

TOWN OF BOLTON



**ANNUAL TOWN MEETING
WARRANT
MONDAY, MAY 7, 2018**

**ANNUAL TOWN ELECTION
MONDAY, MAY 14, 2018**

**Annual Town Meeting
Monday, May 7, 2018
Tuesday, May 8, 2018 if necessary
7:00 p.m.
Nashoba Regional High School Auditorium**

**Annual Town Election
Monday, May 14, 2018
Noon to 8:00 p.m.
Nashoba Regional High School Auditorium**

****** PLEASE BRING THIS WARRANT TO TOWN MEETING ******

TABLE OF CONTENTS

Board of Selectmen’s Statement	1
Advisory Committee’s Statement	3
Article 1: Accept Annual Reports	6
Article 2: Unpaid Bills for Fiscal Year	6
Article 3: Fiscal Year 2019 Operating Budget	6
Article 4: Replenish Reserve Fund	7
Article 5: Spending Limits of Revolving Fund Accounts	7
Article 6: Transfer of funds from Wastewater Treatment Capital Stabilization Fund and Article 2 of the Special Town Meeting on December 12, 2016 for the Repair of the Wastewater Treatment Facility	7
Article 7: Rescind the Authorization to Borrow for the Permitting and New Traffic Lights and Associated Hardware for Still River Road Intersection	8
Article 8: Designation of Nashua, Squannacook and Nissitissit Rivers as Wild and Scenic Rivers	8
Article 9: Amendment to the Code of the Town of Bolton, Division I, Part III. Zoning Bylaw to Add a Cottage overlay district	8
Article 10: Amendment to the Code of the Town of Bolton, Division I, Part III. Zoning Bylaw to Amend the Dimensional schedule	15
Article 11: Amendment to the Code of the Town of Bolton, Division I, Part III Zoning Bylaw to Increase Maximum Lot Coverage in the Mixed Use Village Overlay District	17
Article 12: Amendment to the Code of the Town of Bolton, Division I, Part III. Zoning Bylaw to Amend Driveways and Parking	18
Article 13: Amendment to the Code of the Town of Bolton, Division I, Part III, Zoning Bylaw to Regulate Recreational Marijuana Establishments	24
Article 14: Acceptance of Local Marijuana Sales Tax	29
Article 15: Acceptance of Local Meals Tax	29
Article 16: Rescind Strong Fire Chief Act	30
Article 17: Purchase of Class A Uniforms for the Fire Department - \$17,901	30
Article 18: Purchase of Self-Contained Breathing Apparatus (SCBA) Fill System - \$44,000..	30
Article 19: Retroactive Pay – Fire Union Contract For FY17	31
Article 20: Enable the Town to Establish A Speed Limit Of Twenty-Five (25) Miles Per Hour Inside a Thickly Settled Or Business District	31
Article 21: Enable the Town to Establish Safety Zones With A Speed Limit Of Twenty (20) Miles Per Hour On Any Roadway That Is Not A State Highway	31
Article 22: Route 117 Pedestrian Crossing Safety Improvements - \$22,000	32
Article 23: Engineering of Drainage Issues at South Bolton Road and Spectacle Hill Road - \$43,700	32
Article 24: 36-46 GVW Plow/Sander - \$193,000	33
Article 25: Culvert Replacement – Long Hill Road at West Pond - \$250,000	33
Article 26: Column Repair at Emerson School - \$15,700	33
Article 27: Establishment of Stabilization Fund for Nashoba Regional School District	33
Article 28: Citizen’s Petition – 2015 Paris Climate Accord	34
Article 29: Citizen’s Petition – Small Scale Marijuana Cultivation	34
Article 30: Authorize Town Election	36
FISCAL YEAR 2019 BUDGET	38
GLOSSARY OF TERMS	51

BOARD OF SELECTMEN'S STATEMENT

Bolton continues to manage its finances and budget well. This year the budget again avoids an override request, while maintaining Town services. Balancing the budget continues to be a challenge. Both the Board of Selectmen and the Advisory Committee are taking a much longer-term view of Town expenses and capital requirements to better anticipate needs.

Maintaining a reasonable level of free cash, along with not requiring any overrides, are indications that the Town is carefully managing its finances. The Town continues to reap the benefits of prudent, long term actions from previous years. We are continuing to fund the Other Post-Employment Benefits Liability Trust Fund (OPEB) to help reduce our unfunded long term liability.

Town departments again had the mandate to keep to level funding in each of their budgets and to bring substantial justification if an increase was being requested. This is proof-positive that all our Town department heads are continuing to be mindful of capital requests and additions to their budgets.

The remainder of the budget and spending articles are focused this year on maintenance to our infrastructure and capital needs of our police, DPW and other town departments. The proposed articles represent the highest priority purchases and repairs of the many that have been identified. As any homeowner knows, some repairs can be delayed, but eventually need to be addressed. Waiting too long can result in significantly higher repair costs. The proposed articles represent the highest priority repairs of the many that have been identified.

The town is taking advantage of applying for a grant to fund the preliminary engineering design work for the RT 117 corridor improvements. This will allow the Town to save approximately \$150,000 in Free Cash. The Selectmen have deferred several spending articles such as the purchase of a new fire truck until such time as a new Fire Chief has been appointed.

The Board of Selectmen wants to thank everyone involved for the enormous effort it took to bring this warrant to Town Meeting:

- Town employees and department heads who have spent a great deal of time identifying needs, preparing their budgets, and assisting in the budgeting process;
- Our volunteer boards for the considerable time they spent in detailed reviews of their budget requests and working with the Advisory Committee in crafting the Town budget to maximize the value provide to the town;
- The Advisory Committee for pulling all of the information together and scrutinizing each line of the budget to make the proposed budget as tight as possible;
- Our Town Treasurer Kristin Noel and our Town Accountant Ninotchka Rogers for their insights and assistance throughout the budget cycle.

Finally, Town Administrator Don Lowe and Town Secretary Linda Day deserve special thanks for the countless hours spent preparing and revising the warrant, and for the assistance they provide to the Board of Selectmen, and the people of Bolton, throughout the year.

The Board of Selectmen wants to thank all town employees and departments for the work they do to support the town of Bolton. Many of these individuals work behind the scenes and do not often get the recognition they so deserve. We thank each and every one for their service to the Town.

The Board of Selectmen also want to thank John Mentzer for his years of service to the Bolton Fire Department. Chief Mentzer will be retiring from his position at the end of this fiscal year.

And finally a big note of thanks to our fellow Bolton residents who year in and year out support the Town financially and in so many other ways making the town what it is and why it continues to be a desirable place to live and grow.

Signed,

Board of Selectmen

Stanley M. Wysocki, Chairman
Jonathan D. Keep
Robert B. Czekanski

ADVISORY COMMITTEE'S STATEMENT

Introduction

This statement summarizes Bolton's FY19 budget and provides comparative data to FY18. The proposed FY19 budget was developed collaboratively by the Department Heads, Town Administrator, Board of Selectmen, Capital Planning Committee, Town Accountant, Town Treasurer, and Advisory Committee. We want to thank Don Lowe (Town Administrator), Linda Day (Town Secretary), Ninotchka Rogers (Town Accountant), Kristen Noel (Town Treasurer), and the Department Heads for their year-round support, particularly from January through April during the busy budget season. We would also like to extend our appreciation to two former Advisory Committee members, Brad Cote and Ken Troup, whose efforts and expertise were a tremendous resource for us this year.

This was a challenging budget season. Based on initial spending requests, we faced a deficit of over \$360,000. We therefore asked all of the department heads to revisit their budgets and identify potential reductions. Working together, we were able to reduce or defer spending to produce a balanced budget for FY19. In fact, total expenditures budgeted for FY19 decreased 0.24% (\$59,730) from FY18.

REVENUE TABLE					
Revenue	FY18	FY19 (Advisory)	% of Total Revenue	\$ change from FY18	% change from FY18
Levy limit (prior FY)	\$19,037,065	\$19,682,992	80.85%	\$645,927	3.39%
Prop 2-1/2 allowable growth	\$475,927	\$492,075	2.02%	\$16,148	3.39%
New growth	\$170,000	\$200,000	0.82%	\$30,000	17.65%
Debt excluded from Prop 2-1/2	\$1,478,354	\$1,354,273	5.56%	-\$124,081	-8.39%
Taxable levy limit (sum of above)	\$21,161,346	\$21,729,339	89.26%	\$567,993	2.68%
Abatement & exemption allowance	-\$160,000	-\$160,000	-0.66%	\$0	0.00%
State revenues	\$683,085	\$263,279	1.08%	-\$419,806	-61.46%
Local receipts	\$1,312,191	\$1,363,691	5.60%	\$51,500	3.92%
Other available funds & released Articles	\$216,284	\$573,192	2.35%	\$356,908	165.02%
Free Cash (for operating budget)	\$45,444	\$60,568	0.25%	\$15,124	33.28%
Free Cash (for warrant articles)	\$474,052	\$361,837	1.49%	-\$112,215	-23.67%
Borrowing	\$671,855	\$152,620	0.63%	-\$519,235	-77.28%
TOTAL REVENUE	\$24,404,257	\$24,344,527	100.00%	-\$59,730	-0.24%

Revenues

- The FY19 Warrant will raise an additional \$567,993 of revenue by taxation, which is a 2.68% increase over FY18.
- State revenues are down 61.46% due to the expiration of funding from the Massachusetts School Building Authority (MSBA).
- Each year, the Massachusetts Department of Revenue reviews the Town's finances and certifies the amount of unrestricted free cash. The Town uses Certified Free Cash to fund capital projects and, if absolutely necessary, to balance the operating budget. Bolton's Certified Free Cash on July 1, 2017 was \$776,493 (down from \$1,073,337 last year).

EXPENDITURES TABLE					
Expenditures	FY18	FY19 (Advisory)	% of Oper. Exp.	\$ change from FY18	% change from FY18
General Government	\$1,331,857	\$1,348,543	5.73%	\$16,686	1.25%
Public Safety	\$2,145,083	\$2,284,960	9.71%	\$139,877	6.52%
Education	\$14,488,695	\$15,259,454	64.87%	\$770,759	5.32%
Public Works	\$1,324,032	\$1,368,931	5.82%	\$44,899	3.39%
Human Services	\$146,577	\$162,212	0.69%	\$15,635	10.67%
Culture & Recreation	\$456,228	\$462,482	1.97%	\$6,254	1.37%
Debt Service	\$1,998,074	\$1,375,490	5.85%	-\$622,584	-31.16%
Employee Benefits	\$1,116,135	\$1,186,593	5.04%	\$70,458	6.31%
Other Insurance	\$75,353	\$75,457	0.32%	\$104	0.14%
Total Operating Expenditures	\$23,082,035	\$23,524,123	100.00%	\$442,088	1.92%
Total Oper. Exp. w/o Education	\$8,593,340	\$8,264,669	35.13%	-\$328,671	-3.82%
Snow & Ice Deficit	\$100,000	\$100,000		\$0	0.00%
Interest Charges	\$0	\$0		\$0	0.00%
State & County	\$10,031	\$9,739		-\$292	-2.91%
Warrant Articles (cash)	\$540,336	\$558,045		\$17,709	3.28%
Warrant Articles (borrowing)	\$671,855	\$152,620		-\$519,235	-77.28%
TOTAL EXPENDITURES	\$24,404,257	\$24,344,527		-\$59,730	-0.24%

Expenditures

- Total projected FY19 expenditures will decrease by \$59,730, which is 0.24% below the FY18 budget.
- The Public Safety budget is increasing \$139,877 (6.52%), due in part to the potential hiring of a full-time Fire Chief.
- Education, which represents 65% of the operating budget, is increasing 5.32%. From FY18 to FY19, the Nashoba Regional assessment increased \$681,374 (4.87%), and the Minuteman Regional assessment increased \$105,849 (22%).
- Debt Service is down \$622,584 (31.16%), in part because we are no longer paying debt service on Florence Sawyer School.
- Employee and retiree benefit costs are up \$70,458 (6.31%) for FY19.

Other Budget Highlights

The FY19 Warrant includes a number of capital articles to fund needed investments in our roads, buildings, and vehicle fleet. We are recommending that Free Cash be used for all capital items, except for the Long Hill Road Culvert project (for which some funds will be borrowed).

Our debt has decreased for another consecutive year. As illustrated in the following table, we are now well within our target of using only 5-7% of general fund revenues for debt service payments.

As in most communities, the majority of our budget goes to Education expenditures (Nashoba, Minuteman, and Post-Secondary Vocational Education). In FY19, total Education expenditures grew by \$770,759 — a 5.32% increase over FY18.

Finally, over the past year, we identified specific “best practice” targets that we would use in evaluating the FY19 budget. Although these targets are not legally mandated, they are based on budgeting practices that have been effective over the long-term in other municipalities, and they are among the factors considered by investor service companies in assigning our bond rating. Our results are shown below:

Target	Result
Achieve Certified Free Cash of 3-5% of total budgeted expenditures in the prior fiscal year.	3.18%
Maintain a Free Cash balance of at least \$350,000 heading into FY19.	\$353,637
Maintain overall Reserves (Free Cash + Stabilization funds + Overlay Reserve) of 8-10% of total expenditures.	8.51%
Maintain Debt Service payments at no more than 5-7% of general fund revenues.	5.89%
Fund 100% of our Other Post-Employment Benefits (OPEB) annual required contribution	100%

Thank you for participating in this Annual Town Meeting. If you have questions or comments about the work we do throughout the year, please contact us.

Signed,

Advisory Committee

Connie Benjamin
 Brian Boyle, Chairman
 Ann Hurd
 Ted Kirchner
 Joe Myerson

**COMMONWEALTH OF MASSACHUSETTS
TOWN OF BOLTON
WORCESTER, ss
ANNUAL TOWN MEETING
Monday, May 7, 2018
Nashoba Regional High School Auditorium
7:00 p.m.**

To any of the Constables of the Town of Bolton, in the County aforesaid:

GREETINGS - In the name of the Commonwealth of Massachusetts, you are directed to notify and warn the inhabitants of the Town of Bolton aforesaid, qualified to vote in elections and town affairs, to meet at Nashoba Regional High School Auditorium in said Bolton, on the 7th day of May, 2018 at 7:00 p.m., then and there to act on the following articles:

Article 1: Accept Annual Reports

To see if the Town will vote to accept the reports of the Board of Selectmen and Advisory Committee, or any other Town officers, boards, or committees for the calendar year 2017; or do or act relating thereto.

Sponsor: Board of Selectmen

Note: Annual Reports are available at the Town Hall, Library and on our website at www.townofbolton.com.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 2: Unpaid Bills for Fiscal Year 2017

To see if the Town will vote to transfer from available funds the sum of \$1,995 (One thousand nine hundred ninety-five dollars) for the purpose of paying the following unpaid FY17 bills, pursuant to M.G.L. Chapter 44, Section 64; or do or act relating thereto.

\$1,340.00	Animal Inspector
\$ 600.00	Slater's
\$ 55.00	Massachusetts Association of Conservation Commissions

Sponsor: Board of Selectmen

Summary: These are unpaid bills from the previous fiscal year for services that have been rendered.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: 4/5 Majority

Article 3: Fiscal Year 2019 Operating Budget

To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$23,524,123 (Twenty three million five hundred twenty four thousand one hundred twenty three dollars) or any other amount, as set forth in the budget for the purposes of operating and maintaining the various departments of the Town, and to meet such appropriation:

- a. The sum of \$200,000 (Two hundred thousand dollars) be transferred from the Cell Tower Fund;
- b. The sum of \$75,000 (Seventy five thousand dollars) be transferred from the Ambulance Receipts Reserved for Appropriation to be applied to the Ambulance Department budget;
- c. The sum of \$101,984 (One hundred one thousand nine hundred eighty four dollars) or any other amount, be transferred from the Overlay Reserve Account;

- d. The sum of \$60,568 (Sixty thousand five hundred sixty eight dollars) or any other amount, be transferred from Free Cash;
- e. The sum of \$23,086,571 (Twenty three million eighty six thousand five hundred seventy one dollars) to be raised by taxation; or do or act relating thereto.

Sponsor: Board of Selectmen

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 4: Replenish Reserve Fund

To see if the Town will vote to transfer from available funds the sum of \$25,000 (Twenty five thousand dollars) to the Advisory Reserve Fund; or do or act relating thereto.

Sponsor: Advisory Committee

Summary: Because of Special Town Meeting expenses and other unanticipated operating expenses, the amount of funding remaining in the Advisory Reserve Fund is lower than the Advisory Committee and town financial officials believe will be needed to complete FY18 on June 30, 2018.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 5: Spending Limits of Revolving Fund Accounts

To see if the Town will vote pursuant to M.G.L. Chapter 44, Section 53E1/2 to set the limits on the total amounts that may be expended from each of the Town's revolving funds established by Section 24-3 of the Code of the Town of Bolton; or do or act relating thereto.

Fund:	Maximum Amount Expendable:
Web-based Municipal Software Services	\$30,000
Nashoba Cadet EMT Program	\$2,500

Sponsor: Board of Selectmen

Summary: Under the amended M.G.L. Chapter 44, Section 53E ½, the Town must vote each year to set the total amounts that may be expended from each of the Town's revolving funds, established by a bylaw adopted last year.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 6: Transfer of funds from Wastewater Treatment Capital Stabilization Fund and Article 2 of the Special Town Meeting on December 12, 2016 for the Repair of the Wastewater Treatment Facility

To see if the Town will vote to transfer from the Wastewater Treatment Capital Stabilization Fund the sum of \$50,000 (Fifty thousand dollars) and \$19,724 from unexpended funds from the Repair of the Wastewater Treatment Facility, as previously appropriated by Article 2 of the December 12, 2016 Special Town Meeting; to fund anticipated repairs of the Wastewater Treatment Facility; or do or act relating thereto.

Sponsor: Department of Public Works

Summary: These funds will be used to cover the expenses for the replacement of membranes in the Wastewater Treatment Facility as needed.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)
Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)
Vote Required: 2/3 majority

Article 7: Rescind the Authorization to Borrow for the Permitting and New Traffic Lights and Associated Hardware for Still River Road Intersection

To see if the Town will vote to rescind the authorization to borrow \$245,470 (Two hundred forty five thousand four hundred seventy dollars) that was approved under Article 6 of the June 8, 2015 Special Town Meeting for the purpose of funding permitting, new traffic lights, and associated hardware for the Still River Road Intersection, with the original borrowing authorization being \$245,470; or do or act relating thereto.

Sponsor: Board of Selectmen

Summary: The Town never borrowed this money. Therefore, it doesn't result in a net savings.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 8: Designation of Nashua, Squannacook and Nissitissit Rivers as Wild and Scenic Rivers

To see if the Town of Bolton will vote to accept the Nashua, Squannacook, and Nissitissit Rivers Stewardship Plan developed by the Nashua River Wild and Scenic River Study Committee, and authorize the Conservation Commission to seek Wild and Scenic River designation; or do or act relating thereto.

Sponsor: Conservation Commission

Summary: The Wild and Scenic Rivers program is dedicated to protecting nationally significant rivers and their unique biological, recreational, scenic, historical and/or cultural resources. This present effort has been voluntarily joined by 11 towns (9 in MA, 2 in NH) that have frontage on the Nashua, Squannacook, or Nissitissit Rivers. A locally-drafted Stewardship Plan has been developed which will help assure the protection of our unique river resources for generations to come.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 9: Amendment to the Code of the Town of Bolton, Division I, Part III. Zoning Bylaw to Add a Cottage overlay district

To see if the Town will vote to amend the Code of the Town of Bolton, Division I, Part III. Zoning Bylaw, Chapter 250. Zoning, Article V. Special Regulations, by inserting the following new Section 250-23.4. Cottage overlay district, as follows (additions underlined):

§250-23.4. Cottage overlay district.

A. Purpose.

The purposes of the Cottage Overlay District are among the following: to provide diversity of use within the Town of Bolton and in so doing, work to alleviate the current tax burden assumed by tax payers in the Town of Bolton; to provide diversity of housing stock within the Town of Bolton; to provide alternative housing stock to cater to a maturing population; and, to promote flexibility with respect to land-use planning in order to optimize site layouts, protect natural features and environmental values, and utilize land harmoniously with neighboring properties.

B. Applicability.

The Planning Board, acting as Special Permit Granting Authority, may grant a special permit for construction of a cottage development in the Cottage Overlay District.

C. Location

The Cottage Overlay District shall apply to parcels that are 10 acres or greater in the Residential District.

D. Definitions

55 and Over Dwelling Unit – A dwelling unit subject to an age restriction described in a deed, deed rider, restrictive covenant, or other document that shall be recorded at the Registry of Deeds or the Land Court. Developments with 55 and over dwelling units shall be operated in a manner so as to comply with all requirements set forth for 55 or over communities in the Federal Fair Housing Act of 1988, the Housing for Older Persons Act of 1995, and under MGL c. 151B, Section 4. The age restriction shall, at a minimum, limit the dwelling units to occupancy by individuals of age 55 or older and the following:

- (1) A spouse under the age of 55;
- (2) A spouse who survives the qualifying owner/occupant;
- (3) A spouse where the qualifying owner/occupant has entered into a long-term care facility;
- (4) A mentally or physically handicapped child, brother or sister of a qualifying owner/occupant or spouse who is dependent upon said occupant or spouse for daily care;
- (5) A paid caregiver providing medical or health care to a qualified owner/occupant or spouse.

Children under the age of 18 may not reside in a dwelling unit for more than six (6) months in any nine (9) month period. In the event of the death of the qualifying owner/occupant(s) of a unit, or foreclosure or other involuntary transfer of a unit, a two-year exemption shall be allowed for the transfer of the unit to another eligible household.

Affordable Housing Unit - A dwelling unit available at a cost of no more than 30% of gross household income of households at or below 80% of the Metropolitan Statistical Area (MSA) which includes the Town of Bolton (the Bolton MSA) median income as reported by the U.S. Department of Housing and Urban Development, including units listed under the Commonwealth's Local Initiative Program.

E. Standards.

The following standards shall apply in the Cottage Overlay District:

- (1) Applicant qualifications. The applicant for a special permit for a cottage development shall be the owner of the tract proposed for such development or be authorized in writing by the owner to apply for and be issued such special permit, and shall establish to the satisfaction of the Planning Board that the applicant has knowledge, experience and financial resources sufficient to construct and complete the development.
- (2) Community, building, and dwelling requirements. The following requirements shall apply to all buildings and all dwellings within the Cottage Overlay District:
 - (a) The maximum permissible dwelling unit count of any Cottage Overlay District development shall be calculated based on first determining the number of dwelling units which would otherwise be permissible under a residential subdivision set forth in §250-14, Farmland and open space planned residential development (FOSPRD). A Cottage Overlay District development shall permit an increase to this base number of dwelling units by a factor of two

- (2) relative to the proportion of the development not restricted to persons aged 55 years or older, and by a factor of four (4) relative to the proportion of the development restricted to persons aged 55 years or older.
- (b) Up to 100% of the units in any Cottage Overlay District development shall be deed restricted in perpetuity as to persons aged 55 years or older, but in no event shall the percentage of age-restricted units be less than the amount required in order to comply with federal and state laws governing communities restricted to persons aged 55 years or older. In any event, where the calculation is in doubt or dispute, the determination of the Planning Board shall be conclusive for all purposes.
- (c) Dwelling units may be attached to other units, or detached as single units, or a combination of these types. Dwelling units shall be configured as one- or two-bedroom houses. No dwelling unit shall exceed 2,400 square feet of living space.
- (d) Interrelationship of buildings. The proposed buildings shall be related harmoniously to each other with adequate light, air, circulation, privacy and separation between buildings. Buildings shall comply with a minimum setback of twenty (20) feet from each other and all other structures in the development. Offsets to property lines shall be 50 feet or as approved by the Planning Board.
- (e) There shall be a cap as to the maximum number of residential dwelling units developed in the Town of Bolton pursuant to this Cottage Overlay District bylaw. The cap shall be 100 units.
- (f) Americans with Disabilities Act (ADA) compliant units. A minimum of 5% of all dwelling units shall be ADA compliant including the access and parking area for these units.
- (3) Affordable Housing Units. All Cottage Overlay District developments shall be subject to the following calculation as to the minimum number of units required to be deed restricted in perpetuity as to affordability. For purposes of this bylaw, affordable units must be created on-site; fee-in-lieu-of the creation or provision of units shall not be permitted.
- (a.) Relative to the number of the units within the Cottage Overlay District development in question which are not restricted to persons aged 55 years or older (see Section 2.c above for the calculation method as to the same), a minimum of ten percent (10%) of the same shall be owner-occupied by households earning 80% or less than the median income relative to the Metropolitan Statistical Area (MSA) which includes the Town of Bolton (the Bolton MSA) as reported by the U.S. Department of Housing and Urban Development.
- (b.) Relative to the proportion of the units within the development which are restricted to persons aged 55 years or older, there shall be no requirement as to an affordable-housing provision.
- (c.) Where the calculation of so-called “Affordable Housing Units” which is the substance of this section is in doubt or dispute, the determination of the Planning Board shall be conclusive for all purposes.
- (d.) Exterior design: The exterior of Affordable Housing Units shall be designed to be indistinguishable from the market-rate units; however it is recognized that the Affordable Housing Units may have inferior features or interior finishes than that of market-rate units. Any Affordable Housing Units shall be integrated into the Cottage Overlay District development.

- (e.) Long-term availability: The Planning Board, as a condition of a special permit, shall impose appropriate limitations and safeguards to insure the continued availability of the Affordable Housing Units in perpetuity. Such limitations and safeguards may be in the form of deed restrictions, resale monitoring, requirements for income verification of purchasers and/or tenants, rent level controls and/or other methods as the Planning Board may direct.
- (4.) Accessory buildings and structures. In a Cottage Overlay District development accessory buildings and structures for the benefit of the entire project may be permitted, including a community clubhouse, swimming pool, tennis court, cabanas, storage and maintenance structures, garages, and other customary accessory structures. Accessory buildings and structures shall be shown on the site plan and shall in any event their designs and sizes shall be reviewed by the Planning Board so as to determine cohesion in the judgment of the Planning Board with respect to the proposed site plan and greater neighborhood within the Town of Bolton.
- (5.) Parking. Two (2) parking spaces shall be provided for each dwelling unit (with the exception of one-bedroom units, which shall require one (1) parking space per unit), in reasonable proximity to the dwelling, or in garages. One (1) guest parking space shall be provided for every four (4) dwelling units in reasonable proximity to said units. Additional parking in proximity to any clubhouse or other facility serving residents in common, or guest parking, shall be provided in off-street parking areas, provided that no single accessory parking area shall contain more than six (6) parking spaces, and all such areas shall be adequately landscaped. Refer to the Town of Bolton Parking Bylaw requirements.
- (6.) Private roads. Roads and driveways within a Cottage Overlay District development shall meet such width, grades, radius of curvature and construction standards as the Planning Board shall determine, based upon the standards provided in the regulations governing subdivisions, as the same may be waived or modified by the Planning Board to meet site conditions and design requirements.
- (7.) Other facilities. All facilities for utility services, drainage, lighting and signage shall be in accordance with requirements established by the Planning Board, consistent with applicable provisions of the Zoning Bylaw and the regulations governing subdivisions, as the same may be waived or modified by the Planning Board to meet site conditions and design requirements.
- (8.) Project maintenance. In every Cottage Overlay District development there shall be an organization of the owners of the dwelling units which shall be responsible for the maintenance and repair of internal roads and driveways, snow plowing, landscape maintenance, trash removal, utility services and maintenance and repair of other common elements and facilities serving the residents, and the Town of Bolton shall not be responsible therefor.
- (9.) The homeowners association shall be responsible for ensuring age-restricted units comply with the definition of 55 and older dwelling units.
- (10.) Wastewater disposal. In every development wastewater disposal shall comply with the regulations of the Board of Health and applicable Department of Environmental Protection regulations.

F. Open space.

At least 33% of the upland area of the parcel shall remain open space selected to maximize the value of wildlife habitat and preserve large blocks of undisturbed land. Septic systems, drinking wells, stormwater management systems, and their appurtenances may be located within the open space.

(1) Ownership of open space. The open space shall be owned in common by the owners of the dwelling units in the Cottage Overlay District development, or by an organization or entity owned and controlled by such dwelling unit owners, or can be offered to the Town, or another non-profit organization whose principal purpose is the preservation of open space, for conservation purposes. An enforceable restriction shall be recorded on all open space parcels not owned by the Town providing that such land shall be kept in an open or natural state.

(a.) In cases where the open space is not owned by the owners of the dwelling units in the Cottage Overlay District development, all utilities located within the open space shall remain under the common ownership and care of the dwelling unit owners. Utility easements shall be provided within the open space and shown on the approved site plans.

G. Design criteria.

Design review criteria, pursuant to §250-23G, is to be instrumental in the Planning Board's consideration of any Cottage Overlay District development. All buildings in any Cottage Overlay District development shall be designed (a) to have compatibility of style, building materials and colors with those in Bolton, (b) to afford variations of facade and roof lines, and interior layouts of dwelling units, (c) to consider housing intended for persons aged fifty-five (55) years or older. The Planning Board shall involve the Design Review Board to review the architectural details and styling of the development in question including its review of the development's buildings including attached design/detached design/combination thereof, layout of the development, setbacks as between buildings and parking areas, and disbursement and clustering of buildings within the development, as well as units' layouts and their designs and finishes, and detailed lighting, sidewalk, and landscaping plans (tree-lined streets are recommended), all prior to approval of a Cottage Overlay District development.

H. Procedures.

The procedure for issuance of a special permit under the Cottage Overlay District shall be as follows:

(1) Application for special permit. Any person who pursues a special permit for a Cottage Overlay District development shall submit a written application to the Planning Board. Each such application shall be accompanied by the following information:

(a) Identification of applicant; information as to the record title to the tract; identification of applicant's professional and development associates.

(b) A preliminary subdivision plan showing the development of the tract under the provisions of the Zoning Bylaw without regard to this section, for the purposes of determining density. Such plan shall generally conform to provisions described in the Rules and Regulations Governing the Subdivision of Land for a preliminary plan. Drainage design and calculations are not necessary. Such plan shall be accompanied by a report from a Certified Soil

Evaluator, with confirmation that the results have been approved by the Board of Health, stating which lots on said plan contain soil conditions suitable for sub-surface sewerage disposal in accordance with rules and regulations of the Town of Bolton and applicable laws of the Commonwealth of Massachusetts. Soil testing witnessed by the Board of Health or its agent is required. The preliminary plan shall also contain the boundaries of all wetland resource areas as defined in the Code of the Town of Bolton, Chapter 233 Wetlands.

- (c) A Site Plan showing, insofar as pertinent, all of the information required for a definitive subdivision plan, as specified in the Town of Bolton, Subdivision Rules and Regulations, as amended, and showing the following additional information: existing and conceptually proposed locations of buildings containing dwellings and other buildings; lighting; signs; the proposed use of the common land including improvements intended to be constructed thereon; the proposed ownership of all common land; and any other information required by the Planning Board.
- (d) A schedule of the stages or phases of development including a specific timeline for the development, which the applicant proposes to employ in the construction of the Cottage Overlay District development in question.
- (e) Sample floor plans of all dwelling types including a key showing the locations of each of the proposed types; elevation drawings or models of dwellings; schedule of building materials. See Design Review Board application requirements for drawing requirement details.
- (f) Plans showing proposed methods of stormwater management, including drainage calculations in accordance with the MassDEP Stormwater Handbook.
- (g) Plans showing proposed wastewater disposal facilities.
- (h) Sample copies of the homeowners association or other legal structure formed for the operation, maintenance, management and enforcement of this development, including a master deed and bylaws of the organization. All such documentation shall include a reference to the objectives of the Cottage Overlay District development.
- (i) Affordable Dwelling Unit marketing program including anticipated:
 - [1] Income range (using ranges established by the appropriate state or federal agencies as acceptable to the Planning Board) of family households or single individual residing in each low income dwelling unit.
 - [2] Methods for attracting residents of diverse income and ethnic backgrounds.
 - [3] Pre- and post-construction management methods concerning the maintenance of the Affordable Dwelling Units including supporting documents and contracts.
 - [4] Proposed methods of ensuring long-term availability for the Affordable Dwelling Units, including supporting documents and restrictions.

- (j) Upon written request from the applicant, the Planning Board may waive the submission of such information, or parts thereof, as may not be necessary for the consideration of the application. The Planning Board's waiver decision shall be set forth in the written Special Permit decision.
- (2) Reports from town boards or agencies. The Planning Board shall transmit forthwith a copy of the application and plan(s) to the Board of Selectmen, Board of Health, Conservation Commission, Department of Public Works, Building Inspector, Fire Department, and Police Department. Failure of any such board or agency to make a written recommendation or submit a written report within 35 days of receipt of the application shall be deemed a lack of opposition. Instrumental in the Planning Board's adjudication of the Cottage Overlay District development in question will be input from the Town of Bolton's Design Review Board who shall review the applicant's proposal, as previously described throughout this bylaw.

I. Planning Board action.

- (1) The Planning Board shall not grant a special permit for a Cottage Overlay District development unless it shall find that:
 - (a) The development complies with the purposes of the Cottage Overlay District bylaw as stated herein.
 - (b) Adequate and appropriate facilities will be provided for the proper operation of the Cottage Overlay District development.
 - (c) The Cottage Overlay District development's use would not be detrimental or offensive to the adjoining zoning districts and neighboring properties due to the effects of design, lighting, odors, smoke, noise, sewage, refuse materials or other visual nuisances which are the effect of the proposed development.
 - (d) The proposed Cottage Overlay District development's plan would not cause undue traffic congestion in the immediate area.
 - (e) The Cottage Overlay District development responds adequately in the opinion of the Planning Board to the recommendations of town boards and agencies including the Design Review Board.
- (2) Special permit conditions. In order to implement a special permit for a Cottage Overlay District development and to assure compliance therewith, the Planning Board may set forth further requirements and conditions as the Board shall deem appropriate to accomplish the purposes of this Bylaw including:
 - (a) The applicant shall have submitted to the Planning Board detailed plans showing the locations, designs and layouts of such buildings and all infrastructure and landscaping and all driveways and accessory structures included in such stage or phase.
 - (b) The applicant shall have provided security by covenant, bond or other means satisfactory to the Planning Board securing the construction and installation of driveways, utilities, drainage and related services in such phase.

(c) The Planning Board shall have determined that the detailed plans are in substantial conformity with the conceptual plans approved in the special permit.

(3) The Planning Board shall have so notified the Building Inspector of its review and approval of each phase.

J. Hiring a consultant.

The Planning Board may use provisions of MGL c.44, §53G to hire consultants to assist the Planning board in review of a Cottage Overlay District development. The Planning Board may employ such consultants to regularly inspect and oversee the development of the project following the issuance of the special permit. Associated consultancy costs shall be borne by the applicant of the Cottage Overlay District development in question.

I. Rules and regulations.

The Planning Board may adopt, and from time to time amend, rules and regulations consistent with the provisions of this Zoning Bylaw, G.L. c. 40A, and other applicable provisions of the General Laws, and shall file a copy of said rules and regulations with the Town Clerk.

and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or take any other action relating thereto.

Sponsor: Planning Board

Summary: The proposed Cottage Overlay District bylaw shall serve to encourage housing diversity within the Town of Bolton by allowing higher density developments comprised primarily of 55 and over dwelling units on parcels of land that are 10 acres or more within the Residential District. The overlay also contains provisions to provide affordable housing (below market rate). The anticipated results include the proliferation of housing which would contribute to the Town of Bolton's tax revenue while not adding to the financial burdens of the Town of Bolton's school system.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: 2/3 Majority

Article 10: Amendment to the Code of the Town of Bolton, Division I, Part III. Zoning Bylaw to Amend the Dimensional schedule

To see if the Town will vote to amend the Code of the Town of Bolton, Division I, Part III. Zoning Bylaw, Chapter 250. Zoning, Article III. Zoning District Regulations, Section 250-13.B. Dimensional schedule, as follows (deletions in *parenthesis and italics*) and additions underlined):

§ 250-13. Dimensional regulations.

A. General. No structure shall be erected or extended, or lot created or reduced in size, except through a public taking, unless in conformity with the requirements of this section, or unless specifically exempted by statute or this bylaw.

B. Dimensional schedule.

	Residential Lot	Backland Lot (Residential) ***	(Other Uses (business, industrial or commercial))	Limited Business District	Business District	Industrial District	Limited Recreation Business District
Minimum lot area**	80,000 square feet	4.5 acres	(1.5 acres)	1.5 acres	1.5 acres	1.5 acres	See Section 250-16
Minimum lot frontage**	200 feet	50 feet	(200 feet)	200 feet	200 feet	200 feet	See Section 250-16
Minimum depth:							
Front yard**	50 feet	50 feet	(150 feet)	50 feet	50 feet	150 feet	See Section 250-16
Other yards**	20 feet	50 feet	(50 feet)	25 feet or 50 feet if abutting residential	25 feet or 50 feet if abutting residential	50 feet or 100 feet if abutting residential	See Section 250-16
Minimum lot width for 100 feet back from street line	150 feet	See Subsection E(2)	(150 feet)	150 feet	150 feet	150 feet	See Section 250-16
Maximum lot coverage**	N/A	N/A	(See Notes A and B)	20%	20%	30%	See Section 250-16
Open Space	N/A	N/A		N/A	N/A	See Note C	See Section 250-16

NOTES:

** See definition

*** Refer to Subsection E

Note A. (Maximum lot coverage shall be 8%, and) (i) The sum of all impermeable surfaces and other areas subjected to vehicle traffic or parking on a regular basis shall not exceed 50% of the total lot area within the zone of proposed use.

Note B. The definition of "lot area" set forth in § 250-28, Definitions, shall apply, except that, in Limited Business Zones only, when a landowner has donated to the Town an easement in, or the Town has taken or purchased an easement in, any portion of a tract of land and said easement has been accepted by the Town for the relocation of an already existing public way, said portion of the tract of land shall be included in the calculation of the lot area of the tract for purposes of this

bylaw, subject to the following requirements: the easement area is no greater than 5% of the size of the tract; the tract remains the same dimensionally, and is not subdivided, divided, altered, or changed in any way; the boundary lines of said easement shall be considered lot lines for purposes of any setback measurements so that the easement area is not included in any calculations of setback requirements; and any use or structure complies with all other requirements of this bylaw.

Note C. Open space in the Industrial District Zone shall incorporate 33% of a parcel's lot area and must be restricted with a conservation restriction. No more than 25% of the minimum amount of restricted land can be a wetland resource area as defined in the Wetlands Bylaw, Chapter 233, Wetlands, § 233-2, or in a Floodplain District, as defined in § 250-22.

and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or take any other action relating thereto.

Sponsor: Planning Board

Summary: The Planning Board recommends modifying Bolton's Dimensional Schedule to increase maximum lot coverage and better define offset requirements in the Limited Business, Business and Industrial Districts. The current Dimensional Schedule lumps all other uses not defined as residential into one column providing a single requirement. Bolton currently allows up to 8% lot coverage. The Board is seeking to modify this requirement to allow 20% lot coverage in the Limited Business and Business Districts and 30% in the Industrial District. The Industrial District would also be required to maintain 33% open space. Offsets to property lines in the Limited Business and Business Districts would be reduced from 50 feet to 25 feet if the property does not abut a residential use. The offset to property lines in the Industrial District would remain 50 feet or increase to 100 feet if the property does abut a residential use. The Board's intention is to incentivize and provide flexibility to applicants seeking to build in the Limited Business, Business and Industrial Districts. It also provides flexibility to current business owners seeking to expand their floor area. The overriding motive for the Board is to provide alternative ways to promote revenue within the Town without negatively changing the landscape of the community.

Board of Selectmen Recommendation: Approved (2 in favor, 1 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: 2/3 Majority

Article 11: Amendment to the Code of the Town of Bolton, Division I, Part III Zoning Bylaw to Increase Maximum Lot Coverage in the Mixed Use Village Overlay District

To see if the Town will vote to amend the Code of the Town of Bolton, Division I, Part III. Zoning Bylaw, Chapter 250. Zoning, Article V. Special Regulations, Section 250-23.2. Mixed Use Village Overlay District, Subsection G (2) as follows (deletions in *parenthesis and italics*) and additions are underlined):

§250-23.2. Mixed Use Village Overlay District.

G. Authority.

- (2) The Planning Board, by grant of a special permit, may authorize projects that:
 - (a) Allow for mixed use development;
 - (b) Decrease the required parking;
 - (c) Increase the percent of impervious surface through a Transfer of Development Right (TDR) process;
 - (d) Decrease the required front or other setbacks;
 - (e) Allow for multiple buildings on one lot; *(and/or)*
 - (f) Allow for increased building footprint within the Mixed Use Village Overlay District up to maximum lot coverage of *(10)*25%; and/or
 - (g) Increase the building density for residential use to a maximum of ten housing units per acre.

and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or take any other action relating thereto.

Sponsor: Planning Board

Summary: The Planning Board recommends increasing the lot coverage requirement in the Mixed Use Village Overlay District from 10% to 25% to incentivize and provide flexibility to applicants seeking to build in the overlay. The Mixed Use Village Overlay District requires applicants to construct a balance of commercial and residential building floor area while also providing private sewer and water. The proposed increase in lot coverage is an attempt to render the overlay more economically feasible for applicants.

Board of Selectmen Recommendation: Approved (2 in favor, 1 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: 2/3 Majority

Article 12: Amendment to the Code of the Town of Bolton, Division I, Part III. Zoning Bylaw to Amend Driveways and Parking

To see if the Town will vote to amend the Code of the Town of Bolton, Division I, Part III. Zoning Bylaw, Chapter 250. Zoning, Article IV. General Regulations, Section 250-17. Driveways and parking, as follows (deletions in *parenthesis and italics*) and additions underlined):

§250-17. Driveways and parking.

C. Parking.

[Amended 5-4-1987 ATM by Art. 7]

- (1) *(A parking area (not including accessways), of at least one square foot for each one square foot of business and commercial building area and one square foot for each two square feet of industrial building floor area, and three square feet for each one square foot of retail building floor area shall be provided on each lot of land used as an industrial, commercial or business area.)*
- (g) *(The parking area is defined to include the parking spaces and any aisles between the spaces, but not any driveways leading to the parking area.)*
- (h) *(The parking area shall not come within 30 feet of the edge of the street paving.)*
- (2) *(Parking areas and driveways on business, industrial or commercial sites shall be improved to at least the equivalent of eight inches of gravel over subgrade and shall be pitched to drain.)*
- (1) Purpose. The purpose of this section is to ensure that all uses be provided with sufficient off-street parking and loading facilities to meet the needs of the proposed and actual uses; to ensure that off-street parking and loading facilities are designed so as to reduce hazards to pedestrians and drivers; to reduce congestion in the streets; to reduce nuisance to abutters from noise, fumes and headlight glare ordinarily associated with parking and loading areas; to reduce the environmental deterioration to surrounding neighborhoods resulting from glare, stormwater runoff, heat, dust and unattractive views associated with large expanses of pavement and vehicles.

- (2) General. Any use of a building, structure or land hereafter constructed, erected or altered in kind or extent shall provide and maintain sufficient off-street parking and loading facilities to accommodate all vehicles using the premises.
- (3) The Special Permit Granting Authority (if special permit or site plan approval is required) may request the assistance of the Design Review Board to review off-street parking and loading areas in accordance with §250-23.G.(15)(b).
- (4) Changes. Any change to a building, structure or use, or a change from one permitted use to another permitted use shall comply with the requirements of the Schedule of Minimum Parking for the entire building, structure or use as changed.
- (5) Relief from Parking Regulations. Relief from the Parking Regulations as otherwise required in the Bylaw may be obtained as follows:
 - a. Special Permit from the Board of Appeals. Relief from the parking regulations may be granted by special permit from the Board of Appeals, where the Board finds that it is not practicable to provide the number of parking spaces required, if either (1) in the case of a change from a nonconforming use to a conforming use, that the benefits of a change to a conforming use outweigh the lack of parking spaces, or (2) in the case of a change from one conforming use to another conforming use, that the lack of parking spaces will not create undue congestion or traffic hazards on or off the site.
- (6) Use of Required Parking as Commercial or Public Lot. No parking area designated as required parking in connection with a building, structure or use shall be operated as a commercial or public parking lot to provide spaces for the general public (excluding customers, clients, patients, guests or business invitees of the owner or tenant of each building or structure) for a fee or other compensation.
- (7) Schedule of Minimum Parking - General Requirements
 - a. Comparable Use Requirement - Where a use is not specifically included in the Schedule of Minimum Parking, it is intended that the regulations for the most nearly comparable use specified shall apply. Alternative off-street parking standards to those shown below may be accepted if the applicant demonstrates to the satisfaction of the Special Permit Granting Authority (or building inspector if no special permit or site plan approval is required), or their designee, that such standards are adequate for the intended use.
 - b. Shared Parking for Mixed Use - Buildings or lots which contain more than one use are considered mixed use. In the case of mixed uses, the requirements shall be the sum of the requirement calculated separately for each use, so that adequate space shall be provided to accommodate all vehicles anticipated on the premises at any one time. Parking spaces for one use shall not be considered as providing the required spaces for any other use, except when it can be clearly demonstrated that the peak demands for two uses do not overlap. The applicant may use the latest peak demand analyses published by the Institute of Traffic Engineers (ITE) or other source acceptable to the Special Permit Granting Authority need for parking occurs at different times.

c. Schedule of Minimum Parking

<u>Use</u>	<u>Minimum Parking Requirement</u>
<u>Assisted Living Housing, Nursing Care Facilities</u>	<u>1 space for each 2 beds plus 1 space for each employee on largest shift and space for delivery vehicles</u>
<u>Restaurant (no drive-through service)</u>	<u>1 space per 100 sf of GFA</u>
<u>Motel, Hotel</u>	<u>1 space per room, plus 1 space per employee</u>
<u>Office Building</u>	<u>1 space per 250 sf of GFA</u>
<u>Medical and Dental Offices and Clinics</u>	<u>4 spaces per doctor, dentist and allied professional person</u>
<u>Other Retail, Personal Service</u>	<u>1 space per 250 sf of GFA</u>
<u>Repair Shop, Building Trade Shop</u>	<u>1 space per 800 sf of GFA</u>
<u>Banks</u>	<u>1 space per 300 sf of GFA</u>
<u>Funeral Homes</u>	<u>1 space per 4 seats</u>
<u>Used Car Sales</u>	<u>1 space per 1,500 sf of GFA of indoor/outdoor display area</u>
<u>Light Manufacturing, R&D Laboratories</u>	<u>1 space per each 800 sf of GFA</u>
<u>Schools, Elementary and Middle</u>	<u>2 spaces for each classroom, but not less than 1 space per teacher and staff position plus 1 space for each 5 seats of rated capacity of the largest auditorium or gymnasium</u>
<u>High Schools</u>	<u>1 space per teacher and staff position plus 1 space per 5 students</u>
<u>Educational Uses (exempt)</u>	<u>To be determined by Special Permit Granting Authority or building inspector based upon the most comparable other use in the table</u>
<u>Religious Uses</u>	<u>1 space per 4 seats</u>
<u>Day Care Center</u>	<u>1 space per 10 kids of rated capacity of facility plus 1 space for each employee on largest shift</u>
<u>Library, Museums, Community Centers</u>	<u>1 space per 300 sf of GFA</u>
<u>Hospitals</u>	<u>1 space per 250 sf of GFA</u>
<u>Handball, Racquetball, Tennis Courts</u>	<u>3 spaces per court plus 1 space per employee on the largest shift</u>
<u>Swimming Pool</u>	<u>1 space per 75 sf of GFA</u>
<u>Bowling Alley</u>	<u>4 spaces per alley</u>
<u>Golf Course</u>	<u>5 spaces per hole plus 1 space per employee on the largest shift plus 50% of the spaces otherwise required for accessory uses (restaurant, bar, etc.)</u>
<u>Trail Recreation</u>	<u>1 space per 4 persons generally expected on the premises at any one time</u>
<u>Kennel</u>	<u>2 spaces plus 1 space per employee</u>
<u>Veterinary</u>	<u>2 spaces per exam room plus 1 space for each employee on largest shift</u>
<u>Landscaping Services, Landscaping Contractor</u>	<u>1 space per each vehicle or trailer used in operation and 1 space per 3 employees</u>

(8.) Off-Site Parking

An applicant may use off-site parking to satisfy their parking requirements. As part of Special Permit and Site Plan Approval, the applicant shall provide the necessary information to comply with the following standards:

- (a.) Off-site parking shall be within five hundred (500) feet of the property line for which it is being requested or as determined by the Special Permit Granting Authority.
 - (b.) Off-site parking may only be provided if the off-site lot has an excess number of spaces or if the applicant can demonstrate that the on-site and off-site uses have non-competing peak demands.
 - (c.) The amount of required parking spaces being reduced on-site shall be equal to the amount being provided off-site and can account for up to 50% of the minimum required on-site parking.
 - (d.) Off-site parking spaces provided by a separate private property owner shall be subject to a legally binding agreement that will be presented to the Special Permit Granting Authority or as a condition of approval. If the conditions for shared parking become null and void and the shared parking arrangement is discontinued, this will constitute a zoning violation for any use approved expressly with shared parking. The applicant or property owner must then provide written notification of the change to the Zoning Enforcement Official and, within 60 days of that notice, provide a remedy satisfactory to the Commission to provide adequate parking. Shared parking for Mixed Use under Section (7)b shall apply for off-site parking spaces provided by a separate private property.
 - (e.) Off-site parking provided by means of a public parking facility shall be limited to 20 percent (20%) of the overall parking requirement for daytime peak uses.
 - (f.) On-street parking spaces that intersect or are completely contained within the frontage of the property may be counted toward the minimum parking requirements.
 - (g.) Uses sharing a parking facility shall provide for safe, convenient walking between uses and parking, including safe, well-marked pedestrian crossings, signage, and adequate lighting.
- (9.) Off-Street Loading Areas.
One or more off-street loading areas shall be provided for any business that may be regularly serviced by tractor-trailer trucks, SU-30 design vehicles or other similar delivery vehicles. Adequate areas shall be provided to accommodate all delivery vehicles expected at the premises at any one time. Loading areas shall be located at either the side or rear of each building and shall be designed to avoid traffic conflicts with vehicles using the site or vehicles using adjacent sites.
- (10.) Compact Cars.
In parking areas containing more than forty (40) parking stalls, thirty percent (30%) of such parking stalls may be for compact car use. Such compact car stalls shall be grouped in one or more contiguous areas and shall be identified by a sign(s).

(11.) Standard Parking Dimensional Regulations

- a. Access to parking and loading areas shall be designed so as not to obstruct free flow of traffic. There shall be adequate provision for ingress and egress from all parking spaces and loading areas to ensure ease of mobility, ample clearance, and safety of vehicles and pedestrians.
- b. Where sidewalks occur in parking areas, parked vehicles shall not overhang the sidewalk unless an additional two (2) foot sidewalk width is provided in order to accommodate such overhang.
- c. Paved off-street parking areas shall be laid out and striped in compliance with the following minimum provisions:

Parking Angle	Parking Stall Width		Parking Stall Length of Line		Travel Lane Width	
	Standard Space	Compact Car	Standard Space	Compact Car	Standard Space	Compact Car
90° (two-way)	9 ft.	8 ft.	18 ft.	16 ft.	24 ft.	24 ft.
75 (one-way)	9.3 ft.	8.5 ft.	19 ft.	17 ft.	22 ft.	22 ft.
60 (one-way)	10.4 ft.	9.8 ft.	22 ft.	18.5 ft.	18 ft.	18 ft.
45 (one-way)	12.7 ft.	12 ft.	25 ft.	21.5 ft.	14 ft.	14 ft.
Parallel (one-way)	8 ft.	8 ft.	22 ft.	20 ft.	12 ft.	12 ft.
Parallel (two-way)	8 ft.	8 ft.	22 ft.	20 ft.	24 ft.	24 ft.

(12.) Off-Street Parking and Loading Area Design Requirements.

- a. Off-street parking and loading areas shall be designed in accordance with the design review criteria outlined in §250-23.G.
- b. Setbacks: Except where greater setbacks may be required elsewhere in this Bylaw, no parking space or other paved surface, other than access driveways, common driveways or walkways, shall be located within thirty (30) feet of the front lot line and within ten (10) feet of the side and rear lot lines.
- c. Handicapped parking. Parking areas shall provide specially designated parking spaces for the physically handicapped in accordance with the Americans with Disabilities Act and/or the rules and regulations of the Architectural Barriers Board of the Commonwealth of Massachusetts Department of Public Safety. Signs for the handicapped parking shall be clearly identified indicating that the spaces are reserved for physically handicapped persons. Such spaces shall be located nearest to the entrance to the use or building served.
- d. Perimeter Landscaping Requirements: All parking areas with more than five (5) spaces and all loading areas shall be bordered on all sides with a minimum of a ten (10) foot wide buffer strip on which shall be located and maintained appropriate landscaping of suitable type, density and height to effectively screen the parking area.

- i. Bicycle Parking. Bicycle parking shall be provided in accordance with §250-23.G.(14).

and further that non-substantive changes to the numbering of this bylaw be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or take any other action relating thereto.

Sponsor: Planning Board

Summary: This Parking Bylaw amendment ensures that all uses are to be provided with sufficient off-street parking and loading facilities. Bolton’s current Parking Bylaw generally addresses off-street parking associated with business, industrial and retail uses. The current bylaw requires one square foot for each one square foot of business floor area, one square foot for each two square feet of industrial floor area, and three square feet for each one square foot of retail floor area providing an overall square footage for parking area. Calculating the parking requirement by this method often creates more impervious area than needed. The Board recommends changing this method by calculating the number of parking spaces required based on the specific use outlined in the proposed Schedule of Minimum Parking Requirements. The Board researched surrounding towns’ parking bylaws as well as the State’s Model Parking Bylaw to create the Schedule of Minimum Parking Requirements. The amendment to the Parking Bylaw also provides design flexibility allowing for shared off-street parking, off-site parking and compact car stalls. Shared parking provides an opportunity to reduce impervious area by allowing for shared parking between non-competing uses. Off-site parking allows applicants to take advantage of neighboring public and/or private parking areas to count towards their off-street parking requirement. Landscaping and lighting requirements align with Bolton’s Design Review Criteria under §250-23.G of the Zoning Bylaw.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: 2/3 Majority

Article 13: Amendment to the Code of the Town of Bolton, Division I, Part III, Zoning Bylaw to Regulate Recreational Marijuana Establishments

To see if the Town will vote to amend the Code of the Town of Bolton, Division I, Part III, Zoning Bylaw as follows:

1. By inserting in Article V, Special Regulations, the following new Section 250-23.3 Marijuana Establishments (additions underlined):

Section 250-23.3. Marijuana Establishments.

A. Purpose

- (1) To regulate the siting, design, placement, security, safety, monitoring, modification, and removal of Marijuana Establishments in the Town of Bolton.
- (2) To minimize adverse impacts of Marijuana Establishments on adjacent properties, residential neighborhoods, places where children commonly congregate, historic structures and features, and other land uses potentially incompatible with said facilities.

B. Applicability

- (1) The commercial cultivation, production, processing, assembly, packaging, retail sale, distribution, and dispensing of marijuana is prohibited in Bolton unless permitted as a Marijuana Establishment in compliance with the provisions of this Section.

- (2) Marijuana Establishments are not a form of agriculture, horticulture, or floriculture for purposes of the Zoning Bylaw.
- (3) If any provision of this Section is declared invalid or unenforceable, the other provisions shall remain in full force and effect.

C. Definitions

Marijuana Cultivator: an entity licensed to cultivate, process, and package marijuana, to deliver marijuana to marijuana establishments, and to transfer marijuana to other marijuana establishments, but not to consumers.

Marijuana Establishment: marijuana cultivator, independent testing laboratory, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana-related business.

Marijuana Product Manufacturer: an entity licensed to obtain, manufacture, process, and package marijuana/marijuana products, to deliver marijuana and marijuana products to marijuana establishments, and to transfer marijuana and marijuana products to the other marijuana establishments, but not to consumers.

Marijuana Products: products that have been manufactured and contain marijuana or an extract of marijuana, including concentrated forms of marijuana and products composed of marijuana and other ingredients that are intended for use or consumption, including edible products, beverages, topical products, ointments, oils, and tinctures.

Marijuana Retailer: an entity licensed to purchase and deliver marijuana and marijuana products from marijuana establishments and to deliver, sell or otherwise transfer marijuana and marijuana products to marijuana establishments to consumers.

Independent Testing Laboratory: a laboratory that is licensed by the Cannabis Control Commission and is: (i) accredited to the most current International Organization for Standardization 17025 by a third-party accrediting body that is a signatory to the International Laboratory Accreditation Cooperation mutual recognition arrangement or that is otherwise approved by the Cannabis Control Commission; (ii) independent financially from any medical marijuana treatment center or any licensee or marijuana establishment for which it conducts a test; and (iii) qualified to test marijuana in compliance with regulations promulgated by the Cannabis Control Commission.

Other Type of Licensed Marijuana-Related Business: a licensed marijuana establishment other than a marijuana cultivator, independent testing laboratory, marijuana product manufacturer, or marijuana retailer.

Special Permit Granting Authority (SPGA): The Bolton Planning Board is hereby designated the SPGA to grant special permits for proposed Marijuana Establishments in compliance with the provisions of this Section.

D. Eligible Locations for Marijuana Establishments

Marijuana Cultivators, Marijuana Product Manufacturers, Independent Testing Laboratory, and any Other Type of Licensed Marijuana-Related Business shall be allowed by special permit in the Industrial District. Marijuana Retailers shall be allowed by special permit in the Business, Limited Business and Industrial Districts. Marijuana Establishments are not allowed in the Residential and Limited Recreation Business Districts.

E. General Requirements and Conditions for all Marijuana Establishments

- (1) Marijuana Establishments shall comply with all aspects of M.G.L. c.94G: Regulation of the Use and Distribution of Marijuana Not Medically Prescribed and 935 CMR 500.000: Adult Use of Marijuana.
- (2) All aspects of the Marijuana Establishment relative to the acquisition, cultivation, possession, processing, sales, distribution, dispensing, or administration of marijuana, products containing marijuana, related supplies or educational materials shall take place at a fixed location within a fully enclosed building or structure and shall not be visible from the exterior of the business.
- (3) No outside storage is permitted. This prohibition applies to all aspects of the product and waste associated with the Marijuana Establishment.
- (4) All Marijuana Establishments shall be ventilated in such a manner that no:
 - a. Pesticides, insecticides or other chemicals or products used in the cultivation or processing are dispersed into the outside atmosphere or ground.
 - b. Odor from marijuana cannot be detected by a person with a normal sense of smell at the exterior of the Marijuana Establishment or at any adjoining use or property.
- (5) Signage shall conform to §250-18 Sign regulations of Bolton's Zoning Bylaw and requirements of State laws and regulations governing such facilities including 935 CMR 500.105 (4).
- (6) A Marijuana Establishment's water supply shall be sufficient for necessary operations. Any private water source shall be capable of providing a safe, potable, and adequate supply of water to meet the Marijuana Establishment's needs.
- (7) The hours of operation of a Marijuana Retailer shall be limited to Monday through Saturday from 10 a.m. to 9 p.m. and Sunday from 12 p.m. to 6 p.m.; or as otherwise established by the SPGA.
- (8) No smoking, burning, or consumption of any product containing marijuana or marijuana-related products shall be permitted on the premises of a Marijuana Establishment.
- (9) No Marijuana Retailer shall have a gross floor area in excess of 2,500 square feet.
- (10) No Marijuana Establishment shall be located within a radius of five hundred (500) feet of a residential dwelling. The 500-foot distance shall be measured in a straight line from the nearest point of the residence in question to the nearest point of the proposed Marijuana Establishment established at the time the proposed Marijuana Establishment's application is received by the SPGA.
- (11) No Marijuana Establishment shall be located within a radius of five hundred (500) feet of a public or private school, day-care center, or any facility where children commonly congregate. The 500-foot distance shall be measured in a straight line from the nearest point of the residence or facility in question to the nearest point of the proposed Marijuana

Establishment established at the time the proposed Marijuana Establishment's application is received by the SPGA.

- (12) All structures associated with Marijuana Establishments shall be setback from front, side and rear property lines in accordance with Bolton's Zoning Bylaw under §250-13.B Dimensional regulations.
- (13) Marijuana Establishments shall provide the Bolton Police Department, Fire Department, Building Inspector and the SPGA with the names, phone numbers and email addresses of all management staff and key holders who can be contacted if there are operating problems associated with the Marijuana Establishment.

F. Special Permit Requirements

- (1) Marijuana Establishments shall meet the requirements set forth in Bolton's Zoning Bylaw under §250-23 Business, commercial and industrial regulations, including §250-23E Special permits for zoning use; §250-23F Site plan approval process; and §250-23G Design review criteria. In addition, a special permit application for a Marijuana Establishment shall include the following:
 - a. The name and address of each owner of the Marijuana Establishment.
 - b. Copies of all required licenses and permits issued to the applicant by the Commonwealth of Massachusetts and any of its agencies for the Marijuana Establishment, including the Cannabis Control Commission, and any required license from the Town of Bolton Board of Selectmen.
 - c. Evidence that the applicant has site control and the right to use the site for a Marijuana Establishment in the form of a deed or valid purchase and sales agreement, or, in the case of a lease, a notarized statement from the property owner and a copy of the lease agreement.
 - d. Proposed security measures for the Marijuana Establishment including lighting, fencing, gates and alarms, etc., to ensure the safety of employees and patrons and to protect the premises from theft or other criminal activity in compliance with 935 CMR 500.110. The applicant shall demonstrate that the Marijuana Establishment's security plan has been approved by the Police Chief. This plan shall detail all exterior and interior proposed security measures for the premises, including but not limited to; video monitoring and recording, lighting, fencing, and alarms ensuring the safety of employees and to protect the premises from theft or other criminal activity. This plan must provide 24-hour security and monitoring for the Marijuana Establishment, particularly those portions of the building which are deemed by the Police Chief to be most vulnerable to unauthorized entry and least visible from the public ways.
 - e. A description of all activities to occur on site, including all provisions for the delivery of Marijuana Products to and/or from the premises.

- f. A waste disposal plan which provides details for disposal of the waste materials in compliance with 935 CMR 500.105 (12).
 - g. Upon written request from the applicant, the SPGA may waive the submission of such information, or parts thereof, as may not be necessary for the consideration of the application. The SPGA's waiver decision shall be set forth in the written Special Permit decision.
- (2) Each Marijuana Establishment permitted under this Section shall, as a condition of its special permit, file an annual report with the SPGA and the Town Clerk no later than January 31st, providing a copy of all current applicable state licenses for the facility and/or its owners and demonstrate continued compliance with the conditions of the special permit and appear before the SPGA, if requested by the SPGA.
- (3) A special permit granted under this Section shall run with the applicant and shall be non-transferrable to another owner or operator without an amendment to the special permit with all application information required in accordance with this Section and a noticed public hearing.

G. Abandonment or Discontinuance of Use

- (1) A special permit granted under this Section shall lapse if not exercised within twenty-four (24) months of issuance.
 - (2) A Marijuana Establishment shall be required to remove all material, plants, equipment and other paraphernalia prior to surrendering its state issued licenses or permits or within six (6) months of ceasing operations; whichever comes first.
2. By amending Article III, Zoning District Regulations, Section 250-12, Schedule of permitted uses, as follows (deletions in *parenthesis and italics*) and additions underlined):

Types of Uses	Residential	Business	Limited Business	Industrial	Limited Recreation Business
<u>Marijuana Establishments</u>					
<u>Marijuana Cultivator, Independent Testing Laboratory, Marijuana Product Manufacturer, and any Other Type of Licensed Marijuana-Related Business (excluding social consumption)</u>	<u>No</u>	<u>No</u>	<u>No</u>	<u>SP</u>	<u>No</u>
<u>Marijuana Retailer (excluding social consumption)</u>	<u>No</u>	<u>SP</u>	<u>SP</u>	<u>SP</u>	<u>No</u>

3. By deleting Article V, Special Regulations, Section 250-23.3. Temporary moratorium on recreational marijuana establishments, in its entirety;

and further that non-substantive changes to the numbering of these bylaw provisions be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or take any other action relating thereto.

Sponsor: Planning Board

Summary: The Regulation and Taxation of Marijuana Act (the "Act", put into effect in 2016 by Ballot Question 4) authorizes a state Cannabis Control Commission to license recreational marijuana establishments (retailer, cultivator, testing laboratory, and product manufacturer). The Act also authorizes municipalities to regulate recreational marijuana establishments through general and zoning bylaws. This article would regulate recreational marijuana establishments through Bolton's special permit and site plan approval process, placing limitations, restrictions and safeguards on the location, size, hours of operation, security measures, etc. of a facility. If the Town of Bolton chooses to allow recreational marijuana retailers, the Act allows municipalities to collect a local option tax of up to 3% (refer to Article 14). The Town may also negotiate a Community Impact Fee to be paid to the Town by the marijuana establishment (retailers and other types), up to 3% of the establishment's gross sales.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: 2/3 Majority

Article 14: Acceptance of Local Marijuana Sales Tax

To see if the Town will vote to accept Section 3 of Chapter 64N of the Massachusetts General Laws, as amended by Section 13 of Chapter 55 of the Acts of 2017, and impose a local sales tax upon the sale or transfer of marijuana or marijuana products by a marijuana retailer operating within the Town to anyone other than a marijuana establishment at a rate of three percent (3%) of the total sales price received by the marijuana retailer as a consideration for the sale of marijuana or marijuana products; or take any other action relating thereto.

Sponsor: Board of Selectmen and Advisory Committee

Summary: Acceptance of this section of the General Laws will enable the Town to impose a local sales tax on retail sales of marijuana. The Town may set the local sales tax rate at up to 3%. This would be in addition to state sales and excise taxes on retail marijuana, and in addition to any impact fees paid to the Town by a marijuana establishment under the terms of a host community agreement.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 15: Acceptance of Local Meals Tax

To see if the Town will vote to accept the provisions of Chapter 64L, Section 2(a), of the Massachusetts General Laws, and impose a local meals excise; or take any other action relating thereto.

Sponsor:

Summary: Acceptance of this section of the General Laws will enable the Town to impose a local meals tax of .75%. This would be in addition to state meals tax.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 16: Rescind Strong Fire Chief Act

To see if the Town will vote to rescind its acceptance of M.G.L. Chapter 48, Section 42 which was adopted under Article 2 of the October 7, 1930 Special Town Meeting, and Article 14 of the February 2, 1931 Annual Town Meeting, and to accept in its place, the provisions of M.G.L. Chapter 48, Section 42A, or do or act relating thereto.

Sponsor: Board of Selectmen

Summary: At a Special Town Meeting on October 7, 1930, and then again at the February 2, 1931 Annual Town Meeting, it was voted to establish a fire department accepting the provisions of M.G.L. Chapter 48, §42. This allowed the Fire Chief to have nearly complete control over the Fire Department, including the appointment and termination of its officers and members. The Selectmen propose the rescission of such acceptance, and that the Town accept the provisions of M.G.L. c.48, §42A. Under §42A, the Selectmen will have authority over the appointment of the Fire Chief and all members of the Bolton Fire Department, as they now do with the Police Chief and the Police Department. It will be possible to have the Fire Chief report to the Selectmen through the Town Administrator, as the Police Chief does presently. The efficiency of the town's management of the Fire Department will be enhanced.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 17: Purchase of Class A Uniforms for the Fire Department - \$17,901

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of \$17,901 (Seventeen thousand nine hundred one dollars) for the purchase of Class A Uniforms for the members of the Fire Department; or do or act relating thereto.

Sponsor: Fire Department

Summary: This article will provide funding for the one-time purchase of a Class A dress uniform for each member of the fire department. This is a requirement of the current Call Firefighter Union Collective Bargaining Agreement. The dress uniform is worn on ceremonial occasions and to memorial events. This purchase will allow all members to participate in these activities while allowing the department to present a consistent and professional appearance. The uniform consists of suit coat like jacket, with a dress shirt and pants and hat along with other accessories.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 18: Purchase of Self-Contained Breathing Apparatus (SCBA) Fill System - \$44,000

To see if the Town will vote to raise and appropriate, borrow, transfer from available funds or otherwise provide the sum of \$44,000 (Forty four thousand dollars) for the purchase of a self-contained breathing apparatus (SCBA) fill system for the Fire Department; or do or act relating thereto.

Sponsor: Fire Department

Summary: This article will provide funding for the purchase of a replacement Self-Contained Breathing Apparatus (SCBA) filling system. This system refills the air bottles that the firefighters wear on their backs to breath fresh air in hazardous environments. The current system is approximately 12 years old, is outdated and over the past year has had several failures of the air compressor resulting in the fill system being out of service for several months at a time. While the filling system has been repaired the repair company cannot guarantee that other significant failures will not occur. The breathing apparatus that the firefighters wear at most every emergency call is a vital part of their safety equipment and must be kept in a constant state of readiness. When the fill system is not operational the firefighters are dependent on the generosity of neighboring fire departments to refill the SCBA bottles. The firefighters are forced to take extra time away from work or family to transport the SCBA bottles to another fire department to refill them using that department's fill system. A new fill system would have an expected lifetime of 20 years and would provide the proper capacities and pressures to refill new breathing apparatus purchased in the future which may require higher pressures than the current system would be able to produce.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)
Advisory Committee Recommendation: Approved (3 in favor, 2 opposed)
Capital Planning Committee Recommendation: Approved (5 in favor, 0 opposed)
Vote Required: Majority

Article 19: Retroactive Pay – Fire Union Contract For FY17

To see if the town will vote to raise and appropriate, borrow, transfer from available funds or otherwise provide the sum of \$27,645.20 (Twenty seven thousand six hundred forty-five dollars and twenty cents) to meet the town’s contractual obligations for FY17 for the recently negotiated Fire Union Contract; or do or act relating thereto

Sponsor: Board of Selectmen

Summary: This appropriation is needed to meet contractual obligations with the Fire Union for FY17.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 20: Enable the Town to Establish A Speed Limit Of Twenty-Five (25) Miles Per Hour Inside a Thickly Settled Or Business District

To see if the Town will vote to accept the provisions of M.G.L. Chapter 90, Section 17C, which would authorize the Board of Selectmen to establish a speed limit of twenty-five (25) miles per hour on any roadway inside a thickly settled or business district in the Town on any way that is not a State highway; or do or act relating thereto.

Sponsor: Department of Public Works

Summary: Traffic and speeding affect our entire Town, but Bolton’s proximity to neighboring municipalities and highway access put unique pressures on our roadway network. The Board of Selectmen, the Public Ways Safety Committee, Town Roads Strategic Planning Committee, the Police, Fire Public Works Department and the Town Administrator are all looking into new ways to calm traffic and improve safety. This article proposes an additional piece of an overall solution—allowing the Board of Selectmen to set a speed limit of 25 MPH in thickly settled (30 MPH) neighborhoods (where buildings/houses are, on average, less than 200 feet apart) and/or in business districts. Lowered speeds have been shown to decrease pedestrian deaths due to crashes and presumably will improve safety overall in effective areas. We hope the new limit will discourage or at least slow cut through traffic. Several other municipalities have already adopted this relatively new legislation.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 21: Enable the Town to Establish Safety Zones With A Speed Limit Of Twenty (20) Miles Per Hour On Any Roadway That Is Not A State Highway

To see if the Town will vote to accept the provisions of M.G.L. Chapter 90, Section 18B, which would authorize the Board of Selectmen to establish Safety Zones with a speed limit of twenty (20) miles per hour at any roadway in the Town on any way that is not a State highway; or do or act relating thereto.

Sponsor: Department of Public Works

Summary: Traffic and speeding affect our entire Town, but Bolton’s proximity to neighboring municipalities and highway access put unique pressures on our roadway network. The Board of Selectmen, the Public Ways Safety Committee, Town Roads Strategic Planning Committee, the Police, Fire Public Works Department and the Town Administrator are all looking into new ways to calm traffic and improve safety. This article proposes an additional piece of an overall solution—allowing the Board of Selectmen to establish Safety Zones and set a speed limit of 20 MPH in those zones. Lowered speeds

have been shown to decrease pedestrian deaths due to crashes and presumably will improve safety overall in effective areas. We hope the new limit will discourage or at least slow cut through traffic. Several other municipalities have already adopted this relatively new legislation.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 22: Route 117 Pedestrian Crossing Safety Improvements - \$22,000

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of \$22,000 (Twenty-two thousand dollars) to fund the purchase and installation of pedestrian crosswalk signals, as well as related crossing safety improvements, at the crosswalk on the North and South sides of Route 117 at the Mechanic Street intersection; and to meet this appropriation, the sum of \$13,000 (Thirteen thousand dollars) be transferred from available funds and the sum of \$4,000 (Four thousand dollars) be transferred from unexpended funds from the Pedestrian Mobility Fund article, as previously appropriated by Article 23 of the May, 2014 Annual Town Meeting; and the sum of \$5,000 (Five thousand dollars) be transferred from the Sidewalk Gift Account; or do or act relating thereto.

Sponsor: Public Ways Safety Committee

Summary: Installation of pedestrian activated crosswalk lights will provide high visibility and real time warning for pedestrians in or about to enter the crosswalk, for increased safety. The cost will include the installation of two pedestrian cross walk signals, ADA compliant audible buttons and alarms, and signal foundations, as well as removing and resetting granite curbing for ADA ramps with tactile warning plates which will upgrade curbing to ADA requirements.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 23: Engineering of Drainage Issues at South Bolton Road and Spectacle Hill Road - \$43,700

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of \$43,700 (Forty three thousand seven hundred dollars) to perform surveying and engineering to study drainage issues at South Bolton Road and Spectacle Hill Road; and to meet this appropriation, the sum of \$7,938.07 (Seven thousand nine hundred thirty eight dollars and seven cents) be transferred from unexpended funds from the Wilder Road Culvert Engineering Article, as previously appropriated by Article 7 of the June, 2015 Special Town Meeting, and the sum of \$10,350.34 (Ten thousand three hundred fifty dollars and thirty four cents) to be transferred from unexpended funds from the Berlin Road Culvert Engineering Article, as previously appropriated by Article 8 of the June, 2015 Special Town Meeting; and the sum of \$1,647.48 (One thousand six hundred forty seven dollars and forty eight cents) be transferred from unexpended funds from the DPW Office Expansion Article, as previously appropriated by Article 10 of the June, 2015 Special Town Meeting, and the sum of \$166.93 (One hundred sixty six dollars and ninety three cents) to be transferred from unexpended funds from the Unemployment Settlement Article, as previously appropriated by Article 3 of the December, 2016 Special Town Meeting; or do or act related thereto.

Sponsor: Department of Public Works

Summary: The culvert is in need of repair. It is insufficient to handle high water situations. Surveying and engineering is necessary to plan for future replacement to prevent future flooding and road closures.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Capital Planning Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 24: 36-46 GVW Plow/Sander - \$193,000

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of \$193,000 (One hundred ninety three thousand dollars) to fund the purchase of a new plow/sander to replace an older truck; or do or act related thereto.

Sponsor: Department of Public Works

Summary: The average age of the DPW fleet is nineteen (19) years old as of 2019. As the DPW fleet ages, vehicle dependability and costly repairs become a concern.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Capital Planning Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 25: Culvert Replacement – Long Hill Road at West Pond - \$250,000

To see if the Town will vote to raise and appropriate, borrow, transfer from available funds or otherwise provide the sum of \$250,000 (Two hundred fifty thousand dollars) to fund the replacement of the failed culvert at Long Hill Road at the discharge from West Pond; and to meet this appropriation, the sum of \$36,000 (Thirty Six thousand dollars) be transferred from unexpended funds from the Fyfeshire Dam Repair Article, as previously appropriated by Article 20 of the May, 2015 Annual Town Meeting; and the sum of \$24,530 (Twenty four thousand five hundred thirty dollars) be transferred from unexpended funds from the Still River Lights Article, as previously appropriated by Article 6 of the June, 2015 Special Town Meeting; and \$186,000 (One hundred eighty six thousand dollars) be transferred from unexpended funds from the Wilder Road Culvert Repair Article, as previously appropriated by Article 11, of the May, 2016 Annual town Meeting; or do or act related thereto.

Sponsor: Department of Public Works

Summary: The culvert is in a state of collapse and if not replaced could result in flooding and road closure.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Capital Planning Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: 2/3 Majority

Article 26: Column Repair at Emerson School - \$15,700

To see if the Town will vote to raise and appropriate, transfer from available funds or otherwise provide the sum of \$15,700 (Fifteen thousand seven hundred dollars) for the repair and painting of the columns and soffits located at the Emerson Building; or do or act relating thereto.

Sponsor: Board of Selectmen

Summary: The columns and soffits of the 1922 wing of the Emerson Building are in need of restoration and repair to prevent further deterioration. The columns and soffits need to have sections replaced. There needs to be a replacement and repair of column vents, and all columns and soffits will be primed and painted.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Capital Planning Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 27: Establishment of Stabilization Fund for Nashoba Regional School District

To see if the Town will vote to establish a stabilization fund for the Nashoba Regional School District as a mechanism for funding future capital expenditures related to resurfacing the track and replacing the

turf field at Nashoba Regional High School, in accordance with the provisions of Chapter 71, Section 16G1/2 of the General Laws, or do or act relating thereto.

Sponsor: Board of Selectmen

Summary: The Nashoba Regional School District is seeking permission from the member towns to establish a Stabilization Fund as a mechanism for funding future capital expenditures related to resurfacing the track and replacing the turf field at Nashoba Regional High School. A funded stabilization fund would allow the Nashoba Regional School District to strategically plan for, and appropriate, available funds for emergency repairs and replacement of the turf carpet.

Board of Selectmen Recommendation: Approved (3 in favor, 0 opposed)

Advisory Committee Recommendation: Approved (5 in favor, 0 opposed)

Vote Required: Majority

Article 28: Citizen’s Petition – 2015 Paris Climate Accord

To see if the Town of Bolton, MA will vote to join more than 350 cities and towns throughout the country that support the terms of the 2015 Paris Climate Accord by endorsing the non-binding resolution listed below: “We will adopt, honor and uphold the commitments to the goals enshrined in the Paris Climate Accord. We will intensify efforts to meet each of our communities’ current climate goals, push for new action to meet the 1.5 degrees Celsius target, and work together to create a 21st century clean energy environment.” Or take any other action in relation thereto.

Sponsor: Citizen’s Petition

Board of Selectmen Recommendation: No Recommendation (2 in favor, 1 opposed)

Advisory Committee Recommendation: No Recommendation (4 in favor, 1 opposed)

Vote Required: Majority

Article 29: Citizen’s Petition – Small Scale Marijuana Cultivation

To see if the Town will vote to:

1. Amend the Code of the Town of Bolton to allow for Small Scale Marijuana Cultivation (not more than 1,000 square feet of canopy of mature marijuana) by state licensed Tier I Marijuana Cultivators, as defined in the Code of Massachusetts Regulations, in all zoning districts in town;
2. Amend the Schedule of Permitted Uses accordingly; and
3. Exempt Small Scale Marijuana Cultivation from the temporary moratorium on recreational marijuana establishments currently in effect.

Article x: Amendment to the Code of the Town of Bolton, Division I, Part III, Zoning Bylaw to Permit Small Scale Marijuana Cultivation.

To see if the Town will vote to amend the Code of the Town of Bolton, Division I, Part III, Zoning Bylaw as follows:

1. By inserting in Article V, Special Regulations, the following new §250-23.4 Small Scale Marijuana Cultivation:

Section 250-23.4. Small Scale Marijuana Cultivation.

A. Purpose.

To permit entities in the Town of Bolton who are duly licensed by the Commonwealth of Massachusetts as Tier I Marijuana Cultivators to cultivate not more than 1,000 square feet of Canopy of marijuana for commercial purposes, in accordance with applicable state law and the Code of Massachusetts Regulations.

B. Definitions.

Canopy: an area to be calculated in square feet and measured using clearly identifiable boundaries of all areas(s) that will contain mature plants at any point in time, including all of the space(s) within the boundaries, canopy may be noncontiguous, but each unique area included in the total canopy calculations shall be separated by an identifiable boundary which include, but are not limited to: interior walls, shelves, greenhouse walls, hoop house walls, garden benches, hedge rows, fencing, garden beds, or garden plots. If mature plants are being cultivated using a shelving system, the surface area of each level shall be included in the total canopy calculation.

Marijuana Cultivator: an entity licensed by the Cannabis Control Commission to cultivate, process, and package marijuana, and to transfer marijuana to other licensed marijuana establishments, but not to consumers. A Craft Marijuana Cooperative is a type of Marijuana Cultivator.

Small Scale Marijuana Cultivation/Cultivator: the licensed cultivation of not more than 1,000 square feet of Canopy by a Marijuana Cultivator.

C. Small Scale Marijuana Cultivation Permitted by Right for Entities Holding Valid Tier I Marijuana Cultivation License.

Notwithstanding any other provision of Bolton's Zoning Bylaws concerning the cultivation of recreational marijuana, it shall be the right of any entity to operate a Small Scale Marijuana Cultivation in the Town of Bolton, so long as the entity is in full compliance with the provisions of M.G.L. c. 94G: Regulation of the Use and Distribution of Marijuana Not Medically Prescribed , and 935 CMR 500.001, et seq., and so long as the entity is duly licensed as a Tier I Marijuana Cultivator by the Cannabis Control Commission. This right shall be irrespective of the Code of the Town of Bolton, Division I, Part III, Zoning District Regulations.

D. General Requirements and Conditions for Small Scale Marijuana Cultivation.

(1) Small Scale Marijuana Cultivators all comply with all aspects of M.G.L. c.94G: Regulation of the Use and Distribution of Marijuana Not Medically Prescribed and 935 CMR 500.000: Adult Use of Marijuana.

(2) All Small Scale Marijuana Cultivation shall be operated in such a manner that the odor of marijuana cannot be detected from an adjoining property by a person with a normal sense of smell.

(3) Signage shall conform to §250-18 Sign regulations of Bolton's Zoning Bylaw and requirements of State laws and regulations governing such facilities including 935 CMR 500.105 (D).

(4) All structures and operations associated with Small Scale Marijuana Cultivation shall be setback fifty (50) feet from front, side and rear property lines.

(5) Small Scale Marijuana Cultivators shall provide the Bolton Police Department, Fire Department, and Building Inspector with the names, phone numbers and email addresses of all management staff and key holders who can be contacted if there are operating problems associated with the Small Scale Marijuana Cultivation.

(6) Small Scale Marijuana Cultivators shall provide the Bolton Police Department, Fire

Department, and Town Clerk, not later than January 31st of each calendar year, with a copy of its current applicable state licenses.

E. Special Permit Procedures Inapplicable.

The Special Permit provisions set forth in the Town of Bolton's Zoning Bylaw under §250-23 Business, commercial and industrial regulations, including §250-23E Special permits for zoning use; §250-23F Site plan approval process; and §250-23G Design review criteria shall be inapplicable to Small Scale Marijuana Cultivation. Further, Small Scale Marijuana Cultivation is consistent with Bolton's Right to Farm Bylaw, which encourages the pursuit of agriculture and promotes agricultural based economic opportunities, and which applies to all jurisdictional areas within the town.

2. By amending Article III, Zoning District Regulations, § 250-12, Schedule of Permitted Uses to permit Small Scale Marijuana Cultivation in all zoning districts and without a special permit.
3. By exempting Small Scale Marijuana Cultivation from the provisions of the Town of Bolton's temporary moratorium recreational marijuana establishments (§250-23.3).

and further that non-substantive changes to the numbering of these bylaw provisions be permitted in order that it be in compliance with the numbering format of the Code of Bolton; or take any other action relating thereto.

Sponsor: Citizen's Petition

Board of Selectmen Recommendation: Disapproved (2 in favor, 1 opposed)

Advisory Committee Recommendation: Disapproved (3 in favor, 2 opposed)

Vote Required: 2/3 Majority

Article 30: Authorize Town Election

To see if the Town will vote to meet at the Nashoba Regional High School Auditorium in Bolton, on Monday, May 14, 2018, between the hours of noon and 8 p.m. to elect by ballot the following officers; or do or act relating thereto.

ONE YEAR: One Moderator, One Town Clerk, One member of the Board of Assessors

TWO YEARS: One member of the Parks and Recreation Commission

THREE YEARS: One member of the Board of Selectmen, One member of the Board of Health, One member of the Board of Assessors, One member of the Cemetery Committee, One Library Trustee, One Nashoba Regional School District Committee, One member of the Parks/Recreation Commission

FIVE YEARS: One member of the Housing Authority Trustees, One member of the Planning Board


Vote Required: Majority

And you are directed to serve this warrant by posting up attested copies thereof at the U.S. Post Office, Town Library, Town Hall and Police Station at least seven (7) days before the time for holding said meeting.


Hereof fail not, and make due return of this warrant, with your doings thereon, to the Town Clerk, at the time and place of meeting as aforesaid;

Given under our hands and seal, this 22nd day of March in the year of our Lord, Two thousand eighteen.

BOLTON BOARD OF SELECTMEN


Stanley M. Wysocki, Chairman


Jonathan D. Keep


Robert B. Czekanski

A true copy. Attest: _____ Constable of Bolton _____ Date

Worcester, ss.

Pursuant to the within Warrant, I have notified and warned the inhabitants of the Town of Bolton by posting up attested copies of the same at the U.S. Post Office, Town Library, Town Hall and Police Station at least seven (7) days before the date of the meeting, as within directed.

Constable of Bolton: _____ Date: _____

FY2019 BUDGET

GENERAL GOVERNMENT

From FY18 to FY19, General Government expenses will increase by about \$17,000 (+1.25%). This includes increases in salary and wages, as well as a \$10,000 addition to the Legal Services budget. We increased the Legal Services amount because our actual expenditures over the past several years have exceeded the historically budgeted amount of \$40,000.

		Approved FY2018	Requested FY2019	Advisory Approved FY2019
114	Moderator			
	5700 Other Charges	10	50	50
Total Moderator		10	50	50
122	Selectmen			
	5101 Salary	900	900	900
	5200 Purchase of Services	10,000	10,000	10,000
	5301 Engineering Services	-	-	-
	5342 Advertising	250	250	250
	5380 WHEAT	7,000	7,000	7,000
	5420 Supplies	150	150	150
	5730 Dues	1,220	1,220	1,220
	5780 Miscellaneous	-	-	-
	5781 Meetings	100	100	100
Total Selectmen		18,720	18,720	18,720
Total Selectmen		19,620	19,620	19,620
123	Town Administrator			
	5101 Salary	127,802	133,037	133,037
	5102 Hearing Officer	2,500	2,500	2,500
	5114 Wages	63,211	64,480	64,480
	5145 Longevity	-	-	-
	5170 Deferred Compensation	8,000	8,000	8,000
	5176 Disability/Life Insurance	2,294	2,294	2,294
		203,807	210,311	210,311
	5201 Training	1,000	1,000	1,000
	5340 Phone Reimbursment	1,200	1,200	1,200
	5400 Supplies	500	500	500
	5710 In-state Travel	950	950	950
	5730 Dues	150	150	150
	5781 Meetings	300	300	300
		4,100	4,100	4,100
Total Town Administrator		207,907	214,411	214,411
131	Advisory Committee			
	5400 Supplies	25	25	25
	5730 Dues	155	155	155
Total Advisory Committee		180	180	180
132	Reserve Fund	100,000	100,000	100,000
Total Reserved Fund		100,000	100,000	100,000
135	Town Accountant			
	5101 Salary	57,708	60,620	60,620
	5145 Longevity	-	-	-
		57,708	60,620	60,620

FY2019 BUDGET

5200	Purchase of Services	-	2,000	2,000
5243	Software Support	6,750	6,750	6,750
5303	Audit	16,000	16,000	16,000
5400	Supplies	800	800	800
5781	Meetings	1,200	1,400	1,400
Total Town Accountant		24,750	26,950	26,950
141 Board of Assessors				
5102	Stipend	1,000	1,000	1,000
5114	Wages	55,156	56,257	56,257
5145	Longevity	-	-	-
		56,156	57,257	57,257
5200	Purchase of Services	75,400	79,175	79,175
5201	Training	665	665	665
5243	Software Support	3,855	1,274	1,274
5302	Registry of Deeds	195	195	195
5400	Supplies	600	600	600
5710	In-state Travel	600	600	600
5730	Dues	280	280	280
5781	Meetings	150	150	150
5782	GIS	3,000	3,000	3,000
Total Board of Assessors		84,745	85,939	85,939
145 Treasurer				
5101	Salary	105,394	75,774	75,774
5102	Stipend	1,000	1,000	1,000
5114	Wages	40,218	41,018	41,018
		146,612	117,792	117,792
5145	Longevity	8,300	8,500	8,000
5200	Purchase of Services	6,000	6,000	-
5243	Software Support	18,000	19,000	19,000
5341	Postage	7,100	7,100	7,100
5344	Tax Taking Expense	500	1,000	1,000
5420	Office Supplies	2,100	2,100	2,100
5422	Bank Charges	4,300	4,300	4,300
5709	Educational Assistance	800	800	800
5710	In-state Travel	2,080	1,200	1,200
5730	Dues	420	420	420
5781	Meetings	1,640	1,000	1,000
		51,240	51,420	44,920
Total Treasurer		197,852	169,212	162,712
147 Human Resources				
5114	Wages	-	16,811	16,811
		-	16,811	16,811
5200	Purchase of Services	-	1,500	500
5400	Supplies	-	200	200
5710	In-state Travel	-	300	300
5730	Dues	-	250	250
5781	Meetings	-	350	350
		-	2,600	1,600
Total Human Resources		-	19,411	18,411
151 Legal Services				
5200	Purchase of Services	40,000	40,000	50,000
Total Legal Services		40,000	40,000	50,000

FY2019 BUDGET

155	MIS				
	5200	Purchase of Services	42,380	39,550	39,550
	5241	Repairs	300	600	600
	5243	Software Support	2,130	1,800	1,800
	5251	Web Services	13,920	14,774	14,774
	5850	Equipment	6,384	8,374	8,374
Total MIS			65,114	65,098	65,098
161	Town Clerk				
	5101	Salary	66,539	67,868	67,868
	5102	Stipend	1,000	1,000	1,000
	5114	Wages	26,507	27,859	27,859
	5145	Longevity	-	-	-
			94,046	96,727	96,727
	5200	Purchase of Services	150	175	175
	5243	Software Support	1,600	1,600	1,600
	5251	Web Services	1,200	1,200	1,200
	5400	Supplies	350	350	350
	5730	Dues	150	150	150
	5781	Meetings	3,200	3,200	3,000
			6,650	6,675	6,475
Total Town Clerk			100,696	103,402	103,202
162	Elections				
	5114	Wages	2,277	3,315	3,315
	5200	Purchase of Services	4,600	3,825	3,825
	5400	Supplies	550	400	400
			5,150	4,225	4,225
Total Elections			7,427	7,540	7,540
163	Street Listing/Registrars				
	5114	Wages	150	200	200
	5200	Purchase of Services	1,600	1,600	1,600
	5400	Supplies	355	355	355
			1,955	1,955	1,955
Total Street Listing/Registrars			2,105	2,155	2,155
171	Conservation Commission				
	5114	Wages	48,023	52,817	52,817
	5145	Longevity	-	-	-
			48,023	52,817	52,817
	5200	Purchase of Services	14,500	12,500	12,500
	5240	Land Maintenance	6,000	10,000	10,000
	5301	Training	300	300	300
	5305	Vernal Pool Study	250	250	250
	5342	Advertising	200	200	200
	5400	Supplies	400	400	400
	5710	In-state Travel	100	200	200
	5730	Dues	550	700	700
	5780	Miscellaneous	-	-	-
	5800	Land-Capital Improve.	6,000	6,000	1,000
	5850	Equipment	1,000	1,000	1,000
	5963	Conservation Fund	100	100	100
			29,400	31,650	26,650
Total Conservation Commission			77,423	84,467	79,467

FY2019 BUDGET

175	Planning Board				
	5114	Wages	54,063	56,809	56,809
	5200	Purchase of Services	1,300	1,300	1,300
	5342	Advertising	520	520	520
	5400	Supplies	250	360	360
	5710	In-state Travel	450	400	400
	5730	Dues	1,610	1,640	1,640
	5781	Meetings	600	500	500
			<u>4,730</u>	<u>4,720</u>	<u>4,720</u>
	Total Planning Board		58,793	61,529	61,529
176	Appeals Board				
	5205	40B Permitting	100	100	100
	5342	Advertising	100	100	100
	Total Appeals Board		200	200	200
179	Agricultural Commission				
	5780	Miscellaneous	1,745	1,746	1,746
	Total Agricultural Commission		1,745	1,746	1,746
182	Economic Development				
	5200	Purchase of Services	1,000	1,000	1,000
	5341	Postage	-	-	-
	5400	Supplies	-	-	-
	Total Economic Development		1,000	1,000	1,000
190	Town Buildings				
	5210	Heating	2,800	2,800	2,800
	5211	Houghton Electric	7,300	7,300	7,300
	5240	Repairs and Maintenance (formly Maint.)	114,955	115,392	115,392
	5241	Repairs	-	-	-
	5242	Grounds Maintenance	17,000	17,000	17,000
	5281	Trash Hauler	950	950	950
	5480	Propane	500	500	500
	5700	Miscellaneous	-	-	-
	Total Town Buildings		143,505	143,942	143,942
192	Town Hall				
	5200	Purchase of Services	10	10	10
	5210	Heating	5,600	5,000	5,000
	5211	Electric	6,800	7,100	7,100
	5241	Repairs	10	10	10
	5340	Telephone	5,500	5,015	5,015
	5341	Postage	3,700	4,000	4,000
	5400	Supplies	3,500	3,500	3,500
	5800	Capital Outlay	4,500	4,500	4,500
	Total Town Hall		29,620	29,135	29,135
194	Building Insurance				
	5740	Commercial Package	46,330	48,181	48,181
	5743	Commercial Umbrella	5,271	5,499	5,499
	Total Building Insurance		51,601	53,680	53,680
195	Town Reports				
	5200	Purchase of Services	3,000	3,000	3,000
	5341	Postage	700	700	700
	Total Town Reports		3,700	3,700	3,700
TOTAL GENERAL GOVERNMENT			1,331,857	1,351,243	1,348,543

FY2019 BUDGET

PUBLIC SAFETY

From FY18 to FY19, Public Safety expenses will increase by about \$140,000 (+6.52%). In addition to increases in salary and wages, our Tree Warden budget is up due to a greater need for tree trimming and disposal services, and our Dispatch assessment is up because the regional dispatch center has reached capacity. Overall, the largest driver of the increase in Public Safety is the additional \$75,000 set aside for a full-time Fire Chief. Until now, Bolton has relied on a part-time Fire Chief who received a stipend instead of a salary.

200	Public Safety Building			
5200	Purchase of Services	74,785	77,230	75,885
5210	Heating	13,500	13,500	13,500
5211	Electric	42,000	42,000	42,000
5240	Maintenance	53,408	39,050	39,050
5243	Software Support	15,400	12,400	12,400
5280	Trash Disposal	3,000	4,404	4,404
5340	Telephone	9,792	9,792	9,792
5400	Supplies	2,500	2,500	2,500
5486	Diesel	1,000	2,025	2,025
5780	Miscellaneous	-	-	-
Total Public Safety Building		215,385	202,901	201,556
210	Police Department			
5102	Salary	107,349	112,778	112,778
5133	Wages	856,287	877,088	876,127
5140	Wages - Overtime	123,636	123,059	145,826
5145	Longevity	-	-	-
5176	Disability Insurance	-	663	663
		1,087,272	1,113,587	1,135,393
5200	Purchase of Services	-	-	-
5201	Hired Services	4,000	4,000	3,000
5301	Training	4,000	4,000	3,000
5380	Lockup	1,960	1,960	1,960
5420	Office Supplies	7,650	5,250	5,250
5460	Firearms/Supplies	15,265	14,965	14,965
5580	Uniforms	20,850	22,100	22,100
5720	Out-of-State Travel	1,050	1,050	500
5730	Dues & Subscriptions	3,500	3,500	3,500
5780	Miscellaneous	-	-	-
5851	Bulletproof vest	1,600	3,800	3,800
		59,875	60,625	58,075
5240	Repairs - Cruiser	25,000	25,000	25,000
5400	Supplies - Cruiser	7,500	7,500	7,500
5480	Gas - Cruiser	14,200	14,200	14,200
5482	Tires - Cruiser	5,000	5,000	5,000
		51,700	51,700	51,700
5850	Equipment/Cruiser	7,000	7,000	7,000
5870	Cruiser Purchase	39,945	47,400	47,400
		46,945	54,400	54,400
Total Police Department		1,245,792	1,280,312	1,299,568
220	Fire Department			
5101	Fire Chief	-	90,000	75,000
5112	Wages - Inspections	750	750	750
5113	Wages - Perm Firefighter	33,072	33,738	33,738
5114	Wages - Clerical	5,500	5,500	5,500
5115	Wages - Firefighters	100,350	197,553	105,367
		139,672	327,541	220,355

FY2019 BUDGET

5200	Purchase of Services	6,605	6,605	6,605
5211	Electric	700	700	700
5241	Repairs	8,450	8,450	8,450
5301	Training	1,630	1,630	1,630
5400	Supplies	4,000	4,000	4,000
5480	Gasoline	43	43	43
5486	Diesel	2,500	2,500	2,500
5487	Automotive	2,000	2,000	2,000
5580	Uniforms	6,800	8,200	8,200
5730	Dues/Memberships	1,175	1,175	1,175
5780	Misc. - Water Holes	20,000	20,000	20,000
5850	Equipment	3,500	3,500	3,500
Total Fire Department		57,403	58,803	58,803
		197,075	386,344	279,158
231	Ambulance			
5112	Wages - EMT Call/Training	60,000	60,000	60,000
5113	EMT Cadet Program	18,620	18,620	18,620
5114	Wages - Full time EMT/Fire	33,072	33,738	33,738
5115	Wages - Full time EMT/Fire - Call/Training	8,800	8,800	8,800
5116	Wages - EMT Shifts (in 5112)	-	-	-
		120,492	121,158	121,158
5200	Purchase of Services	5,500	5,500	5,500
5201	ALS Services	30,000	30,000	30,000
5202	Coastal Medical Billing	6,500	6,500	6,500
5240	Repairs - Motor Vehicle	3,000	3,000	3,000
5301	Training	6,000	6,000	6,000
5400	Office Supplies	500	500	500
5460	Operating Supplies	5,620	5,620	5,620
5486	Diesel	2,500	2,500	2,500
5580	Uniform	1,000	1,000	1,000
5784	Cadet EMT Training (in 5113)	-	-	-
5850	Equipment	4,000	4,000	4,000
		64,620	64,620	64,620
Total Ambulance		185,112	185,778	185,778
241	Building Inspector			
5112	Wages - Inspector	28,517	29,086	29,086
5113	Wages - Asst. Inspector	934	934	934
		29,451	30,020	30,020
5240	Vehicle Maintenance	2,080	2,080	2,080
5301	Training	250	250	250
5400	Supplies	450	450	450
		2,780	2,780	2,780
Total Building Inspector		32,231	32,800	32,800
243	Plumbing & Gas Inspector			
5200	Purchase of Services	17,402	17,750	17,750
Total Plumbing & Gas Inspector		17,402	17,750	17,750
244	Wiring Inspector			
5200	Purchase of Services	20,173	20,577	20,577
Total Wiring Inspector		20,173	20,577	20,577
291	Emergency Management			
5200	Town-wide Emergency Notification	3,900	3,900	3,900
5251	Web Services	-	-	-
Total Emergency Management		3,900	3,900	3,900

FY2019 BUDGET

292	Animal Control Officer				
5112	Wages	15,826	16,142	16,142	
5113	Wages	2,412	2,460	2,460	
		18,237	18,602	18,602	
5200	Purchase of Services	700	700	300	
5400	Supplies	500	500	500	
5710	In-state Travel	1,000	1,000	1,000	
		2,200	2,200	1,800	
Total Animal Control Officer		20,437	20,802	20,402	
293	Traffic Lights				
5211	Electric	600	600	700	
5241	Repairs	1,900	1,900	800	
Total Traffic Lights		2,500	2,500	1,500	
294	Tree Warden				
5102	Salary	3,404	3,472	3,472	
5137	Police Details	2,500	2,500	2,500	
		5,904	5,972	5,972	
5253	Tree Trimming	35,700	37,000	37,000	
5700	Disposal	6,000	9,000	9,000	
		41,700	46,000	46,000	
Total Tree Warden		47,604	51,972	51,972	
299	Dispatchers				
5134	Wages				
5140	Overtime				
5145	Longevity				
5201	Training	-	-	-	
5300	Regional Dispatch	157,472	170,000	170,000	
5400	Supplies	-	-	-	
5580	Uniforms	-	-	-	
5730	Dues & Memberships	-	-	-	
		157,472	170,000	170,000	
Total Communications		157,472	170,000	170,000	
TOTAL PUBLIC SAFETY		2,145,083	2,375,635	2,284,960	

EDUCATION

From FY18 to FY19, Education expenses will increase by about \$770,000 (+5.32%). The Nashoba Regional School District assessment is up by \$681,374. The Minuteman Regional Vocational Technical High School assessment is up by \$105,849, partially due to the debt and capital costs of constructing a new building. The Post-Secondary Vocational Education budget is zero because we will have no participating students in FY19.

301	Nashoba Regional School District				
5691	Bolton Assessment - Operating Exp.	13,842,754	14,511,751	14,511,751	
	Track	17,267	18,691	18,691	
5915	NRHS - Excluded Debt	131,923	142,876	142,876	
Total Nashoba Regional School District		13,991,944	14,673,318	14,673,318	
302	Minuteman Regional Voc Tech				
	Bolton Assessment	480,287	586,136	586,136	
Total Minuteman Regional Voc Tech		480,287	586,136	586,136	
303	Post Secondary Voc Ed				
5200	Post Secondary Voc Ed	16,464	-	-	
Total Post Secondary Voc Ed		16,464	-	-	
TOTAL EDUCATION		14,488,695	15,259,454	15,259,454	

FY2019 BUDGET

PUBLIC WORKS

From FY18 to FY19, Public Works expenses will increase by about \$45,000 (+3.39%). This is largely attributable to increases in salary and wages.

421	Highway				
	5110	Salary	111,800	98,384	98,384
	5137	Wages	478,732	535,578	535,578
	5140	Wages - Overtime	20,000	20,000	20,000
	5145	Longevity	-		
			610,532	653,962	653,962
	5200	Purchase of Services	3,500	3,500	3,500
	5210	Heating	3,185	3,185	3,185
	5211	Electric	5,000	5,000	5,000
	5241	Repairs	57,000	57,000	57,190
	5340	Telephone	5,000	5,000	5,000
	5400	Supplies	11,600	11,600	11,600
	5480	Gasoline	7,700	7,700	7,700
	5480	Stickers	1,000	1,000	810
	5481	Oil/Lube	2,000	2,000	2,000
	5482	Tires	4,000	4,000	4,000
	5486	Diesel	5,500	5,500	5,500
	5487	Parts/Supplies	9,000	10,120	10,120
	5488	Equipment	6,000	6,000	6,000
	5580	Clothing Allowance	7,420	6,300	6,300
	5781	Training	800	800	800
			128,705	128,705	128,705
	Total Highway		739,237	782,667	782,667
422	Construction and Maintenance				
	5137	Wages	8,000	8,000	8,000
	5290	Public Ways Safety	8,100	8,100	8,100
	5842	Local Improvements	194,000	194,000	194,000
			202,100	202,100	202,100
	Total Construction and Maintenance		210,100	210,100	210,100
423	Snow & Ice				
	5137	Wages	11,000	11,000	11,000
	5140	Wages - Overtime	27,000	27,000	27,000
			38,000	38,000	38,000
	5241	Repairs	20,000	20,000	20,000
	5290	Snow Removal	30,000	30,000	30,000
	5400	Supplies	10,000	10,000	10,000
	5480	Gas	3,000	3,000	3,000
	5486	Diesel	9,000	9,000	9,000
	5488	Equipment	7,000	7,000	7,000
	5530	Road Salt	41,000	41,000	41,000
	5531	Sand	22,000	22,000	22,000
			142,000	142,000	142,000
	Total Snow & Sand		180,000	180,000	180,000
424	Street Lighting				
	5211	Electric	6,000	6,000	7,200
	5241	Repairs	750	750	100
	Total Street Lighting		6,750	6,750	7,300
433	Transfer Station				
	5137	Wages	38,189	38,189	38,189
	5140	Wages - Overtime	5,000	5,000	5,000
			43,189	43,189	43,189

FY2019 BUDGET

5211	Electric	1,300	1,300	1,300
5280	Trash Disposal	58,016	58,136	58,136
5281	Trash Hauling	10,480	10,720	10,720
5282	Recycling Hauling	31,360	31,720	31,720
5283	Trash Container Lease	1,200	1,200	1,200
5284	Recyclable Container Lease	1,800	1,800	1,800
5487	Maintenance	10,500	10,500	9,000
5488	Equipment	3,000	3,000	3,000
		<u>117,656</u>	<u>118,376</u>	<u>116,876</u>
Total Transfer Station		160,845	161,565	160,065
439	Landfill			
5250	Well Monitoring	6,100	6,100	6,100
Total Landfill		6,100	6,100	6,100
440	Sewer			
5200	Purchase of Services	8,000	8,000	8,700
Total Sewer		8,000	8,000	8,700
450	Water			
5201	Well Monitoring	5,000	6,000	6,000
Total Sewer		5,000	6,000	6,000
491	Cemetery			
5200	Purchase of Services	3,000	3,000	3,000
5242	Grounds Maintenance	5,000	5,000	5,000
Total Cemetery		8,000	8,000	8,000
TOTAL PUBLIC WORKS		1,324,032	1,369,181	1,368,931

HUMAN SERVICES

From FY18 to FY19, Human Services expenses will increase by about \$16,000 (+10.67%). In addition to increases in salary and wages, the Council on Aging and Board of Health budgets are up due to increased hours for the outreach coordinator and the health/permitting administrative assistant.

510	Board of Health			
5112	Wages - Animal Inspector	1,367	1,394	1,394
5114	Wages	26,507	30,044	30,044
		<u>27,874</u>	<u>31,439</u>	<u>31,439</u>
5302	Rabies Testing	345	345	345
5304	Nashoba Associated Boards of Health	11,996	12,596	12,596
5342	Advertising	100	100	100
5400	Supplies	936	960	960
5710	Travel	831	831	831
5730	Dues/Membership	150	150	150
		<u>14,358</u>	<u>14,982</u>	<u>14,982</u>
Total Board of Health		42,232	46,421	46,421
522	Nursing			
5200	Purchase of Services	5,475	5,749	5,749
Total Nursing		5,475	5,749	5,749
541	Council on Aging			
5101	Salary	34,809	36,566	36,566
5137	Wages	16,948	23,982	23,982
5114	Van Drivers	8,000	9,000	9,000
		<u>59,757</u>	<u>69,548</u>	<u>69,548</u>

FY2019 BUDGET

5200	Purchase of Services	7,600	7,600	7,600
5243	Software Support	790	790	790
5271	Building Lease	2,550	2,897	2,897
5340	Telephone	-	485	485
5346	Cable/DSL	900	1,175	1,175
5400	Supplies	1,950	1,950	1,950
5480	Gasoline	1,500	2,000	2,000
5780	Miscellaneous	-	-	-
Total Council of Aging		15,290	16,897	16,897
543 Veterans Services		75,047	86,445	86,445
5114	Wages	4,973	5,073	5,073
5342	Advertising	200	100	100
5400	Office Supplies	75	75	75
5730	Dues	50	50	50
5770	Veterans Benefits	16,800	16,800	16,800
5781	Meetings	500	500	500
Total Veterans Services		17,625	17,525	17,525
590 Human Services & Safety		22,598	22,598	22,598
5780	Miscellaneous	1,225	1,514	1,000
Total Health Services & Safety		1,225	1,514	1,000
TOTAL HUMAN SERVICES		146,577	162,726	162,212
CULTURE & RECREATION				
From FY18 to FY19, Culture & Recreation expenses will increase by about \$6,000 (+1.37%). Virtually all of this is attributable to increases in salary and wages.				
610	Library			
5102	Salary	88,712	90,480	90,480
5114	Wages	188,741	197,132	192,132
5145	Longevity	-	-	-
Total Library		277,453	287,612	282,612
5200	Purchase of Services	12,000	12,000	12,000
5201	Professional Development	750	750	750
5210	Heat	19,300	19,300	19,300
5211	Electric	19,000	19,000	19,000
5241	Repairs	1,350	1,350	1,350
5242	Repairs & Maintenance Bldg	200	200	200
5243	Software Support	750	750	750
5251	Web Services	300	300	300
5340	Telephone	2,200	2,200	2,200
5341	Postage	275	275	275
5400	Supplies	8,500	8,500	8,500
5580	Books	73,410	75,565	74,505
5780	Miscellaneous/Programs	3,000	3,000	3,000
5781	Travel & Meeting	1,000	1,000	1,000
Total Library		142,035	144,190	143,130
630 Recreation		419,488	431,802	425,742
5113	Wages - Swimming	17,780	17,780	17,780
5200	Purchase of Services	1,300	1,300	1,300
5270	Equipment	2,600	2,600	2,600
5400	Supplies	3,890	3,890	3,890
Total Recreation		7,790	7,790	7,790
Total Recreation		25,570	25,570	25,570

FY2019 BUDGET

650	Parks				
	5200	Purchase of Services	3,620	3,620	3,620
Total Parks			3,620	3,620	3,620
691	Historical Commission				
	5200	Purchase of Services	3,500	3,400	3,400
	5341	Postage	50	50	50
	5352	Advertising	-	-	-
	5400	Supplies	2,400	2,500	2,500
	5580	Books	50	50	50
	5730	Dues	250	250	250
Total Historical Commission			6,250	6,250	6,250
692	Celebration/Memorial Day				
	5400	Supplies	1,300	1,300	1,300
Total Celebration/Memorial Day			1,300	1,300	1,300
TOTAL CULTURE & RECREATION			456,228	468,542	462,482

DEBT SERVICE

From FY18 to FY19, Debt Service expenses will decrease by about \$623,000 (-31.16%). The final debt service payment for the Florence Sawyer School (\$527,850) was made in FY18, so it is removed from the FY19 budget. In addition, our FY19 debt service budget will be more modest because we are using free cash and other available funds (instead of borrowing) to pay for some large capital items.

710/752	Debt Principal & Interest				
	*	<i>Sawyer Repairs (2021)</i>			
		5910 Principal	4,000	3,000	3,000
		5920 Interest	679	489	489
	*	<i>Emerson School (2021)</i>			
		5910-0040 Principal	91,000	92,000	92,000
		5920-0040 Interest	16,279	11,719	11,719
	*	<i>Treatment Plant (2021)</i>			
		5910-0060 Principal	125,000	125,000	125,000
		5915-0060 Interest	55,063	48,813	48,813
	*	<i>Library Renovation/Expansion (2029)</i>			
		5910-0070 Principal	138,000	138,000	138,000
		5920-0070 Interest	59,843	54,323	54,323
	*	<i>Public Safety Center (2029)</i>			
		5910-0080 Principal	22,000	22,000	22,000
		5920-0080 Interest	9,358	8,478	8,478
	*	<i>Transfer Station (2010/2021)</i>			
		5911 Principal	44,000	44,000	44,000
		5921 Interest	7,337	5,137	5,137
	*	<i>Barretts Hill Land (2020)</i>			
		5916-BAR Principal	10,000	10,000	10,000
		5926-BAR Interest	1,245	745	745
	*	<i>Nashoba Valley Land (2021)</i>			
		5916-NAS Principal	35,000	35,000	35,000
		5926-NAS Interest	4,383	2,633	2,633
	*	<i>Savignano Land (2021)</i>			
		5916-SAV Principal	6,000	6,000	6,000
		5926-SAV Interest	1,068	768	768
	*	<i>Schartner/Nicewicz APR (2023)</i>			
		5920-0030 Principal	100,000	100,000	100,000
		5930-0030 Interest	25,020	20,870	20,870
	*	<i>Refunding (2018)</i>			
		5920-0040 Principal	510,000	-	-
		5930-0040 Interest	17,850	-	-
	*	<i>Library Renovation/Expansion (2029)</i>			
		5920-0070 Principal	42,000	42,000	42,000
		5930-0070 Interest	21,537	19,437	19,437

FY2019 BUDGET

* <i>Public Safety Center Renovation (2029)</i>			
5920-0080 Principal	66,000	66,000	66,000
5930-0080 Interest	34,122	30,822	30,822
* <i>Public Safety Center Renovation 2 (2029)</i>			
5920-0090 Principal	12,000	12,000	12,000
5930-0090 Interest	6,382	5,782	5,782
* <i>Public Safety Center (2029)</i>			
5920-0100 Principal	190,000	195,000	195,000
5930-0100 Interest	94,363	89,306	89,306
* <i>Fire Apparatus (2018)</i>			
Principal	35,000	-	-
Interest	1,750	-	-
* <i>Berlin Road Culvert (2026)</i>			
5950-0140 Principal	26,800	26,800	26,800
5925-0140 Interest	2,412	4,288	4,288
* <i>Wilder Road Culvert (2026)</i>			
5950-0150 Principal	18,600	18,600	18,600
5925-0150 Interest	1,674	2,976	2,976
* <i>Town Hall Repairs (2026)</i>			
5950-0160 Principal	32,470	32,470	32,470
5925-0160 Interest	2,922	5,195	5,195
* <i>DPW Truck 2017(2023)</i>			
5950-0170 Principal	14,857	14,857	14,857
5925-0170 Interest	891	1,486	1,486
* <i>DPW Backhoe (2023)</i>			
5950-0180 Principal	13,366	13,366	13,366
5925-0180 Interest	802	1,337	1,337
* <i>Sander Body (2023)</i>			
5950-0190 Principal	9,286	9,286	9,286
5925-0190 Interest	557	929	929
* <i>Police Cruiser (2019)</i>			
5950-0200 Principal	12,998	12,998	12,998
5925-0200 Interest	260	260	260
* <i>Wilder Road Culvert Xtra</i>			
Principal	6,000	-	-
Interest	600	-	-
* <i>Berlin Road Culvert Xtra</i>			
Principal	7,000	-	-
Interest	700	-	-
* <i>Town Common (2027)</i>			
Principal	27,000	19,500	19,500
Interest	2,700	3,510	3,510
* <i>Police Repeater</i>			
Principal	27,186	-	-
Interest	2,719	-	-
* <i>Long Hill Road Culvert (2028)</i>			
Principal		15,262	15,262
Interest		3,052	3,052
<hr/>			
Total Principal	1,625,562	1,053,139	1,053,139
Total Interest	372,512	322,351	322,351
<hr/>			
TOTAL DEBT SERVICE	1,998,074	1,375,490	1,375,490

FY2019 BUDGET

EMPLOYEE BENEFITS

From FY18 to FY19, Employee Benefits expenses will increase by about \$70,000 (+6.31%).
 The Worcester Regional Retirement Assessment is up by \$36,065, and Health Insurance is up by \$49,000 due to premium increases and higher enrollment.

911	Worcester Regional Retirement Assessment				
	5170	WCRS Assessment	374,912	410,977	410,977
912	Workers Compensation				
	5171	Workers Comp	28,930	29,982	24,859
913	Unemployment Compensation				
	5172	Unemployment	-	-	-
914	Health Insurance				
	5173	Group Health	476,000	525,000	525,000
	5174	OPEB	185,793	178,357	178,357
			<u>661,793</u>	<u>703,357</u>	<u>703,357</u>
915	Life Insurance				
	5175	Life Insurance	1,500	1,400	1,400
916	Medicare Tax				
	5175	Medicare 1.45%	49,000	46,000	46,000
TOTAL EMPLOYEE BENEFITS			1,116,135	1,191,716	1,186,593
OTHER INSURANCE					
945	Other Insurance				
	5741	Police Professional Liability	6,073	6,249	6,249
	5742	Bonding (employee)	720	720	720
	5744	Police & Fire Accident	41,919	39,798	39,798
	5745	Motor Vehicle	18,777	20,656	20,656
	5746	Deductible	2,000	2,000	2,000
	5747	Public Official Liability	5,864	6,034	6,034
TOTAL OTHER INSURANCE			75,353	75,457	75,457
TOTAL BUDGET			23,082,034	23,629,446	23,524,123

GLOSSARY OF TERMS

Abatement: A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge or special assessment imposed by a governmental unit.

Accrued Interest: The amount of interest that has accumulated on a bond since the date of the last interest payment, and in the sale of a bond, the amount accrued up to but not including the date of delivery (settlement date). (See Interest)

Amortization: The gradual repayment of an obligation over time and in accordance with a predetermined payment schedule.

Appellate Tax Board (ATB): Appointed by the governor, the ATB decides appeals from local decisions on property taxes, motor vehicle excises, state owned land (SOL) valuations, exemption eligibility, property classification and equalized valuations.

Arbitrage: The investment of tax-exempt bonds or note proceeds in higher yielding, taxable securities. Section 103 of the Internal Revenue Service (IRS) Code restricts this practice and requires (beyond certain limits) that earnings be rebated (paid) to the IRS.

Assessed Valuation: A value assigned to real estate or other property by a government as the basis for levying taxes. In Massachusetts, assessed valuation is based on a property's full and fair cash value as set by the Assessors. (See Full and Fair Cash Value)

Available Funds: Balances in the various fund types that represent non-recurring revenue sources. As a matter of sound practice, they are frequently appropriated to meet unforeseen expenses, for capital expenditures or other onetime costs. Examples of available funds include free cash, stabilization funds, overlay surplus, water surplus, and enterprise net assets unrestricted (formerly retained earnings).

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

Bond: A means to raise money through the issuance of debt. A bond issuer/borrower promises in writing to repay a specified sum of money, alternately referred to as face value, par value or bond principal, to the buyer of the bond on a specified future date (maturity date), together with periodic interest at a specified rate. The term of a bond is always greater than one year. (See Note)

Bond and Interest Record: (Bond Register) – The permanent and complete record maintained by a treasurer for each bond issue. It shows the amount of interest and principal coming due each date and all other pertinent information concerning the bond issue.

Bond Anticipation Note (BAN): Short-term debt instrument used to generate cash for initial project costs and with the expectation that the debt will be replaced later by permanent bonding. Typically issued for a term of less than one year, BANs may be re-issued for up to five years, provided principal repayment begins after two years (MGL Ch. 44 §17). Principal payments on school related BANs may be deferred up to seven years (increased in 2002 from five years) if the community has an approved project on the Massachusetts School Building Authority (MSBA) priority list. BANs are full faith and credit obligations.

Bond Authorization: The action of town meeting authorizing the executive branch to raise money through the sale of bonds in a specific amount and for a specific purpose. Once authorized, issuance is by the treasurer upon the signature of the mayor, or selectmen. (See Bond issue)

Bonds Authorized and Unissued: Balance of a bond authorization not yet sold. Upon completion or abandonment of a project, any remaining balance of authorized and unissued bonds may not be used for other purposes, but must be rescinded by town meeting or the city council to be removed from community's books.

Bond Issue: Generally, the sale of a certain number of bonds at one time by a governmental unit.

Bond Rating (Municipal): A credit rating assigned to a municipality to help investors assess the future ability, legal obligation, and willingness of the municipality (bond issuer) to make timely debt service payments. Stated otherwise, a rating helps prospective investors determine the level of risk associated with a given fixed-income investment.

Budget Message: A statement that, among other things, offers context by summarizing the main points of a budget, explains priorities, describes underlying policies that drive funding decisions, and otherwise justifies the expenditure plan and provides a vision for the future.

Budget Unit: A board or department to which the municipality's legislative body appropriates funds.

Capital Assets: All tangible property used in the operation of government, which is not easily converted into cash, and has an initial useful life extending beyond a single financial reporting period. Capital assets include land and land improvements; infrastructure such as roads, bridges, water and sewer lines; easements; buildings and building improvements; vehicles, machinery and equipment. Communities typically define capital assets in terms of a minimum useful life and a minimum initial cost. (See Fixed Assets)

Capital Budget: An appropriation or spending plan that uses borrowing or direct outlay for capital or fixed asset improvements. Among other information, a capital budget should identify the method of financing each recommended expenditure, i.e., tax levy or rates, and identify those items that were not recommended. (See Capital Assets, Fixed Assets)

Capital Improvements Program: A blueprint for planning a community's capital expenditures that comprises an annual capital budget and a five-year capital program. It coordinates community planning, fiscal capacity and physical development. While all of the community's needs should be identified in the program, there is a set of criteria that prioritizes the expenditures.

Capital Outlay Expenditure Exclusion: A temporary increase in the tax levy to fund a capital project or make a capital acquisition. Exclusions require two-thirds vote of the selectmen and a majority vote in a community-wide referendum. The exclusion is added to the tax levy only during the year in which the project is being funded and may increase the tax levy above the levy ceiling.

Cash Management: The process of monitoring the ebb and flow of money in an out of municipal accounts to ensure cash availability to pay bills and to facilitate decisions on the need for short-term borrowing and investment of idle cash.

Cherry Sheet: Named for the cherry colored paper on which they were originally printed, the Cherry Sheet is the official notification to towns and regional school districts of the next fiscal year's state aid and assessments. The aid is in the form of distributions, which provide funds based on formulas and reimbursements that provide funds for costs incurred during a prior period for certain programs or services. Links to the Cherry Sheets are located on the DLS website at www.mass.gov/dls. (See Cherry Sheet Assessments, Estimated Receipts)

Cherry Sheet Assessments: Estimates of annual charges to cover the cost of certain state and county programs.

Cherry Sheet Offset Items: Local aid that may be spent without appropriation in the budget, but which must be spent for specific municipal and regional school district programs. Current offset items include racial equality grants, school lunch grants, and public libraries grants. (See Offset Receipts)

Classification of the Tax Rate: Each year, the selectmen vote whether to exercise certain tax rate options. Those options include choosing a residential factor (MGL Ch. 40 §56), and determining whether to offer an open space discount, a residential–exemption (Ch. 59, §5C), and/or a small commercial exemption (Ch. 59, §5I) to property owners.

Collective Bargaining: The process of negotiating workers' wages, hours, benefits, working conditions, etc., between an employer and some or all of its employees, who are represented by a recognized labor union regarding wages, hours and working conditions.

Community Preservation Act (CPA): Enacted as MGL Ch. 44B in 2000, CPA permits towns accepting its provisions to establish a restricted fund from which monies can be appropriated only for a) the acquisition, creation and preservation of open space; b) the acquisition, preservation, rehabilitation, and restoration of historic resources; and c) the acquisition, creation and preservation of land for recreational use; d) the creation, preservation and support of community housing; and e) the rehabilitation and restoration of open space, land for recreational use and community housing that is acquired or created using monies from the fund. Acceptance requires town meeting or city council approval or a citizen petition, together with referendum approval by majority vote. The local program is funded by a local surcharge up to 3 percent on real property tax bills and matching dollars from the state generated from registry of deeds fees. (See DOR IGR 00-209 as amended by IGR 01-207 and IGR 02-208)

Community Preservation Fund: A special revenue fund established pursuant to MGL Ch. 44B to receive all monies collected to support a community preservation program, including but not limited to, tax surcharge receipts, proceeds from borrowings, funds received from the Commonwealth, and proceeds from the sale of certain real estate.

Conservation Fund: A town may appropriate money to a conservation fund. This money may be expended by the conservation commission for lawful conservation purposes as described in MGL Ch. 40 §8C. The money may also be expended by the conservation commission for damages arising from an eminent domain taking provided that the taking was approved by a two-thirds vote of city council or town meeting.

Cost-Benefit Analysis: A decision-making tool that allows a comparison of options based on the level of benefit derived and the cost to achieve the benefit from different alternatives.

Debt Authorization: Formal approval by a two thirds vote of town meeting to incur debt, in accordance with procedures stated in MGL Ch. 44 §§1, 2, 3, 4a, 6-15.

Debt Burden: The amount of debt carried by an issuer usually expressed as a measure of value (i.e., debt as a percentage of assessed value, debt per capita, etc.). Sometimes debt burden refers to debt service costs as a percentage of the total annual budget.

Debt Exclusion: An action taken by a community through a referendum vote to raise the funds necessary to pay debt service costs for a particular project from the property tax levy, but outside the limits under Proposition 2 1/2. By approving a debt exclusion, a community calculates its annual levy limit under Proposition 2 1/2, and then adds the excluded debt service cost. The amount is added to the levy limit for the life of the debt only and may increase the levy above the levy ceiling.

Debt Limit: The maximum amount of debt that a municipality may authorize for qualified purposes under state law. Under MGL Ch. 44 §10, debt limits are set at 5 percent of EQV. By petition to the Municipal Finance Oversight Board, cities and towns can receive approval to increase their debt limit to 10 percent of EQV.

Debt Service: The repayment cost, usually stated in annual terms and based on an amortization schedule, of the principal and interest on any particular bond issue.

Encumbrance: A reservation of funds to cover obligations arising from purchase orders, contracts, or salary commitments that is chargeable to, but not yet paid from, a specific appropriation account.

Enterprise Funds: An enterprise fund, authorized by MGL Ch. 44 §53E½, is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. It allows a community to demonstrate to the public the portion of total costs of a service that is recovered through user charges and the portion that is subsidized by the tax levy, if any. With an enterprise fund, all costs of service delivery-- direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the operation of the enterprise rather than closing it out to the general fund at year-end. Services that may be treated as enterprises include, but are not limited to, water, sewer, hospital, and airport services. (See DOR IGR 08-101)

Equalized Valuations (EQVs): The determination of the full and fair cash value of all property in the commonwealth that is subject to local taxation. EQVs have historically been used as variables in distributing certain state aid accounts and for determining county assessments and certain other costs. The Commissioner of Revenue, in accordance with M.G.L. Ch. 58 §10C, is charged with the responsibility of bi-annually determining an equalized valuation for each town and city in the Commonwealth.

Estimated Receipts: A term that typically refers to anticipated local revenues listed on page three of the Tax Recapitulation Sheet. Projections of local revenues are often based on the previous year's receipts and represent funding sources necessary to support a community's annual budget. (See Local Receipts)

Excess and Deficiency (E&D): Also called the "surplus revenue" account, this is the amount by which cash, accounts receivable, and other assets exceed a regional school district's liabilities and reserves as certified by the Director of Accounts.

Excess Levy Capacity: The difference between the levy limit and the amount of real and personal property taxes actually levied in a given year. Annually, the board of selectmen or council must be informed of excess levying capacity and evidence of such acknowledgment must be submitted to DOR when setting the tax rate.

Exemptions: A discharge, established by statute, from the obligation to pay all or a portion of a property tax. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.

Fiduciary Funds: Repository of money held by a municipality in a trustee capacity or as an agent for individuals, private organizations, other governmental units, and other funds. These include pension (and other employee benefit) trust funds, investment trust funds, private- purpose trust funds, and agency funds.

Fiscal Year (FY): Since 1974, the Commonwealth and municipalities have operated on a budget cycle that begins July 1 and ends June 30. The designation of the fiscal year is that of the calendar year in which the fiscal year ends.

Fixed Assets: Long-lived, tangible assets such as buildings, equipment and land obtained or controlled as a result of past transactions or circumstances.

Fixed Costs: Costs that are legally or contractually mandated such as retirement, FICA/Social Security, insurance, debt service costs or interest on loans.

Float: The difference between the bank balance for a local government's account and its book balance at the end of the day. The primary factor creating float is clearing time on checks and deposits. Delays in receiving deposit and withdrawal information also influence float.

Free Cash: (Also Budgetary Fund Balance) Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the community's auditor, accountant, or comptroller. Important: free cash is not available for appropriation until certified by the Director of Accounts. (See Available Funds)

Full and Fair Cash Value (FFCV): Fair cash value has been defined by the Massachusetts Supreme Judicial Court as "fair market value", which is the price an owner willing but not under compulsion to sell ought to receive from one willing but not under compulsion to buy. It means the highest price that a normal purchaser not under peculiar compulsion will pay at the time, and cannot exceed the sum that the owner after reasonable effort could obtain for his property. A valuation limited to what the property is worth to the purchaser is not market value. The fair cash value is the value the property would have on January first of any taxable year in the hands of any owner, including the present owner." (Boston Gas Co. v. Assessors of Boston, 334 Mass. 549, 566 (1956))

Full Faith and Credit: A pledge of the general taxing powers for the payment of governmental obligations. Bonds carrying such pledges are usually referred to as general obligation or full faith and credit bonds.

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

Fund Accounting: Organizing the financial records of a municipality into multiple, segregated locations for money. A fund is a distinct entity within the municipal government in which financial resources and activity (assets, liabilities, fund balances, revenues, and expenditures) are accounted for independently in accordance with specific regulations, restrictions or limitations. Examples of funds include the general fund and enterprise funds. Communities whose accounting records are organized according to the Uniform Municipal Accounting System (UMAS) use multiple funds.

GASB 34: A major pronouncement of the Governmental Accounting Standards Board that establishes new criteria on the form and content of governmental financial statements. GASB 34 requires a report on overall financial health, not just on individual funds. It requires more complete information on the cost of delivering value estimates on public infrastructure assets, such as bridges, road, sewers, etc. It also requires the presentation of a narrative statement the government's financial performance, trends and prospects for the future.

GASB 45: This is another Governmental Accounting Standards Board major pronouncement that each public entity account for and report other postemployment benefits in its accounting statements. Through actuarial analysis, municipalities must identify the true costs of the OPEB earned by employees over their estimated years of actual service.

General Fund: The fund used to account for most financial resources and activities governed by the normal town meeting appropriation process.

General Obligation Bonds: Bonds issued by a municipality for purposes allowed by statute that are backed by the full faith and credit of its taxing authority.

Government Finance Officers Association (GFOA): This organization provides leadership to the government finance profession through education, research and the promotion and recognition of best practices.

Governmental Accounting Standards Board (GASB): The ultimate authoritative accounting and financial reporting standard-setting body for state and local governments.

Indirect Cost: Costs of a service not reflected in the operating budget of the entity providing the service. An example of an indirect cost of providing water service would be the value of time spent by non-water department employees processing water bills. A determination of these costs is necessary to analyze the total cost of service delivery. The matter of indirect costs arises most often in the context of enterprise funds.

Interest: Compensation paid or to be paid for the use of money, including amounts payable at periodic intervals or discounted at the time a loan is made. In the case of municipal bonds, interest payments accrue on a day-to-day basis, but are paid every six months.

Interest Rate: The interest payable, expressed as a percentage of the principal available for use during a specified period of time. It is always expressed in annual terms.

Levy Ceiling: A levy ceiling is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2 1/2). It states that, in any year, the real and personal property taxes imposed may not exceed 2 1/2 percent of the total full and fair cash value of all taxable property. Property taxes levied may exceed this limit only if the community passes a capital exclusion, debt exclusion, or a special exclusion. (See Levy Limit)

Levy Limit: A levy limit is one of two types of levy (tax) restrictions imposed by MGL Ch. 59 §21C (Proposition 2 1/2). It states that the real and personal property taxes imposed by a city or town may only grow each year by 2 1/2 percent of the prior year's levy limit, plus new growth and any overrides or exclusions. The levy limit can exceed the levy ceiling only if the community passes a capital expenditure exclusion, debt exclusion, or special exclusion. (See Levy Ceiling)

Line Item Budget: A budget that separates spending into categories, or greater detail, such as supplies, equipment, maintenance, or salaries, as opposed to a program budget.

Local Aid: Revenue allocated by the Commonwealth to cities, towns, and regional school districts. Estimates of local aid are transmitted to cities, towns, and districts annually by the "Cherry Sheets." Most Cherry Sheet aid programs are considered general fund revenues and may be spent for any purpose, subject to appropriation.

Local Appropriation Authority: In a town, the town meeting has the power to appropriate funds, including the authorization of debt.

Local Receipts: Locally generated revenues, other than real and personal property taxes. (See Estimated Receipts)

Maturity Date: The date that the principal of a bond becomes due and payable in full.

Massachusetts Municipal Depository Trust: An investment program, founded in 1977 under the supervision of the State Treasurer, in which municipalities may pool excess cash for investment.

Minimum Required Local Contribution: The minimum that a town must appropriate from property taxes and other local revenues for the support of schools (Education Reform Act of 1993).

Municipal Revenue Growth Factor (MRGF): An estimate of the percentage change in a municipality's revenue growth for a fiscal year. It represents the combined percentage increase in the following revenue components: automatic 2 1/2 percent increase in the levy limit, estimated new growth, the change in selected unrestricted state aid categories and the change in selected unrestricted local receipts.

M.G.L.: Massachusetts General Laws.

New Growth: The additional tax revenue generated by new construction, renovations and other increases in the property tax base during a calendar year. It does not include value increases caused by normal market forces or by revaluations. New growth is calculated by multiplying the assessed value associated with new construction, renovations and other increases by the prior year tax rate. The additional tax revenue is then incorporated into the calculation of the next year's levy limit. For example, new growth for FY07 is based on new construction, etc. that occurred between January and December 2005 (or July 2005 and June 2006 for accelerated new growth communities). In the fall of 2006, when new growth is being determined to set the FY07 levy limit, the FY06 tax rate is used in the calculation.

Note: A short-term loan, typically with a maturity date of a year or less.

Offset Receipts: A local option that allows estimated receipts of a particular department to be earmarked for use of the department and appropriated to offset its annual operating budget. If accepted, MGL Ch. 44 §53E limits the amount of offset receipts appropriated to no more than the actual receipts collected for the prior fiscal year. The Director of Accounts must approve use of a higher amount before appropriation. Actual collections greater than the amount appropriated close to the general fund at year-end. If actual collections are less, the deficit must be raised in the next year's tax rate.

Other Amounts to be Raised: (Tax Recapitulation Sheet) Amounts not appropriated but raised through taxation. Generally, these are locally generated expenditures (e.g., overlay, teacher pay deferral, deficits) as well as state, county and other special district charges. Because they must be funded in the annual budget, special consideration should be given to them when finalizing the budget recommendations to the city council or town meeting.

Overlapping Debt: A community's proportionate share of the debt incurred by an overlapping government entity, such as a regional school district, regional transit authority, etc.

Overlay: (Overlay Reserve or Allowance for Abatements and Exemptions) An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that year. The overlay reserve need not be funded by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet.

Overlay Deficit: A deficit that occurs when the amount of overlay raised in a given year is insufficient to cover abatements, statutory exemptions, and uncollected taxes for that year. Overlay deficits must be provided for in the next fiscal year.

Overlay Surplus: Any balance in the overlay account of a given year in excess of the amount remaining to be collected or abated can be transferred into this account. Within 10 days of a written request by the chief executive officer of a city or town, the assessors must provide a certification of the excess amount of overlay available to transfer. Overlay surplus may be appropriated for any lawful purpose. At the end of each fiscal year, unused overlay surplus is "closed" to surplus revenue, i.e., it becomes a part of free cash.

Override: A vote by a community at an election to permanently increase the levy limit. An override vote may increase the levy limit no higher than the levy ceiling. The override question on the election ballot must state a purpose for the override and the dollar amount. (See Underride.)

Override Capacity: The difference between a community's levy ceiling and its levy limit. It is the maximum amount by which a community may override its levy limit.

Performance Budget: A budget that stresses output both in terms of economy and efficiency.

Proposition 2 1/2: A state law enacted in 1980, Proposition 2 1/2 regulates local property tax administration and limits the amount of revenue a city or town may raise from local property taxes each year to fund municipal operations.

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

Refunding of Debt: Transaction where one bond issue is redeemed and replaced by a new bond issue under conditions generally more favorable to the issuer.

Reserve for Abatements and Exemptions: (See Overlay)

Reserve Fund: An amount set aside annually within the budget of a town (not to exceed 5 percent of the tax levy for the preceding year) to provide a funding source for extraordinary or unforeseen expenditures. In a town, the advisory committee can authorize transfers from this fund for "extraordinary or unforeseen" expenditures. Other uses of the fund require budgetary transfers by town meeting.

Revaluation: The assessors of each community are responsible for developing a reasonable and realistic program to achieve the fair cash valuation of property in accordance with constitutional and statutory requirements. The nature and extent of that program will depend on the assessors' analysis and consideration of many factors, including, but not limited to, the status of the existing valuation system, the results of an in-depth sales ratio study, and the accuracy of existing property record information. Every three years, assessors must submit property values to the DOR for certification. Assessors must also maintain fair cash values in the years between certifications so that each taxpayer in the community pays his or her share of the cost of local government in proportion to the value of his property. (See Triennial Certification)

Revenue Anticipation Borrowing: Towns may issue temporary notes in anticipation of taxes (TANs) or other revenue (RANs). The amount of this type of borrowing is limited to the total of the prior year's tax levy, the net amount collected in motor vehicle and trailer excise in the prior year and payments made by the Commonwealth in lieu of taxes in the prior year. According to MGL Ch. 44 s 4, cities, towns and districts may borrow for up to one year in anticipation of such revenue.

Revenue Anticipation Note (RAN): A short-term loan issued to be paid off by revenues, such as tax collections and state aid. RANs are full faith and credit obligations. (See Bond Anticipation Note)

Revenue Bond: A bond payable from and secured solely by specific revenues and thereby not a full faith and credit obligation.

Revolving Fund: Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service. For departmental revolving funds, MGL Ch. 44 §53E1/2 stipulates that each fund must be reauthorized each year at annual town meeting, and that a limit on the total amount that may be spent from each fund must be established at that time.

Special Exclusion: For a few limited capital purposes, a community may exceed its levy limit or levy ceiling without voter approval. Presently, there are two special expenditure exclusions: 1) water and sewer project debt service costs which reduce the water and sewer rates by the same amount; and 2) a program to assist homeowners to repair or replace faulty septic systems, remove underground fuel storage tanks, or remove dangerous levels of lead paint to meet public health and safety code requirements. In the second special exclusion, homeowners repay the municipality for the cost plus interest apportioned over a period of time, not to exceed 20 years.

Stabilization Fund: A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose (MGL Ch. 40 §5B). Communities may establish one or more stabilization funds for different purposes and may appropriate into them in any year an amount not to exceed ten percent of the prior year's tax levy. The total of all stabilization fund balances shall not exceed ten percent of the community's equalized value, and any interest shall be added to and become a part of the funds. A two-thirds vote of town meeting is required to establish, amend the purpose of, or appropriate money into or from the stabilization fund. (See DOR IGR 04-201)

Surplus Revenue: The amount by which cash, accounts receivable, and other assets exceed liabilities and reserves.

Tax Rate: The amount of property tax stated in terms of a unit of the municipal tax base; for example, \$14.80 per \$1,000 of assessed valuation of taxable real and personal property.

Tax Rate Recapitulation Sheet (Recap Sheet): A document submitted by a city or town to the DOR in order to set a property tax rate. The recap sheet shows all estimated revenues and actual appropriations that affect the property tax rate. The recap sheet should be submitted to the DOR by September 1 (in order to issue the first-half semiannual property tax bills before October 1) or by December 1 (in order to issue the third quarterly property tax bills before January 1).

Triennial Certification: The Commissioner of Revenue, through the Bureau of Local Assessment, is required to review local assessed values every three years and to certify that they represent full and fair cash value (FFCV). Refer to MGL Ch. 40 §56 and Ch. 59 §2A(c).

Trust Fund: In general, a fund for money donated or transferred to a municipality with specific instructions on its use. As custodian of trust funds, the treasurer invests and expends such funds as stipulated by trust agreements, as directed by the commissioners of trust funds or by town meeting. Both principal and interest may be used if the trust is established as an expendable trust. For nonexpendable trust funds, only interest (not principal) may be expended as directed.

Uncollected Funds: Recently deposited checks included in an account's balance but drawn on other banks and not yet credited by the Federal Reserve Bank or local clearinghouse to the bank cashing the checks. (These funds may not be loaned or used as part of the bank's reserves and they are not available for disbursement.)

Override: A vote by a community to permanently decrease the tax levy limit. As such, it is the opposite of an override. (See Override)

Undesignated Fund Balance: Monies in the various government funds as of June 30 that are neither encumbered nor reserved, and are therefore available for expenditure once certified as part of free cash.

Uniform Municipal Accounting System (UMAS): UMAS succeeds the so-called Statutory System (STAT) and is regarded as the professional standard for municipal accounting in Massachusetts. As a uniform system for local governments, it conforms to Generally Accepted Accounting Principles (GAAP), offers increased consistency in reporting and record keeping, as well as enhanced comparability of data among cities and towns.

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

Board of Selectmen
Bolton, MA 01740

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Annual Town Meeting

Monday, May 7, 2018

Tuesday, May 8, 2018 if necessary

7:00 p.m.

Nashoba Regional High School Auditorium

Annual Town Election

Monday, May 14, 2018

Noon to 8:00 p.m.

Nashoba Regional High School Auditorium

****PLEASE BRING THIS WARRANT TO TOWN MEETING****