



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

Smart. Safe. Sustainable.

**WARRANT ARTICLES, INFORMATION AND
RECOMMENDATIONS
OF THE
FINANCE COMMITTEE
FOR THE
JUNE 30, 2020
TOWN MEETING
ASHLAND HIGH SCHOOL**

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Warrant Article Index

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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.

TOWN OF ASHLAND

ANNUAL TOWN MEETING WARRANT
2020

Article 1: Transfer from General Stabilization Fund
Sponsor: Town Manager

To see if the Town will vote to transfer available funds from the General Stabilization fund to support the FY21 General Fund Budget, or pass any vote or take action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: The Finance Committee recommends that the Town vote to transfer \$1.4 million (approximately 20% of General Fund Stabilization fund balance at March 31, 2020) from the General Stabilization fund to defray charges and expenses of the town, including debt and interest, for the ensuing fiscal year as set forth in the FY 21 General Fund Budget.

MOTION: That the Town approves the transfer of \$1.4 million from the General Stabilization Fund to defray charges and expenses of the town, including debt and interest, for the ensuing fiscal year as set forth in the FY21 General Fund Budget

Two-Thirds Vote Required

Article 2: Fiscal Year 2021 Budget
Sponsor: Town Manager

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

FINANCE COMMITTEE RECOMMENDATION: The Finance Committee recommends that the Town vote to raise, appropriate and/or transfer from available funds such sums of money as are necessary to defray charges and expenses of the Town as set forth in the Article.

MOTION: That the Town approves the balanced budget of \$74,723,089

DEPT. #	DEPARTMENT	2019 ACTUAL TOTAL	2020 ATM BUDGET TOTAL	2021 PROPOSED BUDGET	\$ CHANGE	% CHANGE
01123	TOWN MANAGER	537,528	546,538	584,398	37,861	6.93%
01138	CENTRAL PURCHASING	56,885	60,300	50,300	(10,000)	-16.58%
01139	TELECOMMUNICATIONS	73,775	80,250	80,250	-	0.00%
01151	TOWN COUNSEL	317,681	275,000	240,013	(34,987)	-12.72%
01155	DATA PROCESSING	523,747	503,416	535,691	32,275	6.41%
01161	TOWN CLERK	145,910	146,004	152,696	6,692	4.58%
01162	ELECTIONS/TOWN MEETING	33,438	55,950	55,950	-	0.00%
01163	BOARD OF REGISTRARS	8,230	8,240	8,240	-	0.00%
01182	ECONOMIC DEVELOPMENT	201,099	164,900	-	(164,900)	-100.00%
01180	HUMAN RESOURCES	214,214	223,086	227,980	4,895	2.19%
SUBTOTAL: ADMINISTRATION		2,112,508	2,063,684	1,935,518	(128,166)	-6.21%
01135	TOWN ACCOUNTANT	131,597	143,148	136,768	(6,379)	-4.46%
01141	ASSESSORS OFFICE	203,634	232,148	222,712	(9,436)	-4.06%
01145	TREASURER	168,606	179,653	186,931	7,278	4.05%
SUBTOTAL: FINANCE		503,837	554,948	546,411	(8,537)	-1.54%
01171	CONSERVATION COMMISSION	79,706	69,076	70,800	1,724	2.50%
01172	OPEN SPACE COMMITTEE	310	450	450	-	0.00%
01175	PLANNING BOARD	120,639	155,635	175,750	20,115	12.92%
01241	INSPECTION SERVICES DEP	200,386	212,195	191,080	(21,115)	-9.95%
SUBTOTAL: DEVELOPMENT SERVICES		401,042	437,356	438,080	725	0.17%
01210	POLICE DEPT.	3,389,387	3,575,941	3,608,295	32,355	0.90%
01220	FIRE DEPARTMENT	2,224,952	2,541,357	2,265,437	(275,919)	-10.86%
SUBTOTAL: PUBLIC SAFETY		5,614,339	6,117,297	5,873,732	(243,565)	-3.98%
01510	HEALTH DEPARTMENT	170,359	171,970	176,149	4,179	2.43%
01543	VETERAN'S SERVICES	99,961	119,280	120,836	1,557	1.31%
01544	HUMAN SERVICES	393,970	419,536	440,330	20,794	4.96%
01610	PUBLIC LIBRARY	377,239	389,606	403,647	14,041	3.60%
SUBTOTAL: HEALTH & HUMAN SERVICES		1,041,529	1,100,392	1,140,963	40,571	3.69%
01192	PUBLIC BUILDINGS & PROPERT	478,839	478,017	513,637	35,620	7.45%
01421	DPW ADMINISTRATION	99,965	96,918	86,852	(10,066)	-10.39%
01422	HIGHWAY	445,745	600,484	689,535	89,051	14.83%
01423	SNOW & ICE REMOVAL	568,466	285,200	285,200	-	0.00%
01424	HIGHWAY-STREETLIGHTING	35,048	40,000	40,000	-	0.00%
01429	HIGHWAY COMBINED FUEL	137,965	151,000	151,000	-	0.00%
01491	CEMETERY, PARKS & TREES	252,934	253,057	240,650	(12,407)	-4.90%
SUBTOTAL: PUBLIC WORKS		2,018,960	1,904,676	2,006,874	102,198	5.37%

DEPT. #	DEPARTMENT	2019 ACTUAL TOTAL	2020 ATM BUDGET TOTAL	2021 PROPOSED BUDGET	\$ CHANGE	% CHANGE
01300	SCHOOL DEPARTMENT	30,470,935	33,284,473	34,075,363	790,890	2.38%
01399	KEEFE TECH VOC SCHOOL	1,393,747	1,126,858	1,073,436	(53,422)	-4.74%
SUBTOTAL: EDUCATION		31,864,682	34,411,331	35,148,799	737,468	2.14%
	EXCLUDED DEBT	1,746,957	2,079,566	2,085,778	6,212	0.30%
	NON EXCLUDED DEBT	1,714,210	1,995,003	2,945,042	950,039	47.62%
01710	TOTAL DEBT	3,461,166	4,074,570	5,030,820	956,251	23.47%
01930	CAPITAL PROJECTS	1,249,442	750,000	500,000	(250,000)	-33.33%
For information purposes - Capital Projects to be funded under 01930 appropriation:						
	6 Wheel Dump Truck/Plow/Belly Scraper/Sander			180,000		
	Replacement of 20 year old Pumper Truck			88,000		
	Install Modulars at Warren School			59,000		
	Replace fire doors at Middle School			160,000		
	Purchase of 2 mowers			10,000		
01911	EMPLOYEE RETIREMENT	2,922,071	3,126,617	3,209,995	83,379	2.67%
01912	WORKERS COMPENSATION	276,254	270,000	335,000	65,000	24.07%
01913	UNEMPLOYMENT COMPENSATION	28,803	60,000	60,000	-	0.00%
01914	EMPLOYEE HEALTH FRINGES	5,000	5,000	5,000	-	0.00%
01915	GROUP HEALTH INSURANCE	5,662,011	6,472,675	6,486,667	13,992	0.22%
01945	OTHER INSURANCE	540,269	630,950	596,250	(34,700)	-5.50%
Subtotal: BENEFITS & INSURANCE		9,434,409	10,565,242	10,692,912	127,670	1.21%
01960	SALARY CONTINGENCY	-	226,621	-	(226,621)	-100.00%
01965	MUNICIPAL EFFICIENCY PROGRAM	19,073	25,000	-	(25,000)	-100.00%
01132	RESERVE FUND	-	450,000	450,000	-	0.00%
TOTAL GENERAL FUND		57,720,988	62,681,117	63,764,110	1,082,994	1.73%
DEPT. #	DEPARTMENT	2019 ACTUAL TOTAL	2020 ATM BUDGET TOTAL	2021 PROPOSED BUDGET	\$ CHANGE	% CHANGE
6000	WATER ENTERPRISE	2,807,459	3,309,807	3,172,392	(137,415)	-4.15%
6100	SEWER ENTERPRISE	5,929,113	5,954,274	5,760,556	(193,718)	-3.25%
6200	TRASH COLLECTION	1,235,145	1,270,101	1,374,928	104,827	8.25%
6300	FIELD MANAGEMENT	115,200	116,706	135,461	18,755	16.07%
6400	CABLE ACCESS	60,496	200,000	200,000	-	0.00%
6500	STORMWATER	145,032	303,031	315,642	12,611	4.16%
TOTAL ALL FUNDS		68,013,433	73,835,035	74,723,089	888,054	1.20%

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

Account Name	Balance in Account	FY21 Transfer
Recreation Revolving	\$482,859.15	\$20,899.36
Sale of Cemetery Lots	\$52,714.93	\$30,000.00
Dog Licenses	\$32,743.50	\$27,043.74

And that the balance be raised and appropriated \$63,686,167.01

And,

- b. For the Water Enterprise Fund that \$3,172,392 be raised through the water rates;
- c. For the Sewer Enterprise Fund that \$5,760,556 be raised through the sewer rates;
- d. For the Rubbish Collection Enterprise Fund that \$1,374,928 be raised through the solid waste rates;
- e. For the Fields Management Enterprise Fund that \$135,461 be raised through fees for field usage;
- f. For the Cable Access Enterprise Fund, that \$200,000 be raised through cable franchise fees;
- g. For the Stormwater Enterprise Fund that \$315,642 be raised through stormwater rates.

And,

- h. For the Economic Development Special Revenue Fund that \$201,388 be appropriated from available meals tax funds.

**Article 3: Transfer to OPEB Trust:
Sponsor: Select Board**

To see if the Town will transfer \$173,245 from OPEB Contribution Account #01915-51709 to the OPEB Trust, Account #88100-49710, or pass any vote or take any action relative thereto

FINANCE COMMITTEE RECOMMENDATION: The Finance Committee recommends that the Town transfer the sum of \$173,245 from OPEB Contribution Account #01915-51709 to the OPEB Trust, Account #88100-49710.

MOTION: That the Town transfer the sum of \$173,245 from OPEB Contribution Account #01915-51709 to the OPEB Trust, Account #88100-49710.

Article 4: Annual Consent Article - General
Sponsor: Select Board

To see if the Town will vote the following consent articles:

1. Grant Program Authorization - To see if the Town will vote to authorize the Board of Selectmen and/or the Town Manager to apply for, accept and enter into contracts from time to time for the expenditure of any funds allotted to Ashland by the Commonwealth of Massachusetts or the U. S. Government under any State or Federal grant program;
2. Road Contracts - To see if the Town will vote to authorize the Town Manager to enter into a contract with the Massachusetts Highway Department Commissioner or the Federal Government for the construction and maintenance of public highways in the Town of Ashland for the ensuing year;
3. Contracts in Excess of Three Years - To see if the Town will vote in accordance with the provisions of G.L. c. 30B, § 12(b), to authorize the Town Manager or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee, as appropriate;
4. Lease Purchase Agreements – To see if the Town will vote in accordance with the provisions of G.L.c. 44 §21C to authorize the Board of Selectmen to enter into lease purchase financing agreements to acquire equipment or improve a capital asset that may be financed by the issuance of debt under G. L. c. 44 or otherwise allowed by law, for a term up to the useful life of the property and to be procured in accordance with appropriate procurement laws. or take any other action relative thereto.
5. Revolving Funds: To see if the Town will vote to fix the maximum amount that may be spent during FY 2021 beginning July 1, 2020 for the revolving funds established in the town bylaws for certain departments, boards, committees, agencies or officers in accordance with G.L. c. 44 §53E 1/2, or take any other action relative thereto.
6. Grant Easements: To see if the Town will vote to authorize the Board of Selectmen and the School Committee to grant easements for access, water, drainage, sewer and utility purposes on terms and conditions the Board and the Committee deem in the best interest of the Town; or pass any vote or take any action relative thereto.

by the same aggregate amount, as allocable to each project, or to take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: The Finance Committee recommends the Town vote in favor of the consent articles set forth in Article 4.

MOTION: That the Town approve Article 4 as set forth in the Warrant and further the Town set the maximum amount that may be spent on revolving funds in subsection 5 of Article 4 as follows:

<p style="text-align: center;">FUND DESCRIPTION</p>	<p style="text-align: center;">USE OF FUNDS</p>	<p style="text-align: center;">Maximum Amount of Expenditure From Fund</p>
<p>Senior Program Revolving</p>	<p>The purpose of which shall be to pay for programs conducted by the Council on Aging for the benefit of Ashland senior citizens</p>	<p>Expenditures shall not exceed receipts into the fund and in any case shall not exceed \$25,000</p>
<p>Community Center Rental</p>	<p>The purpose of which shall be to pay for expenses and maintenance incurred for the rental of said building</p>	<p>Expenditures shall not exceed receipts into the fund and in any case shall not exceed \$25,000</p>
<p>Town of Holliston Animal Control Revolving</p>	<p>The purpose of which shall be to pay for expenses incurred for the care and capture of animals on behalf of the Town of Holliston</p>	<p>Expenditures shall not exceed receipts into the fund and in any case shall not exceed \$76,000</p>
<p>Library Materials Replacement</p>	<p>The purpose of which shall be to acquire equivalent Public Library materials to replace items lost or damaged by those who borrow such materials</p>	<p>Expenditures shall not exceed receipts into the fund and in any case shall not exceed \$1,500</p>

<p>Hazardous Waste Revolving</p>	<p>The purpose of which shall be to be able to continue to drop off programs for TV's & Computers</p>	<p>Expenditures shall not exceed monies into the fund and in any case shall not exceed \$15,000</p>
<p>Sidewalk Construction Fund</p>	<p>The purpose of which shall be to pay for sidewalks</p>	<p>Expenditures shall not exceed receipts into the fund and in any case not exceed \$50,000</p>
<p>Guidance Revolving Fund</p>	<p>The purpose of which shall be to pay for the institutional, per student cost for our students who take the PSAT and/or Advanced Placement (AP) tests and to pay for proctors during the exams</p>	<p>Expenditures shall not exceed receipts into the fund and in any case shall not exceed \$40,000</p>
<p>Food Inspection Program</p>	<p>The purpose of which shall be a self-supporting program which will collect fees for the services provided to pay for food establishment programs provided by the Board of Health for the delivery of routine inspections, investigations and reviews for food establishments</p>	<p>Expenditures shall not exceed receipts into the fund and in any case shall not exceed \$45,000</p>

Tobacco Program Revolving	The purpose of which shall be a self-supporting program which will collect fees for the services provided to pay for inspections and programs provided by the Board of Health for the delivery of tobacco control comprehensive inspections at tobacco sales locations and for evidence based education programs that will benefit the residents of Ashland	Expenditures shall not exceed receipts into the fund and in any case shall not exceed \$15,000
Ambulance Revolving	The purpose of which shall be to pay for the costs of providing ambulance and emergency response services.	Expenditures shall not exceed receipts into the fund and in any case shall not exceed \$625,000

Two-Thirds Vote Required

Article 5: Annual Consent Article: Community Preservation Act
Sponsor: Community Preservation Committee

To see if the Town will vote the following consent articles:

- a. **Community Preservation Funds – FY21 Annual Appropriations** - To see if the Town will vote to appropriate or reserve from the Community Preservation annual revenues in the amounts recommended by the Community Preservation Committee for committee administrative expenses, community preservation projects and other expenses in Fiscal Year 2021, with each item to be considered a separate appropriation:

Appropriations:

From FY 2021 estimated revenues to Committee Administrative Expense \$60,572.67

Reserves:

From FY 2021 estimated revenues to Historic Resources Reserve \$115,088.07

From FY 2021 estimated revenues to Community Housing Reserve \$115,088.07

From FY 2021 estimated revenues to Open Space Reserve \$115,088.07

From FY 2021 estimated revenues to Undesignated Reserve \$805,616.50

or pass any vote or take any other action relative thereto.

- b. **Community Preservation Funds – Oak Street Bond Payment** - To see if the Town will vote to appropriate \$160,775 in Community Preservation Act funds to fund the bond payment approved in Article 1 of the Special Town Meeting of November 26, 2007 that acquired by eminent domain a certain parcel of land off Oak Street, now or formerly owned by Stephanie A. and Kristen McCook consisting of 1,305,929 +/- sq. ft. and more particularly described as parcel #003D-005-000 on the Assessors Map and further defined in an Order of Taking by Eminent Domain filed with the Middlesex County Registry of Deeds Southern District on January 7, 2002, all in accordance with the Agreement for Judgment issued by the Superior Court Department of the Trial Court, Civil Action No. MICV2003-02643 which amount supplemented the funds raised in its vote of Article 6 of the Fall Special Town Meeting of October 20, 1999, for the acquisition of the aforesaid parcel, from the Community Preservation Fund Undesignated Reserve Account, to be added to 01710 Debt Service passed in Article 3 of this Town Meeting; or pass any vote or take any other action relative thereto.

- c. **Community Preservation Funds – H.S. Athletic Fields Bond Payment** - To see if the Town will vote to appropriate \$327,075 in Community Preservation Act funds to fund the bond payment approved in Article 11 of the Annual Town Meeting of May 4, 2011 to construct and equip athletic fields to be located at the Ashland High School and other ancillary uses and to pay for all related engineering and legal fees associated therewith from the Community Preservation Fund Undesignated Reserve Account, to be added to 01710 Debt Service passed in Article 3 of this Town Meeting; or pass any vote or take any other action relative thereto.

- d. **Community Preservation Funds – Warren Woods Bond Payment** - To see if the Town will vote to appropriate \$161,875 in Community Preservation Act funds to fund the bond payment for the purchase of that certain parcel of land which was owned by Northeastern University and described as Assessors' Map 28, Lots 070 and 072, consisting of approximately 118.36 +/- acres, more or less, known as Warren Woods and which the Town acquired by deeds dated June 5, 2012 and recorded in Book 59237, Page 246 and Book 59237 Page 252 and which said expenditure and purchase was approved in Article 8 of the Special Town Meeting of November 29, 2010 and further modified by Article 5 of the Special Town Meeting of October 18, 2011, from the following FY 2014 CPA reserve accounts;

Historic Resources Reserve	<u>\$51,800</u>
Open Space Reserve	<u>\$43,706</u>
Undesignated Reserve	<u>\$66,369</u>

or pass any vote or take any other action relative thereto.

FINANCE COMMITTEE RECOMMENDATION: The Finance Committee recommends the Town vote in favor of Community Preservation Act consent items set forth in Article 5.

MOTION: That the Town approve CPC consent article as set forth in Article 5.

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.

