

ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING0
TOWN HALL HEARING ROOM
2/10/14

ATTENDEES:

Deyst*	White	Caccavaro*	Kellar*	McKenna*
DeCoursey*	Connors*	Simmons*	Gibian*	
Tosti*	Foskett*	Bayer*	Ronan*	
Kardon*	Beck	Jones*	Deshler*	
Franclemont*	Howard*	Fanning*	Carman*	Turkall*

* Indicates present

VISITORS: Planning Director Carol Kowalski, CRB Director John Bilafer, CRB Administrator Richard Greco, CRB Member Ken Hughes

MASTER PLAN PROGRESS: Kowalski discussed the public hearings and interviews which have taken place so far. She provided copies of the latest study by the consultant which covers Public Services and Facilities (Ref 1). She urged members to send comments to her office by 2/25. There will be a hearing on this study 2/13/14. This will be similar to the Land Use study hearing held last month. This study found that there is room to grow on Mass Ave and around Mill Brook. She also discussed country club open space and shortcomings of special permits. There will be a meeting on 2/25 to help residents understand the zoning bylaw. Members asked numerous questions. Topics included revenue from commercial use vs residential use, special permit costs, school growth, building height, Mugar site, shared office space.

CRB WARRANT ARTICLES

ART 47 PENSION ADJUSTMENTS: Bilafer reviewed this annual article. He expects it to cost about \$10k as it did last year.

ART 48 OPEB: Bilafer recommends the same kind of appropriation as in previous years

ART 49 ACCEPTANCE OF MINIMUM ALLOWANCE G.L. c.32,Para 12: This is a benefit for spouses of employees who die on the job. It would raise the minimum payment from \$250 to \$500. It is similar to life insurance. 12 people are eligible now. The cost can be handled within the 6% increase cap. Bilafer recommends acceptance.

OTHER: Greco said the fully funded date is 2033 as of 1/1/12. He is working on a new projection. In response to a question, Bilafer assured the committee that the CRB is committed to the 6% annual appropriation increase.

TRANSFER: FinSubCom (Foskett) recommended a transfer to the Treasurer to cover an overrun in that budget for legal work on foreclosures. VOTED (after some discussion) \$13,500. Unanimous

MINUTEMAN REGIONAL AGREEMENT Foskett, reported on the status of the revised agreement. It was approved by the MM School Committee13-3. It was reviewed by the DESE. Both reviewers made changes in the committee's submission. Foskett reviewed the result (Ref 2,3,4). The weighted voting is similar to earlier proposals. The proposed procedure for accepting debt and the related procedure for leaving the regional school are involved and resulted in many questions. Foskett stated that the final proposed agreement is better than the present agreement. He recommended acceptance.

RESERVE FUND: \$667,914 – \$13,500 = \$664,414

COMMITTEE: Tosti walked the committee through the draft warrant (Ref 5) and members selected articles to be heard. Turkall will arrange hearings.

Peter Howard 2/11/14 Revised 2/12/14

cc FinCom Members, Town Web Site
Ref 1 Public Services and Facilities.
Ref 2 Voting Under Amended Regional Agreement
Ref 3 Regional Agreement (redlined)
Ref 4 Regional Agreement Draft 1/27/14
Ref 5 2014 Warrant Draft 2/7/14

9. PUBLIC SERVICES & FACILITIES

A. INTRODUCTION

The public services and facilities element of a master plan tries to anticipate the buildings, other facilities, and human resources that a local government will need in order to meet future demands for services. A public facility is any town property designed for public use and providing a base of operations for municipal services. The term also includes local utilities, such as public water or sewer service, and other types of facilities such as parks, playgrounds, and cemeteries.



Common public facilities include town halls, fire and police stations, and public schools. In addition to these “basic” public buildings, many communities have unique facilities such as town hospitals, an airport, or a function hall and grounds. For example, Arlington owns several historic buildings and former schools that currently house municipal programs and private offices. Together, a town’s buildings, land, municipal utilities, and equipment make it possible for town employees and volunteers to provide basic services to residents and businesses. Public facilities are often in strategic locations. Siting emergency departments in centrally located areas means the greatest number of residents can benefit. Arlington’s Central Fire Station is a good example of a strategically located facility at the confluence of multiple streets which enable quick access in an emergency. Its prominence along Broadway also demarcates a bend in Massachusetts Avenue, adding visual significance to its role in the physical fabric of the town.

The Town of Arlington is a large, complex corporation with an annual operating budget of \$132 million. In the eyes of credit rating agencies, Arlington is an exceptionally well-run town because it ranks among an elite group of Massachusetts communities with a triple-A bond rating. It is a “full-service” community, too: a town that offers many programs and services for people of all ages. Overall, residents seem satisfied with the quality of the services they receive. Participants in public meetings for this master plan usually gave high marks to town government in general and the schools in particular, and many say Arlington’s historic civic buildings are among the great strengths of the community. Unlike commercial or residential development that is closely tied to market dynamics, public facilities are institutions built to last. Their scale and design embodies the values of the community. Arlington’s proud Town Hall Robbins Library, and gardens that connect them are more than just a reflection of the community when they were built; they are Arlington’s *expression*.

The educational, cultural, recreational, and health services that Arlington provides enhance the quality of life in town, but they are increasingly expensive. Complaints about property taxes are hardly unique to Arlington, but the frequency with which people mention “structural deficit” in Arlington suggests

a heightened awareness about the imbalance between a major dependence on the local tax base and high expectations for services. Arlington is a built-out community. It benefits from the efficiencies that come with a fairly compact development pattern, yet it still faces a constant challenge of funding local government services. There are several reasons for these challenges, ranging from Arlington's lack of land for new growth to its small nonresidential tax base and the unpredictability of state aid. Arlington's financial challenges will probably intensify in the future due to a number of factors, including the aging of the population, the impact of economic cycles on municipal revenue growth, the unpredictability of state aid, constitutional constraints on the taxation powers of Massachusetts cities and towns, and the ever-rising cost to operate quality services.

B. PUBLIC SERVICES AND FACILITIES GOALS

- Coordinate and efficiently deliver town services.
- Build, operate, and maintain public facilities that are attractive and help to minimize environmental impact and that connect Arlington as a community.
- Balance the need for additional revenue with ability and willingness of property owners to pay for new expenditures and investments.
- Guide public facility investments through a long-term capital planning process that anticipates future needs.

C. KEY FINDINGS

- Arlington is a well-run, fiscally responsible town. Over the past twenty years, its average annual rate of expenditure growth has been about average or slightly below that of most of its peer group, and the town has made cautious borrowing decisions. Through prudent financial management, Arlington has earned a triple-A bond rating – an achievement often reserved for wealthier suburbs.
- Arlington has found it difficult to keep up with the cost of community services. Revenue growth has not kept pace with cost growth. Over the past ten years (2003-2013), Arlington has reduced its town workforce by approximately 14 percent.
- Among the most severely affected departments is Public Works, which has absorbed a 29 percent decrease in personnel during the same ten-year period. Evidence of this can be seen in the deferred maintenance of many of Arlington's public facilities.
- Arlington spends slightly less per capita on local government services (\$3,371) than the median for its peer group of communities (\$3,625).
- Commercial and industrial taxes make up a much smaller percentage of the tax base in Arlington (6.3 percent) than in most of the towns in its peer group (average: 15 percent).
- Arlington owns a considerable amount of property and many buildings. Assuming the accuracy of published estimates of buildings by size, the Town has approximately 9.6 square feet (sq. ft.) of public building floor space per capita (excluding schools). The typical planning standard for basic facilities – general government, public safety, libraries, recreation – is about half of the floor area per capita that exists in Arlington today.

- Arlington High School’s accreditation may be at risk unless the Town addresses facility deficiencies identified in a recent accreditation review. The Stratton School also needs renovations.
- Arlington does not own enough land for public works, schools, cemeteries, and open space and recreation to meet the community’s needs and wishes.

D. TOWN SERVICES

1. General Government

“General government” includes the town’s executive, financial, legal, administrative, policy, and planning functions. Arlington has a Town Manager/Board of Selectmen form of government with a legislative body composed of 252 elected town meeting members. The Town Manager, a professional appointed by the Selectmen, directs the day-to-day operations of local government and acts as the town’s chief executive officer. In addition, the Town Manager prepares a proposed annual operating budget and capital budget and submits them to the Board of Selectmen and Finance Committee, which reviews all spending requests and makes recommendations to Town Meeting. The Board of Selectmen issues warrants for Town Meeting, makes recommendations on warrant articles, sets town policies, and adopts financial guidelines for the annual operating budget and capital improvements. In addition, the Selectmen approve the Town Manager’s appointments to boards and commissions, hold public hearings, oversee traffic issues, and issue various licenses, including liquor and food vendor licenses.

In 1986, Arlington established a Capital Planning Committee (CPC) to help the town plan for and prioritize capital expenses. The CPC includes the Town Manager, Superintendent of Schools, Treasurer, and Comptroller (or their designees), along with a representative of the Finance Committee and four registered voters. As a matter of policy, Arlington tries to dedicate approximately 5 percent of town revenue for capital items annually, including debt service from projects approved in prior years. The CPC uses the following criteria to evaluate capital requests from town departments:

- Imminent threat to the health and safety of citizens/property
- Maintenance of operations/necessary expenditure
- Requirement of state or federal law/regulation
- Improvement of infrastructure
- Improvement of productivity
- Alleviation of over-taxed/over-burdened population

The CPC develops a five-year capital plan and submits recommendations to the Town Manager for inclusion with the operating budget. Over the five-year period FY 2014-2018, Arlington’s capital plan calls for a total investment of \$47 million from a combination of debt, cash outlays from general revenue, and other sources such as user fees and grants.¹ As a matter of practice, the Town currently

¹ Adam Chapdelaine, Town Manager, *FY 2014 Annual Budget and Financial Plan*, 177-198 passim; and interview, September 25, 2013.

allocate 5 percent of its operating revenue for the capital plan.² This includes debt service for bonds issued in previous fiscal years.

The Board of Selectmen and Town Manager develop annual goals. Both have embraced goals of transparency, public information, and customer service. Toward these ends, Arlington has established an online Request/Answer Center to make, track, and search requests for town services. The service has been heavily used by both staff and residents. In addition, there is a town email distribution list for official notices, information on town activities, and public alerts. According to the 2012 *Annual Report*, subscription has increased to more than 4,500. Arlington residents take participation seriously, and they expect timely access to information. In Vision 2020 surveys, many respondents have said they rely on the town website and public alerts to stay on top of town and school issues.³

Tale 9.1. General Government FTE Staff (FY 2014)				
Position	Board of Selectmen	Town Manager	Human Resources	Finance
Managerial	1	2.0	1.0	2.0
Clerical	2.5	1.0	2.5	11.2
Professional/Technical	0	2.7	0.0	3.0
Custodial	0	0.0	0.0	0.0
Total	3.5	5.7	3.5	16.2
Position	Assessor	Information Technology	Legal	Town Clerk/Registrars
Managerial	1.0	1.0	2.0	1.0
Clerical	3.0	1.0	1.5	3.0
Professional/Technical	0.0	5.5	1.0	1.0
Custodial	0.0	0.0	0.0	0.0
Total	4.0	7.5	4.5	5.0
Position	Parking	Planning & Community Development	Redevelopment Board	Zoning Board of Appeals
Managerial	0.0	1.0	0.0	0.0
Clerical	1.0	1.0	0.0	0.5
Professional/Technical	0.0	3.8	0.0	0.0
Custodial	0.0	0.0	0.5	0.0
Total	1.0	5.8	0.5	0.5
Grand Total				57.7

Source: Town of Arlington, FY2014 Budget

Several departments comprise the general government operations at Arlington Town Hall. In addition to the Town Manager and Board of Selectmen, Arlington has the core functions of town clerk, comptroller, treasurer/collector, and assessors; and planning and zoning in the Department of Planning and Community Development (DPCD). The general government functions in Arlington have a combined total of 57.7 full-time equivalent (FTE) employees, or approximately 1.3 general government employees per 1,000 population. Most departments provide support to elected and appointed boards,

² FY 2014 Annual Budget and Financial Plan, 178.

³ Vision 2020 Annual Report to Town Meeting (May 6, 2013), 4.

notably DPCD, which works with many volunteer entities: the Redevelopment Board, Board of Appeals, Historic District Commission, Conservation Commission, Vision 2020, the Open Space Committee, the Master Plan Advisory Committee, and others.

Facilities. All of Arlington’s general government functions are housed within the historic Town Hall and annex at the corner of Massachusetts Avenue and Academy Street in Arlington Center. The 100-year-old building includes administrative offices, meeting rooms, and a beautifully restored auditorium used for town meetings and other community events. Town Hall is partially accessible to people with disabilities.

2. Public Safety

POLICE DEPARTMENT

The Police Department has the largest staff of all town departments in Arlington (excluding the schools). Organized into three divisions, the Police Department has a total of over 83 FTE employees (Table 9.2), or 1.95 FTE per 1,000 population. Staffing for the traffic and patrol functions in the Community Services Division and the Criminal Investigation Bureau (CIB) have been reduced from historic levels but remained constant for the last few years. In the past, administration and support for the fire and police departments were accounted for separately in the Community Safety Administration & Support Budget. As of FY 2014, these functions have been integrated within the police and fire department budgets, but the support staff levels will remain the same. The public safety dispatchers now fall within the police department’s purview as well.

Position	Total Staff
Chief	1
Captain	3
Lieutenant	6
Sergeants	9
Police Officers	47
Parking Control Officers	2.4
Animal Control Officer	1
Dispatchers	10
Clerical	4.3
Custodial	1
Total	83.7
Source: Town of Arlington, FY2014 Budget	

- The **Community Services Division** includes all uniformed patrol operations: the Traffic Unit, Patrol Division, Community Services Officer, K-9 Unit, Bicycle Unit, and Animal Control. Officers answer calls, enforce traffic and parking laws, and perform special assignments such as school safety. The Crime Analysis Unit tracks trends and patterns and uses the information to direct police resources.
- The **Investigative Services and Professional Standards Division** administers the Criminal Investigation Bureau (CIB) and Professional Standards/Accreditation Office. The CIB has responsibility for crime follow-up, maintaining the sex offender registry, police prosecutions in court, the school resource officer, drug task force, family services, and code enforcement. This division also develops and implements department policies and procedures, maintains state accreditation and certification, and conducts internal and special investigations.
- The **Support Services Division** provides logistical support to all police units and carries out administrative functions. The division’s responsibilities include recruiting, hiring, and training new officers; managing information systems; issuing firearm and hackney licenses; scheduling; maintaining the fleet and building; record keeping; and dispatch.

The Police Department receives grants for special programs, e.g., the Hoarding Response Team (a joint effort with the Fire and Health Departments) and the Jail Diversion Program. Both efforts pair a mental health clinician with public safety officials to help residents with mental health problems.

	2009	2010	2011	2012
Emergency Calls	25,268	26,732	27,483	30,168
Police Reports	3,510	3,810	3,638	3,488
Arrests	309	293	226	209
Protective Custody	35	22	15	35
Summons	205	181	192	183
M.V. Citations	3,369	3,567	4,049	3,914
Source: Arlington Police Department, 2012 Annual Report				

Arlington belongs to the North Eastern Massachusetts Law Enforcement Council (NEMLEC), which provides mutual aid and has an assistance agreement to share resources and personnel among member communities.

Calls for Service. Between 2009 and 2012, the Arlington Police Department’s calls for service increased steadily (Table 9.3). According to the 2012 *Annual Report*, the Police Department responded to more than 30,000 emergency calls that year. However, arrests decreased, as did reported “Part A” crimes: murder, manslaughter, rape, robbery, aggravated assault, burglary, larceny, arson, and motor vehicle theft. In Arlington, burglaries are the most common Part A crime. In 2012, a total of 582 crimes were reported to the Police Department, representing a 15 percent decrease from 2011. Traffic problems generate many of the public safety complaints. The Traffic Unit is understaffed, with only one full-time officer assigned to it. With increasing investigative and administrative functions, the Traffic Unit’s productivity has decreased.⁴

Facilities. The Police Department operates from Arlington’s Community Safety Building. Built in 1983, it is currently in the second phase of a three-phase renovation. Phase 1 involved rebuilding the central courtyard. In Phase 2, the building’s damaged envelope—caused by chronic water infiltration—is being reconstructed. Phase 3 will focus on interior renovations and programmatic improvements to support police operations. This last phase, budgeted at \$2.5 million, is currently planned for FY 2015 and FY 2016.⁵

FIRE DEPARTMENT

The Arlington Fire Department’s responsibilities include fire prevention and suppression, hazard mitigation, planning for local emergencies, and emergency medical service. Fire prevention includes code enforcement and inspections as well as public education efforts, e.g., Student Awareness of Fire Education (SAFE) and the Juvenile Fire Setter Intervention Program (JFIP). All Arlington firefighters are trained in emergency medical techniques, and all newly hired firefighters are required to become emergency medical technicians (EMTs). There is one town-owned ambulance. Arlington continues to explore expanding its emergency medical service to include advanced life support (ALS) and a second

⁴ Arlington Police Department, 2012 *Annual Report*.

⁵ Arlington Capital Planning Committee, *Report to Town Meeting*, April 2013.

full-time ambulance. Currently, the privately owned Armstrong Ambulance Service provides the paramedics for all ALS calls. The paramedics and non-transport vehicles are based in Arlington.

The Fire Department employs 80 people, most with combined firefighter/EMT responsibilities (Table 9.4), or 1.87 FTE per 1,000 population. In 2012, the Fire Department had 73 EMTs on staff and three first responders. According to the 2012 *Annual Report* and the Town's FY 2014 Budget and Financial Plan, the Fire Department's capacity has been strained by increasing demands, particularly for training, prevention, and inspections. This year, the Fire Department expects to create a 5-10 year plan that will likely involve reorganization of functions and personnel.

Table 9.4. Fire Department Staff (FY 2014)

Position	Total Staffing
Chief	1.0
Deputy Chief	5.0
Captain	6.0
Lieutenant	15.0
Firefighter	50.0
Professional/Technical	2.0
Clerical	1.0
Total	80.0

Source: Town of Arlington, FY 2014 Budget

Calls for Service. The Arlington Fire Department responded to 4,752 calls for service in 2012, including 133 fires.⁶ Over half the calls were for medical emergencies or medical assists. The overall call volume has remained relatively constant for the past several years.

Table 9.5. Fire Department Calls for Service: 2009-2012

	2009	2010	2011	2012
Fire	79	132	111	133
Emergency Medicals & Medical Assists	2,546	2,490	2,581	2,450
Other	2,093	2,426	2,125	2,169
Total Calls	4,718	5,048	4,817	4,752

Source: Arlington Fire Department, 2012 Annual Report.

Facilities and Equipment. Public facilities are often built in strategic locations. By siting post offices and emergency departments in centrally located areas, the greatest number of resident's can benefit from their services. Arlington's historic Central Fire Station is a good example of a Public Facility that is strategically located at the confluence of multiple streets which enable quick access in an emergency. Its prominence along Broadway also demarcates a bend in Massachusetts Avenue, adding visual

Table 9.6. Fire Apparatus

Station	Equipment
Central Fire Station	Engine 1 Engine 5 Ladder 1 4 cars 1 pick up 1 trailer 1 maintenance truck 1 boat
Highland Fire Station	Engine 2 Engine 4 Rescue 1 Rescue 2
Tower Fire Station (Park Circle)	Engine 3

Source: Northeast Fire News, 2013.

significance to its role in the physical fabric of the Town. Arlington has three fire stations that house a variety of apparatus (Table 9.6). The Fire Department Headquarters are located in the historic Central Fire Station, which is currently in the final phase of a complete renovation. Funding for design for interior renovations is budgeted in Arlington's capital plan for FY2014, with construction budgeted in FY2015 (estimated construction cost: \$5.6 million). The Highland Fire Station, renovated in 2011, is

⁶ Arlington Fire Department, 2012 Annual Report.

certified as LEED Silver. The third facility, the Tower Fire Station on Park Avenue in the Heights, was built in 2007 to replace an earlier station at that site.

INSPECTIONAL SERVICES

The Inspectional Services Department (ISD) administers the State Building Code and enforces the Zoning Bylaw. In addition to the ISD director, who serves as the town’s Building Commissioner, the department employs three other inspectors and a zoning assistant. In FY2012, the ISD issued a combined total of 5,760 building, plumbing, gas, and wiring permits. Like most building departments, Arlington’s ISD generates significantly more revenue from permit fees than the town’s cost to operate the department. The 5,760 permits issued in 2012 brought over \$1.7 million to the Arlington’s general fund compared with a total operating budget of \$378,190.⁷

Managerial	1.0
Clerical	1.0
Professional/Technical	3.0
Total	5.0
Source: Town of Arlington, FY 2014 Budget	

3. Public Works

The Arlington Department of Public Works (DPW) consists of eight divisions with a combined total of 77.3 FTE employees (Table 9.8), or just 1.8 FTE per 1,000 population – including those employed under the water/sewer enterprise. The DPW was Arlington’s largest town department a decade ago (2004), but it has felt the effects of budget shortfalls more than most other municipal operations. As in most towns, the DPW in Arlington is the “go-to” department for numerous requests, and it is a very busy operation. Public works departments everywhere tend to be capital-intensive operations, and the same applies to Arlington’s DPW. Virtually all of the projects the DPW is responsible for involve both workers and heavy equipment: dump trucks, tractors, backhoes, street sweepers, sanders, materials and equipment for water and sewer main improvements, plows, and so forth. Its \$24.2 million share of the 2012-2013 capital plan is one-half of the total that Arlington expects to spend on capital projects between FY 2014-2018.⁸

Position	Total Staffing
Administration	7.2
Engineering	4.0
Cemeteries	3.6
Natural Resources	18.0
Highways	22.0
Water/Sewer	16.5
Fleet Maintenance	6.0
Total	77.3
Source: Town of Arlington, FY 2014 Budget.	
Note: two DPW divisions - Properties and Streetlights – do not have employees.	

DPW Services. In addition to core DPW administrative functions, the DPW maintains over 100 miles of roadways and 175 miles of sidewalks, provides engineering services (e.g., design, construction oversight, development review), maintains all town parks and playgrounds and all trees on public property, manages building custodians and maintains forty town buildings,⁹ cemeteries, the town’s 250 miles of water and sewer infrastructure, and over 150 town vehicles. The DPW also oversees the

⁷ FY2014 Annual Budget and Financial Plan, 137.

⁸ FY 2014 Budget and Financial Plan, 191-194.

⁹ Supervision of building maintenance resides in the DPW, but the budget for building maintenance and all of the maintenance personnel are in the School Department.

vendor contract for curbside solid waste disposal, composting, and recycling services. Although Arlington is not a “pay-as-you-throw” or PAYT community, the DPW is particularly proud of its accomplishments with solid waste and recycling. In 2012, for example, the Town reduced solid waste disposal from 14,527 to 14,214 tons and increased recyclables from 4,395 to 4,652 tons.¹⁰

Constraints. The DPW has many challenges. Aside from a 29 percent decrease in DPW employees between 2003 and 2013 (measured in FTE),¹¹ the DPW operates with some constraints that are unique to a built-out community. For example, Arlington has no designated storage areas for snow and tree removal, so the DPW has to work with the owners of vacant or underused sites such as parking lots in order to find places to dump snow or trees during or after a storm. According to the DPW director, the Town has had to move snow to some of the public parks and a ball field, but doing so runs the risk of costly damage to these facilities. An inter-local or regional approach may be explored, though concerns about contamination and the added problem of longer turn-around times makes an out-of-town snow dump site unlikely. A second challenge for the DPW and the Cemetery Commission, is that Arlington is running out of cemetery space. The Mount Pleasant Cemetery is the only public cemetery facility in Arlington that still has room for additional burials, but the estimated capacity of the available space is about five years. Massachusetts cities and towns are not required by law to provide public cemeteries, but nearly all 351 communities in the state maintain and operate cemeteries because residents expect the service.

Arlington residents clearly value the tree canopy that defines most neighborhood streets. The abundance of mature trees found throughout Arlington has an indelible impact on the town’s visual character and environmental quality. The DPW Natural Resources Division has responsibility for tree maintenance and, according to local data, Arlington has approximately 19,000 public trees. Due to the number of severe storm events that occurred in 2012 – the July “microburst” and Tropical Storm Sandy in October – coupled with staff shortages, the DPW has a current backlog of about 400 tree repair/removal requests, or roughly one year of catch-up work. The Natural Resources Division also maintains thirty parks, twenty-six playgrounds, nineteen athletic fields, several parcels of open space, and twenty-one traffic islands.¹²

Private Ways. Private ways present additional public works challenges in Arlington. The Town has approximately twenty-five lane miles of private ways. According to the DPW, the private ways serving many houses on small lots are in relatively good condition, but the short private ways in lower-density parts of town need work. Mainly for public safety reasons, Arlington plows all roads during the winter and provides curbside trash pickup as well, including on private roads, but regular road maintenance is limited to public streets under the Town’s jurisdiction. The DPW estimates that approximately one-third of the private ways in Arlington are in serious disrepair.

¹⁰ Public Works Department, *2012 Annual Town Report*, and Michael Rademacher, DPW Director, interview, September 17, 2013.

¹¹ *FY 2014 Budget and Financial Plan*, 58.

¹² *Public Works Department, 2012 Annual Town Report*.

Water/Sewer Enterprise. Arlington purchases water and sewer service from the Massachusetts Water Resources Authority (MWRA) but maintains its own water and sewer infrastructure: 135 miles of water mains, 127 miles of sewer mains, nine sewer lift stations, and many hydrants, valves, and service connections/shut offs. The Town charges residents and businesses for water and sewer use and pays the MWRA approximately \$12 million per year. Arlington operates these services as a **municipal enterprise**, which means water and sewer revenues are accounted for separately from the General Fund. Since these services receive no subsidy from taxes, water and sewer rates must be set at levels that will cover the Town’s obligations to the MWRA and provide for reasonable operating and capital reserves.

Relative to its peer group,¹³ Arlington is fairly affordable in terms of water and sewer costs. An annual survey of water and sewer rates in Massachusetts indicates that Arlington’s average sewer bill falls well below the peer group midpoint, and its average water bill is at the midpoint. Together, water and sewer charges in Arlington comprise 1.3 percent of the town’s median household income: one of the least burdensome costs shown in Table 9.9.

Table 9.9. Water and Sewer Charges, Arlington and Peer Group Communities (2012)

	Sewer		Water		Average Annual Utility Cost (Combined)	Median Household Income	Utility Cost % Household Income
	Average Sewer Cost	Population Served	Average Water Cost	Population Served			
ARLINGTON	\$583	42,300	\$594	42,300	\$1,177	\$87,525	1.34%
Belmont	\$1,347	24,000	\$724	25,000	\$2,071	\$105,717	1.96%
Brookline	\$895	56,377	\$600	56,377	\$1,495	\$95,471	1.57%
Medford	\$912	57,407	\$637	57,407	\$1,549	\$72,773	2.13%
Melrose	\$1,069	28,100	\$690	28,100	\$1,759	\$86,264	2.04%
Milton	\$1,232	Not Reported	\$656	26,220	\$1,888	\$107,577	1.76%
Natick	\$951	32,000	\$316	32,000	\$1,267	\$95,059	1.33%
Needham	\$998	30,000	\$483	30,000	\$1,481	\$125,170	1.18%
North Andover	\$846	18,000	\$526	29,456	\$1,372	\$97,044	1.41%
Reading	\$1,176	23,486	\$1,075	23,846	\$2,251	\$102,614	2.19%
Stoneham	\$1,080	23,000	\$552	23,000	\$1,632	\$72,938	2.24%
Watertown	\$913	32,986	\$479	30,237	\$1,392	\$83,053	1.68%
Winchester	\$313	22,275	\$276	22,275	\$589	\$128,199	0.46%
Midpoint	\$951		\$594		\$1,495		1.68%

Source: Tighe & Bond, 2012 Massachusetts Sewer Rate Survey and 2012 Massachusetts Water Rate Survey (undated).

According to a study recently published by the Massachusetts Water Infrastructure Finance Commission (WIFC), the U.S. Environmental Protection Agency (EPA) has established a water and sewer affordability benchmark of 2 to 2.5 percent of median household income each for water and sewer service. However, the WIFC argues for a lower threshold: 1.25 percent each for water and sewer

¹³ As part of the annual budget presentation, the Town Manager’s office tracks key financial data for twelve communities that are generally similar to Arlington. Together, Arlington and the other twelve towns in Table 9.9 make up the peer group referred to elsewhere in this plan.

service.¹⁴ Arlington somewhat exceeds the WIFC affordability standard but falls well within that promoted by the EPA.

4. Health & Human Services

Arlington has a multi-purpose human services agency with programs supported both by tax revenue and user fees. The Department of Health and Human Services (HHS) includes the Board of Health, the Council on Aging (COA), COA Transportation, Veterans Services, and the Youth Counseling Center. It also provides professional support to several town boards, notably the Fair Housing Commission, the Disabilities Commission, Board of Health, Council on Aging, Human Rights Commission, and Board of Youth Services. The department employs fourteen people (FTE) and provides services on a contractual basis as well. In addition to these budgeted services, the HHS oversees a federally funded program known as the Arlington Youth Health and Safety Coalition, which employs three people. Arlington provides more in support of human services delivery than many Massachusetts towns.

Table 9.10. Health & Human Services Staff (FY2014)

Position	Municipal Enterprises				
	Board of Health	Veterans Agent	Council on Aging (COA)	COA Transportation	Youth Counseling Center
Managerial	1.0	0.0	1.0	0.0	1.0
Clerical	0.8	0.0	0.9	0.5	1.5
Professional/Technical	2.5	1.0	1.1	0.0	1.7
Other	0.0	0.0	0.0	1.0	0.0
Total	4.3	1.0	3.0	1.5	4.2

Source: Town of Arlington, FY 2014 Budget.

HHS programs are scattered among several community facilities, though all are located in the town’s civic center. The main administrative offices are at 27 Maple Street in the former Central School building, which also houses the COA and the Arlington Senior Center. According to the town’s Capital Planning Committee (CIC), the Central School is managed by the Arlington Redevelopment Board (ARB). The Youth Counseling Center occupies space in the Whittemore Robbins House, located behind the library. The Veterans Agent has an office at Town Hall.

5. Culture & Recreation

ARLINGTON PUBLIC LIBRARY

Arlington’s public library system is a vital asset to the community, serving as a cultural hub and providing free and equal access to traditional and technological resources for all Arlington residents. The main library, Robbins Library, is located in the heart of Arlington, on Massachusetts Avenue. Built in 1892,

Table 9.11. Library Staff (FY2014)

Position	Total Staffing
Managerial	1.0
Clerical	17.5
Professional/Technical	12.0
Custodial	0.8
Total	31.3

Source: Town of Arlington, FY 2014 Budget

¹⁴ Water Infrastructure Finance Commission, *Massachusetts’s Water Infrastructure: Toward Financial Sustainability* (February 7, 2012), 99-100.

Robbins Library was designed in the Italian Renaissance style, modeled on a palace in Rome, and finished extravagantly with marble, gold leaf, and custom furniture and fixtures.¹⁵ It is on the National Register of Historic Places. Arlington also operates a branch library in East Arlington, the Edith M. Fox Library, which was built in 1965. Since 1994, the Fox Library has also served as an active, multi-purpose community center.

Both libraries offer a variety of programming for children, teens, and adults. Examples of library programming include panels of local authors, summer reading program, teen book group, and story time. In addition, both facilities have public computer workstations, which are heavily used, and the library has a laptop lending service. Robbins Library also has display space for local organizations and special exhibits, study rooms, a local history room, and community rooms available for local group meetings. Rooms at the Robbins Library can be rented after hours for events. Arlington is part of the Minuteman Library Network of forty-three public and academic libraries, offering residents access to combined holdings of over six million items.

Operations. The Library Board of Trustees oversees library operations and administers library trust funds. The seven board members are appointed by the Town Manager for terms between one and three years. In addition to public funding, the Friends of Robbins Library and Friends of the Fox Branch Library provide financial support for programs and extended hours. The Anne A. Russell Children's Educational and Cultural Enrichment Fund, established in the 1990s, supports children's services. Further, the Arlington Libraries Foundation was started in 2013 to attract private donations to support the library's goals.

Robbins Library is open Monday through Friday year-round, with Saturday hours in September through June and Sunday afternoon hours in October through April. Sunday hours are funded through private donations. A decrease in private funds could place Sunday hours in jeopardy unless the Town provides financial support.¹⁶ The Fox Library is open Tuesday through Friday, with Friday hours funded by the Friends of the Fox.

The library budget provides for a total of 31.3 FTE positions, but the libraries employ nearly twice as many people. Due to budget cuts, staffing has decreased since 2003. The increasing demand for library services has led to growth in responsibilities for staff members. Implementing new technologies, such as the radio frequency identification (RFID) system for tracking and inventory, can help the library meet its growing demands with current staff levels.

Use. Arlington's libraries are heavily used. In FY2012, the libraries reported over 325,000 visits, a total circulation of 665,437, the highest in the library's history, and a 23 percent increase since 2002 (Table 9.11).¹⁷ The library also reported that circulation of electronic content, including ebooks, quadrupled

¹⁵ Arlington Public Libraries, History of the Library. See also, Part 6, Historic & Cultural Resources.

¹⁶ Ryan Livergood (Library Director), interview by Caroline Edwards, October 17, 2013.

¹⁷ Arlington Libraries, Department Report in Arlington's 2012 *Annual Report*.

between 2011 and 2012, to over 8,900. Circulation at the Fox Library has also increased significantly in recent years. The library director estimates

that overdue fees and fines generate approximately \$40,000 annually, which goes to the Town’s General Fund.¹⁸

Facilities. Robbins Library had its last major renovation 21 years ago, in 1992. Since then, the way residents use the library has changed, shifting the focus away from print materials to computer-based resources. Demand has also increased significantly. The Library is currently developing a strategic plan that will include an observational study of how library patrons currently use the space. The study’s results will influence future capital improvements for the facility. Robbins Library has also been proposed as a public cooling zone for the community during summer weekends, which would require additional funding to keep the library open for summer weekend hours.¹⁹ The Fox Branch Library, which has not had a major renovation since 1952, also has capital needs. Both library buildings are managed by DPW.

Table 9.12. Arlington Library Use: 2011-2012

	FY2011	FY2012
Circulation of materials	641,994	665,437
eContent circulation	2,213	8,902
Children’s programs	331	460
Adult and young adult programs	85	119
Visits to Robbins Library	321,898	325,550
Uses of Meeting Rooms	997	1,053
Source: Arlington Libraries, Department Report in Arlington’s 2012 Annual Report.		

RECREATION DEPARTMENT

The Arlington Recreation Department is responsible for managing town recreation facilities: scheduling, developing and providing programs, collecting user fees, and so forth, and provides staff support to the Park and Recreation Commission. The department consists of two divisions:

Table 9.13. Recreation Department Staff (FY2014)

Position	Recreation	Ed Burns Arena
Managerial	0.5	0.5
Clerical	0.6	0.6
Professional/Technical	1.0	1.0
Custodial	0.0	1.0
Total	2.1	3.1
Source: Town of Arlington, FY 2014 Budget		

recreation, and the Ed Burns Arena/Sports Center. Arlington operates both as municipal enterprises, so all of the town’s recreation services have to be self-supporting from user fees. Together, the Recreation Department’s programs and the ice rink generate approximately \$1.1 million per year in revenue. The Arlington Friends of Parks umbrella group, individual friends groups, and the numerous youth leagues help with routine maintenance and special projects, but the DPW is responsible for most of the maintenance of public recreation facilities.

Arlington’s opportunities for active recreation include town-owned softball and baseball fields, football fields, multi-use fields for soccer, lacrosse, and other sports, an ice rink, public beach, spray pool, basketball and tennis courts, and playgrounds. There are also state-owned trails and private fields and clubs. Other recreational opportunities include boating on Spy Pond, home to the Arlington-Belmont Crew, a high school rowing program, and the Recreation Department’s seasonal offerings of sports, fitness, skating, and other programs for residents of all ages.

¹⁸ Ryan Livergood (Library Director), Department Survey, October 2013.

¹⁹ Ibid.

The Recreation Department manages the following major facilities:

- Ed Burns Arena.** The Arlington Sports Center and Veterans Memorial Skating Rink is also the Recreation Department’s headquarters. Built in 1971, the facility originally offered a seasonal regulation-size skating rink. The Arlington Sports Center is now a year-round, multi-sport facility with an ice rink that operates during the fall and winter, and batting cages, indoor soccer programs, and summer camps in the spring and summer. It is used for a variety of special events and serves as home facility for the Arlington Hockey and Figure Skating Association and Arlington High and Arlington Catholic High School ice teams. Table 9.14 tracks annual usage statistics for the skating rink for the past five years. Public skating as an activity for both adults and children has grown significantly over the past several years, and the department offers a variety of instructional programs and special skating events.

Table 9.14. Participation Statistics: Veterans Memorial Skating Rink

	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012	% Change
Ice Rental Hours	1,913	2,086	1,859	1,944	1,962	2.6%
Rec & Public Skate Hours	496	552	500	610	622	25.4%
Public Skate #'s-Adult	3,597	3824	3,979	4,484	4,258	18.4%
Public Skate Passes #'s-Adult	46	55	58	53	53	15.2%
Public Skate #'s-Child/Seniors	8,356	8597	7,846	8,317	8,411	0.7%
Public Skate Passes #'s-Child/Seniors	85	92	98	127	79	-7.1%
Skate Rentals	2,713	2597	2,762	3,235	2,959	9.1%
Skate Sharpening	932	962	982	1,112	848	-9.0%
Skate Sharpening Passes	N/A	11	20	15	9	N/A
Stick and Puck	280	452	557	518	657	134.6%

Source: Arlington Recreation Department, August 2013. Note: the skating rink is actually owned by the Commonwealth and managed by the Arlington Recreation Department.

- Robbins Farm Park.** The historic Robbins Farm was owned and farmed by the Robbins Family for more than three generations. In 1941, the Town acquired the land for a public park. Residents use Robbins Farm and the Skyline Park Playground year-round for active and passive recreation. The site includes a large playground, renovated in 2003, with unique hillside slides and a picnic area, a basketball court, baseball and soccer fields, and a hillside used for sledding in the winter. The Park and Recreation Commission prepared a master plan for Robbins Farm Park in the early 2000s.
- Spy Pond Park.** Located on Spy Pond’s north shoreline, this public park includes a playground, a public boat ramp, benches, and picnic tables. In 1999, the town commissioned a feasibility study for the park and shoreline. The plan recommended park improvements, environmental remediation, and site improvements to prevent soil erosion, improve drainage, remove invasive plant species, and deter geese. The Town’s Vision 2020 Spy Pond Task Group and the Friends of Spy Pond Park participate in stewardship and planning efforts at the pond.
- Reservoir Beach.** Located on Lowell Street in Arlington Heights, Reservoir Beach includes a filtered/chlorinated swimming area, bathhouse, vending machines and playground. The beach is

supervised by certified lifeguards and other beach staff when open. Boston.com recently listed Reservoir Beach as one of the state's top ten swimming holes.²⁰

- **Hurd Field.** Located near Mill Brook and the Reservoir, Hurd Field offers two softball diamonds and a multi-use field. The Town received a U.S. Environmental Protection Agency (EPA) grant for a Porous Pavement Education Project at Hurd Field, which funded the installation of a new porous parking surface at the field. A rain garden was also installed in 2013 with support from the Town and the Mystic River Watershed Association.

Many team sports are popular in Arlington, but the Recreation Department reports increasing interest in youth lacrosse, which has gained popularity nationwide. Arlington had about twenty youth involved with lacrosse ten years ago; today, more than 500 children participate. Arlington is also seeing growth in picnic permit requests at parks such as Menotomy Rocks, Robbins Farm, McClennen, Spy Pond, and Parallel Park. Furthermore, there has been increased use of Arlington's off-leash dog park at Thorndike Field, and a growing desire among residents for additional off-leash dog areas.²¹

In addition to traditional sports, leisure, and fitness programming for all ages, the Recreation Department has opened an after-school program for children in grades K-5. Arlington Kid Care, a state-licensed childcare program, operates at the Gibbs School and serves all of the Town's elementary schools, as well as St. Agnes, a local parochial school.

Arlington has made a substantial investment in developing and maintaining recreation facilities. Between 2003 and 2013, many playing fields, courts, and playgrounds were updated with new surfaces, equipment, lights, and irrigation systems. The Town completed a \$2 million improvements project at the ice rink and upgraded several playgrounds. The Recreation Department's long-term capital plan anticipates many more improvements, including a new bath house at Reservoir Beach, field and diamond repairs at Hurd Field and Poets Corner, field and court renovations at Robbins Farm, Scannell Field, and Spy Pond, and new play structures at several town playgrounds.

Arlington's public parks support passive enjoyment and active recreation. Robbins Farm Park, McClennen Park, Menotomy Rocks Park, and the Arlington Reservoir are some of the larger sites that offer natural settings for walking, picnicking, sunbathing, and relaxing, as well as designated areas for organized recreation. Arlington also has facilities for active recreation, including tennis and basketball courts, playing fields, and an ice rink, as well as neighborhood pocket parks and playgrounds. In addition, the Town offers swimming at the Reservoir Beach and a spray pool in North Union Park. The Arlington School Department maintains playgrounds and gyms at each school, and these facilities are available for general public use after school hours.

²⁰ Boston.com, "Massachusetts Swimming Holes".

<http://www.boston.com/travel/explore/massachusetts/galleries/swimming_holes?pg=6>

²¹ Joseph Connelly, Arlington Recreation Director. Arlington Park and Recreation Commission, *Capital Plan FY 2014-FY 2024*.

All of Arlington’s recreation facilities are heavily used and valued by local residents. Table 9.15 reports summary-level program participation statistics for Recreation Department seasonal programs for the past five years and details activity at the Reservoir Beach.

	FY 2008	FY 2009	FY 2010	FY 2011	FY 2012
Program Participants by Season					
Summer	1,464	1,349	1,634	1,832	1,823
Fall	913	1057	920	1,110	1,263
Winter	764	905	1,506	1,207	2,012
Spring	544	732	812	772	786
Reservoir Tags Sold					
Adult Resident	464	352	455	437	437
Child Resident	461	346	443	395	395
Senior Citizen	67	51	70	71	71
Non-Resident	31	13	13	24	24
Resident Family	358	290	379	340	340
Non Resident Family	46	17	34	27	27
Resident Family Plus 1	90	59	70	64	64
Non-Resident Family Plus 1	8	1	3	6	6
Total	1,525	1,129	1,467	1,364	1,364
Reservoir Passes Sold					
Weekday Pass	3,500	3,051	4,254	3,050	3,344
Weekend Pass	1,191	1,431	1,827	1,667	2,386
Total	4,691	4,482	6,081	4,717	5,730

Source: Arlington Recreation Department, August 2013.

Other Recreation Facilities. The Minuteman Bikeway provides visual relief and recreational opportunities, and it also functions as a habitat corridor due to its proximity to open space, brooks, and water bodies. The path connects the wildlife habitat of Great Meadows in Lexington to the natural environment of Spy Pond. The Minuteman Bikeway was constructed on the former Boston and Maine Railroad right of way in 1992 after 20 years of planning and construction. The entire path is almost 11 miles long, beginning in Bedford Center, passing through Lexington and Arlington, and terminating in Cambridge near the Alewife MBTA Station. In addition to its popularity as a commuter bike route, the bikeway links historic sites, attractions, conservation areas, and parks in Arlington, Lexington, and Bedford. Arlington’s portion of the bikeway is about three miles long and runs largely parallel to Massachusetts Avenue. In 2000, Arlington renamed its portion of the bikeway as the “Donald R. Marquis/Minuteman Bikeway” to honor a former town manager.

The Arlington Boys and Girls Club, located next to Spy Pond, is an important resource for children and teenagers. It has the only indoor swimming pool in town for classes and open swim times, and is home for the high school swim team. The club offers a large variety of classes and special events, including pre-school, after-school, and summer programs, and boating on Spy Pond. Fidelity House in Arlington Center is another private nonprofit community center that offers a wide variety of programs for children. Arlington also hosts many privately owned health clubs, fitness centers, and yoga studios that offer a variety of facilities and programs, primarily for adults.

E. TOWN BUILDINGS

The Town of Arlington owns nearly fifty buildings. In addition to those most recognizable to the general public – Town Hall, the libraries, the schools, community safety, and public works – the Arlington Redevelopment Board manages several decommissioned facilities and leases the space to tenants, primarily local non-profits such as the Dallin Art Museum, Arlington Chamber of Commerce, Arlington Center for the Arts, and Arlington Community Media Inc., the local cable access station. An inventory prepared by the CPC appears in Appendix 1.

1. Preventive Maintenance

In the past, Arlington had no town-wide policy for a coordinated approach to preventive maintenance of town facilities. Departmental coordination was lacking, and the town had multiple maintenance service contracts with vendors. To improve the efficiency and effectiveness of preventive maintenance, Arlington has created a Facilities Maintenance Planning Committee. Led by the assistant town manager, this committee is in its infancy in 2013, but it is working to develop a comprehensive preventive maintenance plan for the entire town.²²

2. Universal Access

Under the Americans with Disabilities Act (ADA), the Town is required to make all of its programs and buildings accessible to people with disabilities. The Massachusetts Architectural Access Board (MAAB) provides State guidelines for accessibility for new construction and renovations. The Town prepared an Americans with Disabilities Act (ADA) Self Evaluation and Transition Plan in 1992. According to Town staff, Arlington has brought many, though not all, of its buildings into compliance since 1992. The Massachusetts Office on Disabilities (MOD) has recognized Arlington for its efforts. The Town Hall, the Robbins Library, six of seven elementary schools, and the Ottoson Middle School reportedly comply with MAAB regulations. The Town has allocated CDBG funds for the past twelve years to install Wheel Chair Ramps and was one of the first towns to install Accessible Audible Pedestrian (AAP) signals. The Town is planning to update its Accessibility Self-Evaluation in 2015, to be followed by an updated ADA Transition Plan.

3. Energy

Arlington became a state-designated “Green Community” in 2010.²³ The Town has a part-time Energy Manager whose time is divided between Arlington and Bedford. The energy manager’s duties include administering energy programs and policies, managing and applying for grants, implementing sustainability projects, and monitoring energy consumption in municipal facilities. Since 2010, Arlington has used Green Communities funds to install energy conservation measures at several town-owned buildings. The improvements included new, high efficiency boilers; variable speed drives

²² Andrew Flanagan, Assistant Town Manager, interview, October 9, 2013.

²³ “Green Communities” is a program of the Mass. Executive Office of Energy and Environmental Affairs (EOEEA). It provides funding to eligible cities and towns for energy efficiency and renewable energy projects. To qualify for designation, a community must institute certain energy policies and provide streamlined zoning and other regulations for renewable energy development.

(which save energy by adjusting the output of mechanical equipment in response to the amount of power required) energy management systems; steam traps; and motion light sensors. Arlington has also converted all of its streetlights to LED lights. (Appendix 2). Through these efforts, the Town has reduced its energy consumption by 22 percent since 2008. Potential future projects include installing occupancy sensors and updating light fixtures at DPW facilities and Robbins Library; energy efficiency upgrades to the HVAC system at Robbins Library; and installing anti-idling devices in DPW cars and trucks to lower carbon emissions.

F. ARLINGTON PUBLIC SCHOOLS

In the 2012-2013 school year, total K-12 enrollment in the Arlington Public Schools exceeded 4,900 students. Approximately half of these students are in the elementary schools. Enrollment has grown steadily for the past twenty years and is expected to continue to increase over the next five years (Figure 9-1).

In addition to providing its own public schools, Arlington belongs to the Minuteman Regional Vocational Technical School District. Located in Lexington, Minuteman Regional High School serves sixteen towns and more than 700 students, including 125

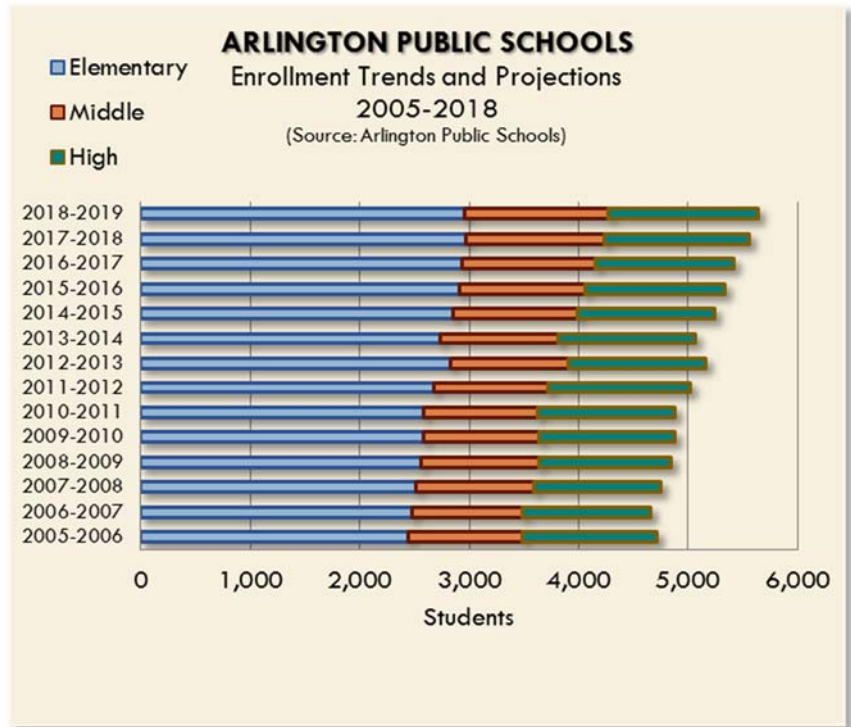


Figure 9-1

high school students and 14 post-graduate students from Arlington in 2012. Minuteman Regional is in the Massachusetts School Building Authority's (MSBA) Vocational School Repair and Renew pipeline for renovations and an addition.

The Arlington Public Schools operates nine school facilities: seven elementary schools, one middle school, and one high school (Table 9.16). Menotomy Preschool is a non-profit preschool located in Arlington High School and run by the childhood special education department at AHS, offering work-related training experience for high school students studying early childhood education. The elementary schools serve grades kindergarten through five. A redistricting plan for elementary schools went into effect for the 2013-2014 school year in an effort to address enrollment imbalances.

Table 9.16. Arlington School Facilities	
School	Description
Bishop Elementary 25 Columbia Road	Grades: kindergarten to 5 51,367 sf, built in 1950; renovated in 2002 Softball/little league diamond, basketball court, multipurpose field, playground, parking lot
Brackett Elementary 66 Eastern Avenue	Grades: kindergarten to 5 57,670 sf, built in 2000 Basketball court, multipurpose field, playground, across street from Robbins Farm Park (baseball diamond, multipurpose field, playground)
Dallin Elementary 185 Florence Avenue	Grades: kindergarten to 5 68,578 sf, built in 1956; renovated in 2005 Softball/little league diamond, basketball courts, multipurpose field, playground
Hardy Elementary 52 Lake Street	Grades: kindergarten to 5 55,107 sf, built in 1926; renovated in 2001 Basketball courts, playground, parking lot available after 3pm
Peirce Elementary 85 Park Avenue Extension	Grades: kindergarten to 5 55,107 sf, built in 1926; renovated in 2001 Basketball courts, playground, parking lot available after 3pm
Stratton Elementary 180 Mountain Avenue	Grades: kindergarten to 5 63,300 sf, built in 1962; renovated in 1968, 2011 Baseball diamond, basketball courts, multipurpose field, playground, parking lot available after 3pm
Thompson Elementary 60 North nion Street	Grades: kindergarten to 5 59,000 sf, built in 1956; rebuilt in 2013 Basketball court, softball/little league diamond, baseball diamond, multipurpose field, picnic tables, seasonal spray pool, parking lot
Ottoson Middle School 63 Acton Street	Grades: 6-8 154,380 sf, built in 1920; renovated in 1998 Softball/little league diamond, practice area, parking
Arlington High School 869 Massachusetts Avenue	Grades: 9-12 394,106 sf, built 1914; renovated 1980 Astroturf field, track, basketball courts, baseball diamond, softball/little league diamond, multipurpose field
Source: Arlington Capital Planning Committee, Report to Town Meeting, April 2013; Arlington Recreation Department	

The School Department has identified a need for a long-term capital maintenance plan and expanded technology in all schools. Arlington is near the end of a multi-year process of renovating or replacing all seven elementary schools. To date, six of these schools have been completed. The most recent project involved the Thompson School, at \$20 million. The new building opened in September 2013. The Stratton School is next. In December 2013, the School Department obtained a “green” capital needs assessment and replacement reserve analysis of the Stratton School and established a school building committee. The committee has begun the process of determining what needs to be done to bring the Stratton to parity with the other elementary schools. According to the School Department, the goal is

to generate estimated budgets to submit to the next Capital Budget cycle in September, for funding in FY16.

However, the timing of Stratton School improvements is complicated because Arlington High School – last upgraded more than 30 years ago – has major capital needs as well. Building conditions at Arlington High School led to a recent accreditation warning from the New England Association of Schools and Colleges (NEASC). A needs assessment is being conducted to help the School Department plan for renovation or reconstruction of this facility in the next five years. The School Department plans to file a Statement of Interest with the Massachusetts School Building Authority (MSBA) by the deadline in April 2014. A Statement of Interest is the first step in a long process of being partially (if not substantially) funded by the state.²⁴ The timing of the project is uncertain due to significant competition statewide for limited building funds. It is very unlikely that Arlington could afford to rebuild the High School without state funding. If Arlington High School is selected to proceed by the MSBA, the School Committee will have to approach Town Meeting for funding to conduct a feasibility study. Moving beyond the feasibility study stage to design and construction funding will require a Proposition 2 12/ debt exclusion vote.

G. TOWN FINANCES

When asked to identify and rank Arlington’s current weaknesses and the conditions that threaten its future, participants at three public meetings for this master plan spoke almost in unison: lack of commercial and industrial tax base, property taxes, and Arlington’s almost total dependence on residential taxpayers to fund the cost of local government. Most of the sixty-two residents who attended individual and small-group interviews made similar comments. Some characterized Arlington’s dilemma with words heard at all levels of government in the U.S. today: “structural deficit.” In fact, residential property values have driven Arlington’s tax base for many years. Since the mid-1980s, the tax base has gradually changed from 90 percent residential to almost 94 percent in 2013. In the intervening years (1986-2013), a combination of very little new growth, state aid fluctuations, three recessions, and changes in school spending requirements have made it hard for built-out suburbs like Arlington to pay for the services residents want to receive.

Arlington tracks financial indicators for thirteen comparison towns (Table 9.16): communities with similar populations, wealth, land area, road miles, budgets, and so forth. While Arlington relies more on residential property taxes than most towns in the comparison group, its tax burden is relatively low. Arlington’s average tax bill rose at a faster rate than the state median for the past two years, presumably due to a Proposition 2 ½ override vote in 2011. However, even with accelerated tax bill growth, Arlington’s tax levy per capita remained comfortably below the midpoint of its comparison area, and its average tax bill as a percentage of median household income is low for the comparison area, too. Arlington also spends less per capita than similar towns. The available demographic, revenue, and expenditure data for Arlington suggest that lack of revenue growth, not excessive spending, lies at the root of what residents call the Town’s structural deficit. As the Town’s FY 2014 Financial Plan suggests,

²⁴ Diane Johnson, Chief Financial Officer, Arlington Public Schools, to RKG Associates, Inc. (February 6, 2014).

Arlington is left “with only two choices: significant budget cuts resulting in service reductions or Proposition 2 ½ general overrides.”²⁵

Table 9.17. Financial Comparison Data

Community	Census 2010 Population	Population Density Sq. Mi.	2010 DOR Income Per Capita	2012 EQV Per Capita	2011 Expenditures Per Capita	2013 Levy Per Capita
ARLINGTON	42,844	8,271	\$43,414	\$175,702	\$2,029	\$2,288
Belmont	24,729	5,307	\$65,808	\$226,958	\$2,678	\$2,914
Brookline	58,732	8,650	\$58,434	\$276,924	\$2,976	\$2,897
Medford	56,173	6,901	\$29,198	\$126,373	\$1,815	\$1,601
Melrose	26,983	5,753	\$37,402	\$138,817	\$2,435	\$1,779
Milton	27,003	2,071	\$51,918	\$169,647	\$2,372	\$2,406
Natick	33,006	2,189	\$46,091	\$199,265	\$2,891	\$2,706
Needham	28,886	2,291	\$80,902	\$281,849	\$3,533	\$3,477
North Andover	28,352	1,064	\$47,602	\$156,821	\$2,293	\$2,167
Reading	24,747	2,492	\$42,071	\$159,675	\$2,857	\$2,226
Stoneham	21,437	3,486	\$34,028	\$145,507	\$2,442	\$1,907
Watertown	31,915	7,765	\$35,554	\$169,115	\$2,801	\$2,456
Winchester	21,374	3,539	\$87,306	\$269,213	\$3,739	\$3,243

Sources: FY 2014 Budget and Financial Plan; Mass. Department of Revenue, Municipal Data Bank.
 Note: 2011 Expenditures per Capita reflect year-end expenditures for the fiscal year that ended on June 30, 2011, divided by the Town’s Census 2010 population. The 2013 Levy per Capita is the property tax levy for FY 2013, or July 1, 2012 to June 30, 2013, divided by the Town’s Census 2010 population. The higher levy per capita in 2013 reflects budget growth over two fiscal years, including transfers to stabilization or reserve funds.

To preserve basic services and manage the rate of spending growth, Arlington approved an override of Proposition 2 ½ in 2011 with the understanding that the new revenues would maintain acceptable levels of service through FY 2014. Town leaders made several commitments for making the money last at least three years, and so far all of those commitments have been met (Appendix 3). Recent changes in state law made it easier for Arlington and other communities to reduce expenditures for employee health insurance, and this has helped to stretch the benefits of the 2011 general override.²⁶

H. DISCUSSION QUESTIONS

- 1) What non-land use options should Arlington consider in order to reduce (or at least contain) the structural deficit? In other words, setting aside any land use policy changes, what else could the Town do? What should be the Town’s “structural deficit” policy?
- 2) By any measure, Arlington is a full-service community – that is, a community that provides a comprehensive package of programs and services for residents. Should the Town reduce some services to control costs? If so, which ones?
- 3) Arlington owns quite a bit of real estate. There may be good reasons for the Town to keep and manage so many buildings, but should there be a policy to guide the identification and disposition

²⁵ FY 2014 Budget and Financial Plan, 15.

²⁶ Ibid, 3-4. See also, Finance Committee Report to 2013 Annual Town Meeting, 4.

of “surplus” property? Do you think the Town has properties now that it could sell without sacrificing something very important to the community?

- 4) According to the DPW, Arlington is rapidly running out of cemetery space. What options should the Town consider?
- 5) Despite the number of Town-owned buildings, the Town seems to have a shortage of publicly owned land to meet a variety of needs. For example, there is inadequate space for cemeteries and snow storage, and the skating rink has reached capacity. Playing fields are overused. How should the Town address the shortage of land for public facilities and services?
- 6) Sidewalks are also considered a public facility. There seems to be some concern in Arlington about the desirability of installing and maintaining brick sidewalks. Two issues have been identified: access constraints for people with disabilities, and cost. However, those who support brick sidewalks make a strong case for aesthetics. How should the Town address these opposing views?
- 7) One of the draft goals for the master plan calls on the Town to “build, operate, and maintain public facilities that are attractive and help to minimize environmental impact and that connect Arlington as a community.” How can public facilities be better used to connect the community? Are there areas of town that are underserved by existing public facilities?

PUBLIC SERVICES & FACILITIES

Appendix 1

Arlington Public Buildings					
Building Name	Address	Footprint (sq. ft.)	Year Built	Year of Completion Last Major Renovation	Estimated Year of Completion of Next Major Renovation
Community Safety Buildings					
Tower Fire Station (Park Circle)	291 Park Ave	2,700	2007		
Highland Fire Station	1005 Massachusetts Ave	6,503	1929	2011	
Central Fire Station	220 Broadway	12,738	1926		2017
Community Safety Building	112 Mystic Street	20,780	1983		2020
Dog Pound	112 Mystic Street	1,214			
Public School Buildings					
Bishop Elementary School	25 Columbia Road	51,367	1950	2002	
Brackett Elementary School	66 Eastern Avenue	57,670	2000		
Dallin Elementary School	185 Florence Avenue	65,578	1956	2005	
Hardy Elementary School	52 Lake Street	55,107	1926	2001	
Peirce Elementary School	85 Park Avenue Extension	48,500	2002		
Stratton Elementary School	180 Mountain Avenue	63,300	1962	1968 & 2011	
Thompson Elementary School	60 North Union Street	59,000	1956	2013	
Ottoson Middle School	63 Acton Street	154,380	1920	1998	
Arlington High School (4 buildings)	869 Massachusetts Avenue	394,106	1914-1980		
Peirce Field "Snack Shack"	869 Massachusetts Avenue		2007		
Spy Pond Field House	50 Pond Ln	870			
Libraries					
Robbins Library	700 Massachusetts Ave	48,003	1892	1992	
Fox Branch Library	175 Massachusetts Ave	6,683	1940	1952	

Arlington Master Plan Working Paper: Public Services & Facilities

Arlington Public Buildings					
Building Name	Address	Footprint (sq. ft.)	Year Built	Year of Completion Last Major Renovation	Estimated Year of Completion of Next Major Renovation
Managed by Arlington Redevelopment Board					
Former Central School Building	27 Maple Street	18,746	1894	1985	
Former Crosby School Building	34 Winter St	40,167	1895	1991	
Former Gibbs School Building	41 Foster St	53,769	1928	1972	
Jefferson Cutter House	Corner of Mystic St. and Massachusetts Ave	3,444	1817	1989	
Former Parmenter School Building	17 Irving St	27,616	1926	1988	
Former Dallin Library Building		4,164	1937	1999	
23 Maple Street (group home)	23 Maple St	4,760	1862	2008	
Department of Public Works					
Building A (Director/Engineer/Inspection)	51 Grove St	16,608	1920	1987?	
Building B (Assembly Hall)	51 Grove St	8,568	1950	1987?	
Building C (Maintenance Garage)	51 Grove St	40,000			
Building D (Snow Fighting Garage)	51 Grove St	6,402			
Building E (Small Salt Shed)	51 Grove St	2,304			
Building F (Large Salt Shed)	51 Grove St				
Transfer Station		1,332			
Ryder Street Garage		5,292	1950		
Cemetery Department					
Cemetery Building A (Chapel & Office)	70 Medford St	2,016	1903		2015
Cemetery Garage	70 Medford St	825	c. 1952		
Parks & Recreation					
Ed Burns Arena Ice Skating Rink/Indoor facility	422 Summer St	25,680	1969		
Bath House at Arlington Reservoir	Lowell St	815			
Pump House at Arlington Reservoir	Lowell St				

Arlington Master Plan Working Paper: Public Services & Facilities

Arlington Public Buildings					
Building Name	Address	Footprint (sq. ft.)	Year Built	Year of Completion Last Major Renovation	Estimated Year of Completion of Next Major Renovation
<i>Other Town-Owned Buildings</i>					
Arlington Town Hall & Annex	730 Massachusetts Ave	45,612	1913	2011	In process
Jarvis House (Town Legal Department)	50 Pleasant St	(included above)	1955	2011	In process
Mt. Gilboa House		1,960	1924		
Whittemore Robbins House	670R Massachusetts Ave	1,236	1799	1995	
Source: Arlington Capital Planning Committee, 2013 Report to Town Meeting					

PUBLIC SERVICES & FACILITIES

Appendix 2

Arlington Sustainability Report: Energy Conservation Measures and Results								
Measure		Status	Energy Data			Financial Data	Reference Data	
Category/Building	Energy Conservation Measure	Status (Completed with month/year or planned Qtr/year)	Projected Annual Electricity Savings (kWh)	Projected Annual Natural Gas Savings (therms)	Projected Annual Gasoline Savings (gallons)	Projected Annual Cost Savings (\$)	Funding Source(s) for Net Costs	Source for Projected Savings
Elementary School (Hardy School)	Installation of Energy Management System	Jun-11	20,018	2,270		\$3,561	N/A	Energy Working Group Analysis
High School (Arlington High School)	Replacement of Steam Traps	Mar-11		17,680		\$1,857	N/A	Energy Working Group Analysis
High School (Arlington High School)	Boiler Replacement	Nov-10		66,860		\$7,024	EECBG and Town Capital	Energy Working Group Analysis
High School (Arlington High School)	Motion Light Sensor Installation	Jan-11	63,473			\$10,561	Town Capital Plan	NStar

Arlington Master Plan Working Paper: Public Services & Facilities

Arlington Sustainability Report: Energy Conservation Measures and Results								
Measure		Status	Energy Data			Financial Data	Reference Data	
Category/Building	Energy Conservation Measure	Status (Completed with month/year or planned Qtr/year)	Projected Annual Electricity Savings (kWh)	Projected Annual Natural Gas Savings (therms)	Projected Annual Gasoline Savings (gallons)	Projected Annual Cost Savings (\$)	Funding Source(s) for Net Costs	Source for Projected Savings
Rental Property (Gibbs School)	Steam Traps	Jun-12		23,760		\$2,496	Town Capital Plan	Energy Working Group Analysis
BUILDINGS SUBTOTAL			557,193	113,730	0	\$103,559		
Street Lights	LED Street Lights	Dec-11	207,123			\$34,382	Town Capital Plan	Energy Working Group Analysis
Street Lights - Updated	LED StreetLights	Nov-13	496,230			\$82,374	Town Capital Plan	Energy Working Group Analysis
STREET AND TRAFFIC LIGHTS SUBTOTAL			703,353	0	0	\$0		
WATER/SEWER/PUMPING SUBTOTAL			0	0	0	\$0		

Arlington Master Plan Working Paper: Public Services & Facilities

Arlington Sustainability Report: Energy Conservation Measures and Results								
Measure		Status	Energy Data			Financial Data	Reference Data	
Category/Building	Energy Conservation Measure	Status (Completed with month/year or planned Qtr/year)	Projected Annual Electricity Savings (kWh)	Projected Annual Natural Gas Savings (therms)	Projected Annual Gasoline Savings (gallons)	Projected Annual Cost Savings (\$)	Funding Source(s) for Net Costs	Source for Projected Savings
Town Wide	Purchase of Fuel Efficient Vehicles	Ongoing			13,704	\$41,112	Town Capital Plan	Energy Working Group
VEHICLES SUBTOTAL			0	0	13,704	\$41,112		
TOTAL Projected Savings			1,260,546	113,730	13,704	\$144,671		
TOTAL MMBtu SAVINGS		17,373.28	4,300.98	11,373.00	1,699.30			

PUBLIC SERVICES AND FACILITIES

Appendix 3

2011 Override Commitments

- Override funds will be made to last at least three years (FY2012-FY2014).
- If the override passes, there will be no PAYT fee implemented in FY2012, but the placement of a ballot question regarding a revenue neutral PAYT option will be considered in FY2013.
- Town and School operating budget increases will be capped at 3.5% per year. An additional allowance of up to 7 percent shall be allowed for documented special education cost increases. Should actual special education cost increases exceed this amount, the remaining School budget shall be decreased by the difference.
- Health care cost increases will be programmed at 7 percent. Should actual increases exceed this amount, the Town and School budget totals shall be proportionately decreased by the excess amount. Should actual increases be less than this amount as a result of negotiated health care savings, the extra savings will be:
 - Deposited into the override stabilization fund to extend the three year override period;
 - Used to preserve services; and
 - Used to satisfy any and all negotiated items between the Town Manager, its employees, and its retirees.
- An additional \$600,000 shall be appropriated for the School Department in FY2012, and \$400,000 shall be appropriated each year in addition to the amount currently appropriated in the capital budget for road improvements.
- Reserves shall be maintained in an amount equivalent to at least 5 percent of the budget.

VOTING UNDER AMENDED MINUTEMAN REGIONAL AGREEMENT, if adopted

<u>SUBJECT</u>	<u>SCHOOL COMMITTEE VOTE</u>	<u>MEMBER TOWNS</u>
ROUTINE BUSINESS	More than 50% of weighted vote (present and voting)	None Required
ANNUAL BUDGET	66.67% of total weighted vote, not merely among those present and voting	Majority vote by the appropriating authority (town meeting or city council) of at least 2/3 (two thirds) of the member communities
INCUR DEBT	<p>2/3 (two thirds) of all School Committee members without regard for weighted vote or number of members present and voting</p> <p>If one or more member towns votes to reject debt authorization on first attempt, the School Committee <i>MAY</i> by more than 50% of the weighted vote (present and voting) decide to make a second attempt via district-wide election as permitted by state law.</p>	<p>First attempt by majority vote by the appropriating authority of ALL of member communities. A community that does not vote within 60 days is deemed to approve, but debt is blocked if one community votes “no”.</p> <p>Second attempt by aggregate majority vote in District-wide election (Note that if authorization for debt is approved by this method, AND a majority of voters in a particular community voted “no” in such election, that community <i>MAY</i> seek to withdraw from the District without liability for the debt thus incurred.** Refer to separate section for process.)</p>
FUTURE AMENDMENTS TO AGREEMENT*	3/4 (three fourths) of all School Committee members without regard for weighted vote or number of members present and voting	Revisions to sections that <i>govern the process for</i> amending the agreement, the process for incurring debt, the process for apportioning capital costs, and the process for withdrawal of a member community each require a majority vote by the town meeting or city council in ALL (100%) of the member towns. For any other amendments, approval by at least 3/4 three-fourths of member towns is required.

VOTING UNDER AMENDED AGREEMENT, continued

<u>SUBJECT</u>	<u>SCHOOL COMMITTEE VOTE</u>	<u>MEMBER TOWNS</u>
ADMISSION OF NEW COMMUNITY*	3/4 (three fourths) of all School Committee members without regard for weighted vote or number of members present and voting	Approval by 3/4 three-fourths of member towns
WITHDRAWAL OF A COMMUNITY*	N/A; must refer to member communities.	2/3 (two thirds) vote by the legislative body of the community seeking to withdraw from the District** AND Approval by a majority of other member communities. Note that in this case, failure of the legislative body of a member community to vote <i>disapproval</i> within 60 days of the notice of the requested withdrawal (eg a town does not bring the question to town meeting) will constitute approval by that community.

*THESE MATTERS ALSO REQUIRE APPROVAL BY THE COMMISSIONER OF ELEMENTARY AND SECONDARY EDUCATION.

**Strict time limits apply when such vote is taken with the intent of withdrawing without liability for debt authorized by District-wide election. Withdrawing community remains liable for share of any other debt authorized while they were a member.

Amended: 1973, 1979, 1980, 2013

DRAFT 1/15/14 1/27/14

12/13/13

REGIONAL AGREEMENT

~~Voted on June 8, 1970~~ ~~Minuteman Tech~~

Revised on 11/20/73	2/20/79	10/7/80
Amendment #1	Amendment #2	Amendment #3
Modifying Budget Year	Admission of New Towns	Term of Office of Committee Members

~~POLICY: CATEGORY: SCHOOL COMMITTEE FILE NUMBER: 2.10~~
~~TOPICS DISTRICT AGREEMENT~~

~~AGREEMENT WITH RESPECT TO THE ESTABLISHMENT OF A TECHNICAL AND VOCATIONAL REGIONAL SCHOOL DISTRICT~~

This Agreement is entered into pursuant to Chapter 71 of the General Laws of Massachusetts, as amended, among the towns of Acton, Arlington, Belmont, Boxborough, Carlisle, Concord, Lexington, Lincoln, Stow, Sudbury, Wayland, and Weston, and, in accordance with the provisions of Section VIII, such of the Towns of Bolton, Dover, Lancaster, and Needham as shall accept its provisions, hereinafter sometimes referred to as member towns. (Amendment #2-2/20/79). In consideration of the mutual promises herein contained, it is hereby agreed as follows:

SECTION I: THE REGIONAL DISTRICT SCHOOL COMMITTEE

(A) Composition

The Regional School Committee, hereinafter sometimes referred to as "the Committee," shall consist of one member from each member city or town (the term "city" and the term "town" will hereinafter be referred to jointly as "community"). The members of the Committee shall be appointed as hereinafter provided. All members will serve until their respective successors are appointed and qualified.

(B) Staggering of Terms

The terms of office shall begin on July 1 and shall be for three years. In order to have approximately one third of the terms of office expire at the end of each year, the initial term of office of a Committee member representing a newly admitted community may be for shorter than three years, said determination to be made by vote of the Committee (or by lot, if there is more than one community being newly admitted at the same time).

~~**(B) Initial Committee**~~

~~The existing Committee will continue to function as such until July 1, _____. At any time following the approval of this Revised Agreement by the member communities and by the Commissioner of Education, the Moderator (or Mayor) of each member community shall appoint an individual to serve as a member of the Regional School Committee. These "Initial Committee" appointees will take office on July 1, _____, and the length of their initial terms shall be as follows:~~

- ~~1. Initial three year term: Arlington, Acton, Wayland, Bolton, and Stow.~~

2. ~~Initial two year term: Lexington, Weston, Dover, Carlisle, and Concord.~~

3. ~~Initial one year term: Needham, Belmont, Sudbury, Lancaster, Lincoln, and Boxborough.~~

(C) Appointing Authority

Members who have been appointed to the School Committee by their respective Town Moderators prior to the July 1 date on which this amended language becomes effective shall serve out the remaining one, two or three years of their term. Beginning on the July 1 when this amended language becomes effective, each member shall thereafter be appointed by vote of the Board of Selectmen of that town (or by the Mayor in the case of a city), except that in the case of a town, the town may by bylaw provide for appointment of that community's member by the Moderator. The language of the preceding sentence will also apply to any community newly admitted to the District whose membership in the District commences on or after the July 1 effective date of this amended language.

(D) Subsequent Terms of Office

Just prior to the conclusion of the initial terms spoken of in the subsection (B) above, the Appointing Authority of the member community will appoint a member of the Regional School Committee to serve a three year term beginning on July 1.

(E) Vacancies

Should a vacancy occur on the Regional School Committee for any reason, the unexpired term will be filled within sixty (60) days by the Appointing Authority of the community having the vacancy.

(F) Organization

At the first meeting of the Regional School Committee held after July 1, the Committee shall organize and choose a Chairman and a Vice-Chairman from among its membership and will choose a Secretary, who may or may not be from among its membership.

(G) Power and Duties

The Committee shall have all the powers and duties conferred and imposed upon school committees by law and conferred and imposed upon it by this Agreement, and such other additional powers and duties as are specified in Section 16 to 16I, inclusive, of Chapter 71 of the General Laws and any amendments or additions thereto now or hereafter enacted, or as may be specified in any other applicable general or special law.

(H) Weighted Voting

Each member of the Regional School Committee will exercise a weighted vote, which will be calculated and established as of July 1 of each year as follows. Based on the official October 1 student enrollment figures as determined by the Department of Elementary and Secondary Education ("DESE"), or its successor agency, a four year "rolling average" of the school's enrollment from member communities, using the most recent that year's October 1 enrollment figures and those from the three preceding years, will be established. Using the same methodology, each member community's average percentage of student enrollment from all of the member communities for that period, rounded to the nearest hundredth of a percent, will be established and will be used as that member community's weighted vote to become effective on the following July 1. (For example, if over the four year period a member community supplied an average of 8.67% of the school's enrollment from all of the member communities, then, beginning on the following

July 1 and extending for the next year, that community's member of the Regional School Committee would exercise a 8.67% vote.) Assuming that a quorum as defined in subsection (I) below is present, and except for a vote to approve the annual budget, to incur debt, or to approve an amendment to this Agreement, a combined total of weighted votes amounting to over 50% of the weighted votes present shall constitute majority approval.

In order to approve the District's annual budget, a combined total of weighted votes equal to or exceeding 66.67% of the weighted vote of the entire Committee (i.e., not merely two thirds of the weighted vote of those present) shall be required.

In order to incur debt, a two-thirds (2/3) vote of all of the members of the Regional School Committee, without regard for the weight of the vote, shall be required. In order to approve an amendment to this Agreement, a three-fourths (3/4) vote of all of the members of the Regional School Committee, without regard for the weight of the vote, shall be required.

(I) Quorum

A majority of the total number of members of the Regional School Committee (regardless of the weighted votes) shall constitute a quorum. A quorum is necessary for the transaction of business, but an assemblage less than a quorum may adjourn a meeting.

(A) Composition

~~The regional district school Committee, hereinafter sometimes referred to as the Committee, shall consist of one member from each member town. The members of the Committee shall be appointed as hereinafter provided. All members shall serve until their respective successors are appointed and qualified.~~

(B) Initial Committee

~~Within ten days after the establishment of the regional school district, the moderator of each member town shall appoint one member to serve on the Committee, each of whom shall have been a member of the regional school district planning board which submitted this agreement if such person is available and willing to serve. The twelve members so appointed shall serve on the Committee until their respective successors are appointed and qualified as provided in subsection 1 (C).~~

(C) Appointed Members

~~On or before April 1, 1972, the moderators of such of the towns of Acton, Arlington, Boxborough and Carlisle as shall become members of the District pursuant to Section XII shall each appoint one member to serve on the committee for a term of one year; the moderators of such of the towns of Belmont, Concord, Lincoln, and Sudbury as shall become members of the District pursuant to Section XII shall each appoint one member to serve on the Committee for a term of two years; and the moderators of such of the towns of Lexington, Stow, Wayland, and Weston as shall become members of the District pursuant to Section XII shall each appoint one member to serve on the Committee for a term of three years.~~

~~The moderator of each town that shall be admitted to the District pursuant to Section VIII of this Agreement shall, prior to the date on which admission takes effect, appoint one member to serve on the Committee beginning on such date for a term of three years, or for such shorter term, as may be necessary to retain symmetry of terms on the Committee as a whole. Prior to the date on which the admission of one or more new member towns is to become effective, the Committee shall determine (by lot, if there is more than one such town) the initial term of the member appointed by the moderator of each such town, unless such initial term is specified in this Agreement. In every year in which the term of office of a member expires, the~~

~~moderators of the respective member towns shall each appoint one member to serve for a term of three years. The term of each member of the Committee shall commence on July 1 of the year in which he or she is appointed.~~

~~Amendment #2 2/28/79~~ ~~Amendment #3 10/7/80~~

~~(D) **Vacancies**~~

~~If a vacancy occurs among the members appointed by the moderator under subsection 1(B), the moderator of the town involved shall within thirty days after such vacancy occurs appoint a member to serve until his successor is appointed and qualified as provided in subsection 1(C). If a vacancy occurs among the members appointed under subsection 1(C), the moderator of the member town involved shall appoint a member to serve for the balance of the unexpired term, if any.~~

~~(E) **Organization**~~

~~Annually, on a date specified in the by-laws of the District, the Committee shall organize and choose by ballot a chairman and a vice-chairman from among its own membership.~~

~~(F) **Power and Duties**~~

~~The Committee shall have all the powers and duties conferred and imposed upon school committees by law and conferred and imposed upon it by this agreement, and such other additional powers and duties as are specified in Section 16 to 16-1, inclusive, of Chapter 71 of the General Laws and any amendments thereof or additions thereto now or hereafter enacted, or as may be specified in any other applicable general or special law.~~

~~(G) **Quorum**~~

~~The quorum for the transaction of business shall be a majority of the Committee, but a number less than the majority may adjourn.~~

SECTION II TYPE OF REGIONAL SCHOOL DISTRICT

The regional district school shall be a technical and vocational high school consisting of grades nine through twelve, inclusive. The Committee is also hereby authorized to establish and maintain such kinds of education, acting as trustees therefore, as may be provided by communities towns under the provisions of Chapter 74 of the General Laws and acts amendatory thereof, in addition thereto or dependent thereon, including courses beyond the secondary school level in accordance with the provisions of Section 37A of said Chapter 74.

SECTION III LOCATION OF THE REGIONAL DISTRICT SCHOOL

The regional district school shall be located within the geographical limits of the District, ~~and within a radius of 5 miles from the intersection of Route 2 and Bedford Road which intersection is in the town of Lincoln.~~

SECTION IV APPORTIONMENT AND PAYMENT OF COSTS

(A) Classification of Costs

For the purpose of apportioning assessments levied by the District against the member communities towns, costs shall be divided into two categories: capital costs and operating costs.

(B) Capital Costs

Capital costs shall include all expenses in the nature of capital outlay such as the cost of acquiring land, the cost of constructing, reconstructing, or adding to a school building or buildings, the cost of remodeling or making extraordinary repairs to a school building or buildings, the cost of constructing sewerage systems and sewerage treatment and disposal facilities or the cost of the purchase or use of such systems with a municipality, and any other item of capital outlay for which a regional school district may be authorized to borrow, or which could be categorized as a capital expense in conformance with applicable law and regulation, including without limitation ~~of~~ the cost of original equipment and furnishings for such school buildings or additions, plans, architects' and consultants' fees, grading and other costs incidental to placing school buildings and additions, sewerage systems and sewerage treatment and disposal facilities, and any premises related to the foregoing in operating condition. Capital costs shall also include payment of principal of and interest on bonds, notes and other obligations issued by the District to finance capital costs.

(C) Operating Costs

Operating costs shall include all costs not included in capital costs as defined in subsection IV (B), but including interest on temporary notes issued by the District in anticipation of revenue.

(D) Apportionment of Capital Costs

1. The following method will be used for apportioning capital costs incurred prior to July 1, 2014:

After first deducting any other sources of revenue that are appropriately applied against capital costs, capital costs shall be annually apportioned to the member towns which were members of the District as of June 30, 2014 annually for the ensuing fiscal year in the following manner. Each member town's share of capital costs for each fiscal year shall be determined by computing the ratio which the town's pupil enrollment in the regional district school on October 1 of the fiscal year next preceding the fiscal year for which the apportionment is determined bears to the total pupil enrollment from all the member towns on the said date, except that if there is an enrollment of fewer less than five pupils from any member town in the regional district school on said date, such member town shall be deemed to have an enrollment of five pupils in the regional district school. For the purpose of this subsection, in computing this apportionment the persons enrolled in courses or programs "persons" referred to in subsection IV (F) shall not be included. ~~Notwithstanding the foregoing, in the event that there is no enrollment in the regional district school from all the member towns on October 1 of any such year, capital costs shall be apportioned on the basis of enrollment in grades nine through twelve of pupils residing in each member town and receiving education at such town's expense on October 1 of such year. Capital costs represented by debt service shall be apportioned as a capital cost of the fiscal year in which the debt service falls due.~~

2. The following method will be used for apportioning capital costs incurred on or after July 1 2014:

Capital costs which are incurred on or after July 1, 2014 shall be apportioned to the member communities annually for the ensuing fiscal year in the following manner (for illustration purposes only, examples of these calculations appear in Appendix A.)

a. Fifty percent (50%) of the capital costs will be apportioned to each of the member

communities by computing the ratio which that community's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, bears to total pupil enrollment in the regional district school from member communities, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, except that if there were an enrollment of fewer than five (5) pupils from any member community in the regional district school on any of the four (4) most recent October 1 dates, such member community will be deemed to have had an enrollment of five (5) pupils in the regional district school on said date.

- b. An additional one percent (1%) of these costs will be apportioned to each of the member communities regardless of student enrollment.
- c. The balance of these costs will be apportioned by applying the combined effort yield as calculated by DESE, or its successor agency, which uses property values and household incomes, as well as enrollments. The specific calculation is as follows:
- Each member community's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, including the five (5) pupil minimum spoken of in 2,a above, will be identified.
 - This average regional enrollment figure for each member community will be compared to that community's most recent October 1 "foundation enrollment" figure (determined by DESE), and the percentage of that community's most recent foundation enrollment figure which is comprised of that town's average regional enrollment figure will be computed.
 - This percentage amount will be multiplied by the lesser of the "combined effort yield" or 100% of the "foundation budget" (using the most recent "final" numbers determined by DESE) for that community, resulting in a number to be called "combined effort yield at Minuteman".
 - The numbers representing each community's "combined effort yield at Minuteman" will be totaled, and each community's percentage of that total (this percentage to be called "combined effort capital assessment share") will be computed.
 - Each community's "combined effort capital assessment share" will be used to calculate the apportionment of the capital costs under this paragraph. (An example of the calculations described in this paragraph is found in the chart headed "Calculation Factor - Ch. 70 Combined Effort Capital Allocation" appearing on page 2 of Appendix A.)

In the event that changes occur at the state level in either the terminology or the calculation formulas that lie behind the terms used in this paragraph, the Committee will use a calculation approach which replicates the apportionment outcomes that would result from this paragraph if the terms of this paragraph were applied as of the effective date of this Regional Agreement.

(E) Apportionment of Operating Costs

The District will utilize the statutory method in the apportionment of operating costs. Pursuant to this method, the District will deduct from operating costs the total of any revenue from Chapter 70 state aid, Chapter 71 Regional Transportation Reimbursement, and any other revenue as determined by the Regional School Committee. The balance of all operating costs, except those described in subsection IV,F below, shall be apportioned to each member community as follows. Each member community's share of operating costs will be the sum of the following: (a) the member's required local contribution to the District as determined by the Commissioner of Elementary and Secondary Education (hereinafter "the Commissioner"); (b) the member's share of that portion of the District's net school spending, as defined by G.L. chapter 70, section 2, that exceeds the total of the required local contributions for all of the members; and (c) the member's share of costs for transportation and all other expenditures (exclusive of capital costs as defined in subsection IV,(B) above) that are not included in the District's net school spending. A member's share of (b) and (c) above will be calculated by computing the ratio which that member's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, bears to the total pupil enrollment in the regional district school from member communities, using a rolling average based on the four (4) most recent annual October 1 enrollment figures.

~~All operating costs, except those described in subsection IV(F), for the first fiscal year next following the establishment of the regional school district, and for every fiscal year thereafter, shall be apportioned to the member towns on the basis of each town's respective pupil enrollment in the regional district school. Each member town's share for each fiscal year shall be determined by computing the ratio which that member town's pupil enrollment in the regional district school on October 1 of the fiscal year next preceding the fiscal year for which the apportionment is determined bears to the total pupil enrollment in the regional school from all the member towns on the same date. In computing this apportionment the pupil hours referred to in subsection IV(F) shall be excluded. In the event that enrollment of pupils in the regional district school has not been accomplished by October 1 of any year, operating costs shall be apportioned on the basis of enrollment in grades nine through twelve of pupils residing in each member town and receiving education at such town's expense on October 1 of such year.~~

(F) Special Operating Costs

The Committee shall determine the operating costs for each fiscal year for any courses or programs which are offered by the District to persons other than secondary students attending the regular day regional vocational school. Each member's community's share of such special operating costs shall be apportioned by identifying each member's community's enrollment and/or participation rate in said courses or programs as compared to the overall enrollment and/or participation rate in said courses or programs. Normally said share shall be paid by the members as a special assessment in the fiscal year following the year of the course or program offering, although exceptions may be made whereby the payment will be made during the fiscal year of the course or program offering.

~~The Committee shall determine the operating costs for each fiscal year of any evening trade extension courses or any other types of courses which are offered by the District to persons other than the pupils attending the regular day regional vocational school. Each member town's share of such operating costs shall be determined by computing the ratio which that town's enrollment of pupil hours in such courses on November 1 of the fiscal year next preceding the fiscal year for which the apportionment is determined bears to the total enrollment of pupil hours in such courses from all the member towns on the same date. In the~~

~~event that enrollment of pupil hours in such courses on November 1 of the fiscal year next preceding the fiscal year for which the apportionment is determined bears to the total enrollment of pupil hours in such courses from all the member towns on the same date. In the event that enrollment of pupil hours in such courses has not been accomplished by November 1 of any year, such operating costs shall be apportioned on the basis of enrollment in grades nine through twelve of pupils residing in each member town and receiving education at such towns expense on October 1 of such year.~~

(G) Times of Payment of Apportioned Costs

Each member town shall pay to the District in each fiscal year its proportionate share, certified as provided in subsection ~~V(B)V(C)~~, of the capital and operating costs. ~~Except as otherwise provided in subsection V(A) or in Section XI, t~~The annual share of each member town community shall be paid in such amounts and at such times that at least the following percentages of such annual share shall be paid on or before the dates indicated, respectively:

September 1	25%
December 1	60%
March 1	75%
May 1	100%

(H) Apportionment of Costs to New Members Towns

1. The share of operating costs which will be paid by a new member community will be determined consistent with subsection IV(E) except that, for purposes of calculating that community's four (4) year rolling average of pupil enrollment, the number of "out of district" students from that community which were enrolled in the regional district school during each of the applicable four (4) years will be regarded as that community's "pupil enrollment" during those years for purposes of this calculation.
2. The Regional School Committee, prior to the admittance of a new member community, will have the option of negotiating a phase in of the amount of capital costs which will be assessed to that new member community during the first three years of membership in the District. Beginning no later than the fourth year of membership and thereafter, however, the new member community will be assessed the full capital cost apportionment that will result from an application of subsection IV(D).

~~Except as otherwise provided in this subsection, capital costs and operating costs shall be apportioned in accordance with subsections IV(D), (E), and (F) to towns admitted to the District pursuant to the provisions of section VIII. In the first fiscal year in which the admission of a new member town is effective, the town shall pay as its share of the capital costs and operating costs for such fiscal year, an amount equal to what the town would pay if the pupils from the town enrolled in the regional district school were tuition pupils. After the first fiscal year in which the admission of a new member town is effective, the town's share of capital costs and operating costs shall be determined in accordance with section IV of this Agreement except that such share shall not include any capital costs on account of the bonds issued by the district dated March 1, 1973 and March 1, 1974.~~

~~However, commencing in the second fiscal year in which such town is a member and continuing through the eleventh such fiscal year, in lieu of such capital costs and as partial reimbursement to the other member towns for their payment of capital costs on account of the original regional district school building, such town shall pay as part of its share of capital costs an annual surcharge of \$400 per pupil enrolled from such town in the regional district school on October 1 of the next preceding fiscal year. If on such October 1, there is an enrollment of less than five pupils from such town in the regional district school, such member town shall be deemed to have an enrollment of five pupils in the regional district school. The Committee shall determine the amount necessary to meet the annual operating and maintenance budget and shall allocate such amount among the member towns without taking such surcharge into account. After making such allocation, the Committee shall apply the amount of such surcharge to reduce the shares of capital and operating costs of the member towns which are not then required to pay such surcharge, in the same proportion as capital costs are allocable among such towns pursuant to Section IV of this Agreement. For the purposes of Section IX of this Agreement, if a new member town shall withdraw from the District prior to the twelfth year of its membership, such surcharge shall be deemed to be part of the town's share of the indebtedness of the District outstanding at the time of its withdrawal. (Amendment #2 2/28/79)~~

(I) Incurring of Debt

Other than short-term borrowing for cash-flow purposes, the incurring of debt for purposes expressed in G.L. Chapter 71, section 16(d), will require at least a two-thirds (2/3) vote of all of the members of the Regional School Committee without regard for the weight of the votes. If such a margin exists, the Committee must seek authorization for incurring debt by following the approach set out in G.L. chapter 71, section 16, subsection (d). If one or more member communities vote disapproval of the debt, the Committee, by a majority of the weighted vote, may then seek authorization for the debt via Chapter 71, section 16, subsection (n). If and when subsection (n) is utilized, and if the incurring of debt is approved via subsection (n), the following option will be open to a member community if a majority of the residents registered voters from that community voted to disapprove the incurring of debt in the subsection (n) election. Said community may seek to withdraw from the District consistent with the procedure in Section IX, and, if the notice of withdrawal is sent consistent with Section IX within sixty (60) days of the subsection (n) election, that community will not be responsible for a share of the debt service attributable to this new debt even if that community's withdrawal from the District is not approved by a majority of the member communities as required by Section IX. Communities whose resident voters disapprove the incurring of the debt in the subsection (n) election but which do not give a notice of withdrawal consistent with Section IX will remain members of the District and will share in the debt service for the new debt consistent with the apportionment process in this Section IV.

SECTION V BUDGET

(A) Initial Budget

~~Within sixty days after the initial regional district school Committee is organized, it shall prepare a reasonably detailed operating and maintenance budget covering expenses, if any, for the balance of the then fiscal year. Copies of such proposed budget shall be submitted to the chairman of the finance or advisory committee in a member town, to the chairman of the board of selectmen, for its consideration. A budget shall be adopted not earlier than fourteen days but within twenty one days after the proposed budget has been so submitted. The amount of the said budget shall be apportioned among the member towns according to the provisions of Section IV~~

~~herein. The regional district treasurer shall certify to the treasurer of each member town its respective shares of said budget. The sums thus certified shall be payable by each member town to the regional district school committee but only from funds which may be or may have been appropriated by each member town for such purpose.~~

~~(B)~~(A) **Tentative Operating and Maintenance Budget**

~~Thereafter, t~~The Committee shall annually prepare a tentative operating and maintenance budget for the ensuing fiscal year, attaching thereto provision for any installment of principal or interest to become due in such fiscal year on any bonds or other evidence of indebtedness of the District and any other capital costs to be apportioned to the member towns communities. The said Committee shall mail a copy to the chairman of the Board of Selectmen and the Finance or Advisory Committee, if any, of each member town at least fifteen days prior to the date on which the final operating and maintenance budget is adopted by the Committee, said copy to be itemized in a fashion consistent with DESE's chart of accounts, as follows or in such further detail as the Committee may deem advisable:

- ~~1. Administration~~
 - ~~2. Instruction~~
 - ~~3. Other school services~~
 - ~~4. Operating and maintenance of plant~~
 - ~~5. Fixed charges~~
 - ~~6. Acquisition of fixed assets~~
 - ~~7. Community service~~
 - ~~8. Debt retirement and debt service~~
 - ~~9. Programs with other districts and private schools~~
- ~~(Amendment #1 -- 11/20/73)~~

~~(C)~~(B) **Final Operating and Maintenance Budget**

~~After conducting a public hearing consistent with G.L. cChapter 71, section 38M, f~~The Committee shall adopt an annual operating and maintenance budget for the ensuing fiscal year not later than forty-five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but in no event later than March 31, provided that said budget need not be adopted earlier than February 1. Said adoption of the budget will require a combined total of weighted votes equal to or exceeding 66.7% of the weighted vote of the entire Regional School Committee (i.e., not merely two-thirds of the weighted vote of those present at the meeting). Said annual operating and maintenance budget shall include debt and interest charges and any other current capital costs as separate items, and the said Committee shall apportion the amounts necessary to be raised in order to meet the said budget in accordance with the provisions of Section IV. The amounts so apportioned to each member communitytown shall be certified by the district treasurer to the treasurer of such member communitytown within thirty days from the dates on which the annual operating and maintenance budget is adopted by the Committee, and each such communitytown shall, at the next annual town meeting or meeting of the city council, appropriate the amounts so certified. The annual Regional School District budget shall require approval by the local appropriating authorities of at least two-thirds (2/3) of the member communities consistent with G.L. cChapter 71, section 16B. ~~(Amendment #1 -- 11/20/73)~~

~~If the amount necessary to meet the annual operating and maintenance budget for a fiscal year in which the admission of one or more new member towns becomes or is to become~~

~~effective, shall have been determined and apportioned without regard to the payments to be received from any such member town as its share of the capital and operating costs of the District, the Committee may reopen the budget, may re-determine the amounts necessary to meet the budget taking account of such payments, and may reapportion such amounts among the other member towns in accordance with the provisions of Section IV; provided, however, that the shares of such amounts reapportioned to the member towns (other than such new member towns) shall be less than the amounts previously apportioned to such towns.~~
~~(Amendment #2 — 2/20/79)~~

SECTION VI TRANSPORTATION

School transportation shall be provided by the regional school district and the cost thereof shall be apportioned to the member communitiestowns as an operating cost.

~~During the first fiscal year in which the admission pursuant to Section VIII of a new member town is effective, such town shall be responsible for providing school transportation for pupils from the town enrolled in the regional district school and for paying the costs of such transportation.~~
~~(Amendment #2 — 2/20/79)~~

SECTION VII AMENDMENTS

(A) Limitation

This Agreement may be amended from time to time in the manner hereinafter provided, but no such amendment shall be made which shall substantially impair the, rights of the holders of any bonds or notes or other evidences of indebtedness of the District then outstanding, or the right of the District to procure the means for payment thereof, provided that nothing in the section shall prevent the admission of new communities~~a new town or towns~~ to the District and the reapportionment accordingly of capital costs of the District represented by bonds or notes of the District then outstanding and of interest thereon.

(B) Procedure

Any proposal for amendment, except a proposal for amendment providing for the withdrawal of a member communitytown (which shall be acted upon as provided in Section ~~DEIX~~), may be initiated by a vote of at least three-fourths (3/4) of all of the members of the Regional School Committee, without regard to the weight of the votes, majority of all members of the Committee so long as the proposed amendment was discussed as an agenda item at no less than one prior Committee meeting. Alternatively, a proposal for amendment may be initiated~~ed~~ by a petition signed by at least 10 per cent of the registered voters of any one of the member communitiestowns. In the latter case, said petition shall contain at the end thereof a certification by the MunicipalTown Clerk of such member communitytown as to the number of registered voters in said communitytown according to the most recent voting list and the number of signatures on the petition which appear to be the names of registered voters of said communitytown and said petition shall be presented to the secretary of the Committee. In either case, the sSecretary of the Committee shall mail or deliver a notice in writing to the Board of Selectmen, or City Council, of each of the member communitiestowns that a proposal to amend this Agreement has been made and shall enclose a copy of such proposal (without the signatures in the case of a proposal by petition). The sSelectmen of each member town shall include in the warrant for the next annual or a special town meeting called for the purpose an article stating the

proposal or the substance thereof, and the City Council in each member city shall vote on said proposed amendment within two months of its submittal by the Committee. Such amendment shall take effect upon its acceptance by three-fourths (3/4) of all the member communities towns, acceptance by each community town to be by a majority vote at a town meeting in the case of a town, or by majority vote of the City Council in the case of a city as aforesaid, and after approval by the Commissioner. An exception to the three-fourths requirement in the preceding sentence is that the approval of any amendment that changes any of the following will require the approval by all of the member communities: the process by which a member community may withdraw from the District; the process by which debt may be incurred; the process by which capital costs are allocated; and the language in this Section VII regarding the process for amending this Agreement.

(C) Approval by Commissioner

All amendments to this Agreement are subject to the approval of the Commissioner, of Elementary and Secondary Education (hereinafter, the "Commissioner").

SECTION VIII ADMISSION OF NEW COMMUNITIESTOWNS

By an amendment of this Agreement adopted under and in accordance with Section VII above, any other community or communities town or towns may be admitted to the regional school district. The effective date for the admission of each such new member town shall be the July 1 following the adoption by the District of such an amendment, and the acceptance by three-fourths (3/4) of the existing members, and the approval by the Commissioner town of this Agreement as so amended. All of the above approvals must be completed by December 31 for the new member to be admitted on the following July 1. Such admission also shall be subject to compliance with such provisions of law as may be applicable and such terms as may be set forth in such amendment. (Amendment #2-2/20/79)

SECTION IX WITHDRAWAL

(A) Procedure

Consistent with 603 CMR 41.03(2) the withdrawal of a member community can occur only as of July 1 of a given fiscal year. A notice of desire to withdraw must be initiated by a two-thirds (2/3) vote of the legislative body of the member community, which must occur no less than three (3) years prior to the desired July 1 withdrawal date. The Municipal Clerk of the community seeking to withdraw must notify the Regional School Committee in writing within seven (7) days of the vote of the legislative body that the 2/3 two-thirds (2/3) vote has occurred, and the receipt of the notice of withdrawal will be acknowledged in the minutes at a Regional School Committee meeting. Within seven (7) days of its receipt, the District's Clerk will notify in writing the Municipal Clerks of all of the member communities that a notice of withdrawal has been received. Once this notice of withdrawal is given, it may not be rescinded without the unanimous consent of the members of the Regional School Committee. The withdrawal of a community will be allowed only if it is approved by a majority of the other member communities. A failure of the legislative body of a member community to vote disapproval of a requested withdrawal within sixty (60) days of the notice of withdrawal being submitted to the Regional School Committee will constitute approval. During this three (3) year notice period, the departing member will continue to be responsible for the following:

1. Payment of its share of operating costs apportioned by way of subsection IV(E).
2. Payment of its share of capital costs apportioned by way of subsection IV(D), except that no apportionment for a withdrawing member will be made for a share of debt that was disapproved by the voters of said withdrawing member in a G.L. Chapter 71, subsection 16(n) election and after said disapproval a notice of withdrawal was sent by said member consistent with the terms of subsection IV(I). Similarly, no apportionment for a withdrawing member will be made for a share of any debt incurred after the member has given a notice of withdrawal.
3. The withdrawing community shall continue to have a right to appoint and be represented by its member on the School Committee will full voting authority until the date of final withdrawal, on which date the withdrawing community member's term shall end.

(B) Continuing Obligations After Withdrawal

A departing member shall have no right or claim to the assets of the District, and a departing member shall continue to be responsible, after withdrawal, for the following:

1. Payment of its share of capital costs incurred prior to withdrawal apportioned by way of subsection IV(D), provided that for purposes of this apportionment the withdrawn community's enrollment shall be deemed to be its enrollment determined pursuant to subsection IV(D) immediately prior to the date of its notice of intent to withdraw, except that:
 - a. no apportionment for a withdrawing member will be made for a share of debt that was disapproved by the voters of said withdrawing member in a G.L. Chapter 71, subsection 16(n) election and after which disapproval a notice of withdrawal was sent by said member consistent with the terms of subsection IV(I); and,
 - b. no apportionment for a withdrawing member will be made for a share of debt that was incurred by the District following receipt of the withdrawing member's notice of intent to withdraw, such notice having not been rescinded.

(C) Commissioner's Approval

Consistent with 603 CMR 41.03(2) the withdrawal of any member requires the approval of the Commissioner of Education, and all requisite approvals must be obtained no later than the December 31 preceding the July 1 effective date of withdrawal.

(D) Amendment to Agreement

The withdrawal of a member which occurs consistent with the above will, upon its completion, constitute an amendment to the Regional Agreement, regardless of the fact that said amendment was not processed via the procedure contained in Article VII.

~~(A) Limitations~~

~~The withdrawal of a member town from the District may be effected by an amendment to this agreement in the manner hereinafter provided by this section. Any member town seeking to withdraw shall by vote at an annual or special town meeting, request the committee to draw up an amendment~~

to this agreement setting forth the terms by which such town may withdraw from the District, provided that the said town shall remain liable to the District for its share of the indebtedness of the District outstanding at the time of such withdrawal, and for interest thereon, to the same extent and in the same manner as though the town had not withdrawn from the District.

~~(B) Procedure~~

~~The clerk of the town seeking to withdraw shall notify the Committee in writing that such town has voted to request the Committee to draw up an amendment to the agreement (enclosing a certified copy of such amendment). The selectmen of each member town shall include in the warrant for the next annual or a special town meeting called for the purpose an article stating the amendment or the substance thereof. Such amendment shall take effect upon its acceptance by all of the member towns acceptance by each town to be by a majority vote at a town meeting as aforesaid.~~

~~(C) Cessation of Terms of Office of Withdrawing Town's Members~~

~~Upon the effective date of withdrawal the terms of office of the member serving on the regional district school committee from the withdrawing town shall terminate and the total membership of the Committee shall be decreased accordingly.~~

~~(D) Apportionment of Capital Costs after Withdrawal~~

~~The withdrawing town's annual share of any future installment of principal and interest on obligations outstanding on the effective date of its withdrawal shall be not less than the average of such town's annual capital cost apportionment percentages for the three years next preceding the year in which its withdrawal becomes effective, or, in case such withdrawal becomes effective, the withdrawing town's annual share of such future installments of principal and interest shall be not less than the average of such town's annual capital cost apportionment percentage for such of the year or years preceding the year in which its withdrawal becomes effective for which an apportionment of capital costs shall have been made. The remainder of any such installment after subtracting the share of any town or towns which have withdrawn shall be apportioned to the remaining member town or towns in the manner provided in sub-section IV(D) or as may be otherwise provided in the amendment providing for such withdrawal.~~

SECTION X TUITION STUDENTS

The Committee may accept for enrollment in the regional district school pupils from communities towns other than member communitiestowns on a tuition basis. Income received by the District from tuition pupils and not previously deducted from operating costs shall be deducted from the total operating costs in the next annual budget to be prepared after the receipt thereof, prior to apportionment under Section IV subsection FV(E) to the member communitiestowns, provided that income identified as a contribution to capital costs shall be applied to the capital budget.

SECTION XI FISCAL YEAR

The fiscal year for the district shall run from July 1 to June 30.

~~Except as may otherwise be provided by law, the fiscal year of the district shall be the same as the fiscal period of the member towns and the work year or fiscal year as it relates in this agreement to a fiscal or budget period shall mean the fiscal year of the District.~~

~~If the fiscal year of the District shall be other than the calendar year, the dates on or before which the respective percentages of the annual share of each member town shall be paid as provided in subsection IV (G) shall be adjusted so that not less than 25% thereof shall be paid not later than the first day of the third month of such fiscal year, 60% shall be paid not later than the first day of the sixth month of such fiscal year, 75% shall be paid not later than the first day of the ninth month of such fiscal year and 100% shall be paid not later than the first day of the eleventh month of such fiscal year.~~

SECTION XII SUBMISSION FOR APPROVAL

~~This Agreement shall be submitted for approval pursuant to the applicable provisions of Section 15 of Chapter 71 of the General Laws, to the towns of Acton, Arlington, Belmont, Boxborough, Carlisle, Concord, Lexington, Lincoln, Sudbury, Stow, Wayland and Weston. In the event that at least the towns of Arlington, Belmont, Concord and Lexington vote in the affirmative as provided in said Section 15 to establish a regional technical and vocational school district, composed of the towns of Arlington, Belmont, Concord, Lexington and such additional towns, if any, as so vote, shall be deemed to be established; otherwise this agreement shall be void and of no effect.~~

~~NOTE ON EFFECTIVE DATE OF AMENDMENT NO. 2~~

~~Amendment No. 2 to the Agreement, proposed by vote of the Committee adopted on February 20, 1979, shall take effect upon its acceptance by the member towns and upon the acceptance of the Agreement, as heretofore amended and as further amended by this Amendment No. 2, on or before June 30, 1981 by any one or more of the Towns of Bolton, Dover, Lancaster and Needham; provided, however, that the admission of any such town shall not be effective prior to July 1, 1980.~~

~~MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT~~

~~Amendment No.1 to Minuteman Regional Vocational
Technical School District Agreement~~

~~Certificate of the Secretary~~

~~I, the undersigned, hereby certify that I am the duly elected, qualified and acting Secretary of the Minuteman Regional Vocational Technical School District, Massachusetts, and that, as such, I keep and have custody of the records of the meetings of the Minuteman Regional Vocational Technical School District Committee. I further certify that, at a regular meeting of the said Committee duly called and held on Tuesday, November 20, 1973, attended by 9 of the twelve (12) members of said Committee, constituting a quorum, the following vote was adopted pursuant to Chapter 1025 of the Acts of 1973 by the vote of 9 (nine) members voting in the affirmative and 0 (zero) members voting in the negative:~~

~~WHEREAS, the towns of Acton, Arlington, Belmont, Boxborough, Carlisle, Concord, Lexington, Lincoln, Stow, Sudbury, Wayland and Weston established a regional school district under the provisions of Chapter 71 of the General Laws of Massachusetts, as amended, known as Minuteman Regional Vocational Technical School District, and for that purpose entered into an agreement entitled "Agreement With Respect to the Establishment of a Technical and Vocational Regional School District" (hereinafter called the "Agreement"); _____ and~~

~~WHEREAS, Chapter 1025 of the Acts of 1973 of The Commonwealth of Massachusetts authorizes any regional district school committee without regard to the amendment procedure in its regional school district agreement to amend such agreement for the purpose of changing the various dates set forth therein for the adoption of an annual budget, including a tentative annual budget, and for certification by the regional school district treasurer to the treasurer of each member town of the amounts of such budget apportioned to that town and making technical changes to carry out the provisions of clause (m) of section 16 and section 16B of Chapter 71 of the General Laws as amended by sections 1 and 2 of said Chapter 1025;~~

~~NOW THEREFORE, pursuant to said Chapter 1025, to amend the Agreement as follows, viz.:~~

~~Amend Section subsection (B) entitled Tentative Operating and Maintenance Budget and subsection (C) entitled Final Operating and Maintenance Budget, by deleting said two subsections in their entirety and substituting therefor the following new subsections (B) and (C):~~

~~(B) Tentative Operating and Maintenance Budget~~

~~Thereafter, the Committee shall annually prepare a tentative operating and maintenance budget for the ensuing fiscal year, attaching thereto provision for any installment of principal or interest to become due in such fiscal year~~

~~on any bonds or other evidence of indebtedness of the District and any other capital costs to be apportioned to the member towns. The said Committee shall mail a copy to the chairman of the board of selectmen and the finance or advisory committee, if any, of each member town at least fifteen days prior to the date on which the final operating and maintenance budget is adopted; itemized as follows or in such further detail as the Committee may deem advisable:~~

- ~~1. Administration~~
- ~~2. Instruction~~
- ~~3. Other school services~~
- ~~4. Operating and maintenance of plant~~
- ~~5. Fixed charges~~
- ~~6. Acquisition of fixed assets~~
- ~~7. Community services~~
- ~~8. Debt retirement and debt service~~
- ~~9. Programs with other districts and private schools~~

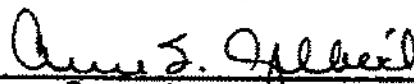
~~(C) Final Operating and Maintenance Budget~~

~~The Committee shall adopt an annual operating and maintenance budget for the ensuing fiscal year not later than forty five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but in no event later than March 31, provided that said budget need not be adopted earlier than February 1. Said annual operating and maintenance budget shall include debt and interest charges and any other current capital costs as separate items, and the said Committee shall apportion the amounts necessary to be raised in order to meet the said budget in accordance with the provisions of Section IV. The amounts so apportioned to each member town shall be certified by the district treasurer to the treasurer of such member town within thirty days from the date on which the annual operating and maintenance budget is adopted by the Committee, and each such town shall, at the next annual town meeting, appropriate the amounts so certified.~~

~~FURTHER VOTED: This amendment shall take effect immediately.~~

~~I further certify that the foregoing vote has not been amended or rescinded and remains in full force and effect.~~

~~WITNESS my hand and the seal of said district this 20th day of November, 1973.~~


Secretary

(DISTRICT SEAL)



OFFICE OF THE TOWN CLERK
TOWN OF ARLINGTON
MASSACHUSETTS

TOWN HALL
OFFICE HOURS
9 AM TO 5 PM

TELEPHONE
781-643-6700

CHRISTINE M. GALLAHAN, CMG
TOWN CLERK

AMENDMENT #2

~~ARTICLE 70. ADMISSION OF NEW MEMBERS TO THE MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT~~

~~VOTED: (Unanimously) That the Town does hereby accept an amendment to the agreement establishing the Minuteman Regional Vocational Technical School District ("Minuteman") as proposed by vote of the Minuteman School Committee adopted on February 20, 1979; said amendment providing for the admission of new member towns generally, and the towns of Bolton, Dover, Lancaster, and Needham specifically; said amendment further specifying (a) that any new member town will have one member of the School Committee appointed by the Moderator of the town for a three year term, or for a shorter initial term in order to retain the symmetry of terms on the Minuteman School Committee as a whole; (b) that for the first year of its membership a new town will contribute as its entire share of the operating costs and capital costs of Minuteman for such year an amount equal to what it would pay if the students from the new town were tuition students, and the new member town will also be responsible for all the transportation costs of those students. After first year of membership a new town will pay its share of operating costs and capital costs apportioned in accordance with Section IV of the agreement, except that such new member town shall not pay any capital costs in accordance with Section IV on account of debt service on Minuteman's bonds dated March 1, 1973, and March 1, 1974, but in lieu thereof and as partial reimbursement to the members of Minuteman for their payments of capital costs on Minuteman's original school building, each new member town will pay to Minuteman for a period of ten years, commencing with the second year of the new town's membership and ending on the eleventh year of such membership, an annual surcharge of \$400 per pupil enrolled on October 1st of the prior year; and (c) that the effective date for the admission of a new member town will be July 1st following its acceptance of the amended Minuteman agreement and the acceptance by each of the existing member towns of the amendment admitting the new town; said amendment further providing for the admission of such of the Towns of Bolton, Dover, Lancaster, and Needham as accept and for their admission not earlier than July 1, 1980, in accordance with the Minuteman agreement amended as described above.~~

A true copy of the vote under Article 70 of the Warrant for the Annual Town Meeting of the Town of Arlington at the adjourned session held May 28, 1980.

ATTEST: *Christina M. Callahan*



CHRISTINE M. CALLAHAN, CMC

OFFICE OF THE TOWN CLERK
TOWN OF ARLINGTON
MASSACHUSETTS

TOWN HALL
OFFICE HOURS
9 AM TO 5 PM

TELEPHONE
781-643-6700

TOWN CLERK

~~769533v1747745v1~~ARTICLE 72. ~~AMENDMENT NO. 3 TO THE AGREEMENT ESTABLISHING THE MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT~~

~~VOTED: (Unanimously) Amendment No. 3 to the agreement establishing the Minuteman Regional Vocational Technical School District~~

~~The agreement among the towns of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland and Weston entitled "Agreement with Respect to the Establishment of a Technical and Vocational Regional School District" as heretofore amended (the "Agreement") is hereby further amended as follows:~~

~~A. Subsection I (C) of the Agreement is amended by deleting the second sentence thereof, as inserted by Amendment No. 2, and substituting in its place the following sentence:~~

~~The moderator of each town that shall be admitted to the District pursuant to Section VIII of this Agreement shall, prior to the date on which such admission takes effect, appoint one member to serve on the Committee beginning on such date for a term of three years, or for such shorter term as may be necessary to retain symmetry of terms on the Committee as a whole.~~

~~B. Subsection I (C) of the Agreement is further amended by deleting the last sentence thereof and substituting in its place the following sentence:~~

~~The term of each member of the Committee shall commence on July 1 of the year in which he or she is appointed.~~

~~C. Subsection I (E) of the Agreement is amended by deleting said subsection and substituting in its place the following subsection:~~

~~E. Annually, on a date specified in the by-laws of the District, the Committee shall organize and choose by ballot a chairman and a vice chairman from among its own membership.~~

~~D. Transition and Effective Date of Amendment No. 3. Amendment No. 3 to the Agreement, proposed by vote of the Committee adopted on October 7, 1980, shall take full effect on January 1 of the year following the year in which it has been accepted by all the member towns and the terms of all the members of the Committee in office on such January 1 shall be extended to expire at the commencement of the term of their successors in the year in which their terms would otherwise expire pursuant to the Agreement as amended by Amendment No. 3,~~

~~A true copy of the vote under Article 72 of the Warrant for the Annual Town Meeting of the Town of Arlington at the adjourned session held March 21, 1981. ATTEST:~~

Christina M Callahan

~~AMENDMENT NO. 3 TO THE AGREEMENT ESTABLISHING THE MINUTEMAN REGIONAL VOCATIONAL TECHNICAL SCHOOL DISTRICT~~

~~The agreement among the towns of Acton, Arlington, Belmont, Bolton, Boxborough, Carlisle, Concord, Lancaster, Lexington, Lincoln, Needham, Stow, Sudbury, Wayland and Weston entitled "Agreement with Respect to the Establishment of a Technical and Vocational Regional School District", as heretofore amended (the "Agreement") is hereby further amended as follows:~~

~~A. Subsection I (C) of the Agreement is amended by deleting the second sentence thereof, as inserted by Amendment No. 2, and substituting in its place the following sentence:~~

~~The moderator of each town that shall be admitted to the District pursuant to Section VIII of this Agreement shall, prior to the date on which such admission takes effect, appoint one member to serve on the Committee beginning on such date for a term of three years, measured from July 1 next preceding such date, or for such shorter term, measured from such July 1, as may be necessary to retain symmetry of terms on the Committee as a whole.~~

~~B. Subsection I (C) of the Agreement is further amended by deleting the last sentence thereof and substituting in its place the following sentence:~~

~~The term of each member of the Committee shall commence on July 1 of the year in which he or she is appointed.~~

~~C. Subsection I (E) of the Agreement is amended by deleting said subsection and substituting in its place the following subsection:~~

~~(E) Annually, on a date specified in the by laws of the District, the Committee shall organize and choose by ballot a chairman and a vice chairman from among its own membership.~~

~~D. Transition and Effective Date of Amendment No. 3. Amendment No. 3 to the Agreement, proposed by vote of the Committee adopted on October 7, 1980, shall take full effect on January 1 of the year following the year in which it has been accepted by all members towns and the terms of all the members of the Committee in office on such January 1 shall be extended to expire at the commencement of the term of their successors in the year in which their terms would otherwise expire pursuant to the Agreement as amended by Amendment No. 3.~~

REGIONAL AGREEMENT

This Agreement is entered into pursuant to Chapter 71 of the General Laws of Massachusetts, as amended, among the towns of Acton, Arlington, Belmont, Boxborough, Carlisle, Concord, Lexington, Lincoln, Stow, Sudbury, Wayland, Weston, Bolton, Dover, Lancaster, and Needham, hereinafter sometimes referred to as member towns. In consideration of the mutual promises herein contained, it is hereby agreed as follows:

SECTION I: THE REGIONAL DISTRICT SCHOOL COMMITTEE

(A) Composition

The Regional School Committee, hereinafter sometimes referred to as "the Committee," shall consist of one member from each member city or town (the term "city" and the term "town" will hereinafter be referred to jointly as "community"). The members of the Committee shall be appointed as hereinafter provided. All members will serve until their respective successors are appointed and qualified.

(B) Staggering of Terms

The terms of office shall begin on July 1 and shall be for three years. In order to have approximately one third of the terms of office expire at the end of each year, the initial term of office of a Committee member representing a newly admitted community may be for shorter than three years, said determination to be made by vote of the Committee (or by lot, if there is more than one community being newly admitted at the same time).

(C) Appointing Authority

Members who have been appointed to the School Committee by their respective Town Moderators prior to the July 1 date on which this amended language becomes effective shall serve out the remaining one, two or three years of their term. Beginning on the July 1 when this amended language becomes effective, each member shall thereafter be appointed by vote of the Board of Selectmen of that town (or by the Mayor in the case of a city), except that in the case of a town, the town may by bylaw provide for appointment of that community's member by the Moderator. The language of the preceding sentence will also apply to any community newly admitted to the District whose membership in the District commences on or after the July 1 effective date of this amended language.

(D) Subsequent Terms of Office

Just prior to the conclusion of the initial terms spoken of in the subsection (B) above, the Appointing Authority of the member community will appoint a member of the Regional School Committee to serve a three year term beginning on July 1.

(E) Vacancies

Should a vacancy occur on the Regional School Committee for any reason, the unexpired term will be filled within sixty (60) days by the Appointing Authority of the community having the vacancy.

(F) Organization

At the first meeting of the Regional School Committee held after July 1, the Committee shall organize and choose a Chairman and a Vice-Chairman from among its membership and will

choose a Secretary, who may or may not be from among its membership.

(G) Power and Duties

The Committee shall have all the powers and duties conferred and imposed upon school committees by law and conferred and imposed upon it by this Agreement, and such other additional powers and duties as are specified in Section 16 to 16I, inclusive, of Chapter 71 of the General Laws and any amendments or additions thereto now or hereafter enacted, or as may be specified in any other applicable general or special law.

(H) Weighted Voting

Each member of the Regional School Committee will exercise a weighted vote, which will be calculated and established as of July 1 of each year as follows. Based on the official October 1 student enrollment figures as determined by the Department of Elementary and Secondary Education ("DESE"), or its successor agency, a four year "rolling average" of the school's enrollment from member communities, using the most recent year's October 1 enrollment figures and those from the three preceding years, will be established. Using the same methodology, each member community's average percentage of student enrollment from all of the member communities for that period, rounded to the nearest hundredth of a percent, will be established and will be used as that member community's weighted vote to become effective on the following July 1. (For example, if over the four year period a member community supplied an average of 8.67% of the school's enrollment from all of the member communities, then, beginning on the following July 1 and extending for the next year, that community's member of the Regional School Committee would exercise a 8.67% vote.) Assuming that a quorum as defined in subsection (I) below is present, and except for a vote to approve the annual budget, to incur debt, or to approve an amendment to this Agreement, a combined total of weighted votes amounting to over 50% of the weighted votes present shall constitute majority approval.

In order to approve the District's annual budget, a combined total of weighted votes equal to or exceeding 66.67% of the weighted vote of the entire Committee (i.e., not merely two thirds of the weighted vote of those present) shall be required.

In order to incur debt, a two-thirds (2/3) vote of all of the members of the Regional School Committee, without regard for the weight of the vote, shall be required. In order to approve an amendment to this Agreement, a three-fourths (3/4) vote of all of the members of the Regional School Committee, without regard for the weight of the votes, shall be required.

(I) Quorum

A majority of the total number of members of the Regional School Committee (regardless of the weighted votes) shall constitute a quorum. A quorum is necessary for the transaction of business, but an assemblage less than a quorum may adjourn a meeting.

SECTION II TYPE OF REGIONAL SCHOOL DISTRICT

The regional district school shall be a technical and vocational high school consisting of grades nine through twelve, inclusive. The Committee is also hereby authorized to establish and maintain such kinds of education, acting as trustees therefore, as may be provided by communities under the provisions of Chapter 74 of the General Laws and acts amendatory thereof, in addition thereto or dependent thereon, including courses beyond the secondary school level in accordance with the provisions of Section 37A of said Chapter 74.

SECTION III LOCATION OF THE REGIONAL DISTRICT SCHOOL

The regional district school shall be located within the geographical limits of the District.

SECTION IV APPORTIONMENT AND PAYMENT OF COSTS

(A) Classification of Costs

For the purpose of apportioning assessments levied by the District against the member communities, costs shall be divided into two categories: capital costs and operating costs.

(B) Capital Costs

Capital costs shall include all expenses in the nature of capital outlay such as the cost of acquiring land, the cost of constructing, reconstructing, or adding to a school building or buildings, the cost of remodeling or making extraordinary repairs to a school building or buildings, the cost of constructing sewerage systems and sewerage treatment and disposal facilities or the cost of the purchase or use of such systems with a municipality, and any other item of capital outlay for which a regional school district may be authorized to borrow, or which could be categorized as a capital expense in conformance with applicable law and regulation, including without limitation the cost of original equipment and furnishings for such school buildings or additions, plans, architects' and consultants' fees, grading and other costs incidental to placing school buildings and additions, sewerage systems and sewerage treatment and disposal facilities, and any premises related to the foregoing in operating condition. Capital costs shall also include payment of principal of and interest on bonds, notes and other obligations issued by the District to finance capital costs.

(C) Operating Costs

Operating costs shall include all costs not included in capital costs as defined in subsection IV (B), but including interest on temporary notes issued by the District in anticipation of revenue.

(D) Apportionment of Capital Costs

1. The following method will be used for apportioning capital costs incurred prior to July 1, 2014:

After first deducting any other sources of revenue that are appropriately applied against capital costs, capital costs shall be annually apportioned to the towns which were members of the District as of June 30, 2014 for the ensuing fiscal year in the following manner. Each member town's share of capital costs for each fiscal year shall be determined by computing the ratio which the town's pupil enrollment in the regional district school on October 1 of the fiscal year next preceding the fiscal year for which the apportionment is determined bears to the total pupil enrollment from all the member towns on the said date, except that if there is an enrollment of fewer than five pupils from any member town in the regional district school on said date, such member town shall be deemed to have an enrollment of five pupils in the regional district school. For the purpose of this subsection, in computing this apportionment the persons enrolled in courses or programs referred to in subsection IV (F) shall not be

included.

2. The following method will be used for apportioning capital costs incurred on or after July 1 2014:

Capital costs which are incurred on or after July 1, 2014 shall be apportioned to the member communities annually for the ensuing fiscal year in the following manner (for illustration purposes only, examples of these calculations appear in Appendix A.)

a. Fifty percent (50%) of the capital costs will be apportioned to each of the member communities by computing the ratio which that community's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, bears to total pupil enrollment in the regional district school from member communities, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, except that if there were an enrollment of fewer than five (5) pupils from any member community in the regional district school on any of the four (4) most recent October 1 dates, such member community will be deemed to have had an enrollment of five (5) pupils in the regional district school on said date.

b. An additional one percent (1%) of these costs will be apportioned to each of the member communities regardless of student enrollment.

c. The balance of these costs will be apportioned by applying the combined effort yield as calculated by DESE, or its successor agency, which uses property values and household incomes, as well as enrollments. The specific calculation is as follows:

- Each member community's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, including the five (5) pupil minimum spoken of in 2,a above, will be identified.
- This average regional enrollment figure for each member community will be compared to that community's most recent October 1 "foundation enrollment" figure (determined by DESE), and the percentage of that community's most recent foundation enrollment figure which is comprised of that town's average regional enrollment figure will be computed.
- This percentage amount will be multiplied by the lesser of the "combined effort yield" or 100% of the "foundation budget" (using the most recent "final" numbers determined by DESE) for that community, resulting in a number to be called "combined effort yield at Minuteman".
- The numbers representing each community's "combined effort yield at Minuteman" will be totaled, and each community's percentage of that total (this percentage to be called "combined effort capital assessment share") will be computed.
- Each community's "combined effort capital assessment share" will be used to calculate the apportionment of the capital costs under this paragraph. (An example of the calculations described in this paragraph is found in the chart headed "Calculation Factor - Ch. 70 Combined Effort Capital Allocation" appearing on page 2 of Appendix A.)

In the event that changes occur at the state level in either the terminology or the calculation formulas that lie behind the terms used in this paragraph, the Committee will use a calculation approach which replicates the apportionment outcomes that would result from this paragraph if the terms of this paragraph were applied as of the effective date of this Regional Agreement.

(E) Apportionment of Operating Costs

The District will utilize the statutory method in the apportionment of operating costs. Pursuant to this method, the District will deduct from operating costs the total of any revenue from Chapter 70 state aid, Chapter 71 Regional Transportation Reimbursement, and any other revenue as determined by the Regional School Committee. The balance of all operating costs, except those described in subsection IV,F below, shall be apportioned to each member community as follows. Each member community's share of operating costs will be the sum of the following: (a) the member's required local contribution to the District as determined by the Commissioner of Elementary and Secondary Education (hereinafter "the Commissioner"); (b) the member's share of that portion of the District's net school spending, as defined by G.L. chapter 70, section 2, that exceeds the total of the required local contributions for all of the members; and (c) the member's share of costs for transportation and all other expenditures (exclusive of capital costs as defined in subsection IV,(B) above) that are not included in the District's net school spending. A member's share of (b) and (c) above will be calculated by computing the ratio which that member's pupil enrollment in the regional district school, using a rolling average based on the four (4) most recent annual October 1 enrollment figures, bears to the total pupil enrollment in the regional district school from member communities, using a rolling average based on the four (4) most recent annual October 1 enrollment figures.

(F) Special Operating Costs

The Committee shall determine the operating costs for each fiscal year for any courses or programs which are offered by the District to persons other than secondary students attending the regular day regional vocational school. Each member community's share of such special operating costs shall be apportioned by identifying each member community's enrollment and/or participation rate in said courses or programs as compared to the overall enrollment and/or participation rate in said courses or programs. Normally said share shall be paid by the members as a special assessment in the fiscal year following the year of the course or program offering, although exceptions may be made whereby the payment will be made during the fiscal year of the course or program offering.

(G) Times of Payment of Apportioned Costs

Each member shall pay to the District in each fiscal year its proportionate share, certified as provided in subsection V(B), of the capital and operating costs. The annual share of each member community shall be paid in such amounts and at such times that at least the following percentages of such annual share shall be paid on or before the dates indicated, respectively:

September 1	25%
December 1	60%
March 1	75%
May 1	100%

(H) Apportionment of Costs to New Members

1. The share of operating costs which will be paid by a new member community will be determined consistent with subsection IV(E) except that, for purposes of calculating that community's four (4) year rolling average of pupil enrollment, the number of "out of district" students from that community which were enrolled in the regional district school

during each of the applicable four (4) years will be regarded as that community's "pupil enrollment" during those years for purposes of this calculation.

2. The Regional School Committee, prior to the admittance of a new member community, will have the option of negotiating a phase in of the amount of capital costs which will be assessed to that new member community during the first three years of membership in the District. Beginning no later than the fourth year of membership and thereafter, however, the new member community will be assessed the full capital cost apportionment that will result from an application of subsection IV(D).

(I) Incurring of Debt

Other than short-term borrowing for cash-flow purposes, the incurring of debt for purposes expressed in G.L. Chapter 71, section 16(d), will require at least a two-thirds (2/3) vote of all of the members of the Regional School Committee, without regard for the weight of the votes. If such a margin exists, the Committee must seek authorization for incurring debt by following the approach set out in G.L. Chapter 71, section 16, subsection (d). If one or more member communities vote disapproval of the debt, the Committee, by a majority of the weighted vote, may then seek authorization for the debt via Chapter 71, section 16, subsection (n). If and when subsection (n) is utilized, and if the incurring of debt is approved via subsection (n), the following option will be open to a member community if a majority of the registered voters from that community voted to disapprove the incurring of debt in the subsection (n) election. Said community may seek to withdraw from the District consistent with the procedure in Section IX, and, if the notice of withdrawal is sent consistent with Section IX within sixty (60) days of the subsection (n) election, that community will not be responsible for a share of the debt service attributable to this new debt even if that community's withdrawal from the District is not approved by a majority of the member communities as required by Section IX. Communities whose resident voters disapprove the incurring of the debt in the subsection (n) election but which do not give a notice of withdrawal consistent with Section IX will remain members of the District and will share in the debt service for the new debt consistent with the apportionment process in this Section IV.

SECTION V BUDGET

(A) Tentative Operating and Maintenance Budget

The Committee shall annually prepare a tentative operating and maintenance budget for the ensuing fiscal year, attaching thereto provision for any installment of principal or interest to become due in such fiscal year on any bonds or other evidence of indebtedness of the District and any other capital costs to be apportioned to the member communities. The said Committee shall mail a copy to the chairman of the Board of Selectmen and the Finance or Advisory Committee, if any, of each member town at least fifteen days prior to the date on which the final operating and maintenance budget is adopted by the Committee, said copy to be itemized in a fashion consistent with DESE's chart of accounts.

(B) Final Operating and Maintenance Budget

After conducting a public hearing consistent with G.L. Chapter 71, section 38M, the Committee shall adopt an annual operating and maintenance budget for the ensuing fiscal year not later than forty-five days prior to the earliest date on which the business session of the annual town meeting of any member town is to be held, but in no event later than March 31, provided that said budget need not be adopted earlier than February 1. Said adoption of the budget will require a combined total of weighted votes equal to or exceeding 66.7% of the weighted vote of the

entire Regional School Committee (i.e., not merely two-thirds of the weighted vote of those present at the meeting). Said annual operating and maintenance budget shall include debt and interest charges and any other current capital costs as separate items, and the said Committee shall apportion the amounts necessary to be raised in order to meet the said budget in accordance with the provisions of Section IV. The amounts so apportioned to each member community shall be certified by the district treasurer to the treasurer of such member community within thirty days from the dates on which the annual operating and maintenance budget is adopted by the Committee, and each such community shall, at the next annual town meeting or meeting of the city council, appropriate the amounts so certified. The annual Regional School District budget shall require approval by the local appropriating authorities of at least two-thirds (2/3) of the member communities consistent with G.L. Chapter 71, section 16B.

SECTION VI TRANSPORTATION

School transportation shall be provided by the regional school district and the cost thereof shall be apportioned to the member communities as an operating cost.

SECTION VII AMENDMENTS

(A) Limitation

This Agreement may be amended from time to time in the manner hereinafter provided, but no such amendment shall be made which shall substantially impair the rights of the holders of any bonds or notes or other evidences of indebtedness of the District then outstanding, or the right of the District to procure the means for payment thereof, provided that nothing in the section shall prevent the admission of new communities to the District and the reapportionment accordingly of capital costs of the District represented by bonds or notes of the District then outstanding and of interest thereon.

(B) Procedure

Any proposal for amendment, except a proposal for amendment providing for the withdrawal of a member community (which shall be acted upon as provided in Section IX), may be initiated by a vote of at least three-fourths (3/4) of all of the members of the Regional School Committee, without regard for the weight of the votes, so long as the proposed amendment was discussed as an agenda item at no less than one prior Committee meeting. Alternatively, a proposal for amendment may be initiated by a petition signed by at least 10 per cent of the registered voters of any one of the member communities. In the latter case, said petition shall contain at the end thereof a certification by the Municipal Clerk of such member community as to the number of registered voters in said community according to the most recent voting list and the number of signatures on the petition which appear to be the names of registered voters of said community and said petition shall be presented to the secretary of the Committee. In either case, the Secretary of the Committee shall mail or deliver a notice in writing to the Board of Selectmen, or City Council, of each of the member communities that a proposal to amend this Agreement has been made and shall enclose a copy of such proposal (without the signatures in the case of a proposal by petition). The Selectmen of each member town shall include in the warrant for the next annual or a special town meeting called for the purpose an article stating the proposal or the substance thereof, and the City Council in each member city shall vote on said proposed amendment within two months of its submittal by the Committee. Such amendment shall take effect upon its acceptance by three-fourths (3/4) of the member communities, acceptance by each community to be by a majority vote at a town meeting in the case of a town, or by majority vote of the City Council in the case of a city, and

after approval by the Commissioner. An exception to the three-fourths requirement in the preceding sentence is that the approval of any amendment that changes any of the following will require the approval by all of the member communities: the process by which a member community may withdraw from the District; the process by which debt may be incurred; the process by which capital costs are allocated; and the language in this Section VII regarding the process for amending this Agreement.

(C) Approval by Commissioner

All amendments to this Agreement are subject to the approval of the Commissioner.

SECTION VIII ADMISSION OF NEW COMMUNITIES

By an amendment of this Agreement adopted under and in accordance with Section VII above, any other community or communities may be admitted to the regional school district. The effective date for the admission of each such new member shall be the July 1 following the adoption by the District of such an amendment, the acceptance by three-fourths (3/4) of the existing members, and the approval by the Commissioner. All of the above approvals must be completed by December 31 for the new member to be admitted on the following July 1. Such admission also shall be subject to compliance with such provisions of law as may be applicable and such terms as may be set forth in such amendment.

SECTION IX WITHDRAWAL

(A) Procedure

Consistent with 603 CMR 41.03(2) the withdrawal of a member community can occur only as of July 1 of a given fiscal year. A notice of desire to withdraw must be initiated by a two-thirds (2/3) vote of the legislative body of the member community, which must occur no less than three (3) years prior to the desired July 1 withdrawal date. The Municipal Clerk of the community seeking to withdraw must notify the Regional School Committee in writing within seven (7) days of the vote of the legislative body that the two-thirds (2/3) vote has occurred, and the receipt of the notice of withdrawal will be acknowledged in the minutes at a Regional School Committee meeting. Within seven (7) days of its receipt, the District's Clerk will notify in writing the Municipal Clerks of all of the member communities that a notice of withdrawal has been received. Once this notice of withdrawal is given, it may not be rescinded without the unanimous consent of the members of the Regional School Committee. The withdrawal of a community will be allowed only if it is approved by a majority of the other member communities. A failure of the legislative body of a member community to vote disapproval of a requested withdrawal within sixty (60) days of the notice of withdrawal being submitted to the Regional School Committee will constitute approval. During this three (3) year notice period, the departing member will continue to be responsible for the following:

1. Payment of its share of operating costs apportioned by way of subsection IV(E).
2. Payment of its share of capital costs apportioned by way of subsection IV(D), except that no apportionment for a withdrawing member will be made for a share of debt that was disapproved by the voters of said withdrawing member in a G.L. Chapter 71, subsection 16(n)

election and after said disapproval a notice of withdrawal was sent by said member consistent with the terms of subsection IV(I). Similarly, no apportionment for a withdrawing member will be made for a share of any debt incurred after the member has given a notice of withdrawal.

3. The withdrawing community shall continue to have a right to appoint and be represented by its member on the School Committee will full voting authority until the date of final withdrawal, on which date the withdrawing community member's term shall end.

(B) Continuing Obligations After Withdrawal

A departing member shall have no right or claim to the assets of the District, and a departing member shall continue to be responsible, after withdrawal, for the following:

1. Payment of its share of capital costs incurred prior to withdrawal apportioned by way of subsection IV(D), provided that for purposes of this apportionment the withdrawn community's enrollment shall be deemed to be its enrollment determined pursuant to subsection IV(D) immediately prior to the date of its notice of intent to withdraw, except that:

a. no apportionment for a withdrawing member will be made for a share of debt that was disapproved by the voters of said withdrawing member in a G.L. Chapter 71, subsection 16(n) election and after which disapproval a notice of withdrawal was sent by said member consistent with the terms of subsection IV(I); and,

b. no apportionment for a withdrawing member will be made for a share of debt that was incurred by the District following receipt of the withdrawing member's notice of intent to withdraw, such notice having not been rescinded.

(C) Commissioner's Approval

Consistent with 603 CMR 41.03(2) the withdrawal of any member requires the approval of the Commissioner of Education, and all requisite approvals must be obtained no later than the December 31 preceding the July 1 effective date of withdrawal.

(D) Amendment to Agreement

The withdrawal of a member which occurs consistent with the above will, upon its completion, constitute an amendment to the Regional Agreement, regardless of the fact that said amendment was not processed via the procedure contained in Article VII.

SECTION X TUITION STUDENTS

The Committee may accept for enrollment in the regional district school pupils from communities other than member communities on a tuition basis. Income received by the District from tuition pupils and not previously deducted from operating costs shall be deducted from the total operating costs in the next annual budget to be prepared after the receipt thereof, prior to apportionment under Section IV to the member communities, provided that income identified as a contribution to capital costs shall be applied to the capital budget.

SECTION XI FISCAL YEAR

The fiscal year for the district shall run from July 1 to June 30.

SECTION XII SUBMISSION FOR APPROVAL

This Agreement shall be submitted for approval pursuant to the applicable provisions of Chapter 71 of the General Laws.

770821v1

**WARRANT FOR
ANNUAL TOWN MEETING
AND
SPECIAL TOWN MEETING**

ELECTION

Saturday, April 5, 2014



**ANNUAL TOWN MEETING
Monday, April 28, 2014**

**SPECIAL TOWN MEETING
Wednesday, April 30, 2014**

TOWN OF ARLINGTON

**TOWN WARRANT
THE COMMONWEALTH OF MASSACHUSETTS**

Middlesex, ss.

To the Constables of the Town of Arlington, in said County:

GREETINGS:

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Arlington qualified to vote in elections, to meet at the polling places designated for the several Precincts in said Town on

**SATURDAY
THE FIFTH OF APRIL 2014**

at eight o'clock in the forenoon, to act on the following articles, namely:

ARTICLE 1 TO ELECT BY BALLOT:

- A) One Town Clerk for three years**
- B) One Treasurer for three years**
- C) Two Selectmen for three years**
- D) One Assessor for three years**
- E) Three School Committee Members for three years**
- F) One Member of the Arlington Housing Authority for five years**

Also, in accordance with the provisions of Chapter 43A of the General Laws, the number of Town Meeting Members hereinafter specified:

- PRECINCT 1 - Four for three years;**
- PRECINCT 2 - Four for three years; Two for two years (to fill vacancies),**
- PRECINCT 3 - Four for three years;**
- PRECINCT 4 - Four for three years;**
- PRECINCT 5 - Four for three years;**
- PRECINCT 6 - Four for three years;**
- PRECINCT 7 - Four for three years;**
- PRECINCT 8 - Four for three years;**
- PRECINCT 9 - Four for three years;**
- PRECINCT 10 - Four for three years;**
- PRECINCT 11 - Four for three years;**
- PRECINCT 12 - Four for three years;**
- PRECINCT 13 - Four for three years; One for two years (to fill a vacancy), One for one year (to fill a vacancy),**
- PRECINCT 14 - Four for three years;**
- PRECINCT 15 - Four for three years;**
- PRECINCT 16 - Four for three years;**
- PRECINCT 17 - Four for three years;**
- PRECINCT 18 - Four for three years;**
- PRECINCT 19 - Four for three years; Two for two years (to fill vacancies),**
- PRECINCT 20 - Four for three years; One for two years (to fill a vacancy),**

PRECINCT 21 - Four for three years. One for one year (to fill a vacancy).

For these purposes, the polls will be opened at eight o'clock A.M. and remain open until eight o'clock P.M., at each of the polling places designated, viz.:

- Precinct 1 Thompson School, 187 Everett Street
- Precinct 2 Hardy School, entrance on Brooks Avenue
- Precinct 3 Thompson School, 187 Everett Street
- Precinct 4 Hardy School, entrance on Brooks Avenue
- Precinct 5 Thompson School, 187 Everett Street
- Precinct 6 Hardy School, entrance on Brooks Avenue
- Precinct 7 Chestnut Manor, entrance on Chestnut Terrace
- Precinct 8 Town Hall, entrance on Massachusetts Avenue
- Precinct 9 Chestnut Manor, entrance on Chestnut Terrace
- Precinct 10 Town Hall, entrance on Massachusetts Avenue
- Precinct 11 Bishop School, entrance on Stowcroft Road
- Precinct 12 Brackett School, entrance on Eastern Avenue
- Precinct 13 Stratton School, entrance on Mountain Avenue
- Precinct 14 Brackett School, entrance on Eastern Avenue
- Precinct 15 Stratton School, entrance on Mountain Avenue
- Precinct 16 Dallin School, entrance on Florence Avenue
- Precinct 17 Stratton School, entrance on Mountain Avenue
- Precinct 18 Dallin School, entrance on Florence Avenue
- Precinct 19 Peirce School, entrance on Newland Road
- Precinct 20 Park Avenue Congregational Church, entrance on Paul Revere Road
- Precinct 21 Peirce School, entrance on Newland Road

You are also required to notify and warn the said inhabitants to meet at the Town Hall in said Town on Monday the 28th day of April, 2014, at eight o'clock in the evening, at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members, in accordance with and subject to the referenda provided for by Chapter 43A of the General Laws.

ARTICLE 2

STATE OF THE TOWN ADDRESS

To hear the Chair of the Board of Selectmen review important events in the past year in Arlington and preview expectations for next year.

(Inserted at the request of Vision 2020)

ARTICLE 3

REPORTS OF COMMITTEES

To receive, hear, and act upon the reports of the Board of Selectmen, Finance Committee, Redevelopment Board, and other committees, commissions, and boards heretofore appointed, including, without limitation: Permanent Town Building Committee (April 23, 1969), Vision 2020 Standing Committee (June 8, 1992), Commission on Disability (May 3, 1993), School Facilities "Working Group" (May 4, 1994), Bylaw Recodification Study Committee (May 9, 1994), Affordable Housing Task Force (May 3, 1999), Uncle Sam Committee (May 17, 1999), Maintenance Study Committee (May 1, 2000), Alewife Brook Advisory Committee (May 15, 2000), Community Preservation Act Study Committee (May 21, 2001), Power Company Feasibility Committee (May 6, 2002), Community-Based Health Insurance Study Committee

(April 30, 2003), Post-Employment Medical Benefits Committee (May 17, 2004), Trust Fund Policies Committee (May 17, 2004), Information Technology Advisory Committee (May 17, 2004), Field Maintenance and Users Fee Study Committee (May 26, 2004), Explore Options for Additional Burial Spaces Committee (April 26, 2006), State Aid Task Force Committee (April 26, 2006), Electronic Voting Committee (May 2012), or dissolve any inactive committees; and take any action related thereto.

(Inserted at the request of the Town Moderator)

ARTICLE 4 APPOINTMENT OF MEASURER OF WOOD AND BARK

To choose and appoint all the usual Town Officers not hereinbefore mentioned, in such a manner as the Town may determine; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 5 ELECTION OF ASSISTANT TOWN MODERATOR

To elect a Town Meeting Member as Assistant Moderator for a term of one year, as provided in Title I, Article 1, Section 11.A, of the Bylaws; or take any action related thereto.

(Inserted at the request of the Town Moderator)

ARTICLE 6 ZONING BYLAW AMENDMENT/MEDICAL MARIJUANA TREATMENT CENTERS, REGISTERED MARIJUANA DISPENSARIES SITING

To see if the Town will vote to amend the Zoning Bylaws to govern the use of land and buildings within the Town for “medical marijuana treatment centers” as defined in Chapter 369 of the Acts of 2012, adopted through the state initiative-petition process in November 2012; or take any action related thereto.

(Inserted at the request of the Arlington Redevelopment Board)

ARTICLE 7 ZONING BYLAW AMENDMENT/COMPREHENSIVE PERMIT APPLICATIONS

To see if the Town will vote to amend Section 11.08(d) of the Zoning Bylaws to increase the required percentage of Residential Units designated as Affordable Units within any new Project; or take any action related thereto.

(Inserted at the request of John V. Belskis and ten registered voters)

ARTICLE 8 ZONING BYLAW AMENDMENT/REGULATION OF OUTDOOR LIGHTING – DARK SKIES BYLAW

To see if the Town will vote to amend the Town and Zoning Bylaws to further regulate outdoor lighting; to reduce or eliminate light pollution (artificial light which causes a detrimental effect on the environment, interferes with the enjoyment of the night sky, causes undesirable glare, or unnecessary illumination of adjacent properties); determine the penalty for violation there of; or take any action related thereto.

(Inserted at the request of Paul Schlichtman and ten registered voters)

ARTICLE 9 ZONING BYLAW AMENDMENT/RESTAURANT OUTDOOR SEATING

To amend the Zoning Bylaw of the Town of Arlington by the creation, within Article 11, Special Regulations, of a new Section 11.10 entitled Outdoor Seating for Restaurants; or take any action related thereto.

(Inserted at the request of Michael Ruderman and ten registered voters)

ARTICLE 10 **HOME RULE LEGISLATION/CEMETERY COMMISSION**

To see if the Town will vote to authorize and request the Board of Selectmen to file Home Rule Legislation to amend the Town Manager Act to allow direct election of the Cemetery Commission upon a positive vote of the electorate; or take any action related thereto.

(Inserted at the request of Stephen Harrington and ten registered voters)

ARTICLE 11 **BYLAW AMENDMENT/TOWN MEETING ELECTRONIC VOTING**

To see if the Town will vote to amend the Town Bylaws to amend the criteria for requiring a display of the results of an electronic tally and the quantum of vote at Town Meeting; or take any action related thereto.

(Inserted at the request of the Town Meeting Electronic Voting Study Committee)

ARTICLE 12 **BYLAW AMENDMENT/MOUNT PLEASANT CEMETERY PARKING RESTRICTIONS**

To see if the Town will vote to amend the Bylaws to restrict parking in Mount Pleasant Cemetery; or take any action related thereto.

(Inserted at the request of Stephen Harrington and ten registered voters)

ARTICLE 13 **BYLAW AMENDMENT/POET LAUREATE**

To see if the Town will vote to approve a bylaw creating the honorary position of Poet Laureate of Arlington; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 14 **BYLAW AMENDMENT/PUBLIC MUSIC**

To see if the Town will vote to amend Title III, Article 1, Section 18 (“Public Music”) to take steps to encourage, enable and regulate artistic performances in public ways, including music; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 15 **BYLAW AMENDMENT/CULTURAL COMMISSION**

To see if the Town will vote to amend the Town Bylaws to rename the Cultural Commission; or take any action related thereto.

(Inserted at the request of Stephanie Marlin-Curiel, Arlington Cultural Commission and ten registered voters)

ARTICLE 16 **BYLAW AMENDMENT/55 VENNER ROAD/REMOVAL OF EASEMENT RESTRICTION**

To see if the Town will vote to abandon the easement/building lines at 55 Venner Road as taken and established on April 6, 1942 and recorded at Middlesex South Registry of Deeds Book 6591, page 1 and as shown on a Plan filed with the taking being Plan No. 213 of 1942, determine the contingencies that will be attached to said release; or take any action related thereto.

(Inserted at the request of Denise Long and ten registered voters)

ARTICLE 17 **BYLAW AMENDMENT/SECOND WATER METER**

To see if the Town will vote to amend the Town Bylaws to allow for the installation of a second water meter to measure water usage going through a permanently installed and Town of Arlington

inspected backflow device feeding an in ground sprinkler system for landscape and gardening purposes that is controlled by a timer system and regulated by a rain delay gauge in order to conserve water; or take any action related thereto.

(Inserted at the request of Gary Tibbetts and ten registered voters)

ARTICLE 18 **BYLAW AMENDMENT/LAKE STREET SIGNS**

To see if the Town will vote to amend signs on Lake Street to allow residents to turn right at Wilson Avenue, Littlejohn Street and Homestead Road, 4-7 p.m. Monday through Friday; or take any action related thereto.

(Inserted at the request of Leslie Bennett and ten registered voters)

ARTICLE 19 **BYLAW AMENDMENT/ENFORCEMENT (JUNK CARS)**

To see if the Town will vote to amend the Town Bylaws to authorize the Board of Health to enforce Title V, Article 2 of the Town Bylaws (“Junk Cars”); or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 20 **BYLAW AMENDMENT/TAR SANDS OIL FREE ARLINGTON**

To see if the Town will vote to amend the Town Bylaws to prohibit the sale of products containing tar sands oil within our Town; or take any action related thereto.

(Inserted at the request of Gina Sonder and ten registered voters)

ARTICLE 21 **AMENDMENTS TO THE DISTRICT AGREEMENT OF THE MINUTEMAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

To see if the Town will vote, consistent with Section VII of the existing “Agreement With Respect to the Establishment of a Technical and Vocational Regional School District” for the Minuteman Regional Vocational School District, to accept the amendments to said Agreement which have been initiated and approved by a majority of the Regional School Committee and which have been submitted to the Board of Selectmen of each member town prior to its vote on this article.

(Inserted at the request of Minuteman Regional Vocational School District Committee)

ARTICLE 22 **ACCEPTANCE OF LEGISLATION/COMMUNITY PRESERVATION ACT**

To see if the Town will vote to accept Sections 3 to 7, inclusive, of Chapter 44B of Massachusetts General Laws, the Community Preservation Act, to establish a dedicated funding source to enable the Town to, including without limitation: (1) acquire and preserve open space, (2) create and restore land for recreational uses; (3) preserve and rehabilitate historic buildings and sites; and (4) create and support affordable housing; to determine and approve a surcharge on real property for the purposes permitted by said Act; to determine whether the Town will accept any of the exemptions from such surcharge permitted by the Act; or take any action related thereto.

(Inserted at the request of Susan Stamps and ten registered voters)

ARTICLE 23 **ACCEPTANCE/LOCAL OPTION TAXES**

To see if the Town will vote to accept any local option taxes or other revenue raising options, which are made available to cities and towns through enactments of the legislature, by state regulation or court action; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 24

ENDORSEMENT OF CDBG APPLICATION

To see if the Town will vote to endorse the application for Federal Fiscal Year 2015 prepared by the Town Manager and the Board of Selectmen under the Housing and Community Development Act of 1974 (PL 93-383) as amended; or take any action related thereto.

(Inserted by the Board of Selectmen and at the request of the Town Manager)

ARTICLE 25

REVOLVING FUNDS

To see if the Town will vote to reauthorize revolving funds established under various previous votes of the Town, to hear or receive a report concerning the receipts and expenditures of same, to establish new revolving funds or to amend the votes under any previously adopted revolving funds, to appropriate a sum of money to fund same, to determine how the money shall be raised or expended; or take any action related thereto.

(Inserted by the Board of Selectmen)

ARTICLE 26

COLLECTIVE BARGAINING

To see if the Town will vote to fund any fiscal items in the event that any are contained in collective bargaining agreements between the Town and the following named collective bargaining units, and to fund for non-union, M Schedule, and elected officials' salaries or fringe benefits, determine how the money shall be raised and expended; or take any action related thereto:

- A. Local 680, American Federation of State, County and Municipal Employees;
- B. Service Employees International Union (formerly NAGE);
- C. Robbins Library Professional Association;
- D. Local 1297, International Association of Firefighters;
- E. Arlington Patrolmen's Association;
- F. Arlington Ranking Police Officers' Association;
- G. M Schedule and non-union employees; and
- H. Full-time elected officials

(Inserted at the request of the Town Manager)

ARTICLE 27

POSITIONS RECLASSIFICATION

To see if the Town will vote to make additions, deletions and/or modifications to the Classification and Pay Plan, appropriate a sum of money to fund same if necessary, determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Human Resources)

ARTICLE 28

APPROPRIATION/TOWN BUDGETS

To see if the Town will vote to make appropriations to defray Town obligations, liabilities, outlay and expenses and especially for or relating to all or any of the boards, departments, purposes and matters hereinafter mentioned, and to provide for the disposal of motor vehicles and other personal property belonging to the Town, determine how the money shall be raised and expended; or take any action related thereto: Finance Committee, Board of Selectmen, Town Manager, Personnel, Comptroller, Information Technology, Town Treasurer and Collector of Taxes, Assessors, Legal and Workers' Compensation, Town Clerk, Registrars, Planning and Community Development, Redevelopment Board, Parking, Zoning Board of Appeals, Public Works, Cemeteries, Community Safety, School Department, Libraries, Human Services, Insurance, Non-Contributory Pensions, Contributory Pensions, Town Debt and Interest, Reserve Fund, and/or any other Town

Departments, Boards, Commissions or Committees, Water and Sewer Enterprise Fund, Recreation Enterprise Fund, Council on Aging Transportation Enterprise Fund, Veterans' Memorial Rink Enterprise Fund, and Youth Services Enterprise Fund.

(Inserted by the Board of Selectmen and at the request of the Town Manager)

ARTICLE 29 **APPROPRIATION/REVALUATION OF REAL/
PERSONAL PROPERTY**

To see if the Town will vote to appropriate a sum of money to fund a revaluation of the real and personal property in the Town, determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Board of Assessors)

ARTICLE 30 **CAPITAL BUDGET**

To see if the Town will vote to appropriate a sum of money to defray the expense of purchasing, leasing, or bonding of capital equipment, infrastructure, buildings or other projects of the Town or to acquire real property for municipal purposes; to appropriate a sum of money to fund previously incurred or future Town debt, to acquire land for said projects where necessary by purchase, eminent domain taking or otherwise, determine how the money shall be raised including the possibility of borrowing any or all of the same, or the transfer of funds from any previous appropriation, determine how such money shall be expended; or take any action related thereto.

(Inserted by the Board of Selectmen and at the request of the Town Manager and the Capital Planning Committee)

ARTICLE 31 **RESCIND BORROWING AUTHORIZATIONS
FROM PRIOR YEARS**

To see if the Town will vote to rescind the authority to borrow, from prior years' authorizations, the amounts remaining with regard to any numbered prior Annual and/or Special Town Meeting Warrant Articles; or take any action related thereto.

(Inserted at the request of the Town Treasurer)

ARTICLE 32 **APPROPRIATION/FINANCING OF CONSTRUCTION OR
RECONSTRUCTION OF SEWERS AND SEWERAGE FACILITIES**

To see if the Town will vote to appropriate a sum of money for the purpose of financing the construction or reconstruction of sewers and sewerage facilities for inflow/infiltration reduction or system rehabilitation, including costs incidental and related thereto, and to determine how the appropriation shall be raised or expended, including the possibility of borrowing all or some of same; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Public Works)

ARTICLE 33 **APPROPRIATION/FINANCING OF CONSTRUCTION OR
RECONSTRUCTION OF WATER MAINS AND WATER
FACILITIES**

To see if the Town will vote to appropriate a sum of money for the purpose of financing the construction or reconstruction of water mains and water facilities, including costs incidental and related thereto, and to determine how the appropriation shall be raised and expended including the possibility of borrowing all or some of same; or take any action related thereto.

(Inserted at the request of the Town Manager and the Director of Public Works)

ARTICLE 34

APPROPRIATION/MINUTEMAN REGIONAL VOCATIONAL TECHNICAL HIGH SCHOOL

To see if the Town will vote to appropriate a sum of money for the purpose of paying the Town’s apportioned share of the operating and maintenance costs, including capital costs, of the Minuteman Regional Vocational Technical High School, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of Minuteman Regional Vocational School District Committee)

ARTICLE 35

APPROPRIATION/COMMITTEES AND COMMISSIONS

To see if the Town will vote to appropriate a sum or sums of money to be expended under the direction of various committees, commissions, and boards of the Town, determine how the money shall be raised; provided that any funds appropriated hereunder shall remain under the jurisdiction of said entities until expended at their direction, unless otherwise appropriated by the Town Meeting; the entities included hereunder, without limitation, are: Arlington Historical Commission, Arlington Recycling Committee, Avon Place Historic District Commission, Broadway Historic District Commission, Central Street Historic District Commission, Mt. Gilboa/Crescent Hill Historic District Commission, Jason/Gray Historic District Commission, Pleasant Street Historic District Commission, Russell Historic District Commission, Conservation Commission, Capital Planning Committee, Commission on Disability, Personnel Board, Public Memorial Committee, Human Rights Commission, Arlington Committee on Tourism and Economic Development, Vision 2020, Transportation Advisory Committee and any other Town Committee or Commission; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 36

APPROPRIATION/TOWN CELEBRATIONS

To see if the Town will vote to appropriate a sum or sums of money to be expended under the direction of the Town Manager for the following celebrations and memorials, determine how the money shall be raised and expended; or take any action related thereto:

- Veterans’ Day Parade
- Memorial Day Observation and the Patriots’ Day Celebration
- Display of American Flags on Massachusetts Avenue
- Placing of American Flags on the Graves of Veterans

(Inserted at the request of the Town Manager)

ARTICLE 37

APPROPRIATION/MISCELLANEOUS

To see if the Town will vote the following:

Legal Defense – To appropriate a sum of money to replenish the Legal Defense Fund established under Article 13, Section 5 of Title 1 of the Town Bylaws, Out-Of-State Travel – To appropriate a sum of money for expenses incurred outside the Commonwealth and as described in the General Laws, Chapter 40, Section 5, Paragraph 34, said appropriation to be expended under the direction of the Board of Selectmen and the Town Manager, Indemnification of Medical Costs, to appropriate a sum of money in accordance with the provisions of Chapter 41, Section 100B of the General Laws, to indemnify certain retired Police Officers and Firefighters for all reasonable medical and surgical expenses which they incurred, determine how the money will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Manager)

ARTICLE 38 APPROPRIATION/ELIMINATION OF EXTRACURRICULAR PROGRAMS FEE IN ARLINGTON PUBLIC SCHOOLS

To see if the Town will vote to appropriate the sum of \$410,000.00 to eliminate the fee in extracurricular programs in the Arlington Public Schools; or take any action related thereto.
(Inserted at the request of Bill Downing and ten registered voters)

ARTICLE 39 APPROPRIATION/WATER BODIES FUND

To see if the Town will appropriate a sum of money to the Town’s Water Bodies Fund for the maintenance, treatment and oversight of all the Town’s water bodies, said sum (\$50,000) to be raised by the general tax and expended under the direction of the Town Manager who will also report to Town Meeting on the status of the fund; or take any action related thereto.
(Inserted at the request of the Vision 2020 Standing Committee, its Environment Task Group’s Committees (Spy Pond, Reservoir, and Sustainable Arlington) and the Conservation Commission)

ARTICLE 40 APPROPRIATION/HARRY BARBER COMMUNITY SERVICE PROGRAM

To see if the Town will vote to appropriate the sum of \$7500.00 for the Harry Barber Community Service Program for the Council on Aging, to determine how the money will be raised and expended; or take any action related thereto.
(Inserted at the request of the Council on Aging)

ARTICLE 41 APPROPRIATION/RESTORATION OF UNCLE SAM HISTORIC SITE SIGNAGE

To see if the Town will vote to restore or replace the Uncle Sam Statue Arlington Historic Site sign design submitted by contractor Roll, Barresi, as voted by 2012 Town Meeting Article 52, amended, and approved by the Uncle Sam Committee, to appropriate a sum of money not exceeding \$500.00 to fund same, to determine how this sum shall be raised or expended; or take any action related thereto.
(Inserted at the request of the Uncle Sam Committee)

ARTICLE 42 APPROPRIATION/RESTORATION OF UNCLE SAM TO TOWN STATIONERY

To see if the Town will vote to restore the phrase “*Birthplace of Uncle Sam*” on all applicable town stationery, to appropriate funds not to exceed \$500.00 for this purpose, to be implemented as current supplies are exhausted; or take any action related thereto.
(Inserted at the request of the Uncle Sam Committee)

ARTICLE 43 APPROPRIATION/HOLIDAY LIGHTS FOR UNCLE SAM PLAZA

To see if the Town will vote to appropriate the sum of \$500.00 to purchase an appropriate number of strings of holiday lights to decorate Uncle Sam Plaza for the holidays, under the direction of the Department of Public Works or their assignees; or take any action related thereto.
(Inserted at the request of the Uncle Sam Committee)

ARTICLE 44 APPROPRIATION/HISTORIC TOWN SITES’ SIGNAGE

To see if the Town will appropriate a sum of money for the design and acquisition of directional signage relative to historic Town sites, such as the Old Burying Ground, Prince Hall Cemetery, and the Foot of the Rocks, as the second phase of the previously approved signage program, said

sum to be raised by the general tax and expended under the direction of the Town Manager; or take any action related thereto.

(Inserted at the request of the Arlington Committee on Tourism and Economic Development)

ARTICLE 45 APPROPRIATION/OLD BURYING GROUND REPAIRS

To see if the Town will appropriate a sum of money to repair and address safety issues relative to crypts, gravestones, etc., in the Old Burying Ground, said sum to be raised by the general tax and expended under the direction of the Town Manager; or take any action related thereto.

(Inserted at the request of the Arlington Committee on Tourism and Economic Development)

ARTICLE 46 APPROPRIATION/BATTLE ROAD SCENIC BYWAY:ROAD TO REVOLUTIONS

To see if the Town will appropriate the sum of \$5,000.00 in support of activities specified by the MEMORANDUM OF UNDERSTANDING by and between the Town of Arlington, the Town of Lexington, the Town of Lincoln, the Town of Concord, and the Minute Man National Historical Park for the purpose of establishing a permanent management entity for The Battle Road Scenic Byway: Road to Revolutions, said sum to be raised by the general tax; or take any action related thereto.

(Inserted at the request of the Arlington Committee on Tourism and Economic Development)

ARTICLE 47 APPROPRIATION/PENSION ADJUSTMENT FOR FORMER TWENTY-FIVE YEAR/ACCIDENTAL DISABILITY EMPLOYEES

To see if the Town will vote to appropriate a sum of money to implement the provisions of Chapter 32 of Massachusetts General Laws Section 90A, 90C, 90D and 90E, pursuant to which the Town pays up to fifty percent of the maximum salary as set forth in the Compensation and Pay Plan for the position formerly held by retired employees with twenty-five or more years of service to the Town and those employees who retired under an Accidental Disability; provided, however, that no one who retires after May 1, 2010 shall be eligible under this vote unless they qualify for at least a fifty percent pension, without this vote upon their retirement; this adjustment to be paid to those who qualify and administered in accordance with prior practice and understanding relating to the retirement allowance of said retirees; determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Contributory Retirement Board)

ARTICLE 48 APPROPRIATION/OTHER POST EMPLOYMENT BENEFITS (OPEB) TRUST FUND

To see if the Town will vote to accept into the Other Post Employment Benefits (OPEB) Trust Fund, established by Chapter 161 of the Acts of 2005, an appropriation of funds and/or the transfer of additional monies that the Town may deem advisable from other sources, including any monies previously deposited into any of the Town’s stabilization funds for this purpose, in order to administer and fund its OPEB obligation as described in the said Chapter 161 of the Acts of 2005; determine how the monies shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Contributory Retirement Board)

ARTICLE 49 ACCEPTANCE OF LEGISLATION/INCREASE MINIMUM ALLOWANCE CONTAINED IN G.L. c. 32, § 12

To see if the Town Meeting will vote to accept the provision of Chapter 176 of the Acts of 2011,

Section 29 and 30, to allow the minimum allowance contained in G.L. c. 32, § 12 to be increased from \$250 to \$500 per month; or take any action related thereto.

(Inserted at the request of the Contributory Retirement Board)

ARTICLE 50 APPROPRIATION/LONG TERM STABILIZATION FUND

To see if the Town will make an appropriation to or from the Long Term Stabilization Fund in accordance with the provisions of the General Laws, Chapter 40, Section 5B, as amended, or other appropriate provisions of law, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 51 APPROPRIATION/OVERLAY RESERVE

To see if the Town will vote to appropriate a sum of money from previous years overlay reserve surplus accounts, determine to what purpose this appropriation shall be made; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 52 TRANSFER OF FUNDS/CEMETERY

To see if the Town will vote to transfer a sum of money to the Cemetery Commissioners for the improvement of Town cemeteries, said sum shall be taken from the Mt. Pleasant Cemetery "Sale of Lots and Graves or Perpetual Care Funds"; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 53 USE OF FREE CASH

To see if the Town will vote to authorize the taking of a sum of money voted for appropriations heretofore made at the Town Meeting under the Warrant and not voted to be borrowed from available funds in the Treasury, and authorize the Assessors to use free cash in the Treasury to that amount in the determination of the tax rate for the Fiscal Year beginning July 1, 2014; or take any action related thereto.

(Inserted at the request of the Finance Committee)

ARTICLE 54 RESOLUTION/TOWN MEETING ELECTRONIC VOTING

To determine if it is the sense of Town Meeting to use an electronic tally and display system for voting in future Town Meetings; or take any action related thereto.

(Inserted at the request of the Town Meeting Electronic Voting Study Committee)

ARTICLE 55 APPROPRIATION/ELECTRONIC TOWN MEETING VOTING EQUIPMENT

To see if the Town will vote to appropriate a sum of money for the purchase or lease of electronic voting equipment for use at Town Meeting, determine how said sum will be raised and expended; or take any action related thereto.

(Inserted at the request of the Town Meeting Electronic Voting Study Committee)

ARTICLE 56 APPROPRIATION/ FISCAL STABILITY STABILIZATION FUND

To see if the Town will make an appropriation to or from the Fiscal Stability Stabilization Fund created under Article 65 of the 2005 Annual Town Meeting or any other enabling action of Town Meeting in accordance with the provisions of the General Laws, Chapter 40, Section 5B, as

amended, or other appropriate provisions of law, determine how the money shall be raised and expended; or take any action related thereto.

(Inserted at the request of the Finance Committee)

...(SIGNED)
...A true copy.
Attest:

(SIGNED)
DANIEL J. DUNN
DIANE M. MAHON
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.

SELECTMEN
OF THE
TOWN
OF
ARLINGTON

RICHARD BOYLE
CONSTABLE

DRAFT

**Warrant For
SPECIAL TOWN MEETING
Wednesday, April 30, 2014**

**TOWN WARRANT
COMMONWEALTH OF
MASSACHUSETTS**

Middlesex, ss.

To the Constables of the Town of Arlington, in said County:

GREETINGS

In the name of the Commonwealth of Massachusetts, you are hereby required to notify and warn the inhabitants of the Town of Arlington to meet in the

**TOWN HALL
In said Town on
WEDNESDAY THE 30TH DAY OF APRIL, 2014**

at 8:00 P.M., at which time and place the following articles are to be acted upon and determined exclusively by Town Meeting Members, in accordance with, and subject to, the referenda provided by Chapter 43A of the General Laws.

ARTICLE 1

REPORTS OF BOARDS AND COMMITTEES

To receive, hear, and act upon reports of boards and committees; or take any action related thereto.
(Inserted by the Board of Selectmen)

...(SIGNED)
...A true copy.
Attest:

(SIGNED)
DANIEL J. DUNN
DIANE M. MAHON
KEVIN F. GREELEY
STEVEN M. BYRNE
JOSEPH A. CURRO, JR.

SELECTMEN
OF THE
TOWN
OF
ARLINGTON

RICHARD BOYLE
CONSTABLE

HOW TO VOTE BY ABSENTEE BALLOT

Reasons for voting absentee

You may vote absentee if you are registered and will be unable to vote at the polls on Election Day because of

Absence from the Town
Physical disability
Religious beliefs

Illegal absentee voting is punishable by a fine of up to \$10,000 and up to five years in prison.

Applying for an absentee ballot

You must apply for an absentee ballot from the Town Clerk no later than noon of the day before the election. Applications may be mailed or hand delivered and you may use any form of written communication (letter or postcard) or the official application form.

Include on the application

Your name as registered
Your registration address
Precinct, if you know it
The precise address to which you wish the ballot sent
Your own signature

Requesting to vote by mail

A ballot will be sent to any address you specify including your own home. Be sure to apply early because the ballots must be sent by mail and may be returned by mail or hand delivered.

Requesting to vote in person

If you prefer, you may request to vote in person before Election Day. You may vote at the Town Hall before Election Day at a time arranged with the Clerk, but application for your ballot must be made no later than noon of the day before the election. A voter may apply for an absentee ballot and then vote over-the-counter during the same visit.

Applying to vote if you are absent from the state, in the armed services or a prisoner

Registered and unregistered residents of Massachusetts outside the state and residents on active duty in the armed forces and merchant marine and their spouses or dependents, and prisoners, may vote absentee. They may request an absentee ballot from the Town where they legally reside (if outside the U.S., where they resided last before leaving). In addition, a close relative may apply on their behalf in person at the Town Clerk's Office.

A parent of a registered voter who is a student at a Massachusetts college or university may apply for an absentee ballot on the student's behalf to the Town Clerk where the student is registered.

In all cases, unregistered voters must register in person when they return to the state, since this does not establish permanent registration.

What if I am permanently physically disabled?

If you are permanently physically disabled and cannot cast your vote at the polling place, you may file a letter from your physician with the Town Clerk, stating that you are permanently unable to cast your vote at the polling place because of physical disability. A completed application for an absentee ballot, for you to sign and return, must be mailed by the Town Clerk to you at least 28 days before every primary and election.

NOTE: Voters who are admitted to a health care facility after noon of the fifth day before an election may apply for an absentee ballot up until the polls close on the day of the election (rather than noon the day before the election) and must designate a person to hand deliver and return the absentee ballot.

DRAFT