



Town of Ashland

MASSACHUSETTS

Smart. Safe. Sustainable.

**WARRANT ARTICLES, INFORMATION AND
RECOMMENDATIONS
OF THE
FINANCE COMMITTEE
FOR THE
November 20, 2019
SPECIAL TOWN MEETING
ASHLAND HIGH SCHOOL**

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Moderator's Motions

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

**SPECIAL TOWN MEETING WARRANT
NOVEMBER 20, 2019**

**Article 1: Hear Report of Town Manager
Sponsor: Routine**

To see if the town will hear any report of the Town Manager, or pass any vote or take any action relative thereto.

**Article 2: Adjust Fiscal Year 2020 Appropriation
Sponsor: Town Manager/Finance Director**

To see if the town will vote to raise and appropriate or transfer from available funds in the treasury a sum of money to be added to or to make adjustments to Article 3 of the May 2019 annual town meeting (fiscal year 2020 budget), or pass any vote or take any action relative thereto.

MOTION: That the Town adjusts the FY2020 budget appropriation as set forth below.

Department	Account Number	ATM Budget	Adjusted Budget	Difference
Fire	01220-51130	2,484,431.00	2,541,357.00	56,926.00
School	0130880-51170	33,151,646.00	33,284,473.00	132,827.00

FinCom Recommendation: The Finance Committee recommends that the Town Meeting adjusts the FY2020 budget appropriation as set forth below.

**Article 3: Free Cash Transfer
Sponsor: Town Manager/Finance Director**

To see if the Town will vote to transfer from available funds, a sum of money to be placed in the Stabilization Fund, OPEB Trust Fund, Special Education Special Purpose Stabilization Account, Capital Account, Capital Stabilization Account and/or FY20 budgetary line items as proposed, or pass any vote or take any action relative thereto.

	Amount
General Stabilization Fund	\$235,000.00
OPEB Trust Fund	768,548.70
Capital (Deferred from May Town Meeting)	708,765.00
Capital Stabilization Fund	500,000.00
Riverwalk/Mill pond improvements	144,515.30
Electronic signs - Downtown/High School	50,000.00
Trolley Brook Trail Survey & Design	90,000.00
Total	\$ 2,496,829.00

MOTION: That the Town votes to transfer from Free Cash the following; the sum of \$235,000 to the Stabilization Fund; and the sum of \$768,548.70 to the OPEB Trust Fund; and the sum of \$708,765 to the Capital Account; and the sum of \$144,515.30 to the Riverwalk/Mill Pond improvement project; and the sum of \$50,000 for electronic signs; and the sum of \$90,000 for Upper Charles Trail – Trolley Brook Trail survey/engineering; and the sum of \$500,000 to the Capital Stabilization Account.

FinCom Recommendation: The Finance Committee recommends that the Town votes to transfer from Free Cash the following; the sum of \$235,000 to the Stabilization Fund; and the sum of \$768,548.70 to the OPEB Trust Fund; and the sum of \$708,765 to the Capital Account; and the sum of \$144,515.30 to the Riverwalk/Mill Pond improvement project; and the sum of \$50,000 for electronic signs; and the sum of \$90,000 for Upper Charles Trail – Trolley Brook Trail survey/engineering; and the sum of \$500,000 to the Capital Stabilization Account.

Article 4: Property Tax Exemptions

Sponsor: Board of Selectmen

To see if the Town will vote to adjust (the exemption amount and eligibility factors) for the property tax exemption for senior citizens under MGL Chapter 59, Section 5 Clause 41C½, to be effective for exemptions granted for any fiscal year beginning July 1, 2019, or pass any vote or take any action relative thereto.

MOTION: That the Town votes to adjust (the exemption amount and eligibility factors) for the property tax exemption for senior citizens under MGL Chapter 59, Section 5 Clause 41C½ to 9.75% to be effective for exemptions granted for any fiscal year beginning July 1, 2019.

FinCom Recommendation: The Finance Committees recommends that the Town the Town votes to adjust (the exemption amount and eligibility factors) for the property tax exemption for senior citizens under MGL Chapter 59, Section 5 Clause 41C½ to 9.75% to be effective for exemptions granted for any fiscal year beginning July 1, 2019.

Article 5: Approve Purchase/Taking of Land – 0 Tri Street
Sponsor: Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen to purchase, acquire, or take by eminent domain, and to raise and appropriate, either by appropriation, borrowing or otherwise, a sum of money to fund said purchase or taking along with all associated legal and engineering costs necessary, the property, or any part thereof, located in Ashland, Massachusetts identified as those certain parcels of land off of Tri Street totaling approximately 9.5 acres +/-, located at Map 26 Lots 75 and 76 an as more fully set forth on the plan on file with the Town Clerk and including Parcel A and Lots 1-6 inclusive (collectively the “Property”) , the acquisition of said land having been determined to be necessary for the health and welfare of the inhabitants of Ashland and to be used for open space and recreation to be under the care, custody and control of the Board of Selectmen; or pass any vote or take any action relative thereto.

MOTION: That the Town vote to authorize the Board of Selectmen to purchase, acquire, or take by eminent domain, and to transfer, raise and appropriate, \$614,000 to fund said purchase or taking along with all associated legal and engineering costs necessary, the property, or any part thereof, located in Ashland, Massachusetts identified as those certain parcels of land off of Tri Street totaling approximately 9.5 acres +/-, located at Map 26 Lots 75 and 76 an as more fully set forth on the plan on file with the Town Clerk and including Parcel A and Lots 1-6 inclusive (collectively the “Property”) , the acquisition of said land having been determined to be necessary for the health and welfare of the inhabitants of Ashland and to be used for open space and recreation to be under the care, custody and control of the Board of Selectmen. And to meet said appropriation, transfer \$300,000 from Free Cash, and authorize the Town Treasurer, with the approval of the Board of the Selectmen, to borrow \$314,000 under and pursuant to M.G.L Chapter 44, or pursuant to any other enabling authority and that any premium received upon the sale of any bonds or notes approved by this vote, less any such premium applied to the payment of the costs of issuance of such bonds or notes, may be applied to the payment of costs approved by this vote in accordance with M.G.L. c. 44, s. 20 thereby reducing the amount authorized to be borrowed to pay such costs by a like amount.

FinCom Recommendation: The Finance Committee recommends that the Town authorizes the Board of Selectmen to purchase and acquire the property at 0 Tri Street as presented in the motion above to protect against the potential development.

Article 6: Approve Development Restriction – 378 Eliot Street
Sponsor: Board of Selectmen

To see if the Town will authorize the Board of Selectmen to accept a Restrictive Covenant for the land known as and numbered 378 Eliot Street, Ashland, Middlesex County, Commonwealth of Massachusetts, conveyed by deed recorded with the Middlesex South District Registry of Deeds in Book 24575 Page 11 and dated May 18, 1994, to limit the number of homes to no more than one per acre; and in exchange therefore, raise and appropriate, or transfer, by borrowing or otherwise, as sum of money sufficient to pay for said restriction further to see if the Town will authorize the Board of Selectmen to accept said development restriction, and to authorize the Board of Selectmen to enter into and negotiate all agreements necessary to effectuate same; or take any other action related thereto.

MOTION: That the Town authorize the Board of Selectmen to accept a Restrictive Covenant for the land known as and numbered 378 Eliot Street, Ashland, Middlesex County, Commonwealth of Massachusetts, conveyed by deed recorded with the Middlesex South District Registry of Deeds in Book 24575 Page 11 and dated May 18, 1994, to limit the number of units to no more than one per acre; and in exchange therefore, and transfer \$10,000 from Sewer Enterprise Fund to pay for said restriction further to see if the Town will authorize the Board of Selectmen to accept said development restriction, and to authorize the Board of Selectmen to enter into and negotiate all agreements necessary to effectuate same.

FinCom Recommendation: The Finance Committee recommends that the Town accepts the Restrictive Covenant for 378 Eliot Street and to transfer \$10,000 from the Sewer Enterprise Fund to pay for said restriction as partial reimbursement for sewer betterment costs paid by the owner.

Article 7: Dispose of Real Property
Sponsor: Board of Selectmen

To see if the Town will vote to change the use, which is currently general municipal, of 433 Chestnut Street, more fully set forth on that certain plan by, Feldman Land Survey dated November 15, 2016 and which is on file with the Town Clerk, to the purpose of conveyance and/or transfer and to authorize the Board of Selectmen to sell, transfer or otherwise convey same, and take any legal action necessary to effectuate said conveyance or transfer and to further authorize the Board of Selectmen to negotiate and execute any and all documents necessary to effectuate same including entering into a Historic Preservation Restriction on the Property, or pass any vote or take any action relative thereto.

MOTION: That the Town vote to change the use, which is currently general municipal, of 433 Chestnut Street, more fully set forth on that certain plan by, Feldman Land Survey dated November 15, 2016 and which is on file with the Town Clerk, to the purpose of conveyance and/or transfer and to authorize the Board of Selectmen to sell, transfer or otherwise convey same, and take any legal action necessary to effectuate said conveyance or transfer and to further authorize the Board of Selectmen to negotiate and execute any and all documents necessary to effectuate same including entering into a Historic Preservation Restriction on the Property.

FinCom Recommendation: The Finance Committee recommends that the Town vote to change the use at 433 Chestnut Street and authorize the Board of Selectmen to sell and transfer ownership to restore and preserve this historical property.

Article 8: Authorize Easements along Main Street
Sponsor: Board of Selectmen

To see if the Town will vote to authorize the Board of Selectmen to purchase, acquire or take by eminent domain, and to raise and appropriate, either by appropriation, borrowing or otherwise, a sum of money to fund said purchase or taking along with all associated legal and engineering costs necessary, easements in the parcels of land located along Main and Front Street at: 10-60 Main Street, 446 sq. ft. +/-; 98-100 Main Street, 273 sq. ft. +/-; 118 Main Street, 370 sq. ft. +/-; 128-132 Main Street, 191 sq. ft. +/-; 4-12

Front Street, 37 sq. ft. +/-; all as shown on a plan by BSC Group dated May 6, 2019 and on file with the Town Clerk, the acquisition of said land having been determined to be necessary for the health and welfare of the inhabitants of Ashland and to be used for municipal purposes; or pass any vote or take any action relative thereto.

MOTION: vote to authorize the Board of Selectmen to purchase, acquire or take by eminent domain, and to raise and appropriate \$10,000 to fund said purchase or taking along with all associated legal and engineering costs necessary, easements in the parcels of land located along Main and Front Street at: 10-60 Main Street, 446 sq. ft. +/-; 98-100 Main Street, 273 sq. ft. +/-; 118 Main Street, 370 sq. ft. +/-; 128-132 Main Street, 191 sq. ft. +/-; 4-12 Front Street, 37 sq. ft. +/-; all as shown on a plan by BSC Group dated May 6, 2019 and on file with the Town Clerk, the acquisition of said land having been determined to be necessary for the health and welfare of the inhabitants of Ashland and to be used for municipal purposes.

FinCom Recommendation: The Finance Committee recommends the Town to authorize the Board of Selectmen to purchase, acquire, or taking of land as described above.

Article 9: Mill Pond Park Beautification
Sponsor: Community Preservation Committee

To see if the Town will vote to appropriate up to \$100,000 in Community Preservation Act from an account to be determined to allow the Board of Selectmen to undertake construction for the beautification of Mill Pond Park and increase accessibility of the Riverwalk and that to meet this appropriation, the sum of up to \$100,000 be transferred from the Community Preservation Fund, account to be determined with the following stipulations: the Board of Selectmen shall obtain all required town board and town department permits and approvals prior to the disbursement of any funds, the Board of Selectmen shall enter into a grant agreement with the Community Preservation Committee prior to disbursement of any funds and unexpended funds as of June 30, 2021 being returned to their funding sources, or pass any vote or take any other action thereon.

MOTION: That the Town vote to appropriate up to \$100,000 in Community Preservation Act General Fund account to allow the Board of Selectmen to undertake construction for the beautification of Mill Pond Park and that to meet this appropriation, the sum of up to \$100,000 be transferred from the General Fund Account of the Community Preservation Fund with the following stipulations: the Board of Selectmen shall obtain all required town board and town department permits and approvals prior to the disbursement of any funds, the Board of Selectmen shall enter into a grant agreement with the Community Preservation Committee prior to disbursement of any funds and unexpended funds as of June 30, 2021 being returned to their funding sources.

FinCom Recommendation: The Finance Committee recommends that the Town vote to appropriate \$100,000 for the Beautification of Mill Pond Park project.

Article 10: Town Forest Restoration Project Phase 2

Sponsor: Community Preservation Committee

To see if the Town will vote to appropriate up to \$5,000 in Community Preservation Act historical funds to allow the Town Forest Committee to complete phase 2 of a Restoration Project within the town forest to preserve the remains of the Stone Bungalow; and that to meet this appropriation, the sum of up to \$5,000 be transferred from the Community Preservation Fund, Historical Preservation Account with the following stipulations: the Town Forest Committee shall obtain all required town board and town department permits and approvals prior to the disbursement of any funds, the Town Forest Committee shall enter into a grant agreement with the Community Preservation Committee prior to disbursement of any funds and unexpended funds as of June 30, 2021 being returned to their funding sources, or pass any vote or take any other action thereon.

MOTION; That the Town vote to appropriate up to \$5,000 in Community Preservation Act historical funds to allow the Town Forest Committee to complete phase 2 of a Restoration Project within the town forest to preserve the remains of the Stone Bungalow; and that to meet this appropriation, the sum of up to \$5,000 be transferred from the Community Preservation Fund, Historical Preservation Account with the following stipulations: the Town Forest Committee shall obtain all required town board and town department permits and approvals prior to the disbursement of any funds, the Town Forest Committee shall enter into a grant agreement with the Community Preservation Committee prior to disbursement of any funds and unexpended funds as of June 30, 2021 being returned to their funding sources.

FinCom Recommendation: The Finance Committee recommends that the Town to vote appropriate up to \$5,000 in Community Preservation Act historical funds to allow the Town Forest Committee to complete phase 2 of a Restoration Project within the town forest to preserve the remains of the Stone Bungalow.

Article 11: Decrease Demand Fees

Sponsor: Board of Selectmen

To see if the Town, in accordance with G.L. c. 60 § 15 (2), will vote to change the fee charged by the Collector for each written demand issued from a fee of \$30 to a fee of \$15 to be added and collected as part of the tax, or pass any vote or take any other action thereon.

MOTION: That the Town vote to change the fee charged by the Collector for each written demand issued from a fee of \$30 to a fee of \$15 to be added and collected as part of the tax.

FinCom Recommendation: The Finance Committee does not recommend that the Town change the fee charged by the Collector for each written demand issued due to anticipated loss of revenue.

Article 12: Net Zero Resolution
Sponsor: Sustainability Committee

To see if the Town will adopt the following Resolution to Adopt a Net Zero Emissions Goal:

WHEREAS, Massachusetts has adopted a carbon emissions reduction goal (as defined in the 2008 Global Warming Solutions Act) and the Patrick and Baker Administrations have taken leadership to mitigate and adapt to climate change by reducing greenhouse gas emissions and building a more resilient Commonwealth that safeguards residents, municipalities, and businesses (as outlined in the Global Warming Solutions Act and Executive Order 569); and

WHEREAS, The Town of Ashland is one of 210 cities and towns across the Commonwealth that have committed to reducing municipal energy use as part of the Green Communities Program. The Town of Ashland has been taking actions to reduce its carbon emissions, promote clean energy, and increase resilience including: installing municipal solar arrays, supporting private and public renewable energy installations, installing electric vehicle charging stations, opting for renewable electricity aggregation, promoting residential and commercial energy efficiency programs, and converting to LED streetlights, among other efforts; and

WHEREAS, More than 30 communities, including Acton, Arlington, Bedford, Boston, Brookline, Cambridge, Concord, Framingham, Lexington, Melrose, Medford, Natick, Newton, Wayland, and Wellesley, are in the process of adopting greenhouse gas emissions reduction goals and comprehensive, cost-effective plans to achieve these goals; and

WHEREAS, Many Massachusetts communities are already feeling the impacts of a changing climate, with rising temperatures, increased flooding and more intense and frequent storms, increased health risks such as tick-borne diseases and heat-related health conditions. In addition, the state's centralized energy system and transit infrastructure is becoming more vulnerable to climate-related risks like storms and extreme temperatures; and

WHEREAS, A Net Zero community is one for which, on an annual basis, all greenhouse gas emissions resulting from operations are reduced or offset. Net Zero communities adopt multi-pronged strategies including energy efficiency, renewable energy, zero waste, and nature-based solutions to CO2 removal, such as the protection and restoration of forests, wetlands and other ecosystems; and

WHEREAS, The transition to a Net Zero community brings many potential benefits, including improved health, reduced pollution, the creation of clean energy and energy efficiency jobs, and the ability to retain more of our energy dollars in the local economy.

NOW THEREFORE be it resolved that:

1. The Town of Ashland supports a Net Zero goal of eliminating or offsetting by 2040 all greenhouse gas emissions in Ashland:
 - a. Originating from heating and cooling, electricity consumption, transportation, industry, agriculture, gas leaks, and waste streams

- b. Including households, businesses, the municipality, institutions and utilities
- 2. The Town of Ashland will develop a Net Zero Action Plan by November 2020 that outlines specific strategies and sets measurable, attainable and realistic interim targets for achieving the 2040 Net Zero goal, and will provide an annual progress report to Ashland Town Meeting.
- 3. In developing and implementing the Net Zero Action Plan, the voices and interests of all members of the Ashland community are considered including the most vulnerable (such as seniors, low-income residents, immigrants, people with disabilities, and youth) to ensure the benefits and related costs of a transition to a clean energy economy are shared equitably by the entire community.

or pass any vote or take any other action thereon.

MOTION: The Town to adopt the resolution as presented.

FinCom Recommendation: The Finance Committee recommends that the Town adopt the resolution as presented while recognizing that there are unidentified costs and savings that will be considered as the plan evolves.

**Article _13_: Bylaw Change: Replace “Board of Selectmen” with “Select Board” in General Bylaws
Sponsor: Board of Selectmen**

To see if the Town will vote to authorize the Board of Selectmen to petition the general court of the Commonwealth of Massachusetts to amend the Ashland Home Rule Charter; and to see if the Town will vote to amend the Ashland General Bylaws, to replace all gendered references to “Board of Selectmen” with “Select Board” or take any other action relative thereto.

MOTION: That the Town vote to authorize the Board of Selectmen to petition the legislature to amend the Town of Ashland Home Rule Charter to replace all gendered references to “Board of Selectmen” with “Select Board”, and further that the Town votes to amend the Ashland General Bylaws to replace all gendered references to “Board of Selectmen” with “Select Board”.

FinCom Recommendation: The Finance Committee defers to Town Meeting.

Article 14: Zoning Bylaw Change: Replace “Board of Selectmen” with “Select Board” in the Zoning Bylaws

Sponsor: Board of Selectmen

To see if the Town will vote to see if the Town will vote to amend the Ashland Zoning Bylaws, to replace all gendered references to “Board of Selectmen” with “Select Board” or take any other action relative thereto.

MOTION: That the Town adopt the amendment to the Zoning Bylaw as printed in Article 14 in the warrant.

FinCom Recommendation: The Finance Committee defers to Town Meeting.

Article 15: Zoning Bylaw: Amend Industrial Uses in the Commercial Highway, Commercial Village, and Commercial Neighborhood District

Sponsor: Planning Board

To see if the Town will vote to amend the Town of Ashland Zoning Bylaw Chapter 282, Section 3, as follows (~~cross-out~~ are eliminations and **bold underline** is new language):
Section 3.0 Use Regulations:

PRINCIPAL USES

F. INDUSTRIAL USES	RA	RB	RM	CH	CD	CV	CN	I
Mini-storage warehouse facility	N	N	N	Y/N	N	<u>PB/N</u>	<u>PB/N</u>	Y
Construction yard or landscaping business	N	N	N	Y/N	N	<u>PB/N</u>	<u>PB/N</u>	Y

or pass any vote or take any other action thereon.

MOTION: That the Town adopt the amendment to the Zoning Bylaw as printed in Article 15 in the warrant.

FinCom Recommendation: The Finance Committee defers to Town Meeting.

TOWN MEETING VOCABULARY

Abatement	A reduction or elimination of a real or personal property tax, motor vehicle excise, a fee, charge, or special assessment imposed.
Available Funds	Balances in the various fund types that represent non-recurring revenue sources. Examples include free cash, stabilization funds, overlay surplus, and enterprise retained earnings.
Bond	A means to raise money through the issuance of debt.
Bond Authorization	The action of town meeting authorizing the executive branch to raise money through the sale of bonds in a specific amount and for a specific purpose. Once authorized, issuance is by the treasurer upon signature of the selectmen.
Cherry Sheet	An annual statement from the Massachusetts Department of Revenue detailing estimated reimbursements and charges to the Town. Its name derives from the fact that it was once written on cherry colored paper. In this manner the Town receives its share of various state funds and aid accounts, and is charged its share of running state government. Although the Cherry Sheet is required to be distributed by the first of March of each year, in actuality it is sent after the Legislature has passed the budget, which may not occur until June or July.
Citizens' Petitions	10 citizens for an Annual Town Meeting or 100 citizens for a Special Town Meeting may submit a petition requesting that a specific article be included in the next Town Meeting warrant for consideration. 200 citizens may submit a petition calling the Board of Selectmen to set a Town Meeting within 45 days.
Community Preservation Act	Permits towns accepting its provisions to establish a restricted fund from which monies can be appropriated only for a) the acquisition, creation and preservation of open space; b) the acquisition, preservation, rehabilitation, and restoration of historic resources; and c) the acquisition, creation and preservation of land for recreational use; d) the creation, preservation and support of community housing; and e) the rehabilitation and restoration of open space, land for recreational use and community housing that is acquired or created using monies from the fund.
Community Preservation Fund	A special revenue fund established to receive all monies collected to support the community preservation program, including but not limited to, tax surcharge receipts, proceeds from borrowings, and funds received from the State.
Debt Exclusion	A community may vote at an election to exclude debt service payments for a particular capital project from the levy limit. The amount necessary to cover each year's principal & interest is added to the levy limit for the life of the debts.
Enterprise Fund	An enterprise fund is a separate accounting and financial reporting mechanism for municipal services for which a fee is charged in exchange for goods or services. With an enterprise fund, all costs of service delivery--direct, indirect, and capital costs—are identified. This allows the community to recover total service costs through user fees if it chooses. Enterprise accounting also enables communities to reserve the "surplus" or net assets unrestricted generated by the

operation of the enterprise rather than closing it out to the general fund at year-end. We have sewer, water and trash enterprise accounts.

Exemption	Established by statute, it is a discharge from the obligation to pay all or a portion of a property tax. The exemption is available to particular categories of property or persons upon the timely submission and approval of an application to the assessors. Properties exempt from taxation include hospitals, schools, houses of worship, and cultural institutions. Persons who may qualify for exemptions include disabled veterans, blind individuals, surviving spouses, and seniors.
Fiscal Year	The Fiscal Year starts July 1 st of each year and ends June 30 th the following year.
Free Cash	Remaining, unrestricted funds from operations of the previous fiscal year including unexpended free cash from the previous year, actual receipts in excess of revenue estimates shown on the tax recapitulation sheet, and unspent amounts in budget line-items. Unpaid property taxes and certain deficits reduce the amount that can be certified as free cash. The calculation of free cash is based on the balance sheet as of June 30, which is submitted by the community's accountant. This amount is certified annually by the Massachusetts Department of Revenue and thereafter is available for appropriation by a Town Meeting.
Levy Limit	The amount of property taxes that can be raised in accordance with Proposition 2½ formulas. The levy may be raised by 2½% plus new construction.
Local Receipts	Income derived by the Town from Motor Vehicle excise taxes, fees, licenses and permits, penalties & interest on taxes, etc.
New Construction	New growth and increases to property independent of market inflation are added to the levy limit in addition to the 2½% inflation increase allowed under Proposition 2½.
Omnibus Budget	For convenience, all recommended appropriations for operating expenses of the various Town departments and boards are gathered together in one article called the Omnibus Budget. The period covered by the Omnibus Budget is the upcoming Fiscal Year, and money not spent during this period reverts to Free Cash. No department or board can overspend its budget.
Overlay	An account established annually to fund anticipated property tax abatements, exemptions and uncollected taxes in that year. The overlay reserve need not be funded by the normal appropriation process, but rather is raised on the tax rate recapitulation sheet.
Override	A vote by a community at an election to permanently increase the levy limit. An override question on the election ballot must state a purpose for the override and the dollar amount.
Raise and Appropriate	A type of funding for Town expenditures voted at Town Meetings. The funds are raised through taxes, local receipts, and state reimbursements. Funds raised and appropriated in warrant articles are available until a time set by the article or until voted out by a subsequent Town Meeting.
Reserve Fund	A fund, established by each Town Meeting, for extraordinary or unforeseen expenses in the upcoming fiscal year. The Finance Committee alone may transfer money from this fund, thus eliminating the need for frequent Special Town Meetings. The fund may not exceed 5% of the preceding year's tax levy.

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

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

Town of Ashland Selected Town Meeting Procedures

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

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

Necessary Majorities *

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

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

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

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

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

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