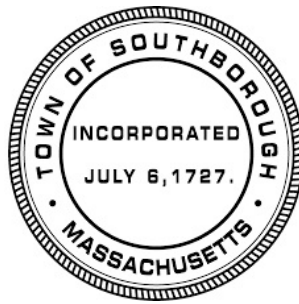


***ANNUAL WARRANT***  
*of the*  
***TOWN OF SOUTHBOROUGH***  
***MASSACHUSETTS***



**For the Annual Town Meeting**  
**on**  
***April 9 2018***

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## ***Town Finance Terminology***

The following terms are frequently used in the Advisory Committee Report and at Town Meeting. For your convenience, we provide the following definitions.

***Surplus Revenue:*** (Often referred to as “Excess and Deficiency”)

*The fund represents the amount by which the Cash, Accounts Receivable and other floating assets exceed the liabilities and reserves.*

***Available Funds:*** (Often referred to as “Free Cash”)

*The amount of the Unreserved Fund Balance (Surplus Revenue) account over and above uncollected taxes of prior years constitutes “free cash” or “available funds”.*

***Overlay:***

The Overlay is the amount raised by the Assessors in excess of appropriations and other charges for the purpose of creating a fund to cover abatements granted and avoiding fractions.

***Overlay Reserve:***

This is the accumulated amount of the Overlay for various years not used or required to be held in the specific Overlay account for a given year, and may be used by vote of the town for extraordinary or unforeseen purposes or voted into the Reserve Fund.

***Stabilization Fund:***

An outside section of Chapter 138 of the Acts of 1991 (the FY92 State budget) modifies limitations on the Stabilization Fund appropriation process by enabling communities to appropriate from this fund for any non-capital, lawful purpose without Emergency Finance Board approval (section 333). Beginning in FY92, the Stabilization Fund will thus become a source of revenue for general operating expenses for communities.

The Stabilization Fund is a mechanism for setting aside money for capital projects. It equalizes the effect of capital expenditures over time, as capital appropriations can change considerably from year to year. The balance in the fund will build up during years when expenditures for capital items are low. During years with high capital expenditures, the community will transfer money from the fund to reduce the project’s impact on the tax rate or the amount of borrowing required for the project.

A community may appropriate up to 10% of its tax levy each year, as long as the balance in the Stabilization Fund does not exceed 10% of the community’s equalized valuation. Interest earned on any fund balance is retained as part of the fund.

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a none-capital purpose with the approval of the Emergency Finance Board.

***Reserve Fund:***

This fund is established by the voters at the Annual Town Meeting only and may be composed of (a) an appropriation (not exceeding 5% of the tax levy of the preceding year), (b) money transferred from Overlay Reserve, or (c) both. Transfers from the Reserve fund may be made only by the Advisory Committee and are for “extraordinary or unforeseen expenditures” only.

***Conservation Fund:***

For land purchases and any other conservation use.

# *Introduction to the Rules of Town Meeting*

## **TOWN MEETING**

Southborough's Town Meeting is an open town meeting in which all registered voters may participate in the voting. The Meeting is a deliberative assembly, conducted in the democratic process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together.

### **AUTHORITY**

The three elements of authority at Town Meeting are a quorum of one hundred (100) registered voters or more, the Town Clerk and the Moderator. Of these three the quorum is the most important.

The Town Clerk is responsible for voter registration, certification of a quorum, setting up the hall and keeping the record of the Meeting. He may also officiate at the Meeting in the absence of a Moderator.

The Moderator presides at and regulates the proceedings, decides all questions of order, and makes declarations of all votes. No one may speak on an issue without being recognized by the Moderator. It is his responsibility to approve the distribution of materials, and persons wishing to do so must seek his permission. The Moderator appoints Tellers and alternates for the purpose of counting votes of the meeting.

### **THE WARRANT**

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Board of Selectmen. By state law, Town by-law, or custom several business articles such as budget appropriations must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the warrant, making recommendations on all the items of business to be presented. In accordance with the by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order.

### **PARTICIPATION**

Anyone wanting to ask questions, make a statement, or otherwise participate in the meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, state your name and address and then state your business.

Anyone whose name is not on the list of registered voters requires the approval of either the Moderator or a majority of the Meeting to sit in the voting area.

All remarks should be limited to the subject then under discussion. It is improper to indulge in references to personalities and all expressions of approval or disapproval, such as applause or booing, are out of order. The Moderator may request any person to keep silent. If after warning from the Moderator, a person refuses to be silent or persists in other disorderly behavior, the Moderator may order a person to withdraw and if he fails to withdraw, may order a police officer to remove such person from the Meeting.

Individuals who have a personal or financial interest with respect to a matter may speak or vote thereon but should frankly disclose their interest. However, no Town Meeting voter should accept compensation for speaking to or voting at the Meeting without disclosing that fact.

There is no fixed time limit to the debate of any question. However, each individual who speaks to the Meeting should make an effort to be as brief as possible, out of consideration for the others attending the Meeting and the need to give adequate time to all matters coming before it.

## ***Introduction to the Rules of Town Meeting (continued)***

Anyone who wishes to make a special presentation with respect to any article must, prior to the Meeting, inform the Moderator of the length of time required and the nature of the presentation in seeking his approval.

In order to give all a fair opportunity to speak, no one who has addressed the Meeting on any particular motion shall speak again, except to answer questions, until all others wishing to speak to the motion have done so.

## **HOW ARE MOTIONS CLASSIFIED?**

### **Main Motions**

Motions of this group have for their object the bringing of questions, or propositions, before the Meeting for consideration. Only one main motion can be considered at a given time by the Meeting, and such a motion, when introduced, excludes all other main motions until it has been disposed of.

### **Subsidiary Motions**

Motions of this group have for their object the modification or disposition of the main motion that is being considered. Their existence as motions depends entirely upon the principal motion to which they are subordinate. Since they relate to the question before the Meeting, it is "in order" to propose them when a main motion is still before the Meeting and to vote upon them before voting upon the main motion.

### **Privileged Motions**

Motions of this group have no connection whatsoever with the main motion before the Meeting, but are motions of such importance that they are entitled to immediate consideration. These motions have the privilege of setting aside temporarily the main business before the Meeting.

### **Incidental Motions**

Motions of this group have few characteristics in common, but for convenience have been grouped into one class. The name, "incidental," has been chosen because they arise only incidentally out of the business of the Meeting.

## **RULES RELATIVE TO MOTIONS**

A motion is the means of bringing a proposal or question before the Meeting for consideration. When put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless it is contained within a warrant article (main motion, take from the table, reconsider, rescind, advance an article, postpone indefinitely or postpone to a time certain). Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the "scope of the article." That is, the motion and the debate must be relevant to the article as written in the Warrant. Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

There are four types of amendments: striking out, inserting, striking out and inserting, and substitution. Motions to amend may be hostile as long as they are germane. An amendment to a motion is an amendment of the first rank; an amendment is an amendment of the second rank; there can be no amendment beyond that of the second rank.

Some motions avoid a final determination by the Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote.

As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

**Introduction to the Rules of Town Meeting (continued)**

Motions to reconsider are in order and shall be entertained when moved by a person who voted on the prevailing (winning side) side of the original vote on the article. Articles may be reconsidered and defeated only once. A motion to reconsider, when passed by the necessary 2/3 vote, will bring the original article back to the floor (requires a new motion and additional debate) or, if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. The person making the motion for reconsideration is under no obligation to state why said article should be reconsidered (although informing the hall of a reason(s) is the usual process). Actions to reconsider can be taken at the same session or any subsequent session of the Meeting. A notice of reconsideration may be filed with the Town Clerk stating that, at a specific point during the current Town Meeting, a person will move for reconsideration on a particular article. The Moderator, when so informed by the Town Clerk of this pending motion, will inform the hall of said action.

All motions other than purely procedural motions must be in writing and signed by the sponsor.

**CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES**

	May interrupt <u>a speaker</u>	Req. a <u>sec.</u>	<u>Debatable</u>	<u>Vote Required</u>	<u>Motions that may apply</u>
<b><u>PRIVILEGE MOTIONS</u></b>					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
6. Orders of the day	yes	no	no	none	none
<b><u>SUBSIDIARY MOTIONS</u></b>					
7. To lay on the table	no	yes	no	2/3	none
8. Previous question	no	yes	no	2/3	none
9. To postpone definitely	no	yes	limited	majority	amend, reconsider previous question
10. To refer to a committee	no	yes	limited	majority	amend, reconsider previous question
11. To amend	no	yes	yes	majority	amend, reconsider previous question
12. To postpone indefinitely question	no	yes	yes	majority	reconsider previous
<b><u>MAIN MOTIONS</u></b>					
Main Motions	no	yes	yes	majority*	all
To take from the table	no	yes	no	majority	none
To reconsider	no	yes	yes	2/3	table previous question postpone definitely
To rescind	no	yes	yes	2/3	all
To amend after passage (requires a 2/3 vote to reconsider the prior vote)	no	yes	yes	majority	all

**Introduction to the Rules of Town Meeting (continued)**

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
Consideration of Articles					
a) To advance question	no	yes	yes	majority	reconsider previous
b) To postpone definitely question	no	yes	yes	majority	amend, reconsider previous
c) To postpone indefinitely question	no	yes	yes	majority	reconsider previous

**INCIDENTAL MOTIONS**

To suspend rules	no	yes	no	2/3	none
To withdraw a motion	no	no	no	majority	reconsider
Point of order	yes	no	no	chair rules	none
Parliamentary inquiry	no	no	no	none	none
Point of information	no	no	no	none	none
Division of the assembly	no	no	no	none	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none

\*The vote required to pass an affirmative main motion is a matter of substantive law, and it is usually a majority.

**FORM USED IN MAKING MOTIONS**

- |                                       |  |
|---------------------------------------|--|
| 1. Main Motion                        | Mr. Moderator, I move that...(statement of the proposal)                 |
| 2. Adjourn                            | Mr. Moderator, I move to adjourn to...(state time)                       |
| 3. Amend                              | Mr. Moderator, I move to amend by adding...                              |
|                                       | Mr. Moderator, I move to amend by inserting...before...                  |
|                                       | Mr. Moderator, I move to amend by stroking out...                        |
|                                       | Mr. Moderator, I move to amend by striking out...and inserting...        |
|                                       | Mr. Moderator, I move to substitute...for...                             |
| 4. Amend an Amendment                 | Mr. Moderator, I move to amend the pending amendment by (see above)      |
| 5. Amend Something Previously Adopted | Mr. Moderator, I move to amend the resolution under Article...by...      |
| 6. Commit or Refer                    | Mr. Moderator, I move that the proposal be referred to a committee of... |
| 7. Division of the Assembly           | Mr. Moderator, I call for a division.                                    |
| 8. Division of a Question             | Mr. Moderator, I move to divide the question.                            |
| 9. Lay on the Table                   | Mr. Moderator, I move that the proposal be laid on the table.            |
| 10. Point of Order                    | Mr. Moderator, point of order.   |
| 11. Postpone definitely               | Mr. Moderator, I move to postpone the question to...                     |
| 12. Postpone Indefinitely             | Mr. Moderator, I move that the question be postponed indefinitely.       |
| 13. Previous Question                 | Mr. Moderator, I move the previous question.                             |
| 14. Question of Privilege             | Mr. Moderator, I rise to a question of privilege.                        |
| 15. Recess                            | Mr. Moderator, I move to recess for...                                   |
| 16. Reconsider (2/3)                  | Mr. Moderator, I move to reconsider the vote under Article...            |
|                                       | Mr. Moderator, I move to reconsider the vote on the amendment to...      |
| 17. Separate Consideration            | Mr. Moderator, I move for separate consideration.                        |
| 18. Suspend the Rules                 | Mr. Moderator, I move to suspend the rules which interfere with...       |
| 19. Take from the Table               | Mr. Moderator, I move to take from the table the motion relating to...   |



*Introduction to the Rules of Town Meeting (continued)*

**INTERRUPTING A SPEAKER**

No one may interrupt a speaker except for a point of order or a question of privilege.

**POINT OF ORDER**

A point of order is a question of the Moderator about whether the speaker is entitled to be speaking, whether the discussion is irrelevant, illegal or contrary to proper procedure.

**QUESTION OF PRIVILEGE**

A question of privilege most often relates to the rights and privileges of those in attendance such as asking the Moderator to quiet the meeting so that discussion can be heard.

**PARLIAMENTARY INQUIRY**

A parliamentary inquiry is a question directed to the Moderator to obtain information on a matter of parliamentary law or the rules of the Meeting bearing on the business at hand. It is the Moderator's duty to answer such questions when it may assist a voter to make an appropriate motion, raise a proper point of order, or understand the parliamentary situation or the effect of a motion. The Moderator is not obliged to answer hypothetical questions.

**PREVIOUS QUESTION**

To call or move the question is a request to stop discussion and to take an immediate vote. This requires a 2/3 vote.

**VOTING**

Voting is by hand vote and the Moderator declares the results of such votes. If seven or more registered voters immediately question the vote, so declared, the Moderator shall determine the results by a standing count of votes by the tellers. After the vote, as counted by the tellers, is presented to the Moderator and announced to the floor, any further motions for recount are out of order. Moreover, the Moderator may disallow the request for a count if he believes the voice was beyond a reasonable doubt.

If a law or by-law requires more than a simple majority for action by the Meeting, the Moderator may first determine whether the vote is unanimous. If the vote is not unanimous, the voters shall be counted by means of a standing vote.

**ADJOURNMENT AND DISSOLUTION**

Sessions of the Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as the Meeting upon vote of the majority may determine.

The Meeting shall not dissolve until all articles in the warrant have been properly considered.

**TOWN WARRANT  
COMMONWEALTH OF MASSACHUSETTS**

**ANNUAL TOWN MEETING**

Worcester, ss.

March 6, 2018

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in elections and town affairs, to meet in the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough, on

**Monday, April 9, 2018**

at **7:00 p.m.**, then and there to take action on the following Articles:

**ARTICLE 1:** To hear reports of the various Town Officers and Committees and to take such action thereon as the Town may vote.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *To hear reports of Town Boards, Committees or Commissions.*

**ARTICLE 2:** To see if the Town will vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *To allow the Board of Selectmen to accept donations from Tax Exempt organizations and determine the disposition of funds.*

**ARTICLE 3:** To see if the Town will vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2018 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article allows the Town Treasurer to short-term borrow in anticipation of revenue.*

**ARTICLE 4:** To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Board of Selectmen 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, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Board Recommendation:** Support

**Summary:** *This article allows the Selectmen and/or the School Committee to enter into contracts in excess of three years, if deemed in the best interest of the Town to do so. This has been an annual article, and the exemption has been limited to contracts of no more than seven years.*

**ARTICLE 5:** To see if the Town will vote to accept the following changes, as noted in BOLD in the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL.

**PERSONNEL BYLAW  
ENTITLED “THE SALARY ADMINISTRATION PLAN”  
[revised at April 9, 2018 Annual Town Meeting]**

This bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw and to represent the interest of both the taxpayers and the Town employees.

This Salary Administration Plan applies to the positions of all officers and employees in the service of the Town, whether full-time, part-time, temporary, seasonal, special or any other, except those positions filled by popular election, under the direction and control of the School Committee, or encompassed in any officially recognized labor union and/or association. The positions covered by this Salary Administration Plan are hereby classified by titles in the groups listed in Schedule A through **G** (“Classification Schedule”) as set forth in Section 20 of this bylaw.

The classification of positions subject to the Massachusetts Welfare Compensation Plan (as amended) and the scheduled rates therefor, as well as the applicable provisions of the Massachusetts General Laws relating to the application of rates set forth in the aforementioned Welfare Compensation Plan are hereby incorporated by reference.

**SECTION 1. DEFINITIONS**

As used in this bylaw, the following words and phrases shall have the following meanings:

“Administrative Authority” means the elected or appointed official or board having jurisdiction over a function or activity.

“Anniversary Date” means the date 180 days after (i) the first day of employment or (ii) the date of any promotion, whichever is later.

“Base Pay” means the compensation paid by the Town of Southborough for the purposes of determining retirement credits and contributions for Town employees.

The Town shall contribute funds as required for each eligible employees in accordance with the procedures and formula established by the Worcester Regional Retirement System and the bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week,) (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

“Class” means a group of positions in the Town service sufficiently similar with respect to duties and responsibilities such that for each position the same (i) descriptive title may be used, (ii) qualifications shall be required, (iii) tests of fitness may be used to choose qualified employees and (iv) scale of compensation can be equitably applied.

“Classification Schedule” means any of Schedules A, B, C, D, E, F **and** G of Section 20 hereof.

“Compensation Grade” means a range of salary/wage rates as may appear in the Classification Schedules.

“Continuous Full-Time Service” means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

“Continuous Employment” means full-time or part-time employment that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

“Department” means a functional unit of Town government.

“Department Head” means the person appointed and responsible to carry out the duties of a Department.

“Full-Time Employment” means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

“Group” means a group of classes as may appear in the Classification Schedules.

“Maximum Rate” means the highest compensation rate to which an Employee is entitled.

“Minimum Rate” means the lowest rate in a Range, and is normally the hiring rate of a new employee.

On-Call Compensation: refers to additional money paid to an employee who is required to work when the need requires; oftentimes in an evening or weekend capacity.

“Part-Time Employment” means employment less than 20 hours per week.

“Position” means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time Employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

“Position Class” means the same as “Class” (note that a class may include only one position, in which event it is defined as a “single position class”).

**“Probationary Employee” means a first-time Town employee within his/her first six months of employment.**

“Promotion” means a change from one position to another position in a higher class and/or compensation grade.

“Range” means the difference between minimum and maximum rates of an assigned grade.

“Rate” means the measure of compensation for personal services on an hourly, weekly, monthly, annual or other basis.

“Salary Administration Plan” means **the Personnel Bylaw** Entitled **“The Salary Administration Plan.”**

“Single Rate” means a rate for a specific position class that is not in a designated range.

## SECTION 2. POSITION TITLES

No person shall be appointed, employed or paid in any position under any title other than those of the Classification Schedule for which the duties are actually performed. The position title in the Classification Schedule shall be the official title for all purposes, including payrolls, budgeting and official reports.

## SECTION 3. NEW OR CHANGED POSITIONS

No new position shall be established, nor the duties of an existing position so changed that a new level or work demand exists, unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall rate such new or changed position, and allocate it to its appropriate classification grade and establish the rate therefor.

#### SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with this Salary Administration Plan, and it shall be approved at an annual or special town meeting.

#### SECTION 5. JOB DESCRIPTIONS

The Personnel Board shall maintain written job descriptions of the position classes in the Classification Schedule, each consisting of a statement describing the essential nature of the work required of such classes. Each Department Head shall be required to retain current job descriptions and to submit any revisions to the Personnel Board (following any review by the Board of Selectmen or their designated appointee or the appropriate Commissioners or Trustees). The description for any class shall not be deemed to limit the duties or responsibilities of any position, nor to affect in any way the power of any administrative authority to appoint, to assign duties to, or to direct and control the work of any employee under the jurisdiction of such authority.

#### SECTION 6. COMPENSATION

a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.

b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.

c. The salary schedules set forth in Schedules A, B, C, D, E, F and G of Section 20 hereof reflect the maximum and minimum salaries for each grade.

d. Salary set forth in Schedule A represents a 40 hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated salary is pro-rated reflective of the posted salary schedule in Schedule A.

e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.

f. On-Call Compensation: Employees shall be eligible to earn a weekly stipend not to exceed \$200.00 per week for on-call service if the department head has required them to work outside of their normal schedule. This need is likely to occur on an evening or weekend basis as the need requires. There is no provision to accrue compensation time in lieu of payment.

#### SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

a. Every employee that is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible annually for consideration of a **salary** increase, one year from the date of his/her latest increase. Except as may be authorized by the Personnel Board in exceptional circumstances, such increase is not to exceed one increase in any single twelve-month period until the maximum of the grade is obtained, and such increase shall be subject to the recommendation of the Department Head, with the approval of the Board of Selectmen or their designated appointee **in the case of departments within the jurisdiction of the Board of Selectmen**, or the appropriate Commissioners or Trustees **in the case of departments outside the jurisdiction of the Board of Selectmen**.

Retroactive **salary** increases voted by the Personnel Board shall not be compensated beyond July 1 of that fiscal year, regardless of the funding mechanism.

An evaluation of the employee's performance, in a format approved by the Personnel Board, must accompany a request for an increase. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments.

An employee may appear before the Personnel Board prior to its action on any request for an increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

b. Regular Part-Time employees shall be eligible for consideration for **salary** increases within their grade one year from the date of their last increase, **absent exceptional circumstances as may be authorized by the Personnel Board.**

c. Special and other Part-Time personnel for whose positions there is a single rate established in Schedule D shall not be eligible for adjustment.

**d. Probationary Employees:**

1. During **the** probationary period, benefit eligible employee(s) will earn vacation, sick and personal time in accordance with Section 11(b-d) hereof.
2. **During the probationary period**, paid leave accruals shall be based on the original hire date.
3. **At the end of the 6-month probationary period, an** employee may receive **an** increase [based on **any** annual **adjustment voted** by the Personnel Board] provided that: the Department Head recommends **it, presents a completed performance evaluation,** and the Personnel Board approves **it by a majority vote.**

**Any such** increase shall apply only at the start of employment **with the Town** and shall not apply in case of transfer or promotion from one job to another. The effective date of the new position shall then become the employee's new anniversary date for **salary** increases.

## SECTION 8. TRANSFERS AND PROMOTIONS

a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board. The employee may also receive at the time an increase, provided the maximum for the job is not exceeded, if the Department Head recommends that qualifications and performance warrant it and the Personnel Board approves. If the Department Head recommends that there should be a probationary period before the promotional increase [not to exceed the percentage increase voted for that fiscal year], then the Personnel Board may approve such a deferred promotional increase at the conclusion of the probationary period (which shall not exceed six months).

b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

## SECTION 9. NEW PERSONNEL **HIRING**

a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town's policies.

**b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town.**

c. A new employee’s hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or **Personnel Director**. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, **therefore, the Personnel Director is empowered** to set starting salaries for new employees with comparable experience **at a rate** not exceeding the mid-point of the pay scale set forth in Schedules A and C of the Salary Administration Plan. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

**SECTION 10. DEPARTMENT BUDGETS**

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for anticipated pay adjustments, with expenditures to be made only in accordance with this Salary Administration Plan and with the approval of the Personnel Board. Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.

**SECTION 11. EMPLOYEE BENEFITS**

Employee benefits are a cost to the Town and a form of “indirect pay” to employees. The benefits listed below are not intended to supersede what State or Federal law may otherwise require.

All forms of paid leave set forth in the SAP may represent a 40 hour work week; in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated benefit shall be pro-rated reflective of the approved hours per week for that position.

a. Holidays with Pay

Each eligible Employee shall receive one day's pay at their regular rate for the following:

- |                        |  |
|------------------------|--|
| New Year's Day         | Labor Day  |
| Martin Luther King Day | Columbus Day   |
| Presidents' Day        | Veteran's Day  |
| Patriot's Day          | Thanksgiving Day   |
| Memorial Day           | Day after Thanksgiving Day   |
| Independence Day       | Christmas Day  |
|                        | Day before <u>or</u> after Christmas Day (as set by the Town annually) |

To be eligible for holiday pay, an Employee must work (or be duly excused from working) their regular scheduled days preceding and following the holiday. Employees who do not work 20 hours or more per week on a regular basis shall not be compensated for holidays.

Employees whose regular day off falls on a holiday may have one day off with pay within the ensuing thirty days in lieu of holiday pay, with the specific choice of day subject to Department Head approval. Furthermore, the day granted in lieu of holiday pay shall not cross fiscal years.

All administrative policies and practices relative to holidays with pay shall be prepared and established under the direction of the Personnel Board.

b. Vacations with Pay

(1) Regular Full-Time Employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:

Years of Employment	Hours Earned per month
0-5	6.666
6-10	10.0
11-15	13.333
16 or more	16.666

Employees hired prior to July 1, 2005, shall be eligible to earn twenty hours per month after serving twenty years of full time employment with the Town.

(2) At the recommendation of the hiring authority and upon the approval of the Personnel Board, new employees entering into a position with the Town of Southborough from a similar position in another municipality or similar government agency will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of three weeks' vacation [pro-rated] for the first year of employment with the Town. Employees commencing employment with three weeks per year will be required to complete five years of service before ascending to the next band in the vacation schedule chart.

(3) Vacation shall be granted by Department Heads at their discretion subject to the regular work needs of the Department. An employee shall be permitted to carry over to the following year one year's worth of earned vacation. The employee must have the Department Head's approval to take any portion of a prior year's unused vacation in addition to the days earned in the current fiscal year.

(4) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator **or his/her delegatee** to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.

(5) In the event of termination of employment other than for cause, the employee shall be paid, or be entitled to time off with pay, for any accumulated vacation time. Personal and sick leave shall not be compensated at termination.

(6) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

(1) All regular Full-Time Employees shall be entitled to accrue 10 sick hours per month, equaling 120 hours annually (15 sick days); employees working less than 40 hours in a weekly pay period will accrue ratably based on hours worked per week. Pay for each day of sick leave shall be at the regular rate. Absences on account of sickness in excess of that authorized shall be charged to vacation or other available paid leave. Sick leave shall be payable only in cases of genuine illness, non-work connected accident, or work connected accidents not covered by Massachusetts General Laws Chapter 152 (Workers' Compensation).

(2) Unused sick leave may be accumulated without limitation for employees hired before July 1, 2007. Employees of the Town of Southborough hired on or after July 1, 2007 may only accrue 120 sick days at any one time. At retirement [or death] only, the Town will pay the employee twenty percent (20%) of the employee's then-accumulated sick leave.

(3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.

(4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.

(5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.



d. Personal Days

Each employee shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's date of hire. New employees shall be granted three personal days which shall be pro-rated based on hours worked per pay period. Requests for personal days shall be approved by the Department Head. Personal days shall not accumulate from year to year.

e. Military Leave

(1) Reserve Duty: An employee in full-time employment in the military reserve shall be paid the difference between compensation received while on reserve duty and regular compensation rates paid the employee by the Town. Such payment by the Town shall be limited to a period not to exceed two weeks in any twelve-month period.

(2) Active Duty: Pursuant to Article 8 of the April 11, 2005 Annual Town Meeting, an employee in the federal military reserve or a state National Guard who is called to active service shall be entitled to their regular base salary and shall not lose any seniority or paid leave benefits while on military leave; *provided*, however, that such base pay shall be reduced by any amount received from the United States as pay or allowance for military service performed.

f. Jury Duty

Any employee who is called to jury duty shall be paid the difference between their normal compensation and the amount (excluding any travel allowance) received from the court, upon presentation of evidence of the amount paid by the court.

g. Miscellaneous Paid Time Off

Working time lost from regularly scheduled work days for reasons listed below shall be without loss of pay, provided such lost time is authorized by the Department Head:

(1) Bereavement leave – In the event of the death of a spouse, father, mother, child, father-in-law, mother-in-law, brother, sister, grandparent, or of any other person then residing with the employee, such employee shall be entitled to receive three days' leave for the purpose of the funeral and services of the deceased. If out-of-state travel is required, the Town Administrator **or his/her delegatee** may authorize up to two additional days of travel time.

(2) Medical examination or inoculation required by the Town.

(3) Blood donation authorized by the Department Head.

(4) Attendance at professional and educational programs authorized by the Department Head.

h. Court Time Pay

If the Town requires that an employee appear in Court as a witness or in any other capacity arising from the performance of the employee's duty, or on behalf of the Commonwealth or the Town in any civil or criminal case pending in any Court or other official governmental board or agency, then for any such appearance that is made outside of the employee's normal working hours the employee shall be entitled to overtime compensation for every hour or fraction thereof during which they appear (but in no event less than three hours of such overtime pay).

i. Employee Educational Support/Professional Development

(1) Degree Bonus: All **Part-Time and Full-Time** employees who, while an employee of the Town, earns a degree in a field applicable to their position from an accredited college or university, shall receive a one-time bonus subject to appropriation, according to the following schedule:

Associates Degree....\$ 800.00

Bachelors Degree...\$1,200.00  
Masters Degree.....\$1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board, and shall be submitted as documentation for accounts payable.

(2) Tuition reimbursement: As administered through the Personnel Board and subject to the procedure below, the Town may provide tuition reimbursement to any **Part-Time or Full-Time** employee for a course that applies to the employee's specific position and for which the employee **submits written verification** of a grade of "B" or better.

(3) Approval Procedure: Town funds must first be appropriated by Town Meeting in the Personnel Board's fiscal year budget. If funds are appropriated, then no later than August 31<sup>st</sup> of each year interested employees shall advise the Personnel Board in writing of their interest in taking work-related courses during the fiscal year. The request should be routed through the employee's Department Head to the Assistant Town Administrator, and should include detailed information regarding the desired coursework and cost of tuition. Thereafter the Personnel Board will review all such requests and make recommendations for reimbursement based on available funds and the number of requests. The Board will then notify the employee and their department head of the decision.

(4) Reimbursement: Tuition reimbursed shall be paid only after the employee presents to the Department Head written verification of (a) course completion (with a grade of at least B) and (b) full payment by the employee. If an employee resigns employment within twelve months of such reimbursement, the employee shall be responsible to repay the amount paid to them by the Town.

j. Group Medical Insurance

Starting July 1, 2009, the Town will contribute fifty percent (50%) of the cost of a medical indemnity plan or seventy-five percent [75%] of the cost of a Health Maintenance Organization plan.

## SECTION 12. UNPAID LEAVES OF ABSENCE

a. A leave of absence without compensation may be granted by the Personnel Board.

b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

## SECTION 13. TRANSITIONS BETWEEN FULL-TIME AND PART-TIME STATUS

a. A Part-Time employee shall be eligible for Full-Time status when the employee has worked 20 hours or more per week for a period of at least three consecutive months, subject to approval by the Department Head.

b. A Full-Time employee whose hours of employment total less than 20 hours per week for a period of more than three consecutive months shall thereafter be deemed a Part-Time employee.

## SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

a. In the absence or retirement of a Department Head for three consecutive weeks, the Board of Selectmen or appropriate board or commission may appoint an "Acting" Department Head to serve for a period of not more than three months. Such three-month period may be extended for up to three additional three-month periods, upon the approval of the Board of Selectmen or other appropriate board or commission for each such extension. In no case shall an appointment of an "Acting" Department Head exceed one year.

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such

employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours.

#### SECTION 15. PERSONNEL BOARD

a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.

b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds thereof.

#### SECTION 16. DUTIES OF THE PERSONNEL BOARD

a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.

**b. The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern.**

c. The Board shall meet annually in July and organize by the choice of a Chair and Clerk. The Board shall meet at least monthly, except for the month of August. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the **Personnel Director or his/her delegatee**, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

e. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.

f. Between November and January of each fiscal year, the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. **Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.**

g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting **providing all necessary and requested information has been submitted in time to be part of the meeting packet.** In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.

h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary

Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

#### SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.

b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.

c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

#### SECTION 18. AMENDMENT OF THE PLAN

The Salary Administration Plan may be amended in the same manner that Town Bylaws may be amended. However, no amendment to the Plan shall be made until it has been presented by a signed petition to, and acted upon by, the Personnel Board. Upon receipt of such a written petition, the Board, after giving the petitioner(s), the Department Head(s) and the affected employee(s) at least two weeks' written notice, shall hold a hearing to consider the proposed amendment. If the Personnel Board approves of any proposed amendment, it shall bring it before the next available Special or Annual Town Meeting for its consideration. If the Personnel Board disapproves any proposed amendment or shall fail to act thereof within fifteen days after the hearing (which failure shall be deemed disapproval), the petitioner(s) may present the petition to the next available Town Meeting for its consideration. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

#### SECTION 19. SEVERABILITY PROVISION

In the event that any provision of this bylaw, or application thereof, shall be held to be invalid by the proper authorities, this shall not be construed to affect the validity of any other provision, or application thereof, of this bylaw.

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

	Minimum	Midpoint	Maximum
1	\$37,100	\$42,692	\$48,283
2	\$39,883	\$45,865	\$51,848
3	\$42,874	\$49,305	\$55,736
4	\$47,700	\$56,048	\$64,395
5	\$51,278	\$60,251	\$69,224
6	\$55,123	\$64,770	\$74,416
7	\$66,250	\$79,500	\$92,750
8	\$77,844	\$93,413	\$108,982
9	\$91,466	\$109,760	\$128,053

POSITION TITLE	PAY GRADE
<b>DEPARTMENT HEADS &amp; MANAGEMENT STAFF</b>	
<b>VACANT</b>	9
Assistant Town Administrator	8
Director of Facilities	
Library Director	
Building Commissioner	
IT Manager	
<b>Police Lieutenant</b>	
Town Accountant	
<b>Director, Council on Aging</b>	
<b>Conservation Agent</b>	7
Director, Youth & Family Services	
Director of Recreation	
Town Planner	
<b>SUPERVISORS &amp; TECHNICAL STAFF</b>	
Assistant Town Clerk	6
Assistant Director, Youth & Family Services	
Outreach Coordinator	
<b>Assistant Library Director</b>	
Business Administrator II	5
Children's Librarian	
Staff Engineer	
Executive Assistant to the Board of Selectmen	
Program Coordinator	
<b>Business Administrator I</b>	4
<b>Deputy Assessor</b>	
<b>Maintenance Technician</b>	
Assistant Treasurer/Collector	
Assistant Town Accountant	

<b>ADMINISTRATIVE &amp; SUPPORT STAFF</b>	
Administrative Assistant	3
Administrative Assistant II	
Senior Library Assistant	
Library Assistant	2
Maintenance Mechanic	
Maintenance Custodian	1

\*Increases in salary rates exceeding the maximum will be considered on a case by case by the Personnel Board.

SCHEDULE B: [RESERVED FOR FUTURE USE]

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

Seasonal Laborer.....	1
Electrician .....	2
Seasonal Laborer II .....	2
Election Worker (P.T.).....	3
Page, Library.....	3
Election Warden (P.T.) .....	4
Substitute Custodian.....	5
Interim Public Safety Communications Officer .....	9
Part-Time Police Dispatcher .....	9
Administrative Assistant .....	10
Business Assistant/ <b>Library Associate</b> .....	11
Reserve Police Officer .....	11
Technical Specialist .....	11
Economic Development Coordinator.....	<b>12</b>
Interim Police Officer (Reserve).....	12
Nurse.....	13
Electrician .....	13
Public Health Director .....	13

\*While serving as an Interim Police Officer (Reserve), an employee will fall under Grade 12. After the interim designation has ended, the employee will revert to the Grade 11 classification.

Hourly Rates for Part-Time Positions

Grade	Minimum	Midpoint	Maximum
1	Min wage*	Midpoint	\$10.00
2	\$8.34	\$10.35	\$12.35
3	\$8.84	\$10.91	\$12.98
4	\$9.26	\$11.52	\$13.78
5	\$9.71	\$12.10	\$14.49
6	\$10.25	\$12.74	\$15.22
7	\$10.73	\$13.34	\$15.95
8	\$11.26	\$14.02	\$16.77
9	\$11.82	\$14.72	\$17.62
10	\$12.54	\$15.60	\$18.66
11	\$13.87	\$19.44	\$25.00
12	\$21.00	\$27.50	\$34.00
13	\$29.00	\$35.00	\$41.00

<b>RECLASSIFICATIONS/PROMOTIONS</b>	<b>PAY GRADE</b>
<b>Business Administrator II (Facilities)</b>	<b>5</b>

\*Municipalities are subject to the federal minimum wage law, not the state law.

SCHEDULE D: FIRE DEPT POSITIONS (not covered by Collective Bargaining Agreement)

<u>Grade</u>	<u>Proposed Pay Structure</u>	<u>Drills</u>	<u>Boxes</u>	<u>Signal 55</u>
1	Firefighter (Entry Level)	0.00	0.00	0.00
2	Firefighter I Certified	18.00	16.00	16.00
3	Firefighter I/II Certified	19.00	17.00	17.00
4	Firefighter I Certified/Operator	20.00	18.00	18.00
5	Firefighter I/II Certified/Operator	21.00	19.00	19.00
6	EMT (Entry Level)	0.00	0.00	0.00
7	EMT	18.00	16.00	16.00
8	EMT-I	20.00	18.00	18.00
9	Firefighter I Certified/EMT	20.00	18.00	18.00
10	Firefighter I/II Certified/EMT	21.00	19.00	19.00
11	Firefighter I Certified/Operator/EMT	22.00	20.00	20.00
12	Firefighter I/II Certified/Operator/EMT	23.00	21.00	21.00
13	Lieutenant	24.00	22.00	22.00
14	Lieutenant/EMT	26.00	24.00	24.00

Details. On any occasion that the Fire Chief determines that public safety is at risk (fire watches, pyrotechnic displays, pyrotechnic blasting for construction, etc.) and calls for a detail consisting of a Firefighter or Firefighters [not covered by any other collective bargaining agreement] to stand-by during any of these situations to monitor for fire, explosion, or any other possible hazard, the person or persons assigned to the detail will be compensated in the following manner:

**\$50.00 per hour**

**\$56.00 per hour/ for week-end or holiday**

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Cemetery Agent .....	\$8,000
Clerk, Board of Registrars .....	\$1,638.33
Emergency Management Coordinator.....	\$2,000
Registrar of Voters .....	\$205.66
Town Counsel (not including fees) .....	\$1,704.33
Tree Warden .....	\$4,000
Veterans' Agent and Director of Veterans' Services .....	\$15,000

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Assistant Instructor.....	3
Camp Counselor 1.....	1
Camp Counselor 2.....	2
Lifeguard.....	5
Coordinator .....	6
Instructor I.....	6
Monitors.....	6
Program Driver .....	6
Assistant Supervisor.....	9
Supervisor .....	11
Instructor II .....	12

Master Instructor .....	13
Seasonal Nurse .....	13

Classification grade is reflective of “Hourly Rates for Part-Time Positions” in this plan.

**SCHEDULE G: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS**

**Police Lieutenant:**

In addition to all the benefits provided employees under the SAP, he/she would be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.

As a result, a separate policy is adopted by the Southborough Board of Selectmen and enforced by the Southborough Police Department subject to change in conjunction with future collective bargaining agreements.

\*Increases in salary for long term employees will be considered case by case by Personnel Board.

**SCHEDULE H: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually at Anniversary Date**

After 5 years.....	\$400
After 10 years.....	\$600
After 15 years.....	\$700
After 20 years.....	\$850
After 25 years.....	\$1,000
After 30 years.....	\$1,200
After 40 years.....	\$1,500

, or do or act anything in relation thereto.

**Proposed by: PERSONNEL BOARD**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *The Personnel By-Law governs policies and pay structures for non-union employees. The changes are noted in **bold**.*

**ARTICLE 6:** To see if the Town will vote to transfer a sum of money between and among various accounts for the fiscal year ending June 30, 2018, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** At Town Meeting

**Summary:** *This article is intended to address any unexpected or unusual funding needs for the current fiscal year via transfers between accounts.*

**ARTICLE 7:** To see if the Town will vote to raise a sum of money as may be necessary for the Town’s use for Fiscal Year 2019, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

**SEE BUDGETS ON THE FOLLOWING PAGES**

**Proposed by: BOARD OF SELECTMEN**



**Summary:** See budget report including Advisory Committee and Board of Selectmen's FY19 recommendations. If the Advisory Committee recommendation differs from that of the Board of Selectmen, it shall be noted in that departmental budget.

## 100-199 GENERAL GOVERNMENT

### 110-119 Legislative

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>114 MODERATOR</b>						
51000-51990 Personal Services	0	0	50	50	50	
52000-58990 Other Charges and Expenses	35	49	25	25	25	
<b>MODERATOR TOTAL</b>	<b>35</b>	<b>49</b>	<b>75</b>	<b>75</b>	<b>75</b>	<b>0.00%</b>

### 120-129 Executive

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>121 ELECTED BOARD OF SELECTMEN</b>						
51000-51990 Personal Services	4,000	3,800	4,000	4,000	4,000	
<b>ELECTED BOARD OF SELECTMEN TOTAL</b>	<b>4,000</b>	<b>3,800</b>	<b>4,000</b>	<b>4,000</b>	<b>4,000</b>	<b>0.00%</b>

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>122 BOARD OF SELECTMEN</b>						
51000-51990 Personal Services	319,606	359,128	372,778	375,079	375,079	
52000-58990 Other Charges and Expenses	58,694	66,313	55,433	59,444	59,444	
<b>BOARD OF SELECTMEN TOTAL</b>	<b>378,300</b>	<b>425,441</b>	<b>428,211</b>	<b>434,523</b>	<b>434,523</b>	<b>1.5%</b>

### 130-149 Financial Administration

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>131 ADVISORY COMMITTEE</b>						
52000-58990 Other Charges and Expenses	176	901	1,306	806	806	
<b>ADVISORY COMMITTEE TOTAL</b>	<b>176</b>	<b>901</b>	<b>1,306</b>	<b>806</b>	<b>806</b>	<b>-38.3%</b>

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>132 RESERVE FUND</b>						
52000-58990 Other Charges and Expenses	137,528	150,000	150,000	200,000	200,000	
<b>RESERVE FUND TOTAL</b>	<b>137,528</b>	<b>150,000</b>	<b>150,000</b>	<b>200,000</b>	<b>200,000</b>	<b>33.3%</b>

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>135 TOWN ACCOUNTANT</b>						
51000-51990 Personal Services	136,988	141,815	145,244	147,338	147,338	
52000-58990 Other Charges and Expenses	2,214	1,666	2,550	3,465	3,465	
<b>TOWN ACCOUNTANT TOTAL</b>	<b>139,202</b>	<b>143,481</b>	<b>147,794</b>	<b>150,803</b>	<b>150,803</b>	<b>2.0%</b>

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>136 AUDIT</b>						
52000-58990 Other Charges and Expenses	30,850	24,700	32,550	26,140	26,140	
AUDIT TOTAL	30,850	24,700	32,550	26,140	26,140	-19.7%

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>140 ELECTED BOARD OF ASSESSORS</b>						
51000-51990 Personal Services	2,250	2,250	2,250	2,250	2,250	
ELECTED BOARD OF ASSESSORS TOTAL	2,250	2,250	2,250	2,250	2,250	0.0%

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>141 ASSESSORS</b>						
51000-51990 Personal Services	153,504	160,652	165,051	171,013	171,013	
52000-58990 Other Charges and Expenses	48,118	31,635	33,640	34,150	34,150	
ASSESSORS TOTAL	201,622	192,287	198,691	205,163	205,163	3.3%

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>145 TREASURER/COLLECTOR</b>						
51000-51990 Personal Services	182,852	191,797	198,717	204,697	204,697	
52000-58990 Other Charges and Expenses	15,739	20,734	12,415	12,550	12,550	
TREASURER/COLLECTOR TOTAL	198,591	212,531	211,132	217,247	217,247	2.9%

*150-159 Operations Support*

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>151 LEGAL</b>						
52000-58990 Other Charges and Expenses	91,575	85,567	95,000	95,000	95,000	
LEGAL TOTAL	91,575	85,567	95,000	95,000	95,000	0.0%

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>152 PERSONNEL BOARD</b>						
51000-51990 Personal Services	0	2,000	1,250	1,250	1,250	
52000-58990 Other Charges and Expenses	15,168	12,592	47,450	17,450	17,450	
PERSONNEL BOARD TOTAL	15,168	14,592	48,700	18,700	18,700	-61.6%

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>153 SPECIAL LEGAL COUNSEL</b>						
52000-58990 Other Charges and Expenses	48,258	46,905	55,000	55,000	55,000	
SPECIAL LEGAL COUNSEL TOTAL	48,258	46,905	55,000	55,000	55,000	0.0%

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>155 TECHNOLOGY</b>						
51000-51990 Personal Services	3,500	81,629	94,300	96,422	96,422	
52000-58990 Other Charges and Expenses	188,443	161,428	193,396	215,229	215,229	
MANAGEMENT INFORMATION SYSTEMS TOTAL	191,943	243,057	287,696	311,651	311,651	8.3%

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>159 OTHER OPERATION SUPPORT</b>						
52000-58990 Other Charges and Expenses	299,444	313,504	337,782	341,297	341,297	
OTHER OPERATION SUPPORT TOTAL	299,444	313,504	337,782	341,297	341,297	1.0%

*160-169 Licensing and Registration*

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>160 ELECTED TOWN CLERK</b>						
51000-51990 Personal Services	49,298	50,284	66,674	83,064	83,064	
TOWN CLERK TOTAL	49,298	50,284	66,674	83,064	83,064	24.6%

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>161 TOWN CLERK</b>						
51000-51990 Personal Services	111,177	129,310	117,240	126,269	126,269	
52000-58990 Other Charges and Expenses	24,046	78,725	85,731	82,450	82,450	
TOWN CLERK TOTAL	135,223	208,035	202,971	208,719	208,719	2.8%
<i>Town Clerk budget(161) &amp; Election &amp; Registration budget(162) are now combined into new Town Clerk budget(161)</i>						

*170-189 Land Use and Development*

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>171 CONSERVATION COMMISSION</b>						
51000-51990 Personal Services	42,568	49,915	51,159	58,567	58,567	
52000-58990 Other Charges and Expenses	6,041	9,910	13,225	14,525	14,525	
CONSERVATION COMMISSION TOTAL	48,609	59,825	64,384	73,092	73,092	13.5%

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>175 PLANNING BOARD</b>						
51000-51990 Personal Services	96,397	125,884	132,905	135,212	135,212	
52000-58990 Other Charges and Expenses	48,366	22,999	12,420	17,160	17,160	
PLANNING BOARD TOTAL	144,763	148,883	145,325	152,372	152,372	4.8%

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>176 ZONING BOARD OF APPEALS</b>						
51000-51990 Personal Services	11,591	4,699	45,500	46,919	46,919	
52000-58990 Other Charges and Expenses	3,027	3,114	3,650	3,650	3,650	
ZONING BOARD OF APPEALS TOTAL	14,618	7,813	49,150	50,569	50,569	2.9%

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>177 OPEN SPACE</b>						
52000-58990 Other Charges and Expenses	1,000	1,496	1,500	1,500	1,500	
OPEN SPACE TOTAL	1,000	1,496	1,500	1,500	1,500	0.27%

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>182 ECONOMIC DEVELOPMENT COMMITTEE</b>						
51000-51990 Personal Services	19,538	20,615	25,350	25,920	25,920	
52000-58990 Other Charges and Expenses	14,438	14,078	14,270	14,920	14,920	
ECONOMIC DEVELOPMENT COMMITTEE TOTAL	33,976	34,693	39,620	38,540	38,540	-2.7%

*190-199 Other*

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE</b>						
51000-51990 Personal Services	316,434	340,437	340,995	363,006	363,006	
52000-58990 Other Charges and Expenses	183,142	121,828	170,445	171,179	171,179	
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	499,576	462,265	511,440	534,185	534,185	4.4%

**200-299 PUBLIC SAFETY**

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>210 POLICE DEPARTMENT</b>						
51000-51990 Personal Services	1,604,430	1,735,763	1,877,970	1,987,666	1,987,666	
52000-58990 Other Charges and Expenses	111,018	125,797	120,436	129,085	129,085	
POLICE DEPARTMENT TOTAL	1,715,448	1,861,560	1,998,406	2,116,751	2,116,751	5.9%

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>220 FIRE DEPARTMENT</b>						
51000-51990 Personal Services	1,730,839	1,809,391	1,911,528	1,962,945	1,962,945	
52000-58990 Other Charges and Expenses	223,244	181,814	192,582	193,813	193,813	
FIRE DEPARTMENT TOTAL	1,954,083	1,991,205	2,104,110	2,156,758	2,156,758	2.5%

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>241 BUILDING DEPARTMENT</b>						
51000-51990 Personal Services	109,519	125,101	128,449	130,701	130,701	
52000-58990 Other Charges and Expenses	6,722	9,549	10,625	10,775	10,775	
BUILDING DEPARTMENT TOTAL	116,241	134,650	139,074	141,476	141,476	1.7%

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>291 CIVIL DEFENSE</b>						
51000-51990 Personal Services	2,926	2,926	2,926	3,926	3,926	
52000-58990 Other Charges and Expenses	6,023	6,066	6,464	6,464	6,464	
CIVIL DEFENSE TOTAL	8,949	8,992	9,390	10,390	10,390	10.6%

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS RECOMM	Percent Inc./Decr.
<b>292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR</b>						
52000-58990 Other Charges and Expenses	27,869	27,650	28,212	28,212	28,212	
ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL	27,869	27,650	28,212	28,212	28,212	0.0%

### 400-499 PUBLIC WORKS & FACILITIES

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>400, 420 DEPT. OF PUBLIC WORKS</b> (Highway, Cemetery, Tree)						
51000-51990 Personal Services	780,780	836,795	911,751	949,190	949,190	
52000-58990 Other Charges and Expenses	1,218,446	1,334,939	1,216,650	1,253,350	1,253,350	
<b>DEPT. OF PUBLIC WORKS TOTAL</b>	<b>1,999,226</b>	<b>2,171,734</b>	<b>2,128,221</b>	<b>2,202,540</b>	<b>2,202,540</b>	<b>3.5%</b>

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>450 DEPT. OF PUBLIC WORKS - WATER</b>						
51000-51990 Personal Services	313,619	336,035	347,952	358,529	358,529	
52000-58990 Other Charges and Expenses	1,151,865	1,257,946	1,299,453	1,322,400	1,322,400	
<b>DEPT. OF PUBLIC WORKS - WATER TOTAL</b>	<b>1,465,484</b>	<b>1,593,981</b>	<b>1,647,405</b>	<b>1,680,929</b>	<b>1,680,929</b>	<b>2.0%</b>

### 500-599 HUMAN SERVICES

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>510 ELECTED BOARD OF HEALTH</b>						
51000-51990 Personal Services	300	300	450	450	450	
<b>ELECTED BOARD OF HEALTH TOTAL</b>	<b>300</b>	<b>300</b>	<b>450</b>	<b>450</b>	<b>450</b>	<b>50.00%</b>

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>512 BOARD OF HEALTH</b>						
51000-51990 Personal Services	100,742	102,078	104,222	106,944	106,944	
52000-58990 Other Charges and Expenses	47,122	48,997	52,756	55,939	55,939	
<b>BOARD OF HEALTH TOTAL</b>	<b>147,864</b>	<b>151,075</b>	<b>156,978</b>	<b>162,883</b>	<b>162,883</b>	<b>3.8%</b>

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>541 COUNCIL ON AGING</b>						
51000-51990 Personal Services	221,440	229,494	244,378	255,124	255,124	
52000-58990 Other Charges and Expenses	59,453	57,731	59,355	61,145	61,145	
<b>COUNCIL ON AGING TOTAL</b>	<b>280,893</b>	<b>287,225</b>	<b>303,733</b>	<b>316,269</b>	<b>316,269</b>	<b>4.1%</b>

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>542 YOUTH COMMISSION</b>						
51000-51990 Personal Services	131,231	126,908	133,654	140,661	140,661	
52000-58990 Other Charges and Expenses	10,077	15,077	13,300	10,800	10,800	
<b>YOUTH COMMISSION TOTAL</b>	<b>141,308</b>	<b>141,985</b>	<b>146,954</b>	<b>151,461</b>	<b>151,461</b>	<b>3.1%</b>

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>543 VETERANS' SERVICES</b>						
51000-51990 Personal Services	10,000	15,000	15,000	15,000	15,000	
52000-58990 Other Charges and Expenses	19,852	21,684	35,975	36,060	36,060	
<b>VETERANS' SERVICES TOTAL</b>	<b>29,852</b>	<b>36,684</b>	<b>50,975</b>	<b>51,060</b>	<b>51,060</b>	<b>0.2%</b>

**600-699 CULTURE & RECREATION**

<b>BUDGET NAME</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY2019 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>610 LIBRARY</b>						
51000-51990 Personal Services	331,326	347,085	375,071	388,870	388,870	
52000-58990 Other Charges and Expenses	110,569	137,210	129,519	131,658	131,658	
<b>LIBRARY TOTAL</b>	<b>441,895</b>	<b>484,295</b>	<b>504,590</b>	<b>520,528</b>	<b>520,528</b>	<b>3.2%</b>

<b>BUDGET NAME</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY2019 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>630 RECREATION COMMISSION</b>						
51000-51990 Personal Services	117,400	121,122	122,306	128,510	128,510	
52000-58990 Other Charges and Expenses	171	9,368	9,900	9,900	9,900	
<b>RECREATION COMMISSION TOTAL</b>	<b>117,571</b>	<b>130,490</b>	<b>132,206</b>	<b>138,410</b>	<b>138,410</b>	<b>4.7%</b>

<b>BUDGET NAME</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY2019 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>691 HISTORICAL COMMISSION</b>						
52000-58990 Other Charges and Expenses	990	1,115	3,500	3,500	3,500	
<b>HISTORICAL COMMISSION TOTAL</b>	<b>990</b>	<b>1,115</b>	<b>3,500</b>	<b>3,500</b>	<b>3,500</b>	<b>0.0%</b>

<b>BUDGET NAME</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY2019 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>692 MEMORIAL DAY</b>						
52000-58990 Other Charges and Expenses	2,600	2,950	3,050	3,150	3,150	
<b>MEMORIAL DAY TOTAL</b>	<b>2,600</b>	<b>2,950</b>	<b>3,050</b>	<b>3,150</b>	<b>3,150</b>	<b>3.3%</b>

**700-799 DEBT SERVICE**

<b>BUDGET NAME</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY2019 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>DEBT PRINCIPAL AND DEBT INTEREST</b>						
0100-710-59100 Principal General Fund	2,843,106	2,808,123	2,507,043	2,617,060	2,617,060	
6161-710-59100 Principal Water Fund	295,000	290,000	290,000	290,000	290,000	
0100-751-59150 Interest General Fund	487,447	400,367	318,557	595,715	595,715	
6161-751-59150 Interest Water Fund	126,142	121,429	114,622	107,604	107,604	
<b>DEBT PRINCIPAL AND DEBT INTEREST TOTAL</b>	<b>3,751,695</b>	<b>3,619,919</b>	<b>3,230,222</b>	<b>3,610,379</b>	<b>3,610,379</b>	<b>11.8%</b>

**900-999 UNCLASSIFIED**

<b>BUDGET NAME</b>	<b>FY 2016 ACTUAL</b>	<b>FY 2017 ACTUAL</b>	<b>FY 2018 BUDGET</b>	<b>FY2019 REQUEST</b>	<b>BOS/ADV RECOMM</b>	<b>Percent Inc./Decr.</b>
<b>910 EMPLOYEE BENEFITS</b>						
51700 Police/Fire Accident and Workers' Comp.	196,585	204,058	214,192	239,877	239,877	
51710 Unemployment Payments	17,590	3,261	35,000	27,500	27,500	
51720 Health Insurance	3,653,940	4,045,173	4,618,967	4,767,440	4,767,440	
51730 Retirement Fund	1,417,822	1,531,807	1,612,707	1,777,094	1,777,094	
51740 Life Insurance	4,914	5,437	5,205	5,090	5,090	
51750 Flexible Spending Account	0	0	6,025	6,025	6,025	
51770 Medicare	305,317	320,412	318,884	334,168	334,168	
51780 Dental Insurance	199,356	200,072	200,776	229,242	229,242	
51785 Medicare B Penalty	15,115	16,863	17,535	17,535	17,535	
59660 Transfer to OPEB Trust	250,000	250,000	250,000	250,000	250,000	
<b>EMPLOYEE BENEFITS TOTAL</b>	<b>6,060,639</b>	<b>6,577,083</b>	<b>7,279,291</b>	<b>7,653,971</b>	<b>7,653,971</b>	<b>5.1%</b>

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>930 BUDGET CAPITAL</b>						
Police Cruisers - SUV (2)				45,075	45,075	
Police - Taser Annual Replacement Plan				1,440	1,440	
Ambulance A28/29				270,000	270,000	
MIS (Town) Permitting System				10,000	10,000	
52000-58990 Other Charges and Expenses	485,668	417,808	66,417	326,515	326,515	
<b>BUDGET CAPITAL TOTAL</b>	<b>485,668</b>	<b>417,808</b>	<b>66,417</b>	<b>326,515</b>	<b>326,515</b>	<b>391.6%</b>

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>941 COURT JUDGMENTS</b>						
57600 Court Judgments	213,831	215,948	220,000	220,000	220,000	
<b>COURT JUDGMENTS TOTAL</b>	<b>213,831</b>	<b>215,948</b>	<b>220,000</b>	<b>220,000</b>	<b>220,000</b>	<b>0.0%</b>

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>945 LIABILITY INSURANCE</b>						
52000-58990 Other Charges and Expenses	221,256	249,495	251,640	263,131	263,131	
<b>LIABILITY INSURANCE TOTAL</b>	<b>221,256</b>	<b>249,495</b>	<b>251,640</b>	<b>263,131</b>	<b>263,131</b>	<b>4.6%</b>

### 300-399 EDUCATION

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>300 ELECTED SCHOOL COMMITTEE</b>						
51000-51990 Personal Services	500	500	500	500	500	
<b>ELECTED SCHOOL COMMITTEE TOTAL</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>500</b>	<b>0.00%</b>

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>301 SOUTHBOROUGH SCHOOLS</b>						
<b>REGULAR DAY PROGRAMS</b>						
Administration	526,386	562,326	580,759	610,997	610,997	
Instruction	10,231,769	10,353,163	10,330,651	10,978,287	10,978,287	
Other Student Services	753,155	785,917	785,117	845,086	845,086	
Operation and Maintenance Buildings	1,547,376	1,695,499	1,706,742	1,691,826	1,691,826	
Fixed Charges	217	4,100	4,100	4,100	4,100	
Contractual Obligation	0	0	465,896	0	0	
<b>REGULAR DAY PROGRAMS TOTAL</b>	<b>13,058,903</b>	<b>13,401,005</b>	<b>13,873,265</b>	<b>14,130,296</b>	<b>14,130,296</b>	
<b>SPECIAL EDUCATION PROGRAMS</b>						
Administration	15,737	17,800	17,800	17,800	17,800	
Instruction	4,123,661	4,387,012	4,496,269	4,631,617	4,631,617	
Other Student Services	780,339	692,000	530,000	510,608	510,608	
Operation and Maintenance Buildings	9,900	7,000	7,000	4,500	4,500	
Programs, Other Systems in Massachusetts	868,708	831,046	788,924	1,111,165	1,111,165	
Programs, Member of Collaborative	49,447	66,000	68,000	0	0	
<b>SPECIAL EDUCATION TOTAL</b>	<b>5,847,792</b>	<b>6,000,858</b>	<b>5,907,993</b>	<b>6,275,690</b>	<b>6,275,690</b>	
<b>GRAND TOTAL OPERATING BUDGET</b>	<b>18,906,695</b>	<b>19,401,863</b>	<b>19,781,258</b>	<b>20,405,986</b>	<b>20,405,986</b>	<b>3.2%</b>

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>302 ALGONQUIN REGIONAL HIGH SCHOOL</b>						
<b>REGULAR DAY PROGRAMS</b>						
Administration	594,430	615,887	628,305	663,443	663,443	
Instruction	10,044,358	10,600,887	10,582,115	11,509,251	11,509,251	
Other Student Services	1,766,428	1,889,703	1,902,072	2,003,707	2,003,707	
Operation and Maintenance Buildings	1,567,984	1,795,817	1,667,507	1,702,050	1,702,050	
Fixed Charges	3,142,115	3,390,748	3,686,120	3,620,778	3,620,778	
New Equipment	120,912	97,410	110,200	155,200	155,200	
Tuition, Other Public Schools	488,649	290,000	290,000	290,000	290,000	
Contractual Obligation	0	0	539,722	0	0	
<b>REGULAR DAY PROGRAMS TOTAL</b>	<b>17,724,876</b>	<b>18,680,452</b>	<b>19,406,041</b>	<b>19,944,429</b>	<b>19,944,429</b>	
<b>SPECIAL EDUCATION PROGRAMS</b>						
Administration	16,713	9,300	9,300	9,300	9,300	
Instruction	2,040,439	2,100,965	2,154,530	2,271,114	2,271,114	
Other Student Services	156,935	221,489	251,280	251,280	251,280	
Operation and Maintenance Buildings	1,107	2,000	2,000	2,000	2,000	
Fixed Charges	1,595	0	1,595	1,595	1,595	
Programs, Other Systems in Massachusetts	366,181	410,924	429,035	479,180	479,180	
Programs, Member of Collaborative	43,202	62,795	50,685	124,060	124,060	
<b>SPECIAL EDUCATION TOTAL</b>	<b>2,626,172</b>	<b>2,807,473</b>	<b>2,898,425</b>	<b>3,138,529</b>	<b>3,138,529</b>	
<b>GRAND TOTAL OPERATING BUDGET</b>	<b>20,351,048</b>	<b>21,487,925</b>	<b>22,304,466</b>	<b>23,082,958</b>	<b>23,082,958</b>	<b>3.5%</b>

	NON EXEMPT	EXEMPT	TOTAL	BOS/ADV RECOMM	Percent Inc./Decr.
<b>FY 2019 SOUTHBOROUGH ASSESSMENT</b>	<b>7,630,887</b>	<b>459,767</b>	<b>8,090,654</b>		<b>2.4%</b>

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL</b>						
Southborough Operating Assessment	201,183	279,270	296,635	329,255	329,255	
Renovation Project - Capital Assessment	3,967	50,794	39,981	38,417	38,417	
<b>SOUTHBOROUGH ASSESSMENT</b>	<b>205,150</b>	<b>330,064</b>	<b>336,616</b>	<b>367,672</b>	<b>367,672</b>	<b>9.2%</b>

BUDGET NAME	FY 2016 ACTUAL	FY 2017 ACTUAL	FY 2018 BUDGET	FY2019 REQUEST	BOS/ADV RECOMM	Percent Inc./Decr.
<b>305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL</b>						
Tuition/Transportation Assessment	0	43,600	43,600	0	0	
<b>NORFOLK COUNTY AGRICULTURAL HIGH SCHOC</b>	<b>0</b>	<b>43,600</b>	<b>43,600</b>	<b>0</b>	<b>0</b>	<b>0.00%</b>



**ARTICLE 8:** To see if the Town will vote to raise and appropriate, or transfer from available funds a sum of money for General Government capital items for the following purposes:

	DESCRIPTION	REQUEST	LEVY	WATER AND OTHER FUNDS
A.	MIS – Private Fiber Line to Cordaville Road	\$ 30,000	\$ 30,000	
B.	MIS – Upgrade Library Phone System	\$ 8,000	\$ 8,000	
C.	Facilities – Replace Air Compressor Unit	\$ 12,500	\$ 12,500	
D.	Library – Engineering for Drainage/Waterproofing	\$ 15,000	\$ 15,000	
E.	Facilities – Town House ADA updates	\$ 25,000	\$ 25,000	
F.	DPW – Replace Transfer Station trailer	\$ 55,000	\$ 55,000	
G.	DPW – Sidewalk Plow/Snowblower/Sweeper	\$ 160,000	\$160,000	
H.	DPW – Replace Radio System	\$ 165,000	\$130,000	\$35,000
I.	Repaving of Town House Parking Lot	\$ 150,000	\$150,000	
J.	DPW – Road Maintenance	\$ 400,000	\$400,000	
K.	Emergency Management – Message Board	\$ 14,500		\$14,500

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:**

- A. *There is currently a leased Fiber Optic service connecting these 2 buildings with data transfer speeds limited to 100MBps. This service is provided at a cost of \$450 per month. By installing private fiber, the Town can realize faster connection speeds between the 2 buildings as well as reduce the monthly operating expenses;*
- B. *This request will allow for the Library phone system to be upgraded and joined to the ShoreTel VoIP system currently utilized by all other departments. The existing phone system at the Library has just recently come out of warranty and inclusion in the ShoreTel system will allow for centralized management;*
- C. *This will provide the funds needed to purchase a new air compressor and dryer unit to replace the existing 40+ year old air compressor unit which is used to power various pneumatic tools and devices at the Southborough DPW;*
- D. *This will provide the funds needed for the purpose of identifying and evaluating corrective actions related to eliminating the ongoing issue of water infiltration in the lower level of the Southborough Library;*
- E. *This will provide funds to address the service counters on the first floor of the Town House, which do not conform to ADA requirements. In order to be cost-effective, Facilities will work with the State Prison for the woodworking products, similar to those done for the furniture in the Meeting Room;*
- F. *This provides funds to replace a 2004 trailer. The trailers are used to transport the solid waste collected at the Transfer Station to Wheelabrator in Millbury for disposal;*
- G. *This vehicle is replacing the 1989 trackless machine. The vehicle being bought comes with a plow, snow blower and sidewalk sweeper attachments. The DPW already has a compatible mower attachment for machine. This purchase gives the DPW the additional ability to rent roadwork attachments such as asphalt planers, asphalt reclaimers and infrared systems;*
- H. *The current DPW radios are low frequency. They are not compatible with Fire and Police systems and are no longer supported by our radio manufacturer. This article will replace all of the DPW radios, install a repeater and a base station at the DPW;*
- I. *Funds will be used to regrade and pave the Town House parking lot to repair the septic system replacement areas and improve drainage in the lot and driveways;*
- J. *This will provide funding for road and sidewalk repair and maintenance, to be used in conjunction with the annual allotment of Chapter 90 funding from the State;*
- K. *The current unit is over 10 years old, and is showing rust and corrosion from weather exposure. Many of the original components have been replaced over the past six years. It has been used by Emergency Management, on behalf of other Town departments, to display informational messages for Town events and weather emergencies.*

**ARTICLE 9:** To see if the Town will vote to raise and appropriate the sum of \$10,000 for the purpose of paying the Town’s share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article will provide funds to be used to pay the deductible for property damage which is not covered by insurance.*

**ARTICLE 10:** To see if the Town will vote to raise and appropriate or transfer from any available funds the sum of \$17,000 for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article will fund any vacation and sick pay due to employees upon their retirement.*

**ARTICLE 11:** To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$25,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article allows town departments, with the approval of the Board of Selectmen, to hire outside expertise when the need arises. The 2015 article voted for the same purpose has been depleted.*

**ARTICLE 12:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of \$100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Advisory Committee as requested, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article will provide for the maintenance and repair of capital equipment and systems associated with the Town's buildings and facilities.*

**ARTICLE 13:** To see if the Town will vote to authorize the Town Accountant to pay an outstanding invoice for \$1,050.00 to RKG Associates, Inc. for services performed under contract with the Planning Board in September, 2016, or do or act anything in relation thereto.

**Proposed by: PLANNING BOARD**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This invoice was not submitted in time to have been paid by the end of Fiscal Year 2017, so it must be approved by a four-fifths vote at 2018 Town Meeting in accordance with M.G.L. Chapter 44, Section 64.*

**ARTICLE 14:** To see if the Town will vote to raise and appropriate, borrow and appropriate or transfer from available funds the sum of \$30,000 for a feasibility study for the Senior Center to renovate and expand existing bathroom facilities and meeting/program space, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article will provide the funds needed for the purposes of site investigations, site plans, floor plans, exterior building elevations, preliminary designs, and the preparation of construction documents to be used in the examination of the feasibility of constructing additional bathrooms and a small meeting/recreational activity space at the Southborough Senior Center.*

**ARTICLE 15:** To see if the Town will vote to raise and appropriate, transfer from available funds, or borrow a sum of money to fund necessary repairs and restoration to the St. Mark’s Golf Course, as required by the Public Safety Facility construction in order to maintain continuity and playability of the course, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article is necessary to fund golf course restoration and repair expenses, to ensure continuity of play during the construction of the Public Safety Facility.*

**ARTICLE 16:** To see if the Town of Southborough will vote to raise and appropriate or borrow and appropriate a sum of money for capital repair/maintenance for the following:

	Description	Request
A	Depietri Field repairs	\$197,400
B	Kallander Field repairs	\$267,400
C	Trottier School track repairs	\$279,500
	<b>Total</b>	<b>\$744,300</b>

; or do or act anything in relation thereto.

**Proposed by: RECREATION COMMISSION**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** Support – A; At Town Meeting – B; Not Support – C

**Summary:** *This funding is needed to implement recommended repairs on recreational facilities as identified within the Facilities Master Study bringing the town’s fields and track to an acceptable playing status. Lack of drainage on most fields including Depietri and Kallander and the inability to rest them has largely contributed to their current sub-optimal states. By completing these repairs, the town will be positioned to start the appropriate cycle of resting fields when needed and maintain their quality.*

A. *This will fund repairs to Depietri Field located in front of Neary School. Repairs include grading, sodding, and the installation of drainage and irrigation.*

B. *This will fund repairs to Kallander Field located on Kallander Drive off of Rt. 30. Repairs include grading, sodding, parking lot surfacing, drainage and irrigation improvements.*

C. *The Trottier Track is heavily used by residents, schools and youth sports, and the surface continues to deteriorate. This will fund the replacement of the synthetic track surface.*

**ARTICLE 17:** To see if the Town of Southborough will vote to raise and appropriate or borrow and appropriate a sum of money for the following purpose:

	Description	Request
A	Neary turf field, design, permits	\$200,000

; or do or act anything in relation thereto.

**Proposed by: RECREATION COMMISSION**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** Not Support

**Summary:** *This will fund design work and permits for the installation of a synthetic turf field on town-owned property located at Neary School. The turf could be used for multiple purposes including a full size baseball and soccer field increasing field availability, and supporting the town’s ability to move to an appropriate cycle of resting fields. This article allows the Recreation Commission to begin the planning process with design, permitting fees and validation of total project cost.*

**ARTICLE 18:** To see if the Town of Southborough will vote to raise and appropriate or borrow and appropriate a sum of money for the following purpose:

	Description	Request
E	Lundblad Field design & specialty consultant	\$75,000

; or do or act anything in relation thereto.

**Proposed by: RECREATION COMMISSION**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** Not Support

**Summary:** *Lundblad Fields located on Parkerville Road in front of Neary School offers a large space that can support multiple fields. As Lundblad is built over a former landfill, specialized consultation is needed prior to moving forward with the field repair projects recommended in the Facilities Master Study. This will fund research and design work including investigation of the membrane and other aspects of the property.*

**ARTICLE 19:** To see if the Town will vote to amend the General By-Laws of the Town by adding a new section to Chapter 16 entitled “Article IV, Departmental Revolving Funds”, to establish and authorize revolving funds for use by certain town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, § 53E½ as follows:

**ARTICLE IV  
DEPARTMENTAL REVOLVING FUNDS**

16-5 Purpose. This by-law establishes and authorizes revolving funds for use by town, departments, boards, committees, agencies and officers in connection with the operation of programs or activities that generate fees, charges or other receipts to support all or some of the expenses of those programs or activities. These revolving funds are established under and governed by General Laws Chapter 44, §53E ½.

16-6 Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:  
A. Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund;  
B. No liability shall be incurred in excess of the available balance of the fund;  
C. The total amount spent during a fiscal year shall not exceed the amount authorized by Annual Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Select board and Finance Committee.

16-7 Interest. Interest earned on monies credited to a revolving fund established by this by-law shall be credited to the general fund.

16-8 Procedures and Reports. Except as provided in General Laws Chapter 44, §53E ½ and this by-law, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this by-law. The Town Accountant shall include a statement on the collections credited to the fund, the encumbrances and expenditures charged to each

fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

16-9 Authorized Revolving Funds. The Table establishes:

- D. Each revolving fund authorized for use by a town department, board, committee, agency or officer;
- E. The department or agency head, board, committee or officer authorized to spend from each fund;
- F. The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant;
- G. The expenses of the program or activity for which each fund may be used;
- H. Any restrictions or conditions on expenditures from each fund;
- I. Any reporting or other requirements that apply to each fund; and
- J. The fiscal years each fund shall operate under this by-law.

A Revolving Fund	B Department, Board, Committee, Agency or Officer Authorized to Spend from Fund	C Fees, Charges or Other Receipts Credited to Fund	D Program or Activity Expenses Payable from Fund	E Restrictions or Conditions on Expenses Payable from Fund	F Other Requirements/ Reports	G Fiscal Years
Immunization/ emergency dispensing clinic	Board of Health	Fees charged for Immunizations and other medications dispensed	Supplies and expenses needed to provide clinics and dispense medications	Salaries and wages of full time, part time employees and other designated BOH agents shall be paid from the annual budget appropriation of the Board of Health		Fiscal year 2019 and subsequent years
Inspectional Services	Building Commissioner	Fees charged by Sealer of Weights & Measures, Plumbing, Wiring, alternate inspectors including building for inspections	Salaries of inspectors performing weights and measure, plumbing, and wiring inspections related to those inspections	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Building Commissioner		Fiscal year 2019 and subsequent years
911 Field Maintenance	Department of Public Works	Field usage charges and DCR annual fee	Supplies and expenses needed for maintenance of field; debt service on field replacement	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Department of Public Works.		Fiscal year 2019 and subsequent years
Wetland Protection	Conservation Commission	Wetland filing fees	Departmental and consultant costs for review of projects involving wetlands	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Conservation Commission.		Fiscal year 2019 and subsequent years
Hazardous Materials	Fire Department	Fees relating to hazardous materials incidents	Costs related to responding to hazardous materials incidents.	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Fire Department.		Fiscal year 2019 and subsequent years
CPR Classes	Fire Department	Fees for CPR classes	Supplies and expenses needed to run CPR classes	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Fire Department.		Fiscal year 2019 and subsequent years
Community Garden	Conservation Commission	Garden Rental Fees	Supplies and expenses for running Community Garden	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Conservation Commission.		Fiscal year 2019 and subsequent years
Recreation Programs	Recreation Commission	Fees charged for attending programs	Salaries and wages for part-time employees directly running programs; supplies and expenses needed to provide programs and upgrade facilities	Salaries and wages of full time employees shall be paid from the annual budget appropriation of the Recreation Commission.		Fiscal year 2019 and subsequent years
Tobacco Control Program	Board of Health	Fees from Tobacco Vendors	Supplies and expenses to provide periodic compliance checks and education of tobacco vendors	Salaries and wages of full time, part time employees and other designated BOH agents shall be paid from the annual budget appropriation of the Board of Health		Fiscal year 2019 and subsequent years

, or do or act anything in relation thereto.

**Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION, AND CONSERVATION COMMISSION**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *In accordance with the Municipal Modernization Act this article creates a by-law authorizing the use of revolving funds. The purpose of the revolving funds is to pay for the costs of the programs through fees collected to support those programs.*

**ARTICLE 20:** To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2019:

1. Immunization/emergency dispensing clinic; \$12,000.
2. Inspectional services; \$100,000.
3. 9-11 Field Maintenance; \$100,000.
4. Wetland Protection; \$30,000.
5. Hazardous materials; \$75,000.
6. CPR classes; \$6,500.
7. Community garden; \$2,500.
8. Recreation programs; \$350,000.
9. Tobacco Control Program; \$4,000.

, or do or act anything in relation thereto.

**Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION, AND CONSERVATION COMMISSION**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article approves the spending limits for revolving funds that are now authorized by Town by-law.*

**ARTICLE 21:** To see if the Town will vote to accept a Deed of Conveyance in lieu of tax foreclosure from Robert J. Depietri, Jr. (Southborough Realty Trust II), Owners of certain parcels of land located at 0 Kimberly Lane, Assessor’s Map 9 Lot 16 and Map 9 Lot 34 pursuant to the authority of Massachusetts General Laws, Chapter 60, Section 77C. Being the same premises referred to in a Deed recorded on May 21, 1993 in the Worcester Registry of Deeds, Book 15201, Page 248. Said parcels containing 1.97 acres and 1.34 respectively more or less, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article authorizes the Town to accept a deed in lieu of tax foreclosure. State law allows municipalities to accept deeds in lieu of foreclosure due to the expense and time required to file formal tax foreclosures thru Land Court. These two parcels are open space and non-buildable lots that have had a tax lien on them since 2001. The owner is voluntarily conveying these parcels which is a requirement per State law.*

**ARTICLE 22:** To see if the Town will accept the provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 41D, which authorizes an annual increase in the income (gross receipts) and asset (whole estate) limits for exemptions granted to senior citizens under General Laws Chapter 59, Section 5, Clause 41C, by the percentage

increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after, July 1, 2018, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

*Summary: This updates the senior exemption, Clause 41C, adopted at the October 2002 Town Meeting by applying a COLA adjustment to the annual income and asset limits that are used to determine eligibility. Currently, the income limits are \$20,000 if single, \$30,000 if married, and the asset limits are \$40,000 if single, and \$55,000 if married, with no inflationary factor applied to either.*

**ARTICLE 23:** To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2019 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as follows:

Estimated Surcharge Receipts (based on Town Treasurer's projections):	\$338,000
State Match (projected State match).....	\$42,791
Total Projected Revenue.....	\$380,791

**Set Aside- Open Space**

\$ 38,079 to be set aside, held in the Community Preservation Fund, and spent in FY2018 or later years for acquisition, creation or preservation of open space, and for the rehabilitation and/or restoration of open space acquired under the Community Preservation Act.

**Set Aside – Historic Preservation**

\$ 38,079 to be set aside, held in the Community Preservation Fund, and spent in FY2018 or later years for the acquisition, preservation, rehabilitation and restoration of historic resources.

**Set Aside – Community Housing**

\$ 38,079 to be set aside, held in the Community Preservation Fund, and spent in FY2018 or later years for the creation, preservation and support of community housing, and for the rehabilitation and/or restoration of community housing acquired under the Community Preservation Act.

**Administrative Costs – Community Preservation Committee**

\$ 19,040 to defray the administrative and operating expenses of the Community Preservation Committee in FY2018 for the Community Preservation Fund

**Set Aside -Budgeted Reserve/Discretionary**

Reserved For FY19 CPF (Budgeted Reserve/Discretionary) \$ 247,514

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

*Summary: These set asides are an annual requirement under the Community Preservation Act.*



**ARTICLE 24:** To see if the Town will vote to appropriate \$109,072 from the CPA Historic Preservation Reserve Fund to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation. The FY18 short-term interest debt payment is \$19,347, and the FY19 debt payment including principal is \$89,725, for a total of \$109,072. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer; or take any other action thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article is the Community Preservation Fund payment towards the FY18 and FY19 debt funding for the Preservation Restriction of 84 Main Street.*

**ARTICLE 25:** To see if the Town will vote to appropriate \$ \$26,450 from the CPA Historic Preservation Reserve Fund with \$23,000.00 for the restoration of the Old Burial Ground as requested by the Southborough Historical Commission and an additional \$3,450.00 contingency. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at time of application. Project proposed by the Southborough Historical Commission. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer, or take any other action thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article would fund the historic preservation of gravestones and monuments in the historic Old Burial Ground of Southborough. Proposed by the Southborough Historical Commission, this grant request would be used to hire a conservator to undertake restoration work at the Old Burial Ground. The Old Burial Ground (1730-1898) is one of the earliest enterprises by the newly incorporated Town of Southborough, and forms a significant part of Southborough's institutional focus at the heart of the town center. Once the restoration has been completed, any future damage to stones and memorials, and including trees will be covered by the DPW budget. This project will be overseen by the Southborough Historical Commission.*

**ARTICLE 26:** To see if the Town will vote to appropriate \$32,530.00 from the CPA Historic Preservation Reserve Fund for the Southborough Library Façade Restoration Project, as requested by the Southborough Library Trustees. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer, or take any other action thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article will provide for a building and site related assessment to preserve the Southborough Public Library, an historic structure that is one of the oldest and most used municipal buildings in Southborough. The study will result in a conditions assessment and prioritized list of treatment recommendations to guide that effort. All of the recommended work will comply with the building and Architectural Access Board codes as applicable, the historic district review requirements, and The Secretary of the Interior's Standards for the Treatment of Historic Properties. This project will be overseen by the Southborough Library Trustees.*

**ARTICLE 27:** To see if the Town will vote to borrow and appropriate the sums of \$50,000.00 in legal and acquisition costs and \$125,000.00 in land purchase expense for a total appropriation of \$175,000.00 to enable the Town of Southborough to acquire a parcel of land located off of Rock Point Road, designated 0 Rock Point Road, for conservation purposes, pursuant to Massachusetts General Laws c.44B, as amended, the Community Preservation Act

consisting of 30.67 acres ± of open space owned by the Trustees of the Halloran Children's Trust, title reference the Worcester Registry of Deeds Book 43620, Page 250 and being Parcel 2 on a plan at Plan Book 850, Plan 58 in said Registry, subject to and with the benefit of any easements or rights that may exist of record. Said land to be under the care, custody and control of the Conservation Commission for the purpose of conservation and passive recreation, and to effect this appropriation that the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow the sum of up to \$175,000.00 for five (5) years, excluding the term of any temporary loans issued in anticipation thereof, as authorized under the Community Preservation Program pursuant to Massachusetts General Laws c.44B, §11, as amended and to further authorize the Conservation Commission, the Board of Selectmen and/or a qualified Land Trust to submit on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts or the United States under the Self Help Act (Massachusetts General Laws c.132A §11, as amended) and/or any other state or federal programs including those in aid of conservation land acquisition; and/or any others in any way connected with the scope of this article. Said gifts or grants to be deposited in the Open Space Reserve Community Preservation Fund and that the Board of Selectmen be authorized to grant a perpetual Conservation Restriction in said parcel of land in conformance with the requirements of Massachusetts General Laws c.44B, §12 and c.184, §31-33 as amended and to enter into all agreements and execute any and all instruments as may be necessary to effect said purchase. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer or do or act anything in relation thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *Project proponents are the Board of Selectmen; this article will allow the town to purchase over 30 acres of land identified as a top priority parcel in our Open Space and Recreation Plan, and designated as a highest priority for wildlife habitat protection in the survey done by Mass Audubon, while providing passive recreation opportunities on the existing system of trails traversing the beautiful woodlands. Using the best estimate available, it will provide funds to cover legal and acquisition costs as required by CPA legislation.*

**ARTICLE 28:** To see if the Town will appropriate \$50,000, with \$38,079 from the CPA Open Space Reserve Fund and \$11,921 from CPA FY19 Budgeted Reserve to fund the Golf Course Conservation Restriction Endowment and associated costs for the recording of the Conservation Restriction as requested by the Board of Selectmen. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer, or take any other action thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *Project proposed by the Board of Selectmen, this article uses the best estimates available to provide funds to cover the endowment and other associated costs to finalize the Conservation Restriction on the Southborough Golf Club as required by March 8, 2017 Town Meeting Vote to purchase the land.*

**ARTICLE 29:** To see if the Town will appropriate \$581,716 with \$571,145 from the CPA General Unreserved Fund and \$10,571 from the CPA FY19 Budgeted Reserve for recreation purposes for the restoration of the Golf Course and construction of a parking area with retaining wall as requested by the Golf Course Committee. \$509,275 in project costs with an additional \$72,441 in contingency funding. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at the time of application for a total of \$581,761. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer, or take any other action thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This article will allow the Town to restore the golf course to a visually appealing, playable condition and preserve the recreational opportunity provided by the course. It also preserves existing historic open vistas, natural habitat and passive recreation opportunities. In addition, this article will allow the Town to construct a parking area and retaining wall. This project is needed because construction of the new Public Safety Building will effectively end golf course operations unless funds are allocated to restore the course to the appropriate playing state for future potential. Continued golf course operation is required under Warrant Article 1 of the March 8, 2017 Special Town Meeting, which passed with more than 90% of Town Meeting attendees voting in favor. An owner's project manager under the supervision of the Golf Course Committee will be chosen to oversee the project.*

**ARTICLE 30:** To see if the Town will appropriate \$15,000 from the CPA FY19 Budgeted Reserve for the implementation of the Audubon International Classic Program at the Golf Course as proposed by the Golf Course Committee and the Open Space Preservation Commission. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer, or take any other action thereto.

**Proposed by: COMMUNITY PRESERVATION COMMITTEE**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *The USGA sponsored Audubon International Classic Program is a prestigious designation that will assist in promotion of the course as a destination for golfers while providing beneficial guidance to the Golf Management Company and the Holders of the Conservation Restriction (CR) on Best Environmental Management Practices in renovations and running the Golf Course. The Classic Program will assist in development of the Management Plan required in the CR, reducing costs to the town in developing the Plan.*

**ARTICLE 31:** To see if the Town will vote (i) to accept as a public way the relocated and altered layout of Washington Street in Southborough, and (ii) to accept as a public way a portion of Coslin Drive in Southborough, both of which are more particularly shown on a plan entitled "Washington Street Discontinuation and Relocation Plan of Land in Southborough, MA prepared for Dell, EMC" dated February 2, 2018 and prepared by Beals and Thomas, Inc., and a plan entitled "Coslin Drive Acceptance Plan of Land in Southborough, MA prepared for Dell, EMC" dated December 29, 2017 and prepared by Beals and Thomas, Inc., copies of which are on file with the Town Clerk, and to authorize the Board of Selectmen to acquire for public way purposes, by purchase, gift and/or eminent domain, the fee to and/or easements in the parcels of land included within said altered layout of Washington Street and such portion of Coslin Drive, all as shown on said plans, but excluding any access, drainage, utility or other easements serving abutting properties, and further to transfer the care, custody and control of the parcels of land outside the altered layout and hereby discontinued from the Board of Selectmen for public way purposes to the Board of Selectmen for the purposes of conveyance, and to authorize the Board of Selectmen to discontinue, release or convey all of the Town's right, title and interest in the discontinued portions of Washington Street shown on such plan on such terms and conditions, and for such consideration, which may be nominal consideration, as the Board of Selectmen deems appropriate, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This action is required to make the "new" location of Washington Street and a portion of Coslin Drive in Southborough public ways, and to discontinue the former locations of Washington Street as shown on the plans on file with the Town Clerk. The new location of Washington Street and the portion of Coslin Drive to be accepted as public ways have been constructed and completed by EMC Corporation in accordance with subdivision plans approved by the Planning Board in 2008. This configuration routes Washington Street into Coslin Drive in Southborough. The motion for this article requires 2/3 majority vote.*

**ARTICLE 32:** To see if the Town will vote to amend the zoning by-laws of the Southborough Code Chapter 174 entitled "Zoning" by striking therefrom in Section 174-10(G) in its entirety which specifies:

“any person aggrieved by the action of the Planning Board on a site plan approval application may appeal said action to the Zoning Board of Appeals as provided in Article VI hereof,”

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** Not Support

**Summary:** *This article deletes inter-agency appeal of a Planning Board decision on site plan review by the Zoning Board of Appeals. This process is contrary to the standard for judicial review which is the norm under zoning appeals.*

**ARTICLE 33:** To see if the Town will vote to amend the provisions of the Southborough Code, Chapter 41 entitled “Town Meeting”, Section 41-18 thereof, by striking the Section in its entirety and inserting in place thereof the following text:

“Once a motion on a warrant article has passed by the required quantum of vote at either a Special Town Meeting or the Annual Town Meeting reconsideration of the Warrant Article is prohibited at the meeting”, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** Not Support

**Summary:** *This article eliminates the ability to reconsider an article at Town Meeting, once the article has been properly disposed of by Town Meeting.*

**ARTICLE 34:** To see if the Town will vote to amend the provisions of the Southborough Code Chapter 41 entitled “Town Meeting”, Section 41-18 thereof by striking the section in its entirety and inserting in place thereof the following text:

“A motion to reconsider a vote of the Town Meeting is in order and shall be entertained when moved by a person who voted on the prevailing side of the original vote on the warrant article. Any such vote of the Town Meeting shall be reconsidered only by a two-thirds (2/3) vote. Any such vote on a warrant article may be reconsidered and defeated only once.

Further, at least one new warrant article must be considered following the disposition of the warrant article brought forth for reconsideration unless it is the last article at the Town meeting.”

, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN**

**Board of Selectmen Recommendation:** At Town Meeting

**Advisory Committee Recommendation:** Support

**Summary:** *This by-law change clarifies a reconsideration of vote procedure at the Town Meeting.*

**ARTICLE 35:** To see if the Town will vote to amend Chapter 41, Section 6 of the Code of the Town of Southborough, Massachusetts, by inserting the following text as subsection C:

C. The Moderator may select any two or more warrant articles to create one or more groups of so-called “consent” articles. For each such group of “consent” articles, the Moderator shall ask the voters at the Town Meeting, article by article, if any Town Meeting member wishes to “hold” a particular article, and any such “held” article shall be removed from the group of “consent” articles. For the remaining “consent” articles in the group that have not had a

request to be “held”, the Moderator may ask for a single vote of the Town Meeting for the entire group of the remaining “consent” articles, and such single vote shall have the same effect as an individual vote (to either approve or disapprove) each of the non-“held” “consent” articles in the group.

, or do or say anything in relation thereto.

**Proposed by: ADVISORY COMMITTEE**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *This bylaw change provides the Moderator with the option to group certain warrant articles at a Town Meeting for a single vote for the entire group of articles. The intent of this bylaw change is to allow the Moderator to expedite the Town Meeting voting process for warrant articles that do not require presentation or discussion.*

**ARTICLE 36:** To see if the Town will vote to authorize the Northborough-Southborough Regional School District to establish a Stabilization Fund according to Chapter 71 Section 16G 1/2 for the purposes of funding capital items as identified in the Northborough-Southborough Regional School District Capitol Plan, or do or say anything in relation thereto.

**Proposed by: REGIONAL SCHOOL COMMITTEE**

**Board of Selectmen Recommendation:** Support

**Advisory Committee Recommendation:** Support

**Summary:** *In recent conversations with bond rating agencies, it was noted that a stabilization fund should be set up by the Regional School District in order to address future capital needs. Having these types of accounts and associated financial policies reflects well on the District when going out to bond for large capital projects, and may lead to a higher bond rating, which ultimately reduces the cost of interest in a bond issuance.*

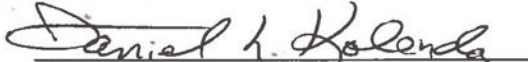
And to notify the inhabitants of all Precincts of said Town of Southborough qualified to vote in elections to meet in the gymnasium of the P. Brent Trottier Middle School, 49 Parkerville Road, in said Southborough on **Tuesday, May 8, 2018** then and there to bring in their votes to the Election Officers:

Seats available	ELECTED POSITION	Term
1	Town Moderator	1 year
1	Board of Selectmen	3 years
1	Board of Assessors	3 years
1	Board of Commissioners of Trust Funds	3 years
1	Board of Health	3 years
2	Board of Trustees Southborough Library	3 years
2	Northborough-Southborough Regional School District Committee <i>SOUTHBOROUGH CANDIDATE</i>	3 years
1	Planning Board	5 years
2	School Committee	3 years
1	Housing Authority	5 Years

The Polls in each Precinct will be open at 6:30 a.m. and will be closed at 8:00 p.m. of said day.

And you are to give notice hereby by posting true and attested copies of the Warrant on the Town website, the Southborough Town House, 17 Common Street, Southborough Senior Center, 9 Cordaville Road, Southborough Library, 25 Main Street, Southborough Transfer station, 147 Cordaville Road; seven (7) days at least before the time appointed for such meeting.

Given under our hand this sixth (6th) day of March, 2018.

  
Daniel L. Kolenda, Chairman

  
Brian E. Shea, Vice-Chairman

  
Bonnie J. Phaneuf

  
Lisa M. Braccio

  
Brian G. Shifrin

BOARD OF SELECTMEN OF THE TOWN OF SOUTHBOROUGH

Attest:

  
Kenneth M. Paulhus, Constable