



Town of Ashland
M A S S A C H U S E T T S

**WARRANT ARTICLES, INFORMATION AND
RECOMMENDATIONS
OF THE
FINANCE COMMITTEE
FOR THE
MAY 4, 2016**

*ANNUAL TOWN MEETING
TOWN OF ASHLAND*

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#	ITEM	Sponsor	Pg	Majority
6	Fiscal Year 2017 Budget	BOS	5	Simple
16	Ashland Redevelopment Authority	ARA	11	Simple
19	Amend Bylaw – Commercial Vehicle	BOS	11	Simple
20	Donation Bin Bylaw	BOS	12	Simple
21	Amend Zoning Bylaw – Ashland Downtown District	PB	15	2/3
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23	Amend Zoning Bylaw – Ashland Downtown District	PB	19	2/3
24	Acceptance of Easement for Multi-Use Trail	PB	20	Simple

Moderator's Motions

1. That this meeting dispense with the reading of the warrant and of the Constable's return of service of that warrant and that the Moderator not be required to read warrant articles verbatim, but may refer to them by number and subject matter.
2. That the moderator may extend the floor to Town management and staff and other non-voters provided that they must first be recognized by the Moderator.
3. That the Moderator, pursuant to G.L. c. 39 § 15 be allowed to declare a two-thirds vote rather than taking a standing count.
4. That once final action has been taken on an article and the next order of business has been taken up, or the session of the meeting has been adjourned, the matter may not again be taken under consideration at that town meeting unless, in the best judgment of the Moderator, a significant error or omission occurred in the language or the process of the original action on the article, or a significant change of circumstances has occurred, such that there is a clear likelihood that the outcome could change upon reconsideration or that reconsideration would be in the Town's best interest.

Article 6: Fiscal Year 2017 Budget
Sponsor: Board of Selectmen

To see if the Town will vote to raise and appropriate from available funds and/or transfer from _____ which are available funds in the treasury such sums of money as are necessary to defray charges and expenses of the town, including debt and interest, for the ensuing fiscal year, or pass any vote or take any action relative thereto.

FINANCE COMMITTEE RECOMMENDATION - The Finance Committee recommends that the Town approve the following balanced budget totaling \$63,201,156:

- a. For the General Fund, that the following amounts be transferred from the respective accounts:

Village of the Americas	\$35,000
Recreation Revolving	\$35,000
Staples Receipts Reserved	\$30,000
Dog Licenses	\$25,000
Sale of Cemetery Lots	\$30,000

And that the balance be raised and appropriated \$52,910,703

- b. For the Water Enterprise Fund that \$2,809,347 be raised through the water rates;
c. For the Sewer Enterprise Fund that \$5,713,413 be raised through the sewer rates;
d. For the Rubbish Collection Enterprise Fund that 1,202,293 be raised through the solid waste rates;
e. For the Field Management Enterprise Fund that \$89,900 be raised through fees for field usage;
f. For the Cable Access Enterprise Fund that \$320,500 be raised through fees

		2015 ACTUAL TOTAL	2016 ATM BUDGET TOTAL	2017 PROJECTED	\$/CHANGE	%/CHANGE
01123	TOWN MANAGER	362,420	391,893	456,219	64,326	16.41%
01138	CENTRAL PURCHASING	54,279	64,000	60,300	(3,700)	-5.78%
01139	TELECOMMUNICATIONS	71,022	53,000	53,000	-	0.00%
01151	TOWN COUNSEL	188,227	190,000	190,000	-	0.00%
01155	DATA PROCESSING	169,644	243,240	474,975	231,735	95.27%
01161	TOWN CLERK	135,802	137,001	139,751	2,751	2.01%
01162	ELECTIONS/TOWN MEETING	27,138	19,900	29,400	9,500	47.74%
01163	BOARD OF REGISTRARS	7,373	7,450	7,790	340	4.56%
01182	ECONOMIC DEVELOPMENT	-	-	94,000	94,000	
01180	HUMAN RESOURCES	-	-	149,000	149,000	
SUBTOTAL: ADMINISTRATION		1,015,906	1,106,484	1,654,435	547,951	49.52%
01135	TOWN ACCOUNTANT	117,401	119,700	119,900	200	0.17%
01141	ASSESSORS OFFICE	171,903	178,743	213,056	34,313	19.20%
01145	TREASURER	269,961	303,874	228,518	(75,356)	-24.80%
SUBTOTAL: FINANCE		559,266	602,317	561,474	(40,843)	-6.78%
01170	COMMUNITY DEVELOPMENT & HEALTH	-	5,100	7,500	2,400	47.06%
01171	CONSERVATION COMMISSION	63,580	85,859	73,200	(12,659)	-14.74%
01172	OPEN SPACE COMMITTEE	370	450	450	-	0.00%
01175	PLANNING BOARD	108,336	134,520	137,616	3,096	2.30%
01241	INSPECTION SERVICES DEP	207,153	194,874	189,061	(5,813)	-2.98%
SUBTOTAL: DEVELOPMENT SERVICES		379,439	420,803	407,827	(12,976)	-3.08%
01210	POLICE DEPT.	2,789,842	3,041,558	3,151,403	109,845	3.61%
01220	FIRE DEPARTMENT	2,215,445	2,321,238	2,423,414	102,176	4.40%
SUBTOTAL: PUBLIC SAFETY		5,005,286	5,362,796	5,574,817	212,021	3.95%
01510	BD. OF HEALTH	132,532	140,743	150,432	9,689	6.88%
01543	VETERAN'S SERVICES	81,432	88,330	89,105	775	0.88%
01544	COA/REC/YOUTH & FAM SERVICES	261,268	257,637	281,077	23,440	9.10%
01610	PUBLIC LIBRARY	311,386	334,360	341,461	7,101	2.12%
SUBTOTAL: HEALTH AND HUMAN SERVICES		786,619	821,069	862,074	41,005	4.99%
01192	PUBLIC BLDGS&PROP MAINT	425,469	417,090	438,373	21,283	5.10%
01421	DPW ADMINISTRATION	69,460	78,670	107,643	28,973	36.83%
01422	HIGHWAY CONST & MAINT	351,996	398,232	436,519	38,287	9.61%
01423	SNOW & ICE REMOVAL	735,521	285,200	285,200	-	0.00%
01424	HWY-STREETLIGHTING	58,900	40,000	41,200	1,200	3.00%
01429	HWY COMBINED FUEL ACCOU	148,064	151,000	151,000	-	0.00%
01491	CEMETERY, PARKS & TREES	201,635	180,431	197,694	17,263	9.57%
SUBTOTAL: PUBLIC WORKS		1,991,045	1,550,623	1,657,630	107,006	6.90%

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	SUBTOTAL: EDUCATION	27,007,397	27,951,773	28,912,027	960,254	3.44%
	01710	TOTAL DEBT	3,278,039	3,730,391	3,433,935	(296,456)
		EXCLUDED DEBT	1,696,782	1,772,779	1,683,568	(89,211)
		NON EXCLUDED DEBT	1,520,547	1,957,612	1,750,367	(207,245)
	⌘01930	CAPITAL PROJECTS	726,173	748,267	748,267	-
						0.00%
		For information purposes - Capital Projects to be funded under 01930 appropriation:				
		Police Administrative Office		24,000		
		Improvements at Mindess		100,000		
		Fire Engine Lease		86,392		
		Cruisers		100,000		
		Ambulance Lease		55,183		
		Mini-Excavator		30,000		
		School HVAC Upgrades		15,000		
		School Vehicle Replacement		45,000		
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		SCBA Upgrades		20,000		
		School Underground Storage Tank Removal - Mindess		35,000		
		Highway Road Maintenance		20,000		
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		TASERS		17,500		
		Comm Ctr AC Unit		6,500		
		DPW Break Room Improvements		5,000		
		KidSpot Mulch Replacement		8,000		
		School Computer Replacement		29,500		

01911	EMPLOYEE RETIREMENT	2,206,657	2,283,740	2,464,185	180,445	7.90%
01912	WORKERS COMPENSATION	100,473	140,000	150,000	10,000	7.14%
01913	UNEMPLOYMENT COMPENSATI	52,796	110,000	110,000	-	0.00%
01914	EMPLOYEE HEALTH FRINGES	5,318	2,800	16,000	13,200	471.43%
01915	GROUP HEALTH INSURANCE	5,472,434	5,672,134	5,357,059	(315,075)	-5.55%
01945	OTHER INSURANCE	648,973	610,973	630,973	20,000	3.27%
SUBTOTAL: BENEFITS & INSURANCE		8,486,651	8,819,647	8,728,217	(91,430)	-1.04%
01960	C.O.L.A. TO DISTRIBUTE	-	170,800	75,000	(95,800)	-56.09%
01132	RESERVE FUND	-	400,000	450,000	50,000	12.50%
TOTAL GENERAL FUND		49,235,821	51,684,970	53,065,703	1,380,734	2.67%
6000	WATER ENTERPRISE	2,584,419	2,943,010	2,809,347	(133,663)	-4.54%
6100	SEWER ENTERPRISE	5,211,527	5,637,357	5,713,413	76,056	1.35%
6200	TRASH COLLECTION	1,195,382	1,162,650	1,202,293	39,643	3.41%
6300	FIELD MANAGEMENT	69,870	95,225	89,900	(5,325)	-5.59%
6400	CABLE ACCESS	-	-	320,500	320,500	
TOTAL ALL FUNDS		58,297,019	61,523,212	63,201,156	1,677,945	2.73%

MOTION: I move that the Town approve the following balanced budget \$63,201,156:

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6400	CABLE ACCESS	-	-	320,500	320,500	
TOTAL ALL FUNDS		58,297,019	61,523,212	63,201,156	1,677,945	2.73%

Article 16: Elect Member(s) to Ashland Redevelopment Authority
Sponsor: Ashland Redevelopment Authority

To see if the Town will elect a member(s) to the Ashland Redevelopment Authority pursuant to Chapter 340, Section 2 of the Town of Ashland Code, or pass any vote or take any action relative thereto.

FINCOM RECOMMENDATION:

The Finance Committee recommends that the Town vote to elect a member(s) of the Ashland Redevelopment Authority.

MOTION:

Article 19: Amend the Town Commercial Vehicle Bylaw
Sponsor: Board of Selectmen

To see if the Town will vote to amend the Town's General Bylaws Chapter 265-5, Commercial Vehicles in Residential Districts, as follows: (**bold** and **underline** is new language, ~~strike-through~~ represents removed language)

In any residential district no person **or business** shall permit more than one commercial vehicle which shall not exceed a gross vehicle weight of one (1) ton, to be parked, stored, located, abandoned or otherwise left un-garaged on any one dwelling lot at any one-time **without a special permit from the Board of Selectmen**. In no event may a commercial vehicle be parked, stored, located, abandoned or otherwise left in the front yard of the premises.

In any residential district no person or business shall permit any commercial vehicle with a Gross Vehicle Weight Rating greater than 10,000 pounds to be parked, stored, located, abandoned, on any one dwelling lot at any time without a special permit from the Board of Selectmen.

A special permit shall be based on a finding that the commercial vehicle(s) shall not be rendered objectionable or detrimental to the character of the residential neighborhood.

Any special permit issued hereunder shall be issued for a specific vehicle at a specific address and shall not be transferrable. Said special permit shall expire after five (5) years from the date issued.

The provisions of this bylaw shall not apply to the temporary parking, storage, locating or otherwise leaving any commercial vehicle on a premises that is being used for construction, reconstruction, or maintenance at the premises, or for moving to or from the premises. This bylaw shall be enforced by the Police Department. Enforcement of this bylaw does not require a complaint filed by a resident. In addition, the Board of Selectmen shall have the authority, after notice and hearing, to issue an order removing any vehicle deemed to be in violation of this bylaw. Any such removal order shall be at the expense of the owner of the premises.

The Board of Selectmen may adopt regulations relative to the implementation of this section 265-5 including an application process and fees associated therewith.

or pass any vote or take any action relative thereto.

FINCOM RECOMMENDATION: The Finance Committee defers to Town Meeting.

MOTION: I move that the Town amend the Town of Ashland General Bylaws chapter 265 section 265-5 as printed in the warrant.

**Article 20: Donation Collection Bin Bylaw
Sponsor: Board of Selectmen**

To see if the Town will vote to amend the Town of Ashland General Bylaws by adding a new Chapter 126, Donation Collection Bins/Storage Containers as follows:

Chapter 126 Donation Collection Bins

126-1 Purpose and Intent: This bylaw is enacted to promote public safety, health and welfare, of the residents of the Town of Ashland, and to ensure a clean and attractive condition of the Town by regulating the location, method of maintenance, frequency of disposal and registration of "Donation Collection Bins."

126-2 Definitions

- A. Donation Collection Bin: A closed receptacle or container made of metal, wood, steel, fiberglass or similar material designed or intended for the donation, collection and temporary storage of clothing, shoes, textiles, books or other goods or materials, which is accessible to and allows the public to deposit said items without assistance, and which is owned, operated or controlled by an entity other than the owner or lessee of the lot on which it is located.

- B. Property Owner: The person or entity having legal title to real property and/or the person shown as the owner on the current assessment rolls of the Town.
- C. Person of Lawful Possession of Property: Party that has express or implied authority through employment, by contract or apparent authority to act for the Property Owner so as to bring the Owner into contractual relationships with other parties.
- D. Operator: Any person or legal entity that owns, operates or is otherwise in control of a Donation Collection Bin and that receives a permit to operate a Donation Collection Bin in the Town of Ashland.

126-3 Permits, Standards and Prohibitions

A. It shall be unlawful for any person, firm or corporation to erect, place, maintain or operate a Donation Collection Bin within the Town of Ashland without first obtaining an annual permit from the Building Commissioner.

B. A permit issued under this Bylaw shall be valid for one year and will be renewable for one-year periods. An application for license shall be provided on a yearly basis to the Building Commissioner.

C. Only one Donation Collection Bin is allowed per property, which includes all contiguous land in common ownership.

D. The Donation Collection Bin shall be appropriately located so as to not interfere with sight triangles, on-site circulation, required setbacks, landscaping, parking or any requirement of Chapter 282 regarding setbacks from property lines for the district in which it is located, and shall be placed on a concrete or other paved surface. The Donation Collection Bin shall be placed such that there is safe and convenient pedestrian and vehicular access to it. The Town shall not grant a permit to place, use or employ a Donation Collection Bin if it determines that the placement of the Donation Collection Bin is in violation hereof or notwithstanding compliance, would constitute a public safety hazard.

E. The Donation Collection Bin shall be of the type that is enclosed by use of a receiving door and locked so that the contents may not be accessed by anyone other than those responsible for the retrieval of the contents.

F. The front of every Donation Collection Bin shall display the name, address and telephone number of the owner and Operator of the bin.

G. Permittee must maintain the aesthetic presentation of the Donation Collection Bin in a neat and clean condition including fresh paint, readable signage and general state of good repair, free of trash, debris, refuse or like material.

H. Each Donation Collection Bin must be regularly emptied of its contents so that it does not overflow. Used clothing or other donated goods and materials may not be placed on the surrounding area and if they are must be removed immediately.

I. Permittee must provide the Property Owner or owner's agent with a telephone number for requests to respond to Donation Collection Bin maintenance complaints. Permittee must respond to Donation Collection Bin maintenance complaints within 24 hours of receiving notification during regular business hours.

J. If a Donation Collection Bin becomes damaged or vandalized, it shall be repaired, replaced or removed within 5 days of notice of such condition, unless the damage is such as to constitute a danger to persons or property in which case it shall be made safe within 24 hours of notice of such condition.

126-4 Application for License

A. Any person or entity desiring a Donation Collection Bin license under this Bylaw shall file an application with the Building Commissioner.

B. The application shall provide the following information:

1. Name, address, telephone number and name of contact person or persons of the organization applying for the permit and responsible for maintaining each Donation Collection Bin.

2. Proof that the applicant is a registered charitable 501(C)(3) organization and information pertaining to the applicant's status with the Commonwealth of Massachusetts. Or if applicant is a for-profit entity, information pertaining to the applicant's status with the Commonwealth of Massachusetts.

3. A description of the Donation Collection Bin, the address where the bin will be located, including a site plan showing the proposed location of the bin on the property as well as existing conditions on the property.

4. Written consent from the Property Owner or owner's agent or person of lawful possession (lessee) of the property where each such Donation Collection Bin shall be placed.

5. The regular interval schedule at which the Operator of person identified on the application collects the items donated and performs regular maintenance. The interval shall not exceed thirty (30) days.

C. The Building Commissioner shall deny a license application which does not comply with the requirements of this Bylaw or which she/he determines that the placement of the Donation Collection Bin, notwithstanding compliance herewith, would constitute a public safety hazard. Said denial shall be in writing and set forth the reasons for said denial.

126-5 Fees Required

A. The application fee for a Donation Collection Bin shall be \$150.00 for each bin. The license period for each Donation Collection Bin shall be January 1 through December 31 of each year.

B. The renewal application fee for a Donation Collection Bin shall be \$150.00 for each bin.

C. Upon the granting of a license, a permit (sticker) issued to the applicant shall be affixed to the Donation Collection Bin. The permit (sticker) shall be clearly placed on the same side as the chute used to deposit donated items.

126-6 Applicability

A. The provisions of the Bylaw shall apply to both existing and future Donation Collection Bins within the Town of Ashland. Property owners with existing Donation Collection Bins prior to the effective date of this Bylaw shall come into compliance as follows:

1. Within sixty (60) days of the effective date of this Bylaw, the Operator shall file an application for a license as required for each Donation Collection Bin. The application shall demonstrate how the existing bin complies with this Bylaw or show the proposed changes that shall be completed to achieve compliance. Within ninety (90) days after the effective date of this Bylaw, each existing Donation Collection Bin shall be brought into compliance with this Bylaw or removed by the Town.

126-7 Violations, Penalties and Enforcement

- A. Any person or entity who violates any provision of this Bylaw shall be subject to a penalty (fine) of \$50.00 for the first offense and \$100.00 for each subsequent offense.
- B. Each violation shall be deemed and taken to be separate and distinct violations. For every day which the Donation Collection Bin is not in compliance shall be considered a separate violation.
- C. The Property Owner or owner's agent or person of lawful possession (lessee) in control of the property where the Donation Collection Bins being maintained and the Operator of the Donation Collection Bin in violation of this Bylaw shall be jointly and severally liable for each violation.
- D. The Building Commissioner or his designee shall be responsible for the enforcement of this Bylaw.
- or pass any vote or take any action relative thereto.

FINCOM RECOMMENDATION: The Finance Committee recommends that the Town vote to amend the General Bylaws as set forth in Article 20.

MOTION: I move to amend the Town of Ashland General Bylaws by adding a new Chapter 126, Donation Collection Bins/Storage Containers as printed in the warrant.

Article 21: Amend the Zoning Bylaw – Ashland Downtown District Sponsor: Planning Board

To see if the Town will vote to amend Chapter 282 (Zoning Bylaw) of the Town of Ashland Bylaws by making the following changes thereto (~~strikeouts indicate language removed~~, **underlines and bold indicate new language**):

That the Town of Ashland Zoning Bylaw, Chapter 282, Subsection 8.5.7 Dimensional Requirements, shall be amended as follows:

Item A:

In Subsection 8.5.7, the Table Of Dimensional Requirements In The Ashland Downtown District shall be replaced with a new table and accompanying renderings as follows:

Ashland Downtown District Sub-Area A Mixed-Use + Dwellings



Examples of Encouraged Streetscape Facade Typologies

	Building Type	SITE CONFIGURATION						BUILDING CONFIGURATION		ARCHITECTURAL CHARACTER					
		Setbacks	Frontages	Lot Size	Parking	Yards	FAR	Height	Entrances	Roof	Windows	Materials	Accents	Street Furniture	Landscaping
Required Features	Mixed-Use	Minimum: 0' ft Maximum: 15'	Minimum: 100'	Minimum: 35,000 sq. ft.		Minimum side yard: 0' Minimum rear yard: 12'	2.0 ¹	Maximum: 4 stories ¹							
	Dwellings ¹	Minimum: 15' Maximum: 15'	Minimum: 100'	Minimum: 35,000 sq. ft.		Minimum side yard: 0' Minimum rear yard: 12'	2.0 ¹	Maximum: 3 stories							
Examples of Encouraged Features	Mixed-Use + Dwellings				Located at the rear of property or below structure				Non-recessed entries, porticos and porches	Gabled with architectural asphalt shingles, slate, or faux slate	Vertical orientation, double-hung in appearance, simulated divided lite style	Lap or shingle siding in wood or wood-like materials, full or veneer masonry siding	Dormers, rake and eave trim, window casings, shutters, other decorative trim	Benches, lighting	Street trees, planters

Ashland Downtown District Sub-Area B Mixed-Use + Dwellings



Typology A

Typology B

Examples of Encouraged Streetscape Facade Typologies

	Building Type	SITE CONFIGURATION						BUILDING CONFIGURATION		ARCHITECTURAL CHARACTER					
		Setbacks	Frontages	Lot Size	Parking	Yards	FAR	Height	Entrances	Roof	Windows	Materials	Accents	Street Furniture	Landscaping
Required Features	Mixed-Use	Minimum: 0' ft Maximum: 15'	Minimum: 75'	Minimum: 20,000 sq. ft.		Minimum side yard: 0' Minimum rear yard: 12'	1.5	Maximum: 4 stories							
	Dwellings	Minimum: 15' Maximum: 15'	Minimum: 75'	Minimum: 20,000 sq. ft.		Minimum side yard: 0' Minimum rear yard: 12'	1.5	Maximum: 3 stories							
Examples of Encouraged Features	Mixed-Use + Dwellings				Located at the rear of property or below structure				Recessed entries, glass storefronts	Flat or pitched with architectural asphalt shingles, slate or faux slate	Vertical orientation, double-hung in appearance, simulated divided lite style	Masonry with decorative coursing, corners, banding or rustication	Canopies, lighting, masonry lintels and sills, integrated signage	Benches, lighting	Street trees, planters

Ashland Downtown District Sub-Area C
Mixed-Use + Dwellings



Typology A

Typology B

Typology C

Typology D

Typology E

Examples of Encouraged Streetscape Facade Typologies

		SITE CONFIGURATION					BUILDING CONFIGURATION			ARCHITECTURAL CHARACTER					
Building Type		Setbacks	Frontages	Lot Size	Parking	Yards	FAR	Height	Entrances	Roof	Windows	Materials	Accents	Street Furniture	Landscaping
Required Features	Mixed-Use	Minimum: 0' ft Maximum: 15'	Minimum: 50'	Minimum: 8,000 sq. ft.		Minimum side yard: 0' Minimum rear yard: 12'	1.5	Maximum: 3 stories							
	Dwellings	Minimum: 15' Maximum: 15'	Minimum: 50'	Minimum: 8,000 sq. ft.		Minimum side yard: 0' Minimum rear yard: 12'	1.5	Maximum: 3 stories							
Examples of Encouraged Features	Mixed-Use + Dwellings				Located at the rear of property, below structure or in attached or detached garages				Covered entrances with paneled doors, porches	Medium/high pitched mansard, gable, or hip with architectural asphalt shingles, slate or faux slate	Vertical orientation, double-hung in appearance, simulated divided lite style	Lap or shingle siding in wood or wood-like materials, full or veneer masonry siding	Dormers, rake and eave trim, window casings, shutters, other decorative trim	Benches, lighting	Street trees, planters

Item B:

The last sentence of the first paragraph of Subsection 8.5.7 shall be amended as follows (~~crossed out language indicates removed language and **bolded underlined language** indicates added language~~):

The Planning Board may vary the dimensional and parking requirements of this section if, in its opinion, such change will result in an ~~improved design~~:

1. **An improved design and/or a design which reflects the design characteristics depicted in the renderings below in the Table Of Dimensional Requirements In The Ashland Downtown District and/or;**
2. **A design which incorporates green roof technology, alternative energy generation technology, permeable pavement, and/or other sustainable technology.**

Item C:

In Subsection 8.5.7, following the Table of Dimensional Requirements In The Ashland Downtown District, a new note, note number three (3), shall be inserted after note number two (2), as follows (**bolded underlined language** indicates added language):

1. One additional floor may be added if the Planning Board agrees that this project fully meets the intent of the ADD zoning.
2. FAR (Floor Area Ratio). The total floor area of all principle buildings on a lot divided by the area of said lot.
3. **A building's first story shall not have a height in excess of 14 feet, measuring from**

the first floor to second floor, and all stories above the first story shall not have a height in excess of 12 feet, measuring from floor to floor. The highest point of a building shall not exceed 12 feet from the ceiling of the highest story.

or pass any vote or take any action relative thereto.

FINCOM RECOMMENDATION: The Finance Committee defers to Town Meeting.

MOTIONS:

Item A:

1. **I move to amend the Town of Ashland Zoning Bylaws, Chapter 282, Subsection 8.5.7 Dimensional Requirements, as printed in Item A of Article 21 in the warrant except that the building sketch for Sub-Area B in the warrant be replaced by the building sketch in the handbook and for the description in the table beneath the sketch under the Column titled "Roof" Second Row down to be changed to "Flat or pitched with architectural asphalt shingles, slate or faux slate." instead of what is in the warrant.**

Item B:

2. **I move to amend the Town of Ashland Zoning Bylaws, Chapter 282, Subsection 8.5.7 Dimensional Requirements, as printed in Item B of Article 21 in the warrant except the amendments proposed in Item B(2) shall not be approved and therefore the sentence in Item B(1) shall read instead: "An improved design and/or a design which reflects the design characteristics depicted in the renderings below in the Table of Dimensional Requirements in the Ashland Downtown District."**

Item C:

I move to remove Item C.

**Article 22: Amend the Zoning Bylaw – Ashland Downtown District
Sponsor: Planning Board**

To see if the Town will vote to amend Chapter 282 (Zoning Bylaw) of the Town of Ashland Bylaws by adding the following new subsection thereto (~~strikeouts indicate language removed~~, **underlines and bold indicate new language**):

That the Town of Ashland Zoning Bylaw, Chapter 282, shall be amended as follows:

A new subsection, Subsection 8.5.15, shall be added after Subsection 8.5.14, as follows:

If, in the judgement of the Town Planner, the design(s) proposed in an application reflect the design characteristics encouraged in Subsection 8.5.7, the following stipulations shall take effect:

1. **The Planning Board's maximum period of review and decision shall be ninety (90) days from the opening of a special permit public hearing and ninety (90) days from the opening of a meeting commencing a site plan review process, unless the review period is extended by mutual agreement of the Planning Board and applicant;**
2. **Planning Board special permit and site plan review processes shall be conducted concurrently;**
3. **A maximum of \$4,000.00 in up-front application fees shall be charged. This shall not include peer review fees.**

or pass any vote or take any action relative thereto.

FINCOM RECOMMENDATION: The Finance Committee recommends defers to Town Meeting.

MOTION: I move to amend the Town of Ashland Zoning Bylaws Chapter 282, by adding a new Subsection 8.5.15 as printed in the warrant.

**Article 23: Amend the Zoning Bylaw – Ashland Downtown District
Sponsor: Planning Board**

To see if the Town will vote to amend Chapter 282 (Zoning Bylaw) of the Town of Ashland Bylaws by adding the following new subsection thereto (~~strikeouts indicate language removed~~, **underlines and bold indicate new language**):

That the Town of Ashland Zoning Bylaw, Chapter 282, Subsection 8.5.6 Ashland Downtown District Table of Uses Notes shall be amended as follows:

Item A:

In Subsection 8.5.6, note number one (1) from the Notes on Ashland Downtown District Table of Uses shall be amended and note numbers three (3) and four (4) shall be removed, as follows (~~crossed-out language indicates removed language~~ and **bolded underlined language** indicates added language):

Notes on Ashland Downtown District Table of Uses

1. Residential use is not allowed on the first floor of a building that faces a public street or way **unless a special permit is granted by the Planning Board. The Special Permit may be granted where the Planning Board determines that the proposed structure within which the residential use is proposed meets the design characteristics set forth in Subsection 8.5.7 and is in conformance with the six special permit criteria set forth in Subsection 9.3.2.**
2. Allowed as accessory use only.
3. Maximum of ten (10) Housing Units per gross acre.
4. Each Housing Unit must have a minimum of seven hundred (700) square feet of living space (i.e. total area including closets, bath) and a maximum of two (2) bedrooms per housing unit.

Item B:

In Subsection 8.5.6, note numbers three and four (3 and 4) in Columns A and B of the Multifamily Dwellings line in the Ashland Downtown District (ADD) Table of Uses shall be removed, as follows (~~crossed-out language indicates removed language~~):

ASHLAND DOWNTOWN DISTRICT (ADD)	A	B	C
Multifamily dwellings (3 or more dwellings)	Y1, 3,4	Y 3,4	SP

or pass any vote or take any action relative thereto.

FINCOM RECOMMENDATION: The Finance Committee defers to Town Meeting.

MOTION: I move to amend the Town of Ashland Zoning Bylaw, Chapter 282, Subsection 8.5.6 Ashland Downtown District Table of Uses Notes, as printed in the warrant except that changes proposed in Item A (1) shall not be a part of this approved amendment.

**Article 24: Acceptance of Easement for Multi-Use Trail
Sponsor: Planning Board**

To see if the Town will vote to accept an easement from Lodestar Energy LLC which is shown as "Proposed 50' Wide Multi Use Rail Trail / Public Bike Path Easement" including 1.428 +/- AC on a plan by Design Consultants, Inc., 120 Middlesex Ave., Somerville, MA 02145 and dated January 4, 2016 which said plan is on file with the Town Clerk, for the purpose of a Public Bike Path or Multi Use Rail Trail to be under the care, custody and control of the Board of Selectmen, or pass any vote or take any action relative thereto.

FINCOM RECOMMENDATION: The Finance Committee defers to Town Meeting

MOTION: I move that the Town accept an easement from Lodestar Energy LLC which is shown as "Proposed 50' Wide Multi Use Rail Trail / Public Bike Path Easement" including 1.428 +/- AC on a plan by Design Consultants, Inc., 120 Middlesex Ave., Somerville, MA 02145 and dated January 4, 2016 which said plan is on file with the Town Clerk, for the purpose of a Public Bike Path or Multi Use Rail Trail to be under the care, custody and control of the Board of Selectmen.

TOWN MEETING VOCABULARY

Abatement	A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed.
Available Funds	Balances in the various fund types that represent non-recurring revenue sources. Examples include free cash, stabilization funds, overlay surplus, and enterprise retained earnings.
Bond	A means to raise money through the issuance of debt.
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 signature of the selectmen.
Cherry Sheet	An annual statement from the Massachusetts Department of Revenue detailing estimated reimbursements and charges to the Town. Its name derives from the fact that it was once written on cherry colored paper. In this manner the Town receives its share of various state funds and aid accounts, and is charged its share of running state government. Although the Cherry Sheet is required to be distributed by the first of March of each year, in actuality it is sent after the Legislature has passed the budget, which may not occur until June or July.
Citizens' Petitions	10 citizens for an Annual Town Meeting or 100 citizens for a Special Town Meeting may submit a petition requesting that a specific article be included in the next Town Meeting warrant for consideration. 200 citizens may submit a petition calling the Board of Selectmen to set a Town Meeting within 45 days.
Community Preservation Act	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.
Community Preservation Fund	A special revenue fund established to receive all monies collected to support the community preservation program, including but not limited to, tax surcharge receipts, proceeds from borrowings, and funds received from the State.
Consent Article	Articles recommended for the consent agenda are those that; tend not to change from year to year or are routine in nature, are straightforward and fully explained in the warrant language as presented or are housekeeping in nature, which requires Town Meeting action but has no policy implications for the Town. If a town meeting member opposes the inclusion of any consent agenda article, that article will be removed from the list, discussed separately and then voted on via a its own motion.
Debt Exclusion	A community may vote at an election to exclude debt service payments for a particular capital project from the levy limit. The amount necessary to cover each

year's principal & interest is added to the levy limit for the life of the debts.

Enterprise Fund	An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. 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. We have sewer, water and trash enterprise accounts.
Exemption	Established by statute, it is a discharge from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. 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.
Fiscal Year	The Fiscal Year starts July 1 st of each year and ends June 30 th the following year.
Free Cash	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 accountant. This amount is certified annually by the Massachusetts Department of Revenue and thereafter is available for appropriation by a Town Meeting.
Levy Limit	The amount of property taxes that can be raised in accordance with Proposition 2½ formulas. The levy may be raised by 2½% plus new construction.
Local Receipts	Income derived by the Town from Motor Vehicle excise taxes, fees, licenses and permits, penalties & interest on taxes, etc.
New Construction	New growth and increases to property independent of market inflation are added to the levy limit in addition to the 2½% inflation increase allowed under Proposition 2½.
Omnibus Budget	For convenience, all recommended appropriations for operating expenses of the various Town departments and boards are gathered together in one article called the Omnibus Budget. The period covered by the Omnibus Budget is the upcoming Fiscal Year, and money not spent during this period reverts to Free Cash. No department or board can overspend its budget.
Overlay	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.
Override	A vote by a community at an election to permanently increase the levy limit. An

override question on the election ballot must state a purpose for the override and the dollar amount.

Raise and Appropriate

A type of funding for Town expenditures voted at Town Meetings. The funds are raised through taxes, local receipts, and state reimbursements. Funds raised and appropriated in warrant articles are available until a time set by the article or until voted out by a subsequent Town Meeting.

Reserve Fund

A fund, established by each Town Meeting, for extraordinary or unforeseen expenses in the upcoming fiscal year. The Finance Committee alone may transfer money from this fund, thus eliminating the need for frequent Special Town Meetings. The fund may not exceed 5% of the preceding year's tax levy.

Revolving Account

Allows a community to raise revenues from a specific service and use those revenues without appropriation to support the service.

Stabilization Fund

A fund designed to accumulate amounts for capital and other future spending purposes, although it may be appropriated for any lawful purpose. It retains its own investment income. A two-thirds vote is required on any vote relative to this Fund. This fund serves as the Town's primary "rainy day" fund.

Town of Ashland Selected Town Meeting Procedures

Amending an Article: Any time after a main motion has been made and seconded, but before being voted on, it is possible to amend the main motion using the following procedures:

1. Proceed to a microphone and wait to be recognized by the Moderator.
2. Announce your intent to amend the motion verbally and submit a copy of the amended motion in writing to the Moderator. The motion to amend must include your name as sponsor. Any increase in appropriation must include a funding source.
3. The Moderator will ask for a second to the motion to amend.
4. If passed, the motion to amend will be opened for discussion and then must be voted on by Town Meeting separately from the main motion.
5. A simple majority is required to pass a motion to amend.
6. More than one motion to amend can be made to a main article, but each must be presented and voted on one at a time. A motion to amend must be made before the main motion is voted on.
7. After all motions to amend are voted, the main motion (or as amended) must be voted on.

Necessary Majorities *

Unless noted otherwise, a simple majority is required to pass a motion.

A 2/3 majority is required for all borrowing, land acquisitions or transfers and all zoning by-laws.

A 4/5 majority is required at Annual Town Meeting for unpaid bills of prior fiscal years.

A 9/10 majority is required at Special Town Meetings for unpaid bills of prior years.

Only votes cast will be counted in determining the percentage of votes in favor of a motion. If there are 170 voters present and 100 vote yes, 50 vote no and 20 do not vote, the results shall be interpreted as 100 yes votes out of 150 votes or 66.67% in favor.

* Please note that these vote majorities are for example only and there may be other types of votes which fall under each of the categories listed above.