor and for always keeping community at heart!

Recreation Commission:

- Mr. Christopher Hardy
- Mr. Edward Holcomb
- Ms. Hema Santhanakishnan
- Mr. Stephen Trimble (Chair)
- Mr. Joe Will

Recreation Department Staff:

- Ms. Melissa Rier, Recreation Director
- Ms. Maura Haberman, Event & Program Coordinator
- Ms. Mary Lou Repucci, Office Manager

ACTON DOG PARK COMMITTEE _____

Purpose

The purpose of the Acton Dog Park Committee is to facilitate the design and construction of one or more dog parks within the Town of Acton, and to promote their ongoing use and maintenance.

After spending previous years developing the criteria for a Dog Park in Acton, and evaluating multiple possible municipal properties, 2019 was focused primarily on securing an approved, acceptable site:

Focus in on approx. 4 possible sites, gathering data, prelim designs, etc.

Public Forum held June 25th, 2019 at 7PM

- Presented several sites and collected feedback
- Initial focus was on using a portion of the Great Hill area – this was dismissed for a variety of logistical and political reasons.
- While the committee learned a lot, a consensus on a single site unfortunately did not emerge.
- BoS presentation on 9/9/19 recommending a Plan “A” site (portion of DPW land at end of Quarry Road” and a “Plan B” site at 70 Quarry Road. Both sites would be between 1-2 acres with parking additional. Additionally recommended (and later received approval for) a \$2 increase in dog license fees for dog park maintenance.
- Shortly after 9/9, added 348 and 352 Main Street (open field to the south of the Kennedy operation) to the BoS recommendations
- While generally well received by the BoS, there was more work identified for all possible sites before an (expected) return to the BoS in 2020.

Other Accomplishments:

- BoS approved a \$2 increase in dog license fees to be channeled through the Recreation Department for ongoing dog park maintenance fees – with potentially some 2020 fees going to dog park design/construction.
- Established a fund-raising group external to the committee, (with gratitude!) headed by Cathy Fochtman
- Some attempts at recruiting a new member or two

Town Support/Liaisons included:

- Tom Tidman – Natural Resource Director
- Matt Selby – Director of Land Use and Economic Development
- Recreation Dept – Melissa Rier – Recreation Director
- Joan Gardner – BoS Liaison
- John Mangiaratti – Town Manager
- Committees: Land Stewardship, Open Space, Commission on Disabilities, Board of Selectmen
- Other: SANA, AHA

Public Outreach included:

- Winterfest
- “Spot/interview” on Acton Community TV channel
- Beacon articles and announcements
- Bark and Brews event sponsored by Powdermill Animal Hospital
- Farmer’s Market
- Octoberfest

- Canine Caroling
- Facebook page and substantial e-mail list (thanks to Rec Dept admin help!)

(Anticipated) Funding (much of this is really gated by site selection):

- Stanton Foundation Grant
 - 100% of design costs
 - 90% of construction costs up to \$225,000
- CPA Grant (2021)
- Fundraising and sponsorships

2020 Goals:

- BoS approval of a suitable site!
- Grant applications (Stanton, CPC)
- Stretch: solicit design bids
- Continued public outreach

Members:

- Respectfully submitted by: Tom Gillispie, Chair (since 11/19)
- Clare Sisk (former Chair)
- Karen Martin, Vice Chair (since 11/19)
- Fred Kinch
- Mike Perry

PUBLIC WORKS AND ENVIRONMENT

HIGHWAY DEPARTMENT

SNOW

Last winter our crews were called upon 37 times to fully treat the road surfaces. The department plowed the roads 8 times and scraped roads of slush and packed snow. The first snowfall of the winter arrived on November 15, 2018, and the last snowstorm was on March 10, 2019. Total snowfall for our area was just over 48". Between storms, the Highway crew continued to remove snow from sidewalks, intersections, and cul-de-sacs. I am very proud and appreciative of the dedication and hard work the crew put in during this time. Information regarding the town's snow plowing and mailbox replacement policy is available on the town web site. The Highway Department purchases salt off of the Massachusetts State Contract which proves to be very cost-effective.

ROADS

Roads, sidewalks and town parking lots were swept in the spring. Pavement markings on streets and in parking lots were also painted during the spring. As time allowed, lawn damage from plowing was repaired. Asphalt berms were installed in numerous areas around town to resolve severe erosion that was undermining the road edges.

Under our Pavement Preservation Program, all roads were evaluated. Before milling and paving, all drainage structures were evaluated and repaired as necessary. The following roads were milled, leveled and fully resurfaced at a total of 8.5 miles.

- **Spring paving** - Newtown Rd, John Swift Rd, Eliot Circle, Cowdrey Ln, Captain Forbush Ln, Captain Brown's Ln, Patrick Henry Circle, Wood Ln, Haynes Court, Seminole Rd, Nashoba Rd,

Huron Rd, Algonquin Rd, Lillian Rd, Autumn Ln, Summer St, Woodfield Rd, Shady Ln.

- **Fall paving** - Keefe Rd, Azalea Court, Iris Court, Bayberry Rd, Phlox Ln, Myrtle Dr, Magnolia Dr, Rose Court, Stoneymeade Way, Proctor St, Jay Ln, Farmstead Way, Anders Way, Ayer Rd, Maillet Dr, Country Club, Fairway Rd.

DRAINAGE

The Highway crew performed their annual task of flushing and replacing drainage pipes, as needed. All sluiceways were cleaned. A culvert was replaced on Strawberry Hill Road. 200 feet of old drain pipe was replaced on Prospect Street, 25 feet on Gioconda Avenue, and 25 feet on Hennessey Drive.

SIDEWALKS/SPECIAL PROJECTS

The Highway crew continued to work on High Street, constructing new stonewalls and 350 feet of new sidewalk. The crew also assisted with test pits for the Kelley's Corner Project. Also completed, was the re-stripping and numbering of the Central St. commuter lot as well as 4 new EV charging stations. A recent addition to the DPW's responsibility is the maintenance and upkeep of roughly 6.5 miles of the BFRT and ARRT, which the highway crew installed 2000 feet of new curbing either side of the RT. 2A overpass to address an erosion problem on the rail trail.

MACHINERY

The Highway Department is responsible for the maintenance of all town-owned vehicles and equipment (excluding the School & Fire Dept) whether it is performed in-house or sent out for specialized repairs. There are 161 vehicles/pieces of equipment that are maintained by the Highway Department including many smaller pieces of equipment.

The Highway Department is also responsible for maintaining the fuel pumps for the town and school departments in addition to purchasing the fuel for all town vehicles (excluding the School Dept). Fuel is purchased off the Massachusetts State Contract.

RECYCLING AND TRANSFER STATION

The Highway Department operates the transfer station and recycling area. Refuse (known as Municipal Solid Waste or MSW) was accepted at our site and transferred to Wheelabrator in North Andover, MA.

The Pay As You Through (PAYT) program began its fourth year in September. Since its implementation, we have seen a significant increase in recycling and a decline in MSW.

We have made significant progress in the recycling area. We accept CRTs, fluorescent light bulbs, clean styrofoam packing materials, small stones, rocks, concrete, batteries, hard drives for shredding, mattresses, heavy plastics, and food waste. Leaves, Christmas trees, clippings, and brush are also accepted at the Transfer Station. Handouts are available at the gatehouse that will answer your refuse and recycling questions. Information is also available on the town's web site.

The Swap Shop is open May to November. It is solely run and operated by volunteers and the hours are dependent on the availability of the volunteers.

Compost bins and kitchen scrap buckets are available for purchase at the Transfer Station and Highway Department during normal business hours.

The Transfer Station and landfill are inspected quarterly by an outside engineering firm and annually by the Department of Environmental Protection.

It is a combined effort to keep the Highway Department running smoothly. I wish to thank all of the other departments for their help and assistance during the year. A special thank you goes to the Highway crew for the many projects undertaken and completed throughout the year.

HIGHWAY DEPARTMENT STAFF:

- Corey York, DPW Director
- Carl Maria, DPW Operations Superintendent
- Karen Switzer-Neff, Highway Department Office Manager
- Kevin Farrell, Assistant Highway Superintendent
- Bill Murphy, Crew Leader – Highway Department

- VACANT, Crew Leader-Highway Department
- Donald Hawe, Heavy Equipment Operator
- Mike Ricard, Heavy Equipment Operator
- Jason Kidder, Heavy Equipment Operator
- VACANT, Heavy Equipment Operator
- VACANT, Heavy Equipment Operator
- Tom Garmon, Light Equipment Operator
- Jon Bailey, Truck Driver/Skilled Laborer
- Renato Savi, Truck Driver/Skilled Laborer
- Keith Martine, Truck Driver/Skilled Laborer
- Steve Powell, Truck Driver/Skilled Laborer
- Mike Pacitto, Head Mechanic
- Willie Wilkie, Equipment Repair Person
- Matt Luntinsk, Equipment Maintenance Person
- Joe Borey, Crew Leader- Transfer Station
- Jeff Newcomb, Heavy Equipment Operator

Respectively submitted,
Carl J. Maria, DPW Operations Superintendent

GREEN ADVISORY BOARD

Since 2009, the Green Advisory Board ("GAB") has served in an advisory capacity to the Public Facilities (Municipal Properties) and School District staff. The GAB endeavors to investigate and prioritize energy efficiency improvements and renewable energy sources for Acton's municipal and school properties. The Green Advisory Board was created by the Board of Selectman to help the town accomplish the goals set by the Green Communities program, principal among which was reaching a 20% energy reduction in municipal and school operations; this was achieved in 2016. Financial aid has been received for efficiency projects through the Massachusetts Department of Energy Resources' Green Communities Grant (GCG) Program; the GCGP accepts proposals from the Town, which also submits grants on behalf of the Regional School District.

In 2019, the GAB launched a Carbon Neutral Initiative (CNI) to help move Acton towards carbon neutrality. This initiative supports the Town's Sustainability Goals (as established by the Town Manager and the Board of Selectman), actions and efforts by Green Acton (a town citizen advocacy group), and the momentum established by other Green Communities in Massachusetts to take the lead in reducing greenhouse gas emissions on a local and state level. As part of this project, the GAB will work with the Town and consultants to reduce the energy consumption and emissions from transportation, buildings, and other sources (such as outdoor lighting). The initiatives are expected to include Town/municipal and school

operations, residential and commercial heating and cooling, and residents' transportation as well as those who travel through the town. The first major step of this project was completed in 2019; with the support and direction of the GAB, a Greenhouse Gas Inventory report was completed by Cadmus Group, an energy conservation consulting firm.

TOWN MUNICIPAL

Additional financial support has come from incentives from the local utilities Eversource and National Grid. In FY2019, Acton was awarded a total of \$139,461 in GCG funding with an additional amount of \$40,328 in incentives from the utility companies (totaling \$179,789). This year's grant award makes a cumulative total of \$1,400,720 received since Acton was designated as a Green Community in 2010. This funding has enabled our community to continue with significant progress towards the carbon reduction and energy conservation goals of both the Town of Acton and the Acton-Boxborough Regional School District.

Municipal Energy Efficient Lighting Upgrades

Through the GCG funding awarded in FY2018 plus utility incentives, the Town completed five LED lighting upgrades in early 2019 in the following five Town-owned buildings: Acton Town Hall, DPW Building, and Fire Stations 1, 2 and 3.

With GCG funds totaling \$62,521 (awarded in FY2019) the Town also completed LED lighting upgrades to the Public Safety Facility and 50 Audubon Drive in late November 2019.

Solar Production and Renewables

In FY2019, the Landfill Solar Array produced 1,757,291 kWh and the DPW Building solar rooftop produced 81,334 kWh.

The Town municipal electric account is enrolled in the Acton Power Choice Program Standard currently at 26% renewables and is also investigating options to increase the percentage of renewables.

REGIONAL SCHOOL DISTRICT

Lighting and Mechanical

The District completed the following efficiency projects in FY2019 with \$173,000 in GCG funding (awarded in FY2018) plus \$67,000 in utility incentives:

- LED lighting upgrades to 20 classrooms and nearby spaces at ABRHS;
- LED lighting upgrades to 20 classrooms and nearby spaces at Merriam and McCarthy-Towne Elementary Schools;

- LED lighting upgrades to portions of the Administration Building.

These energy efficiency projects were also completed in FY2019:

- Boilers at Blanchard upgraded to high efficiency condensing boilers;
- Field lighting at Leary Field converted to LED;
- Gym lighting at Park r Damon and RJ Grey JH converted to LED.

In addition, the District was awarded \$76,940 in FY2019 by the GCG program for future LED lighting upgrades at ABRHS.

Solar and Renewables

The District is committed to reducing its carbon footprint and has eliminated most fossil fuel-based electricity (85% reduction since the FY2009 benchmark) from our energy mix while also substantially cutting energy costs. This has been accomplished through conservation, efficiency, and renewable sourcing.

Currently, the District requires 80% of all purchased electricity to be from renewable sources as part of the supplier contract. The District anticipates moving to 100% renewable electricity with the next supplier contract.

Three photovoltaic solar arrays on school roofs (280 kW total at ABRHS, RJ Grey JHS, and Douglas Elementary School) generated 305,000 kWh of electricity in FY2019, which is ~6% of the District's electricity use. The District also receives net metering credit payments as the host and off-taker for a 400 kW solar parking lot array in Woburn, MA.

Engagement and Excellence

District electricity use is down 38% from the FY2009 benchmark in FY2019, the tenth year in a row of reductions, with a strong focus on energy efficiency and student and staff engagement in energy conservation. District natural gas use is down 20% from the FY2009 benchmark (weather-normalized). These significant reductions in energy use yield both substantial cost savings and a smaller carbon footprint for the District.

Vehicle Fuel Use

District school buses are fueled with ultra-low sulfur diesel (reducing particulate and nitrogen oxide emissions), and the bus fleet is equipped with clean Selective Catalytic Reduction technology (further reducing emissions). The District has a "no idling" policy for vehicles on school grounds, and buses are equipped with a shut-off mechanism that enforces no idling beyond five minutes.

FUTURE RESEARCH AND GOALS

In the calendar year of 2020, the GAB will continue its assistance to the Town and School District as they plan for and implement Green Communities Grant projects and develop and implement a CNI for the town.

Green Advisory Board Members:

Eric Hudson, Chair
Dennis Loria, Vice Chair
Mary Smith
Cameren Cousins
Stephen Lowe
Mona Chandra, Associate
Peter Berry, Selectman Liaison
Andrea Ristine, Superintendent, Public Facilities
Kim Gorman, Office Manager, Public Facilities
Kate Crosby, Energy Manager, Acton-Boxborough Regional School District

PUBLIC FACILITIES

The Municipal Properties Department has transitioned to the Public Facilities Division within the Department of Public Works (DPW), along with this transition the Tree Warden and the Grounds/Tree Crew are now overseen by the Highway Division.

Public Facilities implements the following functions:

1. Design, construction, renovation, custodial and building maintenance including mechanical systems, elevators, generators, utilities and snow removal around Town-owned buildings excluding those controlled by the Regional School District.
2. Maintenance of public street lights.
3. Assist other Town Departments as needed in the areas of purchasing, moving of equipment furniture including assistance with town meetings and voting set up.
4. Maintains data and reports to maintain the Town's Green Community status and grant eligibility.
5. Staff support to the Green Advisory Board.

DEPARTMENT PROJECTS AND HIGHLIGHTS

HVAC upgrades that included boiler replacements and installation of new ductless heating and cooling split systems were completed within budget at both South Fire Station 2 and West Fire Station 3.

Completed asbestos abatement at the Asa Parlin House and remaining portions of flooring at the DPW Building.

Completed the Memorial Library HVAC/Roof Replacement project under budget.

In Fiscal Year 2019 the landfill solar photovoltaic electric facility produced 1,757,291 kWh which continues to benefit the Town with a fixed rate for electricity supplied to Town-owned municipal buildings, street lights, including the sewer treatment plant and pump stations. The DPW Building solar rooftop panels produced 81,334 kWh.

By means of the 2019 Green Communities Grant award overseen, administered and implemented by the Public Facilities Division completed LED lighting upgrades to the Public Safety Facility and 50 Audubon Drive.

Oversaw and administered the contract for the town-wide greenhouse gas - carbon neutrality inventory initiative.

Acton Center, Fire Station #1 has shown a 23% weather normalized reduction in natural gas consumption since the completion of the HVAC/Boiler upgrade in FY2017. I wish to make a very special acknowledgment of gratitude for the dedication of Dayle MacGillivray, who retired in November 2019; he was employed by this department for 35 years. Dayle was a very loyal and devoted employee; he was a cornerstone to our full-service department. It has been an honor to have been able to work with him during my 33 years of service. In closing, special thanks go to the various civic organizations, volunteers, and other departments who have assisted Municipal Properties in the past year with particular appreciation to the Acton Garden Club's continued contribution to beautifying more than several public areas owned by the Town of Acton throughout the seasons.

Great appreciation is given for the hard work and dedication shown by the Municipal Properties staff:

Kody Bailey, Building Maintenance
Ed Clapp, Building Maintenance Crew Leader
John Fleming, Building Maintenance
Kim Gorman, Office Manager
Clark Hayward, Senior Worker
David Marderosian, Building Maintenance
David Theriault, Building Maintenance
Christopher West, Craftsman

Andrea Ristine, Superintendent

COMMUNITY SAFETY

ANIMAL CONTROL OFFICER

In 2019, 44 animals were quarantined for rabies during the past year. The quarantined animals consisted of 22 dog bites, and 4 cat bites. 18 additional domestic animals were quarantined for wounds they sustained from encounters with wildlife other than a domestic animal.

All animals under quarantine were released after the necessary duration of quarantine and all were determined to be free from the rabies virus. 1 person reported being bitten by an animal suspected of being a coyote, but could not be located for confirmation. The individual was advised to seek medical attention and to get the rabies vaccination.

As in past years, 6 horse barns were inspected, and all were found to be free of contagious diseases. A total of 118 horses were counted during the inspection process.

Respectfully submitted,
Patrick Palmer
Animal Control Officer

EMERGENCY MANAGEMENT AGENCY

The Acton Emergency Management Agency (AEMA) consists of the following:

- Communications/RACES (Ham Radio Operators)
- Auxiliary Fire,
- Rehab/Support Services Team,
- Shelter Management and Explorer Post/Venture Crew 7(BSA).

All members are expected to take First Aid/CPR annually and First Responder Courses so that their training is up-to-date. Our members provide First Aid services and Logistical Support at many of our Town's celebrations including Patriots Day, Memorial Day, the Fourth of July Celebration, NARA events, and other events.

Throughout the year members have taken courses through the Federal Emergency Management Agency (FEMA) and the Massachusetts Emergency Management Agency (MEMA).

Our members have provided many volunteer hours to the Town of Acton beyond our regular meetings and trainings. The Agency is ready to respond to help make a difference in times of need and is available 24 hours a day. We can be contacted by calling 978-929-7730, leave a brief message along with your name and phone number. A member will get return your call as soon as possible.

The Acton Emergency Management Agency is always happy to accept applications for more volunteers.

Officers of Acton Emergency Management
Hald, Mark – Director
Sawyer, Gail – Deputy Director, KB1-ICF-RACES
Operator, Explorer/Venture Advisor

ACTON EXPLORER POST/VENTURE CREW 7- SEARCH AND RESCUE

The Explorer Post/Venture Crew is a division of the Boy Scouts of America, Sponsored by the Acton Lions Club in conjunction with the Acton Emergency Management Agency.

Members:

Gail Sawyer- Advisor
Wayne Niemi- Associate Advisor
Chris Ouellette – Committee Member

ACTON FIRE DEPARTMENT

The Acton Fire Department is committed to delivering the citizens of Acton comprehensive fire protection, fire suppression, rescue and emergency medical service package that provides life safety and property protection at the highest level possible.

The Acton Fire Department's ALS (Advanced Life Support) program completed the second year of advanced emergency medical service since its launch in September of 2017.

This service is staffed 24/7 365 with Firefighter/Paramedics bringing to a patient's "bedside" the highest level of medical treatment that can be performed outside of the hospital environment.

Through the support of the citizens, the Town will be building a much-needed North Acton Fire Station located on Harris Street. It is anticipated that construction will begin in the fall of 2020. The Fire Department continues to support an all-hazards response model, in 2019 Firefighters responded to 42 fire type incidents, 202 hazardous condition incidents and 483 alarm sounding calls. These are just a few examples of the many different types of calls we mitigate.

Thank you to all Acton Fire Officers, Firefighter/Paramedics and Firefighter/EMTs who work together, hand in hand to serve the community with pride and compassion.

Personnel Changes to the Department:

New Personnel:

Firefighter/Paramedic
Shawn Desjardins 9/29/2019
Firefighter/Paramedic
Thomas Hall 9/30/2019
Firefighter/Paramedic
Stacey Meade 12/4/2019

Resigned Personnel:

Patrick Byrne (5 Years 9 months of service):
1/3/2014 – 10/11/2019
Brett Lisak (2 Years 2 months of service):
5/14/201 – 7/27/2019
Leo Rogers (18 Months of service):
3/5/2018 - 9/20/2019

Retired Personnel:

Firefighter/Paramedic
Patrick McIntyre (6years of service):
12/02/2013 - 12/16/2019

The Acton Fire Department regrets the sudden passing of Acton Firefighter/Paramedic Luke Magnant. Luke was a young energetic person who lived life to the fullest while serving his country in the United States Army as well as his time here with the Town of Acton Fire Department.

New Equipment:

2019 Seagrave Engine and a 2019 utility task vehicle (UTV)

The Acton Fire Department relies on the membership to assist in many aspects of keeping this department operating. Along with performing their shift work many aid in the following divisions. It is their hard work in these various areas that keep the Acton Fire Department operating to the best of its ability providing the best service to the citizens of Acton.

Training Division:

Firefighter/EMT Gage Cummings
Firefighter/EMT Mike Doherty
Firefighter/EMT Jim Kissane

Public Relations:

Firefighter/EMT Shaun Shattuck
Firefighter/EMT Jim Ruggiero

Radio/Communications:

Firefighter/EMT Brian Whalen

Paramedic Oversight Committee:

ALS Medical Coordinator Firefighter/
Paramedic Wade Messamore
Captain/Paramedic Anita Arnum
Firefighter/Paramedic Peter Imhof
Firefighter/Paramedic Alex Pouliopoulos

Apparatus Purchase Committee:

Captain/EMT Robert Smith
Lieutenant/EMT Eric Mathieu
Firefighter/EMT Shaun Shattuck

Apparatus Maintenance:

Captain/EMT Robert Smith
Firefighter/EMT Shaun Shattuck

Fire Alarm Division:

Lieutenant/EMT Kris Ellick
Lieutenant/Paramedic Jim Byrne

SAFE / Senior SAFE Program:

Firefighter/EMT Brent Carter
Firefighter/EMT Tom Matthews
Firefighter/EMT Jim Ruggiero
Captain/Paramedic Anita Arnum
Firefighter/EMT Richard (Sully) Sullivan

Captain Anita Arnum Deployment to Hurricane Dorian:

Captain Arnum serves as a member of FEMA's National Urban Search & Rescue Response System that remains ready to respond whenever the United States or its Territories are threatened by disaster.

In September of 2019, Hurricane Dorian, one of the most powerful hurricanes recorded in the Atlantic Ocean, reaching category 5 strength, threatened to strike Puerto Rico and the eastern seaboard of the United States from Florida to North Carolina. Captain Arnum was deployed to Puerto Rico as a Division/Group Supervisor on FEMA's Incident Support Team (IST) to prepare for the impact on this island territory still recovering from Hurricanes Irma and Maria that struck in 2016.

After passing over Puerto Rico with minimal impact, Hurricane Dorian threatened the US mainland after passing directly over the Grand Bahamas with tremendous devastation. Headed directly towards Florida, Urban Search & Task Forces from throughout the United States were deployed along the path of the storm from Florida to North Carolina and the Incident Support Team relocated ahead of the storm. Fortunately, Dorian took a path just skirting along the east coast, eventually making landfall on Cape Hatteras, North Carolina as a much-weakened category 1 hurricane on September 6th, again with minimal impact. Had Dorian struck a major metropolitan area as a Category 5 storm, it is unknown what catastrophic damage could have occurred.

Acton Fire Personnel:

| | |
|--------------------------|--|
| Chief | Robert Hart |
| Deputy Chief | Robert Vanderhoof |
| ALS Coordinator | Firefighter/Paramedic Patrick McIntyre |
| Acting ALS Coordinator | Firefighter/Paramedic Wade Messamore |
| Administrative Assistant | A J Pelley |
| Captain/EMT | Jack White |
| Captain/EMT | Chris Sammet |
| Lieutenant/EMT | Eric Mathieu |
| Lieutenant/Paramedic | Jim Byrne |
| Firefighter/EMT | Tom Matthews |
| Firefighter/EMT | Brian Whalen |
| Firefighter/EMT | Josh DeFelice |
| Firefighter/EMT | Brent Carter |
| Firefighter/EMT | Mike Doherty |
| Firefighter/EMT | Gage Cummings |
| Firefighter/EMT | Dennis Munroe |
| Firefighter/EMT | Jared Crowley |
| Firefighter/EMT | Steve DiMeco |
| Firefighter/EMT | Richard Sullivan |
| Firefighter/Paramedic | Jason Nichols |
| Firefighter/ Paramedic | David Gershen |
| Firefighter/Paramedic | Shawn Desjardins |
| Firefighter/Paramedic | Alek Pouliopoulos |
| Firefighter/Paramedic | |
| Firefighter/Paramedic | |
| Captain/Paramedic | Anita Arnum |
| Captain/EMT | Robert Smith |
| Lieutenant/EMT | Kris Ellick |
| Lieutenant/EMT | Jack Zbiwsk |
| Firefighter/EMT | Chuck Dunnigan |
| Firefighter/EMT | Shaun Shattuck |
| Firefighter/EMT | Bob Smart |
| Firefighter/Paramedic | Matt Seely |
| Firefighter/EMT | James Kissane |
| Firefighter/EMT | Clem Tyler |
| Firefighter/EMT | Pat Judge |
| Firefighter/EMT | Ed Daigneault |
| Firefighter/EMT | Sean Sheridan |
| Firefighter/EMT | Jim Ruggiero |
| Firefighter/Paramedic | Peter Imhof |
| Firefighter/Paramedic | Dave Sukerman |
| Firefighter/Paramedic | Thomas Hall |
| Firefighter/Paramedic | Stacey Meade |
| Firefighter/Paramedic | |
| Firefighter/Paramedic | |

Fire Prevention:

The Fire Prevention Division continues to conduct commercial and residential inspections. Captain Robert Smith oversees flammable, combustible liquids and gases. This includes the annual inspections of the gas stations in town, biennial inspections of tank trucks garaged in Acton, propane storage permits, and all aspects of oil burner repairs and tank installations. Deputy Vanderhoof oversees the entire Fire Prevention division and personally handles commercial and residential plan reviews, rough and final inspections for sprinkler work, alarm work remodeling, new construction, and commercial cooking hood systems. Further, he issues blasting and welding/hot-work permits. Shift Commanders are responsible for conducting safety inspections for the issuance of a liquor license, and the residential smoke / carbon monoxide detector inspections for issuing the Certificate of Compliance necessary for the sale of a home in Acton.

Acton's building growth and development continue to put increased demand on the Fire Prevention Division. With the completion of the Insulet building, other large projects are underway and some are proposed that will keep the Fire Prevention office busy.

Schools:

Overseen by Captain Jack White, the Acton Fire Department along with the Building Department conducted safety inspections of all Acton Public Schools, Junior High, and Senior High Schools before their opening in August. We are happy to report that all schools complied with the required safety codes. Any minor issues/repairs were addressed promptly and re-inspected by the Department.

The required fire/evacuation drills were also conducted in all schools. Thanks to the students and staff in each school, each evacuation drill was performed swiftly, efficiently and without any issues.

Safety Inspections at all preschools and child daycare facilities were also conducted. Each facility complied with safety codes and follow-up inspections were performed to address any minor issues.

Apparatus Purchasing Committee:

The Acton Fire Department apparatus purchasing committee consists of Captain/EMT Robert Smith, Lieutenant/EMT Eric Mathieu, and Firefighter/EMT Shaun Shattuck. The committee evaluates the needs of the department and how to best meet those needs with new fire apparatus. The committee selects a

manufacturer and makes a recommendation to the Fire Chief for approval taking into account, best fit, apparatus longevity and reliability, types of construction, dealer services and safety records.

After a manufacturer is selected, the committee meets with a sales representative and begins the purchase process. A preconstruction meeting at the manufacturing facility is facilitated; the specifications and blueprints are then reviewed by the committee and engineers. When the ok is given the construction process begins and takes approximately 8 months to complete.

After completion, the committee returns to the manufacturing facility for 2 days and performs a detailed inspection of the new apparatus. All aspects of the specifications are reviewed, all systems of apparatus are tested including the water pump, electrical components, paint, and a test drive is completed. At this time any discrepancies are corrected by the manufacturer. The apparatus is then delivered to the local dealership where the committee does another inspection and oversees tool and equipment mounting. The apparatus purchasing committee is intensely involved over a two year period for each piece of apparatus purchased. Each member volunteers over one hundred hours of their time to ensure the Town of Acton along with its Firefighters have the best, safest and most reliable equipment available today.

Respectfully submitted,

Lieutenant/EMT Eric Mathieu

Apparatus and Equipment:

The Vehicle Maintenance Division had a productive year. The Town purchased a new Engine (E23) which was placed in service January 2019 running out of station 3. Engine 23 was purchased to include new equipment such as a battery-operated Amtrak extrication equipment (Jaws of Life), battery ventilation fan, thermal imaging camera, gas meters, ventilation saw, new hose and nozzles, etc. This equipment was much needed and we thank all who support us.

The Small Engine Maintenance Division has worked hard to keep all equipment maintained and serviced. All equipment is performing well. We took delivery of a new utility task vehicle (UTV). This vehicle was placed in service mid-2019. This vehicle is used to assist with operations in remote and difficult to access areas, i.e. - rail trail, conservation, and recreational areas.

The retired antique Engines 3 and 4, are now parked inside at Station 2 ½ at the corner of School Street and Main Street. The Town purchased these Engines from Seagrave in 1936. For many years the Haartz Corporation stored these Engines. Thank you to the Haartz Corporation for the storage. We maintain and service these vehicles so they are available for parades and special events.

Respectfully submitted,
Captain/EMT Robert Smith

Educational Classes Attended by our Firefighter/EMT's Include:

CPR Instruction, Advanced Cardiac Life Support (ACLS), Fire Instructor courses, Fire Officer I, II and III classes, Fire Investigation Seminars, Mass Fire Academy Recruit Training (10 Weeks), Commanding the Mayday class, Life Flight training, Chain Saw training, Fire Investigations training, Weekly EMS trainings, Emergency Vehicle Operators Class (EVO) and others.

Fire Alarm Division:

The Municipal Fire Alarm system has 470 fire alarm boxes (230 master boxes, 197 street boxes, 24 medical boxes, and 19 radio boxes). The Fire Alarm Division maintains the wiring that runs on the utility poles, and the decoding equipment in the three stations and Public Safety Building. The Fire Alarm Division does pole transfers (transfer of wires from old poles to new poles). Throughout the year, we refurbish the boxes on the system (replacing wiring, painting, internals, and oiling and greasing the moving parts). We assist the Information Technology Department (IT) with pole transfers of their fiber optic cable.

Personnel attended continuing education classes for municipal fire alarm systems provided by L W Bills, and the International Municipal Signal Association.

Last year's installation of the COMSIG TXR50 decoder has proven itself and has met the operational need for the dispatch center. With this decoder, we were able to set up three remote work stations, therefore, increasing the efficiency of the dispatch center's handling of alarms received via the municipal fire alarm system.

The Fire Alarm Division also installs and removes the overhead banners that announce various community and civic activities. Together with other town departments, we work on projects throughout the town including hanging the chain falls at NARA Park, working on traffic lights, Holiday Lights, American Flags, and changing the light bulbs on the pole lights in the town lots.

We continue to work with the Massachusetts Department of Transportation on proposed intersection improvements with planning the relocation of our systems utilities.

Respectfully submitted,

LT/EMT Kris Ellick
Fire Alarm Superintendent

Public Education:

The Public Education team continues to focus its efforts on educating school-age children about the dangers of fire. This year, we visited over forty classrooms and daycare centers. We also were able to work with local Boy Scouts and Girl Scouts to educate them on fire safety and first aid. We also conducted cooking safety classes for all of the cafeteria staff in the school kitchens. The team continues to be very involved with the Senior Center, offering a smoke detector installation program, senior CPR classes, cooking safety, and a senior luncheon. The Senior SAFE team has recently worked at installing house numbers, medical lockboxes, and stovetop fire extinguishing devices for seniors. We also continue to hold our annual Open House during fire prevention week. This allows the public to come to visit us and ask any questions they have about fire safety. The SAFE program continues to be successful in applying for and receiving state and federal grants, which allows us to provide public education to the Acton residents.

Respectfully submitted,

Firefighter/EMT Brent Carter
Team Leader

CPR:

The Acton Fire Department continues to provide CPR (Cardiopulmonary Resuscitation), AED (Automatic External Defibrillator), and First Aid Training to the Townspeople, as well as all Town employees. We offer American Heart Association and American Health and Safety Institute CPR, AED and First Aid classes. We continue to put the word out that we offer these classes to the public. Stop the Bleed. Save a Life program is something we are going to start to offer. Recently we had 2 firefighters and a few police officers trained as Stop the Bleed instructors.

Stop the Bleed background:

Motivated by the 2012 tragedy in Sandy Hook and multiple tragedies that have occurred in the ensuing years, what has become known as the Hartford Consensus was convened to bring together leaders

from law enforcement, the federal government, and the medical community to improve survivability from manmade or natural mass casualty events. The resulting injuries from these events generally present with severe bleeding which, if left unattended, can result in death. The participants of the Hartford Consensus concluded that by providing first responders (law enforcement) and civilian bystanders the skills and basic tools to stop uncontrolled bleeding in an emergency situation, lives would be saved. The first responder program has received a very good response and is widely being used across the country. The next step is to focus on the needs of civilian bystanders.

Need for training:

Civilians need basic training in Bleeding Control principles so they are able to provide immediate, frontline aid until first responders are able to take over care of an injured person. Due to many situations, there may be a delay between the time of injury and the time a first responder is on the scene. Without civilian intervention in these circumstances, preventable deaths will occur.

Mission/Objective:

The American College of Surgeons Committee on Trauma is leading the effort to save lives by teaching the civilian population to provide vital initial response to stop uncontrolled bleeding in emergency situations. This will be accomplished by the development of a comprehensive and sustainable bleeding control education and information program targeted to civilians that will inform, educate and empower the 300+million citizens of the United States.

If you would like to attend any of our classes please feel free to contact us or keep a lookout for a schedule on the town website.

Respectfully submitted,
Firefighter/EMT Tom Matthews

Fire Investigations Unit:

The Acton Fire Department Fire Investigation Unit is comprised of Firefighter Jared Crowley and Captain Anita Arnum (Detective Chris Brown of the Acton Police is also on this team). Together, they conducted multiple fire investigations during 2018 within the Town of Acton. These incidents included appliance, vehicle, structure and outdoor fires. The team further assisted with mutual aid fire investigations and has continued their education and training by attending meetings and seminars sponsored by the *International Association of Arson Investigators (IAAI)* and *Metro Fire/Arson*

Investigation Association, as well as various online accredited organizations. The Fire Investigation Unit is responsible for determining and documenting the Origin and Cause of a fire. Data gathered from investigations is used to improve public awareness, modify regulatory requirements for buildings and products, provide input into firefighting tactics/operations and to prevent or mitigate similar occurrences.

Captain Arnum and Firefighter Crowley continue to be active members of the *Massachusetts District 14 Regional Fire Investigation Team*. This team consists of 40 Investigators representing Communities of Fire District 14 and work in cooperation with the Massachusetts State Police Fire and Explosion Investigation Unit.

Firefighter Crowley was recently elected President of the *Metro Arson/Fire Investigation Association*. This group is comprised of fire investigators from the Greater Boston area and surrounding cities and towns. Information is shared and monthly training conducted to provide education and a strong network for the investigative community.

Respectfully Submitted,

Firefighter/EMT Jared Crowley
Lead Investigator

Hazardous Materials:

On any given day, hazardous materials are safely utilized and transported throughout our community. Materials ranging from gasoline and fluids in vehicles, household paints, and cleaners, pool chemicals, tank trucks carrying fuels and industrial chemicals, are utilized in fixed facilities and transported over our roadways and railways. Acton Firefighters, trained as *Operations Level Responders*, assess and initiate defensive operations in the event of a spill or hazardous materials incident.

The Acton Fire Department maintains a Hazmat Trailer with supplies and equipment including absorbent pads and booms, drain covers, overpack drums, and personal protective equipment. They are prepared to respond to a variety of hazardous materials incidents. In addition, first-line apparatus has been equipped with Hazmat Response Spill Kits to enable initial operations to begin as soon as possible should a hazmat incident occur. If necessary, additional resources are available from the Massachusetts Hazardous Materials Response System.

The *Massachusetts Department of Fire Services Hazardous Materials Response Division* is one of the most well respected hazardous materials response programs in the nation. Resources are strategically located throughout the Commonwealth and available to respond to any Massachusetts community 24 hours a day in the form of *Hazardous Materials Response Teams*. Massachusetts is divided into six Hazardous Materials Response Districts, and Acton lies at the northern end of *District 3* which is comprised of a total of 48 communities. Resources within *District 3* include: an *Operational Response Unit (ORU)* that carries the main cache of equipment; a *Technical Operations Module (TOM)* that serves as a science and research vehicle with meters and limited equipment; and a *Technical Support Unit (TSU)* that carries additional specialty equipment.

Hazardous Materials Response Teams are comprised of *Hazardous Materials Technicians* who are active career firefighters from local fire departments within the district. All Hazardous Materials Technicians assigned to district teams receive initial training through the Massachusetts Fire-fighting Academy. The intensive 6-week 305-hour Hazardous Materials Technician course far exceeds national standards. The curriculum includes didactic and hands-on training involving meters, specialized equipment, personal protective equipment, vehicles, and scenarios. There are currently 270 active Hazardous Materials Technicians throughout the state, 45 on each District Team. Training is held monthly and all team members must meet an annual minimum training requirement of 88 hours to remain active. Acton currently has one member assigned to the *District 3 Hazardous Materials Team*.

Hazardous Materials Response Teams are activated at the request of the local fire department and respond with a tiered-level approach. There are five tiers ranging from a tier 1 (lowest level response) comprised of one TOMs Unit and 5 responders to a tier 5 (highest level response) which is a multi-team, multi-vehicle response. Hazardous Materials Teams have the required technology, resources and expertise available to mitigate a wide variety of incidents and they work collaboratively with additional state agencies. Each incident is unique, but hazardous materials events can be classified into the following general categories: chemical incidents, mercury spills, white powders, radiological incidents, biological incidents, special services, mutual aid and classification of unknowns.

Hazardous Materials Response Teams participate in additional functions that include:

- Operational Support – to other district teams and to other agencies as requested
- Fire Ground Air Monitoring at large fire scenes
- Special Event Monitoring such as the Boston Marathon and other large public events

In addition, there are three types of specialized Hazardous Materials Response Teams within the State Hazardous Materials Response system including:

- Joint Hazardous Incident Response Teams (JHIRT) collaborating with the state police bomb squads for incendiary devices
- Maritime Incident Response Teams (MIRT)
- Technical Support Units (TSU)

In 2019, *District 3* responded to 30 Hazardous Materials Incidents in 20 communities

- 13 Chemical Incidents
- 1 Clandestine Lab
- 3 Mercury Spills
- 8 White Powder Calls
- 1 Unknown for analysis
- 2 Special Service Calls
- 2 Mutual Aid Responses to other District

Respectfully submitted,

Captain/Paramedic Anita Arnum
District 3 Hazardous Materials Team Member

Radio/Communications:

This year, the Radio Division continued to maintain and upgrade our radio fleet. Maintenance included solving some minor issues, as well as maintaining regional and national frequencies in our radios to increase the number of agencies with whom we can communicate. These frequencies will serve as a backup to our main fire frequency in the event that our main frequency goes out of service for any reason. They will also be used to communicate with other Local, State and Federal Agencies in the event of a large scale incident.

We have also worked closely with the Fire and Police dispatch center to streamline some of our dispatching procedures, as well as standardizing our guidelines to provide the highest level of service to the Townspeople. These efforts have proven to be an effective way of bringing the Departments together to make the communications process as seamless as possible.

We would like to thank the Citizens of Acton for their support in providing us with the tools necessary to keep our members, as well as the townspeople as

safe as possible in both emergency and non-emergent situations.

Respectfully submitted,

Firefighter/EMT Brian Whalen

Fire Department Incidents:

In 2019, the Acton Fire Department responded to 4969 incidents.

Summary of responses:

- 1906 Emergency Medical responses
- 3063 Emergency Fire/Rescue responses and non-emergent incidents
- 4969 Total Fire Department responses

In Conclusion:

The residents and those who work pass through or visit Acton can rest assured that all the Firefighters/EMT's who serve this community are well-skilled, compassionate and caring individuals who come together as a team to deliver the best fire and EMS services to the Town of Acton. The Department is proud to provide ALS (advanced life support) level of care and is equally proud of all the programs and services we offer the community. Thank you to Town Manager John Mangiaratti, the Board of Selectmen, Town Department Heads, and Citizens along with all the Fire Department personnel for their continued help and support.

Respectfully,

Fire Chief Robert Hart

ACTON AUXILIARY FIRE DEPARTMENT

The Acton Auxiliary Fire Department is a division of the Acton Emergency Management Agency. It is comprised of a small group of dedicated volunteers donating their time and efforts to provide support services to the Town of Acton during times of emergencies.

Due to changing times, rules and regulations, The Auxiliary Fire Department will be merged into the Acton Emergency Management Agency. We will still provide support services to the Town and its residents.

Gail Sawyer
Deputy Director
Acton Emergency Management Agency

ACTON POLICE DEPARTMENT

Chief's Report

Your Police Department processed almost 30,000 calls for service last year. The biggest issues we continue to respond to are domestic violence, mental health, and substance use. We partner with community groups, non-profits, coalitions, mental health providers and others to try and effectively respond to these issues and more. We are now certified and plan to be accredited in 2020 to ensure that we are meeting industry best practices and to deliver effective and professional police services.

I would like to thank the men and women of the Acton Police Department for their professional, dedicated, and caring response to calls all year.

Richard C. Burrows
Police Chief

CHIEF OF POLICE
Richard Burrows

DEPUTY CHIEF
James Cogan

LIEUTENANTS
Douglas Sturniolo
Edward Lawton Jr.

SERGEANTS
Raymond Grey
John Cooney
Scott Howe
Daniel Silva
Scott Krug
Fred Rentschler

POLICE OFFICERS

James Goodemote
Christopher Browne
Christopher Prehl
Michael Cogan
Kevin Heffernan
Luk Penney
Dean Keeler
Leo Gower
Gardena Abramowitz
Keith Campbell
Todd McKelvie
Tricia Sullivan
John Collins
Steven McCarthy

Michael Eracleo
Jonathan Stackhouse
David Joachim
Jesse Osterhoudt
Anna Daplas
Douglas Mahoney
Nathan Meuse
Matt Hammer
Steven Stalzer
Marc Symington
Tyler Russell
Jacob Frelick
Anthony Rotella
Chris Hodges
Zachary Taylor
Roderick Wiggins
Ellis Corey
Kevin Gordon
Kurt Correia

SPECIAL POLICE OFFICERS

Raymond L. LaRoche
James McPadden
Chris Hurst
Michael Fleury
POLICE MATRONS
Deborah Richardson
Becky Leblanc

SECRETARY

Allura Overstreet

RECORDS CLERK

Becky Leblanc

DISPATCHER SUPERVISOR

Mary Ann McLaughlin

DISPATCHERS

Kevin Antonelli
Roger Wallace
Daniel Deane
Alicia Burak
Patrick Hawthorne
Joanne Harpin
Brendan Sweitzer
Brendan Gray
Chris Hurst

OPERATIONAL ASSIGNMENTS

Officer In Charge of Patrol Division
Edward Lawton Jr.

Officer In Charge of Special Services Division
Lt. Douglas Sturniolo

Officer In Charge of Detectives
Sgt. Raymond P. Grey
Sgt. Fred Rentschler

Department Prosecutor
Det. Kevin Heffernan

Detectives
Det. Christopher Browne
Det. Leo Gower
Det. Chris Hodges

Youth Officers & School Resource
Det. Keith Campbell
Det. Luke Penney
Det. Tyler Russell

Safety/Traffic/Crime Prevention Officers
Det. Christopher Prehl
Det. Jonathan Stackhouse

Training Officer
Deputy Chief James Cogan

Family Services
Det. Michael Eracleo

Administrative Division

The Acton Police Department Administrative Division is responsible for Training, Professional Standards, Accreditation, Grants, Public Information, Payroll and Detail Billing, Records and the New Hiring Process and other administrative functions of the police department.

Training

A major component in this division is training. Police officers are required by law to receive 40 hours each year of in-service training as prescribed by the Municipal Police Training Committee. There are also many certifications that must be maintained and other specialized training for detectives and members of the patrol force. Training is tracked by fiscal year to match up with our budgeting process. For fiscal year 2019, which runs from July 1, 2018 through June 30, 2018 the department logged approximately 4346 training hours.

The breakdown of the training was 1376 hours of mandatory in-service training, 2946 hours of various training including but not limited to, police mountain bike training, juvenile law update, leadership, de-escalation

training, response to active shooter, Alameda's awareness training and cybersecurity. We also include police academy and field training for our newest officer Kurt Correia.

Acton is also one of 499 police agencies throughout our country who have pledged to the One Mind Campaign. This Campaign seeks to ensure successful interactions between our police officers and persons affected by mental illness. In 2019 we completed training of entire staff in Mental Health First Aid and increased the number of officers who completed Crisis Intervention Training, a 40-hour course to 80% of our department; this is far above the national requirement.

We also continue to host frequent trainings in the EOC training room at our public safety facility. By allowing outside agencies the use of the room we are provided with the opportunity to send members of our department at no cost.

Professional Standards

We have a very professional police department that provides a service to our residents, business owners and visitors. We had very few complaints last year and each one was thoroughly investigated.

Accreditation

We are continuing the process of obtaining state accreditation through the Massachusetts Police Accreditation Commission. We have a team of officers who are updating our policies and procedures and are putting processes in place to be able to update them on a continuous basis. We continue to use the PMAM HCM program. This program assists us in training the officers and tracking their receipt of new and updated policies. The accreditation process will ensure we are using industry best practices, assist the officers in performing their duties, and reduce overall liability.

Grants

We applied for and received a traffic safety grant through the State for FFY 1 for \$10,000 and FFY 19 for \$10,000. These grants allow us to assign officers for targeted traffic enforcement. Some deployments are for safety belt usage, some for distracted driving and some were "Drive Sober or Get Pulled Over" the hope is to educate the public and reduce the accidents and injuries on the roads of Acton.

In June 2019 we filled the role of Jail Diversion Program (JDP) Clinician which is funded by a grant. Mackenzie Deizeck began her role for Eliot Community Human Services and the Police Departments of Bedford,

Acton, Concord, Carlisle, Lincoln, Lexington, Stow Maynard and Hanscom Air Force Base (HAFB).

In her new role, Deizeck will work in partnership with police officers in each community to provide resources, support and assistance to those struggling with substance use and mental health. When police are called to incidents involving substance use and/or mental health, Deizeck will also respond. As the JDP clinician, Deizeck will also follow up with people after those incidents to connect those individuals with resources and programming.

Deizeck has a master's degree in rehabilitation counseling from Assumption College and is a certified rehabilitation counselor (CRC). For the past two years, she has worked in the Peace Corps in communities around Fiji, where she served as a life skills teacher and mental health provider, developed and led women's empowerment camp and worked on community development projects including water sanitation, environmental sustainability and health and wellness programs.

Before joining the Peace Corps, Deizeck worked at Massachusetts Rehabilitation Commission in Boston as a qualified vocational rehabilitation counselor, where she worked with individuals suffering from psychiatric, substance use, physical and intellectual disabilities.

Public Information

The department provides press releases on a regular basis to the local newspapers, websites and other news sources advising of important and timely cases, arrests, and alerting citizens for potential scams and crime trends and patterns. In 2019 our department also began using social media; we now have the ability to provide timely information to our community using both our Twitter and Facebook pages.

Records

Records management is an important function, all reports, forms and pictures and other items must be preserved for periods of time as specified by the Supervisor of Public Records. Records are also responsible for providing copies of reports to many parties including insurance companies, court, and residents. Freedom of Information Act requests take a considerable amount of time to process due to the need to redact certain information. Becky LeBlanc has been our records clerk for almost 12 years, Becky has attended specialized training and continues to do a great job processing all these requests and filing all of our reports.

Payroll and Detail Billing

Allura Overstreet serves as our Administrative Assistant. Allura who has worked for the town for more than 25 years handles our payroll, billing and other administrative tasks. Allura was originally hired by the Town of Acton as a dispatcher in 1989, she has also worked for our Fire Department and Cemetery Department.

Police officers and dispatchers cover shifts 24 hour each day 7 day every week so our payroll is complex. There are thousands of private details worked for private contractors each year. One of the first assignments Allura took on was managing a new electronic detail paging and billing system. Prior to having the DTS (detail tracking system) our dispatchers spent countless hours calling officers to fill detail assignments by phone.

New Hiring Process

We did not hire any new police officers in 2019.

Deputy Chief James Cogan

Patrol Division

The Patrol Division is the largest division within the police department. The Patrol Division patrols approximately twenty-three square miles of roadway and serves a population of 22,000. It is currently staffed with a Patrol Lieutenant, five Sergeants' and twenty-two Patrol Officers.

The Patrol Division is divided into three different shifts: the day shift, evening shift, and the overnight shift. During these shifts, the town is divided into five sectors. We operate with a north car, central car, west car, south car, and a general car. The patrol division is responsible for responding to all calls for service, conducting proactive patrols, preliminary investigations, and report writing.

Personnel

The shifts are manned with five patrol officers and a sergeant. Through proactive policing, intelligent deployment, department-wide problem-solving efforts, advanced training for our officers, our community involvement, and the use of a team approach, we continue to see great results in the prevention and resolution of crime in the Town of Acton.

Our patrol officers continue to impress me daily as I receive praise from citizens on how respectful, courteous, and helpful our officers can be. The patrol division prides itself on minimal officer complaints. The

department has recently achieved the status of 80 percent of its officers being trained in Critical Incident Training involving how to handle residents suffering from mental health issues.

New Officer

We have hired a new officer, Kurt Correia; he joins the force, having previously served as a Dispatcher for the department. Kurt is a graduate of the Western Massachusetts Police Academy, he has successfully completed our Field Officer Training Program and is presently working on the evening shift.

I would like to thank each member of the department for making my job very enjoyable, especially my Patrol Sergeants.

I would also like to thank Chief Burrows, Deputy Chief Cogan, Lt. Sturniolo and Mary Anne McLaughlin (Dispatch Supervisor), Allura Overstreet (Secretary) and Rebecca Leblanc (Records Clerk) for their continued support.

Lieutenant Edward M Lawton Jr.

Special Services Division

The Special Services Division of the Acton Police Department currently consists of 15 full-time Acton Police Detectives (1 Lieutenant, 2 Sergeant's, and 12 Detectives) and 12 Dispatchers (1 Supervisor, 9 full-time, 2 part-time). The division provides services in the following areas: Criminal Investigations, Narcotics Investigations, Traffic & Community Relations, Court Prosecution, Youth Services, Family Services, Accreditation, and Dispatch Communications.

Detective Sergeant Raymond Grey supervises Criminal Investigations, Court Prosecution, and Traffic & Community Relations. Sgt. Grey is an FBI National Academy graduate who brings over 40 years of experience in law enforcement to the Special Services Division. Sgt. Grey has been with the department for 39 years in which 28 of those years have been served in Special Services.

Detective Sergeant Frederick Rentschler supervises Youth & School Resource Services, Family Services, and Accreditation. Sergeant Rentschler has over 30 years with the Acton Police Department. Sergeant Rentschler was promoted to Sergeant in 2016 and has served in the Special Services Division for 20 years.

Criminal Investigations

Detective Christopher Browne is a 35 year veteran of the police force and has been assigned as a detective for over 25 years. Det. Browne is the division's senior investigator and is a recipient of the Irish American Police Investigators Award (2013). Detective Browne is also trained in arson investigations and is a member of the Regional Fire Investigation Team.

Detective Leo Gower is a 22 year veteran of the police force and has been assigned as a detective for the last 15 years. In addition to conducting criminal investigations, Det. Gower also conducts full back round investigations on all of the department's new hires. Det. Gower is also President of the Patrol Officer's Union.

Detective Christopher Hodges was assigned to Special Services as an investigator in 2017. Prior to joining the Acton Police Department, he worked for the Manchester Police Department in Connecticut where he served as a Patrol Officer, Patrol Sergeant, and Detective Sergeant. His duties consist of investigations, surveillance, back round investigations, and he is the department's point of contact for the Sex Offender Registry Board (SORB). Det. Hodges oversees the registration and monitoring of known sex offenders living and working in Acton.

As an Investigator, you can expect to investigate unattended deaths, sexual assaults, assaults, larcenies, burglaries, and other various crimes. All of the investigators are trained to process various types of crime scenes and receive specialized training from the Middlesex District Attorney's office in preparing search warrants. In 2019, the Criminal Investigations Unit investigated over 175 cases. Detectives assigned to the CIU work closely with investigators from the State Police, federal agencies, and surrounding cities and towns sharing resources, personnel, and information. Many of the cases investigated by detectives have been more sophisticated and highly organized which creates a significant challenge to complete a successful investigation. More and more the use of technology and social media are presenting themselves during our investigations. Detectives must keep up with the technological advances and the use of technology by those committing crimes. Through their training, knowledge, and abilities, detectives gather the appropriate evidence which allows for successful prosecutions.

Traffic & Community Relations Services

There are two detectives assigned to the Acton Police Department's Traffic & Community Relations Services Unit, Detective Christopher Prehl and Detective Jonathan Stackhouse. Both detectives participate in a multitude of police activities and help facilitate vital support services to the department such as traffic enforcement, accident investigations, and community policing based functions. The Traffic Unit is dedicated to improving traffic safety through education and enforcement. In 2019, the traffic unit conducted numerous targeted enforcement operations including Distracted Driving, Safety Belt Enforcement and Pedestrian Safety/Crosswalk enforcement.

Detective Christopher Prehl is the senior member of this unit and his duties cover a vast array of responsibilities. Primarily, Det. Prehl focuses on the education and enforcement of motor vehicle law, cruiser fleet and equipment maintenance, and procurement for the department. Det. Prehl also has a relationship with the ABRSD Transportation Department and coordinates bus safety programs and investigates bus driver safety complaints. Additionally, Det. Prehl oversees the regulation of both Class 1 and Class 2 car sales dealerships in town.

Detective Jonathan Stackhouse has been with the unit for over 6 years and has many duties within the department and the community. Det. Stackhouse is responsible for the maintenance of the department's mountain bikes and electric powered police bikes. The patrol bikes increase the versatility of patrol operations during NARA Park events as well as the Rail Trails. Det. Stackhouse is the Middlesex County Area Coordinator for the Law Enforcement Torch Run which benefits the Special Olympics of Massachusetts. He also continues to serve on the new Miracle League/ NARA sports pavilion building committee.

Prosecution and Firearms Licensing

In July 2016, Detective Kevin Heffernan assumed the role of the department's Police Prosecutor and has played a crucial role in assisting the Middlesex District Attorney's Office with the prosecution of criminal cases for the Acton Police Department. Det. Heffernan is on the Central Middlesex Assessment for Safety Team (CMASST) which is a program dedicated to addressing the safety of domestic violence victims. Det. Heffernan is also the intake officer for all new and renewal firearms licensing applications. In 2019, the Acton Police issued or renewed 212 firearms licenses.

Youth Services Division

The Youth Services Division of the Acton Police Department is comprised of three detectives who are assigned to work in collaboration with the Acton-Boxborough Regional School District. Detective Keith Campbell, Detective Luke Penney, and Detective Tyler Russell make up this group.

Detective Campbell has been a fixture at the Acton-Boxborough High School for well over a decade. In recognition of his commitment and dedication to his job, Detective Campbell received the "2019 Exceptional Service Award" at the annual conference of School Resource Officers in Norwood, MA.

Detective Penney continues to make a large contribution to the school community through his participation in countless after-school & community events. He continues to collaborate with his fellow SRO's and the school staff. Detective Penney primarily works the afternoon/evening shift.

Detective Russell recently transitioned to the School Resource Officer position following Detective Eracleo's movement to the Family Services Unit. Known to the students as "Officer Tyler", Detective Russell works alongside the other SRO's to provide services to the towns' 5,300 students within the Acton-Boxborough School District. Detective Russell is in charge of educating the 6th-grade students with the "iSafe" program, which covers topics ranging from drugs/alcohol, online safety, and bullying.

During school breaks and summer vacation, the SRO's can routinely be found at town events, youth camps at Nara Park or even patrolling the Rail Trails. The goal of the SRO's is to continue building relationships with our youth in and out of school.

Family Services Unit

In the late summer of 2019, the Acton Police Department established the "Family Services Unit". The unit is comprised of Detective Michael Eracleo. Detective Eracleo has been tasked with focusing his efforts on issues concerning; mental health, domestic violence, substance use, and elder services. His daily tasks include community outreach; follow up investigations and home visits offering resources to our residents in need.

As the department's Elder Services Liaison, Detective Eracleo will sometimes be found at his satellite office at the Human Services Building located at 30 Sudbury Rd. Detective Eracleo has also partnered with Eliot

Community Human Services, who have assigned Mackenzie Dežek a grant-funded social worker, to assist our department in connecting with our community members to provide support and resources related to mental health and substance use.

Accreditation

Lieutenant Douglas Sturniolo, Sergeant Frederick Rentschler, Detective Douglas Mahoney, and Detective Marc Symington make up the Accreditation Team for the department. The team is currently moving forward with the process of updating, reviewing, and creating new policies that will help to bring the Acton Police Department closer to its goal of achieving full accreditation from the Massachusetts Police Accreditation Commission.

In September of 2019, the Acton Police Department was officially awarded, "Certification" status by the Massachusetts Police Accreditation Commission. The Certification award is a great achievement and is one of the last steps before the department can become fully "Accredited". The accreditation team is diligently moving forward with the final stages of the accreditation process and we are on track for another on-site assessment by the Accreditation Commission in the spring of 2020.

Detective Douglas Mahoney has been a full-time member of the department for over 7 years and started his relationship with the Acton Police Department as a college intern. In addition to his duties as a member of the Accreditation Team, Det. Mahoney is also the department's Property & Evidence Officer, Firearm Instructor, Taser Instructor, and Field Training Officer. Detective Marc Symington joined the department in 2015 and transitioned from the Patrol Division to the Special Services Division in 2018 to join the Accreditation Team. Detective Symington has been working very hard writing policies and ensuring proper compliance to prepare the department for our upcoming assessment.

Dispatch Communications

Dispatchers who work in the Communication Center are also part of the Special Services Division. The Dispatch Supervisor, Mary Ann McLaughlin, oversees the day to day operations in the dispatch center and joined the department in 2015. Mary Ann has been a tremendous asset to the department and she is devoted to supporting the dispatch team and providing the highest level of service to the community.

Dispatchers are a critical part of all public safety organizations. They are required to be skilled at operating a variety of communications equipment, including computer systems, telephones and radios, Next Generation 911, Criminal Justice Information System, and monitoring Master Boxes. Public Safety Dispatchers receive and handle 911 emergency calls and also non-emergency calls for service. Dispatchers are trained to prioritize calls for police, fire and EMS assistance.

Dispatchers use a computer-aided dispatch system and are trained to provide pre-arrival instructions to callers reporting medical emergencies using Power Phone Emergency Medical Dispatch Protocols. All dispatchers receive mandatory annual 911 in-service training and CPR and First Responder training. The Communications Center is staffed by 9 fulltime and 3 part-time dispatchers. There are two dispatchers on duty at all times in the Center.

The Communications Center has a new full-time dispatcher who was hired to replace a vacancy. Brendan Gray was hired in October of 2019 and is currently training and will be ready to assume full responsibilities at the beginning of the New Year. Brendan has a B.S. in Criminal Justice from UMass Lowell with a concentration in Policing. He also completed coursework in Criminal Justice Data Analysis and Technology and the Criminal Justice System. He previously worked in a customer service role.

In October of 2019, the Communications Center began utilizing the RapidSOS Portal at no cost to the town. This technology enables us to receive device location information and additional data from the RapidSOS Clearinghouse. This additional real-time incident data is sent directly to our Center.

In November of 2019, the Communications Center began a trial of directly receiving all Wireless Cell calls. Most wireless 9-1-1 calls in Massachusetts

are answered by one of four wireless Public Safety Answering Points before being transferred to a local department. The Communications Center chose to opt-in to the wireless program which is a benefit to the caller and the Center. The department will receive additional Wireless Grant funding in the future as a result of answering these calls.

The Next Generation 911 system continues to provide Public Safety Emergency Communication services the ability to handle current and emerging technologies. The new system has provided high-quality mapping; all data is geographically-based. We are utilizing the emerging technology of Text to 911, "Call if you can, Text if you can't!"

The Communication Center continues to train dispatchers throughout the year with continuing education including Emergency Medical Dispatch recertification, Mental Health Training for the Dispatcher, Active Shooter training, and First Responder and CPR recertification among other relevant training topics.

Lieutenant Douglas J. Sturniolo
Special Services Division Commander



LEGISLATIVE

ABSTRACT OF THE ANNUAL TOWN MEETING HELD MONDAY, APRIL 1, 2019, 7:00 P.M.

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL AUDITORIUM

WITH ADJOURNED SESSION HELD APRIL 2, 2019

NUMBER OF REGISTERED VOTERS ATTENDING TOWN MEETING
APRIL 1, 2019 – 591 AND
APRIL 2, 2019 – 421

April 1, 2019

The Moderator, Mr. Peter Ashton, called the Annual Town Meeting to order on Monday, April 1, 2019, at 7:01 PM.

This is the 285th Town Meeting in Acton.

Mr. Ashton gave an overview of the process for Town Meeting.

The Moderator noted that Town meeting will start at 6:45 on Tuesday in order to do the award presentation for Employee of the year.

The Moderator gave a presentation on the iClicker, the new Electronic Voting equipment that we will use at this Town Meeting. The new voting process was voted at the Special Town Meeting held October 5, 2016, Article 2, adding section A7 to the Town Bylaws.

The Moderator presented practice motion to test the iClicker.

Practice Motion #1:

Motion: All town meeting members who in any way volunteer for the town or for the regional schools please vote yes

iClicker - A Yes - 229 62% E No - 141 38 %

Mr. Ashton introduced the chairman of the Board of Selectmen, Katie Green, who then introduced the members at the table. Joan Gardner – Vice Chair, Jon Benson – Clerk as well as Peter Berry, and Janet Adachi members of the Board of Selectmen.

In addition, Town Manager – John Mangiaratti Nina Pickering Cook - Town Counsel, and Eva Stradek - Town Clerk

The Moderator introduced the Chair of the Finance Committee Jason Cole, who then introduced the members at the table.

Roland Bourdon III – V Chair, Steve Noone, Jeff Bergart, Christi Andersen, Christine Russell, Michael F. Majors, Thomas Farley, Dave Wellinghoff and Associate members Sahana Purohit and Alan Vlajinac.

The Moderator asked Town Meeting to vote to allow Non Resident Town and Regional School Staff, to speak to the Articles of this Annual Town Meeting if needed.

Motion carries to allow speakers.

Article 1 Choose Town Officers (Majority vote)

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

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

, or take any other action relative thereto.

MOTION: Mr. Benson moves that the Town fix the compensation for elected officers as shown in the Article.

MOTION CARRIES

Mr. Benson nominates Jo-Ann M. Berry for the position of Temporary Moderator, term to expire 2020.

MOTION CARRIES

Melissa Loporto, Trustee of the West Acton Citizens Library, nominates Tara J. Leuci of 4 Wingate Lane, Acton, for the position of Trustee of the West Acton Citizens Library, term to expire 2022.

MOTION CARRIES

Andrea S. Miller, Trustee of the Elizabeth White Fund, nominates Jo-Ann Berry, of 2 Heron View Road, Acton,

for the position of Trustee of the Elizabeth White Fund, term to expire 2022.

MOTION CARRIES

Robert Smith, Trustee of the Acton Firefighters' Relief Fund, nominates Robert Vanderhoof of 125 Willow Street, Acton, for the position of Trustee of the Acton Firefighters' Relief Fund, term to expire 2022.

MOTION CARRIES

Robert Vanderhoof, Trustee of the Acton Firefighters' Relief Fund, nominates Thomas Matthews of 17 Herget Drive, Pepperell, for the position of Trustee of the Acton Firefighters' Relief Fund, term to expire 2020.

MOTION CARRIES

Thomas Khols, Trustee of the Charlotte Goodnow Fund, nominates Todd Fenniman of 29 Kinsley Road, Acton, for the position of Trustee of the Charlotte Goodnow Fund, term to expire 2020.

MOTION CARRIES

Todd Fenniman, Trustee of the Charlotte Goodnow Fund, nominates Thomas Ryder of 5 Old Oregon Trail, Acton, for the position of Trustee of the Charlotte Goodnow Fund, term to expire 2021.

MOTION CARRIES

Todd Fenniman, Trustee of the Charlotte Goodnow Fund, nominates Allison Hammer of 21 Willow Street, Acton, for the position of Trustee of the Charlotte Goodnow Fund, term to expire 2022.

MOTION CARRIES

Article 2 Hear and Accept Reports
(Majority vote)

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

MOTION: Ms. Gardner moves that the Town accept the reports of the various Town Officers and Boards as set forth in the 2018 Town Report and that the Moderator call for any other reports.

MOTION CARRIES

Article 3 Budget Transfer
(Majority vote)

To see if the Town will appropriate from available funds a sum of money to defray necessary expenses above the amount appropriated at the 2018 Annual Town Meeting, or take any other action relative thereto.

MOTION: Ms. Green moves that the Town take no action.

MOTION CARRIES

Article 4 Town Operating Budget
(Majority vote)

To see if the Town will raise and appropriate, transfer and/or appropriate from available funds, the sum of \$34,746,539 to defray the necessary expenses of the departments, offices and boards of the Town, exclusive of the Regional School budgets, or take any other action relative thereto.

MOTION: Ms. Green moves that the Town raise and appropriate \$34,746,539 to be expended by the Town Manager to fund the fiscal year 2020 municipal budget,

And that the Town authorize the Town Manager to lease on such terms and conditions as he may determine vehicles and equipment for a period not to exceed five years, and to sell, trade or otherwise dispose of vehicles and equipment being replaced and to expend any proceeds so received.

MOTION TO AMEND: Ms. Friedrichs moves to amend the motion by reducing the total appropriation for the Town Operating Budget by \$8000 in an effort to eliminate the purchase of Tasers or any other military equipment from said budget.

Motion to amend fails

ORIGINAL MOTION CARRIES UNANIMOUSLY

Article 5 Town Capital - Kelley's Corner
Infrastructure Improvement Project
(Majority vote)

To see if the Town will raise and appropriate, transfer and/or appropriate from available funds, \$525,000 to be expended by the Town Manager for design, engineering and appraisal services related to the Kelley's Corner Infrastructure Improvement Project,

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

MOTION: Mr. Benson moves that the Town transfer from Free Cash and appropriate \$525,000 to be expended by the Town Manager for the purposes set forth in the Article, including costs incidental and related thereto.

IClicker - A Yes - 467 89% E No - 59 11%

MOTION CARRIES

Article 6 Town Capital – Sidewalks and Traffic Calming
(Majority vote)

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

| | | |
|----|--------------------------|------------|
| A. | Sidewalks | \$ 130,000 |
| B. | Traffic Calming Measures | \$ 20,000 |
| | Total | \$ 150,000 |

MOTION: Ms. Green moves that the Town transfer from Free Cash and appropriate \$150,000 to be expended by the Town Manager for the purposes set forth in the Article, including costs incidental and related thereto.

MOTION CARRIES UNANIMOUSLY

Moderator turns following articles to the Temporary Moderator, Ms. Jo-Ann Berry

Article 7 Acton-Boxborough Regional School District Assessment
(Majority vote)

To see if the Town will raise and appropriate, transfer and/or appropriate from available funds, the sum of \$61,235,254, consisting of a capital assessment of \$2,726,396 and an operating assessment of \$58,508,858, to defray the necessary expenses of the Acton-Boxborough Regional School District, or take any other action relative thereto.

MOTION: Ms. Baum moves that the Town appropriate \$61,235,254 to be expended by the Superintendent of Schools to fund the fiscal year 2020 operating assessment of \$58,508,858 and capital assessment of \$2,726,396 of the Acton-Boxborough Regional

School District and to meet this appropriation, raise \$60,557,785 from general revenues, and transfer \$677,469 from Free Cash.

MOTION CARRIES UNANIMOUSLY

Ms. Baum introduced the members of the Regional School Committee. She thanked Eileen Zhang for her three years of service on the Committee. She also recognized Mary Brolin of Boxboro for her eleven years of service.

Article 8 Acton-Boxborough Regional School District Capital Improvement Plan
(Two-thirds vote)

To see if the Town will vote to approve of authorizing the Treasurer of the Regional School District to borrow the sum of \$7,500,000 for the purpose of paying construction, installation and all other associated costs of providing the capital improvements identified hereof in the Regional School District's Capital Improvement Plan, or take any other action relative thereto.

MOTION: Ms. Baum moves that the Town of Acton approve the debt authorized by the Regional School District in the amount of \$7,500,000 for the purpose of paying construction, installation and all other associated costs of providing capital improvements identified hereof on the Regional School District's Capital Improvement Plan.

IClicker - A Yes - 354 97% E No - 11 3%

MOTION CARRIES

Declared 2/3 by Moderator*

*Town of Acton has accepted MGL CH 39 Sec 15 at its Annual Town Meeting April 2001, Article 43 and the amended Bylaw 5A was approved by the Attorney General on Aug. 6, 2001. (The Town Meeting Moderator is not required to count a 2/3 required vote.)

Article 9 Acton-Boxborough Regional School District – Authorize Regional Stabilization Fund
(Majority vote)

To see if the Town will approve the establishment of a Capital Stabilization Fund by the Acton-Boxborough Regional School District in accordance with the provisions of Chapter 71, Section 16G½ of the Massachusetts General Laws, as amended, for the purpose of providing funding for the District's future capital needs in conjunction with its Capital Improvement Plan, or to take any other action relative thereto.

MOTION: Ms. Baum moves that the Town of Acton approve the establishment of a Capital Stabilization Fund by the Acton-Boxborough Regional School District in accordance with the provisions of Chapter 71, Section 16G½ of the Massachusetts General Laws, as amended, for the purpose of providing funding for the District's future capital needs in conjunction with its Capital Improvement Plan.

MOTION CARRIES

Mr. Ashton returning as moderator.

Article 10 Minuteman Regional School District Assessment
(Majority vote)

To see if the Town will raise and appropriate, transfer and/or appropriate from available funds, the sum of \$1,455,682 to defray the necessary expenses of the Minuteman Regional Vocational Technical School District, or take any other action relative thereto.

MOTION: Mrs. Nourse moves that the Town raise \$1,106,994 from general revenues, transfer \$348,688 from Free Cash and appropriate \$1,455,682 to fund the fiscal year 2020 assessment of the Minuteman Regional School District.

MOTION CARRIES UNANIMOUSLY

Article 11 Community Preservation Program
(Majority vote) Direct Appropriations from Fund Balances

To see if the Town will appropriate or set aside for later appropriation, and authorize and direct the Board of Selectmen and the Town Manager to expend or set aside, from the FY 2018 Community Preservation Fund balances as set forth herein, the amounts listed below for community preservation purposes, with such expenditures to be subject to conditions listed in the Article's Summary and to be further specified in award letters from the Community Preservation Committee, with each item considered a separate appropriation;

| FY 2018 COMMUNITY PRESERVATION FUND BALANCES | |
|---|-----------------------|
| FY 2018 Community Preservation Fund Revenues | |
| Community Preservation Fund Surcharge Collected in FY 2018 | \$1,001,384.00 |
| State Community Preservation Trust Fund Receipt, October 2018 | \$188,586.00 |
| Other FY 2018 Community Preservation Fund Components | |
| Interest Earned in FY 2018 (less abatements and exemptions) | \$30,646.00 |
| Unencumbered FY 2018 Fund Balance | \$122,461.30 |
| Recapture of unspent previous years' project appropriations | \$257,322.79 |
| Total - FY 2018 Community Preservation Fund Balance | \$1,600,400.09 |
| FY 2018 Open Space Set-Aside | |
| Set-Aside Fund Balance from appropriations for the Acquisition, Creation, and Preservation of Open Space and its Rehabilitation and Restoration | \$1,970,804.52 |
| Total FY 2018 Open Space Set-Aside Fund Balance | \$1,970,804.52 |
| FY 2018 Historic Resources Set-Aside | |
| Set-Aside Fund Balance from appropriations for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources | \$0.00 |
| Total FY 2018 Historic Resource Set-Aside Fund Balance | \$0.00 |

| | |
|--|----------------------------|
| | |
| FY 2018 Community Housing Set-Aside | |
| Set-Aside Fund Balance from appropriations for the Acquisition, Creation, Preservation, and Support of Community Housing | \$0.00 |
| Total FY 2018 Community Housing Set-Aside Fund Balance | \$0.00 |
| | |
| APPROPRIATIONS FROM FY 2018 COMMUNITY PRESERVATION FUND BALANCE | |
| Purposes | Recommended Amounts |
| Set-Aside Appropriations for | |
| A. Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources; required set-aside for meeting 10% of spending from FY 2015 revenues | \$35.45 |
| B. Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources; required set-aside for meeting 10% of spending from FY 2016 revenues | \$100,737.00 |
| C. Acquisition, Preservation, Rehabilitation and Restoration of Community Housing; required set-aside for meeting 10% of spending from FY 2017 revenues | \$2,227.00 |
| D. Acquisition, Creation and Preservation of Open Space, and its Rehabilitation and Restoration | \$450,000.00 |
| Spending Appropriations | |
| E1. Community Housing Program Fund* | \$147,773.00 |
| F. Acton Housing Authority – Windsor Green Sliding Doors | \$162,656.00 |
| G. Town of Acton – Cultural Resource List Updates and MACRIS Conversion | \$20,000.00 |
| H1. Iron Work Farm – Window Preservation | \$24,227.55 |

| | |
|--|-----------------------|
| I. Mill Place Condominium Association – Bell Tower Preservation | \$40,000.00 |
| J. Town of Acton – Asa Parlin House Preservation | \$175,000.00 |
| K. Town of Acton – Jones Field Playground Renovation | \$269,000.00 |
| L. Town of Acton – Acton Arboretum ADA Compliant Entrance | \$55,000.00 |
| M. Town of Acton – Acton Arboretum China Trail and Garden Plantings | \$5,000.00 |
| N. Town of Acton – 53 River Street Historic Park | \$75,000.00 |
| Administrative Appropriation | |
| O. A fund for CPC direct expenses and for reimbursing the Town of Acton for administrative services and operating expenses provided in support of the Community Preservation Committee | \$59,498.50 |
| Total Recommended Appropriations from FY 2018 Community Preservation Fund Balance | \$1,586,154.50 |
| | |
| APPROPRIATION FROM OPEN SPACE SET-ASIDE FUND BALANCE | |
| P. Wright Hill Open Space Land Acquisition - Debt Service | \$81,600.00 |
| Total Recommended Appropriations from the Open Space Set-Aside Fund | \$81,600.00 |
| | |
| APPROPRIATION FROM COMMUNITY HOUSING SET-ASIDE FUND BALANCE | |
| E2. Community Housing Program Fund* | \$2,227.00 |
| Total Recommended Appropriations from the Community Housing Historic Resources Set-Aside Fund | \$2,227.00 |
| | |
| APPROPRIATION FROM HISTORIC RESOURCES SET-ASIDE FUND BALANCE | |
| H2. Iron Work Farm – Window Preservation | \$100,772.45 |

| | |
|---|---------------------|
| Total Recommended Appropriations from the Historic Resources Set-Aside Fund | \$100,772.45 |
| Resulting Fund Balances | |
| Resulting FY 2018 Community Preservation Fund Balance | \$14,245.59 |
| Resulting Balance in the Set-Aside Fund for the Acquisition, Creation, and Preservation of Open Space, and its Rehabilitation and Restoration | \$2,339,204.52 |
| Resulting Balance in the Set-Aside Fund for the Acquisition, Preservation, Rehabilitation and Restoration of Historic Resources | \$0.00 |
| Resulting Balance in the Set-Aside Fund for the Acquisition, Creation, Preservation, and Support of Community Housing | \$0.00 |

* Pursuant to Town Charter Section 6-5 that the appropriation to the Community Housing Program Fund shall not lapse three years and one month following the effective date of the vote on this article, and that this appropriation and all prior appropriations to the Community Housing Program Fund shall continue to be available for the purpose specified until expended for that purpose or until the CPC recommends and Town Meeting votes to rescind the appropriation of any unspent funds appropriated for this purpose,

And, whereas Massachusetts General Laws Chapter 44B requires that the Town appropriate for spending, or set-aside for future spending, from the FY 2018 Community Preservation Fund Revenues at least 10% for open space, 10% for historic resources, and 10% for community housing;

And, whereas the recommended appropriations for open space, historic resources, and community housing each meet or exceed 10% of the FY 2018 Community Preservation Fund Revenues;

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

Therefore, in the event that recommended amounts are deleted or reduced, vote to appropriate as a set-aside for future spending from the FY 2018 Community Preservation Fund Balance the minimum necessary amounts to allocate not less than 10% of the FY 2018 Community Preservation Fund Revenues for open space (\$118,997.00), not less than 10% of the FY 2018 Community Preservation Fund Revenues for historic resource (\$118,997.00), and not less than 10% of the FY 2018 Community Preservation Fund Revenues for community housing (\$118,997.00), or take any other action relative thereto.

MOTION: Mr. Yacouby moves that the Town:
 1) Transfer to and from the Community Preservation Fund and appropriate, re-appropriate, or set aside for current or later appropriation \$1,770,753.95, all as set forth in the article, and
 2) Authorize the Town Manager to expend or set aside amounts as set forth in the article, and in compliance with conditions to be noted in the Community Preservation Committee's award letters.

Hold line Items - H, I, J

REMAINING LINE ITEMS UNDER THIS MOTION CARRIES

Line Item H - Iron Works Farm – Window Replacement

Line Item CARRIES UNANIMOUSLY

Line Item I - Mill Place Condominium Association – Bell Tower Preservation
 iClick r - A Yes - 202 82 % E No - 44 18 %

Line Item CARRIES

Line Item J - Town of Acton – Asa Parlin House Preservation

Line Item CARRIES

MOTION TO ADJOURN: Ms. Green moves to adjourn the Town Meeting at 10:39 pm until April 2nd at 6:45pm, at the Acton-Boxborough Regional High School Auditorium.

MOTION TO ADJOURN CARRIES

April 2, 2019

The Moderator, Mr. Ashton, called the Annual Town Meeting to order on Tuesday, April 2, 2019 at 6:49pm.

The Moderator introduced the Town Manager, John Mangiaratti who gave the presentation for the annual recipient of the "Joseph A. Lalli Merit Award" endowed by the Steinberg Lalli Charitable Foundation, for outstanding work of a Town of Acton Municipal Employee. This is the fifteenth year that this award has been issued. The Foundation gave funding eleven years ago, to recognize Public Safety Employees with this award as well.

The Municipal Employee of the Year award for 2019 is presented to James MacRae, the Veteran's Services Officer.

James MacRae, the Town of Acton's VSO (Veterans Service Officer) is a tireless supporter of our veterans. He accesses benefits on their behalf and takes a keen interest in their lives, always looking to improve their quality of life. In the eight years that Jim has been on staff he has directly impacted the quality of life of our veterans. He performs his duties in a quiet unassuming manner that inspires all around him. James MacRae embodies the qualities that make him an ideal candidate to receive the Steinberg-Lalli Employee of the Year award. In addition to his tireless efforts on behalf of veterans and their families, he also coordinates and cooks Veterans breakfasts, hand created new flagpoles and replacement of our ceremonial flags used on the Town Common, personally sets them up and takes them down for events, hand delivers benefits checks to veterans, assists veterans personally with their transport to VA medical appointments. He is highly successful at achieving benefits payments through advocacy and research regarding federal benefit programs, coordinates Flag Retirement ceremonies, parades, speeches. In addition he coordinated the flagpole installation at the 30 Sudbury Human Services facility.

James thanked all the Departments that have assisted him. He thanked everyone for the recognition for this award.

Mr. Mangiaratti honored the eleventh annual recipient of the "Joseph A. Lalli Merit Award" for outstanding work of a Public Safety Employee. This year's Public Safety Employee of the Year is presented to Michael Eracleo, Detective of the Police Department.

Detective Michael Eracleo, has been and officer for the Town for 14 years. He is assigned to work with

the Elementary and Special Education Schools and routinely addresses variety of issues including; Security, ISafe, Incident Assistance, Truancy, Emergency Preparedness, Threat Assessment, Educational Instruction, Student/Family Assistance and Event Support. When Mike is not working with our children he engages in direct and specialized interactions with the public in matters such as: Domestic abuse, victim assistance and case follow-up, Mental Health awareness education {QPR}, Substance abuse education and intervention (PAARI) and he is the primary point of contact between the COA and the police department in regards to our Elder's issues and concerns. To say Det. Eracleo spins many plates at the same time would be an understatement.

Detective Eracleo is scheduled to work an eight hour day but this is hardly ever the case. It is not uncommon for him to remain at his desk well past "quitting" or take a call from a school official or parent at his home in the evening hours. If you asked Mike why he does this he would say, "It just needed to be done." Detective Eracleo is always upbeat, motivated and ready to serve. He will accept any assignment, task and or request with a smile. Detective Eracleo is a truly dedicated employee; he is a credit to the department and to the Town. He is rightfully deserving of this recognition and award.

Mike thanked the foundation for the continued generosity to the Town. He also thanked the Board of Selectmen and Town Manager for the award. Mike thanked Chief Rich Burrows for the nomination for the award.

Joan Gardner thanked the Board of Selectmen members that will be leaving the board.

Joan thanked Katie Green for her 6 years of service to the Town has been exceptional.

Katie thanked Janet Adachi for the 9 years of service to the Town. Janet has had many contributions on many committees for the Town. She will be greatly missed.

Article 12 Transfer Real Property – 53 River Street
(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to transfer real property commonly known as 53 River Street in Acton, consisting of approximately 7.26 acres, identified as Parcel 47 on the Town of Acton Assessor's Map H3A and recorded at the Middlesex South Registry of Deed at Book 68789, Page 272, which land is currently held for general municipal purposes from the Board of Selectmen to the Board

of Selectmen for open space, historic preservation or recreation purposes, or take any other action relative thereto.

MOTION: Mr. Berry moves that the Town authorize the transfer of the real property as set forth in the Article from the Board of Selectmen for general municipal purposes to the Board of Selectmen for open space, historic preservation or recreation purposes.

MOTION CARRIES
Declared 2/3 by Moderator*

*Town of Acton has accepted MGL CH 39 Sec 15 at its Annual Town Meeting April 2001, Article 43 and the amended Bylaw 5A was approved by the Attorney General on Aug. 6, 2001.
(The Town Meeting Moderator is not required to count a 2/3 required vote.)

Article 13 Disposition of Real Property – 348-364 Main Street
(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to transfer the real property known as 348, 350, 352, 362 and 364 Main Street in Acton, consisting of a total of approximately 4.6689 acres, identified as Parcels 61, 61-1, 54, 32, and 33, respectively, on the Town of Acton Assessor's Map F3 and recorded at the Middlesex South Registry of Deed at Book 66745, Page 77, which land is currently held for general municipal purposes, from the Board of Selectmen for the purpose of conveyance, and to authorize the Board of Selectmen to convey such land for affordable housing purposes on such terms and conditions and for such consideration, which may be non-monetary consideration, as the Selectmen may determine in the Town's interest, or take any other action relative thereto.

MOTION: Ms. Green moves that the Town authorize the transfer of the real property as set forth in the Article from the Board of Selectmen for general municipal purposes to the Board of Selectmen for the purpose of conveyance, and authorize the Board of Selectmen to dispose of all or any portion of such real property for affordable housing purposes on such terms and conditions as the Selectmen may determine.

IClick r - A Yes - 320 91% E No - 31 9%

MOTION CARRIES
Declared 2/3 by Moderator*

*Town of Acton has accepted MGL CH 39 Sec 15 at its Annual Town Meeting April 2001, Article 43 and the amended Bylaw 5A was approved

by the Attorney General on Aug. 6, 2001.
(The Town Meeting Moderator is not required to count a 2/3 required vote.)

Article 14 Land Acquisition or Lease – 19 & 21 Maple Street
(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to (1) enter into a lease; (2) acquire by purchase, gift, eminent domain or otherwise and to accept a deed of fee simple interest, on such terms and conditions as the Selectmen may determine, and then dispose of all of a portion by entering into a lease back to the seller; or (3) acquire by purchase, gift, eminent domain or otherwise and to accept a deed of fee simple interest, on such terms and conditions as the Selectmen may determine, and for general municipal purposes, Parcels 42 and/or 37 as shown on the Town of Acton Atlas Map H2-A and in the deeds recorded at the Middlesex South Registry of Deeds in Book 45836, Page 526 and Book 11658, Page 673, respectively; and further to see if the Town will raise, appropriate, transfer from available funds, accept gifts and/or borrow a sum of money to be expended by the Town Manager for this purpose, or take any other action relative thereto.

MOTION: Mr. Benson moves that the Town:
1) authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise the real property as set forth in the Article on such terms and conditions as the Selectmen may determine;

2) appropriate \$1,100,000 to be expended by the Town Manager to fund said acquisition and, to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$1,100,000 under Massachusetts General Laws Chapter 44, Section 7, as amended, and further, that any premium received upon the sale of the bonds, less the cost of preparing, issuing and marketing them, and any accrued interest received upon the delivery of the bonds may be applied to the costs of the project and to reduce the amount authorized to be borrowed for the project by like amount;

3) appropriate and transfer \$33,000 from the Commuter Lot Parking Fees Fund to fund the first year of debt service on such borrowing; and

4) authorize the Board of Selectmen to dispose of a portion of the real property as set forth in the Article by lease back to the current owner on such terms and conditions as the Selectmen may determine.

MOTION CARRIES

Declared 2/3 by Moderator*

*Town of Acton has accepted MGL CH 39 Sec 15 at its Annual Town Meeting April 2001, Article 43 and the amended Bylaw 5A was approved by the Attorney General on Aug. 6, 2001.

(The Town Meeting Moderator is not required to count a 2/3 required vote.)

Article 15 # Land Acquisition – 257 Central Street, Northern Subdivided Parcel

(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to acquire by purchase, gift, eminent domain or otherwise and to accept a deed of fee simple interest, on such terms and conditions as the Selectmen may determine and for general municipal purposes, the part of 257 Central Street that will, by April Town Meeting, have been subdivided from the main house. 257 Central is shown on the Town of Acton Atlas Map F2-B-2, and in the deed recorded at the Middlesex South Registry of Deeds in Book 14061, Page 255; and further to see if the Town will raise, appropriate, and/or transfer from available funds or accept gifts for this purpose, or take any other action relative thereto.

MOTION: Annette Lochrie moves that the Town take no action.

MOTION CARRIES

Declared 2/3 by Moderator*

*Town of Acton has accepted MGL CH 39 Sec 15 at its Annual Town Meeting April 2001, Article 43 and the amended Bylaw 5A was approved by the Attorney General on Aug. 6, 2001.

(The Town Meeting Moderator is not required to count a 2/3 required vote.)

Article 16 Fund Collective Bargaining Agreements (Majority vote)

To see if the Town will raise and appropriate, transfer or appropriate from available funds a sum of money necessary to fund the cost items contained in Collective Bargaining Agreement(s) between the Town and its employee unions as filed with the Town Clerk, or take any other action relative thereto.

- A. Acton Police Patrol Officers Association
- B. Acton Police Superior Officers (Massachusetts Coalition of Police Local 380)

C. Public Safety Dispatchers (International Brotherhood of Teamsters Local 25)

D. Highway, Municipal Properties and Cemetery (American Federation of State, County and Municipal Employees Local 1703)

MOTION: Mr. Berry moves that the Town authorize the first year cost items contained in the Collective Bargaining Agreements between the Town and the:

- A. Acton Police Patrol Officers Association
- B. Acton Police Superior Officers (Massachusetts Coalition of Police Local 380)
- C. Public Safety Dispatchers (International Brotherhood of Teamsters Local 25)
- D. Highway, Municipal Properties and Cemetery (American Federation of State, County and Municipal Employees Local 1703)

MOTION CARRIES UNANIMOUSLY

Jo-Ann Berry will moderate the next article.

Financial Consent (Majority vote)

Ms. Green moves that the Town take up the eight articles in the Consent Calendar on pages 54 through 60 of the Warrant: Articles 17, 18, 19, 20, 21, 22, 23 and 24.

- 17 * Demand Fees for Late Payments
- 18 * Commuter Lot & Station Maintenance
- 19 * Septage Disposal Enterprise Budget
- 20 * Transfer Station and Recycling Enterprise Budget
- 21 * Sewer Enterprise Budget
- 22 * Ambulance Enterprise Budget
- 23 * Transportation Enterprise Budget
- 24 * Revolving Fund Budget

Held from consent Article 21 Sewer Enterprise Budget

REMAINING ARTICLES UNDER THE CONSENT MOTION CARRIES

Article 17 * Demand Fees for Late Payments (Majority vote)

To see if the Town will authorize the Tax Collector to charge a \$15 fee for each written demand issued by

the Tax Collector, to be added to and collected as part of the tax, as authorized by Massachusetts General Laws Chapter 60, Section 15, to become effective July 1, 2019, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town authorize the Tax Collector to charge a \$15 fee for each written demand issued as set forth in the Article.

CONSENT MOTION CARRIES

Article 18 * Commuter Lot & Station Maintenance
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money to be expended by the Town Manager for the service fees, operation, maintenance or improvement of facilities and infrastructure at the South Acton Commuter Lot, including related incidental costs, or take any other action relative thereto.

MOTION: Mr. Benson moves that the Town raise from department receipts and appropriate \$76,900 for the purposes set forth in the Article.

CONSENT MOTION CARRIES

Article 19 * Septage Disposal Enterprise Budget
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money for the purpose of septage disposal, in accordance with Massachusetts General Laws Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

MOTION: Ms. Gardner moves that the Town raise \$137,677 from department receipts, transfer \$20,000 from retained earnings and appropriate \$157,677 to operate the septage waste disposal program.

CONSENT MOTION CARRIES

Article 20 * Transfer Station and Recycling Enterprise Budget
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, and transfer a sum of money for the purpose of solid waste disposal and recycling in accordance with Massachusetts General Laws Chapter 44, Section 53 F½, Enterprise Fund

Law, or take any other action relative thereto.

MOTION: Ms. Green moves that the Town raise from department receipts and appropriate \$618,800 for the purpose of solid waste disposal and recycling, and that the Town authorize the Town Manager to lease on such terms and conditions as he may determine vehicles and equipment for a period not to exceed five years, and to sell, trade or otherwise dispose of vehicles and equipment being replaced and to expend any proceeds so received.

CONSENT MOTION CARRIES

Article 21 * Sewer Enterprise Budget
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds a sum of money for the purpose of operating and maintaining a sewer collection and treatment facility, in accordance with Massachusetts General Laws Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

MOTION: Ms. Adachi moves that the Town raise \$1,788,330 from department receipts, transfer \$341,840 from retained earnings and appropriate \$2,130,170 for the purpose of operating the sewer system.

Held from consent

MOTION TO AMEND: Ms. Friedrichs moves to amend to add the following language to the main motion "provide, however, that such appropriation shall not be expended for the purpose of West Acton sewer expansion"

Motion to Amend fails

Motion to allow speaker from Woodard and Curran to speak

Motion carries unanimously

ORIGINAL MOTION CARRIES

Peter Ashton will Moderate.

Article 22 * Ambulance Enterprise Budget
(Majority vote)

To see if the Town will raise and appropriate, or appropriate from available funds, and transfer a sum

of money for the purpose of health care, in accordance with Massachusetts General Laws Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

MOTION: Mr. Berry moves that the Town raise \$1,030,941 from department receipts, raise \$180,000 from general revenues, transfer \$77,650 from retained earnings and appropriate \$1,288,591 for the purpose of operating the ambulance service.

CONSENT MOTION CARRIES

Article 23 * Transportation Enterprise Budget
(Majority vote)

To see if the Town will raise and appropriate, transfer or appropriate from available funds a sum of money for the purpose of transportation services, in accordance with Massachusetts General Laws Chapter 44, Section 53 F½, Enterprise Fund Law, or take any other action relative thereto.

MOTION: Ms. Gardner moves that the Town raise \$261,400 from department receipts, raise \$260,000 from general revenues, transfer \$121,000 from commuter lot parking fees fund balance and appropriate \$642,400 for the purpose of operating the transportation service.

CONSENT MOTION CARRIES

Article 24 * Revolving Fund Budgets
(Majority vote)

To see if the Town will vote to limit the total amount that may be expended from the revolving funds for the Historic District Commission, Building Department, Health Department, Transportation Service, Fire Department and Public Works Department as noted in the FY20 Authorized Expense column in the table below, or take any other action relative thereto.

| Fund Balance 6/30/2018 | FY19 Budgeted Revenue | FY19 Budgeted Expense | Fund Balance 6/30/2019 | FY20 Estimated Revenue | FY20 Authorized Expense |
|---------------------------------------|--------------------------|--------------------------|---------------------------|---------------------------|----------------------------|
| Historic District Commission | | | | | |
| \$1,940 | \$200 | \$200 | \$1,940 | \$200 | \$200 |
| Building Department | | | | | |
| \$141,767 | \$257,483 | \$257,483 | \$141,767 | \$257,962 | \$257,962 |
| Sealer of Weights and Measures | | | | | |
| \$73,206 | \$30,557 | \$30,557 | \$73,206 | \$27,085 | \$27,085 |
| Hazardous Materials Inspection | | | | | |
| \$22,012 | \$29,162 | \$29,162 | \$22,012 | \$55,792 | \$55,792 |
| Food Services Inspection | | | | | |
| \$15,241 | \$46,870 | \$46,870 | \$15,241 | \$57,383 | \$57,383 |
| Stormwater | | | | | |
| \$72,524 | \$19,550 | \$19,550 | \$72,524 | \$54,685 | \$54,685 |
| CrossTown Connect | | | | | |
| \$0 | \$180,000 | \$180,000 | \$0 | \$180,000 | \$180,000 |
| Fire Alarm Network | | | | | |
| \$122,288 | \$116,415 | \$116,415 | \$122,288 | \$65,115 | \$65,115 |
| Roadway Maintenance | | | | | |
| \$0 | \$47,000 | \$47,000 | \$0 | \$47,000 | \$47,000 |
| Total | | | | \$ 745,222 | \$ 745,222 |

MOTION: Mr. Benson moves that all revolving funds be authorized and continued in the amounts, for the purposes, and with the limits on the total amount that may be expended as set forth in the Article.

CONSENT MOTION CARRIES

Article 25 Accept Legislation - Agricultural Commission (Majority vote)

To see if the Town will vote to accept Chapter 40, Section 8L of the Massachusetts General Laws to create an Agricultural Commission to be appointed by the Board of Selectmen.

MOTION: Ms. Adachi moves that the Town accept Chapter 40, Section 8L of the Massachusetts General Laws and authorize the Board of Selectmen to create an Agricultural Commission consisting of five (5) members.

MOTION CARRIES

Article 26 Amend General Bylaws – Right to Farm (Majority vote)

To see if the Town will vote to amend the General Bylaws of the Town by adding Chapter AA, Right to Farm, to read as follows, or take any other action relative thereto.

Section 1: Legislative Purpose and Intent

A. The purpose and intent of this bylaw is to state with emphasis the Right to Farm accorded to all citizens of the Commonwealth under Article 97 of the Constitution, and all state statutes and regulations thereunder including but not limited to Massachusetts General Laws Chapter 40A, Section 3, Paragraph 1; Chapter 90, Section 9; Chapter 111, Section 125A; and Chapter 128, Section IA. We the citizens of Acton restate and republish these rights pursuant to the Town's authority conferred by Article 89 of the Articles of Amendment of the Massachusetts Constitution ("Home Rule Amendment").

B. This General Bylaw encourages the pursuit of agriculture, promotes agriculture-based economic opportunities, and protects farmland within the Town of Acton by allowing agricultural uses and related activities to function with minimal conflict with abutters and Town agencies. This bylaw shall apply to all jurisdictional areas within Town of Acton.

Section 2: Definitions

A. "Farming" and "agriculture" shall have the same meaning as in General Laws Chapter 128, Section IA.
B. Notwithstanding the foregoing, for the purposes of this General Bylaw, "farming" and "agriculture" shall not include the planting, propagating, cultivating, growing, harvesting, manufacturing, compounding, converting, producing, processing, preparing, testing, analyzing, packaging, repackaging, storing, or containing of marijuana, as defined in General Laws Chapter 94G, Section 1.

Section 3: Right To Farm Declaration

The Right to Farm is hereby recognized to exist within the Town of Acton. Agricultural activities may occur on holidays, weekdays, and weekends by night or day and shall include the attendant incidental noise, odors, dust, and fumes associated with normally accepted agricultural practices. It is hereby determined that whatever impact may be caused to others through the normal practice of agriculture is more than offset by the benefits of farming to the neighborhood, community, and society in general. The benefits and protections of this bylaw are intended to apply exclusively to those agricultural and farming operations and activities conducted in accordance with generally accepted agricultural practices. Moreover, nothing in this Right to Farm Bylaw shall be deemed as acquiring any interest in land, or as imposing any land use regulation, which is properly the subject of state statute, regulation, or local zoning law.

Section 4: Disclosure Notification

Within 30 days after this bylaw becomes effective, the Board of Selectmen shall prominently post in the Town Hall, Public Libraries, Town Notice Boards, the official Town website, and make available for distribution the following disclosure: "It is the policy of this community to conserve, protect and encourage the maintenance and improvement of agricultural land for the production of food, and other agricultural products, and also for its natural and ecological value. This disclosure notification is to inform buyers and occupants that the property they are about to acquire or occupy lies within a town where farming activities occur. Such farming activities may include, but are not limited to, activities that cause noise, dust and odors.

In addition to the above, copies of this disclosure notification shall be available in a public area at the Town Hall.

Section 5: Resolution of Disputes

A. This section shall apply only if the Town of Acton has established an Agricultural Commission in accordance with M.G.L. c. 40, § 8L.

B. "Comments" shall mean either written comments on behalf of or an appearance by an agent of the Agricultural Commission at a public hearing.

C. When a dispute within the Zoning Enforcement Officer's or Zoning Board of Appeals' jurisdiction concerns agricultural activities, the Zoning Enforcement Officer or Zoning Board of Appeals shall obtain comments from the Agricultural Commission or its agent. The Zoning Enforcement Officer or Zoning Board of Appeals may require that those comments be given in writing.

D. When a dispute which does not present imminent danger or risk to public health within the Board of Health's jurisdiction concerns agricultural activities, the Board of Health shall obtain comments from the Agricultural Commission or its agent. The Board of Health may require that those comments be given in writing.

E. All other Town officers and employees may request comments from the Agricultural Commission in addressing concerns or resolving disputes relating to farming or agricultural activities. Any officer or employee requesting comments may require that those comments be given in writing.

Section 6: Severability Clause

If any part of this bylaw is for any reason held to be unconstitutional or invalid, such decision shall not affect the remainder of this bylaw. The Town of Acton hereby declares the provisions of this bylaw to be severable.

MOTION: Ms. Adachi moves that the Town adopt the General Bylaws amendment as set forth in the Article.

MOTION CARRIES

Article 27 Amend General Bylaws – Chapter N, Demolition Delay
(Majority vote)

To see if the Town will vote to amend the General Bylaws of the Town by replacing Chapter N, in its entirety with the following, or take any other action relative thereto.

CHAPTER N

PROCEDURE FOR THE DEMOLITION OF HISTORICALLY OR ARCHITECTURALLY SIGNIFICANT BUILDINGS

N1. Intent and Purpose

This bylaw is adopted for the purpose of preserving and protecting significant buildings within the Town which constitute or reflect distinctive features of the architectural, cultural, political, economic or social history of the town; to encourage owners of such buildings to preserve, move, rehabilitate or restore such buildings rather than demolish them or to seek out persons who might be willing to purchase such buildings and preserve, rehabilitate or restore them. To achieve these purposes the Acton Historical Commission (hereinafter the "Commission") is empowered to advise and authorize the Building Commissioner with respect to the issuance of permits for demolition of significant buildings. The issuance of demolition permits for significant buildings is regulated as provided by this bylaw.

N2. Definitions

2.1 "Building" - any combination of materials forming a shelter for persons, animals, or property.

2.2 "Demolition" - any act of pulling down, destroying, removing, or raising a building or more than 25% of any single facade or any significant architectural or structural feature visible from the exterior of the building, or commencing the work of total or substantial destruction with the intent of completing the same; demolition does not include the mere replacement of roofing, siding, windows, or trim for maintenance or repair. For purposes hereof, "significant architectural or structural features" include but are not limited to porticos, bay windows, roof lines, dormers, or other unique features of a building.

2.3 "Significant Building" - any building or portion thereof not within an Historic District but which:

a. is listed on, or is within an area listed on, the National Register of Historic Places, or is the subject of a pending application for listing on said National Register; or

b. is included in the Cultural Resources Inventory prepared by the Commission or on the MACRIS database maintained by the Massachusetts Historical Commission, including those buildings listed for which complete survey forms may be pending; or

c. has been determined by vote of the Commission to be historically or architecturally significant in terms of period, style, method of building construction, or association with a famous architect or builder, or an historically or culturally significant person, provided that the owner of such a building and the Building Commissioner have been notified, in hand or by certified mail, within ten (10) days of such vote.

2.4 “Commission” - the Acton Historical Commission.

N3. Procedure

3.1 Within seven (7) days of receipt of an application for a demolition permit for a significant building the Building Commissioner shall forward a copy thereof to the Commission. The Building Commissioner shall also notify the Commission (by e-mail or similarly expedient means) when such a permit has been sent to the Commission for consideration. No demolition permit shall be issued at that time.

3.2 Within sixty-five (65) days of the date that the Commission receives the application from the Building Commissioner, the Commission shall conduct a public hearing and shall give (at applicant’s cost) public notice thereof by publishing notice of the time, place and purpose of the hearing in a local news publication at least fourteen (14) days before said hearing and also, within fourteen (14) days of said hearing, shall mail a copy of said notice to the applicant and to the abutters of the property.

3.3 If, after such hearing, the Commission determines that the demolition of the significant building would not be detrimental to the historical or architectural heritage or resources of the Town, the Commission shall so notify the Building Commissioner within ten (10) days of such determination. Upon receipt of such notification, or after the expiration of ten (10) days from the date that the hearing was closed if he has not received notification from the Commission, the Building Commissioner may, subject to the requirements of the State Building Code and any other applicable laws, bylaws, rules and regulations, issue the demolition permit.

3.4 If the Commission determines that the demolition of the significant building would be detrimental to the historical or architectural heritage or resources of the Town, such building shall be considered a preferably-preserved significant building.

3.5 Upon determination by the Commission that the significant building which is the subject of the

application for a demolition permit is a preferably-preserved significant building, the Commission shall so advise the applicant and the Building Commissioner, within ten (10) days of said hearing, and no demolition permit may be issued until at least twenty-four (24) months after the date of such determination by the Commission for any significant building that falls into one of the categories identified in Section 2.3.a. of this bylaw, or until eighteen (18) months after the date of such determination by the Commission for any significant building that falls into one of the categories identified in Sections 2.3.b. or 2.3.c. of this bylaw.

Any determination on a demolition permit application that is made by the Commission is granted to the owner filing the application and may not be transferred to a successor owner unless approved in writing by the Commission. At a duly called meeting, the Commission may agree to a transfer of the determination if the transferee has proposed a preservation plan for the Building, or upon a showing of hardship by the applicant, or for other equitable reasons, if the Commission is satisfied with any such proposed justification(s).

Any determination under Section 3.3 herein expires two (2) years from the date of such determination. If demolition has not occurred prior to such date, a new application for a demolition permit must be filed and processed in accordance with this bylaw prior to any subsequent demolition. Any demolition permit issued after a delay imposed under Section 3.5, including as such delay may be modified by Section 3.6, shall expire two (2) years from the date of its issuance. A new demolition application shall be required thereafter and shall be processed in accordance with this bylaw.

3.6 Notwithstanding the preceding section, the Building Commissioner may issue a demolition permit for a preferably-preserved significant building at any time after receipt of written advice from the Commission to the effect that either:

a. the Commission is satisfied that there is no reasonable likelihood that either the owner or some other person or group is willing to purchase, preserve, rehabilitate or restore such building, or

b. the Commission is satisfied that for at least six (6) months the owner has made continuing, bona fide and reasonable efforts to locate a purchaser to preserve, rehabilitate and restore the subject building, including listing on the Multiple Listing Service (MLS) or comparable residential property sales listing service, and that such efforts have been unsuccessful.

N4. Enforcement and Remedies

4.1 The Commission and the Building Commissioner are each authorized to institute any and all proceedings in law or equity as they deem necessary and appropriate to obtain compliance with the requirements of this bylaw, or to prevent a violation thereof.

4.2 No building permit shall be issued with respect to any premises upon which a significant building has been voluntarily demolished in violation of this bylaw for a period of three (3) years after the date of the completion of such demolition unless authorized by the Commission pursuant to Section 4.4. As used herein "premises" includes the parcel of land upon which the demolished significant building was located.

4.3 Upon a determination by the Commission that a building is a preferably-preserved significant building, the owner shall be responsible for properly securing the building, if vacant, to the satisfaction of the Building Commissioner. Should the owner fail to secure the building, the loss of such building through fire or other cause shall be considered voluntary demolition for the purposes of Section 4.2.

4.4 At any time, the owner of property on which a significant building has been voluntarily demolished in violation of Sections 4.2 or 4.3 of this bylaw can apply in writing to the Commission for an exemption to the provisions of Sections 4.2 or 4.3, such application to state with particularity the facts and circumstances to prove to the Commission that an exemption is warranted due to (i) exigent circumstances or disasters beyond the owner's (and, if different than the owner, the permit applicant's) control, or (ii) documentation evidencing the owner's intent to complete a faithful restoration of the demolished building. The Commission may in its discretion determine that the written request states sufficient grounds for exemption from the provisions Sections 4.2 or 4.3 and authorize an exemption from this bylaw. Any exemption granted pursuant to this Section 4.4 shall apply only to the voluntary demolition for which the owner submitted a written exemption request, and not for any subsequent voluntary demolition to which this bylaw would otherwise apply.

4.5 No demolition permit for a preferably-preserved significant building shall be granted until all approvals and permits are granted for subsequent development. Necessary approvals may include but are not limited to building permits, zoning variances or special permits, licenses, easements and subdivisions of the premises.

All appeals from the granting of such approvals must be concluded before the demolition permit may be issued. The Commission may, in its discretion, waive this provision upon a showing by an applicant that no development shall be undertaken for a minimum of five years. Upon the granting of such waiver, the applicant and the Commission shall enter into an agreement to memorialize the applicant's commitment and such agreement may be recorded in the Middlesex County registry of deeds.

N5. Municipal Buildings

No provision of this bylaw shall apply to buildings owned or operated by the Town of Acton or the Acton Water District. (This section was inserted at the Special Town Meeting of 11/28/90) Notwithstanding the foregoing, the Town shall consult in good faith with the Commission prior to finalizing any plans for the Demolition of any Significant Building owned by the Town of Acton or the Acton Water District.

N6. Local Historic Districts

This Bylaw shall not apply to any proposed demolition of a building which is located within a Local Historic District established under the Local Historic District Bylaw, Chapter P of the Town of Acton Bylaws. The Historic District Commission established under the Local Historic District Bylaw shall have sole jurisdiction over any demolition proposals within a Local Historic District.

N7. Severability

The sections, paragraphs, sentences, clauses and phrases of this bylaw are severable, and if any phrase, clause, sentence, paragraph or section of this bylaw shall be declared unconstitutional or otherwise invalid by the valid judgment or decree of any court of competent jurisdiction, such unconstitutionality or invalidity shall not affect any of the remaining phrase, clauses, sentences, paragraphs and sections of this bylaw.

N8. Demolition on Account of Threat to Public Safety

Notwithstanding any other provision of this bylaw, nothing herein shall be construed to prevent the demolition of any building, structure or portion thereof in accordance with Chapter 111, Section 127B (Dwelling Unfit for Human Habitation) or Chapter 143, Sections 6 through 12 (Inspection and Regulation of, and Licenses

for, Buildings, Elevators and Cinematographs). Prior to initiating proceedings under such statutes, the Board of Health or its agent under Chapter 111, or the Building Commissioner under Chapter 143, as the case may be, shall notify the Commission and receive its advice. The Commission shall be invited to the inspection, as may be required pursuant to the aforesaid statutes, of such building or structure.

MOTION: Ms. Green moves that the Town adopt the General Bylaws amendment as set forth in the Article.

MOTION CARRIES

Jo-Ann Berry to moderate

Article 28 Amend General Bylaws – Public Way Permits (Majority vote)

To see if the Town will vote to amend Section E39 of Chapter E of the General Bylaws of the Town to read as follows:

E39. Public Way Obstruction/Destruction

No person shall break or dig up the surface for any purpose whatever; set or place any fence, post, tree, or edgestone, or alter or change the position or direction of any fence, post, tree or edgestone; swing any door or gate; or change the grade or width in, upon, or over any public way without the written license of the Board of Selectmen or its designee, which shall prescribe the limitations or restrictions of such activity.

[Note: Changes to this Section are reflected below by strikethrough for deletions and underline for additions:

E39. Public Way Obstruction/Destruction

No person shall break or dig up the surface for any purpose whatever; set or place any fence, post, tree, or edgestone, or alter or change the position or direction of any fence, post, tree or edgestone; swing any door or gate; or change the grade or width in, upon, or over any public way without the written license of the Board of Selectmen or its designee, which shall prescribe the limitations or restrictions of such activity.]

or take any other action relative thereto.

MOTION: Ms. Gardner moves that the Town adopt

the General Bylaws amendment as set forth in the Article.

MOTION CARRIES

Article 29 Amend Town Charter – Planning Board Membership (Two-thirds vote)

To see if the Town will vote to amend Section 4-2 of the Charter of the Town of Acton, by changing the number of Planning Board members from seven (7) to five (5) and the number of Planning Board associate members from two (2) to one (1), or take any other action relative thereto.

MOTION: Ms. Gardner moves that the Town amend the Town Charter as set forth in the Article.

IClick r - A Yes - 236 75 % E No - 78 25 %

MOTION CARRIES

Declared 2/3 by Moderator*

*Town of Acton has accepted MGL CH 39 Sec 15 at its Annual Town Meeting April 2001, Article 43 and the amended Bylaw 5A was approved by the Attorney General on Aug. 6, 2001. (The Town Meeting Moderator is not required to count a 2/3 required vote.)

Article 30 Amend Zoning Bylaw – Detached Accessory Apartments (Two-thirds vote)

To see if the Town will vote to amend the Zoning Bylaw as set forth herein:

A. In Section 3.8 - Accessory Use Regulations, amend Subsection 3.8.1.6 - Accessory Apartments as follows:

1. Delete paragraphs l) and m) and replace them with the following new paragraphs l) and m) and n):

l) The apartment may be located within a detached BUILDING that is located on the same LOT as the BUILDING with the Principal DWELLING UNIT.

m) If a detached BUILDING on a LOT has been continuously in existence since before April 2, 2019 and its foot print and floor area, including the area of interior garage or parking spaces, is not expanded or enlarged thereafter, an apartment in such a detached BUILDING may have a GROSS FLOOR AREA of up to 2000 square feet, not including attic or basement areas, and up to three bedrooms.

n) However, in the R-2, R-4, R-8, R-8/4, R-10, and R-10/8 Districts an apartment in such a detached BUILDING shall only be allowed with a Special Permit from the Planning Board.

2. Insert new paragraphs o), p), q), and r) as follows:

o) An apartment in a detached BUILDING constructed after April 2, 2019 may have a GROSS FLOOR AREA of up to 500 square feet.

p) A LOT containing a BUILDING with a Principal Unit and an Apartment within a detached BUILDING shall not be further divided resulting in the separation of the Principal Unit and the Apartment, unless both resulting LOTS and the BUILDINGS thereon meet all minimum area, FRONTAGE, width and yard requirements of the applicable zoning district.

q) The apartment in a detached BUILDING shall be installed on a permanent foundation.

r) The apartment in a detached BUILDING shall only be located in the side and rear yard. And renumber existing paragraph n) to become paragraph s).

[Note – Subsection 3.8.1.6 paragraphs l) and m) currently read:

l) The apartment may be located within a detached BUILDING that is located on the same LOT as the BUILDING with the Principal DWELLING UNIT, if the detached BUILDING has been continuously in existence since before 2010 and has not been expanded or enlarged thereafter. An apartment in such a detached BUILDING may have a GROSS FLOOR AREA of up to 2000 square feet, not including attic or basement areas, and up to three bedrooms. A LOT containing a BUILDING with a Principal Unit and an Apartment within a detached BUILDING shall not be further divided resulting in the separation of the Principal Unit and the Apartment, unless both resulting LOTS and the BUILDINGS thereon meet all minimum area, FRONTAGE, width and yard requirements of the applicable zoning district.

m) However, in the R-2, R-4, R-8, R8/4, R-10, and R-10/8 Districts an apartment in such a detached BUILDING shall only be allowed with a Special Permit from the Board of Appeals.]

B. In Section 3.3 - Residential Uses (beginning of section), paragraph b), insert after “19D;” the following phrase:

“Accessory apartment in a detached BUILDING as provided under Section 3.8.1.6; “;

And in paragraph c) delete the phrase “a single FAMILY dwelling with one Apartment in a detached BUILDING under Section 3.3.2.10 of this Bylaw;”.

[Note – Section 3.3. currently reads 3.3 Residential USES – Not more than one BUILDING for dwelling purposes shall be located upon a LOT, except:

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

b) for the following USES: Nursing Home; Full Service Retirement Community; Assisted Living Residence as defined in this Bylaw or in MGL Ch. 19D; and

c) where a special permit has been granted for the following: a Planned Conservation Residential Community (PCRC) under Section 9 of this Bylaw; an Independent SENIOR Residence under Section 9B of this Bylaw; an AFFORDABLE Housing Development under Section 4.4 of this Bylaw; a single FAMILY dwelling with one Apartment in a detached BUILDING under Section 3.3.2.10 of this Bylaw; a golf course under Section 3.5.17 of this bylaw.]

, or take any other action relative thereto.

MOTION: Mr. Yacouby moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

IClick r - A Yes - 285 89 % E No - 35 11 %

MOTION CARRIES

Declared 2/3 by Moderator*

*Town of Acton has accepted MGL CH 39 Sec 15 at its Annual Town Meeting April 2001, Article 43 and the amended Bylaw 5A was approved by the Attorney General on Aug. 6, 2001. (The Town Meeting Moderator is not required to count a 2/3 required vote.)

Peter Ashton returns as Moderator.

Article 31 # Amend Zoning Bylaw – Accessory Apartments

(Two-thirds vote)

To see if the Town will vote to amend the Zoning Bylaw as set forth herein:

A. In Section 3.8 – Accessory Use Regulations, amend Subsection 3.8.1.6 – Accessory Apartments as follows:

A.1. Delete paragraphs 1) and m) and replace them with the following new paragraphs l) and m):

l) The apartment may be located within a detached BUILDING that is located on the same LOT as the BUILDING with the Principal DWELLING UNIT.

m) If a detached BUILDING on a LOT has been continuously in existence since before April 2, 2019 and its footprint and floor area, including the area of interior garage or parking spaces, is not expanded or enlarged thereafter, an apartment in such a detached BUILDING may have a GROSS FLOOR AREA of up to 2,000 square feet, not including attic or basement areas, and up to three bedrooms, with a special permit from the Zoning Board of Appeals.

A.2. Insert new paragraphs n), o), p), and q) as follows:

n) An apartment in a detached BUILDING constructed after April 2, 2019, with a special permit from the Zoning Board of Appeals, may have a GROSS FLOOR AREA of up to 2,000 square feet.

o) A LOT containing a BUILDING with a Principal Unit and an Apartment within a detached BUILDING shall not be further divided resulting in the separation of the Principal Unit and the Apartment, unless both resulting LOTS and the BUILDINGS thereon meet all minimum area, FRONTAGE, width and yard requirements of the applicable zoning district.

p) The apartment in a detached BUILDING shall be installed on a permanent foundation.

q) The apartment in a new detached BUILDING shall only be located in the side and rear yard, special permit from the Zoning Board of Appeals.

And renumber existing paragraph n) to become paragraph r)

B. In Section 3.3 – Residential Uses (beginning of section), paragraph b), insert after “19D;” the following phrase:

“Accessory apartment in a detached BUILDING as provided under Section 3.8.1.6;” And in paragraph c) delete the phrase “a single FAMILY dwelling with one Apartment in a detached BUILDING under Section 3.3.2.10 of this Bylaw;”.

MOTION: Franny Osman moves that the Town take no action.

MOTION CARRIES

Article 32 # Amend General Bylaws – Plastic Bag Reduction (Majority vote)

To determine whether the Town will vote to amend the Town Bylaws by adding a Bylaw for the elimination of thin-film single-use plastic checkout bags as follows, or take any other action relative thereto.

Section 1. Purpose and Intent

The purpose of this bylaw is to regulate the retail use of single-use plastic checkout bags and promote the use of reusable bags in the Town of Acton. The reduction in the use of thin-film, single-use plastic checkout bags by retail establishments in the Town of Acton is a public purpose that has positive impacts on the environment including, but not limited to reducing solid waste and unnecessary strains on recycling resources; minimizing litter; reducing the carbon footprint of the Town; protecting local waterways; avoiding the waste of finite natural resources; protecting the marine environment and preserving the unique natural beauty of the Town of Acton.

Section 2. Definitions

“Checkout bag” - means a carryout bag provided by a store to a customer at the point of sale. Checkout bags shall not include bags, whether plastic or not, in which loose produce or products are placed by the consumer to deliver such items to the point of sale or check out area of the store.

“Thin-film single-use plastic checkout bag” – means those bags typically with handles, intended for single-use transport of purchases and made of film less than 4.0 mils (the thickness of four pieces of paper).

“Reusable checkout bag” - means a sewn bag with stitched handles (1) made of cloth or natural fibers that is machine-washable and designed for multiple use or (2) made of plastic other than polyethylene or polyvinyl chloride; (3) is durable, non-toxic and generally considered a food-grade material that is more than 4 mils thick

“Recyclable paper bag” - means a paper bag that is (1) 100 percent recyclable including the handles; (2) contains at least 40% post-consumer recycled paper content; and (3) displays this information re recyclability and content on the bag surface.

“Retail Establishment” — means any business facility (whether for-profit or not-for-profit) that sells goods directly to the consumer, including, but not limited to, retail stores, restaurants, pharmacies, convenience and grocery stores, liquor stores, and seasonal or temporary businesses.

Section 3. Regulations

3.1 On or after January 1, 2020, no retail establishment in the Town of Acton shall provide thin-film single-use plastic checkout bags to customers; If a retail establishment provides or sells checkout bags to customers, the bags must be one of the following:(1) a recyclable paper bag, or (2) a reusable checkout bag.

3.2 The Board of Health may adopt and amend rules and regulations to effectuate the purposes of this bylaw

Section 4. Exemptions

4.1 Thin-film plastic bags typically without handles which are used to contain dry cleaning, newspapers, produce, meat, bulk foods, wet items, and other similar merchandise are not prohibited under this bylaw.

Section 5. Enforcement

5.1 Enforcement of this bylaw shall be the responsibility of the Board of Health or his/her designee. The Board of Health shall determine the monitoring and enforcement processes to be followed incorporating those processes into other town duties as appropriate. This bylaw may be enforced by any lawful means in law or equity including, but not limited to, a non-criminal disposition as provided in the M.G.L. Ch. 40, §21D and appropriate chapter of the General Bylaws of the Town of Acton. If non-criminal disposition is elected, then any retail establishment that violates any provision of this bylaw may be subject to the following penalties:

First Offense: written warning; Second Offense: \$50 penalty; Third and subsequent offenses: \$200 penalty

Section 6. Severability

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

Section 7. Effective Date

7.1 This bylaw shall take effect January 1, 2020.

MOTION: Carolyn Platt moves that the Town amend the General Bylaws by inserting Chapter AB, Plastic Bag Reduction, as set forth in the Article.

MOTION CARRIES

Article 33 # Non-Binding Resolution – Building Moratorium
(Majority vote)

We, the petitioners, want to ensure that Acton does not build beyond the capacity that its current water, road capacity, and other public infrastructure can support. There is state enabling law which allows towns to enact a “moratorium” on new residential building. We, the petitioners, request an article be placed on the April 2019 Town Meeting warrant, to see if the Town Members want to affirm that they want the town to propose a building moratorium bylaw at the April 2020 Town Meeting.

Action Requested

Be it resolved, that Town Meeting request the Board of Selectmen (BoS) to add to the April 2020 Town Meeting warrant, a Town Bylaw which places a moratorium for new residential building for 5 years. The purpose of the moratorium is to provide the Town relief from processing building permit applications, so that the Town can prepare a new Master Plan, which addresses how to build “sustainably” with regard to environmental, road capacity, school capacity and other public resource limits and to ensure that the Town is capable of providing the services necessary to support future development. Such a moratorium, may include exemptions for “public necessity” building, which the Town can define during the hearings.

This article, is non-binding. This article, if passed, would not change law. This article, if passed, would NOT commit the town to anything. While we hope that the BoS will respect Town Meeting’s vote on this matter, and prepare a bylaw for Town Meeting to consider in 2020. If passed, the BoS can legally ignore the vote of this current article. The intent of this article is to inform the BoS whether this Town Meeting wants a building moratorium.

MOTION: Terra Friedrichs moves that the Town adopt the non-binding resolution as set forth in the Article.

MOTION FAILS

Article 34 # Non-Binding Resolution – Development Rate Limitation Bylaw
(Majority vote)

We, the petitioners, want to ensure that Acton does not build beyond the capacity that its current water, road capacity, and other public infrastructure can support. We the petitioners want the Town to draft a bylaw, modeled after state enabling law which allows towns to place a limit on the number of new buildings permitted each year.

We, the petitioners, request an article be placed on the April 2019 Town Meeting warrant, to see if the Town Members want to affirm that they want the town to propose a building rate limitation bylaw at the April 2020 Town Meeting.

Action Requested

Be it resolved, that Town Meeting request the Board of Selectmen (BoS) to add to the April 2020 Town Meeting warrant, a Town Bylaw which limits new construction to be consistent with the Town’s capacity to accommodate new development and provide the services needed to support that development.

This article, is non-binding. This article, if passed, would not change law. This article, if passed, would NOT commit the town to anything. While we hope that the BoS will respect Town Meeting’s vote on this matter, and prepare a bylaw for Town Meeting to consider in 2020. If passed, the BoS can legally ignore the vote of this current article. The intent of this article is to inform the BoS whether this Town Meeting wants a bylaw to limit the rate of development.

MOTION: Terra Friedrichs moves that the Town adopt the non-binding resolution as set forth in the Article.

MOTION FAILS

Article 35 # Non-Binding Resolution – Land Clearing Limits
(Majority vote)

We, the petitioners, want to reduce the destruction of green space in Acton. There is state enabling law [Cape Cod Commission Model Bylaws] which allows towns to enact “land clearing limits”. Acton has a land clearing limits bylaw already. However, we, the petitioners, do not believe it is effective in limiting the amount of land cleared.

We, the petitioners, request an article be placed on the April 2019 Town Meeting warrant, to see if the Town Members want to affirm that they want the town to propose a stronger land clearing limits bylaw at the April 2020 Town Meeting.

Action Requested

Be it resolved, that Town Meeting request the Board of Selectmen (BoS) to add to the April 2020 Town Meeting warrant, a Town Bylaw which limits the amount of land cleared to a specific %. The purpose of the moratorium is so that the Town can use its authority to limit unnecessary building.

This article, is non-binding. This article, if passed, would not change law. This article, if passed, would NOT commit the town to anything. While we hope that the BoS will respect Town Meeting’s vote on this matter, and prepare a bylaw for Town Meeting to consider in 2020. If passed, the BoS can legally ignore the vote of this current article. The intent of this article is to inform the BoS whether this Town Meeting wants a building moratorium.

MOTION: Terra Friedrichs moves that the Town adopt the non-binding resolution as set forth in the Article.

MOTION FAILS

Article 36 # Non-Binding Resolution – Limit Size of New Single Family Houses
(Majority vote)

We, the petitioners, want to reduce the destruction of green space in Acton. We, the petitioners, request an article be placed on the April 2019 Town Meeting warrant, to see if the Town Members want to affirm that they want the Town to propose a zoning bylaw to limit the size of new residential buildings to a maximum number of square feet, and to propose that bylaw at the April 2020 Town Meeting. The purpose of this petition is to avoid what is commonly known as “McMansions”.

Action Requested

Be it resolved, that Town Meeting request the Board of Selectmen (BoS) to add to the April 2020 Town Meeting warrant, a Town Bylaw which limits the size of new single family homes to 4,000 square feet or less.

This article, is non-binding. This article, if passed, would not change law. This article, if passed, would NOT commit the town to anything. While we hope that

the BoS will respect Town Meeting's vote on this matter, and prepare a bylaw for Town Meeting to consider in 2020. If passed, the BoS can legally ignore the vote of this current article. The intent of this article is to inform the BoS whether this Town Meeting wants to further limit the size of new single family homes.

MOTION: Terra Friedrichs moves that the Town adopt the non-binding resolution as set forth in the Article.

MOTION FAILS

Article 37 # Non-Binding Resolution – Do Not Add Turning Lanes at Route 111
(Majority vote) and Route 27

We, the petitioners, want a Kelley's Corner design that prioritizes pedestrian, nature, and small business, over easing regional car congestion and over accommodating developers. We request an article be placed on the April 2019 Town Meeting warrant, to see if the Town Members want to affirm that they want a more progressive design which:

- does not add turning lanes to the existing intersection
- prioritizes pedestrian safety, saving the old trees, and preserving existing small business park over
- prioritizing the goal of decreased car congestion;

Action Requested

Be it resolved, that Town Meeting request the Board of Selectmen (BoS) to

- prepare an alternate 25% design that would not add turning lanes to the main intersection
- present the design to the public no later than 90 days before the 75% design is submitted to the state.

This article, is non-binding. This article, if passed, would not change law. This article, if passed, would NOT commit the town to anything. While we hope that the BoS will respect Town Meeting's vote on this matter, if passed, the BoS can legally ignore the vote. The intent of this article is to inform the BoS whether this Town Meeting wants a change to the proposed "25% design" to be less car-centric. The intent of this article is to see if Town Meeting wishes to inform the BoS that we feel the proposed "25% design" is overly focused on moving car traffic, and not focused enough on minimizing pedestrian risk minimizing impact to old trees, and minimizing impact on small business.

MOTION: Terra Friedrichs moves that the Town adopt the non-binding resolution as set forth in the Article.

MOTION FAILS

Article 38 # Non-Binding Resolution – Register Intent to Purchase the KMart Parcels
(Majority vote)

Action Requested

Be it resolved that this Town Meeting requests the Board of Selectmen (BoS) to take the following action regarding the KMart parcels (Parcel numbers: F3-116, F2-129-I, F3-139): take the necessary steps to prevent state agencies from providing zoning relief on the parcels, by declaring the intent of the Town of Acton to exercise its authority to take ownership of said parcels by eminent domain, taking, or conventional land purchase, or any other purchase method. Or take any action relative thereto.

Reasoning

Turning Kelley's Corner into a town center is a stated Master Plan objective. The KMart parcels may be the last opportunity to gain that center, when KMart's lease ends, or it no longer can perform under that lease. We can not leave the future of the parcels to chance. Without the requested action, the parcels could be vulnerable to development which would not meet the goals of this Town Meeting. Zoning has limited effectiveness, and can be superseded by state zoning relief. We have the opportunity to control our destiny as a town by taking preemptive action to ensure that whatever is developed on the parcels meets the needs of the town.

This article, is non-binding. This article, if passed, would not change law. This article, if passed, would NOT commit the town to buying the parcel. This article, if passed will not commit the town to anything. While we hope that the BoS will respect Town Meeting's vote on this matter, and take the requested action, the BoS can legally ignore the outcome of this current article. The intent of this article is to inform the BoS whether this Town Meeting wants the BoS to take the requested action.

The action requested is not to complete the purchase at this time. This action is to start the process, with the purchase being authorized by a binding vote at the next Acton Town Meeting.

MOTION: Shauna Wilk nson moves that the Town adopt the non-binding resolution as set forth in the Article.

IClick r - A Yes - 58 35 % E No - 106 65 %

MOTION FAILS

General Consent (Two-thirds vote)

Ms. Green moves that the Town take up the thirteen articles in the Consent Calendar on pages 81 through 96 of the Warrant: Articles 39, 40, 41, 42, 43, 44, 45, 46, 47, 48, 49, 50 and 51.

39 * Amend General Bylaws – Stormwater Management Revisions

40 * Amend Zoning Bylaw – Stormwater

41 * Amend Zoning Map – 16 Knox Trail and 585 Main Street

42 * Amend Zoning Bylaw – Housekeeping Corrections

43 * Accept Street – Brabrook Road

44 * Accept Land Gift – 49 Piper Road

45 * Authorize Easements

46 * Highway Reimbursement Program (Chapter 90)

47 * Insurance Proceeds

48 * Gifts or Grants

49 * Federal and State Reimbursement Aid

50 * Performance Bonds

51 * Sale of Foreclosed Properties

CONSENT MOTION CARRIES UNANIMOUSLY

Article 39 * Amend General Bylaws – Stormwater Management Revisions
(Majority vote)

To see if the Town will vote to amend Chapter X of the General Bylaws of the Town of Acton as follows:

A. In X2. Purpose, delete Section 2.2 in its entirety and

replace it with the following revised Section 2.2:

2.2 This Bylaw is intended to provide design standards for erosion control and stormwater management and to address gaps in jurisdiction for stormwater management requirements in the Town of Acton Bylaws and the Massachusetts Wetlands Protection Act.

[Note – Section 2.2 currently reads: This Bylaw is intended to address gaps in jurisdiction for stormwater management requirements in the Town of Acton Bylaws and the Massachusetts Wetlands Protection Act.]

B. In X5. Applicability, at the end of Section 5.1, delete the references to Sections 4.1 & 4.2 and replace it with references to Section 6.1 & 7.1 respectively.

[Note – Section 5.1 currently reads: This Bylaw shall apply to all Land Disturbances and Development within the jurisdiction of the Town of Acton. Except in accordance with a Land Disturbance Permit issued pursuant to this Bylaw, no Person shall perform any Land Disturbance that results in one or more of the Regulated Activities defined in Section 4.1 that is not an Exempt Activity listed in Section 4.2.]

C. In X6. Regulated Activities, insert a new subsection 6.1.5 as follows:

6.1.5 Land Disturbance or Development requiring another Town project approval process with requirements to meet the design standards of the Chapter X General Bylaw. These approval processes include but are not limited to: site plan special permits, comprehensive permits and subdivision approvals.

D. In X7. Exempt Activities, delete subsection 7.1.1 in its entirety, and renumber current subsections 7.1.2 through 7.1.7 to become subsections 7.1.1 through 7.1.6 respectively.

[Note – subsection 7.1.1 currently reads: Activities for which all Stormwater management has been reviewed and approved as part of an order of conditions issued by the Acton Conservation Commission.]

E.1 In X7. Exempt Activities, in header paragraph of Section 7.2 delete the reference to Section 4.1(1) and replace it with the reference to Section 6.1.

E.2 In X7. Exempt Activities, delete subsection 7.2.1 and replace it with a new subsection 7.2.1 as follows:

7.2.1 Activities for which all Stormwater management

has been reviewed and approved as part of an order of conditions issued by the Acton Conservation Commission.

E.3 In X7. ExemptActivities, insert a new subsection 7.2.2 as follows:

7.2.2 Improvement of Town-owned public ways and appurtenances that will not result in an expansion of impervious cover of more than 5,000 square feet and do not exceed thresholds regulated under the EPA MS4 Permit.

And, renumber current subsections 7.2.2 and 7.2.3 to become subsections 7.2.3 and 7.2.4 respectively.

[Note – Deleted subsection 7.2.1 currently reads: Improvement of Town-owned public ways and appurtenances that will not result in an expansion of impervious cover of more than 5,000 square feet.]

F.1 In X8. Within Section 8.3.3, delete the reference to Section 1.2 and replace it with the reference to Section 2.1.

[Note – Section 8.3.3 currently reads: Specify the performance standards for construction and post-construction Stormwater management measures, and/or the Best Management Practices for control of Stormwater, that are reasonable and appropriate to achieve the objectives listed in Section 1.2 of this Bylaw.]

F.2 In X8. Within Section 8.6, delete the reference to Section 5.3 and replace it with the reference to Section 8.2.

[Note – Section 8.6 currently reads: In the absence of Regulations promulgated pursuant to Section 5.3, the Implementing Authority shall use the Massachusetts Stormwater Standards, as elaborated in the latest edition of the Massachusetts Stormwater Management Handbook, as the performance standards for Land Disturbance Permits.]

G In X9. Within Section 9.1, delete the reference to Section 5 and replace it with the reference to Section 8.

[Note – Section 9.1 currently reads: Permit procedures and permit filing requirements shall be defined in Regulations promulgated as provided in Section 5 of this Bylaw.]

H.1 In X12. Within Section 12.3, delete the reference to Section 5.5 and replace it with the reference to

Section 8.8.

[Note – Section 12.3 currently reads: Any Applicant may submit a written waiver request. Such a request shall be accompanied by an explanation or documentation supporting the waiver request. A waiver request may be submitted with a Land Disturbance Permit Application, but is not required to be. The notice requirements of Section 5.5 apply in either case.]

H.2 In X12. Within Section 12.5, delete the reference to Section 9.6 and replace it with the reference to Section 12.6.

[Note – Section 12.5 currently reads: A decision on a waiver request shall be made by the Implementing Authority within 30 days of receiving all requested information (or within 30 days of receiving the waiver request if no additional information is requested). A copy of the waiver decision shall on the same business day be filed with the Town Clerk. A waiver request shall be deemed denied if not acted upon within the aforementioned time period. Certification by the Town Clerk that the allowed time has passed without the action of the Implementing Authority shall be deemed a denial of the waiver for the purpose of review as set forth in Section 9.6.]

I In X13. Within Section 13.5, delete the reference to Section 10.4 and replace it with the reference to Section 13.4.

[Note – Section 13.5 currently reads: Non-Criminal Disposition. As an alternative to a penalty under Section 10.4 or a civil action to enforce the Bylaw, the Town of Acton may elect to utilize the non-criminal disposition procedure set forth in G.L. Ch. 40, §21D and the Town of Acton General Bylaws Chapter E 45, in which case the Implementing Authority or authorized agent shall be the enforcing person. The penalty for the first violation shall be \$100 per day. The penalty for the second violation shall be \$200 per day. The penalty for the third and subsequent violations shall be \$300 per day. Each day or part thereof that such violation occurs or continues shall constitute a separate offense.]

MOTION: Ms. Adachi moves that the Town adopt the General Bylaws amendments as set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 40 * Amend Zoning Bylaw – Stormwater
(Two-thirds vote)

To see if the Town will vote to amend the Zoning Bylaw as follows:

A. Delete Section 3.8.1.5 k) under Accessory Uses - Common Drives, in its entirety and replace it with the following:

3.8.1.5 k An adequate drainage design shall be provided meeting the design standards and submission requirements of Acton General Bylaw Chapter X and the Rules and Regulations adopted thereunder.

[Note – Section 3.8.1.5 k currently reads: Adequate drainage shall be provided. The drainage design and appurtenances shall prevent washout and excessive erosion and it shall prevent drainage onto a STREET. Subsurface discharge to a public drain system shall be allowed only if there is sufficient capacity in the public drain system based on a 10-year design storm.]

B. Delete Section 3.11.3.6 under Special Requirements for Ground-Mounted Solar Photovoltaic Installations in its entirety and replace it with the following:

3.11.3.6 Water Management and Conservation – To the largest extent possible, the ground shall remain pervious to rain water. For the purposes of stormwater management, the Solar Photovoltaics themselves shall be considered a pervious surface. In the event that additional impervious areas are installed such as but not limited to asphalt or other paved areas, an adequate drainage design shall be provided meeting the design standards and submission requirements of Acton General Bylaw Chapter X and the Rules and Regulations adopted thereunder.

[Note – Section 3.11.3.6 currently reads: Water Management and Conservation – To the largest extent possible, the ground shall remain pervious to rain water. Where necessary, adequate provision shall be made for groundwater recharge and to prevent site runoff and erosion.]

C. Delete Section 4.3.6.2 under the Groundwater Protection District in its entirety and replace it with the following:

4.3.6.2 Watershed Recharge – The amount of annual precipitation being captured and recharged to the GROUNDWATER on site shall not be reduced due to development related surface runoff from the site when compared to pre-development conditions.

Documentation of compliance with Standard 3 of the Massachusetts Stormwater Handbook Volume 3, as amended, prepared by a Massachusetts Registered Professional Engineer experienced in hydrogeology shall be required. Where a Special Permit or Subdivision Approval is required the Special Permit Granting Authority or the Planning Board, or the Zoning Enforcement officer if no Special Permit is required, shall require documentation of compliance with Standard 3. This Section shall also apply in ZONE 4.

An alternative hydrologic budget or water balance calculation for the site, showing pre- and post-development conditions, may be prepared by a Certified Professional Soil Scientist (CPSS) certified by the Soil Science Society of America (SSSA), or by a soil scientist who is certified as a Professional Member of the Society of Soil Scientists of Southern New England (SSSSNE) in-lieu of the required documentation.

[Note – Section 4.3.6.2 currently reads: Watershed Recharge – The amount of annual precipitation being captured and recharged to the GROUNDWATER on site shall not be reduced due to development related surface runoff from the site when compared to pre-development conditions. Where a Special Permit or Subdivision Approval is required the Special Permit Granting Authority or the Planning Board, or the Zoning Enforcement officer if no Special Permit is required, shall require a hydrologic budget or water balance calculation for the site, showing pre- and post-development conditions, prepared by a Certified Professional Soil Scientist (CPSS) certified by the Soil Science Society of America (SSSA), by a soil scientist who is certified as a Professional Member of the Society of Soil Scientists of Southern New England (SSSSNE), or by a Massachusetts Registered Professional Engineer experienced in hydrogeology. This Section shall also apply in ZONE 4.]

D. Delete Section 4.3.6.3 under the Groundwater Protection District in its entirety and replace it with the following:

4.3.6.3 Treatment and Renovation of Runoff – All stormwater runoff from IMPERVIOUS COVERS shall be treated to meet water quality standards for the first inch of runoff in areas within Zones 1-3. Runoff within Zone 4 shall be treated to meet water quality standards for new and redeveloped areas as defined by the Massachusetts Stormwater Handbook Runoff shall be treated for the first inch of rainfall for new developments and for the first 0.8 inches of rainfall for redeveloped areas within Zone 4.

[Note – Section 4.3.6.3 currently reads: Treatment and Renovation of Runoff – All water runoff from IMPERVIOUS COVERS shall be funneled into gas trap catch basins. In addition, the first (1st) inch of every storm event shall be directed into a retention pond(s), where it shall be retained for an average of at least 3 days prior to recharge into the ground or discharge from the site. The retention pond(s) shall be exposed to sunlight, vegetated, and lined with soil featuring a permeability of 0.0001 cm/sec (0.1417 in/hr) or less. A DIVERSION BOX shall direct all water, which falls onto the site in excess of one (1) inch during a single storm event, toward additional storage, direct infiltration, or discharge from the site. Alternate methods of runoff treatment and renovation may be approved by the Special Permit Granting Authority if the Special Permit Granting Authority determines the intent of this Section is met, or by the Zoning Enforcement officer if no Special Permit is required, if he determines the intent of this section is met.]

E. Delete Section 9.6.2.6 under Planned Conservation Residential Community (PCRC) in its entirety and replace it with the following:

9.6.2.6 Stormwater Runoff - An adequate drainage design shall be provided meeting the design standards and submission requirements of Acton General Bylaw Chapter X and the Rules and Regulations adopted thereunder.

[Note – Section 9.6.2.6 currently reads: Storm Water Runoff – The peak rate of storm water runoff from a PCRC shall not exceed the rate existing prior to the new construction based on a 10-year design storm.]

F. Delete Section 9B.7 under Senior Residence in its entirety and replace it with the following:

9B.7 Stormwater Runoff - An adequate drainage design shall be provided meeting the design standards and submission requirements of Acton General Bylaw Chapter X and the Rules and Regulations adopted thereunder.

[Note – Section 9B.7 currently reads: Storm Water Runoff – The peak rate of storm water runoff from a SENIOR Residence development shall not exceed the rate existing before the new construction based on a 10-year design storm.]

G. Delete Section 10.4.3.1 under Site Plan Special Permit in its entirety and replace it with the following:

10.4.3.1 Stormwater Runoff - An adequate drainage design shall be provided meeting the design standards and submission requirements of Acton General Bylaw Chapter X and the Rules and Regulations adopted thereunder.

The Board of Selectmen may authorize the use of stormwater drainage facilities located off the development site and designed to serve one or more LOTS provided it finds that the applicant has retained the rights and powers necessary to assure that the off-site stormwater drainage facilities will be properly maintained in good work ng order.

[Note – Section 10.4.3.1 currently reads: Storm Water Runoff – The peak rate of storm water runoff from the development site shall not exceed the rate existing prior to the new construction based on a 10-year design storm. The storm water drainage facilities on the site shall be designed to prevent any overflow onto a STREET. The Board of Selectmen may authorize the use of storm water drainage facilities located off the development site and designed to serve one or more LOTS provided it finds that:

1) the peak rate of storm water runoff from such off-site facilities does not exceed the rate existing prior to the new construction based on a 25-year design storm; and

2) the applicant has retained the rights and powers necessary to assure that the offsite storm water drainage facilities will be properly maintained in good work ng order.]

, or tak any other action relative thereto.

MOTION: Mr. Yacouby moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 41 * Amend Zoning Map – 16 Knox Trail and 585 Main Street
(Two-thirds vote)

To see if the Town will vote to amend the Zoning Bylaw, Map Number 1, by changing the zoning district designation for Town Atlas parcel J3-34-5 (16 Knox Trail) from Powder Mill (PM) to Agricultural Recreation Conservation (ARC), and to amend the Zoning Bylaw, Map Number 1, by changing the zoning district designation for Town Atlas parcel E4-11 (585 Main Street) from Residence 10/8 (R-10/8) to Agricultural Recreation Conservation (ARC), or tak any other action relative thereto.

MOTION: Mr. Yacouby moves that the Town adopt the Zoning Bylaw Map amendments as set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 42 * Amend Zoning Bylaw – Housekeeping Corrections
(Two-thirds vote)

To see if the Town will vote to amend the Zoning Bylaw as follows:

A. Delete current Section 3.3.2, Two-Family Dwelling in its entirety and replace it with the following revised section:

3.3.2 Two-FAMILY Dwelling - A BUILDING for residential use containing two DWELLING UNITS or, as permitted under this Bylaw, two Single FAMILY Dwellings on one LOT; but not a Dwelling Conversion, or an Accessory Apartment under Section 3.8.1.6.

*[Note – Section 3.3.2 currently reads: 3.3.2 Two-FAMILY Dwelling - A BUILDING for residential use containing two DWELLING UNITS or, as permitted under this Bylaw, two Single FAMILY Dwellings on one LOT; but not a Dwelling Conversion or a **Single FAMILY Dwelling with One Apartment.**]*

B. In section 9B.4, Allowed Uses in Senior Residence developments, delete current Subsection 9B.4.2 and renumber Subsections 9B.4.3 through 9B.4.8 to become Subsections 9B.4.2 through 9B.4.7 respectively.

[Note – Section 9B.4 currently reads:
9B.4 Allowed USES – Only the following USES shall be allowed in a SENIOR Residence development:
9B.4.1 Single FAMILY dwellings.
~~*9B.4.2 Single FAMILY dwellings with one apartment.*~~
9B.4.3 Two-FAMILY dwellings.
9B.4.4 Multifamily dwellings.
9B.4.5 ACCESSORY USES typically associated with residential USES.
9B.4.6 Support services to meet SENIORS' needs, such as skilled nursing service, medical and other health service, food service, recreation and leisure facilities, or a community center; including the use of recreation, leisure, and community center facilities for commercial instruction, education and training in skills of all kinds for SENIORS and the public at large.
9B.4.7 Convenience services intended primarily

for its residents, such as Retail Stores, Banks, Restaurants, and Services provided that not more than 10% of the total NET FLOOR AREA of the development is dedicated to such uses.
9B.4.8 Allowed USES on the Common Land as set forth herein]

C. Delete the first paragraph of Section 8.7 and replace it with the following new paragraph:

8.7 Special Permit to Reconstruct Nonconforming Two-Family or Multifamily Dwelling – The Planning Board may authorize by Special Permit the reconstruction or rebuilding of a **Two-Family** or Multifamily Dwelling, as defined in Sections **3.3.2. and 3.3.4**, which are nonconforming as to USE, LOT size or other applicable dimensional requirements, when such BUILDING was destroyed by fire or natural disaster, or by voluntary demolition, and it may authorize the continuation or resumption of the USE as a **Two-Family Dwelling** or Multifamily Dwelling after completion of reconstruction. The following standards shall apply:

[Note – Section 8.7 in its entirety currently reads:
8.7 Special Permit to Reconstruct Nonconforming Multifamily Dwelling –

The Planning Board may authorize by Special Permit the reconstruction or rebuilding of a Multifamily Dwelling, as defined in Section 3.3.5, which is nonconforming as to USE, LOT size or other applicable dimensional requirements, when such BUILDING was destroyed by fire or natural disaster, or by voluntary demolition, and it may authorize the continuation or resumption of the USE as a Multifamily Dwelling after completion of reconstruction. The following standards shall apply:

8.7.1 To the extent possible, the new BUILDING shall comply with the dimensional requirements applicable in the zoning district in which the BUILDING is located. However, the Planning Board may authorize or require smaller or larger dimensions as it finds appropriate to address public interest considerations, such as but not limited to the preservation or improvement of neighborhood character, historic architectural features or the spatial relationship between buildings, and to address public safety and health concerns.

8.7.2 The Planning Board shall consider an application for a Special Permit under this section only if it is filed before or within 1 year from the date of the issuance of a demolition permit by the

Building Commissioner or within one year from the date of the fire or natural disaster which caused the destruction of the BUILDING.]

, or take any other action relative thereto.

MOTION: Mr. Yacouby moves that the Town adopt the Zoning Bylaw amendments as set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 43 * Accept Street – Brabrook Road
(Two-thirds vote)

To see if the Town will authorize the Board of Selectmen to layout a portion of Brabrook Road and acquire and take, on such terms and conditions as the Selectmen may determine, by purchase, gift, eminent domain or otherwise and accept the deed of a fee simple or easement interest in the land owned by Ellsworth Village, LLC, shown as "Parcel 1D-2" on a plan entitled "Plan of a Portion of Brabrook Road To Be Accepted as a Town Way in Acton, Massachusetts, As Laid Out by Order of the Board of Selectmen, 2015" prepared by Stamski and McNary Inc, on file with the Acton Town Clerk said acquisition and taking to be included in the layout extension of Brabrook Road as described in more detail in the Order of Layout, including without limitation the taking or acceptance of easements for roadway, drainage or other purposes; and further to see if the Town will raise, appropriate, transfer from available funds, or accept gifts for this purpose, or take any other action relative thereto.

MOTION: Mr. Berry moves that the Town accept as a public way the extension of Brabrook Road, and authorize the acquisition, transfer or taking of the fee or easement interest of Parcel 1D-2 for roadway layout and associated easement interests, all as described in the article.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 44 * Accept Land Gift – 49 Piper Road
(Two-thirds vote)

To see if the Town will authorize the Board of Selectmen to acquire on such terms and conditions as the Selectmen may determine, by purchase, gift, eminent domain or otherwise and to accept the deeds of a fee simple interest in a certain parcel of land known as 49 Piper Road, shown as Parcel 169 on Town Atlas Map G3 and in the deed recorded at the Middlesex South District Registry of Deeds in Book 11657, Page

259, containing 1.32 acres, more or less for general municipal purposes, or take any other action relative thereto.

MOTION: Mr. Benson moves that the Town authorize the Board of Selectmen on such terms and conditions as it may determine to acquire for general municipal purposes and accept fee interests in the parcel as set forth in the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 45 * Authorize Easements
(Two-thirds vote)

To see if the Town will vote to authorize the Board of Selectmen to grant, abandon or acquire by purchase, gift, eminent domain or otherwise and to grant, terminate or accept deeds of easement interests for streets, trails, drainage, sewer, utility or other public purpose, on such terms and conditions and in a final location or locations as the Selectmen may determine, or take any other action relative thereto.

MOTION: Mr. Berry moves that the Town authorize the grant, termination or acquisition of easements as set forth in the article.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 46 * Highway Reimbursement Program
(Chapter 90)
(Majority vote)

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

MOTION: Mr. Benson moves that the Town authorize the Town Manager to accept Highway funds from all sources and that such funds are hereby appropriated for highway purposes.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 47 * Insurance Proceeds
(Majority vote)

To see if the Town will vote to appropriate the proceeds

of any insurance policy reimbursements of costs incurred as a result of any covered loss, including without limitation any liability insurance, property insurance, casualty insurance, workers' compensation insurance, health insurance, disability insurance, automobile insurance, police and fire injury and medical costs, and any other insurance of any name and nature whatsoever, or take any other action relative thereto.

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

CONSENT MOTION CARRIES UNANIMOUSLY

Article 48 * Gifts or Grants
(Majority vote)

To see if the Town will vote to appropriate the proceeds of any gifts or grants accepted pursuant to Massachusetts General Laws Chapter 44, Section 53A as amended, and any interest thereon, and that, consistent with the requirements of Massachusetts General Laws, Chapter 40, Section 4A, the Board of Selectmen or Town Manager are authorized to enter into an agreement or agreements on behalf of the Town, on such terms and conditions as the Board of Selectmen or the Town Manager may determine, for the stated purposes of the gifts or grants, or take any other action relative thereto.

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

CONSENT MOTION CARRIES UNANIMOUSLY

Article 49 * Federal and State Reimbursement Aid
(Majority vote)

To see if the Town will vote to appropriate any Federal Government and State Government reimbursement for costs incurred as a result of any declared emergencies or other occurrence, and that, consistent with the requirements of Massachusetts General Laws Chapter 40, Section 4A, the Board of Selectmen or Town Manager are authorized to enter into an agreement

or agreements on behalf of the Town, on such terms and conditions as the Board of Selectmen or the Town Manager may determine, or take any other action relative thereto.

MOTION: Mr. Berry moves that the Town Manager is authorized to accept Federal and State reimbursement funds from all sources and that such funds are hereby appropriated for the purposes outlined by such reimbursement.

CONSENT MOTION CARRIES UNANIMOUSLY

Article 50 * Performance Bonds
(Majority vote)

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

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

CONSENT MOTION CARRIES UNANIMOUSLY

Article 51 * Sale of Foreclosed Properties
(Two-thirds vote)

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

MOTION: Ms. Adachi moves in the words of the Article.

CONSENT MOTION CARRIES UNANIMOUSLY

MOTION TO DISSOLVE: Ms. Green moves to dissolve the Annual Town Meeting at 11:18pm.

MOTION TO DISSOLVE CARRIES

ABSTRACT OF THE SPECIAL TOWN MEETING HELD TUESDAY, DECEMBER 3, 2019, 7:00 P.M.

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL AUDITORIUM

NUMBER OF REGISTERED VOTERS ATTENDING TOWN MEETING DECEMBER 3, 2019 – 200

December 3, 2019

The Moderator, Ms. Jo-Ann Berry, called the Special Town Meeting to order on Tuesday, December 3, 2019 at 7:00 pm.

Ms. Berry introduced the chair of the Board of Selectmen, Joan Gardner, who then introduced the members at the table, Dean Charter, David Martin, Jon Benson and Peter Berry. In addition, Ms. Gardner introduced Town Manager – John Mangiaratti, Nina Pickering Cook - Town Counsel, and Eva Stradek - Town Clerk.

The Moderator introduced the Chair of the Finance Committee, Roland Bourdon, III who then introduced the members at the table, Jason Cole, Christi Andersen, Christine Russell, Michael F. Majors, Thomas Farley, Sahana Purohit and Alan Vlajinac.

The Moderator asked Town Meeting to vote to allow Non Resident Town Staff and business owners, to speak to the Articles of this Special Town Meeting if needed.

Motion carries to allow speakers.

Article 1 Citizens’ Petition: Non-Binding Resolution – (Majority vote) Prepare Comprehensive Build-out and Traffic Analyses

Per Massachusetts General Law, we formally request a Special Town Meeting to be held for Acton Town Meeting members to affirm whether they want the Town to prepare comprehensive build-out and traffic analyses which detail existing conditions, likely and worst-case scenarios under build-out, with sewers and without sewers, before the Town holds any vote to expand sewers to West Acton. Such analyses should consider the possibility of 100% residential development under zoning, and maximum density under Chapter 40B.

MOTION: Ms. Friedrichs moves that the Town prepare comprehensive build-out and traffic analyses which detail existing conditions, likely and worst-case scenarios under build-out, with sewers and without sewers, before the Town holds any vote to expand sewers to West Acton. Such analyses should consider the possibility of 100% residential development under zoning, and maximum density under Chapter 40B.

MOTION FAILS

Clicker - (A) Yes - 75 44% (E) No - 95 56%

MOTION TO DISSOLVE: Ms. Gardner moves to dissolve the Special Town Meeting at 7:45 pm.

MOTION TO DISSOLVE CARRIES

ABSTRACT OF THE SPECIAL TOWN MEETING HELD TUESDAY, DECEMBER 10, 2019, 7:00 P.M.

ACTON-BOXBOROUGH REGIONAL HIGH SCHOOL AUDITORIUM

NUMBER OF REGISTERED VOTERS ATTENDING TOWN MEETING DECEMBER 10, 2019 – 921

December 10, 2019

The Moderator, Ms. Jo-Ann Berry, called the Special Town Meeting to order on Tuesday, December 10, 2019 at 7:00 pm

The Moderator asked Town Meeting to vote to allow Non Resident Town Staff and Regional School Staff, to speak to the Articles of this Special Town Meeting if needed.

Motion carries to allow speakers.

JoAnn Berry nominates Mr William Mullin for the position of Assistant Moderator
Motion carries

Practice Motion #1: Will we break both the warm and cold temperature records this winter for our town.

Clicker - A Yes - 357 63% E No – 210 37%

Article 1 Acton-Boxborough Regional School District – School Design & Construction (Two-thirds vote)

To see if the Town will approve the \$116,028,519.00 borrowing authorized by the Acton-Boxborough Regional School District, for the purpose of paying costs for the design and construction of a new CT Douglas/Paul Gates Elementary School and Carol Huebner Early Childhood Program into a single facility on the Gates School Site located at 75 Spruce St, Acton including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the District's School Building Committee. The MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities. Any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) forty nine point seven percent (49.7%) of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Twn to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. Chapter 59, Section 21C (Proposition 2-1/2, so-called); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA; or take any action relative thereto.

MOTION: Mr. Petersen moves that the Town hereby approves the \$116,028,519.00 borrowing authorized by the Acton-Boxborough Regional School District, for the purpose of paying costs for the design and construction of a new CT Douglas/Paul Gates Elementary School and Carol Huebner Early Childhood Program into a single facility on the Gates School Site located at 75 Spruce St, Acton, including the payment of all costs incidental or related thereto (the "Project"), which school facility shall have an anticipated useful life as an educational facility for the instruction of school children of at least 50 years, and for which the District may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA"), said amount to be expended at the direction of the District's School Building Committee; that the Town acknowledges that the MSBA's grant program is a non-

entitlement, discretionary program based on need, as determined by the MSBA, and any Project costs the District incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the District and its member municipalities; provided further that any grant that the District may receive from the MSBA for the Project shall not exceed the lesser of (1) forty nine point seven percent (49.7%) of eligible, approved Project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA; provided that the approval of the District's borrowing by this vote shall be subject to and contingent upon an affirmative vote of the Town to exempt its allocable share of the amounts required for the payment of interest and principal on said borrowing from the limitations on taxes imposed by M.G.L. Chapter 59, Section 21C (Proposition 2-1/2, so-called); and that the amount of borrowing authorized by the District shall be reduced by any grant amount set forth in the Project Funding Agreement that may be executed between the District and the MSBA.

IClick r - A Yes - 695 82% E No - 152 18%

MOTION CARRIES

Declared 2/3 by Moderator*

*Town of Acton has accepted MGL CH 39 Sec 15 at its Annual Town Meeting April 2001, Article 43 and the amended Bylaw 5A was approved by the Attorney General on Aug. 6, 2001. (The Town Meeting Moderator is not required to count a 2/3 required vote.)

Article North Acton Fire Station Design & Construction

(Two-thirds vote)

To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow money by the issuance of bonds or notes under the provisions of Massachusetts General Laws c. 44, a sum of money to be expended by the Town Manager for the purpose of designing, constructing, equipping and furnishing a new fire station to be located at 66-68 Harris Street, including all costs incidental and related thereto; to determine whether the approval of any borrowing for this purpose shall be contingent upon passage of a Proposition 2½ debt exclusion referendum under Massachusetts General Laws c. 59, § 21C(k); to determine whether any premium received by the Town upon the sale of any bonds or notes approved by the vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws

c. 44, § 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount, or take any other action relative thereto.

MOTION: Mr. Charter moves that the Town appropriate \$9,194,548 to be expended by the Town Manager to design, construct, equip and furnish a new fire station to be located at 66-68 Harris Street, including all costs incidental and related thereto, and further, that to meet this appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow the appropriated amount pursuant to M.G.L. c. 44, § 7(1), or any other enabling authority; provided, however, that this approval shall be contingent upon passage of a Proposition 2½ debt exclusion referendum under Massachusetts General Laws c. 59, § 21C(k); and provided further that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with Massachusetts General Laws c. 44, § 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

Clicker - A Yes - 695 87% E No - 108 13%

MOTION CARRIES
Declared 2/3 by Moderator*

*Town of Acton has accepted MGL CH 39 Sec 15 at its Annual Town Meeting April 2001, Article 43 and the amended Bylaw 5A was approved by the Attorney General on Aug. 6, 2001. (The Town Meeting Moderator is not required to count a 2/3 required vote.)

Article 3 Sewer District Expansion – West Acton (Two-thirds vote)

To see if the Town will raise and appropriate, appropriate from available funds, or borrow a sum of money to be expended by the Town Manager for the purpose of financing the planning, design, and construction of, and expansions and modifications to, sewers and the wastewater treatment plant, or any portion thereof, and related infrastructure for the expansion of the Middle Fort Pond Brook Sewer District into West Acton including, without limitation, the acquisition by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Selectmen may determine, real property interests in land as may be necessary or appropriate, and all other costs and any related expenses thereof as defined in Massachusetts General Laws c. 29C, § 1; and to determine whether any premium received by the Town upon the sale of

any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by the vote in accordance with Massachusetts General Laws c. 44, § 20, thereby reducing the amount authorized to be borrowed to pay such costs by a like amount; or take any other action relative thereto.

MOTION: Mr. Martin moves:

a. that the Town appropriate \$1,900,000 for the purpose of financing the planning, design, and construction of, and expansions and modifications to, sewers and the wastewater treatment plant, or any portion thereof, and related infrastructure for the expansion of the Middle Fort Pond Brook Sewer District into a portion of West Acton as shown on the plan entitled “West Acton Sewer Project – Project Area Map – Phase 1” dated December 2019 (the “Phase I Plan”) including, without limitation, the acquisition by purchase, gift, eminent domain or otherwise, on such terms and conditions as the Selectmen may determine, real property interests in land as may be necessary or appropriate for the expansion shown on the Phase I Plan, and all other costs and any related expenses thereof as defined in Massachusetts General Laws c. 29C, §1;

b. that to meet such appropriation the Treasurer, with the approval of the Board of Selectmen, is authorized to borrow \$1,900,000 and issue bonds or notes therefor under Massachusetts General Laws c. 44 and/or c.29C or any other enabling authority; that the Treasurer is authorized to borrow all or a portion of such amount from the Massachusetts Clean Water Trust (the “Trust”) established pursuant to Massachusetts General Laws c. 29C and, in connection therewith, to enter into a loan agreement and/or security agreement with the Trust and otherwise to contract with the Trust and the Department of Environmental Protection with respect to such loan and for any federal or state aid available for the project or for the financing thereof; that the Town Manager is authorized to enter into agreement(s) with the Department of Environmental Protection, to expend all funds available for the project and to take any other actions necessary to carry out the project; and that any premium received upon the sale of any bonds or notes approved by this vote, less the cost of preparing, issuing and marketing them, and any accrued interest received upon the delivery of the bonds or notes may be applied to the payment of costs of the project approved by the vote in accordance with Massachusetts General Laws c. 44, §20, thereby reducing the amount authorized to be borrowed for the project by a like amount; and

c. that the Town shall levy sewer assessments on the owners of the land benefitting from the sewer project to pay the debt service costs on the borrowing authorized by this vote in accordance with General Bylaw Section D10, except that up to \$800,000 of the amount appropriated for the sewer project and the related debt service costs on the portion of the borrowing authorized by this vote to meet that portion of the appropriation shall be allocable to the taxpayers at large in accordance with General Bylaws Section D10.1.

MOTION FAILS

Clicker - A Yes - 162 25% E No - 491 75%

MOTION TO DISSOLVE Motion made to dissolve the Special Town Meeting at 10:09 pm.

MOTION TO DISSOLVE CARRIES

TOWN ELECTIONS AND STATISTICS

TOWN OF ACTON ANNUAL TOWN ELECTION MARCH 26, 2019

| Vote Count | PCT 1 | PCT 2 | PCT 3 | PCT 4 | PCT 5 | PCT 6 | Total | % |
|----------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|--------------|----------------|
| MACHINE | | | | | | | | |
| 8:00 AM | 7 | 15 | 36 | 31 | 27 | 9 | 125 | 0.81% |
| 9:00 AM | 49 | 30 | 56 | 48 | 38 | 36 | 257 | 1.67% |
| 10:00 AM | 61 | 91 | 81 | 65 | 53 | 50 | 401 | 2.61% |
| 11:00 AM | 73 | 116 | 108 | 95 | 73 | 75 | 540 | 3.52% |
| 12:00 PM | 91 | 141 | 138 | 126 | 83 | 82 | 661 | 4.31% |
| 1:00 PM | 107 | 157 | 152 | 146 | 104 | 103 | 769 | 5.01% |
| 2:00 PM | 126 | 187 | 184 | 163 | 122 | 114 | 896 | 5.84% |
| 3:00 PM | 141 | 216 | 200 | 183 | 140 | 129 | 1009 | 6.57% |
| 4:00 PM | 149 | 232 | 231 | 210 | 166 | 155 | 1143 | 7.45% |
| 5:00 PM | 159 | 266 | 263 | 243 | 186 | 179 | 1296 | 8.44% |
| 6:00 PM | 186 | 312 | 310 | 279 | 215 | 210 | 1512 | 9.85% |
| 7:00 PM | 216 | 368 | 352 | 343 | 244 | 244 | 1767 | 11.51% |
| 8:00 PM | 243 | 414 | 395 | 380 | 271 | 268 | 1971 | 12.84% |
| MACHINE TOTAL | 243 | 414 | 395 | 380 | 271 | 268 | 1971 | 12.84% |
| PROVISIONAL BALLOTS | 0 | 1 | 0 | 0 | 0 | 1 | 2 | 0.01% |
| HAND COUNT | 0 | 1 | 0 | 0 | 0 | 0 | 1 | 0.01% |
| TOTAL VOTED | 243 | 416 | 395 | 380 | 271 | 269 | 1974 | 12.86% |
| | | | | | | | | |
| TOTAL # REGISTERED VOTERS | 2570 | 2640 | 2522 | 2685 | 2616 | 2317 | 15350 | |
| | | | | | | | | |
| MODERATOR | | | | | | | | |
| BLANKS | 44 | 92 | 66 | 51 | 49 | 41 | 343 | 17.38% |
| JO-ANN M. BERRY | 199 | 320 | 326 | 328 | 220 | 226 | 1619 | 82.02% |
| SCATTERED | 0 | 4 | 3 | 1 | 2 | 2 | 12 | 0.61% |
| | 243 | 416 | 395 | 380 | 271 | 269 | 1974 | 100.00% |
| | | | | | | | | |
| BOARD OF SELECTMAN | | | | | | | | |
| BLANKS | 97 | 154 | 120 | 97 | 78 | 69 | 615 | 15.58% |
| DEAN A. CHARTER | 172 | 273 | 216 | 231 | 179 | 167 | 1238 | 31.36% |
| DAVID D. MARTIN | 116 | 188 | 186 | 250 | 153 | 161 | 1054 | 26.70% |
| JAMES SNYDER-GRANT | 100 | 214 | 260 | 180 | 130 | 140 | 1024 | 25.94% |
| SCATTERED | 1 | 3 | 8 | 2 | 2 | 1 | 17 | 0.43% |
| | 486 | 832 | 790 | 760 | 542 | 538 | 3948 | 100.00% |

SCHOOL COMMITTEE

| | | | | | | | | |
|---------------------|------------|------------|------------|------------|------------|------------|-------------|----------------|
| BLANKS | 88 | 187 | 119 | 121 | 113 | 85 | 713 | 18.06% |
| GINNY SINKEL KREMER | 124 | 220 | 258 | 256 | 154 | 179 | 1191 | 30.17% |
| YI ZHANG | 160 | 194 | 169 | 176 | 137 | 110 | 946 | 23.96% |
| JOHN S. PETERSEN | 114 | 230 | 238 | 207 | 138 | 162 | 1089 | 27.58% |
| SCATTERED | 0 | 1 | 6 | 0 | 0 | 2 | 9 | 0.23% |
| | 486 | 832 | 790 | 760 | 542 | 538 | 3948 | 100.00% |

LIBRARY TRUSTEE

| | | | | | | | | |
|------------------|------------|------------|------------|------------|------------|------------|-------------|----------------|
| BLANKS | 45 | 96 | 71 | 54 | 49 | 41 | 356 | 18.03% |
| CAROL A. KNOWLES | 198 | 320 | 320 | 326 | 222 | 227 | 1613 | 81.71% |
| SCATTERED | 0 | 0 | 4 | 0 | 0 | 1 | 5 | 0.25% |
| | 243 | 416 | 395 | 380 | 271 | 269 | 1974 | 100.00% |

WATER COMMISSIONER

| | | | | | | | | |
|----------------|------------|------------|------------|------------|------------|------------|-------------|----------------|
| BLANKS | 46 | 85 | 66 | 61 | 54 | 45 | 357 | 18.09% |
| BARRY R. ROSEN | 196 | 331 | 326 | 316 | 217 | 223 | 1609 | 81.51% |
| SCATTERED | 1 | 0 | 3 | 3 | 0 | 1 | 8 | 0.41% |
| | 243 | 416 | 395 | 380 | 271 | 269 | 1974 | 100.00% |

**TOWN OF ACTON SPECIAL TOWN ELECTION
DECEMBER 17, 2019**

| VOTE COUNT | PCT 1 | PCT 2 | PCT 3 | PCT4 | PCT5 | PCT6 | TOTAL | % |
|--|--------------|--------------|--------------|-------------|-------------|-------------|--------------|----------|
| MACHINE 8:00 AM | 3 | 13 | 10 | 11 | 7 | 7 | 51 | 0.33% |
| 9:00 AM | 16 | 25 | 30 | 33 | 14 | 13 | 131 | 0.84% |
| 10:00 AM | 29 | 43 | 74 | 46 | 36 | 27 | 255 | 1.63% |
| 11:00 AM | 54 | 78 | 90 | 67 | 46 | 44 | 379 | 2.42% |
| 12:00 PM | 71 | 95 | 99 | 79 | 59 | 65 | 468 | 2.98% |
| 1:00 PM | 90 | 123 | 133 | 107 | 74 | 78 | 605 | 3.86% |
| 2:00 PM | 109 | 133 | 165 | 127 | 83 | 95 | 712 | 4.54% |
| 3:00 PM | 130 | 152 | 191 | 155 | 100 | 104 | 832 | 5.30% |
| 4:00 PM | 146 | 172 | 235 | 188 | 109 | 133 | 983 | 6.27% |
| 5:00 PM | 169 | 183 | 273 | 217 | 128 | 151 | 1121 | 7.15% |
| 6:00 PM | 185 | 205 | 306 | 244 | 146 | 163 | 1249 | 7.96% |
| 7:00 PM | 203 | 224 | 341 | 265 | 159 | 180 | 1372 | 8.75% |
| 8:00 PM | 219 | 243 | 361 | 305 | 168 | 193 | 1489 | 9.49% |
| MACHINE TOTAL - FINAL | 219 | 243 | 361 | 305 | 168 | 193 | 1489 | 9.49% |
| PROVISIONAL BALLOTS | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| HAND COUNT | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0.00% |
| TOTAL VOTED | 219 | 243 | 361 | 305 | 168 | 193 | 1489 | 9.49% |
| TOTAL # REGISTERED VOTERS | 2636 | 2695 | 2571 | 2737 | 2672 | 2374 | 15685 | |
| | | | | | | | | |
| SPECIAL TOWN ELECTION | | | | | | | | |
| | | | | | | | | |
| QUESTION 1, Acton-Boxborough Regional School District Elementary School | | | | | | | | |
| Shall the Town of Acton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay the Town's allocable share of the bond issued by the Acton-Boxborough Regional School District for the purpose of paying costs for the design and construction of a new CT Douglas/ Paul Gates Elementary School and Carol Huebner Early Childhood Program into a single facility on the Gates School Site located at 75 Spruce St, Acton including the payment of all costs incidental or related thereto? | | | | | | | | |
| | | | | | | | | |

| | | | | | | | | |
|--|-----|-----|-----|-----|-----|-----|------|---------|
| BLANK | 3 | 0 | 0 | 0 | 0 | 0 | 3 | 0.61% |
| YES | 167 | 163 | 284 | 246 | 124 | 138 | 1122 | 50.03% |
| NO | 49 | 80 | 77 | 59 | 44 | 55 | 364 | 49.36% |
| TOTAL | 219 | 243 | 361 | 305 | 168 | 193 | 1489 | 100.00% |
| QUESTION 2, North Acton Fire Station | | | | | | | | |
| Shall the Town of Acton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the bond issued in order to design, construct, equip and furnish a new fire station to be located at 66-68 Harris Street, including all costs incidental or related thereto? | | | | | | | | |
| BLANK | 2 | 1 | 1 | 0 | 0 | 1 | 5 | 0.61% |
| YES | 183 | 176 | 277 | 252 | 133 | 148 | 1169 | 50.03% |
| NO | 34 | 66 | 83 | 53 | 35 | 44 | 315 | 49.36% |
| TOTAL | 219 | 243 | 361 | 305 | 168 | 193 | 1489 | 100.00% |
| QUESTION 3, Minuteman Regional School District High School | | | | | | | | |
| Shall the Town of Acton be allowed to exempt from the provisions of proposition two and one-half, so-called, the amounts required to pay for the Town's allocable share of the bonds issued by the Minuteman Regional Vocational Technical School District for the purpose of paying costs of designing, constructing and originally equipping a new district school as described in Article 10 on the April 2016 Annual Town Meeting Warrant? | | | | | | | | |
| BLANK | 7 | 3 | 6 | 6 | 5 | 3 | 30 | 0.61% |
| YES | 155 | 150 | 251 | 225 | 127 | 133 | 1041 | 50.03% |
| NO | 57 | 90 | 104 | 74 | 36 | 57 | 418 | 49.36% |
| TOTAL | 219 | 243 | 361 | 305 | 168 | 193 | 1489 | 100.00% |

OTHER INFORMATION

| | |
|------------------------------------|-------------|
| REGISTERED VOTER STATISTICS | 2019 |
| DEMOCRAT | 4600 |
| REPUBLICAN | 1302 |
| UNENROLLED | 9658 |
| OTHERS | 166 |
| TOTAL REGISTERED VOTERS | 15726 |
| | |
| UNREGISTERED | 5948 |
| | |
| POPULATION | 21674 |

DOG STATISTICS

| | |
|------------------------|------|
| DOG LICENSES ISSUED | 1988 |
| KENNEL LICENSES ISSUED | 2 |

VITAL STATISTICS

| | |
|--------------------|-----|
| BIRTHS RECORDED | 170 |
| MARRIAGES RECORDED | 87 |
| DEATHS RECORDED | 165 |

DEATHS

| NAME | DOD | AGE |
|--------------------------------|----------|-----|
| BROWN, JEANE H | 01/02/19 | 88 |
| FOUSER, LYNETTE ANN | 01/08/19 | 63 |
| MCKNIGHT, ELEANOR JEAN | 01/09/19 | 85 |
| BEARDSLEE, JACQUELINE A | 01/15/19 | 96 |
| KWONG, SUN | 01/16/19 | 87 |
| BAIETTI, MARY E | 01/17/19 | 94 |
| KATZ, SANDRA | 01/18/19 | 84 |
| PEEBLES JR, LEIGHTON, HARTWELL | 01/18/19 | 93 |
| WILLIS III, JAMES NELSON | 01/23/19 | 47 |
| ANDREASON, LILLIAN MARIE | 01/28/19 | 100 |
| KOONTZ, JEAN ANNE | 02/04/19 | 65 |
| AOUN, WALLEEN MARIO | 02/03/19 | 53 |
| SILIN, BRENDA F | 01/14/19 | 90 |
| HUNTER JR, ROBERT A | 02/10/19 | 95 |
| SOOKIKIAN, VAHRAM | 02/19/19 | 91 |
| NICKERSON, DAVID F | 02/20/19 | 61 |
| CARROLL, EDWARD J | 02/19/19 | 80 |
| D'AMORE, JOSEPH KELLY | 02/21/19 | 59 |
| WILSON, MARY JEAN | 02/20/19 | 79 |

| | | |
|--------------------------------|----------|-----|
| THORP, KATHERINE A | 02/21/19 | 80 |
| ARMENTI, AMEDIO W | 02/23/19 | 94 |
| O'BRIEN JR, MACK DONALD | 02/26/19 | 75 |
| MAYPOTHER, LISA L | 02/22/19 | 50 |
| WINTER, DAVID L | 03/03/19 | 88 |
| STROBEL, MARK AMELIA | 03/03/19 | 89 |
| HEIN, CARL A | 03/07/19 | 78 |
| SANTIS, HELEN R | 03/08/19 | 82 |
| DUPUIS, PAULINE ELIZABETH | 03/10/19 | 69 |
| PERPERAS, EVANGELOS GEORGE | 03/11/19 | 91 |
| SMITH, BERNICE | 03/12/19 | 99 |
| SPINAZZOLA, ALICE LORRAINE | 03/13/19 | 95 |
| PEEBLES, JEANNE O | 02/26/19 | 88 |
| LIU, CHUNG TIEN | 03/12/19 | 102 |
| SAGAR, ALBERT J | 03/15/19 | 86 |
| GRANTMYRE, CAROLE ANN | 03/16/19 | 82 |
| SANSONE, ROSE M | 03/18/19 | 91 |
| WEXELBLAT, GRAY H | 03/18/19 | 75 |
| HAMMOND, GRAEME LORD | 03/23/19 | 86 |
| MYERS, ELIZABETH D | 03/25/19 | 99 |
| HYMAN, HAROLD | 03/25/19 | 91 |
| MANN, ESTHER MCMORRAN | 03/26/19 | 95 |
| NEWELL, JANET P | 03/28/19 | 86 |
| VRABLIK, CAROL ANN | 03/30/19 | 81 |
| BRISTER, THOMAS NATHANIEL | 03/30/19 | 36 |
| PIERCE, MICHELLE A | 04/06/19 | 72 |
| HIGGINBOTHAM, CHARLES WILLIAM | 04/02/19 | 76 |
| ROGERS, RICK H | 04/11/19 | 73 |
| HELLEN, LORRAINE ELLA | 04/14/19 | 98 |
| ALLEN, JOHN H | 04/12/19 | 76 |
| PENNINGTON, MELANIE A | 04/15/19 | 60 |
| BRADLEY III, WILLIAM JAMES LEE | 04/15/19 | 99 |
| WATSON, PHYLLIS ANNE | 04/18/19 | 87 |
| FAN, CHIN CHUN | 04/20/19 | 59 |
| LOWE, JOHN WILLIAM | 04/29/19 | 81 |
| WUTH JR, GERALD A | 04/22/19 | 64 |
| FRANK, EMMA | 04/25/19 | 96 |
| FINNEGAN, KEVIN FREDERICK | 05/02/19 | 77 |
| LAURENCE ARTHUR BEGLEY | 05/07/19 | 75 |
| KALYANASUNDARAM, RAMJI | 05/12/19 | 88 |
| HANBURY, DEBORAH ANN | 05/15/19 | 62 |
| REYNOLDS JR, CHARLES ERNEST | 05/14/19 | 89 |
| SANTOS, CHARLES E | 05/16/19 | 78 |
| GORDON, GWENDOLYN CAMPBELL | 05/15/19 | 93 |

| | | |
|----------------------------|----------|-----|
| YATTEAU, JOAN FISHER | 05/20/19 | 73 |
| CONTEH, KADIATU | 05/15/19 | 77 |
| STARBILE, ELEANOR A | 05/17/19 | 78 |
| ANDERSON, ELEANORE MARILYN | 05/18/19 | 92 |
| MUSTOE, WILLIAM JOHN | 05/24/19 | 87 |
| WILDMAN, THOMAS GRAYSON | 05/23/19 | 63 |
| DUNPHY, JOSEPH W | 05/24/19 | 86 |
| BLOCK, JOSEPH HENRY | 05/26/19 | 98 |
| BAUER, WALTER N | 05/29/19 | 72 |
| COOK, JOHN GRAHAM | 05/31/19 | 83 |
| FERGUSON, EILEEN | 06/08/19 | 85 |
| WHIFFIN, BETHANY JEAN | 06/11/19 | 44 |
| TAUDVIN, PETER CRAIG | 06/12/19 | 82 |
| MESLENER, ROSE ANN | 06/14/19 | 89 |
| DOUGLAS, MARION | 06/18/19 | 94 |
| SARIAN, MARK STEVEN | 06/11/19 | 69 |
| GORDON, AMY SHOOLMAN | 06/23/19 | 61 |
| FARQUHARSON, MARY IREANE | 06/21/19 | 89 |
| FORD, CARMELLA V | 06/22/19 | 101 |
| SWAIN, KENNETH RAY | 06/14/19 | 83 |
| HARROW, EDGAR JOSEPH | 06/30/19 | 69 |
| TANG, ZONGHUANG | 07/04/19 | 82 |
| HUANG, HAIBIN | 07/12/19 | 59 |
| CLARK-CHIARELLI, NANCY | 07/17/19 | 65 |
| PICHETTE, MAURICE AIME | 07/15/19 | 80 |
| NELSON, ALLEN HERBERT | 07/20/19 | 90 |
| BRYAN JR, CARROLL RAYMOND | 07/23/19 | 92 |
| MOGHE, USHA VINAY | 07/26/19 | 79 |
| DARGIN, CAROL M | 07/29/19 | 90 |
| REED, MARGOT B | 07/31/19 | 91 |
| LITVAK, MANYA | 08/01/19 | 98 |
| DAVIS, SALLY OLSEN | 08/01/19 | 100 |
| KATONA, RUTH AGNES | 07/31/19 | 101 |
| ALLARD III, HENRY SANFORD | 08/04/19 | 74 |
| PLATONOVA, VERA | 07/31/19 | 88 |
| CARNEVALE, JANET M | 08/10/19 | 77 |
| GERANEO, ANTHONY J | 08/10/19 | 67 |
| ORDWAY JR, HENRY J | 07/10/19 | 67 |
| GALLOWAY, JAMES S | 08/13/19 | 90 |
| MCLAUGHLIN, DAVID J | 08/20/19 | 73 |
| HOULE, HILTRUD G | 08/24/19 | 84 |
| HORNE, JOSEPHINE THERESA | 08/27/19 | 88 |
| QUILTY, PATRICIA A | 08/28/19 | 74 |
| MURPHY, PHILLIP EDWARD | 08/31/19 | 61 |
| PAPIA, KERRY | 08/25/19 | 46 |

| | | |
|-----------------------------|----------|----|
| FRIES, ANNE K | 09/09/19 | 93 |
| GARIBOTTO, BERNICE VIRGINIA | 09/10/19 | 96 |
| DANIEL, JANET E | 09/10/19 | 85 |
| MUDGE, WINIFRED N | 09/10/19 | 97 |
| WARDELL, PATRICIA IRENE | 09/15/19 | 93 |
| HARRISON JR, PARKER | 09/12/19 | 90 |
| BASSETT, LORRAINE D | 09/16/19 | 90 |
| ZELNICK, CARL ROBERT | 09/23/19 | 79 |
| EMANOUIL, TIMOTHY | 09/26/19 | 86 |
| DEL MEDICO SR, DAVID DONALD | 09/28/19 | 66 |
| WOOD, HELEN JEANETTE | 10/04/19 | 78 |
| BARSKAYA, BELLA | 10/03/19 | 93 |
| BURSAW, PHYLLIS C | 10/07/19 | 87 |
| WILCOX, JUDITH P | 10/04/19 | 78 |
| MATHER, CHARLES F | 10/07/19 | 89 |
| WILKINSON, HELEN JEAN | 10/07/19 | 89 |
| DIMAMBRO, LOUIS | 10/08/19 | 85 |
| TRAINOR, RICHARD JOHN | 10/11/19 | 72 |
| LI, WENQI | 10/08/19 | 51 |
| MURPHY, CYRIL J | 10/18/19 | 93 |
| DEES, MICHAEL SCOTT | 10/23/19 | 57 |
| BRAKO, JOHN ANTHONY | 10/29/19 | 54 |
| KIRSCH, EDITH | 10/28/19 | 94 |
| WHITE, TOMMIE LEE | 10/25/19 | 71 |
| SHEEHAN, DENNIS JAMES | 11/02/19 | 70 |
| MARTELL, RONALD J | 10/31/19 | 83 |
| BODGE, MARGARET FRANCENA | 11/03/19 | 92 |
| KENDALL, JOHN FRANCIS | 11/10/19 | 76 |
| BLODGETT, HERBERT M | 11/07/19 | 95 |
| SMITH, JOSEPH R | 11/03/19 | 90 |
| BRAYDEN, JANET ELIZABETH | 11/05/19 | 62 |
| ULLRICH, ARTHUR DONALD | 11/02/19 | 89 |
| DETWEILER, DOUGLAS JAMES | 11/12/19 | 79 |
| GIANETTO, EDMUND A | 11/11/19 | 81 |
| WESTERHEIM, SOPHIE | 11/11/19 | 92 |
| MARINO, JANET A | 11/14/19 | 79 |
| SOUCIER JR, RICHARD JOSEPH | 11/14/19 | 92 |
| HALTER, BETTY ALICE | 11/13/19 | 92 |
| LOCKE JR, DOUGLAS ALLEN | 11/21/19 | 73 |
| BEAN, WILLIS F | 11/24/19 | 85 |
| KOHL, THOMAS C | 11/25/19 | 62 |
| SHARMA, AMITABH | 11/24/19 | 42 |
| COWLES, EVELETH C | 12/01/19 | 93 |
| WONG, PATRICIA ANN | 12/01/19 | 64 |
| MCKEOWN, MAUREEN C | 11/28/19 | 82 |

| | | |
|----------------------------|----------|----|
| SHAO, SHU ZHEN | 12/02/19 | 80 |
| DANTZLER, WILLIAM ALDRIDGE | 12/03/19 | 86 |
| DOMBLEWSKI, MARY S | 12/06/19 | 97 |
| TOMES, ROBERT E | 12/06/19 | 74 |
| MOORE, JOEL CHRISTOPHER | 12/02/19 | 49 |
| PORRAZZO, DANIEL F | 12/11/19 | 54 |
| AUFIERI, ARTHUR E | 12/16/19 | 96 |
| BETHUNE, LINDA J | 12/15/19 | 68 |
| MORRIS, SUSAN STEMPLE | 12/13/19 | 62 |
| COCHRANE, IRENE FRANCIS | 12/22/19 | 88 |
| BUBIER, HELEN CONCETTA | 12/19/19 | 93 |
| SMITH, FRANKLIN OLIVER | 12/29/19 | 94 |

ACTON INFORMATION

NATIONAL, STATE, AND COUNTY OFFICIALS

NATIONAL

| | |
|---|------------------|
| President | Donald Trump |
| Vice-President | Mike Pence |
| Senators in Congress | Elizabeth Warren |
| 5th Congressional District | Edward Markey |
| Representative in Congress 3rd Congressional District | Nik Tsongas |

MIDDLESEX COUNTY

| | |
|-----------------------------------|----------------------|
| Clerk of Superior Court | Michael A. Sullivan |
| Register of Deeds Middlesex South | Maria C. Curatone |
| Register of Probate | Tara E. DeCristofaro |
| District Attorney | Marian Ryan |
| County Sheriff | Peter J. Koutoujian |

STATE

| | |
|--|---------------------|
| Governor | Charlie Baker |
| Lieutenant Governor | Karyn Polito |
| Secretary of the Commonwealth | William F. Galvin |
| Attorney General | Maura Healey |
| Treasurer and Receiver General | Deborah B. Goldberg |
| Auditor of the Commonwealth | Suzanne M. Bump |
| Senator Middlesex/Worcester District | James B. Eldridge |
| Representative in General Court 14th Middlesex Representative District | Cory Atkins |
| Representative in General Court 37th Middlesex Representative District | Jennifer Benson |

ELECTED TOWN OFFICIALS

| POSITION NAME | TERM EXPIRES |
|---------------|--------------|
|---------------|--------------|

Moderator - 1 Year Term

| | |
|---|------|
| Jo-Ann M. Berry | 2020 |
| William C. Mullin - Assistant Moderator | 2020 |

Board of Selectmwn

| | |
|-------------------------|------|
| Joan Gardner - Chair | 2020 |
| Jon Benson - Vice Chair | 2021 |
| Peter Berry | 2020 |
| Dean A. Charter - Clerk | 2022 |
| David D. Martin | 2022 |

Acton-Boxborough Regional School Committee

| | |
|--------------------------------|------|
| Selectmen Liaison: D. Martin | |
| Amy L. Krishnamurthy | 2020 |
| Paul A. Murphy | 2020 |
| Maya Mink n | 2020 |
| John Petersen | 2022 |
| Angie Tso | 2021 |
| Diane M. Baum | 2021 |
| Ginny Sink I Kremer | 2022 |
| Nora Shine - (Boxboro) | 2022 |
| Tessa L. McKinley - (Boxboro) | 2020 |
| Adam Klein - (Boxboro) | 2021 |
| Zhiyu Michael Bo - (Boxboro) | 2020 |
| Sahana Purohit (FinCom Rep) | |
| Christine Russell (FinCom Rep) | |

Trustees, Acton Memorial Library

| | |
|----------------------------------|------|
| Selectman Liaison: J. Gardner | |
| Pamela W. Lynn | 2021 |
| Carole Knowles | 2022 |
| Harvey P. Berliner - Secretary | 2020 |
| Sampada S. Salunk e - President | |
| Miriam L. Lez k - Vice-President | |
| Suz nne M. Shanahan | |
| Joseph W. Glannon | |
| Ann Chang | |
| Thomas F. Dunn | |

Acton Housing Authority

| | |
|---|------|
| Selectman Liaison: P Berry | |
| Nancy M. Kolb-Secretary | 2022 |
| Bernice Baran | 2021 |
| Ryan J. Bettez | 2020 |
| Robert B. Whittlesey (State Appointed) | 2019 |

Acton Water District

| | |
|----------------------------------|------|
| Selectman Liaison: D Charter | |
| William T. Stanford, II - Clerk | 2020 |
| Richard P. O'Brien - Moderator | 2021 |
| Erik Amir-Lin - Commissioner | 2021 |
| Stephen C. Stuntz - Commissioner | 2020 |
| Barry R. Rosen - Commissioner | 2022 |

Trustees, Citizen's West Acton Library

| | |
|------------------------------|------|
| Selectmen Liaison: J Gardner | |
| Tara J. Leuci | 2022 |
| Melissa Loporto | 2020 |
| Dorothy Curtis | 2021 |

Trustees, Charlotte Goodnow Fund

| | |
|----------------|------|
| Allison Hammer | 2022 |
| Thomas Ryder | 2021 |
| Todd Fenniman | 2020 |

Trustees, Elizabeth White Fund

| | |
|------------------|------|
| Jo-Ann Berry | 2022 |
| MaryAnn Ashton | 2021 |
| Andrea S. Miller | 2020 |

Trustees, Acton Firefighters' Relief Fund

| | |
|-------------------|------|
| Robert Smith | 2021 |
| Robert Vanderhoof | 2022 |
| Thomas Matthews | 2020 |

**Capital Improvement
Planning Committee**

| | |
|--------------------------------------|----------|
| John Mangiaratti (Manager) | 06/30/19 |
| Dean Charter (BOS) | 06/30/19 |
| Steve Noone (FinCom) | 06/30/19 |
| Jon Churchill (At Large) | 06/30/19 |
| Steve Barrett (Municipal ex officio) | |
| Claire Jeanotte (ABRS ex officio) | |

Cemetery Commission

| | |
|------------------------------|----------|
| Selectman Liaison: J Gardner | |
| Joseph P. Will | 06/30/20 |
| William Klauer | 06/30/22 |
| Dana Snyder-Grant | 06/30/20 |

Commission on Disabilities

| | |
|------------------------------|----------|
| Selectmen Liaison: J Gardner | |
| Ann Corcoran -Chair | 06/30/21 |
| Leslie Johnson | 06/30/22 |
| Lisa Frank in, Co-Chair | 06/30/21 |
| Joan Burrows | 06/30/22 |
| Frances Osman | 06/30/22 |
| Pesha Koks - (Associate) | 06/30/22 |
| Jim Snyder-Grant (Associate) | 06/30/22 |

Community Preservation Committee

| | |
|------------------------------------|----------|
| Liaison: Dave Wellinghoff (FinCom) | |
| Dean Charter- (BOS) | 06/30/21 |
| Victoria Beyer - (Historical) | 06/30/20 |
| Ray Yacouby - (Planning) - Chair | 06/30/24 |
| Steve Trimble (Recreation) | 06/30/21 |
| Nancy M. Kolb - (Housing) | 06/30/20 |
| Bill Alesbury - (At Large) | 06/30/22 |
| Walter Foster - (At large) | 06/30/21 |
| Amy Green - (Cons-Com) | 06/30/22 |
| Carolyn Kilpatrick - (At large) | 06/30/22 |
| James Snyder-Grant (Associate) | 06/30/20 |
| Alissa Nicol (Associate) | 06/30/22 |

Conservation Commission

| | |
|------------------------------|----------|
| Selectman Liaison: D Charter | |
| Terry Maitland | 06/30/21 |
| Zywia Chadzinski | 06/30/21 |
| Amy Green | 06/30/22 |
| James Colman | 06/30/22 |

| | |
|---------------|----------|
| Tim McKinnon | 06/30/22 |
| Suzanne Flint | 06/30/21 |
| Carolyn Kiely | 06/30/22 |

Council on Aging

| | |
|-------------------------------|----------|
| Selectman Liaison: D Charter | |
| Alma Sandman | 06/30/22 |
| Chunsheng Fu | 06/30/21 |
| Bonnie Lobel | 06/30/21 |
| Jacqueline Friedman | 06/30/21 |
| Ellen Feinsand | 06/30/21 |
| Michael Chautin | 06/30/22 |
| Ann (Nancy) Corcoran | 06/30/22 |
| Lori Cooney | 06/30/22 |
| Nirupama Velankar (Associate) | 06/30/21 |
| Jeff Bergart, Associate | 06/30/22 |

CPA Study Committee - 10 members

| | |
|---------------------------------|----------|
| Peter Berry - (BOS Rep) | Standing |
| William Klauer - (Historical) | Standing |
| Corrina Roman-Kreuz - (ACHC) | Standing |
| Roland Bourdon - (FinCom) | Standing |
| Ray Yacouby - (Planning) | Standing |
| Walter Foster - (At Large) | Standing |
| Carolyn Kilpatrick - (At Large) | Standing |

Design Review Board

| | |
|------------------------------|----------|
| Selectman Liaison: D Charter | |
| Holly Ben-Joseph - Chair | 06/30/22 |
| Peter Darlow - Vice-Chair | 06/30/21 |
| David Honn | 06/30/20 |
| Kimberly Montella | 06/30/20 |
| Emilie Ying - (Planning Rep) | 06/30/21 |

Dog Park Committee

| | |
|------------------------------|----------|
| Selectman Liaison: J Gardner | |
| Tom Gillispie - Chair | 06/30/20 |
| Mike Perry | 06/30/20 |
| Clare Sisk | 06/30/20 |
| Karen Martin - Vice Chair | 06/30/20 |
| Fred Kinch | 06/30/20 |

Economic Development Committee

Selectman Liaison: J Benson
 Lawrence J Kenah - (At Large) Chair 06/30/20
 David Foley - (At Large) V Chair 06/30/20
 Ann Chang 06/30/20
 Josh Fischel 06/30/21
 Derrick J Chin - (Planning) 06/30/20
 David Didriksen - (At Large) 06/30/22
 Shirley Ming - (Associate, At Large) 06/30/21
 Michael F. Majors - (Associate, FinCom) 05/31/19
 Peter Daniel - (Associate, Chamber) 06/30/20

Green Advisory Board

Selectman Liaison: P Berry
 Dennis Loria - V Chair 06/30/22
 Mary Smith 06/30/20
 Cameren Cousins 06/30/21
 Stephen Lowe 06/30/22
 Mona Chandra - Associate member 06/30/21
 Kate Crosby - School Rep

Health Insurance Trustees

Steve Noone - (Fin Com)
 Peter Berry - (BOS Rep) 06/30/17
 Steve Barrett - (Treasurer/Collector) 06/30/18
 John Peterson - (School Com-Box), Chair
 Margaret Dennehy

Historic District Commission

Selectman Liaison: D Charter
 David Honn 06/30/20
 Ronald Regan 06/30/22
 Fran Arsenault 06/30/21
 Maria Crowley 06/30/20
 Arthur Leavens 06/30/22
 David Shoemaker (Alternate) - Clerk 06/30/22

Historical Commission

Selectman Liaison: D Martin
 William Klauer 06/30/20
 Bradford Maxwell 06/30/20
 Victoria Beyer 06/30/21
 William Dickerson - Chair 06/30/22
 Douglas Herrick 06/30/21

Jillian Oman - Associate 06/30/21
 Robert V. Ferrara - Associate 06/30/22

Kelley's Corner Steering Committee

Selectman Liaison: J Benson
 Andrew Brockway - (Acton 2020) Standing
 Lawrence J. Kenah - (EDC) Standing
 Peter Darlow - (DRB) Standing
 Derrick Chin - (Planning) Standing
 Bob Van Meter - (At-Large) Standing
 Erin Bettez - (At Large) Standing
 Dean Charter (Associate) Standing
 Patricia Clifford (Associate) Standing
 Christi Anderson - (Fin Com Rep) 05/31/20
 David Manalan (Associate) 06/30/22

Land Stewardship Committee

Selectman Liaison: D Charter
 Bruce Rachman -Chair 06/30/22
 Joe Will - Clerk 06/30/20
 Laurence Ullmann 06/30/21
 Robert Farra 06/30/20
 John Watlington 06/30/22
 Joseph Holmes 06/30/22
 Jenna Gruber 06/30/21
 Dale Chayes 06/30/21
 Gary Kilpatrick - (Associate) 06/30/20
 Nan Millett - (Associate) 06/30/20
 Philip Keyes - (Associate) 06/30/22
 Andy Gatesman - (Associate) 06/30/20
 Joshua Haines - (Associate) 06/30/20
 Sherman Smith - (Associate) 06/30/20
 Todd Tsakris - (Associate) 06/30/20
 James Salem - (Associate) 06/30/20
 Jason Temple - (Associate) 06/30/20
 Laurence Boisvert(Associate) 06/30/21
 Aaron Moore (Associate) 06/30/20

Lowell Regional Transit Authority

Selectman Liaison:
 Mike Gowing standing

MAGIC/MAPC

Selectman Liaison: : J Gardner
 Ray S. Yacouby (1st Alternate Rep for BOS)

MBTA Advisory Board

Ronald Regan

Minuteman Home Services

Selectman Liaison:
 Charles D. Aaronson standing
 Michael F. Majors - (FinCom Rep) 05/31/19

Morrison Farm Master Plan Committee

Selectman Liaison: D Martin
 William Mullin - Chair Standing
 Mary Ann Ashton Standing
 Leanne Baxter Standing
 Charles D. Aaronson Standing
 Doug Tindal Standing
 Katherine Cunk eman Standing
 Peter Grover Standing
 Ann Chang Standing
 Jon Benson Standing

No Place For Hate

Selectman Liaison:

Open Space and Recreation Advisory Committee

Selectman Liaison: D Martin
 Terry Maitland - (Cons Com) 06/30/19
 Ray Yacouby - (Planning) 06/30/24
 Matt Mostoller - (Water District) 06/30/19
 Andrew Magee - (Chair) 06/30/20
 Dick Hatfield 06/30/20
 William Hill 06/30/20
 Dave Marshall 06/30/21

Planning Board

Selectman Liaison: J Gardner
 Ray Yacouby - Chair 06/30/24
 Anping Lui 06/30/21
 Derrick J Chin - Vice Chair 06/30/24
 Jon Cappetta 06/30/22
 Sam Bajwa 06/30/24

Recreation Commission

Selectman Liaison: D Martin
 Joseph P. Will 06/30/21
 Stephen Trimble 06/30/20
 Edward Holcomb 06/30/20
 Chris Hardy 06/30/22
 Hema Santhanak ishnan 06/30/22

River Street Master Plan Special Committee

Selectman Liaison: P Berry
 Peter J Berry - BOS standing
 Bill Alesbury standing
 Don Boyle standing
 William Klauer standing
 Peter Hock ell standing
 Stephanie Krantz standing
 Louis York standing

Route 2 Corridor Advisory Committee

Selectman Liaison:
 open - 1 member

Senior / Disabled Taxation Aid Committee - (STAC)

Selectman Liaison: J Gardner
 Steve Barrett - (Town Treasurer/Collector) 06/30/19
 Susan Miller - (Assessors) 06/30/18
 Nancy Gerhardt 06/30/19

South Acton Train Station Advisory Committee

Selectman Liaison: D Martin
 Mary (Michaela) Moran - Chair Standing
 Dave Wellinghoff - (FinCom Rep) Standing
 R. Luke Evans 06/30/21
 Amanda Steinberg 06/30/21
 Ben Patterson Standing

Town Meeting Improvement Committee

Selectman Liaison: Jon Benson
 Steve Noone, Chair - 4/7/20
 Reg Town Meeting Attendee
 Jodi Bromberg - Resident <10 yrs 4/7/20
 Pat Clifford - Acton League of WV 4/7/20
 Ann Chang - Acton League of WV 4/7/20
 Mark Hald - Asst Town Mgr 4/7/20
 Xuan Kong - Reg Town Meeting Attendee 4/7/20
 Alma Sandman - COA 4/7/20
 Ann Corcoran - COD 4/7/20
 Elizabeth Osche 4/7/20
 (Resident <10 yrs)
 Ray Yacouby, Associate 4/7/20
 Anne Kadlec, Associate 4/7/20

Transportation Advisory Committee

Selectman Liaison: J Gardner
 James E. Yarin 06/30/21
 James Citro 06/30/21
 Frances Osman (Chair) 06/30/20
 R. Luke Evans 06/30/21
 Paula Walsh 06/30/22
 Julia Day, Associate 06/30/22

Volunteer Coordinating Committee

Selectman Liaison: P. Berry
 Gregory Hutchins 06/30/22
 Hartley Millett 06/30/22
 Xuan Kong 06/30/22
 Fang Yang 06/30/21
 Michael Brandt 06/30/22

Water District-Land Management Advisory Committee

Selectman Liaison: J. Adachi
 Paul Malchodi - (BOS Appointed) 06/30/18
 Greta Eckhardt -
 (Water Dist Appointed) 06/30/19
 Barry Rosen -
 (Water Dist Appointed)
 Charles Olmstead -
 (Water Dist Appointed)
 John Cipar - (Water Dist Appointed)

Water Resources Advisory Committee

Selectman Liaison: J Gardner
 Barry Rosen 06/30/22
 Ron Beck Chair 06/30/21
 Lucy Kirshner, Vice Chair 06/30/21
 Michael Kreuzer - (Health) 06/30/20
 Matthew Mostoller, clerk 06/30/22
 Ronald Parenti, Voting Associate 06/30/22

West Acton Sewer Action Committee

David D. Martin, Chair - (BOS) 2022
 J D Head - (ABRS) Completion of Task
 Jon Cappetta - (PB) Completion of Task
 Dave Wellinghoff - (FinCom) Completion of Task
 Peter Henry - (W Acton Business Community) Completion of Task
 Joanne Bissetta - (W Acton Resident) Completion of Task
 Ann Chang, Vice-Chair -
 (Past Sewer Comm Member) Completion of Task
 Garry McCarthy- (Acton Citizen) Completion of Task
 Samuel Rice - (Engineering Experience) Completion of Task

MODERATOR APPOINTMENTS —

Finance Committee - 9 Members - 3 Year Term

Selectman Liaison: J Benson

| | |
|-----------------------------|----------|
| Jason Cole | 05/31/21 |
| Roland Bourdon, III - Chair | 05/31/22 |
| Dave Wellinghoff | 05/31/21 |
| Stephen R. Noone | 05/31/22 |
| Sahana Purohit | 05/31/20 |
| Michael F. Majors | 05/31/22 |
| Christi Andersen | 05/31/20 |
| Thomas F. Farley | 05/30/20 |
| Christine Russell | 05/31/21 |
| Alan Vlajinac - (Associate) | 05/31/22 |

Minuteman Regional Technical HS

Selectman Liaison: D Charter

| | |
|------------|----------|
| Pam Nourse | 06/30/20 |
|------------|----------|

TOWN MANAGER APPOINTMENTS —

Public Ceremonies Committee

Gail Sawyer

Assistant Town Manager

Mark Hald

Principal Assessor

Brian McMullen

Constable

Christopher Prehl
Mark Hald

Local Building Inspector

Tom Moberg

Deputy Inspector of Gas Piping and Gas Appliances

Todd Bosselmann

Deputy Inspector of Wires

Charles Weeks

Emergency Management

Director, Mark Hald
Deputy Director, Gail Sawyer

Superintendent of Municipal Properties

Andrea Ristine

Director of Public Health

Sheryl Ball

Animal Control Officer/Animal Inspector

Patrick (Tack) Palmer
Nelba Maldonado, Assistant

Fence Viewer

Corey York

Field Driver

Vacant

Fire Chief

Robert Hart

Deputy Fire Chief

Bob Vanderhoof

Captains

Anita Arnum
Christopher Sammet
Robert Smith
John (Jack) White

Lieutenants

James Byrne
Kristopher Ellick
Eric Mathieu
Jack Zbiwsk

ALS Coordinator

Patrick McIntyre, FF/EMT-P

Acting ALS Coordinator

Wade Messamore, FF/EMT-P

Firefighter/EMT's

Patrick Byrne, FF/EMT-P

Brent Carter, FF/EMT

Jared Crowley, FF/EMT

Gage Cummings, FF/EMT

Ed Daigneault, FF/EMT

Josh DeFelice, FF/EMT

Shawn Desjardins, FF/EMT-P

Steve DiMeco, FF/EMT

Mike Doherty, FF/EMT

Chuck Dunnigan, FF/EMT

David Gershen, FF/EMT-P

Tommy Hall, FF/EMT-P

Peter Imhof, FF/EMT-P

Pat Judge, FF/EMT

Jim Kissane, FF/EMT

Brett Lisak, FF/EMT-P

Luke Magnant, FF/EMT-P

Tom Matthews, FF/EMT

Stacey Meade, FF/EMT-P

Dennis Munroe, FF/EMT

Jason Nichols, FF/EMT-P

Alek Pouliopoulos, FF/EMT-P

Leo Rogers, FF/EMT-P

Jim Ruggiero, FF/EMT

Matt Seely, FF/EMT-P

Shaun Shattuck, FF/EMT

Sean Sheridan, FF/EMT

Robert Smart, FF/EMT

Dave Sullivan, FF/EMT-P

Richard Sullivan, FF/EMT

Clem Tyler, FF/EMT

Brian Whalen, FF/EMT

Forest Warden

Robert Hart

Inspector of Gas Piping and Appliances

James G. Corey

Inspector of Wires

William Morehouse

Local Building Commissioner

Francis Ramsbottom

Natural Resources/Cemetery Director

Thomas Tidman

Keeper of the Lockup

Richard Burrows

Chief of Police

Richard Burrows

Deputy Chief

James Cogan

Lieutenants

Ed Lawton

Doug Sturniolo

Sergeants

John Cooney

Ray Grey

Scott Howe

Dean Keeler

Scott Krug

Frederick Rentschler

Daniel Silva

Police Officers

Gardenia Abramowitz

Christopher Browne

Keith Campbell

Michael Cogan

John Collins

Ellis Corey

Kurt Correia

Ana Daples

John Dristillaris (Special)

Mike Eracleo

Jacob Frelick

James Goodemote

Leo Gower

Matt Hammer
Kevin Heffernan
Christopher Hodges
David Joachim
Dean Keeler
Raymond LaRoche (Special)
Doug Mahoney
Steve McCarthy
Todd McKelvie
James McPadden (Special)
Nathan Meuse
Jesse Osterhoudt
Luke Penny
Christopher Prehl
Deb Richardson (Special)
AJ Rotella
Tyler Russell
Jon Stackhouse
Steven Stalzer
Tricia Sullivan
Marc Syminton
Zachary Taylor
Roger Wallace
Roderick Wiggins

Police Matrons

Rebecca Leblanc
Debra Richardson
Allura Overstreet

Dispatchers

Kevin Antonelli
Maurice Brassard
Alicia Burak
Meghan Chen
Kurt Correia
Dan Deane
Joanne Harpin
Pat Hawthorne
Mary Ann McLaughlin (Lead Dispatcher)
Chris McRell
Michaela Taylor
Roger Wallace

Public Ceremonies and Celebrations

Gail Sawyer

Public Weighers

Christopher N. Prehl
James A. Barbato
Robert Greenough

Recreation Director

Melissa Reir

Sealer of Weights and Measures

Matthew Dow

Deputy Sealer of Weights and Measures

Evan Carloni

Superintendent of Streets

Carl Maria

Town Finance Director

Stephen Barrett

Town Engineer

Paul Campbell

Veteran's Agent

James MacRae

STREET LIST

**OF THE TOWN OF
ACTON, MASSACHUSETTS**

**TOWN OF ACTON
ENGINEERING DEPARTMENT**

AS OF SEPTEMBER 2019

A

ABEL JONES PL (PVT) B-3
 ACORN PARK DR E-3, F-3
 ADAMS ST A-5
 ADELINE WAY A-5
 AGAWAM RD C-1, C-2
 ALBERTINE DR (PVT) A-3
 ALCOTT ST C-4, C5
 ALEXANDRA WAY F-3
 ALGONQUIN RD C-1
 ANDERS WAY B-3
 ANDREW DR (PVT) C-2
 ANTHEM WAY (PVT) A-3
 APPLE VALLEY DR (PVT) A-3
 ARBORWOOD RD B-4
 ARLINGTON ST A-1, B-1, B-2, C-2, D-2
 ASHLEY CIR F-4
 ASHWOOD RD B-4
 ASPEN LN (PVT) F-2
 ASSABET CRSG (PVT) A-5
 ASSABET RIVER RAIL TRL A-3, A-4
 AUDUBON DR (PVT) A-3, A-4, B-4
 AUTUMN LN B-1
 AVALON DR (PVT) F-2
 AYER RD B-4
 AZALEA RD D-5

B

BADGER CIR F-4
 BALSAM DR D-3
 BANKSIDE HOLLOW (PVT) F-2
 BARKER RD C-3
 BAXTER RD B-2
 BAYBERRY RD D-5
 BEACON CT (PVT) A-2
 BEECHNUT ST E-3
 BELLANTONI DR B-5
 BELLOWS FARM RD E-4
 BERRY LN C-4
 BETH CIR (PVT) F-2
 BETSY ROSS CIR A-1
 BEVERLY RD B-3
 BILLINGS ST A-2
 BIRCH RIDGE RD B-1
 BITTERSWEET LN E-4
 BLACK HORSE DR A-1
 BLUE HERON WAY E-4
 BLUEBERRY PATH F-4, G-4
 BRABROOK RD D-5
 BRAMBLE WAY E-4
 BREEZY POINT RD (PVT) E-2, F-2
 BREWSTER LN (PVT) A-4, B-4
 BRIAR HILL RD E-4
 BRIDGES DR (PVT) C-3

BRIDLE PATH WAY E-5
 BRIMSTONE LN (PVT) E-4
 BROADVIEW ST A-4
 BROMFIELD RD C-4
 BROOK ST D-4, E-4
 BROOKSIDE CIR B-4
 BROWN BEAR CRSG (PVT) F-2
 BRUCE FREEMAN RAIL TRL C-5, D-4,
 D-5, E-4, F-3, F-4, G-3
 BRUCEWOOD RD B-3, B-4, C-4
 BULETTE RD D-1
 BUTTERNUT HOLLOW (PVT) F-2

C

CAITLAN DR (PVT) B-2
 CANDIDA LN B-4
 CANTERBURY HILL RD F-4, G-4
 CAPTAIN BROWN'S LN B-2, C-2
 CAPTAIN FORBUSH LN B-2, C-2
 CAPTAIN HANDLEY RD F-3
 CARLISLE RD F-4, G-4
 CARLTON DR A-4, A-5
 CARRIAGE DR B-4
 CASTLE DR A-1
 CEDAR TER B-2
 CENTENNIAL LN (PVT) A-3, A-4
 CENTRAL ST A-2, A-3, B-1, B-2, B-3, C-1
 CHADWICK ST B-4
 CHAFFIN WAY D-1
 CHARTER RD B-2, B-3, C-2
 CHASE PATH F-4
 CHEROKEE RD C-1
 CHERRY RIDGE RD B-1
 CHESTNUT ST E-2
 CHURCH ST B-1, B-2
 CINDY LN (PVT) A-5
 CLOVER HILL RD B-4
 COBURN DR (PVT) B-4
 COLONIAL PATH A-3
 COMMUNITY LN (PVT) C-3
 CONANT ST A-4
 CONCETTA CIR A-4, A-5
 CONCORD PL (PVT) C-4
 CONCORD RD C-4, D-3, D-4, D-5
 CONNOR DRIVE (PVT) A-3
 CONQUEST WAY B-2
 CONSTITUTION DR (PVT) D-2
 COOLIDGE DR C-2, C-3
 COUGHLIN ST C-3
 COUNTRY CLUB RD A-4
 COUNTRYSIDE RD (PVT) D-1
 COWDREY LN C-3, D-3
 CRAIG RD C-5
 CRESTWOOD LN (PVT) B-2

CRICKET WAY D-4
 CROSS ST G-4

D

DAKOTA DR (PVT) C-1, C-2
 DAVIS RD E-4
 DEACON HUNT DR B-2, C-2
 DEERGRASS LN E-4
 DEVON DR (PVT) F-3, F-4
 DISCOVERY WAY C-3, C-4
 DORIS RD B-3
 DOWNEY RD A-2, B-2
 DRIFTWOOD RD B-4
 DRUMMER RD (PVT) A-5, B-4, B-5
 DUGGAN RD (PVT) A-1
 DUNHAM LN A-5
 DURKEE RD B-2
 DUSTON LN (PVT) E-5

E

EASTERN RD F-4
 EDGAR DR (PVT) A-3
 ELIOT CIR C-3
 ELLSWORTH VILLAGE RD (PVT) D-5
 ELM CT (PVT) B-1, C-1
 ELM ST B-1, C-1, C-2
 EMERSON DR C-4
 ESKER WAY C-4
 ESTERBROOK RD D-4
 ETHAN ALLEN DR A-1
 EVERGREEN RD D-2, D-3
 EVERGREEN WAY D-2

F

FAIRWAY RD A-4
 FARLEY LN (PVT) A-3
 FARMERS ROW E-4
 FARMSTEAD WAY B-3, C-3
 FAULKNER HILL RD A-3, A-4
 FERNWOOD RD B-4
 FIFE & DRUM RD C-3
 FISCHER PATH E-4
 FLAGG RD D-5
 FLANNERY WAY B-2
 FLETCHER CT A-3
 FLINT RD B-2
 FLINTLOCK DR A-1
 FOREST RD C-4
 FORT POND RD D-1
 FOSTER ST B-5, C-4, C-5
 FOX HILL RD B-4
 FRANCINE RD B-3
 FRANKLIN PL (PVT) D-3
 FRASER DR B-2
 FREEDOM FARME RD C-1, C-2
 FREEDOM POND (PVT) C-2

FROST DR (PVT) C-4

G

GABRIEL LN (PVT) E-4
 GERALD CIR A-4
 GIOCONDA AVE B-4
 GRACE PATH E-4
 GRANITE RD F-3
 GRASSHOPPER LN D-4
 GREAT ELM WAY F-2
 GREAT RD D-4, D-5, E-3,
 E-4, F-2, F-3
 GREEN NEEDLE WAY E-4
 GREENSIDE LN (PVT) E-3
 GREENWOOD LN D-3
 GREGORY LN (PVT) B-1
 GREYBIRCH LN E-4
 GRIST MILL RD A-1
 GUSWOOD RD B-4

H

HALEY LN (PVT) B-4
 HALF MOON HILL (PVT) B-1
 HAMMOND ST D-2, D-3
 HARRIS ST F-3, F-4
 HARTLAND WAY F-3, F-4
 HARVARD CT D-4
 HATCH RD A-4
 HAWTHORNE ST C-4
 HAYNES CT B-1
 HAYWARD RD C-2, C-3
 HAZELNUT ST E-3
 HEALD RD C-3, D-3
 HEATHER HILL RD A-2
 HEMLOCK LN D-3
 HENLEY RD F-2, F-3
 HENNESSEY DR B-3
 HERITAGE RD B-5
 HERON VIEW RD (PVT) A-3
 HICKORY HILL TRL D-3
 HIGH ST A-3, A-4, A-5, B-3
 HIGHLAND RD A-1
 HILLCREST DR B-4
 HOMESTEAD ST B-1, B-2
 HORSESHOE DR C-5, D-5
 HOSMER ST B-4, B-5, C-4, C-5
 HOUGHTON LN B-2
 HUCKLEBERRY LN C-3
 HURON RD C-1
 HUTCHINSON WAY C-2

I

INDEPENDENCE RD A-5, B-5
 IRIS CT D-5
 ISAAC DAVIS WAY C-3
 ISABELLA WAY D-1

J

JACKSON DR C-2, C-3, D-2
 JAIME'S WAY B-2
 JASMINE CIR (PVT) D-4
 JAY LN E-5
 JEFFERSON DR C-3
 JENNIFER PATH F-3
 JESSE DR (PVT) C-1
 JOHN FRANCIS LN (PVT) G-3, G-4
 JOHN SWIFT RD C-3, D-3
 JOSEPH REED LN B-2, C-2
 JUNIPER RIDGE RD B-1

K

KATE DR F-4
 KAYLA LN (PVT) A-3
 KEEFE RD C-5, D-5
 KEIZER PATH C-3
 KELLEY RD B-3
 KENNEDY LN C-2
 KINGMAN RD A-1, A-2
 KINSLEY LN B-2
 KINSLEY RD B-2
 KNOWLTON DR B-2
 KNOX TRL A-5, B-5

L

LADYSLIPPER LN E-4
 LARCH RD D-3
 LAUREL CT B-4
 LAURENTIDE CIR (PVT) B-4
 LAWSBROOK RD B-5, C-5
 LEDGE ROCK WAY F-3, F-4
 LEXINGTON DR B-5, C-5
 LIBERTY ST A-3
 LILAC CT B-4
 LILLIAN RD D-1
 LINCOLN DR C-2, D-2
 LISA LN B-5
 LITTLEFIELD RD C-1
 LONG RIDGE RD D-3
 LONGFELLOW PARK C-4
 LONGMEADOW WAY E-4
 LOOSESTICK WAY E-4
 LOTHROP RD B-2

M

MACGREGOR WAY B-4
 MACLEOD LN A-1, A-2
 MADDY LN B-4
 MADISON LN C-2, D-2
 MAGNOLIA DR D-5
 MAILLET DR A-5
 MAIN ST A-3, A-4, B-3, C-3, D-3,
 E-3, E-4, F-3, F-4, G-3, G-4
 MALLARD RD B-2

MAPLE ST A-3
 MARIAN RD A-1, A-2
 MARSHALL PATH G-4
 MARTHA LN (PVT) F-3
 MARTIN ST A-3, B-3
 MASSACHUSETTS AVE B-1, B-2,
 B-3, C-3, C-4, C-5
 MBTA FITCHBURG LINE A-2, A-3,
 B-1, B-2, B-4, B-5, C-1
 MCKINLEY DR D-3
 MEAD TER B-1
 MEADOW BROOK RD D-3
 MEADOWS EDGE (PVT) F-2
 MEETINGHOUSE RD (PVT) B-4, B-5
 MERRIAM LN (PVT) B-4
 MEYER HILL DR (PVT) E-3
 MICMAC LN (PVT) C-1
 MILBERRY LN (PVT) B-1
 MILLDAM RD F-4
 MINOT AVE C-3, C-4
 MINUTEMAN RD C-3, D-3
 MOHAWK DR B-1, C-1
 MOHEGAN RD C-1
 MONROE DR C-2
 MONUMENT PL (PVT) F-3
 MOSSY LN E-4
 MUSKET DR C-3
 MYRTLE DR D-5

N

NADINE RD B-3
 NAGOG HILL RD D-2, D-3, D-4, E-2
 NAGOG PARK F-2, F-3
 NARA RIDGE (PVT) F-3
 NASH RD A-2, B-2
 NASHOBA RD C-1, F-2
 NEWTOWN RD D-1, D-2, D-3
 NONSET PATH F-2, F-3
 NORTH ST G-3
 NORTHBRIAR RD F-4
 NOTRE DAME RD A-1
 NYLANDER WAY B-3

O

OAKWOOD RD B-3, B-4
 OLD BEAVER BROOK (PVT) F-2
 OLD CART PATH E-4
 OLD COLONY LN B-5
 OLD HIGH ST A-5
 OLD MEADOW LN B-4, B-5
 OLD OREGON TRL E-4
 OLD STONE BROOK (PVT) F-2
 OLD VILLAGE RD D-4
 OLDE BARN WAY C-2

OLDE LANTERN RD A-1
 OLDE SURREY DR B-4
 ONEIDA RD C-1
 ORCHARD DR C-1
 OVERLOOK DR A-2
 OXBOW DR E-4

P

PALMER LN E-3
 PARKER ST A-5, B-4, B-5
 PARKLAND LN (PVT) E-3
 PARMLEY DR (PVT) A-4
 PARTRIDGE HOLLOW D-3
 PARTRIDGE POND RD C-3
 PATRICK HENRY CIR A-1
 PATRIOTS RD D-3
 PAUL REVERE RD A-1
 PEARL ST B-2
 PERKINS LN (PVT) C-2
 PHEALAN ST C-4
 PHEASANT HILL (PVT) F-2
 PHLOX LN D-5
 PINE CONE STRAND (PVT) F-2
 PINE RIDGE FARM LN (PVT) F-5
 PINE RIDGE RD (PVT) B-2
 PINE ST A-3
 PINWOOD RD B-4
 PIPER LN (PVT) B-4
 PIPER RD B-3, B-4, C-3
 POND RIDGE DR B-5
 POND VIEW DR B-4
 POPE RD D-5, E-5, F-5
 POST OFFICE SQ (PVT) D-3, D-4
 POWDER HORN LN A-1
 POWDER MILL RD A-5
 PRESCOTT RD A-2
 PRESTON WAY F-3, F-4
 PROCTOR ST D-5
 PROSPECT ST B-2, B-3
 PURITAN RD A-4, A-5
 PUTNAM RD D-3
 PUTTER DR A-4

Q

QUABOAG RD C-1
 QUAIL RIDGE DR (PVT) E-3
 QUAIL RUN (PVT) E-4
 QUARRY RD F-3

R

RAILROAD ST A-3, B-3
 REDWOOD RD B-4
 REEVE ST F-3
 REVOLUTIONARY RD C-3
 REX LN (PVT) F-3

RIVER ST B-3, B-4
 ROBBINS ST A-2, A-3
 ROBERT RD A-4
 ROBINWOOD RD B-4, C-4
 ROOSEVELT DR (PVT) C-2
 ROSE CT D-5
 ROUTE 2 C-1, C-2, C-3, C-4, C-5

RUSSELL RD C-4, C-5

RYDER PATH E-3

S

SACHEM WAY F-3
 SAINT JAMES CIR B-3
 SAMANTHA WAY F-3
 SAMUEL PARLIN DR D-2
 SANDALWOOD RD C-4
 SANDAS TRL (PVT) C-1, C-2
 SANDY DR B-4
 SARAH INDIAN WAY D-1
 SARAH JANE CT (PVT) C-3
 SARAH LN (PVT) B-1
 SAWMILL RD F-4
 SCHOOL ST B-3, B-4, B-5, C-5
 SEMINOLE RD C-1
 SENECA CT C-1
 SENECA RD C-1
 SETTLEMENT WAY E-4
 SHADY LN A-1
 SIBEL LN (PVT) A-5
 SILVER HILL RD A-4, A-5
 SIMON HAPGOOD LN E-5
 SIMON WILLARD RD C-3, D-3
 SIOUX ST C-1
 SKYLINE DR (PVT) E-3
 SMART RD A-1
 SOUTH ST G-4
 SPENCER RD B-2
 SPLIT ROCK DR F-2
 SPRING HILL RD E-5, F-5
 SPRUCE ST B-1, B-2
 SQUIRREL HILL RD A-1
 STACY'S WAY C-3
 STELLA CT (PVT) E-4
 STONEYMEADE WAY D-5
 STOW ST A-2, A-3
 STRAWBERRY HILL RD D-4, E-4, E-5
 SUDBURY RD A-5
 SULLIVAN LN (PVT) F-3
 SUMMER PL (PVT) B-1
 SUMMER ST A-1, B-1, B-2
 SUTTON PL (PVT) D-2
 SWEENEY FARM LN (PVT) A-2
 SWEETBRIAR WAY E-4

SYLVIA ST A-3

T

TAYLOR RD C-3
 TENNEY CIR B-4
 THOMAS DR (PVT) B-2
 THOREAU RD C-4
 THUNDER WAY B-1
 TICONDEROGA RD A-1
 TILL DR F-4
 TINDALE DR (PVT) F-4
 TORRINGTON LN B-2
 TOWNE HOUSE LN (PVT) C-3
 TOWNSEND RD A-1
 TRASK RD D-3
 TRIANGLE FARM LN (PVT) F-5
 TUMBLING HAWK (PVT) F-2
 TUPELO WAY B-3
 TUTTLE DR B-2, B-3

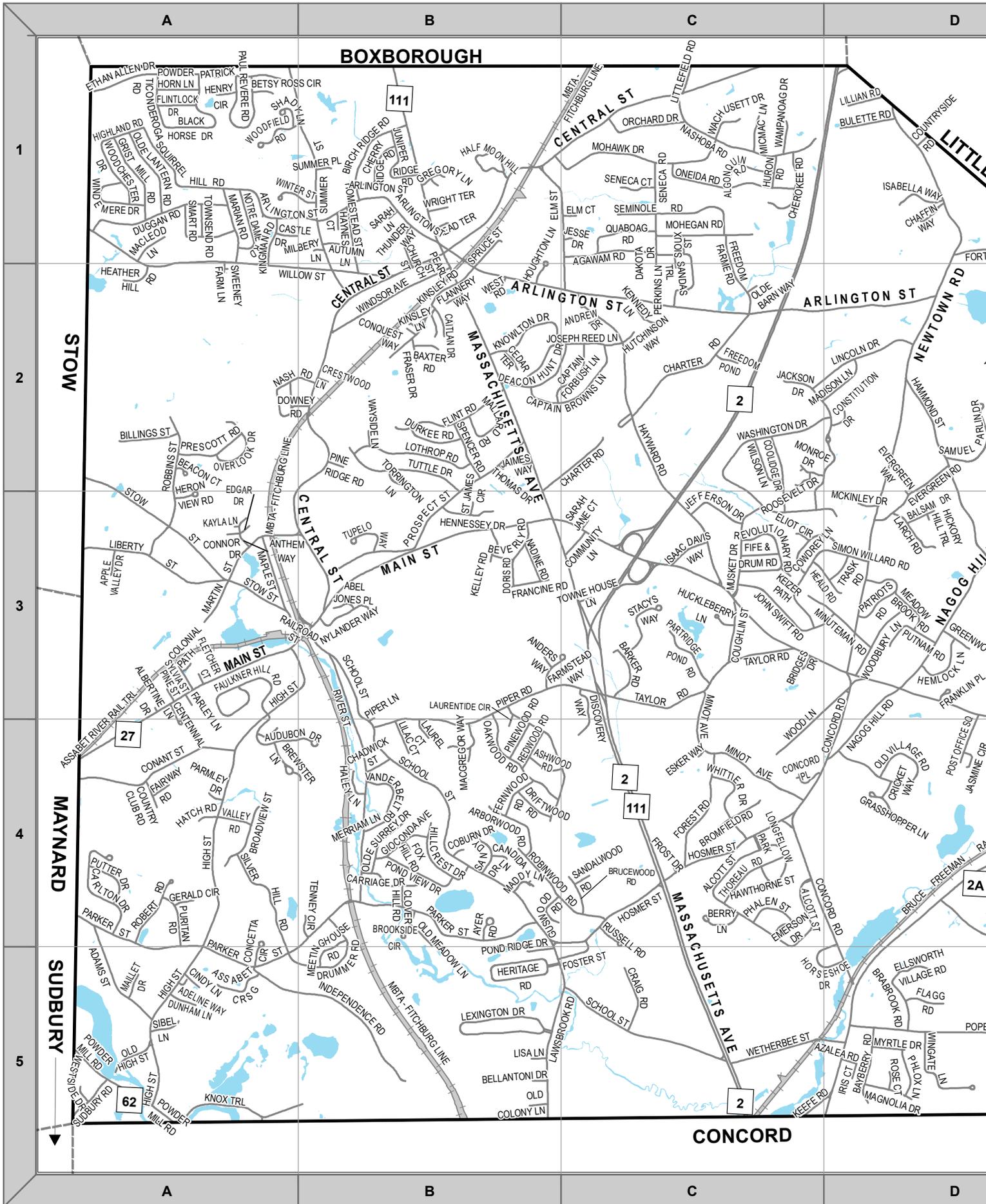
V

VALLEY RD A-4
 VANDERBELT RD B-4

W

WACHUSETT DR C-1
 WALNUT ST E-3, F-3
 WAMPANOAG DR C-1
 WAMPUS AVE E-3
 WASHINGTON DR C-2, C-3, D-2
 WATERSIDE CLEARING (PVT) F-2
 WAYSIDE LN B-2
 WEST RD B-2
 WESTFORD LN (PVT) F-2
 WESTSIDE DR A-5
 WETHERBEE ST C-5, D-5
 WHEELER LN F-4
 WHEELWRIGHT LN (PVT) E-4
 WHISPERING WAY E-4
 WHITTIER DR C-4
 WILLIS HOLDEN DR D-2
 WILLOW ST A-1, A-2, B-2
 WILSON LN C-2
 WINDEMERE DR A-1
 WINDINGWOOD LN (PVT) E-4
 WINDSOR AVE B-2
 WINGATE LN (PVT) D-5
 WINTER ST A-1, B-1
 WINTERBERRY PATH E-4
 WOOD LN C-3, C-4, D-3
 WOODBURY LN D-3
 WOODCHESTER DR A-1
 WOODFIELD RD A-1
 WRIGHT TER B-1
 WYNDCLIFF DR (PVT) E-3, E-4, F-3, F-4

PVT = PRIVATE ROAD



BOXBOROUGH

STOW

MAYNARD

SUDBURY

CONCORD

LITTLE

MAGOG HILL

A

B

C

D

1

2

3

4

5

111

2

27

2

111

62

2

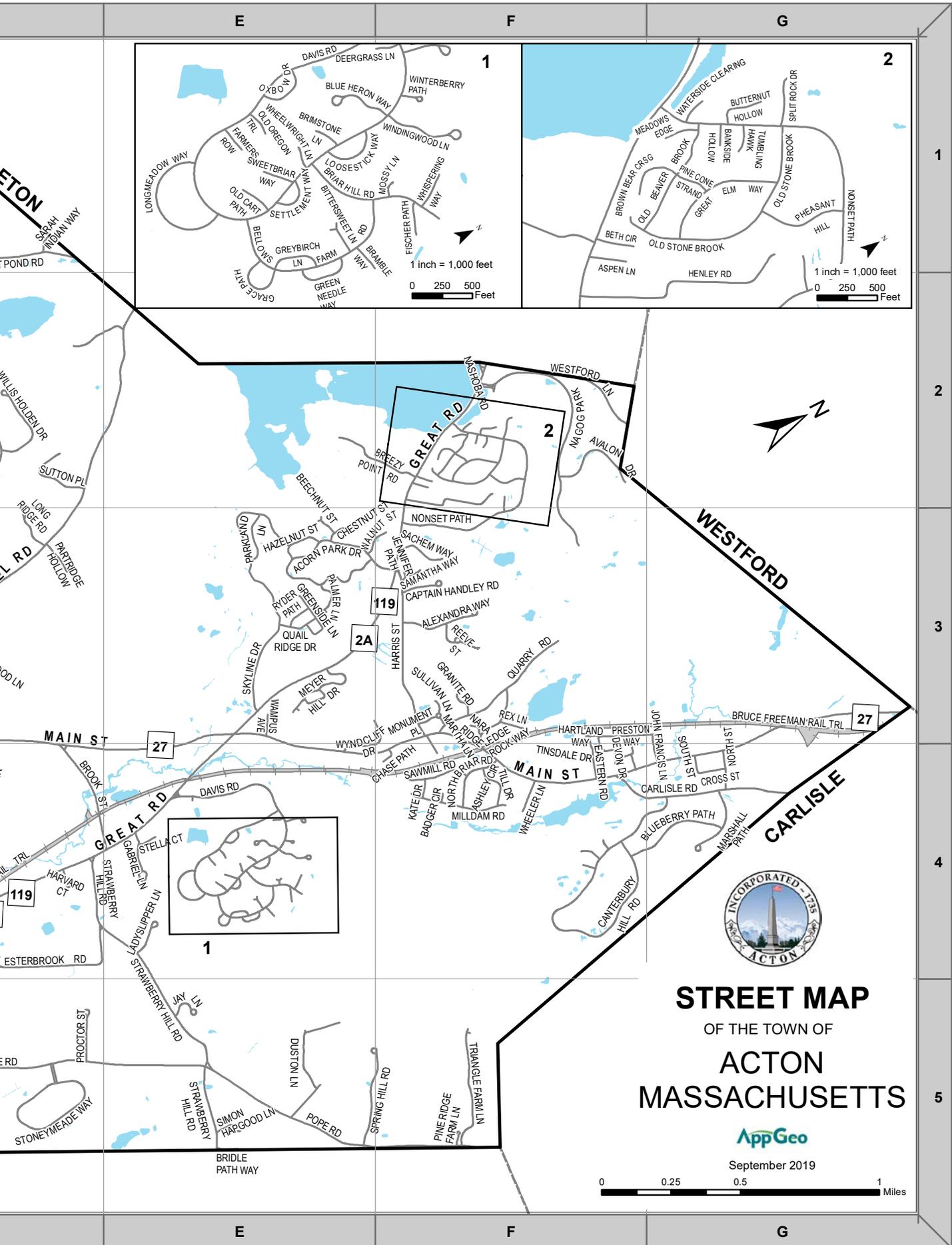
2A

A

B

C

D

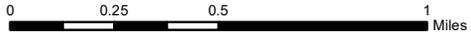


STREET MAP
 OF THE TOWN OF
ACTON
MASSACHUSETTS



AppGeo

September 2019



E-MAIL DISTRIBUTION LISTS

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

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

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

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

| | |
|---|--------------------------|
| Acton 2020 Committee | acton2020@actonma.gov |
| Acton Boxborough Cultural Council | abcc@actonma.gov |
| Acton Community Housing Corporation | achc@actonma.gov |
| Acton Housing Authority | aha@actonma.gov |
| Acton Leadership Group | alg@actonma.gov |
| Acton Nursing Services | nursing@actonma.gov |
| Acton Nursing Services Advisory Committee | ansac@actonma.gov |
| Appeals, Board of | boa@actonma.gov |
| Assessor Department | assessors@actonma.gov |
| Assessors, Board of | bas@actonma.gov |
| Building Department | building@actonma.gov |
| Cable Advisory Committee | cac@actonma.gov |
| Capital Planning Improvement Committee | cipc@actonma.gov |
| Cemetery Commission | cemcom@actonma.gov |
| Cemetery Department | cemetery@actonma.gov |
| Citizens' Library Department | wacl@actonma.gov |
| Clerk Department, Town | clerk@actonma.gov |
| Collector Department | collector@actonma.gov |
| Commission on Disability | cod@actonma.gov |
| Community Preservation Committee | cpc@actonma.gov |
| Community Services Coordinator | lducharme@actonma.gov |
| Conservation Commission | conscom@actonma.gov |
| Council on Aging | coa@actonma.gov |
| Council on Aging (Senior Center) | seniorcenter@actonma.gov |
| Design Review Board | drb@actonma.gov |
| Economic Development Committee | edc@actonma.gov |
| Emergency Management Agency | ema@actonma.gov |
| Engineering Department | engineering@actonma.gov |
| Finance Committee | fincom@actonma.gov |
| Finance Department | finance@actonma.gov |
| Fire Department | fire@actonma.gov |
| Green Advisory Board | gab@actonma.gov |
| Health Department | health@actonma.gov |
| Health, Board of | boh@actonma.gov |
| Highway Department | highway@actonma.gov |
| Historic District Commission | hdc@actonma.gov |
| Historical Commission | hc@actonma.gov |
| Human Resources Department | hr@actonma.gov |
| Information Technology | it@actonma.gov |

| | |
|--|---------------------------|
| Land Stewardship Committee | lsc@actonma.gov |
| Manager Department, Town | manager@actonma.gov |
| Memorial Library Department | library@actonma.gov |
| Memorial Library Trustees | mlt@actonma.gov |
| Municipal Properties Department | mp@actonma.gov |
| Natural Resources Department | nr@actonma.gov |
| Open Space Committee | osc@actonma.gov |
| Park ng Clerk | park ngclerk@ actonma.gov |
| Planning Board | pb@actonma.gov |
| Planning Department | planning@actonma.gov |
| Police Department | police@actonma.gov |
| Public Ceremonies Committee | pcc@actonma.gov |
| Recreation Commission | reccom@actonma.gov |
| Recreation Department | recreation@actonma.gov |
| School Committee, Acton-Boxborough Regional | www.abschools.org |
| Selectmen, Board of | bos@actonma.gov |
| Senior Taxation Aid Committee | stac@actonma.gov |
| Sidewalk Committee | sc@actonma.gov |
| South Acton Train Station Advisory Committee | satsac@actonma.gov |
| Transportation Advisory Committee | tac@actonma.gov |
| Treasurer Department | treasurer@actonma.gov |
| Veterans Services | vso@aqctonma.gov |
| Volunteer Coordinating Committee | vcc@actonma.gov |
| Water Resources Advisory Committee | wrac@actonma.gov |



VOLUNTEER COORDINATING
COMMITTEE

VOLUNTEER APPLICATION

TOWN HALL
472 MAIN STREET
ACTON, MA 01720

TELEPHONE (978) 929-6611
FAX (978) 929-6350
EMAIL VCC@ACTON-MA.GOV

DATE: _____

Residents interested in serving on a Town Board, Committee or Commission are requested to complete this form and send it to the Office of the Town Manager at Town Hall. Once completed, please email to manager@acton-ma.gov.

(Please print or type)

| | | |
|----------------------------------|---------------|-----------|
| Title Mr. Mrs. Ms. Dr. | First Name | Last Name |
| Street Address | | |
| Phone Number(s) | Email Address | |

Please indicate below, in order of preference, the Board, Committee or Commission that is of interest to you:

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

Do you have any time restrictions? _____

How long have you lived in Acton? _____ In Massachusetts? _____

Present occupation and employer (Optional: attach resume): _____

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

Education and special training: _____

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

Thank you for your interest. If you have questions or would like more information, please contact a member of the Volunteer Coordinating Committee at vcc@acton-ma.gov.

Current membership may be obtained through the Town Manager's office at Town Hall, (978) 929-6611 / manager@acton-ma.gov.

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

VCC Interview

Appointing Body

Applicant Called _____

Selectmen / Manager / Moderator

Schedule Date & Time _____

Interview Date _____

Recommendation _____

Appointed Date _____

Board, Committee or Commission

Term _____

Member / Alternate / Associate

Notification of Appointment

Recommendation Sent: _____

Received by VCC _____

Committee Notified _____

Applicant Notified _____

No Openings at this time

TOWN OF ACTON OFFICIAL WEBSITE

<http://www.actonma.gov>

Useful pages you can find on the Town of Acton website

| Name | Description |
|---------------------------------|---|
| Agendas & Minutes | Archived agendas and minutes for Town of Acton boards and committees |
| Boards & Committees | Link to the webpages for the Town of Acton boards and committees |
| Budget | Town of Acton budget documents |
| Business | Link to Town of Acton resources for businesses |
| GIS/Mapping | Town of Acton Geographic Information System (GIS), and interactive tool that provides access to town maps and geographically referenced property information |
| Government | Link to Town of Acton government pages |
| How Do I? | Questions and answers that explain how to apply for permits, licenses, obtain vital records, and obtain municipal information |
| Job and Volunteer Opportunities | A list of employment and volunteer opportunities with the Town of Acton |
| Notify Me by Email | Registration page to receive e-mail notifications for emergency alerts, bid postings, employment and volunteer opportunities, Acton news flashes, board and committee information, and Town blog postings |
| Notify Me by Phone | Registration page to receive time-sensitive safety or community welfare messages from Town officials |
| Online Bill Pay | Page to pay real estate bills, personal property tax bills, motor vehicle excise tax bills, or Sewer Operation and Maintenance bills online |
| Residents | Link to Town of Acton resources for residents |
| Services | Link to Town of Acton Services |
| Town Directory | Addresses and phone numbers for town departments and resources |
| Town Meeting/Elections | Information for past and current year Annual Town Meetings, as well as town election information and results |

AT YOUR SERVICE

EMERGENCIES

Call 911 to save a life, report a fire, or stop a crime. Give you name, address, and phone number. For other calls, use the business number of the appropriate department.

| <i>For questions concerning:</i> | <i>Call:</i> | <i>Telephone</i> |
|------------------------------------|----------------------------------|------------------|
| Animal Control | Animal Control Officer | 978-929-7719 |
| Assessments | Board of Assessors | 978-929-6621 |
| Births, Deaths, and Marriages | Town Clerk | 978-929-6620 |
| Buildings | Building Commissioner | 978-929-6633 |
| Cemeteries | Cemetery Division | 978-929-6642 |
| Conservation | Natural Resources Division | 978-929-6634 |
| Emergency Management | Emergency Management Director | 978-929-7730 |
| Education | Acton-Boxborough School District | 978-264-4700 |
| Elderly Affairs | Council on Aging | 978-929-6652 |
| Election, Voting, and Registration | Town Clerk | 978-929-6620 |
| Electrical Inspection | Building Division | 978-929-6633 |
| Engineering | Town Engineer | 978-929-6630 |
| Fire (Business and Permits) | Fire Department | 978-929-7722 |
| Garbage and Refuse | Board of Health | 978-929-6632 |
| Hazardous Materials | Board of Health | 978-929-6632 |
| Health and Sanitation | Board of Health | 978-929-6632 |
| Highways and Streets | Highway Department | 978-929-7740 |
| Home Nursing | Acton Nursing Services | 978-929-6650 |
| Housing | Acton Housing Authority | 978-263-5339 |
| Libraries | Acton Memorial Library | 978-929-6655 |
| | West Acton Citizens' Library | 978-929-6654 |
| Licenses: Dog | Town Clerk | 978-929-6620 |

Permits:

| | | |
|--------------------------------|--------------------------------|--------------|
| Blasting | Fire Department | 978-929-7722 |
| Building | Building Division | 978-929-6633 |
| Food Service | Board of Health | 978-929-6632 |
| Heating | Building Division | 978-929-6633 |
| Historic Districts Certificate | Building Division | 978-929-6633 |
| Oil Storage Tank Removal | Fire Department | 978-929-7722 |
| Outdoor Burning | Fire Department | 978-929-7722 |
| Plumbing | Building Division | 978-929-6633 |
| Septic | Board of Health | 978-929-6632 |
| Sewage | Engineering Department | 978-929-6630 |
| Smoke Detector Inspection | Fire Department | 978-929-7722 |
| Wiring | Building Division | 978-929-6633 |
| Zoning | Planning Division | 978-929-6631 |
| Planning | Planning Division | 978-929-6631 |
| Police (Business and Permits) | Police Department | 978-929-7711 |
| Recreation | Recreation Department | 978-929-6640 |
| Social Services | Community Resource Coordinator | 978-929-6651 |
| Selectmen, Board of | Town Manager | 978-929-6611 |
| Senior Center | Council on Aging | 978-929-6652 |
| Street Lights | Engineering Department | 978-929-6630 |
| Street Trees | Municipal Properties | 978-929-7744 |
| Tax Collection | Collector Department | 978-929-6622 |

| | | |
|-----------------------------------|-------------------------|--------------|
| Town Accountant | Accounting Department | 978-929-6624 |
| Town Manager | Town Manager Office | 978-929-6611 |
| Train Service | MBTA | 800-392-6100 |
| Transfer Station/Recycling Center | Highway Department | 978-929-7742 |
| Veterans' Services | Veterans' Agent | 978-929-6614 |
| Water Services | Acton Water District | 978-263-9107 |
| Zoning | Zoning Board of Appeals | 978-929-6631 |

REGULARLY SCHEDULED MEETINGS

Check the meeting times on the Town of Acton website (<http://www.actonma.gov>) or by calling the Town Clerk's Office.

| | |
|--|---|
| Acton 2020 Committee | As needed in Town Hall |
| Acton-Boxborough Cultural Council | 1st and 3rd Monday at 7:00 PM in Town Hall |
| Acton-Boxborough Regional School Committee | 1st and 3rd Tuesdays at 7:00 PM at RJ Grey Jr. High School |
| Acton Community Housing Corporation | As needed in Town Hall |
| Acton Housing Authority | Last Tuesday of the month at 68 Windsor Ave. |
| Acton Nursing Services Advisory Committee | 2nd and 4th Tuesday at 7:00 PM |
| Board of Assessors | 1st Wednesday of each month at 6:00 PM in Town Hall |
| Board of Health | 2nd and 4th Monday of each month at 7:30 PM in Town Hall |
| Board of Selectmen | 1st and 3rd Monday of each month at 7:00 in Town Hall |
| Cable Advisory Committee | 3rd Thursday of each month at 7:30 PM at Acton TV studio |
| Cemetery Commission | 2nd Wednesday of each month at 3:00 PM in Town Hall |
| Commission on Disabilities | 3rd Tuesday of each month at 9:30 AM in Town Hall |
| Community Preservation Committee | 2nd and 4th Thursday of each month at 7:30 PM in Town Hall |
| Conservation Commission | 1st and 3rd Wednesday of each month at 7:00 PM in Town Hall |
| Council on Aging Board | 2nd Monday of each month at 3:00 PM at the Senior Center |
| Design Review Board | 1st and 3rd Wednesday of each month at 7:30 PM at Town Hall |
| Economic Development Committee | 1st and 3rd Thursday of each month at 7:30 PM in Town Hall |
| Finance Committee | 1st and 3rd Tuesdays at 7:30 PM in Town Hall |
| Green Advisory Board | As needed in Town Hall |
| Historic District Commission | 2nd and 4th Tuesday of each month at 7:30 PM in Town Hall |
| Historical Commission | As needed in Town Hall |
| Land Stewardship Committee | 3rd Tuesday of each month at 7:00 PM in Town Hall |
| Memorial Library Trustees | Monthly at Acton Memorial Library |
| Open Space Committee | 1st Friday of each month at 7:30 AM in Town Hall |
| Planning Board | 1st and 3rd Tuesday of each month at 7:30 PM in Town Hall |
| Recreation Commission | 1st Tuesday of each month at 7:30 PM in Town Hall |
| Sidewalk Committee | 2nd Wednesday of each month at 7:00 PM at Acton Memorial Library |
| South Acton Train Station Advisory Committee | 3rd Thursday of each month at 7:30 PM in Town Hall |
| Transportation Advisory Committee | 4th Thursday of each month at 7:30 PM in Town Hall |
| Volunteer Coordinating Committee | 2nd and 4th Monday of each month at 7:00 PM in Town Hall |
| Water Resources Advisory Committee | 4th Wednesday of each month at 7:00 PM at Acton Water District |
| Zoning Board of Appeals | 1st Monday of each month at 7:30 PM in Town Hall |

