

- (6) The Chairman shall inform those present at the hearing as to the time requirements, under MGL c. 40A, § 21, for appealing the decision of the Board.
- D. Hearings before the Board:
- (1) All hearings of the Board shall be open to the public.
 - (2) The transcript of each hearing shall state the members of the Board present and other persons who speak at the hearing and shall contain a summary of the evidence given.
 - (3) The transcript shall be signed by the Secretary or Acting Secretary.
- E. Rules governing appeals and petitions.
- (1) Forms for appeals and petitions. All appeals and petitions to the Board of Appeals shall be presented on forms to be supplied by the Board and obtained through the office of the Inspector of Buildings, the Selectmen's office or from the Secretary of the Board of Appeals.
 - (2) Filing. Appeals and petitions to the Board of Appeals shall be filed with the Secretary of the Board, together with the filing fee, and a copy shall be filed with the Town Clerk.
 - (3) Filing fee. The applicant shall pay a fee of \$50 to the Secretary of the Board of Appeals, the check to be made payable to the Town of Southborough.
 - (4) Limitation of time in certain appeals. Appeals from an order of the Inspector of Buildings or other administrative officers or boards or from a refusal by any board to issue a license or permit shall be filed within 30 days of such order or refusal.
 - (5) Notice of hearings. Notice of public hearing will be given in accordance with applicable sections of Chapter 10A of the General Laws of the Commonwealth of Massachusetts.
 - (6) Hearings. Hearings of the Board of Appeals shall be held at the Town Hall or at such other place within the Town as may be designated by the Board.
 - (7) Appearance. At a hearing before the Board, any party may appear in person or by agent or attorney. Every such agent or attorney shall file with the Secretary his full name, address and the name of the party he represents.
- F. Decision of Board.
- (1) The record of the meetings of the Board shall show the vote of each member present upon each question, the names of those members absent or failing to vote and shall set forth clearly the reason or reasons for its decisions and of its other official actions, copies of all of which shall be filed in the office of the Town Clerk of Southborough and shall be a public record.
 - (2) Upon the granting of a limited or conditional zoning variance or special permit, the Board shall issue to the owner of the land involved a notice, certified by the Chairman or Acting Chairman, Clerk or Secretary, containing the name and address of the landowner, identifying the land affected and stating that a limited or conditional variance or special permit has been granted which is set forth in the decision of the Board on file in the office of the Town Clerk of Southborough. No such variance or permit shall take effect until such notice is recorded in the registry of deeds for the County of Worcester by the owner, who shall be responsible for such recording and for paying any fees in connection therewith.
 - (3) If there is any conflict between these rules and regulations or the Zoning Bylaw of the Town of Southborough and the General Laws of the Commonwealth of Massachusetts pertaining to zoning, then the laws of the Commonwealth of Massachusetts shall govern in all such cases.

Appendix

Chapter A252. General Laws and Special Acts

§ A252-1. General Laws.

The following is a list of General Laws and Acts of the Legislature accepted by the Town of Southborough:

Action Taken	Chapter or Act	Subject
3-23-1891	Ch. 386, Acts of 1890	Ballots
3-1-1909	Ch. 209, Acts of 1908	Forest fires
11-5-1912	Ch. 503, Acts of 1912	Pensioning laborers
11-4-1913	Ch. 807, Acts of 1913	Workmens' compensation
11-3-1914	Ch. 217, Acts of 1914	Vacations for laborers
11-3-1914	Ch. 634, Acts of 1911	Retirement system
11-3-1914	Ch. 790, Acts of 1914	Party enrollment
11-4-1914	Ch. 688, Acts of 1914	Saturday half holiday