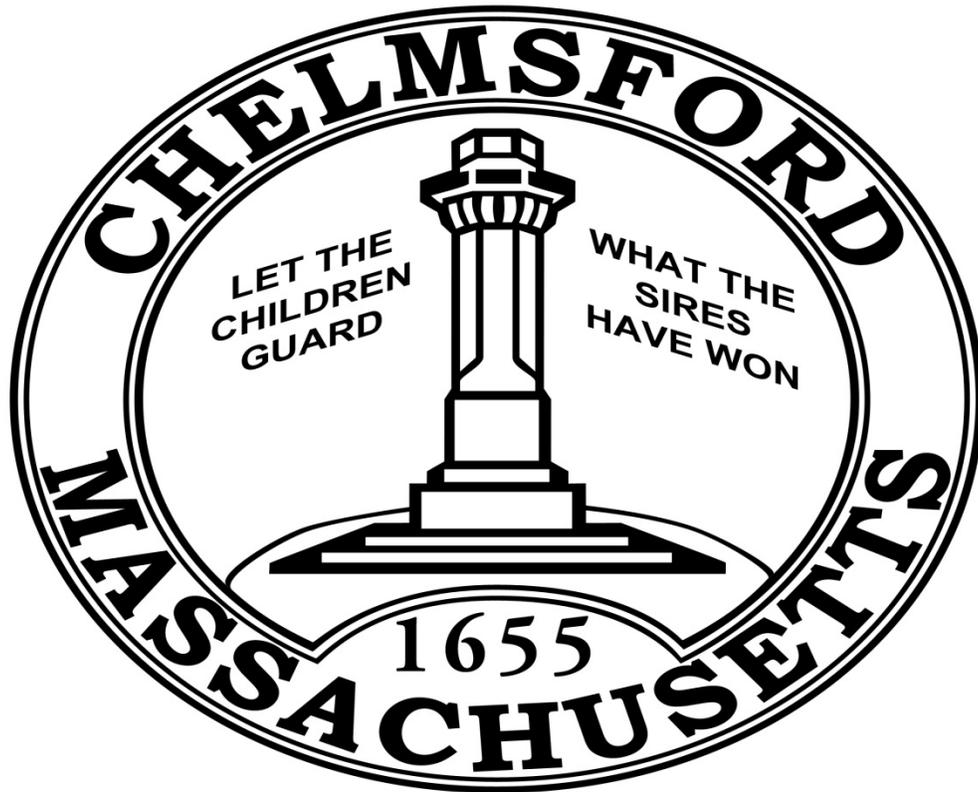


**TOWN OF CHELMSFORD
FINANCE COMMITTEE**

**Report, Recommendations and Copy of the
Warrant for the Fall Session of
Annual Town Meeting**



**Monday, October 20, 2025
At 7:30 PM**

**Chelmsford Senior Center
75 Groton Road, North Chelmsford**

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Finance Committee

CHELMSFORD, MASSACHUSETTS 01824

October 7, 2025

To the Citizens of Chelmsford,

The Finance Committee has voted on our recommendations for consideration at the Fall Town Meeting which begins on October 20, 2025.

Below is a summary of the Finance Committee's recommendations and a discussion concerning free cash.

On September 11th, 18th, and 25th, the Finance Committee reviewed presentations on Fall Town Meeting Warrant Articles and voted on our recommendations to Town Meeting. Our Agendas, Meeting Minutes, and recordings of our meetings are available for review at the Town and Chelmsford Telemedia websites, respectively. It is our sincere hope that the information provided here will help Town Meeting Representatives to make informed decisions at Town Meeting and provide the citizens of this Town with an overview of the financial roadmap for our Town.

Additional information can be found on the Town's website located at <http://www.townofchelmsford.us>. On demand video recordings of the Town's committee and board meetings are also readily available through Chelmsford Telemedia's website located at <http://chelmsfordtv.org>. We encourage those who may want more information about this year's articles to engage these invaluable resources.

FREE CASH

A question which seems to be asked every year around this time is, "what is free cash?" According to the Division of Local Services, Massachusetts Department of Revenue:

Free cash is the term used for a community's funds that are available for appropriation. Specifically, free cash is generated when actual revenue collections are in excess of estimates, when expenditures are less than appropriations, or both. Free cash must be certified by the Director of the Bureau of Accounts as of July 1 of each fiscal year upon submission of a community's balance sheet and cannot be appropriated until certified. Once free cash is certified, it is available for appropriation at the annual or any special town meeting. Free cash may be used for any lawful municipal purpose and provides communities with the flexibility to fund additional appropriations after the tax rate has been set.

Chelmsford's free cash shows certification by the Department of Revenue as of July 1, 2025 in the amounts of **\$4,934,638.00** to the General Fund, **\$1,140,320.00** to the Sewer Enterprise Fund, **\$520,151.00** to the Golf Enterprise Fund, **\$523,920.00** to the PEG Access Cable Fund, **\$497,322.00** to the Stormwater Enterprise Fund, and **\$597,442.00** to the Ice Forum Arena Fund. Free Cash was certified by the Commonwealth of Massachusetts Department of Revenue on September 4, 2025.

The General Fund free cash balance of **\$4,934,638.00**, is comprised of 1) expenditure returns from departments (\$1,972,552.00) and prior year encumbrances (\$37,230.00) 2) revenue surplus from local receipts (\$2,515,893.00), and 3) school revenue circuit breaker funds (\$408,963.00).

This year's General Fund free cash certified amount continues a recent trend of being greater than the previous year's certified amount. This year's certified amount is **\$191,820.80** more than last year's **\$4,742,817.20**, **\$2,047,484.00** more than FY23's **\$2,887,154** and **\$1,516,637.00** more than FY22's **\$3,418,001.00**. It should be noted, however, that \$408,963.00 is returned free cash through school circuit breaker funds and was already earmarked for use in the FY26 Chelmsford Public School District budget (please see our recommendation on Article 11). It is also important to note that, with the exception of the return of funds to the schools, free cash should be considered one-time funds and cannot and should not be treated as a regular funding source. As general policy and good practice, one-time monies should be used for one-time projects because the availability and amount of funds is not always predictable.

The Town Manager provided the following recommendations to the Finance Committee concerning the use of this year's certified free cash and identified other revenue sources for the funding of this Town Meeting's financial articles. His recommendations are as follows:

Art.	Description	Amount	Funding Source
2	Cemetery Improvement & Development	\$65,000	Sale of Graves and Lots
3	Sewer Construction Stabilization Fund	\$195,833	FREE CASH
4	Collective Bargaining Agreements	\$42,485	Raise and Appropriate
6	Roadway and Sidewalk Construction	\$1,000,000	FREE CASH
7	Design Route 3A Roadway Projects	\$300,000	FREE CASH
8	Police Station Emergency Power Supply	\$100,000	FREE CASH
9	Senior Center Acoustical Improvements	\$45,000	FREE CASH
10	Chelmsford Public Schools Switchgear	\$400,000	FREE CASH
11	School Special Education Tuitions	\$408,963	FREE CASH
12	McCarthy Middle School Roof	\$2,484,842	FREE CASH
13	Westford Street Drainage	\$500,000	Sewer Enterprise Fund RE
14	Vinal Square Parking Lot Lease	\$1	Raise and Appropriate

FALL TOWN MEETING WARRANT ARTICLES

The Finance Committee endeavours to review and make recommendations on articles which have or may indirectly have a financial impact on the Town and its citizens. A brief discussion of our recommendations follows:

Article 1: Reports of Town Officers & Committees. This Article includes a presentation to be made to the Town Meeting body by Christine Clancy, DPW Director, on the capital projects in process, a presentation by John Sousa, Finance Director, on the Town's 5-Year Financial Forecast, and presentation on our Financial Overview. Because these are presentations with do not require any further action to be taken, the Finance Committee takes no action on Article 1.

Article 2: Cemetery Improvement Fund. Article 2 seeks the transfer of funds in the amount of \$65,000 from the Sale of Graves and Lots Account into the Cemetery Improvement and Development Fund. These funds will be used at Pine Ridge Cemetery to purchase and install an additional niche wall. The Finance Committee unanimously recommends approval of Article 2 (6 in favor, 1 abstention).

Article 3: Sewer Construction Stabilization Fund. Under Article 3, we are asked to transfer \$195,833 from Free Cash to the Sewer Construction Stabilization Fund. It is important to note that the amount requested for transfer represents the interest earnings on the Sewer Capital Improvement and Betterment accounts in FY25 and that those funds are already included in planned funding for the sewer project debt service. The transfer is being presented for approval because it requires a vote of Town Meeting. The Current Balance of the account is \$2,956,034. The Finance Committee unanimously recommends approval of Article 3 (7 in favor).

Article 4: Collective Bargaining Agreements. This Article asks us to raise and appropriate \$42,485 to fund the first fiscal year of a collective bargaining agreement between the Town and the Chelmsford Public Safety Dispatchers, AFSCME Council 93, Local 1703 for the period including July 1, 2025 through June 30, 2028. The three-year agreement includes wage increases of 3.00% in FY26, 3.25% in FY27, and 3.25% in FY28, an increase in shift differential of \$0.50 (\$1.50 to \$2.00 per hour), an increase of \$250 in longevity pay and conversion to an equivalent percentage of pay, and minor language changes. The Finance Committee welcomes the resolution of this penultimate town collective bargaining agreement and unanimously recommends approval of Article 4 (7 in favor).

Article 5: Amend FY25 Operating Budget. The Town has taken no action under this Article and, therefore, the Finance Committee takes no action on Article 5.

Article 6: Roadway and Sidewalk Construction. Article 6 asks us to transfer \$1,000,000 from Free Cash to fund roadway and sidewalk construction. After a long-awaited increase of \$500,000 per year in Chapter 90 funding as a result of the Fair Share Tax, the Town will now receive approximately \$1,700,000 annually from the Commonwealth. In addition to these funds, the Town appropriated an additional \$800,000 for roadway and sidewalk construction through the FY26 capital budget. Funding amounts remain below the amounts required to maintain the 190 miles of existing roadway and 48 miles of existing and 12 miles of proposed sidewalk infrastructure throughout the Town. The requested funds from Free Cash will allow for additional road work utilizing the 5-Year Pavement Management Plan. There remains

approximately \$75,000,000 in backlog to rehabilitate existing paving and sidewalk infrastructure. This year's paving candidate list will address approximately \$3,000,000 worth of backlog. The 2026 paving list will be published this winter. The Finance Committee unanimously recommends approval of Article 6 (7 in favor).

Article 7: Design for Roadway Reconstruction from Technology Drive to Richardson Road, & Vinal Square. This Article asks that we approve the transfer of \$300,000 from Free Cash to fund the preliminary designs for the reconstruction of Route 3A from Technology Drive to Richardson Road and for the Vinal Square intersection safety improvement. The Route 3a Reconstruction project is a future Transportation Improvement Program (TIP) through MassDOT slated to occur after FY30. A survey and initial data gathering has been completed, while a 25% design submission/utility review remains to be completed. The Vinal Square Intersection Safety Improvement project, slated for FY28, is a MassDOT TIP. A 25% design has been submitted for MassDOT review, while a 25% public hearing, a review, utility review, and final revisions remain. The 25% Public Design Hearing is anticipated for the spring of 2026. This project will advance much needed traffic improvements in the designated areas. The Finance Committee unanimously recommends approval of Article 7 (7 in favor).

Article 8: Police Station Emergency Power Supply. This Article asks that we approve the transfer of \$100,000 from Free Cash for the replacement of the police station emergency power supply system. The existing system experienced 3 outages in past year, resulting in approximately \$25,000 in emergency repairs and is at its end of useful life. In order to ensure that this critical system does not fail again leading to more costly repairs, the Finance Committee unanimously recommends approval of Article 8 (7 in favor).

Article 9: Senior Center Acoustical Improvements. This Article asks that we approve the transfer of \$45,000 from Free Cash for acoustical improvements to the Senior Center. An acoustical study completed by Cavanaugh Tocci in January 2025 recommended the addition of up to 2200 square feet of sound absorption material to address noise from air handlers and the kitchen area in the Great Hall. These funds would allow the work to be completed as soon as before Spring Town Meeting. The Finance Committee unanimously recommends approval of Article 9 (7 in favor).

Article 10: Chelmsford Public Schools Switchgear. This Article asks that we approve the transfer of \$400,000 from Free Cash for the rehabilitation of the Chelmsford Public Schools switchgear. The switchgear and panelboard systems are original to the school buildings, meaning that the systems are 50-70 years old. These systems perform the critical function of maintaining electricity in these school buildings. In 2025 \$150,000 in ARPA funds were allocated to rehabilitate McCarthy switchgear and panelboard system and if approved, these funds will be allocated to the South Row School switchgear and panelboard system and the remaining funds will be used for a portion of the Chelmsford High School switchgear system. A loss of these systems during the school year would shut down a school building for an unacceptable amount of time. The allocation of these funds to continue addressing these critical systems before failure is an appropriate and necessary use of Free Cash. The Finance Committee unanimously recommends approval of Article 10 (7 in favor).

Article 11: Chelmsford Public Schools Out-of-District Special Education Tuitions. Article 11 asks us to transfer \$408,963 from Free Cash to be provided to the Chelmsford Public Schools

for payment of out-of-district special education tuitions. The Chelmsford Public Schools received an advance payment of \$408,963 in May 2024 (Fiscal Year 2024) from the State under the Circuit Breaker Reserve Relief Program for special education out-of-district tuition and transportation costs. Circuit Breaker Reserve Relief funds are allowed to be carried forward one year and, therefore, the School Department's FY26 budget included the full amount of the prior year (FY25) Circuit Breaker Reserve Relief funds, including the May 2024 (FY24) advance payment. Upon review, however, the Massachusetts Department of Revenue required the Town Accountant to close out the FY24 Circuit Breaker Reserve Program advance payment to Free Cash. This warrant article seeks to restore the Circuit Breaker Reserve Program advance payment to the School Department for its intended use for out-of-district special education tuition costs during the current fiscal year. This accounting aberration is necessary to correct in order to ensure budgeted funds are available and used as they were intended to be during the budget formation and approval process. The Finance Committee unanimously recommends approval of Article 11 (7 in favor).

Article 12: McCarthy Middle School Roof Replacement. In this Article, we are presented with a request for the transfer of \$2,484,842 from Free Cash for the replacement of portions of the McCarthy Middle School roof, including any incidental and related expenses. The roof repair was partially funded through FY25/26 capital (\$1.25 million), the repair is currently being designed, and work is expected to commence in summer 2026. The overall phased replacement area is 120,000 square feet, 22-24 years old, a built-up roof system, a PVC roof system, and EPDM membrane. The roof has reached its end of useful life, is leaking and is not yet eligible for the MSBA program. Even if it was eligible, there is no guarantee of approval of a roof project and any acceptance into the program could be years away. Preliminary estimates suggest that the overall project will cost well over \$5 million and additional funding upon assessment completion will likely be requested at future dates. Maintaining the integrity of our school buildings is a necessity that cannot be overlooked to avoid future increased costs and, therefore, the Finance Committee unanimously recommends approval of Article 12 (7 in favor).

Article 13: Westford Street Drainage. In this Article, we are presented with a request for the transfer of \$500,000 from the Sewer Enterprise Fund Retained Earnings for the design and construction of drainage improvements along Westford Street, including any incidental and related expenses. Approximately 650 linear feet of extended drainage (between Worthen Street and 40 Westford Street) will be installed with these funds leading to an estimated removal of approximately 25,000 gallons/day of private inflow from identified sump pumps. This proposed work will also address other local drainage concerns. Inflow removal is a critical need to address sewer capacity constraints in Town and there is an opportunity to complete this work during the Westford Street Bridge over 495 Construction which has created light traffic volumes. This work will be funded through the Sewer Division because the primary need for this work is to remove inflow from the sewer system. The Finance Committee unanimously recommends approval of Article 13 (7 in favor).

Article 14: Vinal Square Parking Lot Lease. In this Article, we are presented with a request to authorize the Select Board to enter into a lease for a period in excess of five years for public or municipal parking purposes on a portion of the property at 40 Vinal Square shown on Assessors Map 13, Block 19, Lot 2 on such terms and conditions as the Select Board may determine. The Town owns a 0.25-acre parcel located at 30 Vinal Square that serves as a public parking area. In 1996, the Town entered into a 30-year lease for a 12,500 square-foot portion of an adjacent property located at 40 Vinal Square for an expanded public parking area. The Town is seeking to

renew this lease for an additional 30-year period at the same rent of \$1 for the entire term. The need to maintain this parking in Vinal Square has been identified and the length and value of the lease to the Town makes recommendation of this action an easy decision. The Finance Committee unanimously recommends approval of Article 14 (7 in favor).

Articles 15-26: Establishment of the CBLT Zoning District. This set of Articles asks us to adopt a new zoning district in town known as CBLT (Roadside Commercial Light). The Articles create and amend zoning articles, but should be collectively addressed by Town Meeting. The Planning Board has identified a number of zoning conflicts in town and in order to start addressing them, they reviewed numerous options, including overlays, changing zoning areas to current zoning options, changing the zoning map, changing the use table for a zone, or creating a new zone. After careful consideration, they decided that the creation of a new zone was the best available option. The new CBLT zone provides a solution for at least some of zoning conflicts in town related to IA (Industrial) zones. The new zone will act as a transition zone between IA and other zones like residential zones and provide new uses and redefine old uses (ultra-light manufacturing and light manufacturing, respectively). The Finance Committee lauds the efforts of the Planning Board to address conflicts in our zoning and create thoughtful transitions in our residential and commercial corridors. The Finance Committee unanimously recommends approval of Articles 15-26 (7 in favor).

Article 27: Zoning Bylaw Amendment - Rezone Certain Parcels of the Official Zoning Map. Article 27 asks to apply the newly adopted CBLT zoning to Kate's Corner and to change the zoning of other parcels to more accurately address current uses. Those in favor of the application and zoning changes saw the opportunity to apply the new CBLT zoning to portions of Kate's Corner as a positive way to clean up the sporadic zoning in the area and to protect the neighborhood from more intrusive IA applications in the future. Our member in opposition was concerned that CBLT, especially in its application to CB and CA zoned parcels, did not do enough to address industrial applications in the area and that a different zoning application was merited. A majority of the Finance Committee recommends approval of Article 27 (6 in favor, 1 against).

Article 28: Zoning Bylaw Amendment - Massage Service Establishment. Article 28 asks to amend the zoning bylaw addressing massage service establishments to accurately describe uses and to identify the proper authority for regulation of the same. The changes proposed to the bylaw are necessary to ensure the proper application of state regulations and definitions to massage service establishments in town. The Finance Committee unanimously recommends approval of Article 28 (7 in favor).

Article 29: Zoning Bylaw Amendment - Definition of Family. Article 29 asks to amend the zoning bylaws concerning the zoning definition of family. The current definition of "Family" may conflict with the Fair Housing Act (FHA) and G.L. c. 151B and could be applied in a discriminatory or unconstitutional manner. The changes seek to adjust the definition for family as it relates to the regulation and use of land and does not seek to redefine what a family is a more traditional sense. The changes will have no other application or effect than on and to the use of real property and will help ensure that the Town does not expose itself to unnecessary litigation. The Finance Committee unanimously recommends approval of Article 29 (7 in favor).

Article 30: Zoning Bylaw Amendment - Deleting Special Permit References to Schools. In this Article, we are asked to amend the zoning bylaws concerning the grant of special permits to

remove the consideration of school impacts when reviewing multi-family housing projects, which the Land Court has deemed unlawful. The removal of this language will help ensure that the Town does not expose itself to unnecessary litigation. The Finance Committee unanimously recommends approval of Article 30 (7 in favor).

Article 31: Zoning Bylaw Amendment - Amendment Accessory Dwelling Units. Article 31 asks us to amend the zoning bylaw concerning ADUs to remove two portions of the new bylaw identified by the Attorney General in their review of the ADU bylaw voted into place last year. The Finance Committee unanimously recommends approval of Article 31 (7 in favor).

Article 32: General Bylaw Amendment - ATEF Grant Requests. Article 32 asks us to amend the Town Code, Chapter 51 Funds, Article 1 Chelmsford Arts and Technology Education Fund by amending Section 51-5 Requests for funds Paragraph A. by removing the restrictive time period for submitting funding requests, which is unnecessary to accomplish the goals of the Arts and Technology Education Fund Committee. The Finance Committee unanimously recommends approval of Article 32 (7 in favor).

Article 33: Home Rule Petition - Second-Generation Anticoagulant Rodenticides Prohibition. In this Article we are asked to authorize the Select Board to petition the General Court for special legislation to allow the Town to craft a bylaw to prohibit or restrict the application of second-generation anticoagulant rodenticides (SGARs) within the Town of Chelmsford, including the application of such pesticides by licensed commercial applicators. In 2015, SGARs were banned for resale due to the dangers to pets and children, but they remain available online and license commercial applicators are still allowed to use them. SGARs prevent blood clotting and, because they remain in the systems of the rodents that consume it for a lengthy period of time, secondary poisoning kills wildlife such as owls, hawks, foxes, and coyotes. The Town has already implemented a policy not to use SGARs and this home rule petition, if approved, would allow a bylaw to be created to properly and effectively regulate their use by others. The Finance Committee unanimously recommends approval of Article 33 (7 in favor).

Article 34: Preservation of Open Fields at Koulas Farm. Article 34 asks us to recommend that the Select Board maintain the Town owned property known as Koulas Farm, located at 185 Pine Hill Road and acquired using Community Preservation Act (PCA) funds, in the condition last maintained by the Department of Public Works (DPW), as family-friendly recreational open fields and managed agricultural land. The members of our Committee who voted against the Article did so because they noted that the Conservation Commission, not a citizen group, has overall management responsibility for the site, which includes developing a suitable preservation/Conservation Restriction (CR). State law requires that the site be under a CR because the Town used Community Preservation funds to purchase it. The members believe that it is clear that the Conservation Commission must manage the property and that any citizen group wishing to assist in that activity must follow the Conservation Commission's direction in so doing rather than interfering with that ongoing process. The members are concerned that this Article as presented attempts to impose conditions on the physical state and management of the property that in the extreme may conflict with conservation requirements. They feel that a better approach is for the petitioner and his group to work cooperatively with the Conservation Commission to iron out their differences and achieve reasonable compromise that will satisfy general conservation management requirements while addressing the petitioner's concerns for a recreational use open space carve-out on the property.

The Finance Committee unanimously recommends against approval of Article 34 (2 against, 5 abstentions).

Article 35: Disposition of Monmouth Street Vacant Parcel. The Town has taken no action under this Article and, therefore, the Finance Committee takes no action on Article 35.

CLOSING

We express our sincere appreciation to Town Manager, Paul Cohen, Finance Director, John Sousa, Town Accountant, Darlene Lussier, and DPW Director, Christine Clancy for their wealth of information and their assistance in helping us to reach our decisions. We thank Christopher Lavallee and the Planning Board and the citizen petitioners, Derek SooHoo of Save Chelmsford Wildlife, Jane Newhouse of Newhouse Wildlife Rescue, and John Ray, who appeared before us with presentations or provided us with information to consider in our deliberations. We also extend a huge “thank you” to Pam Morrison, our clerk, who helps us remain current, organized, and punctual in our reporting of information and decisions to Town Meeting.

As a reminder to all, the Finance Committee makes its recommendations to Town Meeting based upon our own review of all available information, but we present that same information to Town Meeting through our handbooks and in our public meetings. All of our agendas and meeting minutes are posted and preserved on the Town’s website and our meetings are recorded for future viewing through Chelmsford TeleMedia’s efforts. While the Committee hopes that our insight is a benefit to Town Meeting, and while we further believe that our recommendations are both thoughtful and thorough, it is ultimately up to Town Meeting to review what the proponents of the articles have presented, to weigh the arguments for and against each article, and to vote for the most beneficial course of action for our Town as a whole.

The Finance Committee as a body serves the taxpayers of Chelmsford and as such we always welcome your comments and suggestions. Our meetings are held on Thursday nights at 6:30 or 7:00 p.m. during the budget season and leading up to both Fall and Spring Annual Town Meetings, and public comment is always on our agendas. We strive to improve our Town by overseeing the budget process throughout each Fiscal Year, making sure we are guarding “what the sires have won.”

Respectfully yours,

The Finance Committee:

Jim Clancy, Chair
Samuel Chase
Cindy Goodland
Steve Kovalck

Annita Tanini, Vice Chair
David Goselin
Elaine MacDonald

GENERAL STABILIZATION FUND

The Town’s general stabilization fund was established to set aside money for future use. By majority vote of town meeting, a town may appropriate any amount into this fund during a fiscal year. Interest earned must be added to and become part of the fund. The law allows money to be appropriated for any legal purpose, with a two-thirds vote of town meeting.

At the beginning of FY 2026, the stabilization fund balance was approximately \$16.75M which equals 9.9% of current year budgeted operating revenues. Town Financial Policy requires that reserves be maintained between 5% and 10% of general operating revenues. Our long-term goal is to maintain the Stabilization Fund balance at a minimum of 7.5% of budgeted operating revenues. With an uncertain economic environment on the horizon, our near-term goal is to maintain the Stabilization Fund balance near the higher end of this range.

The proper uses of these funds are detailed in the financial management policies and objectives of the town as approved by the Select Board. The policy generally precludes using stabilization money to pay for recurring budget items and requires the Town Manager to present an updated Utilization Plan annually. There is a planned approach to the use of these funds, and yearly increases are in anticipation of smoothing out the effect of major capital projects on the tax rate.

General Stabilization Fund History & 5-Year Plan						
Fiscal Year	Beginning Balance	Transfers In	Withdrawals	Interest	Ending Balance	% Budgeted Operating Revenues
2013	\$7,964,678	\$535,323	(\$1,500,000)	\$19,631	\$7,019,632	6.5%
2014	\$7,019,632		\$0	\$247,617	\$7,267,249	6.5%
2015	\$7,267,249	\$1,243,436	\$0	\$169,297	\$8,679,982	7.5%
2016	\$8,679,982	\$681,046	(\$920,695)	\$309,841	\$8,750,174	7.3%
2017	\$8,750,174	\$747,861	(\$729,954)	\$172,206	\$8,940,287	7.1%
2018	\$8,940,287	\$1,041,382	(\$180,000)	-\$53,902	\$9,747,767	7.6%
2019	\$9,747,767	\$767,880	\$0	\$562,031	\$11,077,678	8.3%
2020	\$11,077,678	\$0	\$0	\$347,373	\$11,425,051	8.2%
2021	\$11,425,051	\$1,370,300	(\$2,341,388)	\$433,897	\$10,887,860	7.8%
2022	\$10,887,860	\$2,000,000	(\$82,050)	-\$420,091	\$12,385,719	8.3%
2023	\$12,385,719	\$1,089,782		\$193,629	\$13,669,129	8.9%
2024	\$13,669,129	\$947,537	\$0	\$722,148	\$15,338,814	9.6%
2025	\$15,338,814	\$560,482	\$0	\$846,261	\$16,745,557	10.3%
*2026	\$16,745,557	\$0	(\$650,000)	\$586,094	\$16,681,652	9.9%
*2027	\$16,681,652	\$650,000	(\$750,000)	\$599,024	\$17,180,676	9.9%
*2028	\$17,180,676	\$650,000	(\$750,000)	\$616,490	\$17,697,166	9.9%
*2029	\$17,697,166	\$650,000	(\$750,000)	\$634,567	\$18,231,734	9.9%
*2030	\$18,231,734	\$650,000	(\$750,000)	\$653,277	\$18,785,011	10.0%

* Projected years assume annual transfers in from free cash upon availability, operating budget increases based upon 5-Year Financial Forecast projections, and 3.5% investment earnings. FY26 Fund Balance is projected.

SPECIAL PURPOSE STABILIZATION FUNDS

The Town established two special purpose stabilization funds in which monies may be appropriated and reserved for specific uses. Monies accumulated in stabilization funds carryover from one fiscal year into the following fiscal year and interest earnings remain within the fund.

Sewer Construction Stabilization Fund

Purpose: The Sewer Construction Stabilization Fund provides the Town with the ability to reserve annual interest earned on sewer betterments and sewer capital construction fees and dedicate these monies toward future debt service costs for the construction of the final phases of the municipal sewer system completed after 2005. This fund is an essential part of the Town’s long-term plan to finance future sewer debt service obligations during FY2026 - FY2031.

History: Town Meeting voted in October 2011 to establish a Sewer Construction Stabilization Fund to assist the Town in funding debt service obligations for the municipal sewer system.

Sewer Construction Stabilization Fund History & 5-Year Plan					
Fiscal Year	Beginning Balance	Transfers In	Withdrawals	Interest	Ending Balance
2020	\$1,791,618	\$384,996	\$0	\$89,161	\$2,265,775
2021	\$2,265,775	\$335,050	\$0	\$135,931	\$2,736,756
2022	\$2,736,756	\$83,045	\$0	-\$123,069	\$2,696,732
2023	\$2,696,732	\$73,719	\$0	\$8,119	\$2,778,570
2024	\$2,778,570	\$156,842	\$0	\$140,671	\$3,076,083
2025	\$3,076,083	\$232,335	\$0	\$156,664	\$3,465,082
*2026	\$3,465,082	\$195,833	(\$500,000)	\$125,847	\$3,286,762
*2027	\$3,286,762	\$75,025	(\$650,000)	\$116,787	\$2,828,575
*2028	\$2,828,575	\$57,282	(\$800,000)	\$100,337	\$2,186,193
*2029	\$2,186,193	\$42,962	(\$800,000)	\$77,519	\$1,506,675
*2030	\$1,506,675	\$32,220	(\$800,000)	\$53,485	\$792,380
*Projected years assume annual transfers in from free cash upon availability and 3.5% return. Future withdrawals are planned for FY2027 - FY2031.					

SPECIAL PURPOSE STABILIZATION FUNDS

Affordable Housing Stabilization Fund

Purpose: The appropriation of funds from the Affordable Housing Stabilization Fund (AHSF) shall be used to finance the purchase of land, rehabilitation of existing units, construction, and/or purchase of affordable housing units that shall qualify for the Commonwealth of Massachusetts Dept. of Housing & Community Development Ch. 40B Subsidized Housing Inventory for the Town of Chelmsford.

History: Town Meeting voted in 2015 to establish the AHSF in accordance with the Inclusionary Housing Bylaw. This bylaw provides an alternative where a developer of affordable housing may provide a payment-in-lieu of constructing affordable housing units. The payment amount is subject to Planning Board approval.

Special Town Meeting voted to appropriate the expenditure of \$635,000 from the Affordable Housing Stabilization Fund on February 24, 2022 under Article 6 to finance a portion of the construction cost for 54 affordable senior housing units at Maple Farm Senior Residences, 255 Princeton St.

Affordable Housing Stabilization Fund History & 5-Year Plan					
Fiscal Year	Beginning Balance	Transfers In	Withdrawals	Interest	Ending Balance
2021	\$0	\$618,750	\$0	\$1,606	\$620,356
2022	\$620,356	\$16,250	(\$635,000)	\$1,834	\$3,440
2023	\$3,440	\$40,000		\$116	\$43,556
2024	\$43,556			\$726	\$44,282
2025	\$44,282			\$1,388	\$45,670
*2026	\$45,670	\$15,000		\$1,670	\$62,340
*2027	\$62,340	\$15,000		\$2,170	\$79,510
*2028	\$79,510	\$15,000		\$2,685	\$97,195
*2029	\$97,195	\$15,000		\$3,216	\$115,411
*2030	\$115,411	\$15,000		\$3,762	\$134,174

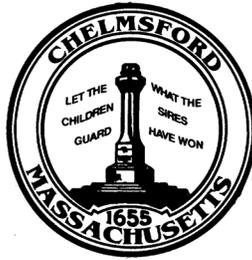
* Projected years assume transfers in from future development projects upon availability.

Fall 2025 Town Meeting Warrant Article Summary

ARTICLE #	DESCRIPTION	PAGE	FINANCE COMMITTEE RECOMMENDATION	TOWN MTG VOTE
2	Cemetery Improvement and Development Fund	14	Unanimously Recommends Approval with 1 abstention	
3	Sewer Construction Stabilization Fund	15	Unanimously Recommends Approval	
4	Collective Bargaining Agreement	15	Unanimously Recommends Approval	
5	Amend Fiscal Year 2026 Operating Budget	16	No Action Taken	
6	Roadway and Sidewalk Construction	16	Unanimously Recommends Approval	
7	Prelim. Designs - Route 3A - Technology Dr to Richardson Rd & Vinal Square Intersection	16	Unanimously Recommends Approval	
8	Police Station Emergency Power Supply System Replacement	17	Unanimously Recommends Approval	
9	Acoustical Improvements to Senior Center	18	Unanimously Recommends Approval	
10	Chelmsford Public Schools Switchgear Rehabilitation	18	Unanimously Recommends Approval	
11	Chelmsford Public Schools Out-of-District Special Education Tuitions	19	Unanimously Recommends Approval	
12	McCarthy Middle School Roof Replacement Phase 2	19	Unanimously Recommends Approval	
13	Westford Street Drainage Improvements	20	Unanimously Recommends Approval	
14	Vinal Square Parking Lot Lease Authorization	21	Unanimously Recommends Approval	
15	Amend Zoning Bylaw - CBLT Zoning District Establishment	22	Unanimously Recommends Approval	
16	Amend Zoning Bylaw - Add CBLT Zoning District to Use Regulation Schedule	22	Unanimously Recommends Approval	
17	Amend Zoning Bylaw - Add CBLT Zoning District to Table of Dimensional Requirements	26	Unanimously Recommends Approval	
18	Amend Zoning Bylaw - Add CBLT Zoning District to CEIOD Dimensional Standards	27	Unanimously Recommends Approval	
19	Amend Zoning Bylaw - Add CEIOD as Overlay District in CBLT Zoning District	28	Unanimously Recommends Approval	

Fall 2025 Town Meeting Warrant Article Summary

ARTICLE #	DESCRIPTION	PAGE	FINANCE COMMITTEE RECOMMENDATION	TOWN MTG VOTE
20	Amend Zoning Bylaw - Add CBLT Zoning District to Landscaping Screening	29	Unanimously Recommends Approval	
21	Amend Zoning Bylaw - Street Frontage of Nonresidential	29	Unanimously Recommends Approval	
22	Amend Zoning Bylaw - Add CBLT Zoning District to the Dimensional Standards for Facilitated and Independent Senior Living Facilities	30	Unanimously Recommends Approval	
23	Amend Zoning Bylaw - Amend Definition of “Manufacturing, Light” and Add Definition of “Manufacturing, Ultra-Light”	31	Unanimously Recommends Approval	
24	Amend Zoning Bylaw – Add Parking Lot Accessory Use to the Commercial Section of the Use Regulation Schedule Zoning Bylaw	32	Unanimously Recommends Approval	
25	Amend Zoning Bylaw - Add Parking Lot Accessory Use to the Industrial Section of the Use Regulation Schedule Zoning Bylaw	33	Unanimously Recommends Approval	
26	Amend Zoning Bylaw - Add Ultralight Manufacturing to the Industrial Section of the Use Regulation Schedule Zoning Bylaw	33	Unanimously Recommends Approval	
27	Amend Zoning Bylaw - Rezone Certain Parcels on the Official Zoning Map	34	Majority Recommends Approval (6/1)	
28	Amend Zoning Bylaw - Massage Service Establishment	35	Unanimously Recommends Approval	
29	Amend Zoning Bylaw - Definition of “Family	37	Unanimously Recommends Approval	
30	Amend Zoning Bylaw - Delete Special Permit References to Schools	38	Unanimously Recommends Approval	
31	Amend Zoning Bylaw - Accessory Dwelling Units	38	Unanimously Recommends Approval	
32	Amend General Bylaw – ATEF	40	Unanimously Recommends Approval	
33	Home Rule Petition - SGAR Prohibition	40	Unanimously Recommends Approval	
34	Citizen Petition – Preservation of Open Fields at Koulas Farm	41	Unanimously Recommends Against with 5 Abstentions	
35	Sale of Monmouth Street Vacant Parcel	42	No Action Taken	



TOWN OF CHELMSFORD

**WARRANT FOR THE
2025 FALL
ANNUAL TOWN MEETING**

OCTOBER 20, 2025

MIDDLESEX, SS.

To the Constable, or any other suitable person of the Town of Chelmsford:

Greeting:

In the name of the Commonwealth aforesaid, you are hereby requested to notify and warn the Town Meeting Representatives of said Chelmsford to meet at the Senior Center, 75 Groton Road, North Chelmsford on Monday, the twentieth day of October in the year two-thousand and twenty-five at 7:30 p.m. in the evening and there to act upon the following articles, VIZ:

ARTICLE 1. To hear reports of the Town Officers and Committees; or act in relation thereto.

SUBMITTED BY: **Select Board**

ARTICLE 2. To see if the Town will vote to transfer a sum of money from the Sale of Graves and Lots Account to the Cemetery Improvement and Development Fund; or act in relation thereto.

This Article would appropriate \$65,000 from the Sale of Graves and Lots Account to the Cemetery Improvement and Development Fund.

SUBMITTED BY: **Cemetery Commission**

FINANCE COMMITTEE: **UNANIMOUSLY RECOMMENDS
APPROVAL WITH 1 ABSTENTION**

TOWN MEETING ACTION **Yes**
 No

ARTICLE 3. To see if the Town will vote to transfer from Free Cash a sum of money to the Sewer Construction Stabilization Fund; or act in relation thereto.

This Article would appropriate \$195,833 from Free Cash to the Sewer Construction Stabilization Fund.

SUBMITTED BY:

Town Manager

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

TOWN MEETING ACTION

Yes

No

ARTICLE 4. To see if the Town will vote to raise and appropriate, and/or transfer from available funds a certain sum of money to be used to fund the cost items of the first fiscal year of employee contract agreements between the Town and its collective bargaining units; or act in relation thereto.

This Article would appropriate \$42,485 to fund the Public Safety Dispatchers Union Collective Bargaining Agreement.

SUBMITTED BY:

Town Manager

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

TOWN MEETING ACTION

Yes

No

ARTICLE 5. To see if the Town will vote to amend the Fiscal Year 2026 operating budget adopted under Articles 3, 4, and 5 of the Warrant for the Spring Annual Town Meeting held on April 28, 2025; or act in relation thereto.

This Article would amend the FY2026 Operating Budget.

SUBMITTED BY: Town Manager

FINANCE COMMITTEE: NO ACTION TAKEN

TOWN MEETING ACTION Yes
 No

ARTICLE 6. To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund roadway and sidewalk construction, including all incidental and related expenses; or act in relation thereto.

This Article would appropriate \$1,000,000 from Free Cash to fund roadway and sidewalk construction.

SUBMITTED BY: Town Manager

FINANCE COMMITTEE: UNANIMOUSLY RECOMMENDS APPROVAL

TOWN MEETING ACTION Yes
 No

ARTICLE 7. To see if the Town will vote to raise and appropriate and/or transfer from available funds a sum of money to fund the preliminary designs for the reconstruction of Route 3A from Technology Drive to Richardson Road and for the Vinal Square intersection safety improvements; or act in relation thereto.

This Article would appropriate \$300,000 from Free Cash to fund the preliminary designs of the Route 3A Reconstruction and Vinal Square Intersection Safety Improvements.

ARTICLE 9. To see if the Town will vote to raise and appropriate and/or transfer from available funds a certain sum of money for acoustical improvements to the Senior Center, including any incidental and related expenses; or act in relation thereto.

This Article would appropriate \$45,000 from Free Cash for acoustical improvements to the Senior Center.



SUBMITTED BY:

Town Manager

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

TOWN MEETING ACTION

Yes
 No

ARTICLE 10. To see if the Town will vote to raise and appropriate and/or transfer from available funds a certain sum of money for the rehabilitation of the Chelmsford Public Schools switchgear, including any incidental and related expenses; or act in relation thereto.

This Article would appropriate \$400,000 from Free Cash for the rehabilitation of the Chelmsford Public Schools switchgear.

SUBMITTED BY:

Town Manager

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

TOWN MEETING ACTION

Yes
 No

ARTICLE 11. To see if the Town will vote to transfer \$408,963 from Free Cash to be provided to the Chelmsford Public Schools for payment of out-of-district special education tuitions; or act in relation thereto.

This Article would appropriate \$408,963 from Free Cash to the Chelmsford Public Schools for payment of out-of-district special education tuition.

SUBMITTED BY:

Town Manager

FINANCE COMMITTEE:

UNANIMOUSLY RECOMMENDS APPROVAL

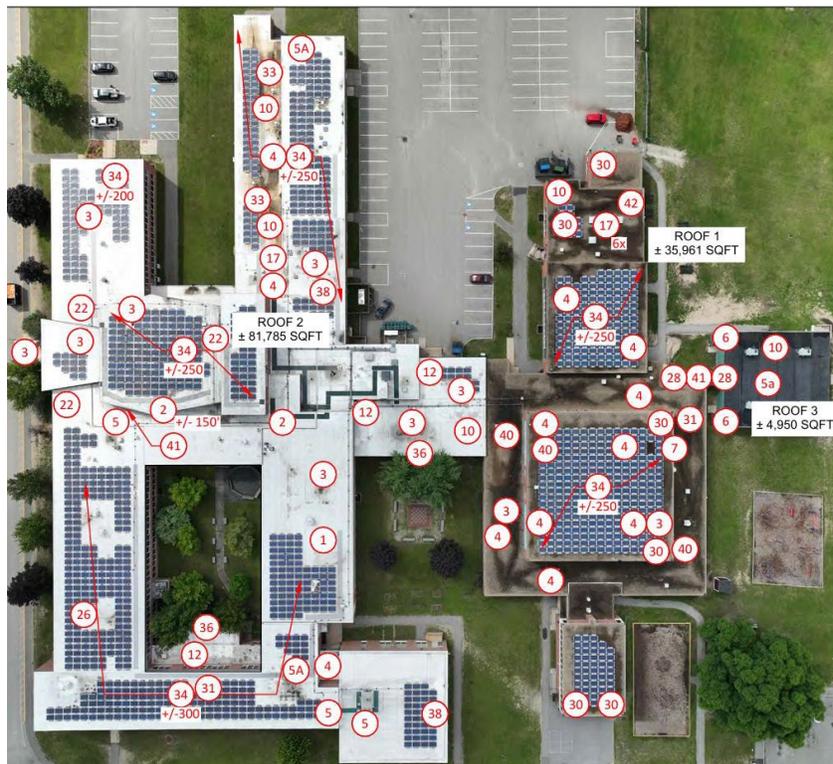
TOWN MEETING ACTION

___ **Yes**

___ **No**

ARTICLE 12. To see if the Town will vote to transfer from Free Cash a sum of money for the replacement of portions of the McCarthy Middle School roof, including any incidental and related expenses; or act in relation thereto.

This Article would appropriate \$2,484,842 from Free Cash for the replacement of portions of the McCarthy Middle School roof.



SUBMITTED BY:

Town Manager

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

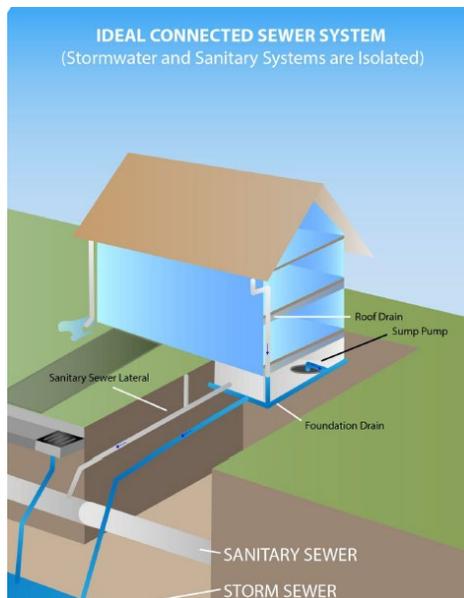
TOWN MEETING ACTION

Yes

No

ARTICLE 13. To see if the Town will vote to transfer from available funds a sum of money for the design and construction of drainage improvements along Westford Street, including any incidental and related expenses; or act in relation thereto.

This Article would appropriate \$500,000 from the Sewer Enterprise Fund Retained Earnings for the design and construction of drainage improvements along Westford Street.



SUBMITTED BY:

Town Manager

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

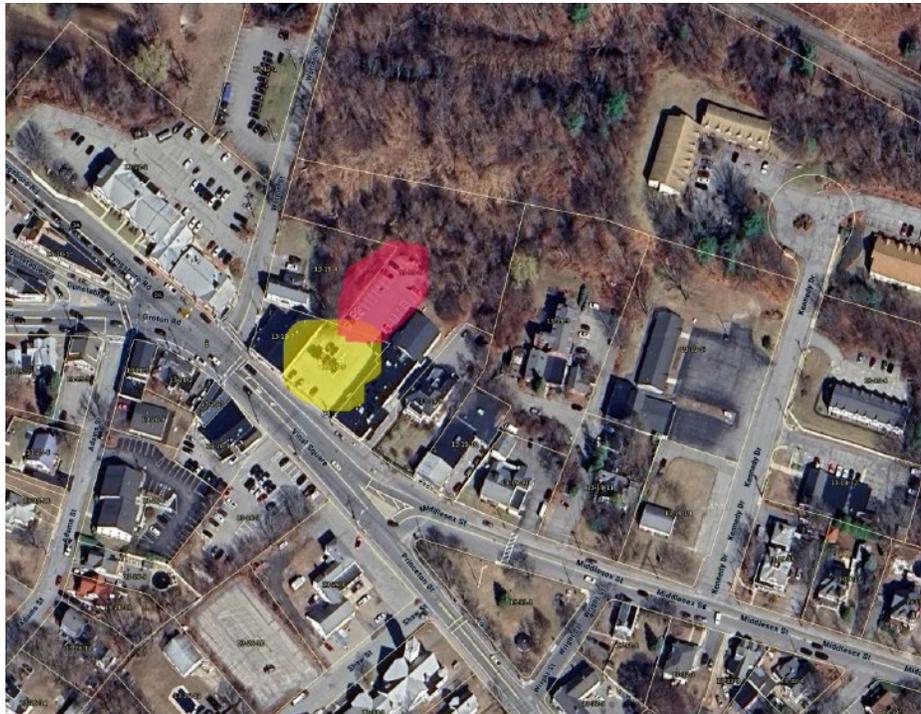
TOWN MEETING ACTION

Yes

No

ARTICLE 14. To see if the Town will vote to vote to authorize the Select Board to enter into a lease for a period in excess of five years for public and/or municipal parking purposes on a portion of the property at 40 Vinal Square shown on Assessors Map 13, Block 19, Lot 2 on such terms and conditions as the Board of Selectmen may determine; or act in relation thereto.

This Article would authorize the Select Board to enter into a lease for a period in excess of five years for public or municipal parking purposes on a portion of the property at 40 Vinal Square.



SUBMITTED BY:

Town Manager

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

Yes

No

ARTICLE 15. To see if the Town will vote to amend the Town Code, Chapter 195 Zoning, Article II Districts, Section 195-2 Establishment, Paragraph A by adding a new district, CBLT (Roadside Commercial Light) District, as follows, and renumbering the remaining Districts in that section accordingly:

(8) CBLT - Roadside Commercial Light District. These districts serve as a transition zone between IA and other zones to lessen the potential negative impacts to non-IA zones.

; or act in relation thereto.

This Article would Amend the Zoning Bylaw Establishing a CBLT Zoning District.

SUBMITTED BY:

**Planning Board
Two-Thirds Vote**

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

TOWN MEETING ACTION

Yes
 No

ARTICLE 16. To see if the Town will vote to amend the Town Code, Chapter 195 Zoning, Attachment 1, Use Regulation Schedule by: (1) adding a column for a new zoning district, CBLT (Roadside Commercial Light) District; (2) inserting one new Commercial use, labeled D. 38; (3) inserting two new Industrial uses, labeled E. 22 and E. 23; and (4) adding a new Note xiii to the

list appearing at the end of the Use Regulation Schedule, all as follows:

Sec. I S	Description	CBLT
A Residential		
1	Single-family dwelling	N
2	Two-family dwelling	N
3	Multifamily dwelling	N
4	Conversion of dwelling (§ 195-13)	N
5	Boardinghouse	
a	Owner-occupied	N
b	Non-owner-occupied	N
6	Mobile home	N
7	Planned open space residential development (Article XVIII)	N
8	Facilitated and independent and senior living facility (Article XVII)	
a	Alzheimer's facility	PB
b	Assisted living facility	PB
c	Independent living	PB
d	Congregate living	PB
9	Accessory to residential uses	
a	Major recreation equipment (§ 195-6B)	Y
b	Animals accessory to dwellings (§ 195-6E)	Y
c	Barn sale, yard sales, garage sale or flea market (§ 195-6D)	Y
d	Home occupations (§ 195-7)	Y
e	Accessory dwelling units (Article XVIIIA)	N
B Exempt Uses		
1	Exempt uses per MGL c. 40A, § 3	Y
2	Licensed family day-care facility for the day care of six or fewer children, including children living in the residence (for profit)	PB
3	Accessory to exempt uses	
a	Barn sale, yard sale, garage sale or flea market (§ 195-6D)	Y
C. Institutional		
1	Cemetery	Y
2	Municipal facilities, except garages, storage or repair shops	Y
3	Municipal garages, storage or repair shops	N
4	Essential services	BA
5	Hospital	N
a	Helipad accessory to hospital	N
6	Airport	N

Sec.	I	S	Description	CBLT
D. Commercial				
1			Nonexempt agricultural use ^v	PB
2			Nonexempt farm stand for wholesale or retail sale of products ^{vi}	Y
3			Nonexempt educational use	Y
4			Animal clinic or hospital	PB
5			Kennel	PB
6			Nursing/convalescent or rehabilitation home	N
7			Funeral home	PB
8			Motel or hotel	N
9			Retail stores and services not elsewhere set forth	
a			Less than 3,000 gross square feet per structure	Y
b			More than 3,000 gross square feet per structure	PB
c			More than 5,000 net square feet per business use	PB
d			More than 10,000 gross square feet per business use	N
10			Motor vehicle sales and rental ^{vii}	N
11			Motor vehicle general and body repair	N
12			Motor vehicle general repair ^{vii}	N
13			Motor vehicle towing and storage	N
14			Motor vehicle fueling station ^{vii}	N
15			Motor vehicle washing facility	N
16			Parking garage/structure	PB
17			Restaurant	Yviii

Sec.	I	S	Description	CBLT
D. Commercial				
17			Restaurant	Yviii
18			Restaurant, fast-food	
a			With drive-through	N
b			Without drive-through	N
c			Over 2,500 gross square feet	N
19			Office	Y
20			Medical office or center +	Y
21			Medical clinic	PB
22			Bank or financial agency	
a			With drive-through ^{vii}	PB
b			Without drive-through ^{vii}	Y
23			Indoor commercial entertainment and recreation	Yviii
24			Outdoor commercial recreation	Y
25			Club or lodge	Y
26			Riding academy	BA
27			Adult entertainment establishment	N
28			Wireless communications facility ^v	BA
29			Fairs, carnivals and similar outdoor events	BA
30			Body art establishment	Y
31			Health club	Yviii
32			Family day-care home (nonexempt)	BA
33			Massage service establishment	BA
34			Solar photovoltaic facility (commercial)	Y
35			Medical marijuana treatment center	N
36			Marijuana establishment	N
37			Adult day care	PB
38			Parking Lot accessory use	PBxiii

Sec. I S	Description	CBLT
E. Industrial		
1	Earth removal	N
2	Light manufacturing	PB
3	Heavy manufacturing	N
4	Granite operations	N
5	Contractor's shop/yard	
a	Outdoor	N
b	Indoor	PB
6	Junkyard or automobile graveyard or salvage yard	N
7	Solid waste disposal facility or sanitary landfill	N
8	Refuse incinerator	N
9	Transport terminal	N
10	Wood operation	N
11	Pedestrian and vehicular access and egress by private way to and from uses permitted in an IA District	PB
12	Retail sale of goods, the majority of which are produced or undergo processing on the premises	Y
13	Self-storage mini warehouse	N
14	Bakery, not including on-premises retail sales	Y
15	Warehouse	N
16	Research and development	PB
17	Accessory to industrial uses	
a	Parking garage/structure	PB
18	Asphalt manufacturing plant	N
19	Small distribution center	N
20	Medium distribution center	N
21	Large distribution center	N
22	Parking Lot accessory use	PB ^{xiii}
23	Ultralight Manufacturing	Y

NOTES:

^{xiii} Accessory use parking lots are required to be either on the same lot as the principal use or on another lot and within 300 feet of the principal use.

; or act in relation thereto.

This Article would Amend the Zoning Bylaw Adding CBLT Zoning District to the Use Regulation Table.

SUBMITTED BY:

**Planning Board
Two-Thirds Vote**

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

TOWN MEETING ACTION

___ Yes

___ No

ARTICLE 17. To see if the Town will vote to amend the Town Code, Chapter 195 Zoning, Attachment 2, Table of Dimensional Requirements, by adding a column for a new zoning district, CBLT (Roadside Commercial Light) District, as follows:

	Districts
Dimensional Requirements	CBLT
Minimum Lot Requirements	
Area (x 1,000 square feet)	40
Width (feet)	150
Depth (feet)	N/A
Frontage (feet)	150
Minimum Yard Requirements	
Front (feet) ³	60
Side (feet)	40(7)
Rear (feet)	30(7)
Maximum Building	
Coverage	30%
Stories	3
Height (feet)	35
Floor area ratio	0.45

; or act in relation thereto.

This Article would Amend the Zoning Bylaw Adding CBLT Zoning District to the Table of Dimensional Requirements.

SUBMITTED BY:

**Planning Board
Two-Thirds Vote**

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

TOWN MEETING ACTION

Yes

No

ARTICLE 18. To see if the Town will vote to amend the Town Code, Chapter 195 Zoning, Attachment 3, CEIOD Site and Building Dimensional Standards, by adding a column for a new zoning district, CBLT (Roadside Commercial Light) District, and a new Note #7 to the list appearing at the end of the CEIOD Site and Building Dimensional Standards, as follows:

Dimensional Requirements	Districts
	CBLT
Minimum Lot Requirements (1)	
Area (x 1,000 square feet)	40
In CEIODs by by-right	32
In CEIODs by special permit	20
Width (feet)	150
In CEIODs by by-right	120
In CEIODs by special permit	75
Depth (feet)	N/A
In CEIODs by by-right	N/A
In CEIODs by special permit	N/A
Frontage (feet)	150
In CEIODs by by-right	120
In CEIODs by special permit	75
Minimum Yard Requirements	
Front (feet)(3)	60
In CEIODs by by-right	48
In CEIODs by special permit	20
Side (feet)	40
In CEIODs by by-right	32
In CEIODs by special permit	20(6)
Rear (feet)	30
In CEIODs by by-right	24(7)
In CEIODs by special permit	20(6)
Maximum Building	
Coverage	30%
In CEIODs by by-right (up to)	36%
In CEIODs by special permit (up to)	45%
Stories	3
In CEIODs by by-right	3
In CEIODs by special permit	3
Height (feet)	35
In CEIODs by by-right	35
In CEIODs by special permit	35
Floor area ratio	0.45
In CEIODs by by-right (up to)	0.54
In CEIODs by special permit (up to)	0.67

(7) Increase to 30 feet minimum where abutting a residentially used property.

; or act in relation thereto.

This Article would Amend the Zoning Bylaw Adding CBLT Zoning District to the CEIOD Dimensional Standards.

SUBMITTED BY:

**Planning Board
Two-Thirds Vote**

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

TOWN MEETING ACTION

Yes

No

ARTICLE 19. To see if the Town will vote to amend the Town Code, Chapter 195 Zoning, Article XXI Community Enhancement and Investment Overlay District, Section 195-111 Applicability, Paragraph A. Location of districts, to add the underlined text as follows:

Location of districts. The Community Enhancement and Investment Overlay District (CEIOD) is hereby established as an overlay district in the CA, CB, CBLT, CC, CD and IA Zoning Districts and as shown on the Town's Zoning Map....

A.

; or act in relation thereto.

This Article would Amend the Zoning Bylaw Adding CEIOD as an Overlay District in the CBLT Zoning District.

SUBMITTED BY:

**Planning Board
Two-Thirds Vote**

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

TOWN MEETING ACTION

Yes

No

ARTICLE 20. To see if the Town will vote to amend the Town Code, Chapter 195 Zoning, Article IX Landscaping, Section 195-43 Property lines, to add the underlined text as follows:

District	Distance (feet)
RM	20
CA	10
CB	30
<u>CBLT</u>	<u>30</u>
CC	30
CD	10
IA	40
...	

; or act in relation thereto.

This Article would Amend the Zoning Bylaw Adding CBLT Zoning District to Landscaping Screening.

SUBMITTED BY:

**Planning Board
Two-Thirds Vote**

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

TOWN MEETING ACTION

Yes
 No

ARTICLE 21. To see if the Town will vote to amend the Town Code, Chapter 195 Zoning, Article IX Landscaping, Section 195-45 Street frontage of nonresidential uses by deleting the strikethrough text and inserting the underlined text as follows:

195-45 Street Frontage of Nonresidential Uses

With the exception of the ~~CA~~, CBLT, CC and CD and ~~P~~ Districts, a landscaped buffer area, except for approved accessways, at least 20 feet in width as measured from the layout of the roadway providing frontage shall be established. In the ~~CA, CD~~ and P Districts the required landscaped buffer area shall be 10 feet. The buffer area shall be planted with grass, medium-height shrubs and shade trees. Shade trees shall be planted at least every 35 feet along the road frontage.

; or act in relation thereto.

This Article would Amend the Zoning Bylaw regarding Street Frontage of Nonresidential Uses.

SUBMITTED BY:

**Planning Board
Two-Thirds Vote**

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

TOWN MEETING ACTION

Yes

No

ARTICLE 22. To see if the Town will vote to amend the Town Code, Chapter 195 Zoning, Article XVII Facilitated and Independent Senior Living Facilities, Section 195-88 Dimensional standards, by adding a column for a new zoning district, CBLT (Roadside Commercial Light) District with the same standards as CB in the table as follows:

	CBLT
Minimum lot area (acres) ¹	5
Minimum lot width (feet)	150
Minimum lot depth (feet)	0
Minimum frontage (feet)	150
Minimum front yard (feet)	60
Minimum side yard (feet)	40
Minimum rear yard (feet)	40
Minimum building separation (feet)	25
Maximum building coverage (percent)	35
Maximum building height (feet)	35
Minimum open space - independent senior living (percent) ⁴	30
Maximum number of units per acre - facilitated living ²	7
Maximum number of units per acre - independent senior living	4 ³

; or act in relation thereto.

This Article would Amend the Zoning Bylaw Adding CBLT Zoning District to the Dimensional Standards for Facilitated and Independent Senior Living Facilities.

SUBMITTED BY:

**Planning Board
Two-Thirds Vote**

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

TOWN MEETING ACTION

Yes

No

ARTICLE 27. To see if the Town will vote to amend the Official Zoning Map, as adopted and referenced in the Town Code, Chapter 195 Zoning, Article II Districts, Section 195-3 Official Zoning Map, to establish a new zoning district, CBLT (Roadside Commercial Light) District, labeled “CBLT”, and amend existing zoning districts as follows:

Rezone to RB (all currently CB and RB): Assessors’ Parcels 124-463-1 (14 Parkerville); 124-463-3 (4 Pond); 116-463-5 (8 Parkerville); 116-463-3 (10 Parkerville); 116-463-4 (12 Parkerville);

Rezone to CBLT, Assessors’ Parcels 116-463-1 (currently CB); 116-461-1 (currently IA); 116-461-3 (currently CA and IA);

Rezone to CA: Assessors’ Parcel 124-461-1 (currently CA and IA);

Rezone to P: Assessors’ Parcels 124-461-2 (currently CB and IA); 124-461-3 (currently CB and IA); 124-463-2 (currently RB and CB).

; or act in relation thereto.

This Article would Amend the Zoning Bylaw Rezoning Certain Parcels of the Official Zoning Map.

~~with the hands or with the aid of any mechanical or electric apparatus or appliances, with or without such supplementary aids as rubbing alcohol, liniment antiseptics, oils, powders, creams, lotions, ointment or other such similar preparations commonly used in the practice of massage, under such circumstances that it is reasonably expected that the person to whom the service is provided, or some third person on his or her behalf, will pay money or give any other consideration or any gratuity therefor.~~ is defined as the systematic treatment of the soft tissues of the body by use of pressure, friction, stroking, percussion, kneading, vibration by manual or mechanical means, range of motion for purposes of demonstrating muscle excursion or muscle flexibility and nonspecific stretching. Massage therapy may include the use of oil, ice, hot and cold packs, tub, shower, steam, dry heat or cabinet baths, in which the primary intent is to enhance or restore the health and well-being of the client. Massage therapy shall not include diagnoses, the prescribing of drugs or medicines, spinal or other joint manipulations or any services or procedures for which a license to practice medicine, chiropractic, occupational therapy, physical therapy or podiatry is required by law.

(2) The practice of massage shall not include the following individuals while engaged in the personal performance of duties of their respective professions:

(a) Physicians, surgeons, chiropractors, osteopaths or physical therapists who are duly licensed to practice their respective professions in the Commonwealth of Massachusetts.

(b) Nurses who are registered under the laws of the Commonwealth of Massachusetts.

(c) Barbers and beauticians who are duly licensed under the laws of the Commonwealth of Massachusetts, except that this exclusion shall apply solely to the massage of the neck, face, scalp and hair of the customer or client for cosmetic or beautifying purposes.

(d) ~~Massage therapists who are duly permitted to practice under the rules and regulations of the Chelmsford Board of Health.~~ ¹⁷ licensed pursuant to G.L. c.112 §§227-236 and regulations adopted thereunder.

2. Amend Attachment I, Use Regulation Schedule by deleting the strikethrough text and inserting the underlined text as follows:

Section D. Commercial

33. Massage service establishment

RA	RB	RC	RM	CA	CB	CBLT	CC	CD	CV	IA	IS	RMH	CX	P	OS
N	N	N	N	<u>Y</u>	<u>BA</u>	<u>Y</u>	<u>BA</u>	<u>Y</u>	<u>BA</u>	<u>Y</u>	<u>BA</u>	N	Y	Y	N
													N	N	N

; or act in relation thereto.

This Article would Amend the Zoning Bylaw regarding Massage Service Establishments.

SUBMITTED BY:

**Planning Board
Two-Thirds Vote**

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

TOWN MEETING ACTION

Yes

No

ARTICLE 29. To see if the Town will vote to amend the Town Code, Chapter 195 Zoning, Article XX Terminology, Section 195-108 Word usage and definitions, Paragraph B., by deleting the strikethrough text and inserting the underlined text as follows:

FAMILY: — ~~Any number of individuals related by blood, marriage, adoption, foster or legal guardianship living together in one dwelling unit as a single housekeeping unit, but not including more than four persons living together unrelated by blood or marriage.~~ **[Amended 4-30-2012ATM by Art. 25]**

One or more persons occupying a dwelling unit who share access to common living, cooking, and eating areas, living together as a single housekeeping unit with permanence and cohesiveness.

; or act in relation thereto.

This Article would Amend the Zoning Bylaw regarding the Definition of Family.

SUBMITTED BY:

**Planning Board
Two-Thirds Vote**

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

TOWN MEETING ACTION

Yes

No

ARTICLE 30. To see if the Town will vote to amend the Town Code, Chapter 195 Zoning, by deleting the strikethrough text and inserting the underlined text as follows:

§ 195-61. Special permit required; application procedure.

B(4)(b) Public services. Traffic safety and congestion, need for water system improvements, need for public sewerage, need for additional public recreation facilities ~~and need for additional school facilities.~~

§ 195-103. Special permits. [Amended 10-21-1999ATM by Art. 29]

B(3) Adequacy of utilities and other public services, excluding the public school system;

B(6) Potential fiscal impact, including impact on Town services, tax base and employment, excluding the public school system.

; or act in relation thereto.

This Article would Amend the Zoning Bylaw by Deleting Special Permit References to Schools.

SUBMITTED BY:

**Planning Board
Two-Thirds Vote**

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

TOWN MEETING ACTION

Yes

No

ARTICLE 31. To see if the Town will vote to amend the Town Code, Chapter 195 Zoning, Article III Use Regulations, Section 195-6.1 Accessory Dwelling Units, Subsection C. Applicability/Eligibility, by inserting the underlined text as follows:

C. Applicability/Eligibility.

(1) An Accessory Dwelling Unit is allowed by right as accessory to a principal dwelling in each zoning district where single-family dwellings are expressly permitted or otherwise lawfully allowed, as set forth in the Use Regulation Schedule, Section 195-5 and otherwise.

(2) A building permit application for an ADU shall be filed with the Building Commissioner. Architectural floor plans for the principal dwelling, with dimensions and calculations for gross floor area, and proposed ADU, with dimensions and gross floor area, and a certified site survey for the existing and proposed footprint / building locations, with setback dimensions, Floor area ratio and lot coverage calculations, shall be submitted in order for the Building Commissioner to determine compliance with Section C(3) and Section D.

(3) The ADU shall comply with the dimensional standards applicable for the district in which the ADU is located, as set forth in the Table of Dimensional Requirements, Attachment 2, except as may be otherwise set forth herein. For purposes of applying such requirements, ADU's shall be considered part of the principal dwelling in which they are accessory, and not as a separate accessory building or structure under Section 195-11 or otherwise. Where the ADU does not comply with such dimensional standards, the applicant may seek relief in accordance with the Zoning ByLaws.

(4) Where the principal dwelling is a nonconforming single or two family structure, the ADU shall meet the requirements of Section 195-8.E as applied by the Building Commissioner and the Board of Appeals as set forth therein, and where the principal dwelling is a nonconforming multi-family (3 or more units) structure, the ADU shall meet the requirements of 195-8.C, as applied by the Planning Board, provided that in either instance a special permit shall not be required, and when a determination is required such determination shall not be subject to special permit criteria and shall be made by majority vote.

(5) An ADU for a multi-family principal dwelling (three or more units), shall be subject to Minor Site Plan Review, per section 195-104. G.

(6) Proposed ADU's that comply with the requirements of section C and section D shall be granted a building permit.

; or act in relation thereto.

This Article would Amend the Zoning Bylaw regarding Accessory Dwelling Units.

SUBMITTED BY:

**Planning Board
Two-Thirds Vote**

FINANCE COMMITTEE:

**UNANIMOUSLY RECOMMENDS
APPROVAL**

TOWN MEETING ACTION

Yes

No

This Article would authorize the Select Board to petition the General Court for a Home Rule Petition regarding Second-Generation Anticoagulant Rodenticides Prohibition.

SUBMITTED BY: Town Manager

FINANCE COMMITTEE: UNANIMOUSLY RECOMMENDS APPROVAL

TOWN MEETING ACTION Yes
 No

ARTICLE 34. Preservation of Open Fields at Koulas Farm

To see if the Town will vote to recommend that the Select Board maintain the Town owned property known as Koulas Farm, located at 185 Pine Hill Road and acquired using Community Preservation Act (PCA) funds, in the condition last maintained by the Department of Public Works (DPW), as family-friendly recreational open fields and managed agricultural land.

The property should be formally designated as community-focused multi-use land, as proposed by the Koula Farm Task Force, including an event area suitable for larger groups.

The Town should not allow the site to revert to unmanaged habitat or forest, and further, the Town is requested to refrain from finalizing any permanent conservation restriction or long-term land use designation for Koulas Farm until these matters are fully addressed and resolved, or act in relation thereto.

Friends of Koulas Farm

This Article is a Citizen Petition recommending that the Select Board maintain Open Fields at Koulas Farm for Family-friendly Activities.

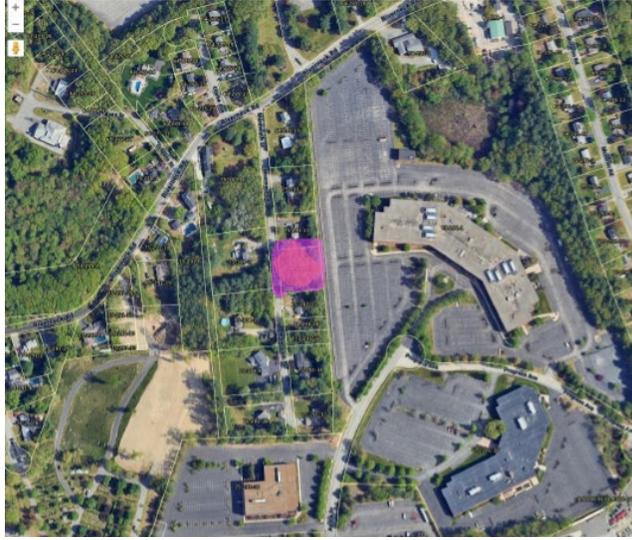
SUBMITTED BY: John Ray - Citizen Petition

FINANCE COMMITTEE: UNANIMOUSLY RECOMMENDS AGAINST WITH 5 ABSTENTIONS

TOWN MEETING ACTION Yes
 No

ARTICLE 35. To see if the Town will vote to authorize the disposition of a .34 acre parcel of Town-owned land located off of Monmouth Street, identified by the Board of Assessors as Map 75, Block 291, Lot 17; and authorize the Select Board to sell said property under the provisions of Massachusetts General Laws Chapter 30B, the Uniform Procurement Act.

This Article would authorize the Disposition of a Vacant Parcel of Town-owned Land off Monmouth Street.



SUBMITTED BY:

**Planning Board
Two-Thirds Vote**

FINANCE COMMITTEE:

NO ACTION TAKEN

TOWN MEETING ACTION

Yes

No

TOWN MEETING PROCEDURES

To comply with the Town's General By-Laws where they specifically pertain to Town Meeting actions, excerpts from Section II are preprinted for informational purposes.

ARTICLE II, SECTION 4, PROCEDURES, TOWN MEETING

4.2 - RECONSIDERATION – A motion at any adjourned Town Meeting for reconsideration or rescinding of any action taken at a previous session of the adjourned Town Meeting shall not be entertained or allowed by the Town Moderator.

4.3 - AMENDMENTS – Any article appearing in the warrant and considered at any Town Meeting may be amended and any portion thereof may be deleted or added to by a vote of the Town Meeting Members provided, however, that in said notice the words “or act in relation thereto” or “do anything pertaining thereto” or words of similar import appear at the end of said article. An amended amendment cannot be amended and no motion or proposition of a subject different from that under consideration shall be entertained under color of an amendment.

4.4 - AMENDMENT OF BY-LAWS – Town By-Laws may be amended or rescinded by a majority vote of those present and voting at any Town Meeting provided that the proposed action was published in the warrant of that Town Meeting and further, provided that any such amendment is in compliance with the Charter.

4.5 - REPORTS – When the report of a committee is placed in the hands of the Town Moderator, it shall be deemed to be received and a vote to accept the report shall discharge committee unless the report is one of progress and not final; in which case the committee continues to serve unless the Town Meeting Members vote to discharge same.

All reports, resolutions, motions or amendments submitted to the Town Meeting for consideration involving the expenditure of money shall be presented in writing to the Town Moderator.

4.6 - APPROPRIATIONS – No money shall be transferred at a Special Town Meeting except by a majority vote of those present and voting.

All motions on articles involving bond or note issues shall require a two-thirds (2/3) vote of those present and voting.

4.7 - APPROPRIATIONS AT SPECIAL TOWN MEETING – No money shall be appropriated at a Special Town Meeting except by a two-thirds (2/3) vote of those present and voting.

4.8 - ATTORNEYS SPEAKING – Any person who is employed as an attorney by another interest in any matter under discussion at a Town Meeting shall disclose the fact of his employment before speaking thereof.

4.9 - TOWN COUNSEL – The Select Board shall assure that the guidance of the Town Counsel be available both to the Town Moderator and to the body at all Town Meetings whenever practical.

4.10 - NOTICE – Dates and times proposed for continuance of the town meeting shall be announced when the warrant is posted.

4.11 - END OF SESSION – No warrant article may be introduced for consideration after 11:00 p.m. without a majority vote of town meeting representatives present and voting to allow such consideration.

4.12 - LOBBYING – Distribution of material and lobbying on warrant articles or issues not related to warrant articles being considered at that town meeting will be prohibited within an area of 100 feet outside the entrance to the building housing the meeting. An area will be established inside the building but outside the meeting place where one individual from each group supporting or opposing an issue may distribute material or discuss the issue. Hand out material should be dated and signed by the organization or individuals preparing the material.

4.13 - VOTING – Voice votes will not be used. Votes will be taken by either Electronic Roll Call or Electronic Tally. If seven or more members of town meeting question the vote, the moderator shall count the vote. The physical count will prevail; however, the electronic vote will be recorded and noted as overturned by the hand count. The same applies to matters requiring a two-thirds (2/3) vote.

4.14 - PRESENTATION

- a) When town property or assets are to be purchased or sold, the name of the purchase or seller, if known, must be disclosed by the sponsor.
- b) The sponsor of any warrant article shall speak initially to explain the article.
- c) Zoning By-Law presentations by the sponsor must show a map denoting the existing zoning and the proposed changed zoning, including definitions of zones and explanations of changes.
- d) All sponsors of By-Law changes must show the language of the existing By-Law and the language of the change and an explanation of the change in the presentation.
- e) All recurring operating budget articles regularly presented at the Spring Annual Town Meeting to defray town expenses for the upcoming fiscal year must be presented showing the following: dollars budgeted and expended for the last two years and for the current year; proposed budget dollars; and the revenue generated by the department requesting the budget.
- f) Visual aids used in any presentation must be large enough to be viewed from the back of the hall or handouts shall be distributed.
- g) The Moderator shall allow a question-and-answer period of the sponsor of an article to gather factual information or understanding of the article. Debate of the article is not allowed during this time. The Moderator may place limits on this period.

4.15 - RECOMMENDATIONS – The Select Board and/or the Finance Committee shall have an opportunity to state their position on each article and are encouraged to state their reasons for their position. The Finance Committee is not required to speak on a non-financial article.

4.16 - RULES OF DECORUM – The Moderator may distribute additional rules of debate or decorum not controverting any By-Law or statute to help guide debate of issues before the Town Meeting.

4.17 - ROLL CALL BALLOT – A main motion on any article shall be voted upon by roll call ballot if forty (40) town meeting representatives so vote at the end of debate of the main motion and before a motion under the next article.

REPRESENTATIVE TOWN MEETING PROCEDURES

The Representative Town Meeting is the legislative branch for our town government. The Representatives perform the same function on the town level that the State Legislature or the Congress performs on the state or federal level.

Issues are framed or presented for the Representatives in the form of warrant articles published in the Warrant for that meeting. The warrant articles provide the outline the Representatives must follow to transact the year's business or that meeting's business. The Warrant also limits the discussion to be permitted by the meeting. Each article must be activated by a motion to act on the business proposed by the warrant article.

The primary motion is called a "main motion" and may be positive or negative; that is, one might move to approve or dismiss the article. Only Town Meeting Representatives and Department Heads, including the Town Manager, may make motions, amendments and vote, although any resident of town may attend the sessions and speak at the meeting.

The Warrant is assembled by the Select Board. The Articles on the Warrant have been selected from proposals from the Select Board, the Town Manager, the various town boards, department heads or citizens signing a petition. The Select Board place it before the Town Meeting Representatives for a hearing and a vote. Citizens can place an article on the Warrant by obtaining ten signatures required by our bylaws in favor of adding the article to the warrant.

The proponent of each article has the opportunity to explain the article before discussion by the Town Meeting Representatives. After the proponent of the article explains the article, a **question and answer period** follows to help the Representatives understand the article. *No procedural motions are allowed during this time except those which may interrupt the speaker.*

The Finance Committee usually makes a recommendation to the Representatives, having reviewed the issues and the budget. The Select Board may make a recommendation, as well. The School Committee may also make a recommendation on school budget related issues during consideration of the annual budget.

Discussion, or 'debate', will follow in an orderly manner. Each speaker is required to give his or her name and precinct (if a representative) or name and address (if a resident) before speaking. Board or Committee members should state their board or committee designation prior to speaking, as well. *(There may be one or two microphones for speakers waiting to speak. If there are two microphones being used, the Moderator will try to be fair to those who are first in line but may alternate between microphones to provide a fair sequence for the speakers).*

All questions and answers should be addressed through the Moderator.

All people present should be silent at the request of the Moderator.

Discussion should be brief and to the point. Representatives and/or residents should listen carefully to previous speakers to avoid repetitive questions and debate.

The Moderator has the authority to curtail discussions.

The main motion may be amended. Any motions shall be made in writing and presented to the Moderator. Town Counsel is available to assist Representatives in this drafting of motions or amendments. Even if a 'motion to amend' is on the floor, a second 'motion to amend' the first motion to amend may be entertained by the Moderator and voted to change the first motion to amend on the floor. A separate motion to amend the main motion would not be entertained until both motions to amend have been voted. *Votes on the amendments are taken in reverse order.* First the second motion to amend is decided, then the first motion to amend is decided, and then the main motion is voted, unless a separate motion to amend is made.

Between introduction of a main motion and final vote on the main motion, the main motion and/or the meeting can be further affected by several subsidiary motions. These motions affect the manner in which the issues are debated, and the meeting is conducted. These motions are displayed in the warrant book for your information.

The most privileged motion is the motion to adjourn; the least privileged motion is the main motion itself.

A speaker may be interrupted for a **point of order, information or privilege** which ensures that the person speaking is authorized to do so, or that the matter being considered is proper, or that the voter understands the motion. That motion is called by "rising to a point of order" (or "of information" or "of privilege"). Other motions may or may not be debatable, may or may not be amended and may or may not be reconsidered. All procedural characteristics of the

motions are in the warrant book. The required quantum of vote for each motion is also set forth in the warrant book, as well.

Briefly, **the Motion to Commit or Refer to a Committee** permits the Representative Town Meeting to obtain further information through a committee for investigation or extra control by referral to the committee to monitor or carry out action already voted.

The Motion to Postpone enables the meeting to delay action on an article to a later time. It would be better phrased if it postponed action until after a specific article number. It may be postponed to a specific time; however, there is a danger that the Town Meeting may have dissolved or finished its business by that time.

The Motion to Limit or Extend Debate permits the Representatives to limit the time that each member or resident may talk on a particular motion to a certain number of minutes or to limit the time to be spent on each article. These limits may be extended by a motion to extend debate. *(requires a two-thirds majority vote)*

Motion to Move the Previous Question permits the Representatives to end the debate on the motion being discussed and move to a vote. This motion is not debatable, and the Moderator must take the vote on the motion to move the question without further debate. This motion will not be accepted from a speaker who has just debated the motion under consideration. *(requires a two-thirds majority vote)*

The **Motion to Lay on the Table** permits the Representatives to delay consideration on a particular warrant article while continuing with the other articles. A tabled article must be brought back from the table by a separate motion in order to be voted. If not taken from the table before the Town Meeting ends, the article will die on the table.

The **Motion to Reconsider** is a means to re-examine votes made that night. The Representative Town Meeting may have had time to reflect on the votes made or there may have been additional evidence presented by other action taken by the Town Meeting. This motion should not be used repetitively without reason and may be regarded as manipulative. Any vote may be reconsidered during the pendency of that night's session. Once that session has been adjourned, the votes taken in that session are final. A Motion to Reconsider a vote of an earlier session is not permitted. The Charter permits referendum review of the Town Meeting votes after the adjournment of the meeting.

The Motion to Take Out of Order permits the Representatives to consider an article in a different order than proposed by the warrant. There may be a reason to consider two articles in sequence or to delay one until a later article is decided.

We have adopted a by-law which permits **a roll call ballot**. This motion must be made after debate on an article but before a main motion is brought under the next article. ***Forty Representatives must vote in favor of a roll call ballot.*** The Town Clerk calls every name in each precinct and the Representative would register a yea or a nay.

We have also adopted **Moderator's Rules of Decorum** to help manage debate and we have also adopted **Electronic Voting Guidelines** to facilitate the use of electronic voting.

Finally, a **Motion to Recess** provides the meeting with a means to rest or stop the meeting temporarily for various purposes and may be called by the Moderator without motion.

The Motion to Adjourn to a Time Certain is a means of postponing the meeting to another date in time should the business not be concluded at the first or subsequent meetings.

The Motion to Adjourn (unqualified) ends the meeting without further session.

MODERATOR'S RULES OF DEBATE AND DECORUM

1. Meetings will start promptly at the time posted with the recitation of the Pledge of Allegiance.
2. Selectmen, Town manager, Town Financial Director, Town Counsel, Finance Committee and other experts needed by those individuals in the administrative branch of government shall sit together at the head of the hall. At Spring Annual Town Meeting, the School Committee shall also sit at the head of the hall to provide information on the budget.
3. Town Meeting Representatives shall sit in the area designated for debate and voting. Only duly elected Town Meeting Representatives are allowed in this area; all others must sit at the back of the hall.
4. A section of the hall will be made available for the press.
5. The podium and microphone at the head of the hall shall be reserved for sponsors and speakers on a warrant article.
6. All debate shall emanate from the microphone(s) facing the Moderator in the center of the hall. Board or Committee members, other town officials, or department heads may use other microphones to answer questions or provide information to the meeting.
7. All electronic devices such as cell phones, pagers and PDA's must be silenced.
8. Video and print media shall not interfere with the town meeting process and shall not interfere with speakers addressing any issues.
9. A Question and Answer period will be allowed as follows:

Each person in line will be allowed to ask up to two questions, with a possible follow up to each question, when given permission to do by the Moderator. After which, you will have to go to the end of the line and re-queue. You should prioritize your questions so that you do not unfairly monopolize the time allowed for the Q&A period. The Moderator reserves the right to terminate the Q&A period and proceed directly to Debate.
10. During debate, speakers are encouraged to be brief and non-redundant. Repetitive support or opposition for an issue is discouraged.
11. A person should not speak a second time until everyone in line has had an opportunity to speak unless the previous speaker wishes to correct or dispute a statement of fact made by the previous speaker.
12. Intentional slander against any individual or group will not be tolerated.
13. Discussion of pending litigation will not be permitted unless specifically included in the warrant article being debated.
14. Roll call votes will be made in sequential order by precinct and alphabetically within the precinct. The Town Clerk shall read the name of the town meeting representative. The town meeting representative shall answer "Yea", "Nay" or "Present". All responses or lack of a response will be recorded. The Town Clerk shall read back the name and vote. At the conclusion of said vote, the Town Moderator shall ask if anyone wishes to vote who did not vote and if anyone wishes to change a vote. The inquiry is made in order by precinct.

VOTING GUIDELINES...

ELECTRONIC ROLL CALL... Motions and Amendments require full disclosure. Names and Votes will be displayed and recorded as part of the Voting process.

NON-ELECTRONIC TALLY... Procedural Votes, such as a motion to waive reading, only require a tally. Moderator may simply ask for a raising of hands.

- One or more large screen displays will be used to display Electronic Roll Call votes. Results will be fed to a separate display for the Town Moderator and Town Clerk.
- The Electronic Roll Call votes shown on the large screen(s) will show the individual rep votes and the totals while voting is taking place.
- System will calculate 2/3 vote requirements for the Electronic Roll Call based on the "yea" and "nay" votes, only. Moderator and the Clerk will verify the result.
- Electronic Roll Call will require **35 seconds** which will be counted down and displayed on screen during the voting process.
- System will allow a quorum count at the start of Town Meeting and any time a "point of order" is raised for a quorum count.
- System will allow for, and record the following...

#1 ("yea") - in favor of motion or amendment

#2 ("nay") - opposed to motion or amendment

#3 ("present" or "abstain") - not voting and not a part of 2/3 vote.

If no selection is made, it will be not recorded.

- Any challenge to the electronic vote must be made before the next article is read...

Seven (7) Reps can request a hand count.

Forty (40) Reps can request a roll call vote.

If the challenge count varies from the electronic count, the physical count will prevail. The electronics results will still be posted and noted as overturned by the challenge. Both physical and electronic counts will be recorded.

The results of each vote taken will be posted on the Town's web site for all to see and will be saved in perpetuity.

ORDER OF PRECEDENCE OF MOTIONS

	<u>Privilege</u>	<u>Debatable</u>	<u>Can Be Amended</u>	<u>Can Be Re-considered</u>	<u>Vote required</u>
a) Adjourn (unqualified)	Yes	No	No	No	Majority
b) Adjourn to a Certain Time	Yes	Yes	Yes	No	Majority
c) Recess	Yes	No	Yes	No	Majority
d) Question of Privilege, Order or Information	Yes*	No	No	No	None
e) Take out of order	Yes	Yes	No	No	Majority
f) Reconsider	Yes	Yes	No	Yes	Majority
g) Lay or Take from Table	No	No	No	No	Majority
h) Previous Question	No	No	No	No	2/3 Majority
i) Limit or Extend Debate	No	No	No	Yes	2/3 Majority
j) Postpone to a certain time	No	Yes	Yes	No	Majority
k) Commit, Recommit or Refer	No	Yes	Yes	Yes	Majority
l) Amend	No	Yes	Once	Yes	Majority
m) Main Motion	No	Yes	Yes	Yes	Majority

*NOTE: The privileged motions marked by an asterisk may interrupt the speaker.

COMMON MOTIONS CLASSIFIED ACCORDING TO THEIR OBJECTIVES

To Modify or Amend

1. Amend
2. Commit or Refer

To Defer Action

1. Postpone to a certain time
2. Lay On the table
3. Commit or Refer

To Suppress or Limit Debate

1. Previous Question (to close debate now) (two-thirds vote)
2. Limit Debate (two-thirds vote)

To Suppress the Question

1. Previous Question (two-thirds vote) and Reject Question
2. Lay on the Table

To Consider a Question

1. Take from the Table Second Time
2. Reconsider