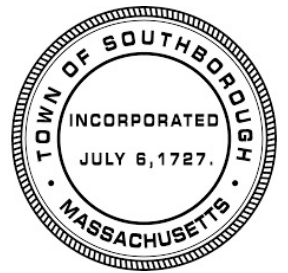


Town of Southborough

Massachusetts

2017 Annual Report





On the Cover

Dry laid Keystone Arch Bridge, built in 1840, now relocated at Aiken Park next to the MBTA Sta. on. Spanning the Sudbury River, it was the former Cedar Street link between Hopkinton and Southborough until 1933, when the road was shifted East and the old bridge was discontinued.

*Many thanks to all the Departments, Committees, Boards and Commissions
for submitting your reports timely.*

Front Cover Photo: Linda Hubley

Dedication Contribution: Donna McDaniel

Edited and Formatted by: Lori Esposito

One Hundred Forty-Fourth

ANNUAL REPORT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS



For the Year Ending

December 31, 2017

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The 2017 Annual Report is Dedicated to the Volunteers of the Town of Southborough

*"The best way to find
yourself is to lose
yourself in the service of
others."
- Mohammed Gandhi*

"Just a Volunteer"

Well, the truth is Southborough would not be the community it is without the significant contributions of time and energy and funding that make possible so many features of our life together. One Annual Town Report shows at least 200 people donating their time and energy (and yes, often some of their own funds) to a long list of committees integral to our town government—the list runs from Selectmen, three School Committees, Planning and Zoning Boards to Conservation and then to the various sports leagues for people of all ages and programs for the seniors at their own center. Many, many Southborough people volunteer their "leisure" hours working for their churches; others fundraise for scholarships for new graduates; or manage one of the many youth and adult sports leagues. Volunteers make all the difference as supporters of interests like music and art and an array of civic and seasonal activities.

Perhaps especially appreciated are programs for the seniors at a vibrant Senior Center where they also volunteer aiding with programs ranging from needlework to safe diving, not to mention the free quite often, up-to-date movies. Volunteers support various fund-raising activities for the Center donating crafts they have made and sharing the proceeds among worthy causes.

Programs for our youth also include services for young people under the auspices of the Youth Commission. Veterans are offered assistance and a variety of aids through our Veterans Agent.

Our active and all volunteer-Board of Health works with other volunteers to provides us with free flu shots, keeps up with news depending on a season, and makes sure that all our septic new and old are functioning correctly! In fact, Dr. Tim Stone served over 40 years on the Board of Health and a similar record was set by Assessor Arthur Sisson. In fact, this Annual Town Report, released by Board of Selectmen in the Spring and now online, offers you all the details (and the budgets) you could desire on the responsibilities of our various officials and boards. Your participation is invited. Without volunteers....well, it's actually impossible to imagine!

My favorite official positions are the Fence Viewer and Field Driver. Both hail back to the days when most of any town was agricultural and land was a most treasured possession. (DON'T YOU LET YOUR CATTLE ON MY FIELDS!!) Boundary disputes grew as landowners tried to enlarge their property by expanding the property lines—putting (sneaking?) their cattle onto their neighbors' land. So yes, to this day we do have a volunteer for each of those positions! It's a one-year term if you're interested.

Thus the simple fact is that we wouldn't have the fine community we know as Southborough without some 200 citizens [counting over 62 committees presently] who give freely of their time (NOTE: two of the elected boards do offer quite modest stipends.). Our volunteers—some by virtue of having volunteered and for some, taking the big step to put their names on the ballot to run for election. For few (realize it or not), the one-to-three year terms they seek may turn into multi-years!

So there's no such thing as 'I'm just a volunteer'!

Volunteers are the heart of our community. Just imagine having to pay for all they do—or to do without the Volunteers' enormous contributions!

Contributed by Donna L. McDaniel

In Memoriam

<i>Robert Alan</i>	<i>January 2nd</i>	<i>Loretta A. Varney</i>	<i>May 25th</i>
<i>Gloria G. Barr</i>	<i>January 5th</i>	<i>Helen Papalia</i>	<i>June 9th</i>
<i>Florence Kittredge</i>	<i>January 11th</i>	<i>Liofia J. Schipper</i>	<i>June 29th</i>
<i>Murray S. Zuk</i>	<i>January 23rd</i>	<i>Patricia Carroll-Ballard</i>	<i>July 5th</i>
<i>Edward P. Mercorelli</i>	<i>January 25th</i>	<i>Paul B. Kentel</i>	<i>July 10th</i>
<i>Marie T. Zolli</i>	<i>January 27th</i>	<i>Fernando A. Baldelli</i>	<i>July 13th</i>
<i>James B. Mongillo</i>	<i>February 2nd</i>	<i>Carmen M. Colyer</i>	<i>July 15th</i>
<i>Aldona B. Charbonnier</i>	<i>February 10th</i>	<i>Laila V. Buchieri</i>	<i>July 19th</i>
<i>Francis E. Perkins Jr.</i>	<i>February 14th</i>	<i>Jesse P. Barton</i>	<i>July 21st</i>
<i>Angeline M. Dipasquale</i>	<i>February 14th</i>	<i>Eddy Diaz</i>	<i>August 12th</i>
<i>Paul M. Heffernan</i>	<i>February 20th</i>	<i>Stephen W. Langley</i>	<i>August 20th</i>
<i>Roger P. Plourde</i>	<i>February 27th</i>	<i>Wendy L. Collins</i>	<i>September 11th</i>
<i>Sylvia J. Ranieri</i>	<i>February 27th</i>	<i>Lena A. Carloni</i>	<i>September 15th</i>
<i>Telma F. Da Silveira</i>	<i>March 2nd</i>	<i>Douglas J. Paterson</i>	<i>September 28th</i>
<i>Harry J. Quinn Jr.</i>	<i>March 19th</i>	<i>Krishna K. Mishra</i>	<i>October 15th</i>
<i>Mary E. Mooney</i>	<i>March 25th</i>	<i>Davinder Dhillon</i>	<i>October 24th</i>
<i>Mary E. Bettinelli</i>	<i>March 31st</i>	<i>Linda Strom</i>	<i>November 12th</i>
<i>Kevin Giblin</i>	<i>April 3rd</i>	<i>Richard A. Hallisey</i>	<i>November 13th</i>
<i>Michael J. Kelleher Jr.</i>	<i>April 16th</i>	<i>Edward J. Hasbrouck</i>	<i>November 20th</i>
<i>Claire T. Harfield</i>	<i>May 1st</i>	<i>David Bullen</i>	<i>December 5th</i>
<i>Bruce A. King</i>	<i>May 13th</i>	<i>Bernard M. Campbell Jr.</i>	<i>November 29th</i>
<i>Phyllis Scavongelli</i>	<i>May 19th</i>	<i>Patricia L. Morgan</i>	<i>December 16th</i>
<i>Norman F. Strate</i>	<i>May 23rd</i>	<i>Joseph B. Luce</i>	<i>December 19th</i>

Southborough MA

Worcester County

Area

13.79 square miles
68.12 miles of town roads
10.72 miles of state roads

Population

9,767

Tax Rate

\$16.14

Form of Government

Open Town Meeting;
Board of Selectmen

Southborough At A Glance

Southborough is a town in Worcester County, Massachusetts. It incorporates the smaller villages of Cordaville, Fayville, and Southville. Its name is often informally shortened to Southboro, a usage seen on many area signs and maps, though officially rejected by town ordinance. Its population was 9,767 at the 2010 census, in nearly 3,000 households.

First settled in 1660 and officially incorporated July 6, 1727, land use now is primarily residential, with substantial open space. A tenth of the town's area is flooded by the Sudbury Reservoir. Light industrial land use is concentrated along main roads, primarily MA Route 9, and there are several small business districts in the villages and along Route 9S.^[1]

1. "Southborough, Massachusetts." *Wikipedia*, Wikimedia Foundation, 24 Jan. 2018, en.wikipedia.org/wiki/Southborough,_Massachusetts.

Town House

17 Common Street

Public Safety

Police Department: 19 Main Street

Fire Department & Emergency Ambulance Service: 21 Main Street

Public Library

25 Main Street

Recreation

South Union Building, 21 Highland Street

Schools

Elementary Schools:

- ◇ Mary E. Finn School, 60 Richards Road
- ◇ Albert S. Woodward Memorial School, 28 Cordaville Road
- ◇ Margaret A. Neary School, 53 Parkerville Road
- ◇ P. Brent Trotter Middle School, 49 Parkerville Road

High Schools:

- ◇ Algonquin Regional, 79 Bartlett Street, Northborough
- ◇ Assabet Valley Regional Vocational, 215 Fitchburg Street, Marlborough

Private Schools:

- ◇ St. Mark's School, 25 Marlboro Road
- ◇ Fay School, 48 Main Street

Fun Fact: Southborough was named Number 31 in the nation on CNN Money's "100 Best Places to Live" in 2009. Southborough consistently ranks #1 as the wealthiest community in Worcester County. Southborough home prices are not only among the most expensive in Massachusetts, but Southborough real estate also consistently ranks among the most expensive in America. 93.80% of the towns residents are employed in white-collar jobs, well above the nation's average.

OFFICERS OF THE UNITED STATES OF AMERICA

President..... Donald J. Trump

Vice President Michael R. Pence

U. S. Senators in Congress Edward J. Markey and Elizabeth A. Warren

U. S. Representative in Congress, Fifth District..... Katherine M. Clark

STATE OFFICIALS

Governor..... Charles D. Baker

Lieutenant Governor..... Karyn E. Polito

Secretary of State William Francis Galvin

Attorney General Maura Healey

Treasurer..... Deborah B. Goldberg

Auditor Suzanne M. Bump

Governor's Councillor, Third District Marilyn M. Petitto Devaney

State Senator in General Court, Middlesex and Worcester District James B. Eldridge

State Representative, 8th Middlesex District Carolyn C. Dykema

COUNTY AND DISTRICT OFFICIALS

District Attorney, Middle District..... Joseph D. Early, Jr.

Worcester Regional Retirement System..... Kevin P. Blanchette

Register of Probate, Worcester County..... Stephanie K. Fattman

Register of Deeds, Worcester District..... Anthony J. Vigliotti

Clerk of Courts, Worcester County Dennis P. McManus

Sheriff, Worcester County Lewis G. Evangelidis

ELECTED OFFICIALS

ASSABET VALLEY REGIONAL VOCATIONAL

SCHOOL DISTRICT COMMITTEE- 4 years

Christopher J. Evers (2020)

BOARD OF ASSESSORS - 3 years

Thomas J. Beaumont (2020)

Arthur K. Holmes (2018)

Jeffrey W. Klein (2019)

BOARD OF COMMISSIONERS

OF TRUST FUNDS – 3 years

William J. Boland (2020)

Nicolas A. McCoy (2019)

John H. Wilson (2018)

BOARD OF HEALTH - 3 years

Daniel P. O'Rourke (2018)

Nancy A. Sacco (2020)

Mary Lou Woodford (2019)

BOARD OF SELECTMEN - 3 years

Daniel L. Kolenda (2020)

Brian E. Shea (2018)

Bonnie J. Phaneuf (2019)

Lisa M. Braccio (2020)

Brian G. Shifrin (2019)

BOARD OF TRUSTEES

SOUTHBOROUGH LIBRARY - 3 years

Richard J. Wallace (2019)

Marguerite H. Landry (2019)

Terrence K. Ryan, Jr. (2018)

Nicole C. DeBonet (2018)

Jane C. Davis (2020)

Amy B. Vachris (2020)

MODERATOR - 1 year

Paul M. Cimino (2018)

NORTHBOROUGH-SOUTHBOROUGH REGIONAL

SCHOOL DISTRICT COMMITTEE - 3 years

Southborough Committee

Kathleen A. Harragan (2018)

Paul C. Butka (2020)

Cathy A. Kea (2018)

Daniel L. Kolenda (2019)

Joan G. Frank (2019)

Ganaraja Thejaswi (2018)

Helynn B. Winter (2018)

Jonetta E. Choi (2020)

Paul H. Desmond (2020)

John A. Kane, III (2020)

PLANNING BOARD - 5 years

Donald C. Morris (2022)

Andrew S. Mills (2018)

Philip A. Jenks (2019)

Meme Luttrell (2021)

Jesse T. Stein (2020)

SCHOOL COMMITTEE - 3 years

Gerald V. Capra (2018)

Marybeth R. Strickland (2018)

Roger W. Challen (2019)

Paul H. Desmond (2020)

Keturah Martin (2020)

SOUTHBOROUGH HOUSING AUTHORITY

5 years

Jean A. Chappelle (2018)

Robert P. Jachowicz (2020)

Nancy G. Morris (2019)

Marianna Surette (2022)

TOWN CLERK - 3 years

James F. Hegarty (2020)

APPOINTED OFFICIALS—By Moderator

Terms expire June 30th of year specified, unless otherwise indicated.

ADVISORY COMMITTEE - 3 years

Judith K. Budz (2020)

Kathryn M. Cook (2019)

Doriann M. Jasinski (2018)

Francis D. Mainville (2020)

Karen S. Muggeridge (2018)

Adrian A. Peters (2019)

Sam R. Stivers (2018)

Ravindra N. Mynampaty (2019)

Bradford M. Morse (2020)

PERSONNEL BOARD - 3 years

David L. Flynn (2018)

Russell B. Millholland (2019)

Elizabeth Henry-Veeneman (2020)

Jason M. Dietz (2019)

Beth A. Rosenbloom (2020)

PUBLIC WORKS PLANNING BOARD

3 years

Appointed by Town Moderator

Mark S. Bertonazzi (2020)

James A. Harding (2019)

Appointed by Planning Board

Susan G. Baust (2019)

James P. Hellen (2020)

APPOINTED OFFICIALS—By Board of Selectmen

Terms expire June 30th of year specified, unless otherwise indicated.

AFFORDABLE HOUSING TRUST FUND COMMITTEE—2 years

Daniel L. Kolenda (2019)
Donna L. McDaniel (2019)
Bonnie J. Phaneuf (2019)
Brian E. Shea (2019)
Brian G. Shifrin (2019)
Lisa M. Braccio (2019)
VACANCY (2019)

AMERICANS WITH DISABILITIES ACT COMMITTEE (ad hoc) - 1 year

Vincent P. Acampora (2018)
William W. Sines (2018)
Heidi M. Davis (2018)
William Joseph Estrada (2018)
Vacancy (2018)

AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR - 1 year

Vacancy (2018)

ANIMAL CONTROL OFFICER/ ANIMAL INSPECTOR - 1 year

Jennifer A. Condon (2018)

ASST. TOWN ACCOUNTANT – 1 year

Heidi Lindsey (2018)

ASST. TOWN ADMINISTRATOR - 1 year

Vanessa D. Hale (2018)

ASST. TREASURER/COLLECTOR - 1 year

David J. Birri (2018)

BUILDING DEPARTMENT

Inspector of Buildings - 3 years

Mark S. Robidoux (2019)

Alternate Building Inspector – 1 year

Peter N. Tartakoff (2018)

Electrical Inspector - 1 year

James J. Colleary (2018)

Assistant Electrical Inspectors - 1 year

Stephen A. Curtis (2018)
John F. Nemensky (2018)

(Appointed by Inspector of Buildings)

Plumbing/Gas Inspector - 1 year

Richard M. Araujo (2018)

Assistant Plumbing/Gas Inspector – 1 year

Austin P. Beliveau (2018)

CENTRAL MASS. RESOURCE RECOVERY COMMITTEE - 1 year

Karen M. Galligan (2018)

COMMUNITY PRESERVATION COMMITTEE - 3 years

David J. Candela (2018)
Recreation Commission Representative
Frederica J. Gillespie (2019)
Open Space Preservation Commission Representative
Katherine T. Matison (2019)
Historical Commission Representative
Timothy W. Martel (2020)
Citizen-At-Large
Andrew S. Mills (2018)
Planning Board Representative
Mark W. Murphy (2020)
Citizen-At-Large
Benjamin B. Smith (2018)
Conservation Commission Representative
2 Vacancies (2020)

CONSERVATION COMM. – 3 years

Russell S. Gregory, Jr. (2019)
Carl C. Guyer (2020)
Mark E. Pietrewicz (2019)
Mark S. Possemato (2020)
S. Michele Simoneaux (2018)
Benjamin B. Smith (2020)
Leigh Swigart (2018)

CONSTABLE – 1 year

William E. Pickett, Jr. (2018)

COUNCIL ON AGING - 3 years

Mary Ann Anderson (2018)
Thomas J. Conlin (2019)
William W. Harrington (2018)
Douglas C. Peck (2020)
Vincent P. Acampora (2020)
Carol A. Yozzo (2019)

Alternate Members - 1 year

Arthur K. Holmes (2018)
Marie A. Kensinger (2018)
Joyce Macknauskas (2018)

ECONOMIC DEVELOPMENT COMMITTEE

Kathleen B. Bartolini (2018)
Sujal N. Bhalakia (2020)
Julie W. Connelly (2020)
John M. Wood (2020)
Daniel L. Kolenda, Selectmen's Representative (2019)
David K. McCay (2020)
Claire Carberry Reynolds (2019)
Christopher Robbins (2020)
Suzanne L. Duca (2018)

ECONOMIC DEVELOPMENT COORDINATOR – 1 year

Dominique DuTremble (2018)

ETHICS COMMISSION LIAISON -1 year

Michelle A. Jenkins (2018)

APPOINTED OFFICIALS—By Board of Selectmen, cont.

FACILITIES MANAGER – 1 year

John A. Parent (2018)

FENCE VIEWERS - 1 year

Vacancy (2018)

Vacancy (2018)

FIELD DRIVERS - 1 year

Vacancy (2018)

Vacancy (2018)

FINANCE DIRECTOR/ TREASURER/COLLECTOR – 3 years

Brian P. Ballantine (2018)

FIRE CHIEF - 3 years

Joseph C. Mauro (2018)

FIRE WARDEN - 1 year

Joseph C. Mauro (2018)

GRANT COORDINATOR - 1 year

Heidi A. Griger (2018)

HIPPA PRIVACY OFFICER – 1 year

Vanessa D. Hale (2018)

HISTORICAL COMMISSION - 3 years

Kathleen S. Battles (2019)

Rebecca V. Deans-Rowe (2018)

Joseph E. Hubley (2019)

Katherine T. Matison (2019)

Michael D. Weishan (2018)

2 Vacancies (2020)

INDUSTRIAL DEVELOPMENT COMMISSION- 5 years Inactive

INDUSTRIAL DEVELOPMENT FINANCING AUTHORITY - 5 years - Inactive

MAIN STREET DESIGN WORKING GROUP

(ad hoc) – 1 year

Susan G. Baust (2018)

John W. Boland, Jr. (2018)

Martin F. Healey (2018)

Claire Carberry Reynolds (2018)

Brian E. Shea (2018)

John H. Wilson (2018)

Vacancy (2018)

METROPOLITAN AREA PLANNING COUNCIL - 3 years

Kathleen B. Bartolini (2019)

Vacancy (Alternate) (2019)

METROWEST REGIONAL COLLABORATIVE - 1 year

Meme Lutrell (Planning Bd. rep.) (2018)

Brian E. Shea (Selectmen rep.) (2018)

METROWEST REGIONAL TRANSIT AUTHORITY – 1 year

Kathleen B. Bartolini (2018)

MUNICIPAL COORDINATOR (Right-to-Know Law) - 1 year

Joseph C. Mauro (2018)

MUNICIPAL HEARING OFFICER—1 year

John E. Thorburn (2018)

MUNICIPAL TECHNOLOGY COMMITTEE (ad hoc) – 1 year

Claire Carberry Reynolds (2017)

Rosemarie P. Mauro (2017)

Robert A. Bussey (2017)

Roger W. Challen (2017)

Carl A. Damelio (2017)

Brian P. Ballantine [Ex-Officio] (2017)

Thomas P. Lafamme [Ex-Officio] (2017)

OPEN SPACE PRESERVATION COMMISSION - 5 years

Lisa M. Braccio (2018)

Frederica J. Gillespie (2021)

Connell McNamara (2022)

Ginger A. Ruddy (2019)

Vacancy (2022)

PARKING CLERK – 1 year

Brian P. Ballantine (2018)

PHASE II STORMWATER COMMITTEE (ad hoc) – 1 year

Karen M. Galligan (2018)

Paul C. Pisinski (2018)

Vacancy (Administration rep.) (2018)

Vacancy (Conservation Commission rep.) (2018)

Vacancy (2018)

PILOT COMMITTEE (ad hoc) – 1 year

Brian P. Ballantine (2018)

Paul T. Cibelli (2018)

Bonnie J. Phaneuf (2018)

POLICE DEPARTMENT

Chief of Police – 3 years

Kenneth M. Paulhus (2020)

Constable – 1 year

Kenneth M. Paulhus (2018)

Jail Keeper – 1 year

Kenneth M. Paulhus (2018)

Lieutenant – 1 year

Sean R. James (2018)

Sergeants - 2 years

James V. DeLuca (2019)

Sean P. McCarthy (2019)

Ryan M. Newell (2019)

Timothy J. Slatkavitz (2019)

Heath S. Widdiss (2019)

Officers - 2 years

Brendan Campbell (2019)

James R. Gallagher (2019)

APPOINTED OFFICIALS—By Board of Selectmen, cont.

POLICE DEPARTMENT (cont.)

Kevin M. Landry (2019)

Stephen B. Neivert (2019)

Keith A. Nichols (2019)

John Officer (2019)

Aaron L. Richardson (2019)

Thomas R. Rock (2019)

Michael T. Whelan (2019)

William J. Woodford, III (2019)

Police Business Administrator - 1 year

Richard L. Mattioli (2018)

Communications Officers (full-time) - 1 year

Cameron M. Chapski (2018)

Kyle M. DeVincent (2018)

David J. Maida (2018)

Michael R. Cunningham (2018)

Dispatchers (part-time) - 1 year

Charles R. Goodwin (2018)

John E. Thorburn (2018)

Reserve Officers - 1 year

David C. Hagen (2018)

Special Officers - 1 year

Jennifer A. Condon (2018)

Michael R. Cunningham (2018)

Kyle M. DeVincent (2018)

Frederick P. Mabardy (2018)

Ronald G. Mattioli (2018)

Jane T. Moran (2018)

Chaplain – 1 year

Rev. James B. Flynn (2018)

PROCUREMENT OFFICER, CHIEF - 1 year

Mark J. Purple (2018)

PUBLIC SAFETY STUDY COMMITTEE (ad hoc) – 1 year

Brennan R. Barry (2018)

Peter J. Goodney (2018)

John F. Lyons (2018)

Jason W. Malinowski (2018)

Joseph C. Mauro (ex-officio) (2018)

Michael D. Moorehead (2018)

Kenneth M. Paulhus (ex-officio) (2018)

Mark J. Purple (ex-officio) (2018)

John M. Wood (Advisory Comm. Rep.) (2018)

Vacancy (2017)

RECREATION COMMISSION - 3 years

David J. Candela (2020)

Sean N. Cronin (2020)

Kristin L. LaVault (2019)

Jennifer P. Hansen (2018)

Vacant (2019)

REGISTRAR OF VOTERS - 3 years

James F. Hegarty (ex-officio) (unlimited)

Tomasz Kierul (2019)

Tracey D. Navaroli (2018)

Jacob J. Walter (2020)

SEXUAL HARRASSMENT OFFICER - 1 year

Gregory A. Manousos (2018)

SITE PLAN REVIEW COMMITTEE – unlimited

Neal P. Aspesi (Fire Chief Designee)

Karen M. Galligan (DPW Rep.)

Joseph C. Mauro (Fire Chief Rep.)

Kenneth M. Paulhus (Police Chief Rep.)

Paul C. Pisinski (Board of Health Rep.)

Mark S. Robidoux (Building Inspector Rep.)

Appointed by Board of Selectmen:

Mark J. Purple (Board of Selectmen designee)

Karina Quinn (Town Planner Rep.)

SOUTHBOROUGH CULTURAL ARTS COUNCIL - 2 calendar years

Louise F. Clough (10/22/19)

Chelsey Bradway-Francis (11/21/19)

Jane E. Gordon (10/22/19)

Jennifer P. Hansen (11/05/19)

Denise A. Johnson (11/02/18)

Gloria Linden (10/02/19)

Mary S. Simmons (12/03/19)

Kerry Stgermal Trippi (03/14/18)

Kayla R. Monzack (10/02/19)

Mary A. Piekarz (10/02/19)

Jennifer Lynne Porcaro Pullen (11/08/19)

Kimberly L. Regan (10/02/19)

Catherine M. Weber (10/02/19)

SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE [SEPC]

SARA Title III (ad hoc) - unlimited

Dana Amendola

Neal P. Aspesi

Lisa M. Braccio

Matthew F. Braccio

Annette Casco

Sarah A. Cassell

Leslie R. Chamberlin

Aldo A. Cipriano

Charles R. Dilts

Karen M. Galligan

Christine M. Johnson

Thomas P. Lafamme

Robert C. Lagasse

Sherri A. Lajeunesse

Pamela M. LeFrancois

Richard L. Mattioli

Joseph C. Mauro

Scott E. Navaroli

JoAnne O'Leary

John A. Parent

Kenneth M. Paulhus

Paul C. Pisinski

Nelson R. Pleau

Alicia R. Porter

Mark J. Purple

Karina G. Quinn

Mark S. Robidoux

APPOINTED OFFICIALS—By Board of Selectmen, cont.

SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE [SEPC]

SARA Title III (CONT.)(ad hoc) - unlimited

Beth C. Rosenblum
Mark A. Spruill
John P. Tommaney
Katelyn S. Willis
Carol A. Willoughby
Vacancy - EMC Liaison
Vacancy – GIS/Engineer Rep.
Vacancy – Animal Protection Liaison

SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE - 3 years

Donald J. Croatti (Private Citizen) (2018)
Bonnie J. Phaneuf (Selectmen Rep.) (2018)
Jesse T. Stein (Planning Board rep.) (2018)
Vacancy (Private Citizen) (2019)
Vacancy (Housing Authority rep.) (2020)
Vacancy (Private Citizen) (2019)
Vacancy (Private Citizen) (2018)

SOUTHBOROUGH SCHOLARSHIP ADVISORY COMM. (ad hoc) - 3 years

Laura JP Bertonazzi (2020)
Timothy J. Fish (2019)
Robin A. Fruneaux (2019)
Renee Maiorana (2018)
Mary M. Mathon (2020)
Mary C. O'Brien (2019)
Vacancy (2020)
Vacancy (2018)

SOUTHBOROUGH STEWARDSHIP COMMITTEE – 1 year

Frederica J. Gillespie (Open Space Commission rep.) (2018)
James F. Gorss (2018)
Joyce M. Greenleaf (2018)
Kathryn C. McKee (2018)
Jenny S. Peet (2018)
Vacancy (Conservation Commission rep.) (2018)
Vacancy (Recreation Comm. rep.) (2018)

SOUTHBOROUGH TRAILS COMMITTEE

(ad hoc) - 1 year
Daniel M. Frank (2018)
Isabelle Q. Murphy (2018)
Satyendra Sharma (2018)
Luisa Vargas (2018)
Kathryn C. McKee (2018)

SPECIAL LEGAL COUNSEL – 1 year

Lisa L. Mead (2018)
Timothy Norris (2018)

SUPERINTENDENT OF PUBLIC WORKS - 3 years

Karen M. Galligan (2019)

TAXATION AID COMMITTEE (ad hoc) - 1 year

Brian P. Ballantine (2018)
Arthur K. Holmes (2018)
James C. Mullins (2018)
Vacancy (2018)

TOWN ACCOUNTANT - 3 years

Heidi A. Kriger (2020)

TOWN ADMINISTRATOR - 3 years

Mark J. Purple (2018)

TOWN COUNSEL - 1 year

Aldo A. Cipriano (2018)

TRANSPORTATION TASK FORCE—1 year

Kathleen B. Bartolini (2018)

TREE WARDEN - 1 year

Christopher B. Leroy (2018)

VETERANS' AGENT AND BURIAL AGENT—1 year

John H. Wilson (2018)

VETERANS' GRAVE OFFICER - 1 year

Stephen W. Whynot (2018)

YOUTH COMMISSION - 3 years

Marguerite H. Landry (2019)
Susan A. Butka (2018)
Sarah R. DiStefano (2019)
Laura Ann Walsh Eppen (2018)
Nital Giandhi (2020)
Leslie A. Hadden (2018)
Sara B. Michas (2020)

ZONING BOARD OF APPEALS – 5 years

Leo F. Bartolini, Jr. (2018)
Andrew R. Dennington (2019)
Paul N. Drepanos (2020)
Craig W. Nicholson (2021)
David C. Williams (2022)

Alternate members – 1 year

Deborah Demuria (2018)
Michael A. Robbins (2018)

APPOINTED OFFICIALS—By Board of Assessors

PRINCIPAL ASSESSOR/APPRaiser – 3 years

Paul T. Cibelli (2018)

APPOINTED OFFICIALS—By Board of Health

PUBLIC HEALTH DIRECTOR

Paul C. Pisinski

BURIAL AGENT

James F. Hegarty

APPOINTED OFFICIALS—By Town Clerk

ASSISTANT TOWN CLERK – 3 years

Michelle A. Jenkins (2020)

Board of Selectmen

WHAT DO WE DO?

The Board of Selectmen has several important responsibilities under state statute: the power to prepare the town meeting warrant or agenda; the power to make appointments to town boards and offices; the power to employ professional administrative staff and town counsel; and the authority to grant licenses and permits.

Apart from the strict legal responsibilities, the Board of Selectmen sets policy and strategic direction, coordinates the activities of other boards, and hears appeals and resolves problems that have not been settled at lower levels. The Board works through its professional Town Administrator who oversees the day-to-day operation of the Town under the Board's direction.

The five member elected Board of Selectmen has several responsibilities under state statute: preparation of the town meeting warrant; to make appointments to town boards and offices; to employ professional staff and town counsel; and grant licenses and permits. Apart from the legal responsibilities, the Board of Selectmen set policy and strategic direction, coordinates, through the Town Administrator and his staff, the activities of other appointed boards, and resolves problems [like Transfer Station hearings] that have not previously been settled.

Names and Faces

During 2017, the Southborough community lost the memorable Kevin Giblin, who previously served as a Selectman in Northborough. Mr. Giblin's stamp as a developer can be seen all over the Metrowest, including Southborough where he resided. In addition to his larger scale projects like Schipper Farms, Kevin also deserves great recognition for helping Southborough offer affordable housing options when he renovated the home at 26 Gilmore Road; the home was sold through an affordable housing lottery and still exists as an affordable home today.

If you have done business in the Town House this past year, you've no doubt seen a few new faces. Working in local government is often a vocation. President Kennedy once said "Let the public service be a proud and lively career." It is the many town

employees you meet or talk with on a regular basis that strive to deliver excellent service, and in Southborough we have a terrific team of folks who are friendly, helpful and diligent in making sure residents and business owners have access to any assistance they require. This may range from printing your tax bill to planning interesting library programs to clearing your streets and delivering meals to the homebound, among the many other daily duties they carry out.

This year we welcomed Karina Quinn, Town Planner, and Building Department Assistant RJ Wood. Each one has already made an impact with the level of customer service and helpful things they do every day. We were sad to say goodbye to Pam DiGiovanni, our first Economic Development Coordinator who relocated to North Carolina. Pam did a fantastic job jumpstarting this department. Her outreach to the business community and the stellar "Broker Breakfasts" she planned will long be recalled. We must also be sure to wish David Falconi an extremely happy retirement. David has helped us keep the Facilities Department on track and was a loyal town employee, aside from being a relentless volunteer for anything historic.



*"I am just a citizen
temporarily in
public service"
- Ronald Reagan*

Board of Selectmen (continued)

2017 in Retrospect

The Selectmen's Office continues to expand our social media footprint. Find us at www.southboroughtown.com or @17Common.

The Board of Selectmen succeeded in their efforts to pass a vote to construct a new Public Safety complex. At the March Special Town Meeting, residents in attendance voted to appropriate approximately \$22,600,000 towards this project. Additionally, after lengthy negotiations with St. Mark's School, Town Meeting attendees also voted to pay \$4,500,000 to purchase the golf course. This deal also included a land swap so St. Mark's could expand its contiguous footprint. As the year ended, the Selectmen, Town Administrator and multiple appointed committees have been working diligently to settle details on how golf course operations will continue, now that the Town is the landowner, and working through construction schedule details. Ground breaking for the new building should be held in late Spring of 2018.

2017 was a big year for the Main Street Reconstruction Project. The Town was successful in gaining Town Meeting authorization for the Board of Selectmen to negotiate easements for the project. Construction is scheduled to start by late Summer. The project involves widening the street to meet federal standards, adding ADA accessible sidewalks as well as bike lanes, and reconstructing Main Street between Sears Road and Park Street. The Main Street Project is funded through the Transportation Improvement Program (TIP). The TIP consists of state and federal money, some of which is earmarked for local municipal projects. This project has been in planning stages for more than a decade. On behalf of the community, please join us in showing deep appreciation to Former DPW Superintendent John Boland, current DPW Superintendent Karen Galligan and the volunteer committee (chaired by Martin Healey) who joined staff and engineers in hundreds of hours of public meetings assembling the design and communicating with residents.

Other initiatives voted at the two town meetings held in 2017 included banning recreational marijuana, forming a standing Municipal Technology Committee, and giving the Economic Development Committee permanent status.

Senior Tax Work-Off

The Board of Selectmen would again like to express its appreciation to 29 senior citizens who have provided assistance to the town as part of the Senior Tax Work-Off Program. They have spent many hours in the Selectmen's corner, as well as the Library, School Department, and many other offices. If you want to take part in this program in the future, contact the Council on Aging. Sign-up is always in early April. Without their help, many projects would not have been completed due to the lack of sufficient staff time. Thank you one and all!

In Closing

The Selectmen would like to especially thank their staff, Mark Purple, Town Administrator, Vanessa Hale, Assistant Town Administrator, Lori Esposito, Executive Assistant to the Board of Selectmen, and Carol Ostresh, Receptionist, for the exceptional work they do to carry out the day-to-day operations of this busy department and their frequent assistance to all town departments. We extend a special acknowledgment to Joyce Macknauskas who is a regular asset to our department, whether in covering the front desk when someone is on vacation or helping us with special projects throughout the year. She is an absolute ray of sunshine at the Town House.

The Board also extends its sincere appreciation to all department heads, staff and boards and committees for their loyal service and contributions made to the Town of Southborough! They especially note, with fond appreciation, all the citizen volunteers serving on various boards and committees for their efforts on behalf of the Town.

We are excited about 2018 and the magnificent change in the landscape of our community with the acquisition of the golf course as town land and the construction of a state of the art public safety complex.

Board of Assessors



WHAT DO WE DO?

The Southborough Assessors Office along with the Board of Assessors is responsible for tax administration for the entire Town of Southborough. This includes the annual fair and equitable valuation of the Town's taxable real estate and personal property as well as motor vehicle excise tax administration. Assessment administrative functions include processing property tax and CPA abatement requests, personal exemptions and excise tax abatements. Other functions include processing building permit activity, sewer betterments, deeds and plans from the Registry of Deeds, tracking and calculating "new growth" value, generating certified abutter lists and responding to inquiries from the public.

Last fall, the Board of Assessors completed its annual revaluation of all real and personal property within the Town of Southborough as required by Massachusetts General Laws. As a result of this year's revaluation, Southborough's overall assessment of all real estate and personal property increased from \$2.350 billion to \$2.441 billion in FY2018. Analysis of real estate sales and market conditions yielded increased residential assessments of lower and middle level homes while high end property assessments remained relatively level. Commercial, industrial and mixed use property assessments experienced a modest increase over the previous year. The average single family home assessment in Southborough rose from \$577,500 to \$596,800 in FY2018, a 3.3% increase. After increasing last year, the FY18 tax rate decreased from \$16.38 to \$16.14 per thousand. The average assessed single family home's tax bill increased from \$9,459 to \$9,632 in FY2018, a \$173 or 1.8% increase. It should be noted, FY2018 assessments reflect the value of real and personal property as of January 1, 2017. Real estate values in all neighborhoods were adjusted based on sales transactions occurring in calendar year 2016. Calendar year 2017 real estate sales and market conditions will not be reflected in taxpayer's assessments until FY2019.

Southborough experienced an above average year for "new growth" construction falling well above the level that occurred in FY2017 but below the three previous

years. This year's growth was highlighted by significant personal property growth generated from our utility & telecommunication companies. In FY2017, "new growth" accounted for \$655,085 in additional revenue for the community, 27.3% increase from \$514,659 collected in FY2016. This year's "new growth" fell below the past five year average of \$692,751 but exceeded the past ten year average of \$600,518. Based on projections, "new growth" is expected to decrease over the next year as there are few new projects planned for the upcoming year.

In May of 2017, the department completed its commercial, industrial and mixed use measure and list program which is required by the Department of Revenue's Bureau of Local Assessment. The Assessors hired Real Estate Research Consultants Inc. to assist the staff with this program. The scope of this project included inspecting and measuring all improvements, photographing the front and rear of each building as well as conducting an interior inspection. The purpose of this project was to update the physical characteristics of each property in our database which is utilized in determining annual assessments. We inspected 152 properties over a six month period and conducted interior inspections on over 75% of the homes. The Board of Assessors would like to express their gratitude to those property owners who provided access to their properties for interior inspections.

This past spring, Deputy Assessor Cindy McLeod completed the last of her seven required assessors courses and 18 months of on the job experience in her position which qualified her to apply for a Massachusetts Accredited Assessor designation from the Massachusetts Association of Assessing Officers. This past June at the Assessors Annual Summer Conference, Cindy was awarded her MAA designation and is the first employee in our department other than the Principal Assessor position to obtain this accreditation. The Board of Assessors congratulates Cindy on her accomplishment which has accelerated her professional development within our department.

The Board of Assessors would like to remind senior citizens of the various programs available to assist with their property taxes. First, the Clause 41C Senior Exemption is available to individuals who meet the age, income, and asset requirements. Seniors must be 65 years of age as of the first day of the current fiscal year (July 1, 2017 for FY2018). Income limits for a single person are \$20,000; \$30,000 combined for a married couple. The Assessors will then deduct a "minimum social security" allowance, which is set by the DOR each year. This year, the deduction is \$4,537 for an individual and \$2,269 for a spouse, for a total of \$6,806. Asset limits for a single person is \$40,000; \$55,000 for a married couple.

Board of Assessors (continued)

The asset limit does not include the applicant's home (up to a three-family dwelling) or vehicles. If an applicant meets the above criteria, he or she is eligible to receive a \$1,000 annual reduction off their real estate taxes. Applications for Clause 41C are available at the Assessors' office or on their website: www.southboroughtown.com. Applications must be returned to the Assessors' office within three months after the actual tax bill is mailed.

A second option is the Senior Tax Work-off Program. Individuals 60+ years of age can volunteer to work for a town department for approximately 100 hours per year for which they receive a \$1,000 reduction on their property taxes. This program was increased from \$750 to \$1,000 at the 2009 Annual Town Meeting. To be eligible, the individual must be a Southborough resident who owns and occupies the residence to which the credit will be applied. Currently there are 30 positions available for seniors who wish to participate. This program is facilitated by the Council on Aging and applications are available at the Senior Center.

The last program to assist seniors is a Clause 41A Tax Deferral, which permits taxpayers to defer up to 100% of their real estate taxes. To be eligible, the applicant must be 65 years of age as of July 1, 2016, have lived in Massachusetts at least 10 years, and have owned and occupied any real estate in the Commonwealth for 5 years or is a surviving spouse who has inherited the real estate and occupied it for 5 years. Income cannot exceed \$40,000; there are no estate limits. Unlike a tax exemption, the deferred taxes must eventually be paid. Applications and additional information regarding this program is available at the Assessors' office or on the department's website.

Exemptions are also available to qualifying veterans ranging from \$400 to \$1,500. Veterans or surviving spouses must meet certain criteria to be eligible. Additional information regarding these exemptions is available at the Assessors' office or www.southboroughtown.com.

Thomas J. Beaumont, Chair
Jeffrey W. Klein
Arthur K. Holmes



"Taxes are paid in the sweat of every man who labors" - Franklin D. Roosevelt

Town Moderator

Warm greetings from your Town Moderator, Paul Cimino. I am pleased to have been newly elected in 2017, and look forward to continuing my service to our Town in this role. The Town Moderator serves Town Meeting directly, and acts independently of the other components of our Town government. The Moderator is elected during the Annual Town election each year, for a term of one year.

The Southborough Town Moderator performs two essential functions on behalf of Town Meeting. First, as the title implies, the Moderator presides over the proceedings at the Annual Town Meeting (ATM) in April each year, as well as any Special Town Meeting (STM) that may be called at another time throughout the year. Second, on behalf of Town Meeting the Moderator is responsible to appoint members to our Town's Advisory Committee, Personnel Board, and Public Works Planning Board.

Annual Town Meeting

The Annual Town Meeting is a staple of our New England tradition for maintaining local control through direct involvement in governance of the Town. Town Meeting is the "legislature" of our Town, and acts on all new or amended Town By-Laws, as well as debate and approval of all components of the annual Town budget. Our Annual Town Meeting is what is known as an "open" Town Meeting (as opposed to a "representative" Town Meeting), which is the purest and most democratic form of self-government. It means that any individual registered voter may attend, speak and be heard, and vote on any matter taken up at Town Meeting. Thus an open Town Meeting offers voters a direct voice regarding the operation of our Town. The Town Moderator presides over the meeting, maintaining decorum and flow.

Currently the quorum necessary to convene Town Meeting is 100 registered voters. The business of Town Meeting is guided by the Warrant, which is issued in advance by the Board of Selectman and contains the various Articles that Town Meeting will consider. Town Meeting must conclude at 11:00 p.m., unless the body collectively agrees to continue past that time. If all of the business in the Warrant has not been disposed of on the first day, Town Meeting shall be continued to another session, normally the next evening. Note that any Town Meeting must be formally concluded after consideration of all of the business contained in the Warrant, before any action of the meeting becomes official.

Town Meeting is formally governed by Massachusetts General Law, chapter 39 and Southborough Town Code, chapter 41. For purposes of rules of order and procedure, our Town Meeting has adopted "Town Meeting Time: A Handbook of Parliamentary Law" as published by the Massachusetts Moderators Association. It is available in the Southborough Public Library.

Appointments

On behalf of Town Meeting, the Moderator is charged with appointing members to the Advisory Committee, Personnel Board, and Public Works Planning Board. These bodies act independently and publish separate reports elsewhere in this Annual Town Report.

Since my election in 2017 I have appointed or re-appointed the following current members through the term indicated. My sincere thanks to these volunteers!

To the Advisory Committee:

Ravinda N. Mynampaty (2019)
Judith K. Budz (2020)
Francis Mainville (2020)
Bradford M. Morse (2020)

To the Personnel Board:

Jason M. Dietz (2019)
Elizabeth Henry-Veeneman (2020)
Beth A. Rosenbloom (2020)

To the Public Works Planning Board:

Mark S. Bertonazzi (2020)

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Once again, I am pleased to act as your Moderator. I can be reached at any time by e-mail at moderator@southboroughma.com.

With warm regards,
Paul M. Cimino
Town Moderator

Personnel Board



THE CURRENT MEMBERS ARE:

Elizabeth Henry-Veeneman, Chair

Russell B. Millholland, Vice-Chair

David L. Flynn

Beth A. Rosenbloom

The Personnel Board is an independent body of citizens appointed by the Town Moderator. Its actions are governed by the Salary Administration Plan (SAP), the set of Town bylaws which apply to all employees who are not otherwise covered by a union or employment contract, or who work part-time. The Board's responsibilities include setting policies, procedures and wage schedules, as well as serving in an advisory capacity to the Board of Selectmen and other Boards and Commissions. As such, the Board also advises managers on issues relating to professional development, strategic planning and other organizational matters. The Board maintains independence from employees of town government, but cooperates with the Town Administrator in his capacity as Personnel Director, and with the Assistant Town Administrator, to whom the Town Administrator delegates some personnel responsibilities.

2017 was a year of transition and new initiatives for the Personnel Board. When our chairman, Joseph Laning, resigned due to increased work-related travel, we lost an astute, accomplished, and caring leader, and we are deeply grateful for his years of committed service to the Town. We also lost Kim Deans, whose formidable financial skills and leadership proved invaluable in resolving a difficult issue stemming from the Employee Classification and Compensation Study of 2015. We thank her, as well, for her great service to the Town.

ACCOMPLISHMENTS

The Personnel Board executed its routine functions of approving performance evaluations, annual adjustment of salary schedules, approving new and updated job descriptions and titles, budgeting for training expenditures, reviewing requests for new positions and changes to existing positions. It also instituted an interactive online performance evaluation system, and funded training and mentoring programs.

The Board reassessed its goals and priorities in the wake of the 2017 Town Meeting, at which the Board's proposed changes to the SAP failed to gain voters' approval. It also consulted with Town and Special Labor Counsel for clarification of SAP bylaw language and intent regarding the separate and overlapping authorities of the Personnel Board and the Personnel Director.

The Board also appointed an SAP Working Group, whose purpose was to analyze compensation data to identify employees in need of salary adjustments due to the 2015 Study. It adopted that group's recommendations, and subsequently approved the distribution of funds in accordance with the recommendations.

The broad goals and priorities identified by the Board include creating an employee recognition/merit program, and improving the protocols for performance reviews, salary adjustments, job descriptions, classifications, and Board participation in interview panels.

With these in mind, as well as other issues brought to the Board by employees, our new initiatives in 2017 have centered on the creation of a Personnel Board Policies document. At the close of the year, some policies were near completion, and others were still under discussion.

Personnel Board (continued)

2018 GOALS

In addition to continuing to perform its routine functions, Personnel Board goals for 2018 include the following:

- Update the Salary Administration Plan, as needed
- Conduct an annual review of the wage and classification schedule
- Create an Employee Recognition or merit program
- Improve the performance review process
- Establish written Personnel Board policies governing:

- Employee Sick Bank
- Overtime
- Professional certifications
- Compensation/Grade Reviews
- New and changed positions, and reclassification of employees
- Establishing minimum wage
- Analyzing and adjusting compensation
- Maintaining and updating current job descriptions
- Board participation in interview panels

ACKNOWLEDGEMENTS

The Board's thanks must begin with Assistant Town Administrator Vanessa Hale, without whose organizational skills and institutional memory this Board could simply not function. We also offer special thanks, this year, to the Advisory Board, whose support was indispensable to our resolving the SAP Working Group issues.

Sometimes the most essential contributions are those that are out of the public eye. Russell Millholland, a veritable Human Resources gold mine of experience, has, for years, generously shared his career expertise for the benefit of the Town. He has worked tirelessly to assist any and all department heads and employees with guidance, training, coaching, and problem solving, and in crafting job descriptions, evaluation tools, and interview questions. For everyone who has had benefit of his counsel, including all past and present members of the Personnel Board, we offer Russ our profound thanks.

Finally, in this tumultuous time for public servants of all stripes, we most sincerely thank the Board of Selectmen, Town Administrator, Department Heads, and Town Clerk, and we celebrate the cooperative spirit they bring to their work with the Personnel Board.

"There is no substitute for hard work"
- Thomas Edison

Town Accountant

Town Revolving Funds Activity—Fiscal 2017

<u>ACCOUNT</u>	<u>Opening Balance 7/1/2016</u>	<u>RECEIPTS</u>	<u>Less EXPENDITURES</u>	<u>Closing Balance 6/30/2017</u>
GRANTS	84,283	217,340	180,691	120,933
GIFTS	200,670	332,725	286,449	246,945
OTHER REVOLVING FUNDS	679,655	707,458	599,861	787,253
SALE OF CEMETERY LOTS	196,539	10,000	-	206,539
TITLE V SEPTIC BETTERMENTS	314,511	36,861	63,123	288,249
AMBULANCE FUND	709,350	433,795	366,440	776,706
OTHER RECEIPTS RESERVED FOR APPROPRIATION	117,907	36,129	35,080	118,957
COMMUNITY PRESERVATION FUND	<u>1,612,835</u>	<u>505,448</u>	<u>376,951</u>	<u>1,741,333</u>
FY 2017 TOWN REVOLVING FUNDS	<u>3,915,752</u>	<u>2,279,757</u>	<u>1,908,594</u>	<u>4,286,915</u>

Reserve Fund Transfers

ORIGINAL BALANCE \$ 150,000.00
 TRANSFERS OUT:

DATE	DEPARTMENT	PURPOSE OF TRANSFER	AMOUNT APPROVED
11/15/2016	MIS	Public Document Regulations	5,281.00
1/19/2017	Board of Selectmen	St, Mark's Golf Course Master Plan	13,752.50
6/29/2017	DPW	Snow Removal	78,156.85
6/29/2017	Board of Selectmen	Outside Consultants-Environmental and Architectural Expenses for Public Safety Facility and Golf Course	<u>52,809.65</u>
TOTAL BALANCE			<u>0.00</u>

Town Accountant (cont.)

Town of Southborough Balance Sheet—All Funds June 30, 2017

	General	Special Revenue	Capital Project	Enterprise	Trust and	Long-term	
	Fund	Funds	Funds	Funds	Agency	Account	TOTAL
ASSETS							
Cash and cash equivalents	7,145,027	5,217,692	1,517,284	2,024,319	5,083,515		20,987,837
Receivables:							
Septic Bett Int Added to Tax	605						605
Property Taxes	280,104						280,104
Tax Liens and foreclosures	607,387						607,387
Motor vehicle excise	81,858						81,858
Departmental		456,153		171,475			627,628
Less: Allowance for abatements	(548,802)						(548,802)
Prepaid Expenses							0
Due from Commonwealth		7,177					7,177
Amounts to be Provided for Ret of Debt						13,521,383	13,521,383
Total Assets	7,566,179	5,681,022	1,517,284	2,195,794	5,083,515	13,521,383	35,565,177
LIABILITIES & FUND BALANCES							
Liabilities:							
Warrants and accounts payable	516,052	57,775	4,220	25,699	16,581		620,327
Other accrued liabilities	1,684,332	48,930					1,733,262
Notes payable			2,240,000				2,240,000
Bonds payable						13,521,383	13,521,383
Deferred revenue	421,152	456,153		171,475			1,048,780
Other liabilities	177,129				122,616		299,745
Total Liabilities	2,798,665	562,858	2,244,220	197,174	139,197	13,521,383	19,463,497
Fund Balances:							
Reserved for:							
Encumbrances & continued appropri-	1,171,910	3,131,784		347,224			4,650,918
Petty cash	650						650
Subsequent year expenditures	1,794,156						1,794,156
Reduction of Future Exc Debt	41,633						41,633
Unreserved	1,759,165	1,986,380	(726,936)	1,651,396	4,944,318		9,614,323
Total Fund Balances	4,767,514	5,118,164	(726,936)	1,998,620	4,944,318		16,101,680
Total Liabilities & Fund Balances	7,566,179	5,681,022	1,517,284	2,195,794	5,083,515	13,521,383	35,565,177

Town Accountant (cont.)

Town of Southborough Statement of Activities June 30, 2017

	Governmental Funds	Enterprise Funds	Total
Revenues:			
Program Revenues:			
Charges for service	\$ 2,903,502	\$ 2,132,797	\$ 5,036,299
Operating grants and contributions	8,562,738	-	8,562,738
Capital grants and contributions	749,676	-	749,676
General Revenues:			
Property taxes	38,707,146	-	38,707,146
Excise taxes	2,344,957	-	2,344,957
Other	1,593,646	-	1,593,646
Total revenues	54,861,665	2,132,797	56,994,462
Expenses			
General government	6,239,291	-	6,239,291
Public safety	6,886,943	-	6,886,943
Education	39,456,946	-	39,456,946
Public works	3,862,780	-	3,862,780
Health & human services	940,324	-	940,324
Culture & recreation	1,474,061	-	1,474,061
Interest on debt	417,218	-	417,218
Water activities	-	2,277,368	2,277,368
Total expenses	59,277,563	2,277,368	61,554,931
Changes in net position before transfers	(4,415,898)	(144,571)	(4,560,469)
Transfers	65,000	(65,000)	-
Total change in net position	\$ (4,350,898)	\$ (209,571)	\$ (4,560,469)



Cash Balances as of June 30, 2017

BANK ACCOUNTS:

Belmont Savings Bank	Investment	1,012,688
Century Bank	Lock Box	38,429
Century Bank	Investment	1,323,733
East Boston Savings	Investment	1,740,939
Dean Bank	Investment	303,205
Marlboro Savings - Escrow	Planning	52,377
Marlboro Savings - Escrow	Road Openings	47,514
Marlboro Savings	Operating Account	8,906,014
Marlboro Savings	Student Activity Account	43,037
Marlboro Savings	School Lunch Receipts	49,364
Mass.Mun.Dep.Trust	Investment	178,953
Mass.Mun.Dep.Trust	Law Enforcement Trust	3,658
Mass.Mun.Dep.Trust	Southwood Eng. B. O. H.	11,615
Mass.Mun.Dep.Trust	Southboro Cultural Arts Council	2,872
TD Bank	Ambulance Receipts	29,755
Unibank	Online Payments	46,498
Unibank	Investment & State Payments	546,502
Unibank	Payroll	(1,087)
Unibank	Accounts Payable	(1,242)

TRUST FUNDS:

Bartholomew & Company	Stabilization Fund	566,159
Bartholomew & Company	Other post Employment Trust	924,330
Bartholomew & Company	Comm. Preservation & Town Trusts	5,161,874

Cash Balances

20,987,187

Town Collector

	<u>Opening Balance</u>	<u>Commitment</u>	<u>Reversals and Refunds</u>	<u>Dr adjustment</u>	<u>Payment</u>	<u>Exemptions / Abatement</u>	<u>Cr adjustment</u>	<u>Lien to Real Estate</u>	<u>Transfer Tax Title</u>	<u>Closing Balance</u>
REAL ESTATE										
FY 2017	0.00	37,152,477.37	160,951.50	22,853.02	36,871,000.24	57,273.26	124,638.70	0.00	12,733.51	270,636.18
FY 2016	164,048.52	0.00	2,306.89	27,076.86	69,012.94	0.00	5,757.40	0.00	118,661.93	0.00
FY 2015	-1,710.73	0.00	0.00	1,729.95	0.00	0.00	0.00	0.00	0.00	19.22
<i>RE Subtotal</i>	<i>162,337.79</i>	<i>37,152,477.37</i>	<i>163,258.39</i>	<i>51,659.83</i>	<i>36,940,013.18</i>	<i>57,273.26</i>	<i>130,396.10</i>	<i>0.00</i>	<i>131,395.44</i>	<i>270,655.40</i>
TAX TITLE	173,292.85	132,433.30	0.00	0.00	71,398.09	0.00	0.00	0.00	0.00	234,328.06
TAX TITLE WTR	4,202.61	3,155.04	0.00	0.00	2,051.60	0.00	0.00	0.00	0.00	5,306.05
TAX TITLE CPA	707.25	910.31	0.00	0.00	857.84	0.00	0.00	0.00	0.00	759.72
TAX TITLE SEPTIC	0.00	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00
TAX TITLE SEPT INT	0.00	660.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	660.00
TAX DEFERRAL	180,694.13	12,733.51	0.00	0.00	7,817.73	0.00	0.00	0.00	0.00	185,609.91
PERSONAL PROPERTY										
FY 2017	0.00	1,348,598.21	12,055.97	74,371.57	1,424,379.50	2,723.50	256.45	0.00	0.00	7,666.30
FY 2016	13,339.57	0.00	0.00	80.31	8,573.10	3,045.31	18.83	0.00	0.00	1,782.64
FY 2015	1,599.35	0.00	0.00	0.00	1,599.35	0.00	0.00	0.00	0.00	0.00
<i>PP Subtotal</i>	<i>14,938.92</i>	<i>1,348,598.21</i>	<i>12,055.97</i>	<i>74,451.88</i>	<i>1,434,551.95</i>	<i>5,768.81</i>	<i>275.28</i>	<i>0.00</i>	<i>0.00</i>	<i>9,448.94</i>
MOTOR VEHICLE										
2017	0.00	2,066,388.97	20,459.08	85.96	1,977,080.38	41,412.35	419.14	0.00	0.00	68,022.14
2016	121,390.03	212,195.09	25,264.06	0.58	326,170.00	21,388.13	1,334.17	0.00	0.00	9,957.46
2015	10,326.13	0.00	478.96	0.00	5,622.19	587.03	0.00	0.00	0.00	4,595.87
2014	5,281.17	0.00	494.38	0.00	1,120.42	5,347.84	25.00	0.00	0.00	-717.71
2013	-216.77	0.00	216.77	133.75	133.75	0.00	0.00	0.00	0.00	0.00
<i>EX Subtotal</i>	<i>136,780.56</i>	<i>2,278,584.06</i>	<i>46,913.25</i>	<i>220.29</i>	<i>2,310,126.74</i>	<i>68,735.35</i>	<i>1,778.31</i>	<i>0.00</i>	<i>0.00</i>	<i>81,857.76</i>
WATER LIENS										
FY 2017	0.00	48,751.59	351.16	0.00	43,787.10	0.00	0.00	0.00	0.00	5,315.65
FY 2016	4,327.21	0.00	0.00	0.00	1,172.17	0.00	0.00	0.00	3,155.04	0.00
<i>WL Subtotal</i>	<i>4,327.21</i>	<i>48,751.59</i>	<i>351.16</i>	<i>0.00</i>	<i>44,959.27</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>3,155.04</i>	<i>5,315.65</i>
SEPTIC BETT										
FY 2017	0.00	23,592.76	0.00	0.00	21,808.39	0.00	684.37	0.00	0.00	1,100.00
FY 2016	1,233.14	0.00	0.00	0.00	133.14	0.00	0.00	0.00	1,100.00	0.00
<i>SL Subtotal</i>	<i>1,233.14</i>	<i>23,592.76</i>	<i>0.00</i>	<i>0.00</i>	<i>21,941.53</i>	<i>0.00</i>	<i>684.37</i>	<i>0.00</i>	<i>1,100.00</i>	<i>1,100.00</i>
SEPT BETT INT										
FY 2017	0.00	9,702.13	0.00	0.00	8,686.51	0.00	410.62	0.00	0.00	605.00
FY 2016	746.54	0.00	0.00	0.00	86.54	0.00	0.00	0.00	660.00	0.00
<i>SL Subtotal</i>	<i>746.54</i>	<i>9,702.13</i>	<i>0.00</i>	<i>0.00</i>	<i>8,773.05</i>	<i>0.00</i>	<i>410.62</i>	<i>0.00</i>	<i>660.00</i>	<i>605.00</i>
WATER										
Rates	116,045.17	2,176,267.83	1,423.47	7,464.54	2,093,409.01	8,847.32	80.13	48,503.25	0.00	150,361.30
Other Charges	11,312.59	56,889.74	0.00	0.00	58,941.29	200.00	404.11	-1,835.31	0.00	10,492.24
<i>WTR Subtotal</i>	<i>127,357.76</i>	<i>2,233,157.57</i>	<i>1,423.47</i>	<i>7,464.54</i>	<i>2,152,350.30</i>	<i>9,047.32</i>	<i>484.24</i>	<i>46,667.94</i>	<i>0.00</i>	<i>160,853.54</i>
TOTAL	806,618.76	43,244,095.85	224,002.24	133,796.54	42,994,841.28	140,824.74	134,028.92	46,667.94	136,310.48	955,840.03
CPA Tax 2017	0.00	316,134.18	650.90	299.68	312,488.75	1,036.20	1,194.04	0.00	0.00	2,365.77
CPA Tax 2016	1,336.66	0.00	14.87	6.68	415.97	0.00	104.49	0.00	837.75	0.00

Building Department

PERMITS ISSUED IN 2017

Building	\$327,965
Wiring	\$48,269
Plumbing	\$29,520
Gas	\$16,870
<hr/>	
Permit Fees	
Total	\$422,624

The total number of Permits issued for calendar year 2017 was 1532. Building and Sheet Metal Permits totaled 526, Plumbing & Gas totaled 534, and Electrical Permits totaled 472. Permit fees collected are shown in the table above.

The State Building Code and construction-related information is available on line at the Department of Public Safety web site at www.mass.gov/dps and its link to the Board of Building Regulations and Standards. This site provides a great deal of information that can be helpful in planning and executing construction projects. It also contains a great deal of helpful information on the 9th Edition of the State Building Code.

Southborough building and zoning information is available online on the town's website. The town's website is located at www.southboroughma.com. By navigating to the Building Department it is

possible to obtain permit applications, fee schedules, zoning regulations and other information. The site contains e-mail addresses where comments and requests can be made. We are in the Basement of the Senior Center located at 9 Cordaville Road. Plumbing, Gas and Electrical Permits can be applied for online at the Building department web page www.southboroughma.com

Community Preservation Committee

2017 was a solid year for the Community Preservation Committee (CPC). The April 2017 Town Meeting voted to accept our recommendations to appropriate from the Community Preservation Act (CPA) funds: 14,166 for FY17 short-term note from the CPA Historic Preservation Reserve Fund to be applied towards interest payments for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation.; \$20,600 for FY18 short-term note from the CPA Historic Preservation Reserve Fund to be applied towards interest payment for the Perpetual Preservation Restriction on 84 Main Street for the purpose of Historic Preservation; \$13,059 from the CPA Historic Preservation Reserve Fund for the historic restoration of the town-owned Flagg School; \$20,650 from the CPA Historic Preservation Reserve Fund to preserve documents and artifacts in the Southborough Historical Society's collection of historic town artifacts; \$74,750 (\$39,339 from the CPA Open Space Reserve Fund and \$35,411 from the CPA General Unreserved Fund) for the invasive species removal and other land management activities at Breakneck Hill Conservation Land; \$68,736 from the CPA General Unreserved Fund to fund a new regulation size basketball court adjacent to the Harold Fay Memorial Playground; \$153,000 from the CPA General Unreserved Fund for the Rehabilitation of the Richardson Tennis Courts located near Neary School. Monies to be used to add lighting to extend playing time at the Richardson Tennis Courts; \$220,700 from the CPA General Unreserved Fund to fund lighting at Mooney-Field Diamond to extend playing time.

This fall three projects for CPA funds were presented to the CPC for their consideration. 1) The Southborough Historical Commission is requesting CPA monies for the restoration of the Old Burial Ground, 2) Doreen Ferguson, Recreation Director is requesting additional CPA monies for the Fayville Basketball Court project, and 3) Ryan Donovan, Southborough Library Director is requesting CPA monies for the restoration of the Southborough Library Façade. At this time the Committee has not yet voted on these projects.

We would like to thank Freddie Gillespie for her hard work as Chair of the CPC and look forward to a productive year ahead.

Conservation Commission

WHAT DO WE DO?

The Southborough Conservation Commission is the local authority responsible for the protection of Southborough's natural resources and for the enforcement of the Massachusetts Wetlands Protection Act (M.G.L. Ch. 131, Sect. 40) and regulations (310 CMR 10.00), including the Rivers Protection Act, the Southborough Wetlands Bylaw and Regulations (Chapter 170) and the Stormwater and Erosion Control Bylaw (Chapter 174-13.5). The Commission is a seven-member volunteer board appointed by the Board of Selectmen.

Areas subject to the Commission's jurisdiction include (1) isolated wetlands, (2) bordering and isolated land subject to flooding, (3) wetlands bordering on water bodies or waterways, (4) all land within 100 feet of (#3) above, and (5) all land within 200 feet of any perennial stream or river. Any activity proposed in these areas requires review by the Commission and a public hearing if the proposed activity affects any of the statutory public interests. If the Commission determines that a proposal meets the regulatory performance standards, a permit and special conditions are issued that protects the following public interests: 1) private and public water supply, 2) ground water protection, 3) pollution prevention, 4) flood prevention, 5) storm damage protection, 6) land containing shellfish, 7) fisheries and 8) wildlife habitat. In addition, the Commission has jurisdiction over projects which may have significant stormwater and/or erosion impacts in accordance with the provisions of the Stormwater and Erosion Control Bylaw under the Zoning Code.

The Commission advises other municipal officials and boards on conservation issues in Town. The Commission manages the Town's conservation properties, Community Garden, and oversees Conservation Restrictions held by the Town. The Southborough Stewardship Committee,

whose stewardship and management of Breakneck Hill Conservation Land and the Town Forest has been invaluable, reports to the Commission. The Commission is served by a salaried Conservation Administrator. One Commission member serves on the Community Preservation Committee and the St. Mark's Golf Course Conservation Restriction Committee, and one member serves on the Stewardship Committee. The Administrator is an ex-officio member of the St. Mark's Golf Course Conservation Restriction Committee, and serves on the Southborough Emergency Planning and Management Committee, the Greater Callahan Working Group, and is an advisor to the Southborough Trails Committee.

Lucas Environmental, LLC continues to provide high quality professional wetlands science consulting services, greatly assisting the Commission with reviews of the myriad applications received, and with ensuring that the Town remains compliant with the state and federal government regulations for stormwater management and wetlands protection. The town's on-call engineering firm Fuss & O'Neill also serves as primary peer reviewer for applications submitted under the Stormwater and Erosion Control Bylaw and wetlands filings containing complicated stormwater components.

In 2017, the Commission held 43 **public hearings** for Notices of Intent, Requests for Determination of Applicability, Permit Extensions, Amendment Requests, Administrative Enforcement and Emergency Certificates:

Request for Determination:

8 Edgewood Road
325 Turnpike Road
168 Middle Road
7 Gilmore Road
Fayville Park
120 Turnpike Road
CSX Transportation
0 Northboro Road
251 Cordaville Road

Notice of Intent:

246 Parkerville Road
#2 Leeds Way
#4 Leeds Way
131 Southville Road
169 Parkerville Road
14 Pine Hill Road
325 Turnpike Road (1)
2A Asaree/74 Oak Hill Road
0 Chestnut Hill Road
230 Parkerville Road

Keolis Commuter Service (Worcester Main Line)
147 Cordaville Road
243 Parkerville Road
38 Turnpike Road
0 Boston Road
#8 Leeds Way
#10 Leeds Way
Leeds Way Driveway
325 Turnpike Road (2)
0 Middle Road
32 Cordaville Road

Conservation Commission (cont.)



Enforcement:

15 Mt. Vickery Road
38 Turnpike Road
118-120 Turnpike Road
27 Woodbury Road

Extensions:

Bartolini Business Park, 276-280 Turnpike Road (SMP)
0 Firmin Avenue (SMP and OOC)
2 East Main Street (OOC)

Emergency Certificates:

I-495 North (Spill Remediation)
175 Parkerville (Spill Remediation)
79-83 Deerfoot Road (Beavers)
Fay Athletic Fields/Stowe Road (Beavers)

Permit Amendments:

246 Parkerville Road (OOC)
147 Cordaville Road (OOC)

In 2017, the Commission held 12 **Stormwater Management Permit** public hearings:

141 Southville Road
10 Barn Lane
14 Barn Lane
12 Barn Lane
0 Chestnut Hill Road
325 Turnpike Road

157 Cordaville Road
255 Turnpike Road
28 Boston Road
9-11 Field
21 Cordaville Road
17 Oregon Road

In 2017, the Commission held 18 requests for **Certificate of Compliance**:

8 Killam Farm Road
Madison Place
2A Fiddleneck
40 Presidential Drive
2, 4, 6 & 8 Choate Lane
11 Thayer Lane
14 Thayer Lane
Heritage Crossing Subdivision
11 Barn Lane

216 Southville Road
47 Presidential Drive
147 Southville Road
170 Middle Road
26 Jericho Hill Road
2 Leeds Way
175 Parkerville Road
39 Lynbrook Road
4 Leeds Way

In 2017, the Commission collected \$6,382.50 in state regulated wetland filing fees, \$29,345 in local filing fees, and \$2,200 in Stormwater permit filing fees.

The Commission extends our gratitude to the dedicated volunteers of the Southborough Stewardship Committee for their stewardship skills, environmental acumen, and thoughtful management of the Breakneck Hill Conservation Land and the Town Forest, and for their long-term planning and oversight to fulfill the goals set forth in the Breakneck Hill Conservation Land Management Plan.

2017 also saw the expansion of CSA activities at Chestnut Hill Farm, owned by the Trustees of Reservations, along with the introduction of cattle and associated fencing on the property. The Commission holds the Conservation Restriction (CR) on behalf of the Town, and in that capacity, must ensure that the agreed-upon terms of the CR are being met. This is accomplished through Annual Monitoring, and thorough review of any proposed additions or alterations to the property, or proposed expansions of use of the property.

The Commission continues to support local boy scouts on projects to obtain their Eagle Scout ranking.

The Commission thanks all town officials, employees, and residents who have provided assistance to us this past year. We welcome the participation of community members in our future work.

And finally, the Community Garden had another successful year overseen by dedicated volunteer Garden Coordinator Debbi Molinaro.

Council on Aging/Senior Center



MISSION STATEMENT

The Council's mission includes advocating for senior services on behalf of the town's elder population, identifying and improving community services and resources, and providing educational, health, and recreational programs. The Council on Aging is a board made up of seven regular members and several alternate members. The Council on Aging meets at 8:30 am the first Friday of the month at the Senior Center. The public is welcome to attend these meetings.

The Senior Center is located near the center of town at 9 Cordaville Rd. The Center is easily accessible to seniors who drive and also accessible by inexpensive bus service provided through the MWRTA which will pick seniors up at their homes and bring them to the center. The Senior Center's regular business hours are 8:30 am to 3:30 pm Monday through Friday, and Saturday's for unstructured activities from 9:00 to 12:00 pm.

The Senior Center is staffed by a Director, Program Coordinator, Outreach Coordinator, Nurse, and two Administrative Assistants who job share. We also have many invaluable dedicated volunteers resulting in substantial administrative savings.

Senior Center Funding: Funding for the Senior Center and its programs comes primarily from the town budget, the Friends of the Council on Aging, and grants from the Executive Office of Elder Affairs, and the Southborough Community Fund. The "Friends of the Council on Aging" holds fund raising activities throughout the year. The annual Falconi Family Memorial Golf Tournament and Autumn Fair raise significant dollars towards program funding. Many thanks to those who have coordinated, participated, and contributed!

ACTIVITIES AND SERVICES

Senior Center Programs: The Senior Center has a full slate of weekly activities which are detailed in our bi-monthly newsletter and on our web site www.southboroughseniors.com. Educational programs on such topics as history, art, music, legal and medical issues are also offered throughout the year. Bus trips, luncheons, and holiday activities are very popular programs at the center. Home delivered meals (Meals on Wheels) are provided by Baypath Elder Services and are delivered to homebound seniors by our local volunteers. In addition to these services offered by the Senior Center we have also partnered with the library, police, fire, and local schools, to offer programs such as book discussion groups, safety programs, and many intergenerational programs. Two pool tables, a ping pong table, and bocce court are available and Southborough has formed a competitive pool team that participates in league play with other senior centers. In addition to providing for our seniors the Senior Center also offers services and assistance to the families caring for these elders.

Outreach Services: Our Outreach Coordinator, Cindy Beard is available Monday through Thursday to assist with the following; support to adult children in the community: responding to questions about their parents, assisting seniors in safely and successfully aging in place which can include phone service or home visits, assessing unmet needs in the areas of safety, financial assistance, housing, fuel assistance, nutrition support, and advocacy and other referrals.

Nurses Clinic: Leslie Chamberlin is available Monday and Wednesday from 10:00 am to 2:00 pm to answer senior's questions or assist family members of our seniors about their health concerns. Nursing services include; advocacy for seniors with doctors and medical facilities, health screenings, medication management, distributes walkers, wheelchairs, shower chairs, and general guidance on medical and social issues.

Weekly Classes and Programs Include:

Beginner Tai Chi	Intermediate Tai Chi	Advanced Tai Chi (2)	Fitness	Senior Singers
Dull Men's Club	Exciting Women's Circle	Knitting/Crocheting	Pool	Yoga
Mah Jong	Cribbage	Chair Yoga	Book Club	Pitch
Bridge	Canasta	Bocce		

Support from the Southborough Community Fund

For the third year the Southborough Community Fund has supported the efforts of the Senior Center to assist seniors in urgent financial need. Additionally, the Community Fund is financially supporting the Caregiver Meals Program for the second year.

Door to Door transportation is available for Southborough Seniors who are in need of this level of service. Transportation is available through The MetroWest Regional Transit Authority. The MWRTA offers fixed route service as well as **door to door** service to seniors at very affordable prices. This service can bring seniors to various area destinations many of which have not been available in the past. Please contact the Senior Center for more details.

Council on Aging/Senior Center (cont.)

Trailblazers Group

Our Trailblazers are an active group of seniors who meet monthly and plan activities that include; snow shoeing, horseback riding, zip lining, hiking at various State Parks, biking, and local nature walks. They are a group of about 40 people who participate in some or all of the activities. New participants and ideas are welcome. Please contact the Senior Center for more information.

Caregiver Support

Caregiver support is a priority at the Senior Center. Programs, trainings, support services, and support groups for those caring for elderly loved ones are offered. Please contact our Outreach Coordinator for more information.

Dementia and Alzheimer's support

The Senior Center offers a number of educational/support programs throughout the year for elders and family/friends, many in conjunction with the Alzheimer's Association. Support groups and caregiver training is offered on a regular basis. We are fortunate to be able to offer an inclusive approach for caregivers and seniors to keep them involved with programs at the center. Please contact our Outreach Coordinator or Nurse for more details.

Emergency Preparedness The Senior Center staff continues their efforts with the town's police and fire departments to maintain and update emergency preparedness plans for the senior population. If you or someone that you know lives alone and may need assistance during a major emergency please complete an emergency form with the Outreach Coordinator as soon as possible.

Health Insurance Counseling: Counseling is provided by appointment with a trained SHINE (Serving Health Information Needs of Elders) volunteer who has been extremely busy during the recent months helping seniors make informed decisions regarding their health care coverage. Thank you once again to Carolyn MacLeod for her generous support and many hours of service to Southborough seniors.

The center also provides information and counseling for Medicare and Medicaid programs, prescription drug program assistance, fuel assistance, meal programs, housing services, transportation services and community resources.

Senior Tax Work-Off Program This program offers seniors the opportunity to work in a town department for 136 hours in exchange for a \$1500 property tax credit. The \$1500 tax credit is the obvious benefit for seniors who participate in the program. The benefit that may not be so obvious to the general public is the community involvement and feeling of giving back to the community that the seniors receive and so often express when participating in the program. Almost all who participate continue to volunteer for the town even after their hours are completed. Program participants have become vital part of the town's work force and are utilized in over 15 different departments. Registration for the program takes place in early April at the Senior Center.

Senior Center Website: Our website is dedicated to informing the public of Senior Center activities, programs, and current senior related topic. Thank you once again, to our volunteer webmaster John Del Rios for providing his time and expertise in creating and maintaining this valuable service. www.southboroughseniors.com

Volunteers: The Senior Center has continued to increase current services and adapt to meet the increasing and evolving needs of the senior citizens within the community. In order to do so we will again need to rely heavily on the services of our exceptional volunteers. Last year many individuals (in addition to tax work off participants) volunteered their time to the Senior Center. Our sincere thanks go out to all who have helped to make our Senior Center a caring and welcoming place and we welcome the opportunity to involve more volunteers of every age in the upcoming year.

In an effort to continue to meet the anticipated growing needs and requests of our elder populations the Council on Aging is pursuing a building renovation plan. The first step in this plan is to have a professional design created which includes more activity space, additional handicap bathrooms, and an expanded common area.

Special thanks to Jimmy Falconi for his ongoing support with the Falconi Family Memorial Golf Tournament, and to TJ's Spirits of Ashland, Panera Bread, and Hannaford Markets for their support. Also, once again, many thanks to everyone at Southborough Access Media for their event coverage and support. Thank you to the Facilities Department for being our helpful and extremely supportive upstairs neighbors.

Thank you to our Eagle Scouts for fence and flag pole projects. Thank you to The Members of the Southborough Community Fund for their ongoing support of our Senior Center and our Community.

The Department: The 2017 Annual Town Meeting approved a DPW budget that included the restoration of a second full time position at the Transfer Station. This position was funded with an October 1st start date. In anticipation of the additional position, existing DPW employees requested, and received, internal transfers. In October 2017, the DPW welcomed Tate Laquerre, into the open position of Maintenance Mechanic/Truck Driver.

The DPW Office, manned by Cindy Foster, Business Administrator, and Jean Johnson, Administrative Assistant, is charged with handling the day to day administrative work of the DPW from developing work orders for service requests, answering resident questions and following up on complaints, to assisting the DPW Supervisor's with their administrative work, keeping the crew licenses up to date, performing the water billing, preparing the DPW payroll and assisting the DPW Superintendent with everything from budget projections to contractor coordination. Calls to the Office for pot holes, tree work, funerals, final water readings and any other complaints or requests are handled through work orders. Regular maintenance work is scheduled by the divisional Supervisors. The DPW continues to utilize a consultant, two days a week, to perform most of the duties of the DPW Staff Engineer. This arrangement continues to be beneficial for the department and the Town.

Highway: The Highway Division saw some personnel changes in 2017. Four Highway Crew members from 2016 Dean Cibelli, George Mooney, Mark McLaughlin, and Andrew Remillard, were joined by Alex Petruska, former Maintenance Mechanic/Truck Driver. Meanwhile, former Highway Crew member, Bridget Gilleney-DeCenzo joined Tim Collins as part of the Highway Division's Transfer Station team.

Snow Removal:

- Winter 2016-2017 brought a little more than average precipitation.
- The season started overnight on November 20th with snow squalls, but there was no plowable snow event until over night on December 11th, when we received 2.9" of snow.
- The last snow event was overnight on March 31st with 3" of snow falling during the event.
- Southborough saw a total of 61.1 inches of snow falling over 18 events, 12 which were plowable events.
- All 12 crew employees, from each of the DPW Divisions, along with 20 pieces of contractor equipment kept the roads, Town lots and school lots clear for emergency vehicles and the public.

Roadways:

- The DPW's striping contractors applied centerline and edge-line paint in in September 2017. This year a centerline was added to Flagg Road in accordance with the Flagg Road Safety Study.
- The DPW Highway Crew conducted roadside brush-mowing, street sweeping, pot hole filling and stop line, school zone and crosswalk painting in summer 2017.

Roadway Projects:

- Main Street:
 - * Appraisals for the easements required for the Main Street Reconstruction Project were conducted in March 2017.
 - * The Main Street Reconstruction Project received its Environmental Approval in October.
 - * Letters to property owners regarding compensation for their easements, their rights as property owners and information on contacting the Town to discuss their compensation and easements were mailed in early November.
- Driver feedback signs, electronic signs that inform drivers of their speed, were installed on Flagg Road in accordance with the Flagg Road Safety Study.

Transfer Station: The Transfer Station is part of the Highway Division. As stated above, a second full-time position was restored at the Transfer Station in October 2017.

- The Town pays for Household Hazardous Waste Day, brush and yard waste recycling, sharps disposal/recycling, recycling and/or disposal of all items in the mercury shed and all materials disposed in the refuse hopper.
- The Town does not pay for hauling or processing any materials not listed above that are collected at the Transfer Station.
- In 2017, Wheelabrator reimbursed the Town for the cost of our mercury recycling.

Department of Public Works (cont.)

- The Town is part of a regional consortium with Wheelabrator. The tipping rate for refuse in 2017 was \$66.00 per ton Jan-Jun and \$67.14/ton Jul-Dec.
- The Town Clerk's Office took over selling the Transfer Station permits in 2016. This practice continued in 2017.
- The DPW hauled 2,261 tons of refuse to Wheelabrator in Millbury in 2017, where it was burned to make electricity. This is about 182 – tons less refuse than in 2016. Making 2017 the third year in a row with a refuse reduction.
- Items recycled at the Transfer Station include cardboard, newsprint, commingled materials, scrap metal, white goods, brush and yard waste, mercury items, Swap Shop donations, book donations, clothing donations, bottle and can donations and donations to Habitat for Humanity. This year Southborough Residents recycled approximately 970 tons of material at the Transfer Station.
- DEP Landfill, Transfer Station, Compost Site and Recycling reporting occurred as required in 2017.

Storm-water:

- In April, the DPW helped sponsor the Annual Spring Clean-up.
- The Town continued to try to meet the requirements of its expired National Pollution Discharge Elimination System (NPDES) Municipal Small Storm Sewer System (MS4) Phase II General Permit. The DPW continued to track quantities of materials diverted from the waterways by the DPW. A new 5-year permit still hasn't been issued.
- The DPW's highway crew repaired 9 catch basins in 2017.
- The DPW's catch basin cleaning contractor cleaned 1,266 catch basins in 2017.

Cemetery: In 2017

- Burial Rights to 11 lots were sold. The 11 lots contained 18 graves, 1 lawn crypt, and 2 niches.
- There were 32 cremation burials and 24 full body burials at the Rural Cemetery.

GROUNDS: The DPW Grounds Division consists of 1.75 employees, Chris Leroy is the Grounds Supervisor and a second employee works with Chris during the growing season. 2017 started with Alex Petruska working with Chris. In October 2017 personnel shifts were made and Tate LeQuerre became the permanent second member of the Grounds Division.

Maintenance: The DPW Grounds Division is responsible for maintaining and overseeing the maintenance of 75.5 acres of town grounds, school grounds, recreation fields and cemeteries.

- The Grounds Division performed standard and preventative maintenance on the Cemetery grounds and on all the athletic fields during 2017. This includes:
 - Aerating, fertilizing, overseeding, applying lime as needed and auditing and maintaining irrigation systems on the athletic fields.
 - collecting trash at the cemetery, fields and playgrounds
 - inspecting and repairing, as needed, school and recreation playgrounds and filling in and maintaining Fibar at all playgrounds
 - grooming the 9-11 Memorial Field with the Town's turf groomer and overseeing the yearly 9-11 contractor grooming.
- The Grounds Division monitored the Town's Integrated Pest Management (IPM) Program as required by the Children's Protection Act.
- The Town's Grounds contractor mowed all Town grounds as usual in 2017.

Trees: The Town's Tree Warden, in 2017, was Chris Leroy, DPW Grounds Supervisor. The DPW does not have a Tree Division.

- The Town's tree contractors and Grounds Division removed 83 trees in 2017.
- The Town's tree contractor ground 16 stumps throughout 2017.
- The Tree Warden and DPW Highway Division employees pruned low branches along roadways and sidewalks.
- The Tree Warden sprayed the roadside throughout town to control poison ivy and other unwanted roadside vegetation.

Projects: In addition to grounds maintenance the Grounds Division also began/planned several projects including:

- Excavating and backfilling the electrical trenches for the Choate Field Lights.
- Demolishing and installing a new playground at Fay Field.

Department of Public Works (cont.)

- The 911 Field Reconstruction was bid in 2017. Work will be performed in 2018.

WATER: There were no changes to the Water Division in 2017. Paul Harding, Norman Buzzell and Stephen Aspesi continued to maintain the Town's water system. The Water Division is a Special Revenue Fund, meaning that it is funded solely through water billing.

Consumption:

- 2017 brought average precipitation over the year, which helped lower Southborough's water consumption.
- For the first time since 2009, Southborough did not have a month with usage over 45MG.
- Total 2017 usage in Southborough was about 331 Million Gallons (MG) of water. This is an approximate 15% decrease from the Town's 2016 usage, which was a drought year. This usage is also about 8%, lower than the Town's 5-year average usage.
- Southborough's 2017 average day's usage was 0.93MG, about 6% less than Southborough's 5-year average of 0.993MG.

Rates:

- Water Rates did not increase in 2017.
- Southborough's water rates are stepped to encourage water conservation.

Breaks:

- The DPW's leak detection contractor performed a leak detection survey on Southborough's water system in January 2017. One service leak and seven hydrant leaks were found.
- 2017 brought the Town a total of 6 water main breaks and 5 water service leaks.

Infrastructure Improvements:

- 26 water services were added to the Town's water system in 2017.
- 900 feet of 8" ductile iron water main was added to the system in 2017.
- 3 hydrants were added to the Town's water system.

System Maintenance:

- The Water Division repaired 17 hydrants.
- The Water Division began a gate valve exercising program in 2017. All valves, except those on Route 85 and Route 9, were cleaned and repaired if needed.
- Water sampling and DEP reporting was conducted as usual in 2017.
- Water system flushing occurred as usual during the last week of April 2017.
- 10 water services were repaired for various reasons.
- The Town completed all the recommendations from the DEP's 2016 Sanitary Survey of Southborough's water system.

MISCELLANEOUS: The DPW's fuel tank replacement began just after Christmas in 2017. The DPW's fuel station provides fuel for Police, Fire, DPW, Building, Facilities and Recreation. The project, funded through a 2016 Annual Town Meeting Article, will be complete in March 2018. The project is replacing one 12,000 gallon diesel underground storage tank (UST) and one 12,000 gallon gasoline UST with one 6,000 gallon diesel aboveground storage tank (AST) and one 6,000 gallon gasoline AST.

PUBLIC WORKS PLANNING BOARD: The Public Works Planning Board (PWPB) is a board that advises the Selectmen on issues related to Public Works matters. The PWPB is able to review reports and projects and to vet them at a level of detail that is difficult to achieve at a Selectmen's meeting.

The PWPB team of Jamie Hellen, Chairman, Mark Bertonazzi, Vice Chairman, Sue Baust, Secretary, Robert Bezokas and James Harding, met 6 times in 2017. Per their charge, they reviewed the DPW's FY18 budget and capital plan. The PWPB also assessed two truck exclusion traffic studies and advised the Selectmen on whether or not to send them on for MassDOT approval. The board discussed the FY18 Transfer Station Rules and Regulations, reviewed a concept plan for Cordaville Road roadway improvements and vetted the Water System Storage Tank Evaluation Report, which was performed to evaluate a potential tank site at Park Central in relation to the Town's existing tank sites.

Economic Development Committee

INITIATIVES

SINCE 2015, SOME KEY ONGOING INITIATIVES OF THE EDC INCLUDE:

- *Commercial Broker Breakfast Series*
- *Boroughs+ Last-Mile Transportation Summit*
- *Shop SOBO Local Business Directory*
- *Permitting Guide for businesses and residents*

2017 USHERED IN A DEEPER COMMITMENT AND CALL TO ACTION FOR THE EDC. OUR 2017 PRIORITIES INCLUDED:

- *Downtown Village Initiative, including a Downtown Resident & Business Survey, Downtown Workshop, and an Urban Land Institute Study and Program.*
- *Local Business Outreach and Sessions*
- *Resident Outreach and Education*

With the strong support of the Town's residents, volunteers, businesses, non-profits and municipal staff, the Economic Development Committee (EDC) continued to grow and expand the Town's economic base throughout 2017. The EDC was established as a permanent standing committee by Town Meeting on April 27, 2017 to expand and strengthen the local economy, promote job creation and enhance the Town's quality of life through prosperous, balanced and sustainable economic development. The role of the EDC is to investigate current economic conditions, assist the Town with the creation and execution of appropriate economic development initiatives and marketing opportunities, coordinate activities to enhance or expand economic development, and engage in related activities.

The Town's investment in economic development produced meaningful results in 2017. The EDC hears regularly that the Town's image as "business friendly" has improved due to the EDC's business outreach efforts. The positive results of the EDC's work are also reflected in the Town's consistent economic growth. Southborough's commercial tax base continues to improve. The EDC continues to implement the goals set forth by the Economic Development Recommendations within the Town's 2008 Master Plan, and follow best practice models of the Massachusetts Association of Regional Planning Agencies.

By all objective measures, the collaborative efforts of the EDC and the Town to nurture and grow our local economy have been effective. Southborough's unemployment rate (3.1%) consistently outperforms that of Massachusetts (3.8%) and the nation (4.4%). Southborough jobs are among the highest paying in the region, averaging approximately \$85,000 per year. Commercial tax revenues increased 3.3% or \$206,936 between 2017 and 2018. This revenue is helping fund Southborough's top-rated public schools and essential services while minimizing residential tax increases. Southborough's tax rate is lower than all but one of its neighboring towns and its excess levy capacity grew by 15% last year. Southborough is becoming a leader in our regional innovation economy, all while maintaining the distinct character and charm that continues to attract new residents. With 19 industry sectors that do business around the world, Southborough is a global center of commerce and a quintessential New England town.

While our local economy continues to benefit from generally improving economic conditions, the EDC and municipal team has been active and vigilant in driving Southborough's economic success. Highlights of the EDC's work in 2017 include:

- ◆ Worked with over 15 companies on technical assistance to identify needs and development opportunities.
- ◆ Created a Downtown Initiative to reinvigorate the Downtown. The Downtown survey garnered 427 responses with results demonstrating strong support for added amenities, restaurants, boutique retail, small-scale mixed-use development, beautification, and connectivity and community space. The survey reinforced that residents and businesses care deeply about the Downtown and have a strong sense of community. The survey results were discussed in a Public Forum on October 23, 2016. On November 29, 2017, the EDC held a "Downtown Workshop" to explore infrastructure, business, open space and zoning improvements Downtown. That work continues.
- ◆ Partnered with the Urban Land Institute to develop an application for a Technical Assistance Program (TAP) to implement the Downtown Initiative, which also advances the recommendations of the 2008 Master Plan. The TAP will be scheduled for March/April 2018.
- ◆ Released Southborough's first comprehensive Permitting Guide for businesses and residents. The Guide fulfills a recommendation within the 2008 Master Plan.

Economic Development Committee (cont.)

- ◆ Released a second edition of Southborough's new *Business, Non-Profit & Community Guide* at no expense to the Town. The *Guide* was paid for entirely by Southborough business and non-profit advertisers and related donations saving the Town over \$7,000.
- ◆ Continued the EDC's biannual Broker Breakfast Series, an educational and informational forum for commercial real estate brokers, to enhance partnerships among developers, brokers, businesses and community leaders to reduce vacancies and encourage the redevelopment of underutilized properties.
 - ⇒ The March event was attended by 50; September event, introduced by State Rep. Carolyn Dykema, hosted a panel and forum to introduce the Downtown Initiative.
- ◆ Continued the EDC's strong regional partnerships with the 495/MetroWest Partnership, MetroWest Chamber of Commerce, Corridor Nine Chamber of Commerce, MetroWest Visitors Bureau, Boroughs+ Working Group, Massachusetts Office of Business Development (MOBD) and neighboring economic development directors. These partnerships have been instrumental in bringing Southborough to the forefront of recruiting for new businesses.
- ◆ Participated with Marlborough, Westborough, Northborough and Hudson on a regional proposal for the Amazon HQ2, supporting a request for submissions from the Secretary of Housing & Economic Development.
- ◆ Continued expansion of the EDC's website presence (southboroughedc.com) and social media on Twitter (@southboroughedc). Expanded website to include a Downtown Initiative Page.
- ◆ In-house development of new marketing materials for recruiting new businesses and communicating with existing businesses.
- ◆ Maintained regular contact with owner of former KAZ location at 250 Turnpike Road to promote leasing or redevelopment of site.

Conclusion and Next Steps

Competition for well-paying jobs and commercial tax revenue remains strong at the local, national and international level. Taking a proactive approach to economic development remains critical to the Town's future and its ability to maintain core services, our top-rated schools, and Southborough's position as a regional leader in our innovation economy. The EDC is committed to continuing its work to secure the Town's economic well-being, as well as the character and charm of Southborough.

New Companies that Joined or Reestablished in Southborough in 2017

¡Hola! Restaurant & Tequila Bar, Southboro Wellness, the Collaborative Outpost, Ted's of Fayville, Ken's Foods, New PENFACS Inc., Synergy Pharma, Securus Phone Systems, Dyson Vacuum Cleaner, and Therapcopia.

A Sampling of Companies & Non-Profits Assisted by the EDC in 2017

G&N Insurance, Main Street Bank, Middlesex Bank, Newmine LLC, J. White's Automotive, Grossman Development Group, Gleeson Powers, Greater Boston Commercial Properties, Davis Holdings Group, Ted's of Fayville, Ken's Foods, ¡Hola! Restaurant and Tequila Bar, Southboro Wellness, the Collaborative Outpost, Dell/EMC, Beals & Thomas, O'Brien Commercial Properties, Cornerstone Engineering.

Feedback from the organizations with projects now under consideration has been positive. Many companies expressed appreciation for the collaborative support of the Town's boards and departments (and an anticipation that the collaboration will reduce permitting time frames and improve Southborough's ability to compete in the regional marketplace).

Facilities Management Department



MISSION STATEMENT

To extend the life of the Town's physical facilities and associated systems through routine and preventative maintenance, repairs, and system betterments geared toward improving operational efficiencies. Additionally, the Facilities Department helps to ensure public safety by adhering to sound operational practices that comply with federal, state, and local building, environmental, and health codes.

Subject to budgetary constraints, it is the policy of this department that its resources be directed toward planning and providing essential services, maintaining systems, operating equipment and facilities in a safe manner, and improving Town properties in such a way as to make their use more attractive to residents.

DESCRIPTION OF SERVICES

Our services include, but are not limited to, the following:

1. Designing facility systems that address the needs and requirements of various municipal departments.
2. Construction, demolition, modifications, renovations, and repairs related to facilities, building systems, and equipment.
3. Operating and maintaining various types of building systems such as mechanical, electrical, structural, fire, health and safety, and security.
4. Operating facilities in a safe and environmentally conscious manner.
5. Adhering to local, state, and federal standards when administering the purchase of materials and services.
6. Purchasing building systems, new and replacement equipment, and custodial supplies.
7. Providing input and data to various town boards and committees.

STAFFING

Our department is divided by craft; but it is also integrated to help ensure mission accomplishment. This means that, as the need may arise, any person may be called upon to perform duties that may normally be considered outside of

their specialty. It is this unity and ability to combine skills for mission accomplishment that sets our department apart from other municipalities' facilities or maintenance departments. Our current FY18 staff is as follows:

- Director of Facilities
- Business Administrator
- 3 Maintenance Technicians
- Maintenance Electrician, part-time

STAFF FUNCTIONS

Director of Facilities - Through the use of support staff, works to ensure the safe and cost effective operation of Town owned building structures. Tasks performed include, but are not limited to, the development and implementation of budgets based upon the goals and objectives established by the town, scheduling of maintenance procedures, project planning, cost estimating, preparation of proposals, reviewing operational control procedures, and coordinating vendor and contractor activities.

Maintenance Technician - Under the guidance of the Director of Facilities, performs all functions pertaining to building maintenance and construction related projects; inspects, tests, maintains, and repairs building system components such as motors, pumps, boilers, HVAC, and waste water systems. A substantial portion of work performed requires the ability to read and work from diagrams, sketches, and operating manuals.

Maintenance Electrician - Performs all facets of electrical preventative maintenance, repairs, and replacements in accordance with established procedures, NEC codes, state regulations, and work schedules. Responds to service calls related to electrical systems and equipment and conducts various inspections to help ensure the safe operation of Town owned building structures.

Business Administrator - Performs all aspects of administrative office work. Tasks performed include, but are not limited to, procuring goods and services by preparing quotes and bid documents in accordance with M.G.L. c. 30B, M.G.L. c. 149 and other applicable statutes, preparing purchase orders, processing invoices for payment, maintaining a running account of all department expenditures, maintaining time schedules related to on-going projects, and performing analytical calculations for review of the department's financial performance. Assists the Director of Facilities with the preparation of documents, maintenance of project folders, and monitoring of budgetary funds. Tracks preventative maintenance and repairs by creating, distributing, and closing out department work orders. Maintains harmonious working relationships through positive communication with various individuals from other municipal departments, state agencies, and outside vendors.

Facilities Management Department (cont.)

ACHIEVEMENTS

Over the past year, the members of the Facilities Department have been working diligently to improve the level and quality of service provided to our customers. As we move forward into the new calendar year, we will continue to focus on maintaining structures and making upgrades to systems that are approaching the end of their life cycle; such upgrades often result in financial savings realized through reduced maintenance and energy costs.

Below is a list of projects undertaken by the Facilities Department in 2017. Although most of these projects have been finalized, we will continue to work on finishing the remainder in 2018.

Town House

- ◆ Replaced the septic system holding tank, pump chamber, and leach field.
- ◆ Remodeled a storage/finishing closet located off of the Assessor's Office in order to create a Mail/Copy Room. Tasks performed include:
 - * Installation of new carpeting.
 - * Installation on new LED lighting fixtures.
 - * Installation of new baseboard heating covers.
 - * Installation of molding/trim work.
 - * Repairs to walls.
 - * Painting.
- ◆ Made repairs to electronic and mechanical components on the boilers and related control systems.
- ◆ Replaced the hot water coil in air handler #3.
- ◆ Replaced heat and smoke detectors.
- ◆ Installed half doors/gates leading into the treasurer's and clerk's office areas.

Library

- ◆ Made substantial repairs to the roof mounted air conditioning unit.
- ◆ Replaced the relief valve on the boiler unit.
- ◆ Made substantial repairs to the membrane roofing system.
- ◆ Installed a new hot water heater.
- ◆ Replaced the sump pump located in the base of the elevator shaft.
- ◆ Had a new multi-user computer desk/work area built for the public access computers.
- ◆ Installed custom wall paneling on the half wall between the new and old sections of the library; paneling was designed to match the circulation desk.
- ◆ Made repairs to exterior lighting units.

Fire Department

- ◆ Made substantial repairs to the HVAC system.
- ◆ Made various repairs to the emergency generator system.
- ◆ Made various repairs to the Plymovent system.
- ◆ Made repairs to damage from water infiltration in fire alarm system.
- ◆ Purchased a new kitchen refrigerator.

Police Department

- ◆ Remodeled the kitchenette/break area.
- ◆ Replaced the water pump and hoses on the emergency generator.
- ◆ Made repairs to various electrical components on the emergency generator system.

Facilities Management Department (cont.)

D.P.W.

- ◆ Completed the installation of data cabling for a new telephone system throughout the building.
- ◆ Installed a new telephone system.
- ◆ Made repairs to an overhead door in one of the mechanic's bays.
- ◆ Replaced a pressure switch on the office heating unit.
- ◆ Made repairs to roof flashing located around 3 exhaust vents.
- ◆ Began the process of adding and replacing weather stripping on overhead and pass doors, installing foam board insulation to reduce heat exchange, and spraying closed cell foam insulation to seal the building envelope.

Cemetery

- ◆ Replaced the transformer, primary control, and cad cell eye on the furnace.
- ◆ Installed various forms of weather stripping on doors and windows.

Transfer Station

- ◆ Replaced a failed heating unit in the Transfer Station office.
- ◆ Installed weather stripping on overhead and pass doors.

Station II

- ◆ Performed service on the oil burner.

Fayville Hall

- ◆ Began preparation of the building for liquidation.

Cordaville Hall

- ◆ Remodeled a bathroom located on the lower level of the building.
- ◆ Worked with an Eagle Scout candidate, Devin McCarthy, whose project was erecting a new flagpole in front of Cordaville Hall.
- ◆ Installed new lighting to illuminate the flagpole, exterior signage, and landscaping.
- ◆ Renovated a bathroom on the lower level of the building.
- ◆ Made repairs to the masonry around the cellar bulkhead door.

South Union School

- ◆ Began the office build-out in relation to the relocation of Youth and Family Services from Fayville Hall to the South Union Building. Tasks performed include:
 - *Framing new walls.
 - *Installation of drywall and repairs to existing walls.
 - *Installation of doors.
 - *Cabling for data and telecommunications.
 - *Installation on new LED lighting fixtures.
 - *Installation of additional heating baseboard.
 - *Installed additional smoke alarm heads in offices.
- ◆ Made substantial repairs to metal edging, seams, and T-patches on the roofing system.

"It is amazing what you can accomplish if you do not care who gets the credit" - Harry S. Truman

Recreation Commission



RECREATION COMMISSION:

Kristen LaVault, Chair

Jen Hansen, Vice-Chair

David Candela

Sean Cronin

OPEN SEAT

RECREATION DEPARTMENT:

Doreen Ferguson, Director

Jennifer Hom, Program Coordinator/
Scheduler

Denise Mayer, Administrative Assistant

The Recreation Commission strives to provide premium services and programs to the community. As long as the required resources are available to us, we will continue to create a revenue stream that will grow and support our operations yearly budget. The Recreation Commission has worked diligently to continue to provide more services and programs to residents without increasing the overall tax burden.

The Recreation Department currently consists of 2 full time positions and 1 part time-seasonal position. The department serves the community through programs and activities for all ages, special events, and scheduling facilities.

Programs offered by the department include RAP (Recreational After-school Programs) at all Southborough Schools, as well as town wide programs throughout the year.

The department also manages the scheduling and collection of rental fees for athletic fields and gyms. The rental fees collected are allocated towards the maintenance of the facilities.

It is important for communities to stay active. Community parks and recreational programs provide activities through programs and access to recreational facilities. The physical, mental, and social benefits provided to the community through recreational programs for pre-school through senior citizens, range far beyond a single life span.

The Recreation Commission is committed to working together with other departments and residents to insure that Southborough maintains the quality of life that residents expect.

Scholarships

Scholarships are funded by the Friends of Southborough Recreation and supports many different programs.

Southborough Fields and Facilities

- *Harold E. Fay Memorial Field/Playground:* soccer, outdoor basketball, softball, school age playground, tot-lot, picnic pavilion and walking path.
- *Mooney Fields:* baseball
- *Liberty Estates Field:* multi-purpose athletic field
- *Kallender Field:* multi-purpose athletic field
- *Lundblad Field:* multi-purpose athletic field
- *9-11 Memorial Field:* soccer, football, lacrosse
- *Choate Field at Woodward School:* soccer, outdoor basketball, softball, field hockey, sand volleyball, outdoor ice rink
- *Neary School:* tennis, soccer, baseball, playground, walking, outdoor ice skating pond, outdoor basketball, pickle ball
- *Trottier School:* soccer, baseball, track, field hockey, outdoor basketball
- *Finn School:* soccer, outdoor basketball, baseball, playground, tennis

Development, Expansion, and Maintenance

The Recreation Commission has just completed an extensive Facilities Study which will help in developing a capital plan for the future needs of the community. The first phase of the plan will be presented in a warrant article this year.

Volunteers

As a Commission, we utilize volunteers, including senior tax work-off volunteers, for various tasks such as office support, open gym monitor, and RAP monitors. We also use volunteers for events such as Gobble Wobble Road Race, Southborough Summer Nights and Summer Concert Series.

Recreation Commission (cont.)

Trails Committee

A Trails Committee of five members has been established to oversee volunteers to create, monitor and maintain town resource trails in Southborough in coordination with any entities that are public or private, and will coordinate with the Regional trail organizations. Additionally, the STC shall be responsible for oversight of all required monitoring and maintenance obligations under the town's trail licensing agreements with both DCR and MWRA. This mission is exclusive of Breakneck Hill Conservation Land.

Kathryn McKee, Chair
Dan Frank
Satyendra Sharma
Isabella Murphy
Luisa Vargas

Eagle Scout Projects

Each year the Recreation Director and local scouts collaborate on Eagle Scout projects. Some of the past projects include: Woodward wall ball and obstacle course, outdoor volleyball court, shed/stage for concerts (at Neary), creating new trails and improving existing ones.

The Friends of Southborough Recreation (FOSR)

The Friends of Recreation supports recreation through scholarships, donations and countless volunteer time. Their largest fundraiser is the **Annual Gobble Wobble Thanksgiving Road Race**. These funds help provide scholarships, special events such as Summer Nights, and major purchases for the department such as vehicles and equipment for programs. **In 2016 the FOSR donated over \$49,000 towards several projects to include the Choate Lights, 911 Field Replacement, Richardson Tennis Court Resurface and the Fayville Playground rebuild.**

Summer Concert Series

The Recreation Department has partnered with Southborough Youth & Family Services in bringing a free summer concert series to the community. These concerts are supported in part by a grant from Southborough Cultural Arts Council.

This 2018 concert dates are: June 14, 28, July 12, 26 and August 9

Southborough Summer Nights

This event is a family event and free to all. It includes music, food, children events and fireworks. The funding for the event is through business sponsorships and proceeds from the Gobble Wobble Road Race.

This year the event will be held on August 25

Independent Youth Sport Organizations

Each of the team sport activities offered in Southborough is an independent program, which the commission does not run, organize, supervise, nor maintain. For these activities, we administer the facility reservation fees based on the number of individuals in each activity. We also maintain records of the organizations' application and insurance to operate within Southborough facilities.

- ⇒ Southborough Youth Baseball
- ⇒ Northborough/Southborough Youth Lacrosse
- ⇒ Southborough Youth Soccer
- ⇒ Northborough/Southborough Football
- ⇒ Southborough Youth Basketball
- ⇒ Triboro Hockey



MISSION STATEMENT

The Southborough Library seeks to provide materials, programs, meeting & event space, and services for town residents of all ages. Library programming supports literacy, intellectual curiosity, artistic and cultural interests, and civic engagement, and lifelong learning in a safe, friendly and stimulating environment. The library offers the ability for users to connect with each other, with other local libraries throughout the greater Commonwealth, and provides resource sharing within a regional library consortium.

Overview of Services

The Southborough Library has five public computers with Internet access, including one in the Children's Room. In coordination with Massachusetts Correctional Industries, the Facilities Dept. provided a new wooden desk for the computer area this year. There are two catalog terminals to search for books and materials, two Apple iPads, a black & white printer, and free Wi-Fi for the public. The library also provides access to a pay-per-use copy machine and a self-service fax machine. The library provides access to a self-checkout machine, which is very well utilized by the public. Visit www.southboroughlib.org to search the catalog and request items, download electronic books and audiobooks, or to access online resources such as *Massachusetts Newspapers* from Newsbank which sources 234 distinct print publications of local interest. The library also offers additional electronic resources including *Mango Languages*, *Freegal*, and *Reference USA*. Staff routinely provide reader's advisory service, suggesting books for library users to read. Library card holders also have access to downloadable ebooks and electronic audiobooks on their personal e-readers, smart phones, and tablets via C/W MARS Overdrive at: digitalcatalog.cwmars.org.

Thanks in large part to The Friends of the Southborough Library, the library offers reduced price passes to 17 cultural and educational museums and attractions across Massachusetts. In partnership with the Aldrich Astronomical Society, the Southborough Library offers two circulating telescopes for patron checkout. Opposite the main floor circulation desk, the library offers complimentary coffee.

Library Programs

The library hosts several programs that help to strengthen and inform the local community. Opportunities for civic engagement are provided in several open forums with elected officials, representative office hours, and the library's annual Candidates' Night that takes place prior to the local election in May. An additional Autumn Candidates' Night took place in November 2017 in lieu of the special election for a vacant selectmen seat. The library expanded offerings for poetry workshops due to community interest, and hosted St. Mark's School students that offered free tutoring for younger children.

Story and toddler times hosted by children's room staff continue to be a weekly staple while author programs for adults help to highlight recent, interesting works of fiction & nonfiction. The Southborough Library hosts six monthly book groups for residents, including: a "first Wednesday" daytime group for adults, one for seniors generally held at the Southborough Senior Center, and four youth reading groups led by staff for specific age ranges. The Children's Librarian hosts a monthly book discussion group for town employees. Separate story times are held for preschoolers on Mon-Wed and a "Toddler Time" on Thursday mornings. Recent featured authors included Lou Prosperi, Stephen Puleo, Cheryl Melody, Tom Ingrassia, Pat Jackman Altomare, Ted Reinstein, and Christopher Golden. During the Fall 2017 season, the library held four food-related "Educated Eating" informational programs on topics such as tea and honey.

Library Staff

Besides helping patrons, staff activities include an annual update to the library's periodical list, shifting growing collections, creating booklists and displays, scheduling meeting rooms, working with our library consortium on assessing new potential online databases, updating records in the automated catalog, processing books, planning programs, and offering computer and e-reader help. Staff also seek out and write grants; in 2017, the library received grants from the Southborough Cultural Arts Council for a series of teen craft programs and for a children's program during Summer Reading. Library Assistant Valerie De Angelis was also awarded a grant from the Southborough Community Fund to support children's programs.

Interlibrary Loan

Southborough is a member of the Central/Western Massachusetts Automated Resource Sharing (C/WMARS) network.

Southborough Library (cont.)

Through the consortium's interlibrary loan service, card holders can request materials Southborough does not directly own but still has access to via a delivery service. Unless there is a waiting list, books are typically received in just a few days. Users are notified by e-mail, phone call, or text when the material arrives. To search the full C/WMARS catalog, visit <http://www.southboroughlib.org>.

Meeting Rooms

Two meeting rooms are available to local, non-profit groups for educational, informational, or cultural meetings or programs. These rooms host a variety of children's programs. The larger Ella Eaton Room holds 35 people; the second, "Book Sale" room holds 25. In 2017, a total of 507 meetings were held in these rooms. The Eaton Room is the current location for the library's historical collection & archive. The Eaton Room also serves as an exhibit space for artists, and featured two showcase exhibits from pastel portrait artist John Kirk Smith of Natick and collage composition artist Takiyah Harris of Marlborough. Please call the library at 508-485-5031 for more information about booking a room or exhibiting art.

Volunteers

In 2017, 15 volunteers donated a total of 968 hours. The staff, trustees, and library director acknowledge the hard work and dedication of these volunteers, many of whom serve on a weekly basis. Volunteers perform a variety of tasks, including pulling hold requests, reading shelves, and shelving books. Individuals interested in becoming a volunteer should stop by the front desk or call 508-485-5031.

In addition to individual volunteers, the library also appreciates the Southborough Gardeners' town beautification efforts, including a donation of weekly flower arrangements by Gardeners' members made available for public viewing in the Judy Williams Reading Room. The library would also like to thank Denise Johnson, the art educator from the Margaret A. Neary Elementary School, for contributing to and updating a monthly exhibit of student artwork on display next to the library's elevator. Thanks also to the Gulbankian Farms Garden Center & Florist Shop, who maintain a planter outside the library's entrance.

Board of Trustees

The Library Board of Trustees consists of Richard Wallace (Chair), Margarite Landry (Vice-Chair), Nicole De Bonet, Terrence K. Ryan, Jane Davis, and Amy Vachris. The board works very closely with library director Ryan Donovan with the ongoing evaluation and implementation of library services, in addition to aiding the director with long-term strategic planning efforts. As of 2017, the Board is responsible for appointing one member of the town's Municipal Technology Committee. The board meets at least once a month, typically on the third Tuesday of the month, in the library's downstairs Eaton Room.

Southborough Library Fund

In 2011, the Library Board of Trustees established the Southborough Library Fund, a 501(c)(3) tax-exempt fund under the umbrella of the Community Foundation of North Central Massachusetts. The Fund supported many projects in 2017, including the annual Peggy Tuttle Award for Library Service Distinction and a new speaker system for programs installed throughout the Main Floor stacks area. As the library prepares to undertake the planning and design of a new or renovated space, the Fund will help to supplement the costs of this effort with individual giving. Donations can be made online via bit.do/sbh or mailed to: Southborough Library Fund, P.O. Box 141, Southborough MA 01772.

The Friends of the Southborough Library

Since 1972, the Friends of the Southborough Library have been raising supplemental funds for library initiatives, such as youth programming that has not traditionally been supported by the municipal budget. Several years ago, the Friends achieved 501(c)(3) non-profit status. The library would like to acknowledge and thank the Friends' leadership for their service and commitment: President Beth Melo, Vice President Amy Yazdani, Treasurer Prudence Webster, Recording Secretary Louise Clough, and Book Sale Chair Diana Trembley. Want to help support the Southborough Library? Join the Friends group, which meets monthly during the school year. For more information, please e-mail friends@southboroughlib.org.

Southborough Library (cont.)

Staff Acknowledgements

Ryan Donovan, Kim Ivers, Pat Ellis, Barbara Spiri,
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Katharine Kolenda, Muntaswir Nzovu, Marjory O'Neill,
Jade Shemligian, Kathleen Schoener, Kelly Winand, &
Alicia Winske.

Contact Information

Phone: 508-485-5031

Website <http://www.southboroughlib.org>

Twitter: @SouthboroughLib

Facebook: <http://www.facebook.com/southboroughlib>

Hours: Monday, Friday & Saturday, 10:00 AM to 5:00 PM

Tuesday, Wednesday, & Thursday, 10:00 AM to 9:00 PM

Closed Saturdays in July and August

	FY14	FY15	FY16	FY17
Total material holdings	101,455	105,511	120,530	145,170
Direct circulation (not including inter-library loans)	149,377	150,368	151,090	146,166
Inter-library loans processed through Southborough (sending and receiving)	33,395 (16,052 received, 17,343 provided)	30,763 (14,150 received, 16,613 provided)	31,850 (14,881 received, 16,969 provided)	30,976 (13,318 received, 17,658 provided)
e-book circulation	3,673	4,471	5,620	6,032
Total attendance at adult/young adult programs	1,252	1,268	1,709	1,818
Total attendance at children's programs	6,593	8,504	9,926	7,320
Fines & fees collected and turned back to the town	\$7,039.31*	\$5,529.00^	\$3,377.10^	\$2,792.00^

*This figure represents \$4,123.37 in fines and \$2,915.94 in tutor fees for FY2014.

^The library stopped collecting tutor fees in 2015, but still collects money for overdue fines.

View the library's full Long Range Strategic Plan here: <http://www.southboroughlib.org/>



Southborough Youth & Family Services



WHAT DO WE DO?

Southborough Youth and Family Services is a human service resource for the community, which focuses on the prevention and treatment of youth and family problems. We offer preventive programs, counseling, information, and education. We also provide various types of assistance to families in financial need.

SUPPORT SERVICES

⇒ COUNSELING

The counseling component of Youth and Family Services is available to any resident of Southborough, free of charge, though we do prioritize clients who have barriers to getting treatment elsewhere. This may include financial restraints, long wait lists with outside providers, transportation issues, or other special circumstances. We are staffed by mental health professionals offering individual, couples, family, and group counseling, and have also been fortunate to have the assistance of mental health graduate interns over the last several years. During the 2016-2017 school year, we did not have a graduate intern and our numbers were impacted as a result. In 2017, 81 people received counseling or individual crisis intervention support services from us. This number

includes both services offered to clients on an ongoing basis and regular meetings with their supports such as parents, spouses, and guardians.

PREVENTION PROGRAMS

The goal of the prevention programs is to help participants increase their sense of self-esteem, develop social, communication and decision-making skills, increase their sense of responsibility for their own lives as well as to their community, learn relevant information and skills, and learn constructive use of leisure time. This in turn enables people to be more effective in their lives, and helps to prevent serious emotional, behavioral, and other life problems from developing.

⇒ GROUPS:

This year, our staff ran 21 groups with 214 participants. Groups include Stress Management Classes that we offered at each of the schools, groups that addressed concerns such as social skills and peer mentoring, as well as our Project Friend Program. We continue to expand the Project Friend program to include more ages including a group that pairs adult mentors with middle school and high school-aged youth working on community service projects together.

⇒ SOUTHBOROUGH UNSCHEDULED/SOUTHBOROUGH UNPLUGGED:

Once again, we sponsored "Southborough Unscheduled," which encourages families to set aside one night to do things together as a family. There are no meetings, rehearsals or athletic practices after 6PM, and no homework. We know that there is widespread participation among families with children; however, because it is a "non-event" (i.e. participation is private, not public) there is no way to cite numbers. To expand upon this program, we implemented "Southborough Unplugged" in the fall of 2016 in an effort to encourage families to be thinking about unplugging more often and to bring awareness to the relationship we all have with technology. We brought national speaker and author, Devorah Heitner to Southborough to speak on the subject of Raising Digital Natives in an effort to support the many parents sharing concerns about their children's high levels of screen time use and social media accounts. We had 39 people in attendance at this event.

⇒ EDUCATION:

This year, our office promoted Mental Health Awareness Month with a campaign aimed at decreasing stigma and increasing awareness about statistics, misconceptions, and information about mental health and mental health services. The information was posted in every Southborough Public school as well as popular locations throughout Southborough such as the Transfer Station, Town Hall, and the Library. The material was widespread throughout the town however there is no way to cite numbers for this program.

⇒ SUBSTANCE ABUSE PREVENTION COALITION:

Our office took on an active role with other members in the community in developing a Northborough-Southborough Substance Abuse Prevention Coalition (NSSAPC). In May 2017, NSSAPC hosted its first event, a Narcan Training teaching residents of both towns how to use Narcan to reverse the effects of an opioid overdose.

Southborough Youth & Family Services (cont.)

We also shared the exhibit Hidden In Plain Sight at this event showing common household items that can be used to administer or conceal drugs and alcohol. We had 16 people attend this event. In November 2017, NSSAPC hosted a second event that they sponsored with the Mark Wahlberg Foundation. This event featured a short film titled "If Only" produced by executive director of the Mark Wahlberg Foundation. The film is intended for teens, parents and adults to raise awareness about the dangers of prescription drug misuse and abuse and to start a conversation that encourages the safe use, storage and disposal of prescription drugs to keep them out of the hands of kids. We offered a resource fair prior to the film and featured a panel of local experts to speak on the subject following the film. We had approximately 145 people in attendance at this event.

NEED-BASED SERVICES

⇒ CAMPERSHIPS:

This year, Youth and Family Services again coordinated and distributed camperships to children who would not otherwise have been able to attend summer camp. Our camp scholarships are possible through funds from the Friends of the Southborough Youth Commission (FSYC), a generous grant from the Southborough Community Fund (SCF), and free and reduced rates from local camps. We would like to thank FSYC, SCF the Southborough Recreation Department, Fay School Summer Camp, Metrowest YMCA, Hopkinton Center for the Arts, Teamworks, Kidsborough, the Southborough Extended Day Program, and the YMCA of Greater Boston. Thank you also to all the private citizens who donated to FSYC. This year, 36 children from 24 families were given 75 weeks of camp.

⇒ HOLIDAY GIVING PROGRAM:

For the twenty-second year, Youth and Family Services, in cooperation with the schools, has acted as a clearinghouse for holiday donations, identifying and distributing to Southborough families in need. This year we continued to see a sizeable need. However, many groups, companies and individuals continued to come forward with generous donations. 132 members of 38 families had a brighter Christmas or Chanukah because of the generosity of the Southborough community. Thank you so much to all of you!

⇒ SMILING KIDS PROGRAM:

This year, our office again cooperated with another community service program, "Smiling Kids," which was run by a local foundation and was funded entirely through their hard work and generosity. This program helps parents in difficult financial situations to provide birthday gifts to their children. This year, 69 Southborough children benefited.

⇒ EMERGENCY ASSISTANCE:

With financial support from Friends of the Southborough Youth Commission and a generous grant from the Southborough Community Fund, our department, the Southborough Senior Center, and Southborough Food Pantry, have been able to provide occasional emergency financial assistance to local families. In 2017, 22 individuals from 13 families benefited from this assistance.

⇒ FUEL ASSISTANCE:

Our office is an intake site for South Middlesex Opportunity Council's (SMOC) Fuel Assistance Program. We conducted 2 fuel assistance interviews this year.

COMMUNITY INVOLVEMENT

⇒ HALLOWEEN PARTY:

In 2017, we again hosted our annual Halloween Party, attended by 419 children and adults. 37 middle school and high school students, along with supervising adults, volunteered and helped to set up and run the party. Thank you to all the other volunteers who helped! This is our department's last year running this event. It will be taken over by the Recreation Department moving forward.

⇒ SUMMER CONCERT SERIES:

This year we, together with the Recreation Department, ran the fifth annual summer concert series for families. These concerts provide a venue for families during the summer months to enjoy quality time outside together while enjoying live music including folk, jazz, country and more. Five concerts were held, and were attended by approximately 745 people.

Southborough Youth & Family Services (cont.)

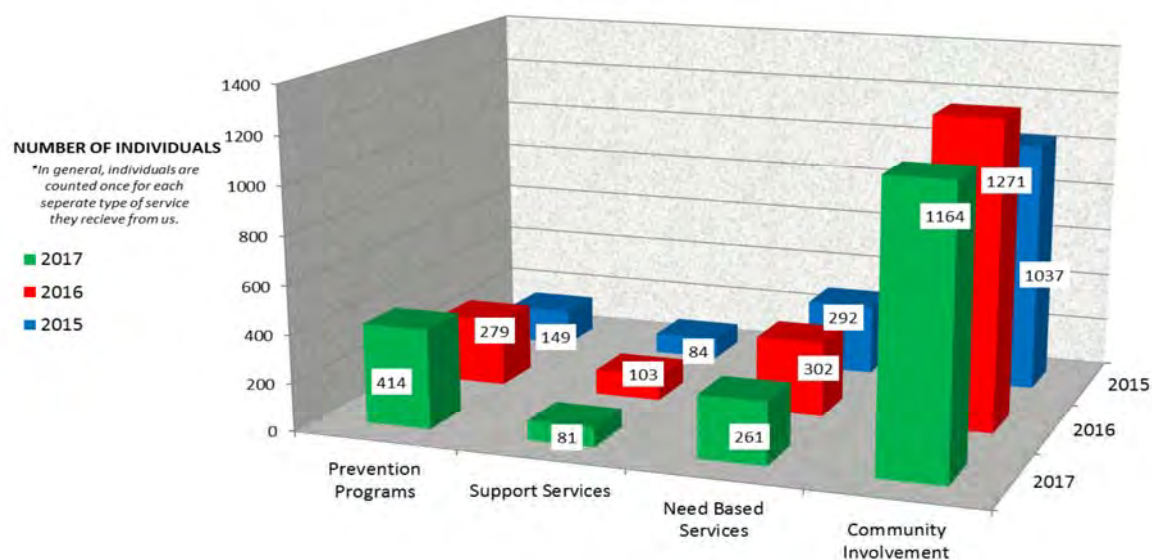
CONSULTATION, INFORMATION AND REFERRAL

Our staff continued to work closely with schools, police, courts, clergy and other community agencies this year. We continue also to be available to provide information and referrals to other health, mental health, and service providers.

The staff wants to thank the Board for its hard work and support; the Friends of the Southborough Youth Commission; the Southborough Community Fund, the Trust Fund Committee, and all the people who have generously supported our programs with your time, energy, financial assistance or moral support! The Youth Commission Board meets at Fayville Hall, 42 Central Street, usually on the first Tuesday of each month, at 7:00 PM.

All meetings are posted at the Southborough Town House. For information on our programs, or to volunteer to be involved, please call us at (508) 481-5676.

Youth and Family Services 2017 Metrics



PREVENTION PROGRAMS: This category includes in-school groups, Project Friend (a big-brother big-sister program), psychoeducational presentations, and Southborough Unplugged. These programs help individuals increase their sense of self-esteem, develop social, communication, and decision-making skills, increase their sense of responsibility in their own lives as well as their community and learn relevant information, skills, and use of leisure time. These may also include services provided to young people who are seen to be particularly at risk of developing significant emotional or behavioral problems. We strive to provide educational programs to parents and the community as needed and feasible.

SUPPORT SERVICES: This category includes counseling services for individuals and families as well as traumatic incident response. Counseling services range from dealing with a concern or question about the normal stresses of everyday life to struggles with a particular problem or crisis. We offer professional, confidential, short, and long-term therapy. Most individuals are seen more than once and may come for counseling on a weekly or bi-weekly basis for the entire year. Additionally, we spearhead a team of individuals trained to respond to people involved in traumatic incidents in our schools and community.

NEED-BASED SERVICES: This category includes our campership program, Holiday Giving Program, Fuel Assistance, Smiling kids program, and emergency assistance to those who qualify. These services are provided for Southborough families experiencing financial hardships. In addition, with the financial support of Friends of the Southborough Youth Commission, we administer an emergency fund providing occasional emergency financial assistance. We connect families with other resources to provide needs such as fuel assistance.

COMMUNITY INVOLVEMENT: This category includes our annual Halloween party for Southborough families and our summer concert series that we cosponsor with the Recreation Department and Friends of the Southborough Youth Commission.



During 2017, the shift to internal management of the Technology Department continued. Many initiatives were undertaken by staff with some continued support from engineers at New England Network Solutions (NENS).

Some of the initiatives which were completed in 2017 were:

- ◇ Implementation of archival systems for email, social media and Town websites to better comply with public records regulations
- ◇ Implementation of an open-sourced helpdesk system
- ◇ Migration to new systems for Workstation Management and Antivirus protection
- ◇ This included moving the Library computers onto the same Anti-Virus Platform
- ◇ Improving network security and public WiFi access at the Library
- ◇ Improving wiring in the Police Department Server Room

In addition to the completed initiatives, the Technology Department facilitated discussions and needs assessments in the area of permitting. As part of this process, multiple vendors were invited to demonstrate their solutions staff members from a wide variety of departments.

Tom Laframme, IT Director

Technology Department by the Numbers:

- ◇ Buildings Served: 9
- ◇ Workstations Managed: 97 (excluding Library)
- ◇ Servers Managed: 11 (excluding Library)
- ◇ Email Users: 171
- ◇ Help Desk Tickets Closed: 351

“Technology is best when it brings people together” - Matt Mullenweg

Veterans' Services

MISSION STATEMENT

The principal mission of the Veterans' Services Officer is to ensure that every eligible Southborough veteran receives all the veterans' benefits available to them. The Veterans' Services Officer's duties include informing, advising, assisting and counseling Southborough's veterans, their dependents and survivors in obtaining information and benefits from the United States Department of Veterans Affairs, the Commonwealth of Massachusetts Department of Veterans Services and the Town of Southborough Office of Veterans' Services. Furthermore, the Veterans' Services Officer assists in submitting forms to higher authorities to determine eligibility for service connected disabilities, non-service connected pensions, healthcare benefits, education benefits, burial benefits and other available benefits.

The Veterans Services Officer for Southborough is John Wilson. The Veterans' Services office is located in the administrative building in the rear of the Rural Cemetery on Cordaville Road. The office may be reached by calling 508-229-2172 at any time. Regularly scheduled office hours are on Tuesday from 3:00 PM to 5:30 PM. All veterans are urged to contact the Veterans' Services Officer concerning benefits eligibility, discharge documents, burial information or any related questions.

Many services and benefits for veterans are available through the Massachusetts Department of Veterans' Services, in conjunction with the municipalities. Services are comprehensive with the goal being to support veterans and their families through educational benefits, housing opportunities, business support guidance, monthly financial support, veterans' job training and employment placement. Every city and town in Massachusetts employs a Veterans' Services Officer who is trained to assist veterans and their dependents.

In addition to the local veterans' services office, the Massachusetts Office of Veterans Affairs and the Federal Veterans Administration office at the Government Center in Boston, are available. The VA operates hospitals in Jamaica Plain, West Roxbury, Brockton, Bedford and Northampton and clinics throughout the Commonwealth including clinics in Framingham and Worcester.

Veterans' benefits are available to all veterans who meet the basic eligibility requirements. Eligibility requires that the veterans or his/her dependents be able to provide the veteran's discharge documents stating the dates of service and discharge category. Claims for compensation for a service related injury depend on proof of injury, severity of injury, medical records, medical analysis and many other factors. Processing claims often takes many months.

Currently, the Town of Southborough has over 300 veterans. Many of these veterans are receiving federal benefits. During the past year the Veterans' Services Officer discussed and processed veterans' benefits applications with over sixty Southborough veterans and submitted claims for over forty veterans.

Examples of veterans' benefits include:

- ⇒ Financial assistance
- ⇒ Hospital, medical, dental and prescription drug assistance, eye glasses and hearing aids
- ⇒ Nursing home care
- ⇒ Educational benefits (including the GI Bill)
- ⇒ Outreach and counseling
- ⇒ Assistance for veterans returning from overseas duty or any form of active duty
- ⇒ Researching records
- ⇒ Employment and training
- ⇒ Medical clinics, hospitals and soldiers' homes
- ⇒ Benefits for family members and dependents
- ⇒ Determining disability status

Planning Board



WHAT DO WE DO?

The Southborough Planning Board consists of five members who are elected for staggered five-year terms. The Planning Board reviews applications for permits, subdivisions and site plan approval as required by state law and Town bylaws. The Board often proposes amendments to zoning bylaws for Town Meeting approval. The Board may also develop bylaws for approval.

The Planning Board deliberated 19 applications, developed and sponsored three warrant articles and collaborated and co-sponsored five others during its twenty-one (21) scheduled meetings in 2017.

In May, Don Morris was re-elected to an open seat for a term expiring in May, 2022. Mr. Morris continues to serve on the Planning Board with Andrew Mills, Phil Jenks, Jesse Stein and Meme Luttrell.

ANR's (Approval Not Required)

In 2017, the Planning Board endorsed five ANR plans, creating three additional building lots.

Subdivisions

- ◆ **Chestnut Meadow – 0 Chestnut Hill Road:** – The Board approved plans submitted by Habitech Acquisition and Permitting Trust for this twelve lot residential subdivision off Chestnut Hill Road.
- ◆ **Hidden Meadow:** The Board approved a Modification to a Definitive Subdivision to allow the owner of 4 Hidden Meadow Lane to subdivide their lot.

Site Plan Review and Special Permits

- ◆ **Cain's Crossing:** The Board approved the Site Plan and Special Permit for Lower Impact Development for Bartolini Builders, Inc. for an 11-unit, over 55 development at Lincoln Square (at the intersection of Parkerville and Southville Roads).
- ◆ **Ken's Foods, Inc. – 325 Turnpike Road:** The Board approved the Site Plan and Special Permit for Lower Impact Development for Ken's Foods, Inc. to make improvements to its parking and the stormwater drainage system.
- ◆ **Eversource Energy – 157 Cordaville Road:** The Board approved the Site Plan and Special Permit for Lower Impact Development for Eversource Energy to construct a parking structure, an associated stairwell and a new entry ramp from the existing site access driveway and to repave the existing lower parking area.
- ◆ **28 Boston Road:** The Planning Board began deliberations in October on the Site Plan, Special Permit for Flexible Development and Special Permit for Lower Impact Development for a 6-unit housing development.
- ◆ **Public Safety Facility – 32 Cordaville Road:** The Planning Board began deliberations in November on the Site Plan and Special Permit for Lower Impact Development for a new public safety complex to be located at the western end of the St. Mark's Golf Course located at 36 Cordaville Road.

Ongoing Development

The Town Planner monitored construction of the Ila Bella, Stonebrook Village and Woodland Meadows developments to ensure that the conditions stipulated in the respective Planning Board approvals were met. Four units at Woodland Meadows were added to the Town's affordable housing inventory.

Warrant Articles Sponsored / Co-Sponsored by the Southborough Planning Board

Article 26 – Adaptive Reuse of Historic Buildings: To amend the Town Code, Zoning Article III to allow for and provide incentives for the adaptive reuse of historical buildings in a manner that ensures compatibility with their surroundings and that preserves their historical nature and appearance.

Article 27 – Adaptive Reuse of Historic Buildings: To amend the Town Code, Zoning Article I, Section 174-2 Definitions, Subsection B – *Customary Home Occupation* in order to support initiative proposed in Article 26.

Article 28: Adaptive Reuse of Historic Buildings: To amend the Town Code, Zoning Article I, Section 174-2 Definitions, Subsection B by addition a definition for *Historic Buildings*

Article 29: Adaptive Reuse of Historic Buildings: To amend the Town Code, Zoning Article III, Section 174-8.2. RA Residence A District, Subsection B – *Uses by Special Permit* to add the uses specified in Article 26

Planning Board (cont.)

Article 30: Adaptive Reuse of Historic Buildings: To amend the Town Code, Zoning Article III. Use Regulations, Section 174-10. *Site Plan Approval, Subsection A* by adding provisions specified in Article 26

Article 31: Recreational Marijuana: To amend The General By-laws of the Town of Southborough as contained in the Town Code by adding a new chapter prohibiting the operation of any marijuana establishment as defined in MGL Chapter 94G to set specific zoning regulations for the limited operation of registered marijuana establishments.

Article 32: Recreational Marijuana: To amend Chapter 174 of the Town Code entitled “Zoning” by adding language to prohibit the operation of any marijuana establishment in all zoning districts of Southborough, except for those related to medical marijuana licenses under MGL Chapter 369 of the Acts of 2012 and currently permitted in Southborough.

Article 33: Recreational Marijuana: To amend Chapter 174-Zoning of the Town Code by adding a new subsection to Section 174-9 to set specific zoning regulations for the limited operation of registered marijuana establishments.

**This article became moot upon passage of Article 32.*

Action Items for 2018

- ◆ **Public Safety Facility** - The Planning Board will continue its analysis of the plans submitted for a new Public Safety Complex. This facility will be located at 32 Cordaville Road at the current site of St. Mark’s nine-hole golf course. The new Southborough Public Safety Complex will encompass a 25,900 square foot building for the Town’s Fire and Police Departments. The facility will also provide meeting space for community use and offer sufficient parking. Features will include a separate driveway and parking lot for the St. Mark’s Golf Clubhouse and driveway access to the Woodward Elementary School. The golf course will remain active and the clubhouse will be relocated on site.
- ◆ **Master Plan Update** – In 2008, the Town of Southborough Master Plan was published. It serves as a statement of Southborough’s intent for its future goals and the measures it will implement to achieve them. The Master Plan takes into consideration the Town’s character and the way in which it seeks to develop physically, economically and socially. The Plan provides guidance to local officials in their decisions regarding zoning, budgets and capital improvements. In 2018, a community effort will be engaged to measure progress in achieving the goals described in the 2008 Master Plan and to set goals for the coming decade. The Planning Department will coordinate this Town-wide effort.
- ◆ **Open Space** - The Planning Board, in conjunction with the Open Space Preservation Commission (OSPC), contracted with the Massachusetts Audubon Society for an open space deed research and mapping project. Last year, Mass Audubon’s work product was accepted by both bodies. As an extension of this project, the Planning Department will continue to collaborate with OSPC on the development of an open space protection policy, including an inspection program, for acceptance and implementation. In addition, the Planning Board is working with MA Audubon to pursue the “Tree City” program in Southborough. Tree City USA is a program of the Arbor Day Foundation.
- ◆ **Improved Efficiencies** - A Planning Department initiative for the digital archiving of plans and documents continued through 2017 and is expected to be completed in early 2018. This improved document management system will streamline office functions and make records more easily accessible to the public.

The Planning Department website is continually updated to provide easier access to project information, applications, rules and procedures, approved minutes and supporting documentation for Planning Board meetings. Meetings can be viewed live and replayed through Southborough Access Media (SAM).

Zoning Board of Appeals

WHAT DO WE DO?

The Zoning Board of Appeals (the “Board”) is a five member board (plus two alternate members) established through State law (MGL Chapter 40A) to hear three types of petitions related to the Town’s zoning regulations. These are [Appeals of Decisions](#) of the Building Inspector/Zoning Officer, [Variances](#) from the zoning regulations’ requirements and [Special Permits](#) when required by the zoning regulations. In addition, the Board hears [Comprehensive Permit](#) petitions for affordable housing projects under MGL Chapter 40B.

The Board members are appointed by the Board of Selectmen, with the five regular members appointed for five year staggered terms and with each of the two alternate members appointed for one-year terms. The names of the current members can be found at the front of this report under “Appointments by the Board of Selectmen” as well as on the Town’s website.

The Board’s activities are administered by staff located at Cordaville Hall, 9 Cordaville Rd. The Board meets monthly and the scheduled hearing dates and deadlines for applications are available at the Board’s administrative office. Official hearing times and dates for specific cases can be found posted at Town House and unofficial hearing notices are provided as possible at the “Meeting Calendar” link on the Town’s website at www.southboroughtown.com.

The following cases were heard by the Board during 2017:

- (1) 1/18/17 **4 Park Central, Park Central LLC – Appeal - Capital Group Properties LLC**
The applicant seeks a determination that applicant’s site plan was constructively approved by failure of Planning Board to issue and file a written decision within 30 days of its vote. **Pursuant to section 174-10B reversal of Planning Board rejection and granting of major site plan approval as conditioned by the Use Variance.** Appeal denied 05/17/17
- (2) 1/18/17 **157 Cordaville Rd. – Special Permit - Tmobile Northeast LLC**
The petitioner is seeking a **special permit** pursuant to **section 174-8.11D, wireless communication service district** to modify existing antennas as well as to add additional antennas which will exceed the height requirement by 20 feet. Application approved 01/18/17.
- (3) 1/25/17 **0 Parkerville Rd., George Mooney Park – Variance - Southborough Recreation**
The petitioner is seeking a variance, relief pursuant to **section 174.12.1H pole mounted fixtures shall not exceed height limitation in chart.** To allow for installation of lights 40’ beyond what is listed in the regulations. Application approved with conditions 03/01/17.
- (4) 1/25/17 **53 Parkerville Rd., Richardson Tennis Courts – Variance - Southborough Recreation**
The petitioner is seeking a variance, relief pursuant to **section 174.12.1.H pole mounted fixtures shall not exceed height limitation in chart.** To allow for installation of lights 40’ beyond what is listed in the regulations. Application approved with conditions 03/01/17.
- (5) 1/25/17 **3 Cottage St. – Special Permit - Ms. Kimberly Maul, Maul Construction**
The petitioner is seeking a special permit pursuant to **section 174-19-A states that the Board of Appeals may authorize an extension of a nonconforming structure if it finds that the criteria of section 174-9-E are met.** Application approved 01/25/17.
- (6) 2/15/17 **4 Park Central, Park Central LLC – Appeal - Capital Group Properties LLC**
The petitioner appeals regarding failure of the Building Inspector to issue a decision **pursuant to M.G.L.c. 40A sec. 7 to enforce town bylaw 174-10.F by affirmatively concluding that the site plan was constructively approved and has resulted in actual harm to the applicant, an aggrieved party.** Appeal denied 05/17/17.
- (7) 2/15/17 **141-143 Southville Rd. & 251-253 Parkerville Rd. – Special Permit - Bartolini Builders Inc. The petitioner requested a one year extension of Special Permit granted to Bartolini Builders Inc. on April 20, 2016 for an over 55 housing development to include 11 units. One year extension for Special Permit granted 02/15/17.**

Zoning Board of Appeals (cont.)

- (8) 3/22/17 **5 Hillside Ave. – Special Permit - Colt Realty LLC**
The petitioner is seeking a special permit to remove and replace house on existing foundation and addition of a (2) car garage. **Relief is requested pursuant to section 174-9E special permits for nonconforming uses, lots and structures and section 174-19A non-conforming structures.** Application approved with conditions on 06/07/17.
- (9) 6/28/17 **168 Middle Rd. – Variance - Mr. Jason Kurtz**
The petitioner is seeking a variance to construct an attached (2) car garage. **Relief is requested for a 14’9” encroachment pursuant to section 174-8.2D(C) side setback 25’ required.** Application approved on 06/28/17.
- (10) 6/28/17 **39 Sears Rd. – Special Permit - Mr. David Ferris/Mr. Jose Martins**
The petitioner is seeking a special permit, zoning relief pursuant to Southborough Zoning Bylaw 174-8.2B (12) to construct an attached (2) car garage and an attached (6) car garage, which exceeds the allowed number of garages by 5. Application approved 06/28/17.
- (11) 9/27/17 **11 Lovers Lane – Variance - Mr. Dirk Mieth & Ms. Jamie Mieth**
The petitioner is seeking a variance to allow construction of an addition to their existing residence which will encroach 15.3’ into the 25’ side setback requirement. **Relief is requested pursuant to section 174-8.2D(3)(c) side setbacks require 25 feet.** Application approved 09/27/17
- (12) 9/27/17 **Woodland Meadows, LLC – Mr. Robert Heavey – Determination of Whether Modification to Project Details are “Insubstantial Change” – 760 C.M.R.§56.05(11).**
Determination by the Board to approve “Insubstantial Change” on 9/27/17.
- (13) 11/29/17 **17 Oregon Rd. / 0 Stonebrook Court – Appeal – Absolut Realty Trust**
The petitioner is appealing Notice of Violation issued by the Building Commissioner on October 12, 2017 mandating compliance with conditions of approval. **Appeal in accordance with the requirements of G.L.c.40A.** Appeal approved 11/29/17.

Summary of 2017 Board Decisions (Approved; Denied; Withdrawn; Pending):

Variances: (4): 4 Approved

Special Permits: (5): 5 Approved

Appeal/Determination (4): 2 Approved, 2 Denied

The Zoning Board of Appeals met on the following dates to discuss administrative issues:

January 18th, January 25th, February 15th, March 1st,
March 22nd, April 12th, April 26th, May 3rd, May
17th, June 7th, June 28th, August 16th, September
27th, November 29th.

Police Department



MISSION STATEMENT

The mission of the Southborough Police Department is to work with all citizens to preserve life, maintain human rights, protect property, promote individual responsibility, and community involvement.

Introduction

The Town's Police Department is staffed by a dedicated group of Officers led by Chief Ken Paulhus, Lieutenant Sean James, and five Sergeants who make up the Command Staff. They include Sgt. Tim Slatkavitz, Sgt. James Deluca, Sgt. Ryan Newell, Sgt. Heath Widdiss, and Sgt. Sean McCarthy.

We are most proud of the professionalism displayed in our daily contacts with the public. Of some 14,995 entries into the Dispatch Log during the past year, we did not receive one formal complaint of misconduct. We believe this reflects the dedicated service provided by our staff members on a daily basis.

Some of the initiatives by the Department this year included the installation of a Prescription Drug Drop Box in our lobby, and the review and implementation of sixty-five new or revised Department Policies through our PMAM training software. We are currently on schedule to receive our Certification Award from the MA Police Accreditation Commission (MPAC) at their February 2018 ceremony. Special thanks to Lt. Sean James and Sgt. Ryan Newell who are in charge of the project. In August, the Department secured a return of scenario training with our duty weapons and ammunition through the rental of a ballistic trailer supplied by Blue Line Corporation. The Department continued its use of our Facebook page as a means of distributing information and crime prevention initiatives to the public including publishing of the Daily Log in a more efficient and timely fashion.

The Department was pleased to announce the hiring of Southborough resident's Officer John Officer (yes, you read that correctly) in February, and Officer Cameron Chapski in November. They represent the seventeenth and eighteenth members of the Department. Work and planning continued throughout the year with the new Public Safety Complex Building Committee. Special thanks to all of the members of the Community who overwhelmingly voted to fund the new Public Safety Complex at the annual Town Meeting. A late spring ground breaking in 2018 appears to be a reality.

Community Policing Initiatives

The Southborough Police Department continues to have a harmonious relationship with community, largely due to great efforts in Community Policing. Programs such as *DARE*, *RAD WOMAN*, *RAD KIDS*, School Resource Officer, Child Seat Restraint Install, Business Resource Officer, Senior Citizen Resource Officer, Drug Take Back Day, and Junior Police Academy are among the most popular. Officer's also participated on their own time in events sponsored for Special Olympics, Hurricane Relief Events, and a police union fundraiser of Holiday Toys for Tots for patients undergoing treatment at the Boston Children's Hospital. Well Done!!

In April, Officer's Aaron Richardson and Jake Woodford put together a curriculum for the first Citizen's Police Academy held in many years with much success. Graduation was held in June for twenty residents who remain great friends of the Police Department. We look forward to a new class in 2018.

In September, the Department held a Firearms Safety Class for fifteen residents under the direction of Sergeant Tim Slatkavitz and resident Russ Millholland. We would also like to thank the Leicester Police Department for their help with the project.

The School Resource Officer position remains an important part of the Southborough Police Department. Officer Kevin Landry has maintained this position for the last seventeen years. In the course of that time, we have seen the case load of the SRO range from theft, bullying, school safety plans, and conflict resolution. Our SRO also deals with technology issues including social media, cyber threats, and inappropriate texting incidents.

Police Department (cont.)

Traffic Enforcement

Traffic issues continue to be a main area of concern of the Department. The Town is embedded with many locations of high volume commuter traffic, especially along the Route 9/85/30 corridor. Under the direction of Sergeant Tim Slatkavitz, areas of enforcement emphasis are noted at roll call, and addressed through speed monitoring or electronic sign board. Officers investigated 371 motor vehicle crash reports over the past year, and issued 4,174 citations, an approximate twenty-five percent increase over last year. In addition, four separate Federal Grant programs continued to address Speeding, Impaired Driving, and Distracted Driving. Residents with areas of concern are urged to contact the Department for stepped up enforcement initiatives.

Senior Citizen Resource Officer

Officer Richardson remains assigned as the liaison to our elder population and Senior Center. If you have any issues, whether it be safety or other concerns, please feel free to contact him at 508-485-2121 or by e-mail:

ARichardson@southboroughma.com.

Criminal Investigations/Detective Bureau

The mission of The Town of Southborough's Detective Division is to enhance the quality of life for the citizens of Southborough by providing a safer community in which to live through the identification and deterrence of criminal activity.

We work in close cooperation with the internal divisions of the Southborough Police Department, as well as other state, local, and federal law enforcement agencies to accomplish its ultimate goal of providing excellent service to the citizens of Southborough. In the past year, the Department continued to work with the Worcester County Regional Drug Task Force. Officer Richardson has assisted multiple agencies with investigations into prostitution and drug dealing.

The Detective Division is currently managed by the Lieutenant. There is currently one full time detective, Keith Nichols, assigned to this Division. Detective's conduct follow-up investigations based on information provided by the patrol division. In addition, 111 Pistol Permits were processed with help of Business Administrator Rick Mattioli.

During this past year, Detective Nichols was assigned to follow up investigation on approximately eighty-seven cases. The assignments were broken down into some of the following categories; breaking and entering, larceny, motor vehicle theft, prostitution, assault, vandalism, financial fraud, domestic violence, identity theft, and illegal drug activity. Some of the more high profile cases included the arrest of a suspect who stole approximately four-thousand dollars of copper cable from a Newton St. business, the arrest of a suspect who broke into Pennant CrossFit as part a regional spree of Rowing Machine thefts, charging a suspect who broke into several Turnpike Road locations including Red Barn Coffee and the LisaKen Salon, the arrest of a suspect who broke into several homes on Flagg Road and General Henry Knox Road, and the continuing investigation of a Bank Robbery at Middlesex Savings on Cordaville Road in November.

Department Goals

It is our goal to build long-term relationships with the citizens, as well as public and private agencies, in an effort to reduce fear of crime and disorder. Through cooperative resolution of safety problems we hope to jointly identify root causes, and creatively investigate remedies to serve the community. The main objective is to provide additional avenues and means for the general public to reach out to this police department to help solve criminal issues, problems, and concerns.

In conclusion, we again thank the Board of Selectmen, Citizens, and the Business Community for their great support and encouragement during the past year.



PROTECTING OUR COMMUNITY ...TOGETHER



MONTH	TOTAL # CALLS	COMPLAINT CALLS	LOST DOG	LOST CAT	OTHER CAT RELATED	WILDLIFE	MISC CALLS	PICKUPS	HUMAN/ ANIMAL- ANIMAL BITE	QUARANTINE ORDERS ISSUED/ RELEASED	CITATIONS ISSUED
JANUARY	42	1	2	1		10	22	1	H-0 / A-0	1	0
FEBRUARY	47	1				7	31	0	H-3 / A-0	4	0
MARCH	46	1	2	2		4	21	0	H-3 / A-1	10	0
APRIL	56	1	3	1		13	28	0	H-1 / A-0	2	0
MAY	205	2				13	40	2	H-2 / A-0	3	139
JUNE	88	2		3		29	31	0	H-2 / A-3	11	0
JULY	72	1	1	2	2	15	27	1	H-0/ A-1	4	14
AUGUST	102	2	3	3	6	18	38	3	H-4 / A-0	10	0
SEPTEMBER	67	2	6	1	2	17	30	0	H-0 / A-0	1	0
OCTOBER	111	6	5	2		19	46	1	H-0 / A-0	1	27
NOVEMBER	63	5	1		2	5	32	9	H-2/ A-0	5	0
DECEMBER	67	2	2		1	10	34	1	H-0 / A-2	5	0
TOTAL 2017	966	26	25	14	13	160	380	18	H-17 / A-7 =24	57	180

DECEASED ANIMALS PICKED UP/DISPOSED OF BY ACO = 63 (INCLUDES 15 DEER, AND 1 K9)

KENNEL INSPECTIONS COMPLETED/SUBMITTED TO TCO = 4

ANIMALS SENT TO STATE LAB FOR TESTING 2 (BATS, NEGATIVE RESULTS)

*"We make a living by what we get,
but we make a life by what we give."*

- Winston Churchill

Fire Department



THE FIRE DEPARTMENT IS COMPRISED OF THE FOLLOWING PERSONNEL:

1 Full-time Fire Chief

1 Administrative Secretary (28 hours/week)

21 Full-time Firefighter/Emergency Medical Technicians (EMTs)

3 Call Firefighter/EMTs

2 Call Firefighters

1 Call EMT

The Southborough Fire Department provides a wide-variety of 9-1-1 and emergency response services, inspections and code enforcement, as well as public fire and life safety education under the auspices of Massachusetts General Laws Chapters 48, 111c, and 148. Such services are provided 24/7/365. The name *Fire Department* for our department *implies* that we only respond to fires. ***Over the years, the Fire Service in Southborough and across America has evolved into an Emergency Services, or Public Safety Department.*** Such Emergency Services responses include, but are not limited to:

- Fires;
- Explosions;
- Over pressurization;
- Medical emergencies and vehicle crashes;
- Hazardous materials incidents (e.g.: spills, leaks and releases);
- Rescues (e.g.: vehicle entrapment, confined space incidents, structural collapse, stranded elevators, water rescues and incidents, etc.)
- Hazardous conditions (e.g.: electrical wires down, electrical arcing within a building, carbon monoxide build-up in homes and structures, etc.);
- Service calls (e.g.: water leaks, emergency lock-outs, etc.)
- Alarm calls (e.g.: fire, carbon monoxide and medical assist alarms);
- Severe weather emergencies and incidents (e.g.: trees down, flooding, etc.). Government Center in Boston, are available.

In 2017, the Southborough Fire Department responded to 1,310 emergency incidents, this represent nearly the same number of responses over 2016 (1,386). During the year there were only a few minor fires in structures resulting in a low dollar loss compared to the two previous years. I am happy to report that the department did not experience any fire related civilian or firefighter deaths, no civilian fire related injuries and no fire related injury as a result of these incidents. Estimated fire losses during the year totaled \$140,050 with \$43,600 from structure losses, \$85,950 from vehicle losses and \$500 from other unclassified losses.

The following is a breakdown of the emergency responses:

Fire/Explosion	31
Overpressure Rupture	2
Hazardous Condition	42
Medical Emergencies & Motor Vehicle Accidents	736
Service Call	143
Good Intent Call	111
False Call	242
Severe Weather/Natural Disaster	0
Special Type Complaint	3

Massachusetts General Laws require the Department to conduct a variety of inspections. A total of 829 inspections, plan reviews and public education programs were conducted in 2017, which was a increase of 3% over 2016. There were several inspections conducted to ensure compliance with fire safety regulations and required several hours of inspection time prior to final approval for occupancy. There were several smaller commercial projects over the year with tenant renovations and fit-ups in commercial buildings. New housing starts were steady throughout the year with no major developments but several new additions/renovations to existing homes. The Commonwealth of Massachusetts has moved to a more standardized code of regulation

and adopted NFPA 1 with Massachusetts amendments. I would once again like to thank Lt. Neal Aspesi, as well as all the department members, for all the hard work and effort in performing the Fire Prevention functions for the Southborough Fire Department. Although it is difficult to determine how fire prevention affects the response to fires, I would attribute the low fire loss and lack of civilian and fire service injuries and death to an aggressive fire prevention and public education program that exists in Southborough. Our goal is to provide a quality risk reduction program to the community.

Fire Department (cont.)

Various fire and safety programs are presented to the community throughout the year. Such programs focus on fire safety, Cardio Pulmonary Resuscitation, life safety, and Senior Fire and fall prevention programs. One of the major programs is the Student Awareness of Fire Education (S.A.F.E.) which is presented to the students in Kindergarten, 1st Grade, and 3rd Grade classes throughout the year. The program is administered by LT/EMT-P Christian Dano who is the Public Education Officer for the Department. He is assisted by FF/EMT-P Jason Roach and FF/EMT-P Justin McCallum. The S.A.F.E. Program is made possible through grant funding that is obtained from the Commonwealth of Massachusetts and not only allows for the education of school age children, but has been expanded to include fire education for the aging population. It is program like these that contributes to the low incidents of fires in the community. Senior S.A.F.E. once again has been funded by the Commonwealth of Massachusetts. Lt/EMT-P Christian Dano visits the Senior Center on a regular basis and assists with delivering programs for this populations.

In 2017 the fire department saw no changes in the employee roster for the second year in a row. The command staff remained unchanged with the structure being 1 Chief, 1 Captain and 4 Lieutenants.

The emergency medical services (EMS) component of the emergency response system consists of trained firefighter/emergency medical technicians (EMTs) at the paramedic, advanced and basic level of services, under the direction of a medical control physician located at U-Mass Marlborough Hospital. The Southborough Fire Department is celebrating 15 years of paramedic level service to the Town. Firefighter EMT-P Nathan Kendall, son of retired Lieutenant John Kendall, recently completed his first full year as a certified paramedic bring the roster to 16. Firefighter EMT-P Dana Amendola serves as the Emergency Medical Director for the department and a newly established position of Advanced Life Support Coordinator was created and was filled by Firefighter EMT-P Jeremy Parkinson. A new Medical Director, Doctor Ira Nemith from UMass Medical, was assigned to oversee the department's ambulance service. He replaces long time Medical Director Joseph Tennyson who served the department for many years.

An integral part of our service is preparation and training of personnel to be well prepared for any emergencies that occur. The department conducts monthly department training where all members attend with topics that included transitional fire attack, search and rescue, ice rescue, pumps & hydraulics, hazardous materials first responder refresher, and water supply practices. The department also conducted live fire training with members from the Towns of Westborough and Northborough with the training conducted at the Worcester Fire Department Training Facility. This is the first time that the three communities worked together regionally to accomplish this type of training. Live fire training allows department members to practice extinguishing fires in a non-combustible burn building under a controlled environment. This is a very important aspect of preparing for fires that may occur. The training also allowed members to work with the members of the other communities who we work very closely with on mutual aid. The training was so successful that the three communities are working on other regional training as well as further assistance during fires and emergencies to ensure safe and efficient operations. I would like to thank Lt. Kenneth Franks and Captain Mark Sadowski for working with the other communities and facilitating this training.

During the year the department conducted other monthly in-service training which is conducted by each on-duty group on a monthly basis. Members also individually attended and completed courses at the Massachusetts Fire Fighting Academy. Captain Mark Sadowski and Lt. Neal Aspesi completed and received certification as Fire Officer III which prepares them for leadership at the upper management level in the fire service.

Southborough is also a member of the Fire District 14 which consists of 24 area communities who work together to help provide communities with services that cannot be done by individual departments. These services consists hazardous materials teams, dive/rescue teams, technical rescue, fire investigation and communications. There are currently four members who participate in some of these teams which are regionally based and consists of several communities. The following members participate: FF Dana Amendola – Communications Technician, Lt. Neal Aspesi and FF Scott Navaroli – Fire Investigation Unit, Captain Mark Sadowski – Dive Team.

Fire Department (cont.)

CONCLUSION

I would like to thank all of the members of the Southborough Fire Department and their families for the dedicated service that they provide to you, the citizens of Southborough. I would also like to thank the members of the Board of Selectmen, all of the Town's Department heads and Town Boards and Committees for their continued cooperation, assistance and support.

The residents and businesses of Southborough are a constant source of donations of time, material and/or funds to aid us in serving the citizens and visitors of Southborough. Thank you very much for your valuable contributions!

Respectfully Submitted,

Joseph C. Mauro

Fire Chief



*"Life's most urgent question is:
What are you doing for others?"
- Martin Luther King, Jr.*

Southborough Emergency Management Agency (SEMA) & Local Emergency Planning Committee (LEPC)



Enhancing Community Safety through Education and Preparedness

The Southborough Emergency Management Agency (SEMA), which includes the Local Emergency Planning Committee (LEPC), is the agency in Town tasked with identifying, preparing for, mitigating and recovering from hazards and disasters (natural, man-made or technological). The mission of SEMA is to improve community safety, reduce injury & save lives and enhance the community's ability to quickly return to normal functions following disasters and significant emergencies. Additionally, the LEPC is responsible for maintaining information on and developing emergency response plans for locally used/stored Hazardous Materials and those that travel through town via road and rail.

SEMA is devised of department heads/employees from each town department, town management officials, representatives from all town educational facilities, members of the local business community and volunteers, as well as representatives from the Massachusetts Emergency Management Agency and utility companies. These members meet on a quarterly basis at the Town's Emergency Operations Center (EOC) to discuss historical and emerging hazards threatening our area, develop mitigation and response plans and coordinate resources should an event occur. Each meeting also consists of training modules related to emergency preparedness.

"Are you Connected to Stay Informed?"

SEMA **strongly encourages** all citizens and business employees in the Town of Southborough to connect with the following. These are SEMA & Town's primary mediums for distributing emergency and preparedness information.

Sign-up for/update **CodeRED** (the Town's emergency notification system). Refer to the CodeRED link on the Town's website.

Like the Southborough Emergency Management Agency's **Facebook and Twitter pages** (@SEMA01772)

Connect with the Town of Southborough's **Facebook and Twitter pages** (@17Common)

2017 Enhancements:

In 2017, SEMA continued to work closely with various Town and State departments and organizations to enhance the resilience, preparedness and response capabilities of Southborough.

- ◆ **Communications Updates:** Through fiscal year 2017 capital funds, SEMA upgraded all mobile radios in the Town's mobile command/communications unit enhancing interoperability communications locally, regionally and state-wide. This unit is equipped to deploy to events and emergency incidents within and outside Southborough as an incident command post. It is also equipped to act as an immediate and temporary back-up for the Town's Central Dispatch Center.
- ◆ **Plan Updates:**
 - * The Massachusetts Emergency Management Agency (MEMA), implemented significant changes to their secured web interface with communities throughout the Commonwealth. These changes will enhance SEMA's coordination with MEMA and enable SEMA to store locally specific plans within the MEMA hosted site enabling access remotely at any time.
 - * SEMA renewed several Memorandum of Agreements (MOU) with local vendors. An MOU is a non-binding agreement that establishes access to various commodities and services beyond the Town's capabilities during significant emergencies and disasters.

Southborough Emergency Management Agency [SEMA] & Local Emergency Planning Committee [LEPC](cont.)

Year 2017 Events

- ◆ There were no incidents in 2017, that required the activation of the Town's Emergency Operations Center (EOC), which was a first in many years.
- ◆ SEMA continued to assist in the planning and operations of Southborough Summer Nights, Heritage Day, New England School for Children's (NECC) 5k Race and Gobble Wobble 5k Race. All events went off without a hitch, with no injuries due in large part to coordinated pre-planning among all parties involved, and especially, volunteer work of the members of the CERT/MRC.
- ◆ SEMA again took part in the planning and activation for the 2017 Boston Marathon. SEMA has been involved, working with the Town of Hopkinton and BAA, for several years. Once again, security was a topic of focus, with increased concerns of the international/national growth in lone-wolf attacks using non-conventional methods. SEMA was tasked as the lead coordinating agency for State Park Unified Operation Post (SPUOP) covering the areas along the Rt. 85 corridor north of Rt. 135. The SPUOP was staffed by representatives of the Massachusetts State Police and Boston Athletic Association, working under the direction of the event Unified Command Center. On the day of the Marathon SEMA was operational from 4:00am until 1:00pm. SEMA and CERT/MRC/TeenCERT members volunteered all planning and operational hours.

CERT/MRC/TeenCERT:

- ◆ The Southborough Citizen Emergency Response Team (CERT), Medical Reserve Corps (MRC) & TeenCERT, continues to be an invaluable group of committed volunteers augmenting the needs of emergency services in Town. These members dedicate numerous hours; meeting, training and coordinating with Fire, Police, SEMA, the Board of Health and others to ensure they are prepared to assist at a moments notice.
- ◆ ATTENTION EAGER VOLUNTEERS: The CERT/MRC/TeenCERT is always looking for new members to fill a wide-scope of missions from office assistance to medical aid to search & rescue - check them out on Facebook or call Lt. Neal Aspesi at 508-485-3235

MISSION

The mission of Southborough Emergency Management Agency (SEMA) is to improve community safety, reduce injury & damage and enhance the community's ability to quickly return to normal functions following disasters and significant emergencies. This is accomplished through the coordinated efforts of Town departments; local, state, federal and non-governmental organizations; private businesses and volunteers following the emergency management cycle of: prevention/education, preparedness, response, recovery & mitigation.

Board of Health

Four years ago the Board joined eight (8) other area towns in a regional Tobacco Control and Prevention Program. This program has been funded by MetroWest Health Foundation, whose office is located in Framingham. The program has been very successful. The Foundation approved a one year extension and most of the towns including Southborough have created sustaining Revolving Funds to carry the program forward which will allow compliance checks of tobacco sales outlets at no cost to the towns. The incidence of young adults and tobacco use continues to decline throughout the 9-Town Coalition. Eight of the nine towns have also voted to require a minimum age of 21 years before the person can purchase any tobacco products. One town requires a person to be 19 years old or older to purchase tobacco products.

The Board's Public Health Nurse continues to follow up on all communicable diseases mandated by the Department of Public Health (DPH). The Emergency Dispensing Plan (EDS) and the town's Shelter Plan are reviewed and updated annually. Fall Flu Clinics were held and 230 residents and town employees were vaccinated utilizing Medical Reserve Corp (MRC) nurses.

WHO WE ARE

The Southborough Board of Health is composed of three elected members:

Mary Lou Woodford, Chair

Daniel O'Rourke, Vice Chair

Nancy Sacco, Recording Clerk

The Board is served by four part-time staff members:

- ◇ Paul Pisinski, 15 - 20 hours per week Public Health Director;
- ◇ Tammi Rice, 24 hours per week Administrative Assistant;
- ◇ Dennis Costello, 17 hours per week Sanitary Inspector;
- ◇ Leslie Chamberlin, 15 hours per week Public Health Nurse;
- ◇ Various senior volunteers.

Both Leslie and Tammi work for other Town Departments, Leslie for the Council on Aging/Senior Center and Tammi for the Board of Assessors.

The Public Health Director and Sanitary Inspector performed over 300 inspections; the majority of these inspections are required under the various codes and regulations of the Town and State. In addition, more than 50 building department permit applications and 5 residential swimming pool installation plans were reviewed.

The Board continued a slight increase in certain Fees. The Fee schedule is something the Board looks at each year and makes adjustments according to how much it pays in salaries to administer the numerous public health regulations its staff enforces. One area which continues to require increased attention is the numerous soil testing witnessing fees, septic system plan review and septic system installation inspection fees. Southborough continues to attract families and businesses who are very desirous of living and doing business here. The availability of "good" building sites and the lack of any municipal sewer infrastructure system requires civil engineering companies and the Board's staff inspectors to spend many more hours in the field conducting soil tests and also results in more complex septic system design plans to be reviewed. The increase in fees in these development categories is reflective of the increased time the Board's staff must expend.

crease in fees in these development categories is reflective of the increased time the Board's staff must expend.

This past year the Board of Health has been involved with two On-Site Sewage Disposal Systems, the "Owner-Operator" of which is the Town of Southborough. The Town Hall/Municipal Office Building/Town House at 17 Common Street had a 26 year old septic system which began failing two years ago. Something needed to be done and the Board determined a complete replacement of the system (i.e. concrete tanks, pipes and leaching area under the playground) needed to be finished before the winter. This system was officially completed on December 6, 2017.

The Board's staff has also been involved with the Professional Civil Engineers, Geotechnical People and Architects for the design of a combined on-site septic system for the proposed Public Safety Building, Golf Course Club House and Woodward Elementary School on property belonging to the St. Marks School between Latisquama Road and Cordaville Road. Extensive soil testing, estimates of sewage flow, site constraints and other technical data have been coordinated with the design team for this project.

The Board of Health does not charge any fee for all of this review time and on-site inspection time because these projects are considered municipal facilities. If the Board were to consider charging the comparable fees based on the current Fee Schedule an estimated \$9,000 would be reimbursed and added to the \$70,000 in fees collected in 2016.

Board of Health (cont.)

SUBSURFACE SEWAGE DISPOSAL SYSTEM (SDS)

Total Permits Issued	71
New Construction	20
Complete Replacements	22
Component Repair	29
Sewer Connection	1
Well	7
Abandonment of Sewer System	1
Non-Hazard Holding Tank	2

LICENSES Total – 139

Body Art Practitioner	1
Body Art Establishment	1
Day Camp (Recreation)	8
Funeral Director	1
Septic Installers	29
Pumper/Haulers	15
Semi Public Pools	2
Tobacco (permit to sell) 2-year permit	10
Food Licenses	72

SOIL TESTING

Residential Complete Replacements	23
Residential Systems New	19
Commercial or Non-Residential	3
Municipal (No Fee)	2

TITLE 5 INSPECTION REPORTS RECEIVED: TOTAL - 119

Passing Systems	91
Conditional Passed Systems (in Need of a Component Repair)	21
Failed Systems	6
Further Evaluation Needed	1

Housing Complaints

Board of Health Meetings

B.O.H. REVENUE SUMMARY FOR 2016 AND 2017

	<u>2016</u>	<u>2017</u>
TOTAL FEES collected from Licenses & Permits, etc.	\$52,344	\$70,135
Betterment Loan Interest Revenue	\$9,809	\$9,097
TOTAL Amount Collected by Board of Health & Returned to the Town General Fund.	\$62,153	\$79,232

"He has a right to criticize, who has a heart to help."

- Abraham Lincoln

Elections and Town Meetings

We initiated electronic check-in for Town Meetings which substantially reduced the time required to check-in. Voting was consolidated from 3 separate locations to the Trottier Middle School gymnasium which substantially reduced the cost to hold an election.

These elections and Town Meetings were held in 2017:

3/8/17	Special Town Meeting (722 voters)
4/25/17	Annual Town Meeting (256 voters)
5/9/17	Annual Town Election (1,270 voters 23.4%)
11/7/17	Special Town Election (1,674 voters 22.0%)

Election Preparation

Our office registered 415 new voters, deleted 357 voters who moved from town, and changed information for an additional 2,114 voters.

Voters Registration totals as of 12/31/17:

Political Party	Registered Voters	%
Democrats	1,653	22.6%
Republicans	1,168	16.0%
Unenrolled	4,408	60.4%
All other	70	1%
Total	7,299	

Vital records (birth, death and marriage certificates)

These vital record were recorded in 2017:

Vital Records recorded	Quantity
Registered Births	76
Registered Deaths	46
Registered Marriages	20
Burial permits Issued	12

Southborough School Committee

The current members are:

Gerald V. Capra, Chairperson

Marybeth R. Strickland, Vice Chairperson

Paul H. Desmond, Secretary

Roger W. Challen

Keturah Martin

School Administration

Christine M. Johnson, *B.S., M.A., C.A.G.S.*

Superintendent of Schools

Gregory L. Martineau, *B.S., M.A.*

Assistant Superintendent of Schools

Marie B. Alan, *B.S., M.A.*

Director of Student Support Services

Julie G. Doyle, *B.S., M.Ed.*

Director of Instructional Technology and Digital Learning

Erica J. Edstrom, *B.S., M.S., M.Ed.*

Assistant Director of Student Support Services

Deborah Q. Lemieux, *B.A., M.S.Ed., Ed.S.*

Assistant Director of Student Support Services

Matthew G. Wells, *B.B.A., M.B.A.*

Director of Finance and Operations

Cheryl M. Lepore

Administrative Assistant to the Superintendent

Nancy A. Bissett

Administrative Assistant to the Superintendent's Office

Elaine E. Chisholm

Receptionist

Suzanne L. Houle

Clerical Support

Rebecca J. Pellegrino

Human Resources Administrator

Nena H. Wall

Personnel Coordinator

Sandra J. Burgess

Administrative Assistant to the
Student Support Services Department

Kyle D. Parson

Food Service Director

Nicole St. Germain

Financial Accountant

Jolene A. Chapski

Business and Finance Support

Pauline D. Joncas

Facilities and Operations Support

Pamela E. Hite

Financial Coordinator – Southborough

Caroline Willard

Financial Coordinator – Algonquin

Irene N. Woodward

Financial Coordinator – Northborough

Andrew F. Mariotti

District Technology Manager

Thomas-James Carron

Assistant District Technology Manager

Loraine T. Wolfrey

Data Specialist

Business Office: 53 Parkerville Road
Southborough MA 01772

Telephone: (508) 486-5115

Office Hours: 8:00am—4:30pm

Fax: (508) 486-5123

The Public Schools of Southborough continue to provide an exceptional educational experience for all students with a focus on personalization and student engagement. The cornerstones of our work are articulated in our Strategic Plan *Vision 2020: Strategically Planning for the Future* and emphasize growth and achievement for students and staff in the areas of Communication, Curriculum, Student Support and Technology. These identified areas are embedded in specific programming, curriculum, and offerings appropriate for each grade span. School Improvement Plans are developed in a collaborative purposeful way and actualize each of our focus areas to support the students and staff at each grade level. The purpose is to engage in a continuous renewal of excellence while we seek current and innovative practices. We are proud of the accomplishments of our students, professional teaching by our staff, commitment to our shared mission and vision, and outstanding leadership by our administrative teams at each school and from our Central Office team. We offer many opportunities for parents and members of our school community to share in our work.

The Public Schools of Southborough continue to work collaboratively with the Town to ensure that we provide a fiscally responsible and educationally sound funding model. We appreciate the opportunity to remain an active participant as a member of the Southborough community as we seek mutually beneficial ways to support all students.

Southborough Public Schools - 2017 Highlights

The following highlights provide a snapshot of some of the activities and events that support teaching and learning in our schools. We extend a thank you to our parent community and organizations such as the Southborough Education Foundation (SEF) and Southborough Organization for Schools (SOS) Parent Organization, Corridor Nine Area Chamber of Commerce, as well as, the citizens of Southborough, for investing and advocating in education for all. Education is at the heart of any community and provides for our future. We invite you to experience the joy of learning and encourage you to explore our webpages, newsletters, and other communiques distributed throughout the school year.

We believe in providing many ways of exploring the most efficient and thorough means of communication through our educational Speaker Series, surveys, open houses, weekly communications and events. Each school places a high degree of importance on building social competence and responsibility in their support of others in need. Our schools have participated in raising resources for others by partnering with the American Heart Association, Andy's Attic, Candy for Troops, Pajama Program for Hurricane Victims, Southborough Youth and Family Services, and the Southborough Senior Center.

Teachers continue to focus on curriculum development, instruction, and the alignment to the Massachusetts State Standards. All schools are embracing the newly released Next Generation Science Standards and are incorporating resources that support STEM (Science Technology Engineering Mathematics) learning, which includes robotics and coding. The underlying learning foundational experiences center on collaborative problem solving through project-based experiences that incorporate mathematical skills and technology.

Our schools are equipped with mobile devices that provide 1:1 access at all grade levels. The use of technology as a tool is a familiar instructional practice at all levels and within all content areas. Students were well prepared to navigate the changes in our state assessments as MCAS 2.0 was unveiled utilizing an online assessment format. Developing technology-rich digital classrooms where students and staff use appropriate and safe technology tools and resources to support the learning and teaching process is an essential expectation for all.

A focal point for all staff at the beginning of the year has been research based professional development and program implementation. We believe that students thrive in a culture that supports positive connections and social emotional learning experiences. Our schools emphasize the importance of fostering an emotionally and psychologically safe school environment in which all students feel supported and accepted. In addition to introducing comprehensive themes such as “#CHOOSEKIND”, our students have enjoyed guest presentations that include “Respecting Differences,” “Building a Sense of Community,” and “One School, One Read.”

Superintendent's Report (cont.)

Creating a healthy school climate includes offering students and staff opportunities to engage in wellness activities. Stress reduction techniques that include mindfulness, and relaxation strategies are integrated into the school day. Staff learned the basics of reducing stress through mindful practice, and our hope is to have more professional development in this area and to eventually teach mindfulness, and stress-reduction techniques to our students. The District is partnering with MetroWest Health and continues to participate in the MetroWest Health Survey, which identifies student risk behaviors, as well as, developing new relationships with the Northboro-Southboro Substance Abuse Prevention Coalition (NSSAPC).

The District invites parents and school community members to participate in a myriad of study groups including a review of world languages at the K-12 level, kindergarten free tuition, solar feasibility, homework study groups in addition to attending posted subcommittee meetings which include: policy development; operational and capital budget development; strategic planning; and, the school calendar.

We are fortunate to have a dedicated Southborough School Committee to guide our work and support our current and ever changing educational landscape. Information regarding enrollments, budgets, and school related activities, to suggest a few topics, are available on our websites. We invite you to learn more about our schools by contacting us at any time you have a question or are interested in creating an educational partnership.

Respectfully submitted,
Christine M. Johnson
Superintendent of Schools

Southborough Public Schools Enrollment by Grades—October 2, 2017

<u>School</u>	Pre-K	K	1	2	3	4	5	6	7	8	<u>Total</u>
Finn	87	130	120								337
Woodward				138	128						266
Neary						121	137				258
Trottier								159	146	156	461
Total	87	130	120	138	128	121	137	159	146	156	1,322

*‘Education is the key to unlock the
golden door of freedom’*

- George Washington Carver



Southborough Public Schools GRANTS



The following is a brief summary of federal and state grants received by the Southborough Public Schools. We also appreciate grants that are provided through the SOS, SEF, Corridor Nine Area Chamber of Commerce and private organizations. Our administrators and teachers actively engage in grant writing and continually seek funding to support new activities and programming.

Title I Entitlement Grant - \$41,370 (Federal funding)

Title I provides funding for interventions that benefit underachieving students by helping students meet state performance standards. Southborough has been fortunate that several innovative reading and mathematics initiatives at the schools have been funded through Title I for the benefit of students. Title I funding is distributed based on a federal formula. Students receive assistance strictly based on academic criteria.

Title II Part A - Improving Educator Quality - \$19,273 (Federal funding)

This grant provides funds for high-quality professional development, including consultant fees, leadership training opportunities, coverage for teachers participating in mandated training, and stipends for summer curriculum projects. The grant also supports professional development for improved instruction for English Language Learners.

Title III English Language Acquisition - \$32,097 Consolidated Grant (Federal funding)

The purpose of this consolidated grant, shared by the Northborough, Southborough, and Northborough-Southborough Regional School Districts, is to offer supplemental services to children whose first language is not English. Funds are used to provide these children with the assistance needed to perform challenging academic work at proficient levels.

Early Childhood Special Education Allocation - \$33,529 Consolidated Grant (State funding)

This consolidated grant, shared with the Northborough Public Schools, guarantees that young children with disabilities are placed in high-quality inclusive programs that meet the federal and state requirements for the least restrictive learning environment. The funds pay for part of the cost of the preschool integrated programs, with emphasis on services for medically fragile children.

SPED Program Improvement Allocation - \$34,069 Consolidated Grant

The purpose of this federal grant, shared by the Northborough, Southborough, and Northborough-Southborough Regional School Districts, is to offer professional development to both special education and regular education personnel in order to improve service delivery for children with identified disabilities. Students in Southborough benefit through educator involvement in workshops, seminars, and site-based consultations.

Federal Special Education Entitlement - \$343,575

This annual federal entitlement grant is allocated to ensure that students with disabilities receive a free and appropriate education through the provision of special education and related services. The district utilizes these funds to defray some of the costs involved in meeting students' complex, individual learning needs. A number of special education positions are funded through this grant as well as training and consultation for classroom teachers, special education teachers and therapists.

Essential School Health Services - \$86,100 Consolidated Grant

This past year the Massachusetts Department of Public Health continued to award a health services grant to the Northborough, Southborough, and Northborough-Southborough Regional School Districts. The purpose of these funds is to improve health services to all school children. A number of part-time nursing positions are funded through this grant.

Town of Southborough Schools Financial Statement

APPROPRIATION:

Regular Education	\$ 13,435,005
Special Education	\$ 6,000,858
Total Beginning Appropriation	<u>\$ 19,435,863</u>

Total Appropriation **\$ 19,435,863**

EXPENDITURES:

REGULAR DAY PROGRAMS

ADMINISTRATION:

School Committee	\$ 11,202
Superintendent's Office	\$ 101,497
Administrative Support Services	<u>\$ 466,131</u>
Total Administration	\$ 578,831

INSTRUCTION:

Supervision	\$ 49,200
Principals' Offices	\$ 930,792
Teaching	\$ 8,491,889
(includes Salaries, Supplies and Materials)	
Professional Development	\$ 122,157
Textbooks & Instructional Equip	\$ 310,764
Library Services	\$ 278,058
Guidance Services	<u>\$ 226,419</u>
Total Instruction	\$ 10,409,279

OTHER SCHOOL SERVICES:

Attendance Services	\$ 500
Health Services	\$ 378,028
Pupil Transportation	\$ 347,704
After School Activities	\$ 20,356
Student Body Activities	<u>\$ 18,935</u>
Total Other School Services	\$ 765,523

OPERATION OF PLANTS:

Custodial Services	\$ 738,700
(Salaries & Supplies)	
Heating	\$ 132,541
Electricity	\$ 247,682
Telephones	\$ 30,618
Water	\$ 20,435
Technology Telecommunications	<u>\$ 33,701</u>
Total Operation of Plants	\$ 1,203,676

MAINTENANCE:

Grounds	\$ 21,210
Buildings	\$ 249,684
Equipment	\$ 123,023
Technology Maintenance	<u>\$ 78,967</u>
Total Maintenance	\$ 472,884

BUILDING & EQUIPMENT:

Lease	\$ 3,879
New Equip Over \$5,000	\$ -
Cafeteria Equipment	<u>\$ -</u>
	\$ 3,879

TOTAL EXPENDITURES,

REGULAR DAY PROGRAMS **\$ 13,434,072**

SPECIAL EDUCATION PROGRAMS

Legal Services	\$
Supervision	\$ 132,661
Teaching (Salaries & Supplies)	\$ 3,899,299
Professional Development	\$ 7,118
Psychological Services	\$ 424,866
Health Services	\$ 40,988
Transportation	\$ 521,973
Equipment Maintenance	\$ 3,131
Programs - Other Schools in Massachusetts	\$ 893,712
Payments to Collaboratives	<u>\$ 65,621</u>

TOTAL EXPENDITURES,
SPECIAL EDUCATION **\$ 6,000,531**

TOTAL EXPENDITURES **\$ 19,434,602**

BALANCE RETURNED TO GENERAL FUND: **\$ 1,261**

SCHOOL LUNCH

INCOME:

Balance from FY16	\$ 268
Total Receipts, FY17	<u>\$ 287,644</u>
Total Revenues	\$ 287,912

EXPENSES:

Total Expenditures, FY17	<u>\$ 287,511</u>	\$ 287,511
BALANCE TO FY18		\$ 401

SPECIAL ED -

INCOME:

Balance from FY16	\$ 550,879
Total Receipts, FY17	<u>\$ 625,318</u>
Total Revenues	\$ 1,176,197

EXPENSES:

Total Expenditures, FY17	<u>\$ 552,379</u>	\$ 552,379
BALANCE TO FY18		\$ 623,818

Fiscal Year 2017: July 1, 2016-June 30, 2017

TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS

**Special Town Meeting
March 8, 2017**

At the Special Town Meeting, duly called and held in the P. Brent Trottier Middle School, Southborough, on Wednesday March 8, 2017 at 7:00 PM, the following ARTICLES were voted on in a legal manner. There was a quorum present (100 voters = quorum); 722 voters were present.

MOTION MADE: To waive the reading of the Warrant.

MOTION PASSED.

ARTICLE 1: To see if the Town will vote to authorize the Board of Selectmen to acquire and obtain by purchase a certain parcel of land with structures thereon from St. Mark's School of Southborough, Inc. located at 36 Cordaville Road, Southborough, Massachusetts, Assessor's Map 45, Parcel 2 consisting of 60 acres more or less and being the same parcel conveyed to St. Mark's School by Deed dated November 12, 1923 and recorded in the Worcester Registry of Deeds at Book 2318, Page 258 said parcel to be acquired for a public safety complex, reserved undeveloped land and other municipal purposes and further to authorize the Board of Selectmen to convey, transfer and sell the Town's real properties located at 0 School Street consisting of 1.63 acres more or less and the parcel located at 19 Main Street consisting of 2.34 acres of land more or less to St. Mark's School of Southborough, Inc. and to authorize the Board of Selectmen to execute a land exchange agreement to effect these transactions and further to vote to raise by borrowing, transfer from available funds, or otherwise a sum of money to pay for the acquisition and construction costs incidental or related thereto for the public safety complex.

The Town Clerk shall cause the following question to be placed on the ballot at the next annual election following the adoption of this article by the Town Meeting:

Shall the Town of Southborough be allowed to exempt from the provisions of proposition two and one half, so called, the amounts required to pay for the bonds to be issued in order to acquire land and construct a new public safety complex, and for the payment of costs incidental or related thereto?

; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article will authorize the Board of Selectmen to execute the Purchase and Sale agreement that they have negotiated with St. Mark's School on behalf of the Town. The agreement will transfer two Town parcels to St. Mark's, along with \$4.5M in cash, in exchange for the entirety of the St. Mark's Golf Course. Per the agreement, at least 50% of the property must remain undeveloped. This agreement is the result of more than 15 months of negotiations between members of the Board of Selectmen, and senior staff and members of the Board of Trustees at St. Mark's School. In addition, this article will also authorize the borrowing of funds sufficient to pay for the engineering, design, construction, and other costs related to a new Public Safety Facility on a portion of the St. Mark's Golf Course property. The Selectmen-appointed Public Safety Study Committee has worked tirelessly for the better part of two years with consultants, town officials, and concerned citizens to craft a recommended proposal that meets the Town's present and future public safety needs, and is also sensitive to the needs of the various groups. The land deal with St. Mark's has also generated discussion as to additional uses for the remainder of the golf course property not considered for public safety purposes, including maintaining a golf course and/or placing a conservation restriction over the remainder of the parcel. The Selectmen have appointed a Golf Course Master Plan Committee to provide recommendations in that regard.*

MOTION MADE: To approve the Article as printed in the warrant.

FIRST AMENDMENT MADE: That the Town vote to amend the first amendment by striking all the words in the original article and replace them with the following words: That the Town authorize the Board of Selectmen to acquire and obtain by purchase a certain parcel of land with structures thereon from St. Mark's School of Southborough Inc. located at 36 Cordaville Road Southborough, Massachusetts, Assessor's Map 45, Parcel 2, consisting of 60 acres more or less and being the same parcel conveyed to the Trustees of St. Mark's School by Deed dated November 12, 1923

and recorded in the Worcester Registry of Deeds at Book 2318 Page 258(i) a portion of said parcel, consisting of not more than 6 acres, more or less, shall be acquired for a public safety complex, which complex shall be substantially the same as the complex shown on the unrecorded concept plan entitled "St. Mark's Golf Course Master Plan Committee Southborough, MA" dated February 8, 2017 and prepared by Bohler Engineering; (ii) all of the remaining land shall be preserved in its natural, scenic and open condition and to permit passive public recreational use, golf course use and for general conservation purposes, subject to a perpetual conservation restriction approved by the Commonwealth's Executive Office of Energy and Environmental Affairs, upon said remaining portion of above referenced parcel of land pursuant to the provisions of M.G.L. c.184, Sections 31 through 33, as amended, with respect to which the Board of Selectmen shall engage the services of an attorney specializing in conservation restrictions who shall work in conjunction with Town Counsel and the Open Space Preservation Commission as advisors to draft a conservation restriction which restriction shall be negotiated by the Board of Selectmen, (iii) said conservation restriction shall be recorded with said Registry of Deeds prior to July 1, 2018 (iv) any wastewater system located on any portion of said parcel of land may serve a Town-owned public safety complex, Woodward School, Golf Course Club House and Golf Course Maintenance Building and no other buildings or facilities; and further to authorize the Board of Selectmen to convey, transfer and sell the Town's real properties located at 0 School Street consisting of 1.63 acres more or less and the parcel located at 19 Main Street consisting of 2.34 acres of land more or less to St. Mark's School of Southborough, Inc. and to authorize the Board of Selectmen to execute a land exchange agreement to effect these transactions and further to vote to raise by borrowing, transfer from available funds, or otherwise the sum of \$27,129,500 to pay for the acquisition and construction costs incidental or related thereto for the public safety complex.

The Town Clerk shall cause the following question to be placed on the ballot at the next annual election following the adoption of this article by the Town Meeting:

Shall the Town of Southborough be allowed to exempt from the provisions of proposition two and one half, so called, the amounts required to pay for the bonds to be issued in order to acquire land and construct a new public safety complex, and for the payment of costs incidental or related thereto?

FIRST AMENDMENT PASSED.

SECOND AMENDMENT MADE: That the Town vote to amend the first amendment by striking the words "perpetual conservation restriction" and substituting the words "subject to a twenty-five conservation restriction."

SECOND AMENDMENT FAILED.

REQUIRES A 2/3 VOTE.

MAIN MOTION WITH AMMENDMENT PASSED.

ARTICLE 2: To see if the Town will vote to accept and approve the following text of a Special Act and further to see if the Town will vote to authorize the Board of Selectmen to petition the General Court of Commonwealth of Massachusetts for passage and enactment of the Special Act as accepted and approved as follows:

AN ACT AUTHORIZING THE SOUTHBOROUGH BOARD OF SELECTMEN TO ENTER INTO A LAND EXCHANGE AGREEMENT WITH ST. MARK'S SCHOOL, INC.

Section 1. Notwithstanding the provisions of the Massachusetts General Laws c.40 and c.45 as to the sale and purchase of land and every other general and special act to the contrary, the Town of Southborough Board of Selectmen are authorized to enter into a Land Exchange

Agreement for the purchase of land from St. Mark's School located at 36 Cordaville Road, Southborough and for the sale of two parcels of land to St. Mark's School, Inc. located at 19 Main Street and 0 School Street.

Section 2. Further, notwithstanding the provisions of M.G.L. c.61A that the Board of Assessors in conjunction with the Board of Selectmen be authorized to negotiate and abate the amount of rollback taxes with the St. Mark's School, Inc. which may be due as to the parcel of land located at 36 Cordaville Road in conjunction with the Land Exchange Purchase and Sales Agreement.

The Board of Selectmen are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this Petition, or do or act anything in relation thereto.

; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article will authorize the Board of Selectmen to petition the State Legislature for a Special Act that authorizes several points of the Purchase and Sale agreement with St. Mark's School, whose authority and ability are not clearly defined in Massachusetts General Law. The execution of the Purchase and Sale agreement in Article 1, and therefore the entirety of the public safety facility as proposed, is dependent on the passage of this Article by Town Meeting, and subsequent approval by the State Legislature.*

MOTION MADE: To approve the Article as printed in the warrant.

AMENDMENT MADE: That the Town vote to amend the main motion by striking all the words and substituting the following words: That the Town vote to accept and approve the following text of a Special Act and further to see if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts for passage and enactment of the Special Act as accepted and approved as follows:

AN ACT relative to certain parcels of land in the Town of Southborough

Section 1. Notwithstanding Chapter 30B, Chapter 40 and Chapter 45 of the General Laws or any other general or special law to the contrary, the town of Southborough board of selectmen may enter into a land exchange agreement for the purchase of land from St. Mark's School located at 36 Cordaville road, Southborough and for the sale of 2 parcels of land to St. Mark's School, Inc. located at 19 Main Street and 0 School Street in the town of Southborough consisting of 1.63 acres more or less and the parcel located at 19 Main Street in the town of Southborough consisting of 2.34 acres of land more or less. Such parcels being originally acquired for general municipal purposes.

Section 2. Notwithstanding Chapter 61A of the General Laws, the Town of Southborough board of assessors in conjunction with the board of selectmen may negotiate and abate the amount of rollback taxes with the St. Mark's School, Inc. which may be due as to the parcel of land located at 36 Cordaville road in conjunction with the Land Exchange Purchase and Sales Agreement.

The board of selectmen are hereby authorized to approve amendments which shall be within the scope of the general public objectives of this Petition, or do or act anything in relation thereto.

AMENDMENT PASSED.

MAIN MOTION WITH AMENDMENT PASSED.

ARTICLE 3: To see if the Town will vote to place a CONSERVATION RESTRICTION (CR) on a portion of St.

Mark's Golf Course, at 36 Cordaville Rd, provided Town Meeting has first voted on a prior Article to approve purchase of the Golf Course, and also provided the portion of the Golf Course to which the CR applies shall exclude the land proposed for a Public Safety Facility to be located on a small part of the Golf Course.

The intent of the CR is to preserve the open space for the benefit of the town, to protect historic scenic views and wildlife habitat, while allowing continued use as a Golf Course. The CR shall allow alterations of the Golf Course to accommodate the Public Safety Facility, and shall also allow construction of facilities needed to operate the Golf Course, such as a golf club, driveways, parking and maintenance facilities.

The wording of the CR shall be prepared following Town Meeting, by the Board of Selectmen with participation by the Open Space Preservation Commission, Conservation Commission, Historical Commission, Planning Board, five members of the Golf Club, and two abutters. The CR shall be legally in force prior to any future construction on the Golf Course following town purchase.

Funding for the redesign and reconstruction of part of the Golf Course, required to accommodate the Public Safety Facility, may be submitted at a future Town Meeting, so that the redesign may be done concurrently with the design of the Public Safety Facility, and so that the impact of the Public Safety Facility can be minimized; or do or act anything in relation thereto.

Proposed by: DAVID PARRY and CHRISTOPHER CROWLEY

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This Article supports the Board of Selectmen's purchase of the property from St Mark's, and also supports the Board of Selectmen's recommendation to build a Public Safety Facility on that property St Mark's Golf Course is approximately 63 acres. This Article will place a Conservation Restriction (CR) on a "portion", approximately 59 acres, which is over 90 % of the total acreage. The only land not included in the CR will be approximately 4 acres proposed for the Public Safety Facility..... The CR will preserve all of the remaining land as open space, for the benefit of the Town and its residents. It will preserve historic scenic views, and allow the golf course to continue in operation for as long as the Town (through Town Meeting) desires, as well as other types of outdoor recreation The improvements permitted by the CR include modifications to the golf course (such as a club house and watering pipes), and open space improvements needed for the Public Safety Facility (such as an underground septic field)..... The CR will be prepared by the Board of Selectmen and will be recorded after the land is purchased, but before construction of the Public Safety Facility.*

MOTION MADE TO INDEFINITELY POSTPONE ARTICLE 3.

MOTION PASSED.

ARTICLE 4: To see if the Town of Southborough will vote to support purchasing approximately 61-acres St Marks' Golf Course located at 36 Cordaville Road for perpetual preservation of the entire property with no future development allowed and a conservation restriction required on the entire property at time of purchase. To achieve this, the Selectmen shall renegotiate the purchase agreement for the property with no land swap involved, and bring to voters at the 2017 Annual Town Meeting. The Conservation Restriction (CR) purpose shall be to preserve high-quality open space for the benefit of the town, protect historical scenic views and wildlife habitat, while preserving a golf course and passive recreation. Said CR to be developed immediately following Special Town meeting with Selectmen to appoint a Conservation Restriction Development Committee made up of 7 members only, with 1 member representing each of the following constituencies: the Open Space Preservation Commission, Historical Commission, Conservation Commission, Recreation Commission, Planning Board, a Direct Abutter, and a member of the Golf Community. The Selectmen also to work with the Open Space Preservation Commission, Planning Board, and Community Preservation Committee to develop a finance package that includes applying for CPA funding, using Golf Course revenues to offset purchase price, and applying for State grants; or do or act anything in relation thereto.

Proposed by: FEDERICA GILLESPIE, SALLY B. WATERS, THOMAS J. MCCARTHY, LOUISE BARRON, MARY C. BURKE

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This citizen petition warrant article is tied to Town Meeting's rejection of Article #1 to purchase the Golf Course for construction of a new public safety complex. Passage of this article indicates to the Selectmen that the Townspeople want them to renegotiate the purchase of the Golf Course in order to preserve the entire property. It requires a Conservation Restriction that allows the golf course operation to continue, helping to make the purchase of the land financially feasible while providing needed recreational opportunities. It establishes a committee representing all key constituencies to design the Conservation Restriction and requires development of a financial package that includes CPA funds, state grants, and golf course revenues.*

MOTION MADE TO INDEFINITELY POSTPONE ARTICLE 4.

MOTION PASSED.

ARTICLE 5: To see if the town of Southborough will adopt the attached document titled "Establishment of the Municipal Technology Committee", which comprises 5 pages and is dated 9-Dec-2016, as Chapter 9, Article VII sections 9-25 through 9-29 of the Town bylaws:

Article VII Municipal Technology Committee

§9-25 Establishment; Membership; Qualifications

There shall be a Municipal Technology Committee (MTC), which shall consist of five voting members and the non-voting ex-officio members identified below.

Each voting member shall be a resident of the Town and shall not be a Town officer or employee. Each voting member shall have significant relevant professional experience and knowledge of one or more of the Technologies used, or proposed to be used, by the Town.

The voting members shall be appointed as follows: two by the Board of Selectmen, two by the School Committee, and one by the Library Board of Trustees.

§9-25-A Appointments; Terms; Vacancies; Removal

Voting members shall be appointed for three-year terms. The initial appointments shall be two members for three years, two members for two years, and one member for one year, so as to establish overlapping terms.

Any voting member who shall remove from the Town, resign, die, fail to faithfully discharge his duties, or otherwise fail without good cause to attend at least three quarters of the full MTC meetings held in any six month interval shall cease to be a member. In such case, the respective appointing authority shall, within thirty days, appoint a replacement for the balance of the unexpired term.

Regular ex-officio (non-voting) members may be appointed as follows: one each by The Board of Selectmen, the School Committee, the Library Board of Trustees and the Board of Health. ("Boards") Regular ex-officio members serve at the pleasure of their appointing authorities, and may be non-resident Town officers or employees. They shall be the persons most responsible for Technology used by their respective Board.

Additional ad-hoc ex-officio (non-voting) members may be added by the Boards, but only with the consent or by the request of a majority vote of the MTC. Such ad-hoc members serve at the pleasure of the appointing authority and of the MTC on a temporary basis for so long as needed by the business of the MTC. They may be non-resident Town officers or employees.

§9-25-B Organization; Meetings

The members shall select, from among themselves, a Chairman and a Secretary. The MTC shall create or adopt such rules of procedure as may be reasonable and useful for its efficient operation, and may from time to time amend these rules by a majority vote of the members.

The MTC shall ordinarily and preferentially meet in the Town, but may conduct meetings, investigations or inspections within the scope of its duties and authority anywhere, subject to standard Town travel budgets and policies

The MTC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.

All reports and recommendations of the MTC made to the Town shall be voted by a majority of the voting members of the MTC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the non-voting members.

§9-25-C Staffing

Subject to available funding, the MTC shall have the authority to engage consultants (paid or volunteer) ("Consultants") when its membership does not include the expertise necessary to evaluate specific projects. The MTC may direct Consultants to act to investigate and/or to report to the MTC on Technology and/or its use, proposed use, or discontinuance in the Town. The Technology Managers shall, when requested by the MTC, reasonably assist Consultants to complete any task assigned to Consultants by the MTC. The MTC may not delegate its powers to Consultants.

The MTC shall have no permanent staff, but the Town Administrator and ex-officio members shall provide reasonable administrative support and reasonable access to other employees as may be requested by the MTC.

§9-25-D Funding

The MTC shall have a budget for Consultants and other expenses. It shall submit its projected expenses to the Town's regular budget and exception processes. Any expenditures shall require a majority vote of the MTC, and be subject to the Town's policies for such expenditures. Unless otherwise agreed or budgeted, expenses attributable to members shall be paid by their respective appointing authorities.

§9-26 Functions and Definitions

The duty of the MTC shall be to recommend and document an overall technology strategy for the Town and to proactively lead the Town's development and implementation of this strategy.

Further, the MTC shall proactively advise the Boards, other Town Entities, the Town Administrator, and their designated employees ("Technology Managers") responsible for purchasing and utilizing technologies used to provide Town services.

In this Article VII, "Technologies" include, but are not limited to: Information Technology/Data Processing equipment and Software, Computer Networks, Voice/FAX systems, Intelligent building control systems, SCADA, Mobile computing technologies (e.g. cellular telephones, tablets and laptops), Radio communications, Audio-Visual technologies, Emergency communications and future technologies as they arise.

In this Article VII, the phrase "Town Entities" includes any Town board, committee, or agency of Town government, or subsidiary organization of any of these, whether statutory, elected or appointed, that uses or proposes to use Technologies; and/or which expends or proposes to expend funds for Technologies and/or related services.

§9-27 Mission and Authority

The MTC shall, as more fully described in the entirety of this Article VII, address matters of Technology in the Town, including but not limited to: information delivery; ensuring access to communications technology; increasing the efficiency of transactions involving the Town; and ensuring the effective deployment of infrastructure for the Town's operations and the Town's citizens.

The MTC shall work to ensure that all Town Entities utilize technology in a common, effective and cost effective manner for the benefit of the Town, its operations and its residents.

§9-27-A Plans and Reviews

Technology Managers shall notify the MTC when any plan for adopting, discontinuing, expanding or reducing Technologies is being formulated and shall provide the MTC with the opportunity to participate in the development of such plans and to obtain and budget for any necessary Consultants. All such plans shall be timely submitted to the MTC for final review and comment prior to committing to their implementation. These reviews shall consider and identify: consistency with the Strategic Plan, opportunities for efficiencies and improved service, and impact on other Town Entities and the Town's citizens. The MTC may consider and identify other relevant issues and related matters during these reviews. These reviews shall be documented and considered by the Technology Managers and their respective Boards or Town Entities, which shall provide the MTC with their final plans and any subsequent changes thereto.

The MTC shall have the authority to inspect and review, in conjunction with the Technology Managers, any of the Town's Technology-based processes, systems and operations to identify progress and issues with implementing the Strategic Plan.

The goal of all MTC inspections and reviews shall be to provide significant insight and advice that will improve consistency with and implementation of the Strategic Plan and which may provide for the successful implementation of projects. The goal shall not be merely to find fault or to subsume the authority of the Technology Managers.

§9-27-B Strategic Plan

The MTC shall provide strategic planning and advice to the Technology Managers, the Boards, other Town Entities and the Town Administrator. In conjunction with the Technology Managers, the MTC shall maintain a rolling five-year strategic plan ("Strategic Plan") for the Town's technologies, which shall be accessible to the public. The MTC may report on the Strategic Plan to Town Meeting.

The Strategic Plan shall consider, but is not limited to:

- a. capital requests for technologies, taking into consideration the goals of maximizing efficiency and cost effectiveness, removing unnecessary redundancy, and ensuring, to the extent reasonably possible, the compatibility of each request with other existing or proposed systems;
- b. the specifications to be considered for informational and communications systems and other Technologies when constructing or renovating Town facilities;
- c. matters relating to information technology policy, specifically with reference to issues of security, privacy, risk, future technology, legal or regulatory requirements and the provision of government services to the public through information technology; and
- d. how to stimulate and support the development of appropriate technology initiatives and activities that may increase communication and information exchange within Town Entities, between Town Entities and its residents, and among Town residents.

§9-27-C Limitations; Other Agencies

The MTC does not have the authority to direct or require that a Technology Manager, Board or other Town Entity make (or not make) a specific Technology-related decision.

The MTC shall not interfere with the School Committee's development or choice of instructional methods and curriculum, but the MTC shall have the same duties with respect to infrastructure planning and non-instructional systems as it does for the other Boards and Town Entities. The MTC may report to the School Committee on Technology issues and trends that may affect education, but such reports shall be informative, and shall not be binding on the School Committee.

The MTC may meet with other governmental agencies to discuss opportunities for interoperation, efficiencies or other synergies. However, the MTC does not have the authority to commit the Town to pursue such opportunities, which authority rests with the Boards, other Town Entities, and/or their designees.

§9-28 Reporting

From time to time, as may be necessary, the MTC shall report to the Boards on major technology issues affecting the Town and its citizens, including its progress toward completing the Strategic Plan.

From time to time, as may be necessary, the MTC shall report to the Town Meeting on its activities, the Town's Technology needs, and progress toward completing the Strategic Plan.

The MTC shall review and consider all matters included within the articles of any warrant for a Town Meeting hereafter issued that involve a material expenditure of funds for technology and/or involve significant changes in technology that affect Town services. The MTC shall, after due consideration of the subject matter in said articles, report thereon, in print or otherwise, such information and recommendations as it shall deem best regarding such matters. The Moderator shall solicit the recommendation of the MTC for each such article prior to general discussion of and vote on the article at Town Meeting. The MTC shall use reasonable judgment in establishing the threshold for issuing these recommendations.

§9-29 Conflict of Law; Interpretation

In the event that a court of competent jurisdiction determines that any clause or provision of this Article VII is unenforceable, this Article VII shall be deemed modified to the minimum extent necessary to correct such defect, while maximally maintaining the intent of this Article VII.

The section headings and numbering of this Article VII are for convenience and shall not be construed to modify the interpretation of the article.

In this Article VII, terms are defined in quotation marks within parenthesis, and their uses are indicated by capitalization. The definition of each such term applies to its use in the entirety of this Article VII, whether or not the definition appears before such use.

In this Article VII: the word "shall" is to be interpreted in the imperative sense of "must" or "is required to", while the word "may" is to be interpreted in the permissive sense of "optionally", or "has discretion whether or not to".

;or act or do anything in relation thereto.

Proposed by: ROGER W. CHALLEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This article would establish a standing town committee responsible for generating and maintaining a rolling five-year strategic plan for all technologies used by the town (not just computers) and would oversee its implementation. The committee would encourage the adoption of technologies to improve citizen services and operational efficiency. It would report to the Town Meeting on the plan, and on any warrant articles that propose spending on technology. The committee would be comprised of 5 resident voting members appointed by the Selectmen, School Committee and Library Trustees; 4 permanent ex-officio members appointed by the Selectmen, School Committee, Library, and Board of Health; and additional ex-officio members as required by the active projects. The committee would work in collaboration with all of the government entities that use and propose technologies. In addition, it would tap into the vast number of technology experts resident in the town (estimated at ~600) as consultants for additional expertise.*

MOTION MADE TO INDEFINITELY POSTPONE ARTICLE 5.

MOTION PASSED.

At 11:24 pm, a motion was made to adjourn the Special Town Meeting until Tuesday April 25, 2017 at 7:30 pm.

MOTION PASSED UNANIMOUSLY.

True Copy

Attest:

James F. Hegarty, Town Clerk

Special Town Meeting Adjourned Session
April 25, 2017

At the Adjourned Special Town Meeting, duly called and held in the P. Brent Trotter Middle School, Southborough, on Tuesday April 25, 2017 at 10:30pm, the following ARTICLES were voted on in a legal manner. There was a quorum present (100 voters = quorum); 257 voters were present.

ARTICLE 6: To determine if the Town will vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts to adopt a special act which is substantially the same as the act in the attached document dated 12/31/16 and titled, "AN ACT ESTABLISHING A PROCEDURE FOR THE RECALL OF ELECTED OFFICIALS IN THE TOWN OF SOUTHBOROUGH" or to act or do anything in relation thereto.

Recall of Elected Officials

§1 Holders of an Elected Office May Be Recalled

Any holder of an elected office may be recalled and removed by the registered voters of the Town as set forth in this act; provided that the maximum number of members of a multiple-member body that may be recalled at one time is a majority. Recall is intended to be utilized when, in the opinion of the number of voters specified below, an elected official, acting as such, has lost the confidence of the voters in his/her judgment or the ability to reasonably perform the duties and responsibilities of the office.

§2 Recall Affidavit and Petition.

- A. A recall petition may be initiated by filing with the Town Clerk an affidavit containing at least one hundred (100) signatures of persons representing to be registered voters of the Town (including for each signature the street and number, if any, of the signer's residence), the name of the officer sought to be recalled and a statement of the grounds for recall (together, the "Initial Petition"). The Town Clerk shall, within five (5) business days of receipt of such affidavit, submit the affidavit to the Registrars of Voters of the Town and the Registrars shall, within five (5) business days of receipt of such Initial Petition, certify thereon the number of signatures which are names of registered voters of the Town. If the Registrars certify that the Initial Petition contains the signatures of at least one hundred (100) registered voters, the Town Clerk shall, within five (5) business days, make available to any one or more of the, registered voters making the Initial Petition copies of petition blanks demanding such recall (the "Recall Petition"). Said blanks shall be issued by the Town Clerk, with the Town Clerk's signature and the official Town seal affixed thereto. The blanks shall be consecutively numbered, dated, addressed to the Board of Selectmen, shall specify the name of the person whose recall is sought, shall specify the office from which removal is sought, shall specify the grounds of recall as stated in the Initial Petition, shall include a demand for a recall election, and shall include a demand for the election of a successor in said office.
- B. A copy of the Recall Petition shall be entered in a record book to be kept in the office of the Town Clerk. Said Recall Petition shall be returned and filed with the Town Clerk during regular business hours no later than the close of thirty (30) business days after the certification of the Initial Petition by the Registrars. Before being returned and filed with the Town Clerk, said Recall Petition shall have been signed by no fewer than ten per cent (10%) of the registered voters of the Town as of the date the Initial Petition was filed with the Town Clerk (including for each signature the street and number, if any, of the signer's residence).
- C. The Town Clerk shall, within three (3) business days of receipt of the signed Recall Petition, submit the Recall Petition to the Registrars of Voters of the Town and the Registrars shall, within fifteen (15) business days, certify thereon the number of signatures which are names of registered voters of the Town.

§3 Recall Election and Removal

- A. If the Recall Petition has a sufficient number of valid signatures and is certified by the Town Clerk and the Registrars of Voters, the Town Clerk shall allow five (5) business days for the filing of legal challenges to the signatures on the Recall Petition. If no such legal challenges are filed within these five (5) business days, or in the event that such legal challenges are filed, after such legal challenges have been resolved with the result that the Recall Petition is certified by the Town Clerk to be sufficient and valid, the Town Clerk shall submit the Recall Petition with the certification to the Selectmen forthwith. The Selectmen shall, within two (2) business days, give written notice of the receipt of the certification of the Recall Petition to the officer sought to be recalled, and shall, if the officer does not resign within five (5) business days thereafter, thereupon issue a warrant for a special election to be held on a Tuesday fixed by them not less than twenty-five (25) nor

more than forty-five (45) calendar days after the date that the Town Clerk submits his certification to the Selectmen that the Recall Petition is sufficient; provided, however, that if any other Town election is to occur within ninety (90) calendar days after the date of the certification, the Selectmen shall issue a warrant for the recall election to be held on the date of such other election. If a vacancy occurs in said office after a recall election has been so ordered, the election shall nevertheless proceed as provided for in this section. If the officer sought to be recalled requests a public hearing in writing, the Selectmen shall hold a public hearing on the matter. This hearing shall take place not less than seven (7) days prior to the recall election.

- B. Any officer sought to be removed may be a candidate in the election to fill that office. The Town Clerk shall place the name of said officer on the official ballot without nomination or qualification, unless that officer requests otherwise in writing.
- C. The qualification of candidates other than the officer sought to be removed, the publication of the warrant for the recall election, and the conduct of the same shall be in accordance with the provisions of the law relating to the elections originally held for said office, unless otherwise specified by this Section 3.
- D. The question of recalling any number of officers may be submitted at the same election, but as to each officer whose recall is sought there shall be a separate ballot.
- E. Ballots used in a recall election shall submit the following propositions in the order indicated:

Against the recall of (name of officer).

For the recall of (name of officer).

Immediately at the right of each proposition there shall be a shape in which the voter, by making a cross mark (X) or by filling in the shape, may vote for either of the said propositions. Under the proposition shall appear the word "Candidates", the direction "Vote for One", and other directions to voters as required by section four of chapter fifty-four A of the General Laws, and beneath this the names of candidates nominated as hereinbefore provided.

- F. If a majority of the votes cast on the recall question is in the affirmative, the officer sought to be recalled shall be deemed removed, as specified in Section 4 (unless such officer is re-elected pursuant to section 3.G); then the candidate who received the highest number of votes in the special election to fill the vacancy shall be elected. If a majority of the votes cast on the recall question is in the negative, the ballots for candidates to fill the potential vacancy need not be counted.
- G. If a plurality of votes cast in the candidate section of the ballot is for the officer whose recall is being sought, that officer shall remain in office regardless of the vote cast on the recall question.

§4 Officer Being Recalled and Successor

The incumbent shall continue to perform the duties of office until the recall election unless the incumbent sooner resigns from the office. If then re-elected, the incumbent shall continue in office for the remainder of the unexpired term, subject to recall as before, except as provided in Section 5. If not re-elected in the recall election, the incumbent shall be deemed removed upon the certification of the election results. If the successor fails to qualify or is unable to begin, serving in the office for any reason within five (5) business days after receiving notification of the certification of the election results, the incumbent shall be deemed removed and the office shall be vacant until the next Town election for such office.

§5 Recall Timing Limitations

- A. No Recall Petition shall be filed against an officer within three (3) months after such officer takes office, nor in the case of an officer subjected to a recall election and not recalled thereby, until at least three months after the election at which such officer's recall was submitted to the voters of the Town.
- B. No person shall be subject to recall if the term of office of such person expires within one hundred eighty (180) calendar days of the filing of an Initial Petition with the Town Clerk.
- C. No recall shall be filed against an officer who was the subject of a recall election and not recalled thereby, until at least six months after the election at which the recall question was submitted to the voters.

§6 Subsequent Town Service for a Recalled Officer

No person who has been recalled from an office, or who has resigned from office while recall proceedings were pending against him or her, shall be eligible to hold any Town elected office or appointed position within two (2) years after such recall or such resignation.

Proposed by: SAM R. STIVERS, JACK BARRON, LOUISE BARRON, FEDERICA GILLESPIE

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This home-rule petition updates the Town's bylaws to specify a process for recall of elected officials. This language is similar to bylaws in a number of other towns, as it creates a process by which 10% of the registered voters of the Town can force a recall election for an elected official. The bylaw language contains various safeguards to limit frivolous use of this mechanism, including such limitations as not allowing the recall process for an elected official earlier than six months after such an official is elected or within six months of the end of the term of such elected official.*

MOTION MADE: That the Town vote to authorize the Board of Selectmen to petition the General Court of the Commonwealth of Massachusetts to adopt a special act substantially the same as printed on the black-bordered handout dated April 25, 2017, commencing with "AN ACT ESTABLISHING A PROCEDURE FOR THE RECALL OF ELECTED OFFICIALS IN THE TOWN OF SOUTHBOROUGH" and continuing in the words as printed through the phrase "after such removal or such resignation." at the end of page 3, as a new Chapter, titled "Recall of Elected Officials", in the Town Code.

AN ACT ESTABLISHING A PROCEDURE FOR THE RECALL OF ELECTED OFFICIALS IN THE TOWN OF SOUTHBOROUGH

Recall of Elected Officials

§1 Holders of an Elected Office May Be Recalled

Any holder of an elected office may be recalled and removed by the registered voters of the Town as set forth in this act; provided that the maximum number of members of a multiple-member body that may be recalled at one time is a majority. Recall is intended to be utilized when, in the opinion of the number of voters specified below, an elected official, acting as such, has lost the confidence of the voters in his/her judgment or the ability to reasonably perform the duties and responsibilities of the office.

§2 Recall Affidavit and Petition

- A. A recall petition may be initiated by filing with the Town Clerk an affidavit containing at least five hundred (500) signatures of persons representing to be registered voters of the Town (including for each signature the street and number, if any, of the signer's residence), the name of the officer sought to be recalled and a statement of the grounds for recall (together, the "Initial Petition"). The Town Clerk shall, within five (5) business days of receipt of such affidavit, submit the affidavit to the Registrars of Voters of the Town and the Registrars shall, within five (5) business days of receipt of such Initial Petition, certify thereon the number of signatures which are names of registered voters of the Town. If the Registrars certify that the Initial Petition contains the signatures of at least five hundred (500) registered voters, the Town Clerk shall, within five (5) business days, make available to any one or more of the, registered voters making the Initial Petition copies of petition blanks demanding such recall (the "Recall Petition"). Said blanks shall be issued by the Town Clerk, with the Town Clerk's signature and the official Town seal affixed thereto. The blanks shall be consecutively numbered, dated, addressed to the Board of Selectmen, shall specify the name of the person whose recall is sought, shall specify the office from which removal is sought, shall specify the grounds of recall as stated in the Initial Petition, shall include a demand for a recall election, and shall include a demand for the election of a successor in said office.
- B. A copy of the Recall Petition shall be entered in a record book to be kept in the office of the Town Clerk. Said Recall Petition shall be returned and filed with the Town Clerk during regular business hours no later than the close of thirty (30) business days after the certification of the Initial Petition by the Registrars. Before being returned and filed with the Town Clerk, said Recall Petition shall have been signed by no fewer than twenty per cent (20%) of the registered voters of the Town as of the date the Initial Petition was filed with the Town Clerk (including for each signature the street and number, if any, of the signer's residence).
- C. The Town Clerk shall, within three (3) business days of receipt of the signed Recall Petition, submit the Recall Petition to the Registrars of Voters of the Town and the Registrars shall, within fifteen (15) business days, certify thereon the number of signatures which are names of registered voters of the Town.

§3 Recall Election and Removal

- A. If the Recall Petition has a sufficient number of valid signatures and is certified by the Town Clerk and the Registrars of Voters, the Town Clerk shall allow five (5) business days for the filing of legal challenges to the signatures on the Recall Petition. If no such legal challenges are filed within these five (5) business days, or in the event that such legal challenges are filed, after such legal challenges have been resolved with the result that the Recall Petition is certified by the Town Clerk to be sufficient and valid, the Town Clerk shall submit the Recall Petition with the certification to the Selectmen forthwith. The Selectmen shall, within two (2) business

days, give written notice of the receipt of the certification of the Recall Petition to the officer sought to be recalled, and shall, if the officer does not resign within five (5) business days thereafter, thereupon issue a warrant for a special election to be held on a Tuesday fixed by them not less than twenty-five (25) nor more than forty-five (45) calendar days after the date that the Town Clerk submits his certification to the Selectmen that the Recall Petition is sufficient; provided, however, that if any other Town election is to occur within ninety (90) calendar days after the date of the certification, the Selectmen shall issue a warrant for the recall election to be held on the date of such other election. If a vacancy occurs in said office after a recall election has been so ordered, the election shall nevertheless proceed as provided for in this section. If the officer sought to be recalled requests a public hearing in writing, the Selectmen shall hold a public hearing on the matter. This hearing shall take place not less than seven (7) days prior to the recall election.

- B. Any officer sought to be removed may be a candidate in the election to fill that office. The Town Clerk shall place the name of said officer on the official ballot without nomination or qualification, unless that officer requests otherwise in writing.
- C. The qualification of candidates other than the officer sought to be removed, the publication of the warrant for the recall election, and the conduct of the same shall be in accordance with the provisions of the law relating to the elections originally held for said office, unless otherwise specified by this Section 3.
- D. The question of recalling any number of officers may be submitted at the same election, but as to each officer whose recall is sought there shall be a separate ballot.
- E. Ballots used in a recall election shall submit the following propositions in the order indicated:
 - Against the recall of (name of officer).
 - For the recall of (name of officer).

Immediately at the right of each proposition there shall be a space in which the voter, by making a cross mark (X) or by filling in the space, may vote for either of the said propositions. Under the proposition shall appear the word "Candidates", the direction "Vote for One", and other directions to voters as required by section four of chapter forty-four A of the General Laws, and beneath this the names of candidates nominated as hereinbefore provided.

- F. If a majority of the votes cast on the recall question is in the affirmative, the officer sought to be recalled shall be deemed recalled, as specified in Section 4 (unless such officer is re-elected pursuant to section 3G); then the candidate who received the highest number of votes in the special election to fill the vacancy shall be elected. If a majority of the votes cast on the recall question is in the negative, the ballots for candidates to fill the potential vacancy need not be counted.
- G. If a majority of votes cast in the candidate section of the ballot is for the officer whose recall is being sought, that officer shall remain in office regardless of the vote cast on the recall question.

§4 Officer Being Recalled and Successor

The incumbent shall continue to perform the duties of office until the recall election unless the incumbent sooner resigns from the office. If then re-elected, the incumbent shall continue in office for the remainder of the unexpired term, subject to recall as before, except as provided in Section 5. If not re-elected in the recall election, the incumbent shall be deemed removed upon the certification of the election results. If the successor fails to qualify or is unable to begin serving in the office for any reason within five (5) business days after receiving notification of the certification of the election results, the incumbent shall be deemed removed and the office shall be vacant until the next Town election for such office.

§5 Recall Timing Limitations

- A. No Recall Petition shall be filed against an officer within three (3) months after such officer takes office, nor in the case of an officer subjected to a recall election and not recalled thereby, until at least twelve (12) months after the election at which such officer's recall was submitted to the voters of the Town.
- B. No person shall be subject to recall if the term of office of such person expires within one hundred eighty (180) calendar days of the filing of an Initial Petition with the Town Clerk.

§6 Subsequent Town Service for a Recalled Officer

No person who has been removed from an office via the recall process, or who has resigned from an office while recall proceedings were pending against him or her, shall be eligible to hold this same Town elected office within two (2) years after such removal or such resignation.

MOTION FAILED.

ARTICLE 7: To see if the Town of Southborough will vote to amend Chapter 3 of the Code of the Town of Southborough, Massachusetts, by adding a new Section 3-12 to Chapter 3 of the Town bylaws, comprised of the text on the attached document titled "New Chapter 3, Section 3-12: Removal of Appointed Board/Committee/Commission/ Other Public Entity Member", which comprises 1 page and is dated 30-Dec-2016:

§ 3-12 Removal of an Appointed Board/Committee/Commission/Other Public Body Member

A. Removal Process

The appointing authority may remove an appointed member of a board or committee or commission or other public body of the Town, with more than six (6) months remaining in the appointee's term of office. The process for such removal may be initiated by any of the following three methods:

- (1) The appointing authority may, by a super-majority vote, cause a written notice of removal to be filed with the Town Clerk; or
- (2) A board or committee may, by a majority vote, submit a written request that the appointing authority remove one of its members, specifying the grounds for such removal request in writing and causing a written notice of removal to be filed with the Town Clerk; or
- (3) Two hundred (200) or more registered voters of the Town may file with the Town Clerk a petition requesting the removal of a member of a board or committee, specifying the grounds for such removal. Upon certification by the Board of Registrars of a sufficient number of valid signatures, the Town Clerk shall immediately give written notice to the appointing authority thereof.

B. Public Hearing

A public hearing shall be convened by the appointing authority not less than twenty (20) nor more than forty-five (45) calendar days after a notice, request or valid petition for removal is filed with the Town Clerk. Not less than ten (10) calendar days prior to such hearing, written notice thereof shall be given by the Town Clerk to the individual whose removal is sought, by mail, postage prepaid, to his or her last known address. Not less than forty-eight (48) hours prior to the time set for the commencement of the public hearing, the individual whose removal is sought shall be entitled to file a written statement with the appointing authority responding to the reasons cited for the proposed removal. The individual whose removal is sought may be represented by counsel at the public hearing, and shall be entitled to present evidence, call witnesses and, personally or through counsel, question any witnesses appearing at the hearing. The entity or individual(s) initiating the removal process may be represented by counsel at the public hearing, and shall be entitled to present evidence, call witnesses and, personally or through counsel, question any witnesses appearing at the hearing. Should the individual whose removal is sought elect to resign his or her position before the public hearing, such public hearing shall not be held and the appointing authority shall make, according to its standard procedures, a new appointment to fill the vacant position for the remaining term of the incumbent who has resigned.

C. Removal

The appointing authority may, by majority vote, adopt a final resolution of removal, which shall be effective upon adoption. Failure to adopt a final resolution of removal within thirty (30) calendar days after the public hearing shall be deemed to be a disapproval of such resolution. The action of the appointing authority in removing the appointee shall be final, it being the intention of this section to vest all authority and full responsibility for such removal in the appointing authority. The individual whose removal is sought shall continue to serve in his or her appointed position until a final resolution of removal has become effective. After such removal, the appointing authority shall make, according to its standard procedures, a new appointment to fill the vacant position for the remaining term of the removed individual.

D. Subsequent Town Service for a Removed Individual

No person who has been removed from an appointed position pursuant to this section 3-12, or who has resigned from an appointed position while such removal proceedings were pending against him or her pursuant to this section 3-12, shall be eligible to hold any Town appointed position on a board or committee or other public body within (2) two years after such removal or such resignation.

;or act or do anything in relation thereto.

Proposed by: SAM R. STIVERS, JACK BARRON, LOUISE BARRON, FEDERICA GILLESPIE

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This petition adds a new section 3-12 to section 3 of the Town's bylaws to specify a process for removal of an appointed board/committee/commission/other public body member. This language is similar to bylaws in a number of other towns, as it creates a process for the removal of such appointed officials—initiated by three possible methods: (1) by a super-majority vote of the appointing authority; (2) by majority vote of the members of the public body; or (3) by petition of 200 or more registered voters. After this process is initiated by one of these methods, the proposed bylaw language establishes a process for the appointing authority to hold a hearing and to render a decision on the removal.*

MOTION: I move that the Town of Southborough vote to amend Chapter 3 of the Code of the Town of Southborough, Massachusetts, by adding a new Section 3-12 to Chapter 3, comprised of the text printed on the pink bordered handout dated April 25, 2017 and titled "§ 3-12 Removal of an Appointed Board/Committee/Commission/ Other Public Body Member".

§ 3-12 Removal of an Appointed Board/Committee/Commission/Other Public Body Member

A. Removal Process

The appointing authority may remove, for cause, an appointed member of a board or committee or commission or other public body of the Town, who has served at least three (3) months in the appointed position and who has more than six (6) months remaining in their term of office; provided that such individual has not been the subject of a removal hearing within the prior twelve (12) months. The process for such removal may be initiated by any of the following three methods:

- (1) The appointing authority may, by a super-majority vote, cause a written notice of removal, specifying the grounds for such removal in writing, to be filed with the Town Clerk; or
- (2) A board or committee may, by a majority vote, submit a written request that the appointing authority remove one of its members, specifying the grounds for such removal request in writing and causing a written notice of removal to be filed with the Town Clerk; or
- (3) Five hundred (500) or more registered voters of the Town may file with the Town Clerk a petition requesting the removal of a member of a board or committee, specifying in writing the grounds for such removal. Upon certification by the Board of Registrars of a sufficient number of valid signatures, the Town Clerk shall immediately give written notice to the appointing authority thereof.

B. Public Hearing

A public hearing shall be convened by the appointing authority not less than twenty (20) nor more than forty-five (45) calendar days after a notice, request or valid petition for removal is filed with the Town Clerk. Not less than ten (10) calendar days prior to such hearing, written notice thereof shall be given by the Town Clerk to the individual whose removal is sought, by mail, postage prepaid, to his or her last known address. Not less than forty-eight (48) hours prior to the time set for the commencement of the public hearing, the individual whose removal is sought shall be entitled to file a written statement with the appointing authority responding to the reasons cited for the proposed removal. The individual whose removal is sought may be represented by counsel at the public hearing, and shall be entitled to present evidence, call witnesses and, personally or through counsel, question any witnesses appearing at the hearing. The entity or individual(s) initiating the removal process may be represented by counsel at the public hearing, and shall be entitled to present evidence, call witnesses and, personally or through counsel, question any witnesses appearing at the hearing. Should the individual whose removal is sought elect to resign his or her position before the public hearing, such public hearing shall not be held and the appointing authority shall make, according to its standard procedures, a new appointment to fill the vacant position for the remaining term of the incumbent who has resigned.

C. Removal

The appointing authority may, by majority vote, adopt a final resolution of removal, which shall be effective upon adoption. Failure to adopt a final resolution of removal within thirty (30) calendar days after the public hearing shall be deemed to be a disapproval of such resolution. The action of the appointing authority in removing the appointee shall be final, it being the intention of this section to vest all authority and fix all responsibility for such removal in the appointing authority. The individual whose removal is sought shall continue to serve in his or her appointed position until a final resolution of removal has become effective. After such removal, the appointing authority shall make, according to its standard procedures, a new appointment to fill the vacant position for the remaining term of the removed individual.

D. Subsequent Town Service for a Removed Individual

No person who has been removed from an appointed position pursuant to this section 3-12, or who has resigned from an appointed position while such removal proceedings were pending against him or her pursuant to this section 3-12, shall be eligible to hold this same Town board or committee appointed position within (2) two years after such removal or such resignation.

MOTION MADE TO INDEFINITELY POSTPONE ARTICLE 8 FAILED.

MAIN MOTION FAILED.

At 11:25pm, a motion was made to adjourn the Special Town Meeting until Wednesday April 26, 2017 at 8:00 pm.

MOTION PASSED UNANIMOUSLY.

True Copy

Attest:

James F. Hegarty, Town Clerk

**Annual Town Meeting
April 25, 2017**

At the Annual Town Meeting duly called and held in the P. Brent Trotter Middle School, Southborough, on Monday, April 25, 2017 at 7:00PM, the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 256 voters were present.

The Town Moderator, Stephen A. Morreale, called the meeting to order at 7:05pm.

MOTION TO WAIVE THE READING OF THE WARRANT PASSED.

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.*

MOTION TO HEAR REPORTS OF THE VARIOUS TOWN OFFICERS AND COMMITTEES AND TO TAKE SUCH ACTION THEREON AS THE TOWN MAY VOTE PASSED.

MOTION MADE: That the Town vote that on Town Meeting matters requiring a two-thirds vote by statute, the Town Moderator may declare the two-thirds vote without taking a count, and said declaration shall take the place of the statutory counted vote; provided that the vote so declared is not immediately questioned by seven or more voters as provided in Chapter 39, Section 15 of the General Laws. If the vote is questioned, the Moderator shall immediately put the question to another vote and take a count which shall then be recorded by the Town Clerk.

MOTION PASSED.

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: At Town Meeting

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

MOTION MADE: That the Town 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

MOTION PASSED.

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, 2017 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: At Town Meeting

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

MOTION MADE: That the Town 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, 2017 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.

MOTION PASSED UNANIMOUSLY.

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: At Town Meeting

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.*

MOTION MADE: That the Town vote in accordance with Massachusetts General Laws Chapter 30B, Section 12(b) to authorize the Board of Selectmen and Superintendent of Schools to solicit and award contracts for terms exceeding three years to a maximum of seven 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.

MOTION PASSED UNANIMOUSLY.

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.

SALARY ADMINISTRATION PLAN AND PERSONNEL BY-LAWS
OF THE TOWN OF SOUTHBOROUGH
[revised at April 25, 2017 Annual Town Meeting]

This by-law 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 **and/or delegate duties within** the by-law in representing the interest of both the taxpayers and the Town employees. **(iv) modifications made to the bylaw in 2017 pertain to establishing the role and level of authority of the Assistant Town Administrator/Human Resource Director (i.e. Assistant Town Administrator/Human Resource Director). All administrative policies and practices shall be prepared by the Assistant Town Administrator/Human Resource Director and approved by the Personnel Board [such as holiday pay, sick leave, vacation pay, or such other benefits.]**

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 F ("Classification Schedule") as set forth in Section 20 of this by-law.

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 by-law, 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 employee in accordance with the procedures and formula established by the Worcester Regional Retirement System and the by-laws 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 By-Laws 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 and F 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.

“Delegated Authority” means those tasks and duties which, unless otherwise restricted by specific language in the SAP and that the Personnel Board has agreed, can be prospectively performed by the Assistant Town Administrator/Human Resource Director.

“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”).

“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 this Salary Administration Plan and Personnel By-Laws of the Town of Southborough.

“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 to the Personnel Board of substantiating data satisfactory to the **Assistant Town Administrator/Human Resource Director**. The Board shall allocate the position to its appropriate classification grade and establish the salary therefor, **based on the recommendation of the Assistant Town Administrator/Human Resource Director in conjunction with the department head and subject to verification of funding**

SECTION 4. RECLASSIFICATION OF EMPLOYEES

No position may be reclassified to another grade, whether higher or lower, unless the **Assistant Town Administrator/Human Resource Director** shall have determined such reclassification is consistent with this Salary Administration Plan, and it shall be approved **by the Personnel Board prior to** an annual or special town meeting.

SECTION 5. JOB DESCRIPTIONS

The Personnel Board or a **designated authority** 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 maintain copies of current official job descriptions **as held in administered personnel files**. **Changes shall be submitted for review** 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 and F 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. ADJUSTMENT & COMPENSATION POLICIES

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 merit 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, or the appropriate Commissioners or Trustees.

Retroactive merit 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 **which exceed the annually approved percentage for that fiscal year. Any such evaluation which requests an increase that matches the normal adjustment annually approved by the Personnel Board, may be processed by the Assistant Town Administrator/Human Resource Director.**

An employee may appear before the Personnel Board prior to its action on any request for a merit increase. Any employee denied such an increase may appeal, in writing, to the Personnel Board, which shall confer with the employee, **Assistant Town Administrator/Human Resource Director**, 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 merit increases within their grade one year from the date of their last increase.

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

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 **Assistant Town Administrator/Human Resource Director** approves. **The Assistant Town Administrator/Human Resource Director, in concurrence with the Department Head, may approve** a probationary period in the new job (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 **Assistant Town Administrator/Human Resource Director** 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 **Town Administrator**, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL

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

b. A new employee's hiring rate up to the mid-point of the hiring range shall be set by the Town Administrator. **Requests to set a hiring rate beyond the mid-point shall be recommended by the Assistant Town Administrator/Human Resource Director and subject to approval by the Personnel Board.**

c. For new hires, the first six months of employment shall be a probationary period at the end of which the employee may receive a merit increase based on the approved annual percentage set by the Personnel Board, provided that the Department Head recommends and the **Assistant Town Administrator/Human Resource Director** has approved it. Any increase in excess of the approved annual percentage must be authorized by the Personnel Board. This probationary rate increase shall apply only at the start of employment 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 merit increases. [Longevity and paid leave accruals shall be based on the original hire date]. During any such probationary period, benefit eligible employee(s) nevertheless will earn vacation, sick and personal time in accordance with Section 11(b) hereof.

The employee shall thereafter be reviewed for a rate increase one year from the date of the employee's latest increase, based on a **completed** performance evaluation.

SECTION 10. DEPARTMENT BUDGETS

Each Department Head shall include in the annual departmental budget a pay adjustment section to provide funds for all 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 or 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.

Vacations with Pay

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 week's 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.

The probationary period for new hires would still apply.

(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, 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.

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.

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 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 over-time 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

Degree Bonus: All full **and part 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 Assistant Town Administrator/Human Resource Director**, and shall be submitted as documentation for accounts payable.

- (2) Tuition reimbursement: As administered through **the Assistant Town Administrator/Human Resource Director** and subject to the procedure below, the Town may provide tuition reimbursement to any full **or part 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.

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 31st of each year interested employees shall advise **the Assistant Town Administrator/Human Resource Director** in writing of their interest in **registering for** courses during the fiscal year, detailing the cost of tuition. Thereafter the **Assistant Town Administrator/Human Resource Director** will review all such requests based on available funds and authorize reimbursements based on the number of requests.

- (4) Reimbursement: 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 leave of absence without compensation may be granted by the Assistant Town Administrator/Human Resource Director.

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 **Assistant Town Administrator/Human Resource Director**.

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 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.

c. 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 Assistant Town Administrator/**Assistant Town Administrator/Human Resource Director**, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.

d. 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.

e. 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 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.**

f. 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 included as 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.

g. 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 By-Laws 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 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 then 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 by-law, 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 by-law.

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

	Minimum	Midpoint	Maximum
1	\$35,000	\$40,250	\$45,550
2	\$37,625	\$43,269	\$48,913
3	\$40,447	\$46,514	\$52,581
4	\$45,000	\$52,875	\$60,750
5	\$48,375	\$56,841	\$65,306
6	\$52,003	\$61,104	\$70,204
7	\$62,500	\$75,000	\$87,500
8	\$73,438	\$88,125	\$102,813
9	\$86,289	\$103,547	\$120,805

	PAY GRADE
DEPARTMENT HEADS & MANAGEMENT STAFF	
Director of Public Works	9
Finance Director – Treasurer-Collector	
Assistant Town Administrator/ Assistant Town Administrator/ Human Resource Director	8
Director of Facilities	
Library Director	
Building Commissioner	
IT Manager	
Police Lieutenant**	
Principal Assessor	
Town Accountant	
Director, Youth & Family Services	7
Director, Council on Aging	
Director of Recreation	
Town Planner	
SUPERVISORS & TECHNICAL STAFF	
Assistant Town Clerk	6
Conservation Agent	
Assistant Director, Youth & Family Services	
Outreach Coordinator	
Business Administrator II	5
Children's Librarian	
Staff Engineer	
Executive Assistant to the Board of Selectmen	
Program Coordinator	
Business Administrator I	4
Maintenance Technician	
Assistant Treasurer/Collector	
Assistant Town Accountant	
ADMINISTRATIVE & SUPPORT STAFF	
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, **per Section 16 (g).**

**** In addition to all the benefits provided employees under the SAP, the Police Lieutenant may be eligible for some additional benefits as provided members of Mass COP Local 167, the police union collective bargaining agreement.**

SCHEDULE B:

SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

Seasonal Laborer	1
Electrician	2
Seasonal Laborer II	2
Summer Program Assistant, Youth Commission	2
Election Worker (P.T.)	3
Page, Library	3
Election Warden (P.T.)	4
Substitute Custodian	5
Receptionist	8
Secretary, Town Committee	8
Interim Public Safety Communications Officer	9
Part-Time Police Dispatcher	9
Technical Specialist	9
Administrative Assistant	10
Animal Control Officer	11
Business Assistant/ Library Associate	11
Reserve Police Officer	11
Technical Specialist II	11
Tree Warden	11
Economic Development Coordinator	12
Interim Police Officer (Reserve)	12
Electrician	13
Nurse	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

*Increases in pay rate for long term employees will be considered case by case by the Personnel Board.

***The Town of Southborough compensates employees according to the state minimum wage rate. The wage schedule above will be re-designed in FY18. In the interim, no non-union Town position will be compensated at less than the state minimum wage.**

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/weekday
\$56.00 per hour/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.

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

MOTION MADE: That the Town vote to approve changes to the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL, and insert in its place the changes as printed in the warrant. Changes are noted in **BOLD** in the warrant.

AMENDMENT MADE: That the Town vote to amend section 9(b) by inserting, in the first sentence, "or Personnel Board" after the words, "Town Administrator".

AMENDMENT PASSED: 115 in favor, 59 opposed

MOTION TO LAY THIS ARTICLE ON THE TABLE PASSED.

MOTION TO TAKE THIS ARTICLE OFF THE TABLE PASSED.

SECOND AMENDMENT MADE: That the Town vote to amend section 3 by inserting at the end of the first sentence, "or Personnel Board" after the words "Assistant Town Administrator/Human Resources Director."

SECOND AMENDMENT PASSED.

THIRD AMENDMENT MADE: That the Town vote to amend section 4 by inserting at the end of the first sentence, "or Personnel Board" after the words "Assistant Town Administrator/Human Resources Director."

THIRD AMENDMENT PASSED.

MOTION TO INDEFINITELY POSTPONE THIS ARTICLE PASSED.

ARTICLE 6: To see if the Town will vote to approve funding for the economic cost items under M.G.L. Chapter 150E, Section 7 for any particular collective bargaining agreements reached before Town Meeting, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article will fund costs associated with the first year of the contract with the Fire Union, which was agreed upon as a result of State arbitration. Funding of this contract will be done through transfers of existing FY17 funds.*

MOTION MADE: That pursuant to Mass. General Laws Chapter 150E Section 7 as amended, the Town vote to approve the economic terms of the collective bargaining agreement between the Town and Local 3229 IAFF and to transfer the sum of \$57,735 of which \$43,600 from Account 0100-5-305-000-56700 (Norfolk County Assessment) and \$14,135 from Account 0100-5-302-000-56700 (Algonquin Regional Assessment) for the purpose of funding the collective bargaining agreement.

MOTION PASSED.

ARTICLE 7: 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, 2017, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

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.*

MOTION MADE: That the Town transfer the sum of \$35,382 between and among various accounts for the fiscal year ending June 30, 2017, as follows:

FROM:	TO:	AMOUNT:
Algonquin Regional Assmt 0100-5-302-000-56700	Outside Consultants 0100-6-122-000-53020	\$17,318
Algonquin Regional Assmt 0100-5-302-000-56700	Liability Insurance 0100-5-945-000-57400	\$14,012
Court Judgements 0100-5-941-000-57600	Liability Insurance 0100-5-945-000-57400	\$4,052

MOTION PASSED UNANIMOUSLY.

ARTICLE 8: 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 2018, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Summary: *See budget report including Advisory Committee and Board of Selectmen's FY18 recommendations. If the Advisory Committee recommendation differs from that of the Board of Selectmen, it shall be noted in that departmental budget.*

MOTION TO DIVIDE THE QUESTION PASSED.

MOTION MADE: To take an umbrella vote on those budgets that were not held. This one vote will have the effect of voting each question separately.

MOTION PASSED.

MOTION MADE: To pass all budgets that do not have a hold on them.

MOTION PASSED.

Budget Name		FY 2018 Request
General Government		
110-119 LEGISLATIVE		
114 MODERATOR		
51000-51990 Personal Services		50
52000-58990 Other Charges and Expenses		25
TOTAL		75
120-129 EXECUTIVE		
121 ELECTED BOARD OF SELECTMEN		
51000-51990 Personal Services		4,000
TOTAL		4,000
122 BOARD OF SELECTMEN		
51000-51990 Personal Services		372,778
52000-58990 Other Charges and Expenses		55,433
TOTAL		428,211
130-149 FINANCIAL ADMINISTRATION		
131 ADVISORY COMMITTEE		
52000-58990 Other Charges and Expenses		1,306
ADVISORY COMMITTEE TOTAL		1,306
132 RESERVE FUND		
52000-58990 Other Charges and Expenses		150,000
TOTAL		150,000
135 TOWN ACCOUNTANT		
51000-51990 Personal Services		145,244
52000-58990 Other Charges and Expenses		2,550
TOTAL		147,794
136 AUDIT		
52000-58990 Other Charges and Expenses		32,550
TOTAL		32,550
140 ELECTED BOARD OF ASSESSORS		
51000-51990 Personal Services		2,250
TOTAL		2,250
141 ASSESSORS		
51000-51990 Personal Services		165,051
52000-58990 Other Charges and Expenses		33,640
TOTAL		198,691
145 TREASURER/COLLECTOR		
51000-51990 Personal Services		198,717
52000-58990 Other Charges and Expenses		12,415
TOTAL		211,132
150-159 OPERATIONS SUPPORT		
151 LEGAL		
52000-58990 Other Charges and Expenses		95,000

TOTAL 95,000

152 PERSONNEL BOARD

51000-51990 Personal Services 1,250

52000-58990 Other Charges and Expenses 47,450

TOTAL 48,700

MOTION MADE: To pass the budget for 152 PERSONNEL BOARD.

MOTION PASSED.

153 SPECIAL LEGAL COUNSEL

52000-58990 Other Charges and Expenses 55,000

TOTAL 55,000

155 MANAGEMENT INFORMATION SYSTEMS

51000-51990 Personal Services 94,300

52000-58990 Other Charges and Expenses 193,396

TOTAL 287,696

159 OTHER OPERATION SUPPORT

52000-58990 Other Charges and Expenses 337,782

TOTAL 337,782

160-169 LICENSING AND REGISTRATIONS

160 ELECTED TOWN CLERK SALARY

51000-51990 Personal Services 66,674

TOTAL 66,674

MOTION MADE: To pass the budget for 160 ELECTED TOWN CLERK SALARY as printed in the warrant.

AMENDMENT MADE: To strike the amount of \$83,064 in line 51000-51990 Personal Services, and substitute the amount of \$66,674, for a new total budget of \$66,674.

SECOND AMENDMENT MADE: To reduce line 51000-51990 Personal Services to \$55,000.

SECOND AMMENDMENT FAILED.

BUDGET AS AMENDED PASSED.

161 TOWN CLERK

51000-51990 Personal Services 117,240

52000-58990 Other Charges and Expenses 85,731

TOTAL 202,971

MOTION MADE: To pass the budget for 161 TOWN CLERK as printed in the warrant.

AMENDMENT MADE: To strike the amount of \$117,240 in line 51000-51990 Personal Services, and substitute the amount of \$114,240, for a new total budget of \$199,971.

AMMENDMENT FAILED.

BUDGET PASSED.

170-189 LAND USE AND DEVELOPMENT

171 CONSERVATION COMMISSION

51000-51990 Personal Services	51,159
52000-58990 Other Charges and Expenses	13,225
TOTAL	64,384

MOTION MADE: To pass the budget for 171 CONSERVATION COMMISSION as printed in the warrant.

AMENDMENT MADE: To strike the amount of \$49,026 in line 51000-51990 Personal Services, and substitute the amount of \$51,159, for a new total budget of \$64,384.

BUDGET AS AMENDED PASSED.

175 PLANNING BOARD

51000-51990 Personal Services	129,655
52000-58990 Other Charges and Expenses	15,670
TOTAL	145,325

176 ZONING BOARD OF APPEALS

51000-51990 Personal Services	45,500
52000-58990 Other Charges and Expenses	3,650
TOTAL	49,150

MOTION MADE: To pass the budget for 176 ZONING BOARD OF APPEALS as printed in the warrant.

BUDGET PASSED.

177 OPEN SPACE

52000-58990 Other Charges and Expenses	1,500
TOTAL	1,500

182 ECONOMIC DEVELOPMENT COMMITTEE

51000-51990 Personal Services	25,350
52000-53990 Purchase of Services	14,270
TOTAL	39,620

MOTION MADE: To pass the budget for 182 ECONOMIC DEVELOPMENT COMMITTEE as printed in the warrant.

AMENDMENT MADE: To strike the amount of \$25,350 in line 51000-51990 Personal Services, and substitute the amount of \$0, for a new total budget of \$14,270.

AMMENDMENT FAILED.

BUDGET PASSED.

190-199 OTHER

192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE

51000-51990 Personal Services	340,995
52000-58990 Other Charges and Expenses	170,445
TOTAL	511,440

200-299 PUBLIC SAFETY

210 POLICE DEPARTMENT

51000-51990 Personal Services	1,877,970
52000-58990 Other Charges and Expenses	120,436
TOTAL	1,998,406

MOTION MADE: To pass the budget for 210 POLICE DEPARTMENT as printed in the warrant.

AMENDMENT MADE: To strike the amount of \$1,892,678 in line 51000-51990 Personal Services, and substitute the amount of \$1,877,970, for a new total budget of \$1,998,406.

BUDGET AS AMENDED PASSED.

220 FIRE DEPARTMENT

51000-51990 Personal Services	1,911,528
52000-58990 Other Charges and Expenses	192,582
TOTAL	2,104,110

241 BUILDING DEPARTMENT

51000-51990 Personal Services	128,449
52000-58990 Other Charges and Expenses	10,625
TOTAL	139,074

291 CIVIL DEFENSE

51000-51990 Personal Services	2,926
52000-58990 Other Charges and Expenses	6,464
TOTAL	9,390

292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR

52000-58990 Other Charges and Expenses	28,212
TOTAL	28,212

400-499 PUBLIC WORKS & FACILITIES

400, 420 DEPT. OF PUBLIC WORKS (Highway, Cemetery, Tree)

51000-51990 Personal Services	911,571
52000-58990 Other Charges and Expenses	1,216,650
TOTAL	2,128,221

MOTION MADE: To pass the budget for 400 PUBLIC WORKS as printed in the warrant.

AMENDMENT MADE: To strike the amount of \$ 924,617 in line 51000-51990 Personal Services, and substitute the amount of \$ 911,571, for a new total budget of \$2,128,221.

BUDGET AS AMENDED PASSED UNANIMOUSLY.

450 DEPT. OF PUBLIC WORKS - WATER

51000-51990 Personal Services	347,952
52000-58990 Other Charges and Expenses	1,299,453
TOTAL	1,647,405

500-599 HUMAN SERVICES

510 ELECTED BOARD OF HEALTH

51000-51990 Personal Services	450
TOTAL	450

512 BOARD OF HEALTH

51000-51990 Personal Services	104,222
52000-58990 Other Charges and Expenses	52,756

TOTAL	156,978
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541 COUNCIL ON AGING

51000-51990 Personal Services	244,378
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52000-58990 Other Charges and Expenses	59,355
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TOTAL	303,733
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542 YOUTH COMMISSION

51000-51990 Personal Services	133,654
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52000-58990 Other Charges and Expenses	13,300
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TOTAL	146,954
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MOTION MADE: To pass the budget for 542 YOUTH COMMISSION as printed in the warrant.

AMENDMENT MADE: To strike the amount of \$130,168 in line 51000-51990 Personal Services, and substitute the amount of \$133,654, for a new total budget of \$146,954.

BUDGET AS AMENDED PASSED.

543 VETERANS' SERVICES

51000-51990 Personal Services	15,000
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52000-58990 Other Charges and Expenses	35,975
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TOTAL	50,975
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600-699 CULTURE & RECREATION

610 LIBRARY

51000-51990 Personal Services	375,071
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52000-58990 Other Charges and Expenses	129,519
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TOTAL	504,590
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630 RECREATION COMMISSION

51000-51990 Personal Services	122,306
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52000-58990 Other Charges and Expenses	9,900
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TOTAL	132,206
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691 HISTORICAL COMMISSION

52000-58990 Other Charges and Expenses	3,500
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TOTAL	3,500
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692 MEMORIAL DAY

52000-58990 Other Charges and Expenses	3,050
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TOTAL	3,050
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700-799 DEBT SERVICE

DEBT PRINCIPAL AND DEBT INTEREST

0100-710-59100 Principal General Fund	2,507,043
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6161-710-59100 Principal Water Fund	290,000
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0100-751-59150 Interest General Fund	318,557
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6161-751-59150 Interest Water Fund	114,622
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TOTAL	3,230,222
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900-999 UNCLASSIFIED

910 EMPLOYEE BENEFITS

51700 Police/Fire Accident and Workers' Comp.	214,192
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51710 Unemployment Payments	35,000
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51720 Health Insurance	4,618,967
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51730 Retirement Fund	1,612,707
51740 Life Insurance	5,205
51750 Flexible Spending Account	6,025
51770 Medicare	318,884
51780 Dental Insurance	200,776
51785 Medicare B Penalty	17,535
59660 Transfer to OPEB Trust	250,000
TOTAL	7,279,291

MOTION MADE: To pass the budget for 910 EMPLOYEE BENEFITS as printed in the warrant.

AMENDMENT MADE: To strike the amount of \$4,621,213 in line 51720 Health Insurance, and substitute the amount of \$4,618,967, for a new total budget of \$7,279,291.

BUDGET AS AMENDED PASSED UNANIMOUSLY.

930 BUDGET CAPITAL

Police Cruiser – SUV (1)	40,977
Police - Taser Replacement Plan	1,440
Town Clerk – Election Devices (4)	24,000
52000-58990 Other Charges and Expenses	66,417
TOTAL	66,417

MOTION MADE: To pass the budget for 930 BUDGET CAPITAL as printed in the warrant.

AMENDMENT MADE: To strike the amount of \$81,954 Police Cruisers and replace it with \$40,977, and to strike in its entirety the amount of \$140,000 for DPW sidewalk tractor, for a new total budget of \$ 66,417.

BUDGET AS AMENDED PASSED.

941 COURT JUDGEMENTS

57600 Court Judgements	220,000
TOTAL	220,000

945 LIABILITY INSURANCE

52000-58990 Other Charges and Expenses	251,640
TOTAL	251,640

300-399 EDUCATION

300 ELECTED SCHOOL COMMITTEE

51000-51990 Personal Services	500
TOTAL	500

301 SOUTHBOROUGH SCHOOLS

REGULAR DAY PROGRAMS

Administration	580,759
Instruction	10,330,651
Other Student Services	785,117
Operation and Maintenance Buildings	1,706,742
Fixed Charges	4,100
Contractual Obligation	465,896
TOTAL	13,873,265

SPECIAL EDUCATION PROGRAMS - CHAPTER 766

Administration	17,800
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Instruction	4,496,269
Other Student Services	530,000
Operation and Maintenance Buildings	7,000
Programs, Other Systems in Massachusetts	788,924
Programs, Member of Collaborative	68,000
TOTAL	5,907,993

TOTAL OPERATING BUDGET 19,781,258

302 ALGONQUIN REGIONAL HIGH SCHOOL

REGULAR DAY PROGRAMS

Administration	628,305
Instruction	10,582,115
Other Student Services	1,902,072
Operation and Maintenance Buildings	1,667,507
Fixed Charges	3,686,120
New Equipment	110,200
Tuition, Other Public Schools	290,000
TOTAL	19,406,041

SPECIAL EDUCATION PROGRAMS - CHAPTER 766

Administration	9,300
Instruction	2,154,530
Other Student Services	251,280
Operation and Maintenance Buildings	2,000
Fixed Charges	1,595
Programs, Other Systems in Massachusetts	429,035
Programs, Member of Collaborative	50,685
TOTAL	2,898,425

TOTAL OPERATING BUDGET 22,304,466

	Non-EXEMPT	EXEMPT	TOTAL
FY 2018 SOUTHBOROUGH ASSESSMENT	7,426,180	474,433	7,900,613

304 ASSABET VALLEY REGIONAL TECHNICAL HIGH SCHOOL

Southborough Operating Assessment	296,635
Renovation Project - Capital Assessment	39,981
SOUTHBOROUGH ASSESSMENT	336,616

305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL

Tuition/Transportation Assessment	43,600
TOTAL	43,600

MOTION MADE: To pass the budget for 305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL as printed in the warrant.

BUDGET PASSED.

MOTION MADE: That the vote to raise a sum of money not to exceed the sum of \$51,548,662 as may be necessary for the Town's use, and make appropriations of the same.

Transfer from the Cemetery Perpetual care	15,000
Transfer from Free Cash	1,553,963
Transfer from Overlay Reserve	240,193
Transfer from Ambulance Fund, Receipts Reserved (Fund 23)	315,977
Transfer from Aerial Ladder Donation Fund	32,000
Transfer from Septic Betterment Fund	52,042

Transfer from Premium Reserve	56
Transfer from Reserve SBAB Fund Balance	49,318
Transfer from Water Reserve	90,000
Transfer from Recreation Fees	25,000

And that the balance of \$49,175,113 be raised and appropriated.

MOTION PASSED.

ARTICLE 9: 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.	DPW Building Repairs & Upgrades	\$ 114,400	\$ 114,400	
B.	Facilities Pickup with Plow	\$ 41,000	\$ 41,000	
C.	Defibrillator Units for Town Buildings	\$ 12,000		\$ 12,000
D.	Fire – SCBA Cylinders	\$ 15,000		\$ 15,000
E.	Fire – Turnout Gear	\$ 46,000		\$ 46,000
F.	Fire – IV Pumps for Ambulances	\$ 10,000		\$ 10,000
G.	DPW – Road Maintenance	\$ 250,000	\$ 250,000	
H.	DPW Water – Utility Body Replacement	\$ 12,000		\$ 12,000
I.	DPW Water – Master Plan	\$ 50,000		\$ 50,000
J.	DPW – Tree Work for Open Space/Trails	\$ 15,000	\$ 15,000	
K.	Selectmen – Digital Preservation	\$ 25,000	\$ 25,000	

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary:

A. This article will provide the funds needed to replace glass, seals, and screens in the windows located in the administrative section of the D.P.W. complex, make repairs to and repaint the exterior of the D.P.W. Building, and install 3 new large overhead doors to allow for the storage of larger equipment in the apparatus bay.

B. This article will provide the funds needed to purchase a new Chevrolet K2500 Silverado Pickup Truck with Plow to replace a 1999 Chevrolet Silverado 2500 Pickup Truck with 112,000+ miles. The 1999 Silverado has well surpassed its useful lifespan, as it is mechanically unreliable and has severe frame and body rot issues.

C. This article will provide the funds needed to purchase defibrillator units and related equipment to be located in the Town Hall, Library, Cordaville Hall, The D.P.W., and South Union School.

D. The fire department currently has (12) SCBA cylinders that have reached the useful life and must be disposed of. Eight of the replacement cylinders will be 45 minute cylinders to keep with the current cylinders used by the department and four will be (1) hour cylinders for extended operations and rapid intervention. These cylinders will replace the ones currently on the SCBA's on the apparatus.

E. The fire fighters currently have a primary and a secondary set of turnout gear in the event that one set is not useable because of contamination and cleaning after a fire, damage from use, or damage beyond repair. The second set allows a fire fighter to have personal protective gear and ready to respond to emergencies. Without a secondary set of gear a fire fighter may be out of service until he/she gets the gear cleaned or replaced. If that is the case another fire fighter may need to work in his/her place causing an unnecessary expense to the Town and department.

The second set of gear also is in keeping with current standards to reduce the risk of exposure to carcinogens from the products of combustion by allowing firefighters to immediately be able to have a clean set available. It also reduces potential exposure to the public if firefighters respond to routine calls in the home with contaminated gear.

F. The Commonwealth of Massachusetts Office of Emergency Medical Services has mandated the use of mechanical IV pumps to administer certain medications during transport to the hospital. The mandate requires that ambulances licensed at the paramedic level be equipped with these devices by December 31, 2017. Purchase of these items will allow for compliance prior to that date.

G. This is the annual request for road maintenance in conjunction with Chapter 90 funding.

H. This will provide funding to change the pick-up bed of a water truck to a utility body.

I. This will provide funding for the Water System Master Plan which is due for an update in FY18.

J. This will provide funding for emergency tree work to handle tree and limb removal required on trails and Town owned land after weather incidents such as microbursts, hurricanes, and ice storms.

K. This will provide funding to continue the efforts begun under a Community Compact grant from the Commonwealth for digital preservation of Town records. Initial efforts have been made to identify the records that the Town has in its possession in the Town House, and recommend implementation plans for better storage and retrieval of those records.

MOTION MADE:

That the Town vote to raise and appropriate:

- \$114,400 for DPW building repairs and upgrades;
- \$250,000 for DPW road maintenance;
- \$41,000 for a Facilities pickup and plow;
- \$15,000 for DPW for tree work for open space/trails;
- \$25,000 for BOS digital preservation

#	ITEM	TOTAL	Recommend ADVISORY	Recommend SELECTMEN
A.	DPW Building repairs & upgrade	\$114,400		Recommend
B.	DPW roads	\$250,000		Recommend
C.	Facilities pickup with plow	\$41,000		Recommend
D.	DPW Tree work	\$15,000		Recommend
E.	BOS digital preservation	\$25,000		Recommend

#	ITEM	TOTAL	Recommend ADVISORY	Recommend SELECTMEN
A.	DPW Building repairs & upgrade	\$114,400		Recommend
B.	DPW roads	\$250,000		Recommend
C.	Facilities pickup with plow	\$41,000		Recommend
D.	DPW Tree work	\$15,000		Recommend
E.	BOS digital preservation	\$25,000		Recommend

And further, that the Town vote to transfer from the Ambulance Fund:

- \$12,000 for Def brillator units for Town buildings;
- \$15,000 for Fire replacement SCBA cylinders;
- \$46,000 for Fire replacement turnout gear;
- \$10,000 for replacement IV pumps for Ambulances;

#	ITEM	TOTAL	Recommend ADVISORY	Recommend SELECTMEN
F.	Def brillator units for Town buildings	\$12,000		Recommend
G.	Fire SCBA cylinders	\$15,000		Recommend
H.	Fire replacement turnout gear	\$46,000		Recommend
I.	Replacement IV pumps for ambulances	\$10,000		Recommend

And further, that the town vote to transfer from the Water Fund:
\$12,000 for a Utility body replacement;
\$50,000 for a Water master plan.

#	ITEM	TOTAL	Recommend ADVISORY	Recommend SELECTMEN
J.	DPW Water utility body replacement	\$12,000		Recommend
K.	DPW Water master plan	\$50,000		Recommend

AMENDMENT MADE: To strike the amount of \$25,000 BOS digital preservation.

MOTION AS AMENDED PASSED.

**MOTION TO ADJOURN THE APRIL 25, 2017 ANNUAL TOWN MEETING AND TO
RECONVENE THE MARCH 8, 2017 SPECIAL TOWN MEETING PASSED.**

**Annual Town Meeting Adjourned Session
April 26, 2017**

At the Adjourned Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Wednesday, April 26, 2017 at 7:00PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 215 voters were present.

The Deputy Town Moderator, Roger Challen, called the meeting to order at 7:23pm.

ARTICLE 10: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize and/or reauthorize the use of a revolving fund for the following purposes:

1. Immunization/emergency dispensing clinic and any declared emergency for the Board of Health to a maximum of \$12,000.
2. Inspection services for the Sealer of Weights and Measures, Plumbing Inspector and Wiring Inspector for receipts to a maximum of \$100,000.
3. Department of Public Works for 9-11 Field Maintenance and usage to a maximum of \$50,000.
4. Local Wetland Filing fees for Conservation Commission departmental and consultant costs for review, issuance and monitoring of projects to a maximum of \$30,000.
5. Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of \$75,000.
6. CPR classes by the Fire Department for the cost of running CPR classes to a maximum of \$6,500.
7. Conservation Commission for the cost of running the community garden to a maximum of \$1,500.
8. Recreation Commission for a portion of recreation program costs to a maximum of \$342,094.
9. Tobacco Control Program to allow the Board of Health to conduct periodic compliance checks with vendors to a maximum of \$4,000.
10. Technology fee from permits for the annual costs of municipal licensing/permitting software to a maximum of \$40,000.

, 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: At Town Meeting

Summary: *This article which provides for revolving funds must be approved annually and will cover the costs of the programs as described above. There are no new revolving funds being proposed for FY18.*

MOTION MADE: That the Town vote, pursuant to Massachusetts General Laws, Chapter 44 § 53E ½, to authorize and/or re-authorize the use of a revolving fund for the following purposes:

1. Immunization/emergency dispensing clinic and any declared emergency for the Board of Health to a maximum of \$12,000.
2. Inspection services for the Sealer of Weights and Measures, Plumbing Inspector and Wiring Inspector for receipts to a maximum of \$100,000.
3. Department of Public Works for 9-11 Field Maintenance and usage and DCR annual fee to a maximum of \$50,000.
4. Local Wetland Filing fees for Conservation Commission departmental and consultant costs for review, issuance and monitoring of projects to a maximum of \$30,000.
5. Public Safety and Public Works departments for responding to incidents involving hazardous material to a maximum of \$75,000.
6. PR classes by the Fire Department for the cost of running CPR classes to a maximum of \$6,500.
7. Conservation Commission for the cost of running the community garden to a maximum of \$1,500.
8. Recreation Commission for a portion of recreation program costs to a maximum of \$342,094.
9. Tobacco Control Program to allow the Board of Health to conduct periodic compliance checks with vendors to a maximum of \$4,000.
10. Technology fee from permits for the annual costs of municipal licensing/permitting software to a maximum of \$40,000.

MOTION PASSED.

ARTICLE 11: 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 Capital Budget and Advisory Committees as requested, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

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

MOTION MADE: That the Town vote to raise and appropriate \$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 Capital Budget and Advisory Committees, as requested.

REQUIRES A 2/3 VOTE.

MOTION PASSED.

ARTICLE 12: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY 2018 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):	\$329,162
State Match (projected State match).....	\$64,227
Total Projected Revenue.....	\$393,389

Set Aside- Open Space

\$ 39,339 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

\$ 39,339 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

\$ 39,339 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

\$ 19,669 to defray the administrative and operating expenses of the Community Preservation Committee in FY2018 for the Community Preservation Fund (discretionary)

Set Aside -Budgeted Reserve/Discretionary

Reserved For FY18	CPF (Budgeted Reserve/Discretionary)	\$ 255,703
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Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

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

MOTION MADE: That the Town vote to accept the report of the Community Preservation Committee for the FY 2018 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 printed in the warrant.

MOTION PASSED.

ARTICLE 13: To see if the Town will vote to appropriate \$14,166.00 for FY17 short-term note from the CPA Historic Preservation Reserve Fund to be applied towards interest payments for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation. Said funds to be expended under the direction of the Director of Finance and Community Preservation Committee; or take any other action thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article is the Community Preservation Fund payment towards the FY17 interest of funding for the Preservation Restriction of 84 Main Street.*

MOTION MADE: That the Town vote to appropriate \$14,166.00 for FY17 short-term note from the CPA Historic Preservation Reserve Fund to be applied towards interest payments for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation. Said funds to be expended under the direction of the Director of Finance and Community Preservation Committee.

AMENDMENT MADE: That the town vote to amend to main motion by striking the words, "Director of Finance and".

AMENDMENT FAILS: 64 in favor, 99 opposed

MAIN MOTION PASSED.

ARTICLE 14: To see if the Town will vote to appropriate \$20,600.00 for FY18 short-term note from the CPA Historic Preservation Reserve Fund to be applied towards interest payments for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation. Said funds to be expended under the direction of the Director of Finance and Community Preservation Committee; or take any other action thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

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

MOTION MADE: That the Town vote to appropriate \$20,600.00 for FY18 short-term note from the CPA Historic Preservation Reserve Fund to be applied towards interest payments for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation. Said funds to be expended under the direction of the Director of Finance and Community Preservation Committee.

MOTION PASSED.

ARTICLE 15: To see if the Town will vote to appropriate \$ 13,059 from the CPA Historic Preservation Reserve Fund for the historic restoration of town town-owned Flagg School. Monies will be used to restore the historic building currently used as the Southborough Historical Museum; said funds to be expended under the direction of the Director of Finance and Community Preservation Committee, or take any other action thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *Under the direction of the Southborough Historical Society, funds will be used to complete the renovation of the town-owned Historic Flagg School Building (install climate control system, storm window repair and replacement, and electrical updates).*

MOTION MADE: That the Town vote to appropriate \$ 13,059 from the CPA Historic Preservation Reserve Fund for the historic restoration of town town-owned Flagg School. Monies will be used to restore the historic building currently used as the Southborough Historical Museum; said funds to be expended under the direction of the Director of Finance and Community Preservation Committee.

MOTION PASSED.

ARTICLE 16: To see if the Town will vote to appropriate \$ 20,650 from the CPA Historic Preservation Reserve Fund to preserve documents and artifacts in the Southborough Historical Society's collection of historic town artifacts and documents; said funds to be expended under the direction of the Director of Finance and Community Preservation Committee, or take any other action thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *Under the direction of the Southborough Historical Society, funds will be used to support a Collection Specialist and assistant to document the Society's collection, identify artifacts for preservation, protect critical items in immediate need of preservation, purchase supplies to preserve items, and create an inventory of items for future preservation.*

MOTION MADE: That the Town vote to appropriate \$ 20,650 from the CPA Historic Preservation Reserve Fund to preserve documents and artifacts in the Southborough Historical Society's collection of historic town artifacts and documents; said funds to be expended under the direction of the Director of Finance and Community Preservation Committee.

MOTION PASSED.

ARTICLE 17: To see if the Town will vote to appropriate \$ 74,750.00 with \$ 39,339.00 from the CPA Open Space Reserve Fund and \$35,411 from the CPA General Unreserved Fund for invasive species removal and other land management activities at Breakneck Hill Conservation Land; said funds to be expended under the direction of the Director of Finance and Community Preservation Committee, or take any other action thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *Under the direction of the Southborough Stewardship Committee and with approval of the Conservation Commission, the project objectives are to remove invasive species, create and enhance passive recreation opportunities and the preservation and creation of wildlife habitat for species at risk.*

MOTION MADE: That the Town vote to appropriate \$ 74,750.00, with \$ 39,339.00 from the CPA Open Space Reserve Fund and \$35,411 from the CPA General Unreserved Fund, for invasive species removal and other land management activities at Breakneck Hill Conservation Land; said funds to be expended under the direction of the Director of Finance and Community Preservation Committee.

MOTION PASSED.

ARTICLE 18: To see if the Town will appropriate \$68,736 from the CPA General Unreserved Fund to fund a new, regulation size basketball court. Monies will be used to create a basketball court for use adjacent to the Harold Fay Memorial Playground located on Central Street, Southborough, MA; said funds to be expended under the direction of the Director of Finance and Community Preservation Committee, or take any other action thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article will fund a project led by the Recreation Department to create a new, regulation size basketball court at the Harold E. Fay Memorial Park located on Central Street.*

MOTION MADE: That the Town vote to appropriate \$68,736 from the CPA General Unreserved Fund to fund a new, regulation size basketball court. Monies will be used to create a basketball court for use adjacent to the Harold Fay Memorial Playground located on Central Street, Southborough, MA; said funds to be expended under the direction of the Director of Finance and Community Preservation Committee.

MOTION PASSED.

ARTICLE 19: To see if the Town will appropriate \$153,000 from the CPA General Unreserved Fund for the Rehabilitation of Richardson Tennis Courts located near the Neary School, Southborough, MA. Monies will be used to add lighting to the Richardson Tennis Courts to extend playing time; said funds to be expended under the direction of the Director of Finance and Community Preservation Committee, or take any other action thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *Under the direction of the Recreation Department, the funds will be used to purchase and install lighting at the Richardson Tennis Courts to extend playtime for the community.*

MOTION MADE: That the Town vote to appropriate \$153,000 from the CPA General Unreserved Fund for the Rehabilitation of Richardson Tennis Courts located near the Neary School, Southborough, MA. Monies will be used to add lighting to the Richardson Tennis Courts to extend playing time; said funds to be expended under the direction of the Director of Finance and Community Preservation Committee.

MOTION PASSED: 91 in favor, 87 opposed.

ARTICLE 20: To see if the Town will appropriate \$220,700 from the CPA General Unreserved Fund to fund lighting at Mooney Field-Major Diamond. Monies will be used to add lighting to Mooney Field baseball diamond to extend playing time; said funds to be expended under the direction of the Director of Finance and Community Preservation Committee, or take any other action thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *Under direction of the Recreation Department, the funds will be used to purchase and install lighting at the Mooney Field/Major Diamond to help alleviate congested schedules on the Town playing fields. This will help not only baseball but other sports where baseball shares outfields with soccer.*

MOTION MADE: That the Town vote to appropriate \$220,700 from the CPA General Unreserved Fund to fund lighting at Mooney Field-Major Diamond. Monies will be used to add lighting to Mooney Field baseball diamond to extend playing time; said funds to be expended under the direction of the Director of Finance and Community Preservation Committee.

MOTION PASSED.

MOTION TO ADJOURN THE ANNUAL TOWN MEETING TO RECONVENE THE MARCH 8, 2017 SPECIAL TOWN MEETING PASSED.

ARTICLE 21: To see if the Town will vote to accept the amended provisions of Mass. General Law Chapter 59 Section 5K, entitled: "Property tax liability reduced in exchange for volunteer services; persons over age 60", or do or act anything in relation thereto.

Sponsored by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article will allow a senior citizen who provides services to the town under the senior tax work-off program, to reduce their property tax liability up to \$1,500.00. The current limit is \$1,000.00.*

MOTION MADE: That the Town vote to accept the amended provisions of Mass. General Law Chapter 59 Section 5K, entitled: "Property tax liability reduced in exchange for volunteer services; persons over age 60".

MOTION PASSED.

ARTICLE 22: To see if the Town will vote to accept an easement on Main Street from the Trustees of Fay School of Southborough, Inc., described as a Municipal Storm Water Easement for a perpetual right and easement to install, reconnect, and maintain storm drains and drainage structures, as shown and depicted on a plan entitled "Easement Plan" prepared by Vanasse Hangen Brustlin, Inc., 101 Walnut Street, P.O. Box 9151, Watertown, MA 02471-9151, (617)-924-1770, Scale; 1 inch = 40 feet, Date: October 2015'; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This easement was granted to the Town by Fay School in order to improve storm water drainage on Main Street, by tying in the municipal system to the existing School infrastructure as part of the Main Street project to begin in 2017.*

MOTION MADE: That the Town vote to accept an easement on Main Street from the Trustees of Fay School of Southborough, Inc., described as a Municipal Storm Water Easement for a perpetual right and easement to install, reconnect, and maintain storm drains and drainage structures, as shown and depicted on a plan entitled "Easement Plan" prepared by Vanasse Hangen Brustlin, Inc., 101 Walnut Street, P.O. Box 9151, Watertown, MA 02471-9151, (617)-924-1770, Scale; 1 inch = 40 feet, Date: October 2015'.

REQUIRES A 2/3 VOTE.

MOTION PASSED.

ARTICLE 23: To see if the Town will vote to adopt as Chapter 9, Article 017 §9-29 through §9-33 of the Town bylaws, the following:

Article VIII Municipal Technology Committee

§9-29 Purpose

Because a wide range of technologies play an increasing role in the lives of the Town's citizens and the work of its employees, the Town needs a coordinated approach to their adoption and use. As more fully described in the remainder of this Article VIII, this article establishes a committee that will be responsible for creating a rolling five-year Strategic Plan for the Town's technologies across all government entities, and will ensure consistent interpretation and execution of that plan. The committee will work in collaboration with the various government entities that use/propose technologies. It will report on the plan to the Town Meeting and advise Town Meeting on proposed expenditures for technology.

§9-29-A Establishment; Membership; Qualifications

There shall be a Municipal Technology Committee ("MTC"), which shall consist of five voting members and the non-voting ex-officio members identified below.

Each voting member shall be a resident of the Town and shall not be a Town officer or employee. Each voting member shall have significant relevant professional experience and knowledge of one or more of the Technologies used, or proposed to be used, by the Town.

The voting members shall be appointed as follows: two by the Board of Selectmen, two by the School Committee, and one by the Library Board of Trustees.

§9-29-B Appointments; Terms; Vacancies; Removal

Voting members shall be appointed for three-year terms. The initial appointments shall be two members for three years, two members for two years, and one member for one year, so as to establish overlapping terms. For subsequent appointments, the appointing authority shall request that the MTC review the qualifications of prospective appointees, but the final determination of who is selected shall rest with the appointing authority.

Any voting member who shall remove from the Town, resign, or die shall cease to be a member. When notified that any voting member has failed to faithfully discharge his duties, or has failed without good cause to attend at least three quarters of the full MTC meetings held in any six month interval: the respective appointing authority shall promptly give notice, hold a hearing and determine whether such member shall be removed from the MTC. In any case of a vacancy in the voting membership, the respective appointing authority shall, within thirty days, appoint a replacement for the balance of the unexpired term.

Regular ex-officio (non-voting) members may be appointed as follows: one each by The Board of Selectmen, the School Committee, the Library Board of Trustees and the Board of Health. ("Boards") Regular ex-officio members serve at the pleasure of their appointing authorities, and may be non-resident Town officers or employees. They shall be the persons most responsible for Technology used by their respective Board.

Additional ad-hoc ex-officio (non-voting) members may be added by the Boards, but only with the consent or by the request of a majority vote of the MTC. Such ad-hoc members serve at the pleasure of the appointing authority and of the MTC on a temporary basis for so long as needed by the business of the MTC. They may be non-resident Town officers or employees.

§9-29-C Organization; Meetings

The members shall select, from among themselves, a Chairman and a Secretary. The MTC shall promulgate such rules of procedure as may be reasonable and useful for its efficient operation, and may from time to time amend these rules by a majority vote of the members. These rules shall specify that non-voting members have the right to full participation in all deliberations, except as may be restricted by applicable law. No amendment to the rules shall be considered without prior notice to all members.

The MTC shall ordinarily and preferentially meet in the Town, but may conduct meetings, investigations or inspections within the scope of its duties and authority anywhere, subject to standard Town travel budgets and policies.

The MTC may appoint from its own membership subcommittees and delegate to them such of its powers as it deems expedient.

All reports and recommendations of the MTC made to the Town shall be voted by a majority of the voting members of the MTC, but this shall not be construed to prevent recommendations by a minority nor to discourage full participation by the non-voting members.

§9-29-D Staffing

Subject to available funding, the MTC shall have the authority to engage consultants (paid or volunteer) ("Consultants") when its membership does not include the expertise necessary to evaluate specific projects. The MTC may direct Consultants to act to investigate and/or to report to the MTC on Technology and/or its use, proposed use, or discontinuance in the Town. When the MTC determines that a Consultant reasonably requires the assistance of a Technology Manager to complete a task assigned to him by the MTC, the MTC shall deliver a request for assistance to either the Technology Manager or to the Technology Manager's supervisor. All reasonable requests for assistance shall be approved by the Technology Manager's supervisor. The MTC may accept a reasonable alternative approach suggested by the Technology Manager or the Technology Manager's supervisor. The MTC may not delegate its powers to Consultants.

The MTC shall have no permanent staff, but the Town Administrator shall provide reasonable administrative support.

The Town Administrator and ex-officio members shall provide reasonable access to other employees as may be requested by the MTC. Such access shall be subject to the approval of the affected employees' direct supervisor(s).

§9-29-E Funding

The MTC shall have a budget for Consultants and other expenses. It shall submit its projected expenses to the Town's regular budget process. Any expenditures from its budget shall require a majority vote of the MTC, and be subject to the Town's policies for such expenditures. Unless otherwise agreed or budgeted, expenses attributable to ex-officio members shall be paid by their respective appointing authorities. Expenses attributable to voting members shall be paid from the MTC budget.

§9-30 Functions and Definitions

The duty of the MTC shall be to recommend and document an overall technology strategy for the Town and to proactively lead the Town's development and implementation of this strategy.

Further, the MTC shall proactively advise the Boards, other Town Entities, the Town Administrator, and their designated employees ("Technology Managers") responsible for purchasing and utilizing technologies used to provide Town services.

In this Article VIII, "Technologies" include, but are not limited to: Information Technology/Data Processing equipment and Software, Computer Networks, Voice/FAX systems, Intelligent building control systems, SCADA, Mobile computing technologies (e.g. cellular telephones, tablets and laptops), Radio communications, Audio-Visual technologies, Emergency communications and future technologies as they arise.

In this Article VIII, the phrase "Town Entities" includes any Town board, committee, or agency of Town government, or subsidiary organization of any of these, whether statutory, elected or appointed, that uses or proposes to use Technologies; and/or which expends or proposes to expend funds for Technologies and/or related services.

§9-31 Mission and Authority

The MTC shall, as more fully described in the entirety of this Article VIII, address matters of Technology in the Town, including but not limited to: information delivery; ensuring access to communications technology; increasing the efficiency of transactions involving the Town; and ensuring the effective deployment of infrastructure for the Town's operations and the Town's citizens.

The MTC shall work to ensure that all Town Entities utilize technology in a common, effective and cost effective manner for the benefit of the Town, its operations and its residents.

§9-31-A Plans and Reviews

Technology Managers shall notify the MTC when any plan for adopting, discontinuing, expanding or reducing Technologies is being formulated and shall provide the MTC with the opportunity to participate in the development of such plans and to obtain and budget for any necessary Consultants. All such plans shall be timely submitted to the MTC for final review and comment prior to committing to their implementation. These reviews shall consider and identify: consistency with the Strategic Plan, opportunities for efficiencies and improved service, and impact on other Town Entities and the Town's citizens. The MTC may consider and identify other relevant issues and related matters during these reviews. These reviews shall be documented and considered by the Technology Managers and their respective Boards or Town Entities, which shall provide the MTC with their final plans and any subsequent changes thereto.

Notwithstanding the preceding paragraph, the MTC's rules of procedure may specify an exception process for emergencies significantly affecting service delivery and/or criteria that set a threshold for reviewing such plans, The MTC shall use reasonable judgment in establishing such process and/or criteria so as to balance operational efficiency with execution to the Strategic Plan.

The MTC shall have the authority to inspect and review, in conjunction with the Technology Managers, any of the Town's Technology-based processes, systems and operations to identify progress and issues with implementing the Strategic Plan. The MTC shall provide reasonable notice prior to such inspections and reviews.

The goal of all MTC inspections and reviews shall be to provide significant insight and advice that will improve consistency with and implementation of the Strategic Plan and which may provide for the successful implementation of projects.

§9-31-B Strategic Plan

The MTC shall provide strategic planning and advice to the Technology Managers, the Boards, other Town Entities and the Town Administrator. In conjunction with the Technology Managers, the MTC shall maintain a rolling five-year strategic plan ("Strategic Plan") for the Town's technologies, which shall be accessible to the public. The MTC may report on the Strategic Plan to Town Meeting.

The Strategic Plan shall consider, but is not limited to:

- a) capital requests for technologies, taking into consideration the goals of maximizing efficiency and cost effectiveness, removing unnecessary redundancy, and ensuring, to the extent reasonably possible, the compatibility of each request with other existing or proposed systems;
- b) the specifications to be considered for information and communications systems and other Technologies when constructing or renovating Town facilities;
- c) matters relating to information technology policy, specifically with reference to issues of security, privacy, risk, future technology, legal or regulatory requirements and the provision of government services to the public through information technology; and
- d) how to stimulate and support the development of appropriate technology initiatives and activities that may increase communication and information exchange within Town Entities, between Town Entities and its residents, and among Town residents.

In developing and maintaining the Strategic Plan, the MTC shall, to the maximum extent feasible, integrate its processes with those of any Town Entities that have or develop a strategic planning process, for Technology or otherwise. As may be agreed between such Town Entities and the MTC, the MTC may participate in the Town Entities' planning processes in order to maximize efficiency of all planning processes and to realize consistency with the Strategic Plan.

§9-31-C Limitations; Other Agencies

The MTC does not have the authority to direct or require that a Technology Manager, Board or other Town Entity make (or not make) a specific Technology-related decision.

The MTC shall not interfere with the School Committee's development or choice of instructional methods and curriculum nor with its selection of instructional materials, but the MTC shall have the same duties with respect to infrastructure planning and non-instructional systems as it does for the other Boards and Town Entities. The MTC may report to the School Committee on Technology issues and trends that may affect education, but such reports shall be informative, and shall not be binding on the School Committee.

The MTC may meet with other governmental agencies to discuss opportunities for interoperation, efficiencies or other synergies. However, the MTC does not have the authority to commit the Town to pursue such opportunities, which authority rests with the Boards, other Town Entities, and/or their designees.

§9-32 Reporting

From time to time, as may be necessary, the MTC shall report to the Boards on major technology issues affecting the Town and its citizens, including its progress toward completing the Strategic Plan.

From time to time, as may be necessary, the MTC shall report to the Town Meeting on its activities, the Town's Technology needs, and progress toward completing the Strategic Plan.

The MTC shall review and consider all matters included within the articles of any warrant for a Town Meeting hereafter issued that involve a material expenditure of funds for technology and/or involve significant changes in technology that affect Town services. The MTC shall, after due consideration of the subject matter in said articles, report thereon, in print or otherwise, such information and recommendations as it shall deem best regarding such matters. The Moderator shall solicit the recommendation of the MTC for each such article prior to general discussion of and vote on the article at Town Meeting. The MTC shall use reasonable judgment in establishing the threshold for issuing these recommendations.

§9-33 Conflict of Law; Interpretation

In the event that a court of competent jurisdiction determines that any clause or provision of this Article VIII is unenforceable, this Article VIII shall be deemed modified to the minimum extent necessary to correct such defect, while maximally maintaining the intent of this Article VIII.

The section headings and numbering of this Article VIII are for convenience and shall not be construed to modify the interpretation of the article.

In this Article VIII, the masculine forms (including "his", "he", and "him") are used inclusively to refer to any person regardless of gender or sexual orientation.

In this Article VIII, terms are defined in quotation marks within parenthesis, and their uses are indicated by capitalization. The definition of each such term applies to its use in the entirety of this Article VIII, whether or not the definition appears before such use.

In this Article VIII: the word "will" is to be interpreted as descriptive of an outcome or process and not as an imperative; the word "shall" is to be interpreted in the imperative sense of "must" or "is required to"; while the word "may" is to be interpreted in the permissive sense of "optionally", or "has discretion whether or not to".

, or act or do anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The current Municipal Technology Committee is an ad-hoc committee appointed by the Board of Selectmen that advises on technology issues for the Town-side departments. The new standing committee, as proposed, establishes a committee that will be responsible for creating a rolling five-year Strategic Plan for the Town's technologies across all government entities, and will ensure a coordinated approach for that plan. This bylaw will formalize the informal collaboration that already exists between the Town and School, and ensure that economies of scale are achieved whenever possible.*

MOTION MADE: That the Town vote to adopt as Chapter 9, Article VIII §9-29 through §9-33 of the Town bylaws, regarding the creation of a Municipal Technology Committee, as printed in the warrant.

MOTION PASSED.

Approved by the Attorney General on August 17, 2017.

MOTION TO ADJOURN THE ANNUAL TOWN MEETING AND TO RECONVENE ON APRIL 27, 2017 AT 7:00PM PASSED UNANIMOUSLY.

Annual Town Meeting Adjourned Session

At the Adjourned Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Thursday, April 27, 2017 at 7:00PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 160 voters were present.

The Deputy Town Moderator, Roger Challen, called the meeting to order at 7:23pm.

(MOTION TO MOVE ARTICLES 26 – 30 FORWARD HAD PASSED ON APRIL 26, 2017.)

ARTICLE 26: To see if the Town will vote to amend the Code of the Town of Southborough, Zoning Article III, by adding thereto Section 174-13.8, entitled Adaptive Reuse of Historic Buildings.

"§ 174-13.8. Adaptive Reuse of Historic Buildings

A. Purpose and Intent

The purpose of this section is to allow for and provide incentives for the adaptive reuse of Historical Buildings in a manner that ensures compatibility with their surroundings and that preserves their historical nature and appearance. This section is intended to promote the preservation of Historic Buildings by allowing Historic Buildings to be adapted for a purpose other than that for which they were originally built, thereby enhancing the community's appearance and preserving Southborough's architectural legacy for future generations.

The incentives of this Section 174-13.8 are allowed only by special permit from the Special Permit Granting Authority (SPGA), which shall be the Planning Board. The incentives include the creation of alternative uses for Historic Buildings while maintaining controls to accomplish the following objectives:

1. Preserve the exterior features of such Historic Buildings to ensure sensitivity and compatibility with the surrounding neighborhoods; and
2. Provide an economic incentive to maintain and rehabilitate Historic Buildings.
3. Encourage the adaptive reuse of Historic Buildings where such reuse will more effectively preserve and enhance the architectural character of the surrounding neighborhood than would the redevelopment of the site upon demolition or significant exterior modification to these Historic Buildings.

It is not the intent or requirement of the Section that all renovations to all Historic Buildings must be applied for and approved under this Section. It is a voluntary choice to be made by the Applicant if the Applicant wishes to take advantage of the incentives provided herein.

B. Uses Permitted

Any uses permitted in the zoning district in which the Historic Building is located shall be permitted by right. The following uses are only **allowed** by special permit pursuant to Section 174-9 except as provided herein, and are subject to the Site Plan Approval process pursuant to Section 174-10 except as provided herein.

1. **Residential Buildings**, including single family houses with or without accessory structures
 - a. Accessory Apartments: One (1) accessory apartment or separate rental unit. The accessory apartment shall comply with the following conditions and requirements:
 - i. The habitable floor area of the accessory unit shall not exceed thirty-five percent (35%) of the habitable floor area of the entire dwelling, plus that of any accessory building used for the accessory dwelling.
 - ii. There is no other apartment on the lot on which the accessory apartment is proposed.
 - iii. Not more than the required minimum exterior alterations will be made to the single-family house and to any accessory buildings as determined by the SPGA upon written recommendation of the Historical Commission.
 - iv. The number of accessory apartments approved under this Section shall not be subject to Section 174-9 B (4) which limits the number of accessory apartments that can be permitted.
 - b. Customary Home Occupations. The use of a portion, not exceeding thirty-five percent (35%) of a one-family home, including the accessory buildings, by persons resident therein, for a gainful occupation that is clearly incidental and secondary to the use as a residence and may not employ more than three (3) persons not resident therein. All other provisions of Customary Home Occupations, as defined in Section 174-2, shall continue to apply.

- c. The following uses, which are deemed to be outside the normal definition of Customary Home Occupations, shall comply with all the requirements of paragraph (b) above, provided the Residential Building is the primary residence of the owner for voting and property tax purposes and subject to hours of operation to be specified by the SPGA.
 - i. Art Gallery
 - ii. Florist
 - iii. Antique Shop
 - iv. Bakery without customer seating
 - v. Publisher
 - vi. Professional Office
 - vii. Other similar uses allowed by SPGA on the recommendation of the Historical Commission
- d. Bed and Breakfast; with the number of guestrooms to be determined by the SPGA

2. Commercial/Municipal Buildings:

- a. All uses listed in Subsection 1. above, but with no limit on floor area or number of employees
- b. Apartments or condominiums
- c. Child care facility and/or elder care facility
- d. Medical clinic and ancillary offices and facilities
- e. Research and Development uses, excluding ancillary manufacturing, assembly, sale or resale (or storage for sale or resale) of any goods, items, or materials
- f. Restaurant/Pub
- g. Educational facilities
- h. Athletic / recreational uses
- i. Mail order business

3. Prohibited Uses: The following uses, occupations and activities are expressly prohibited:

- a. Commercial servicing, maintenance, or restoration of motor vehicles
- b. Trucking or warehousing activities
- c. Sale of articles (except as provided in the subsections 1. and 2. above)
- d. Other uses, occupations and activities that are prohibited elsewhere in Section 174.

4. Multiple or Mixed Uses:

- a. For residential buildings, there will be no more than two (2) uses, as identified in paragraph B, section 1, item c. above, provided that the uses are compatible with each other and comply with Section 174-9, except as provided herein. Regardless of the number of uses allowed by the SPGA, there shall be no more than three (3) persons employed who are not resident therein, and the use of a portion of a one-family home, including accessory buildings, shall not exceed thirty-five percent (35%).
- b. For commercial/municipal buildings, there will be no more than three (3) uses as identified in paragraph B, Section 2 above, provided that the uses are compatible with each other and comply with Section 174-9 except as provided herein.

C. Controls on Dimensions and Restoration/Renovation

1. Controls on Dimensions: Changes to the size of the building, or exterior dimensions of such Building shall be subject to dimensional controls of the Town's Zoning Bylaw, unless modified by special permit pursuant to Section 174-9 and/or Section 174-19, or as permitted under this Section. For any reuse of a Historic Building, the following provisions shall apply:

- a. An increase in the footprint of the building being considered for reuse will be permitted, provided the proposed increase expands by no more than fifteen percent (15 %) of the square footage of the existing structure's footprint, conforms to existing setback requirements, does not increase any non-conformity of the existing structure and is required by one or both of the following:
 - i. Conformity with provisions of the Americans with Disabilities Act.
 - ii. A reuse that requires functional or structural changes necessary for the intended new use, as consistent with state building code or as required by the Building Commissioner
- b. Except for the Historic Building, access ways, walkways, required parking and loading spaces, the open area of the entire site shall not be diminished. Such open area shall be left in its existing condition or improved so as to be appropriate in size, shape, dimension, location and character to assure its proper functioning as an amenity for the site.

- c. No permanent additional buildings or structures of any type, and no enclosed storage of any kind, shall be allowed except as permitted by the SPGA.

3. Controls on Restoration/Renovation:

- a. There shall be no change to the architectural footprint except as allowed pursuant to paragraph C, subsection 1, item a. above.
- b. External architectural features shall be preserved and/or restored per the recommendation of the Historical Commission.
- c. Exterior restoration shall follow the preservation guidelines outlined in the *Federal Secretary of Interior Standards for Rehabilitation* on file with the Town Clerk's office, and the Applicant must submit a letter of findings from the Southborough Historical Commission as part of the submission of the Application to the SPGA.

D. Application Submission Requirements and Procedure

1. **Pre-Application Review.** Prior to submitting a formal application, the Applicant is strongly encouraged to request a pre-application review to be held at a public meeting of the SPGA. The purpose of the pre-application review is to simplify the process for Applicants and to commence discussions with the SPGA at the earliest possible stage of development. At the pre-application review, the Applicant may outline the proposed project for adaptive reuse, seek preliminary feedback from the SPGA and the Historical Commission and/or their technical experts, and set a timetable for submitting a formal application. While no formal filings are required for the pre-application review, the Applicant is encouraged to prepare sufficient preliminary architectural and/or engineering drawings to provide the SPGA with clarity regarding the scale and overall design of the proposed project. Nothing in the pre-application process should suggest a subsequent grant of a special permit which must stand separate on later submittals.
2. **Historical Commission Review.** The Applicant shall submit their proposal to the Historical Commission for review.
3. **Formal Application Submission Requirements For the Special Permit:** Applicants for Adaptive Reuse of Historic Buildings Special Permit shall file with the SPGA seventeen (17) copies of submission materials, of which ten (10) sets of the plans should be full size and the balance in 11" x 17" format, and one electronic version of the plans. Submission materials shall include the following:
 - a. A narrative stating the historical significance of the structures and/or site, and an architectural description of the structures
 - b. Photographs of all existing elevations
 - c. Interior floor plan(s) showing the proposed uses of interior space with the gross floor area for each use
 - d. Proposed outdoor lighting
 - e. Parking – existing and proposed
 - f. If new construction or additions are proposed, a perspective drawing showing the new construction or additions in relation to existing structure(s) on the site and on adjacent land.
 - g. A letter of findings from the Historical Commission on whether the project complies with the Dimension and Restoration / Renovation Controls cited in C above
 - h. A plan showing existing and proposed landscaping on the site
 - i. Adequate waste disposal and surface and subsurface storm water drainage. Site plans and specifications shall be submitted with the application and shall be prepared, signed and stamped by a registered land surveyor, registered professional engineer or registered architect. At the time of Special Permit application filing, the Applicant shall submit copies of all such plans to the Building Commissioner, Board of Health, and other appropriate authorities as may be directed by the SPGA. The SPGA shall solicit and consider comments relative to the proposed project from such boards, commissions, committees, authorities and individual residents.
 - j. Additional information or supplemental impact statement(s), as requested by the SPGA, based on the project's scope and the physical characteristics of the parcel.
 - k. The SPGA, at its discretion, may reasonably modify or waive the application submission requirements herein to stay consistent with the intent and purpose of this Section of the Zoning Bylaw.

E. Special Permit Application Review Procedure:

1. Once an application for Adaptive Reuse of Historic Buildings Special Permit has been filed under this section, no structure shall be erected, enlarged or modified; and no land shall be divided, subdivided or modified prior to the granting or denial of said permit.

2. The Adaptive Reuse of Historic Buildings Special Permit application shall be submitted, considered, and issued in accordance with the provisions herein, with the Zoning Bylaw and with all other applicable regulations.
3. Prior to the filing of an Application for an Adaptive Reuse of Historic Buildings Special Permit, the Applicant shall submit plans to the Building Commissioner, who shall advise the Applicant as to the pertinent sections of the Zoning Bylaw
4. Following the Building Commissioner's review, the Applicant shall submit copies of the Application to the SPGA.
5. Pursuant to M.G.L., c.40A, Section 9, and after due notice, the SPGA shall hold a public hearing.
6. All boards, commissions and departments which have relevant jurisdiction over this proposed project shall, within thirty-five (35) days of receiving a copy of said application, submit a written report containing recommendations with supporting reasons to the SPGA and may recommend conditions deemed appropriate for the proposed use. The SPGA shall not render a decision on any such application until said recommendations have been received and considered *or* until the thirty-five (35) day period has expired, whichever is earlier. Failure of such agencies to timely submit their respective recommendations shall be deemed concurrence thereto.

F. Decision and Special Permit Criteria

1. The SPGA shall have the authority to approve, disapprove or approve with conditions an Adaptive Reuse of Historic Buildings Special Permit. Any disapproval by the SPGA shall include identification of any modifications to the plan that would make it acceptable to the SPGA if the Applicant subsequently decides to make a new application. This authority shall not eliminate, decrease or abrogate the powers of any other Town board, committee, commission or other authority having legal jurisdiction, except to the extent that such authority is specifically granted by this section. It shall be the duty and responsibility of the Applicant to secure any and all other permits, licenses and approvals necessary to the project.
2. The criteria for decision shall be consistent with Section 174-9 and shall include the following:
 - a. Preservation: The proposal preserves the historic building's exterior features to ensure sensitivity and compatibility with the surrounding neighborhood(s).
 - b. The incentives granted shall be appropriate in degree and type to the scale and benefits the project will provide.
 - c. Uses Permitted: The reuse of buildings and the lot are consistent with the uses allowed in section B.
 - d. Adequate Access and Parking: There are adequate provisions for safe access for pedestrians, motor vehicles and emergency services to the building and to the land on which it is situated.
3. The Adaptive Reuse of Historic Buildings Special Permit shall run with the land.

G. Site Plan Review Process

In order to provide a detailed design review of any reuse of Historic Buildings for which an Adaptive Reuse of Historic Buildings Special Permit is being sought, there shall be a site plan review by the Planning Board as described in Section 174-10."

; Or act or do anything in relation thereto.

Proposed by: SOUTHBOROUGH HISTORICAL COMMISSION and PLANNING BOARD

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This article proposes to add "Adaptive Reuse of Historic Buildings" to Zoning Article III as a special permit option. The purpose of the Adaptive Reuse of Historic Buildings is to allow for and provide incentives for the adaptive reuse of Historic Buildings.*

MOTION MADE: That the Town vote to amend the Code of the Town of Southborough, Zoning Article III, by adding thereto Section 174-13.8, entitled Adaptive Reuse of Historic Buildings, as printed in the warrant.

AMENDMENT MADE: That the Town vote to delete in its entirety of paragraph 174-13.8 B.1.d which reads as follows: "d. Bed and breakfast, with the number of guestrooms to be determined by the SPGA" and replace it with the following new paragraph: "d. Renting of rooms including bed and breakfast to more than four (4) persons by a resident family in a one-family house, with the number of persons above four (4) to be determined by the SPGA".

AMENDMENT PASSED.

REQUIRES A 2/3 VOTE.

MAIN MOTION AS AMENDED PASSED.

Approved by the Attorney General on August 17, 2017.

ARTICLE 27: To see if the Town will vote to amend the Code of the Town of Southborough, Zoning Article I, Section 174-2, Definitions, Subsection B. Customary Home Occupation, by adding the following sentence at the end of the definition:

“Provided, however, that exceptions are provided in Section 174-13.8 titled Adaptive Reuse of Historic Buildings.”
So that the amended Definition reads as follows:

Customary Home Occupation - The use of a portion, not exceeding 25%, of a one-family home, including the accessory buildings, by persons resident therein for a gainful occupation that is clearly incidental and secondary to the use as a residence; that does not generate a significant increase in traffic, noise, smoke, vibration, dust, odors, glare, unsightliness or other effects not normally produced by a residence; that involves no exterior display or storage of goods, tools, materials or equipment or the parking of more than one commercial vehicle; that gives no exterior indication of such occupation, other than one sign not over four square feet; that involves only motive power normally found in a home; that does not employ more than two persons not resident therein; that involves the exercise of artistic, domestic, personal or professional skills; and that requires the approval of the Board of Health for disposal of any waste generated by such occupation that differs in quantity or composition from domestic solid or liquid waste. Provided however that exceptions are provided in Section 174 -13.8 titled *Adaptive Reuse of Historic Buildings*.

, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH HISTORICAL COMMISSION and PLANNING BOARD

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: This article proposes to amend the definition for *Customary Home Occupation* to Southborough’s Zoning Code under Section 174-2 of Zoning Article I. The amended definition adds a reference to exemptions provided in the proposed Adaptive Reuse of Historic Buildings Bylaw Section 174-13.8.

MOTION MADE: That the Town vote to amend the Code of the Town of Southborough, Zoning Article I, Section 174-2, Definitions, Subsection B. Customary Home Occupation, by adding the following sentence at the end of the definition as further printed in the warrant: “Provided, however, that exceptions are provided in Section 174-13.8 titled Adaptive Reuse of Historic Buildings.”

REQUIRES A 2/ 3 VOTE.

MOTION PASSED.

Approved by the Attorney General on August 17, 2017.

ARTICLE 28: To see if the Town will vote to amend the Code of the Town of Southborough, Zoning Article I, Section 174-2. Definitions, Subsection B, by adding the following definition:

Historic Building(s) - A building or structure listed on the *Historic Properties Survey of Southborough Massachusetts June 2000*, on file with the Town Clerk’s office, and as may be subsequently amended and approved by the Southborough Historical Commission, or any other building or structure that is more than 85 years old.

, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH HISTORICAL COMMISSION and PLANNING BOARD

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: This article proposes to add a definition for *Historic Building(s)* to Southborough’s Zoning Code under Section 174-2 of Zoning Article I. This definition designates buildings listed in the *Historic Properties Survey of Southborough Massachusetts* or buildings that are more than 85 years old as historic.

MOTION MADE: That the Town vote to amend the Code of the Town of Southborough, Zoning Article I, Section 174-2. Definitions, Subsection B, by adding the following definition:

Historic Building(s) - A building or structure listed on the Historic Properties Survey of Southborough Massachusetts June 2000, on file with the Town Clerk's office, and as may be subsequently amended and approved by the Southborough Historical Commission, or any other building or structure that is more than 85 years old.

REQUIRES A 2/3 VOTE.

MOTION PASSED.

Approved by the Attorney General on August 17, 2017.

ARTICLE 29: To see if the Town will vote to amend the Code of the Town of Southborough, Zoning Article III, Section 174-8.2. RA Residence A District, Subsection B. Uses by Special Permit, by adding the following in correct numerical sequence:

(13) Adaptive Reuse of Historic Buildings Bylaw (Note: Special Permit from Planning Board)

, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH HISTORICAL COMMISSION and PLANNING BOARD

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: This article proposes to add "Adaptive Reuse of Historic Buildings Bylaw" as a use by special permit under Zoning Article III, Section 174-8.2.

MOTION MADE: That the Town vote to amend the Code of the Town of Southborough, Zoning Article III, Section 174-8.2. RA Residence A District, Subsection B. Uses by Special Permit, by adding the following in correct numerical sequence:

(13) Adaptive Reuse of Historic Buildings Bylaw (Note: Special Permit from Planning Board)

REQUIRES A 2/3 VOTE.

MOTION PASSED.

Approved by the Attorney General on August 17, 2017.

ARTICLE 30: To see if the Town will vote to amend the Code of the Town of Southborough, Zoning Article III. Use Regulations, Section 174-10. Site Plan Approval, Subsection A, by adding the following in correct numerical sequence:

(5) Adaptive Reuse of Historic Buildings

, or do or act anything in relation thereto.

Proposed by: SOUTHBOROUGH HISTORICAL COMMISSION and PLANNING BOARD

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: This article proposes to add "Adaptive Reuse of Historic Buildings" as a use which must meet the requirements for Site Plan Approval under Zoning Article III, Section 174-10.

MOTION MADE: That the Town vote to amend the Code of the Town of Southborough, Zoning Article III. Use Regulations, Section 174-10. Site Plan Approval, Subsection A, by adding the following in correct numerical sequence:

(5) Adaptive Reuse of Historic Buildings

REQUIRES A 2/3 VOTE.

MOTION PASSED.

Approved by the Attorney General on August 17, 2017.

ARTICLE 24: To see if the Town will vote to authorize the Board of Selectmen to dispose of certain parcels of land with structures thereon deemed surplus property with no further public purpose, by deed of conveyance, grant or transfer after appraisals have been obtained and upon such terms and conditions as the Board of Selectmen deem appropriate. Said parcels of land being described as follows: 40 Central Street, having been acquired by deed dated May 13, 1999 and recorded in the Worcester Registry of Deeds at Book 21382, Page 260; 42 Central Street, commonly known as Fayville Village Hall, having been acquired by deed dated May 2, 1911 and recorded in said Registry of Deeds at Book 1962, Page 46; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *The Board of Selectmen have identified two properties which are currently under-utilized and in need of various levels of repair (Fayville Hall, and 40 Central Street). The Selectmen are seeking authorization to dispose of these properties, as they are quickly reaching the end of their useful life as municipal properties, and will soon become financial liabilities.*

MOTION MADE: That the Town vote to authorize the Board of Selectmen to dispose of certain parcels of land with structures thereon deemed surplus property with no further public purpose, by deed of conveyance, grant or transfer after appraisals have been obtained and upon such terms and conditions as the Board of Selectmen deem appropriate. Said parcels of land being described as follows: 40 Central Street, having been acquired by deed dated May 13, 1999 and recorded in the Worcester Registry of Deeds at Book 21382, Page 260; 42 Central Street, commonly known as Fayville Village Hall, having been acquired by deed dated May 2, 1911 and recorded in said Registry of Deeds at Book 1962, Page 46.

AMENDMENT MADE: That the Town vote to amend the main motion by adding the following sentence after the words "Page 46", "Such sale to be subject to the preservation restriction on the exterior of Fayville Hall".

AMENDMENT FAILS.

REQUIRES A 2/3 VOTE.

MAIN MOTION PASSED.

ARTICLE 25: To see if the Town will vote to amend Chapter 9 of the General Legislation of the Code of the Town of Southborough, Massachusetts by adding a new article entitled Article VII: Economic Development Committee, as follows:

§9-27 The mission of the Southborough Economic Development Committee (EDC) is to stabilize residential taxes through the growth of the Town's commercial and industrial tax base while preserving the character and charm of Southborough. The EDC is established to expand and strengthen the local economy, promote job creation, and enhance the Town's quality of life through prosperous, balanced and sustainable economic development.

The role of the EDC is to investigate current economic conditions, assist the Town with the creation and execution of appropriate economic development initiatives and marketing opportunities, coordinate activities to enhance or expand economic development, and engage in related activities as necessary to further EDC's mission and purpose.

§9-28 Membership of the Committee

The EDC is a volunteer committee consisting of members of the community who want to assist the Town in maintaining and enhancing a prosperous and sustainable economy. The EDC shall be comprised of no more than nine (9) such persons who shall be appointed by the Board of Selectmen for staggered terms of three (3) years, so that the term of office at least one (1) member expires each year. Efforts shall be made to include a broad representation of the community at large and all appointments shall be made on the basis of the individual's ability to assist in the purpose of the EDC and their willingness to serve.

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article will codify the Economic Development Committee, which is currently an ad-hoc committee appointed by the Board of Selectmen. Membership is limited to a maximum of nine members, and members serve for 3-year terms.*

MOTION MADE: That the Town vote to amend Chapter 9 of the General Legislation of the Code of the Town of Southborough, Massachusetts by adding a new article entitled Article VII: Economic Development Committee, as printed in the warrant.

MOTION PASSED.

ARTICLE 31: To see if the Town will vote to amend the General By-laws of the Town of Southborough as contained in the Town Code by adding thereto a new Chapter 53 as follows:

“The operation of any marijuana establishment as defined in Massachusetts General Laws, c.94G, Section 1 including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough.” The adoption of this provision is subsequently subject to a vote of the voters of the Town of Southborough pursuant to the provisions of Massachusetts General Laws, Chapter 94G as follows:

“Shall the Town of Southborough ratify and adopt the action of its Town Meeting held on April 25, 2017 in the passage and approval of a general by-law provision adding a new Chapter 53 to the Code of the Town of Southborough as follows,”

“The operation of any marijuana establishment as defined in Massachusetts General Laws, c.94, Section 1 including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough. The adoption of this provision is subsequently subject to a vote of the voters of the Town of Southborough pursuant to the provisions of Massachusetts General Laws Chapter 94G.”

, or do or act anything in relation thereto.

Proposed by: PLANNING BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article adds a new Chapter 53 regarding recreational marijuana to The Code of the Town of Southborough to prohibit the operation of any marijuana establishment involved in the cultivation, testing, manufacture, distribution, or sale of marijuana for recreational purposes in the Town of Southborough. It does not apply to the same activities related to medical marijuana establishments licensed under Massachusetts General Laws: Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough.*

MOTION MADE: That the Town vote to amend the General By-laws of the Town of Southborough as contained in the Town Code by adding thereto a new Chapter 53, regarding the prohibition of the operation of any marijuana establishment as defined in Massachusetts General Laws, c.94G, Section 1 in all zoning districts of the Town, as printed in the warrant.

MOTION PASSED.

Approved by the Attorney General on July 7, 2017.

ARTICLE 32: To see if the Town will vote to amend Chapter 174 of the Code of the Town of Southborough entitled “Zoning” by adding thereto the following language in all zoning districts:

“The operation of any marijuana establishment as defined in Massachusetts General Laws, c.94G, Section 1 including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough.” The adoption of this provision is subsequently subject to a vote of the voters of the Town of Southborough pursuant to the provisions of Massachusetts General Laws, Chapter 94G as follows:

“Shall the Town of Southborough ratify and adopt the action of its Town Meeting held on April 25, 2017 in the passage and approval of a by-law provision amending Chapter 174 of the Code of the Town of Southborough as follows,”

“The operation of any marijuana establishment as defined in Massachusetts General Laws, c.94G, Section 1 including without limitation a marijuana cultivator, marijuana testing facility, marijuana product manufacturer, marijuana retailer or any other type of licensed marijuana facility

is prohibited in all zoning districts of the Town. This prohibition shall not apply to the sale, distribution or cultivation of marijuana for medical purposes, licensed under Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough. The adoption of this provision is subsequently subject to a vote of the voters of the Town of Southborough pursuant to the provisions of Massachusetts General Laws, Chapter 94G.”

, or do or act anything in relation thereto.

Proposed by: PLANNING BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article **amends** Chapter 174-Zoning of The Code of the Town of Southborough, adding language regarding recreational marijuana, to **prohibit** the operation of any marijuana establishment involved in the cultivation, testing, manufacture, distribution, or sale of marijuana for recreational purposes in all zoning districts within the Town of Southborough. It does not apply to the same activities related to medical marijuana establishments licensed under Massachusetts General Laws: Chapter 369 of the Acts of 2012 and currently permitted in the Town of Southborough.*

MOTION MADE: That the Town vote to amend Chapter 174 of the Code of the Town of Southborough entitled “Zoning” by adding thereto the following language in all zoning districts, regarding the prohibition of the operation of any marijuana establishment as defined in Massachusetts General Laws, c.94G, Section 1 in all zoning districts of the Town, as printed in the warrant.

Requires a 2/3 VOTE.

MOTION PASSED.

Approved by the Attorney General on July 7, 2017.

ARTICLE 33: To see if the Town will vote to amend Chapter 174 of the Code of the Town of Southborough entitled “Zoning” by adding to Section 174-9 a new subsection (K) as follows:

Recreational Marijuana

(1) General Provisions.

(a) Purpose and intent. This section is enacted in order to serve the compelling interests of the Town to address possible public health, safety and quality of life effects related to the location and operation in the Town of recreational marijuana operations pursuant to Massachusetts General Laws Chapter 94G, Section 3 and all other applicable provisions. This by-law provision establishes specific zoning regulations for the limited establishment of any registered marijuana establishment in appropriate places and under reasonable and practicable conditions, for marijuana products, marijuana accessories and marijuana cultivation and dispensing, all as defined in Massachusetts General Laws Chapter 94G. It is the intent of this section to minimize adverse impacts on adjacent properties, residential neighborhoods, schools and other places where children congregate, and other land uses potentially incompatible with recreational marijuana activities.

(b) Applicability. The cultivation, production, processing, assembly, packaging, retail or wholesale, trade, distribution or dispensing of marijuana is prohibited unless permitted hereunder,

(c) Nothing in this § 174-9K shall be construed to supersede or preempt any federal or state laws governing the sale, distribution or consumption of narcotic drugs. If the application of any provision of this § 174-9K shall be determined to be invalid or unenforceable, the remainder hereof shall not be affected thereby and the provisions of this section are severable.

(2) Basic Requirements.

(a) The Board of Appeals as special permit granting authority may grant a special permit for a registered marijuana establishment only in the Highway Business District [as identified in §174-8.5C(14)], Industrial Park District [as identified in § 174-8.6C(15)], or Industrial District [as identified in § 174-8.7C(14)], and only upon compliance with the following requirements:

[1] No applicant shall have been convicted of violating the provisions of Massachusetts General Laws c. 119, § 63, or c.94C, or similar laws in other jurisdictions.

[2] The applicant or owner has consented in writing to a criminal background check that includes jurisdictions beyond Massachusetts.

[3] A registered marijuana establishment and/or cultivation activities shall only be located (i) on property that borders Route 9, and (ii) not less than 1,000 linear feet from a property line of a school, recreational facility or day-care center, or any facility in which children commonly congregate [see definitions in § 174-9K(2)(c) below] located in the Town of Southborough, and (iii) not less than 100 linear feet from a property line of a residence located in the Town of Southborough, and (iv) not less than 1,000 linear feet from another medical or recreational marijuana facility. The required distances shall be measured from all property lines of the proposed facility.

[4] Any permitted registered marijuana site shall comply with the requirements of the Town's Sign Bylaw at all times and upon penalty of special permit revocation, shall not use any advertising material that is misleading, deceptive, false, or that is designed to appeal to minors. Off sight signage or advertising in any form, including billboards, is prohibited.

[5] No activities occurring nor products offered within or on the premises of a registered marijuana establishment shall be displayed in the windows or on the building thereof, or be visible to the public from the pedestrian sidewalks or walkways or from other areas, public or semi-public, outside such facility or premises.

(b) No person shall be deemed to have any entitlement or vested rights to permits issued under this by-law by virtue of having received any prior permit from the Town of any kind, including prior permits under this by-law.

(c) For purposes of this § 174-9K, the following terms shall have the meanings ascribed:

DAY-CARE CENTER: Any establishment, whether public or private, that provides care for children and is licensed by the Massachusetts Department of Early Education and Care.

RECREATIONAL FACILITY: A park, playground, forest preserve, conservation area, running trail or track, hiking trail, beach, wading pool, soccer field, baseball field, football field, basketball court, tennis court, hockey rink, dance or gymnastic studio, whether publicly or privately owned, to which the public has a right of access as an invitee.

SCHOOL: Any public or private educational facility that provides services to children in grades 12 or under.

(3) Term of special permit. Any special permit issued pursuant to this § 174-9K shall be valid for a period of two years from the date of issuance. Any renewal of a special permit shall be governed by the then-existing standards and procedures set forth in this by-law, and any regulations adopted pursuant thereto by the Board of Appeals.

The adoption of these by-law provisions are subsequently subject to a vote of the voters of the Town of Southborough pursuant to the provisions of Massachusetts General Laws Chapter 94G as follows:

"Shall the Town of Southborough ratify and adopt the action of its Town Meeting held on April 25, 2017 in the passage and approval of a by-law provision amending Chapter 174 of the Code of the Town of Southborough entitled "Zoning" as follows,"

"Recreational Marijuana

(1) General Provisions.

(a) Purpose and intent. This section is enacted in order to serve the compelling interests of the Town to address possible public health, safety and quality of life effects related to the location and operation in the Town of recreational marijuana operations pursuant to M.G.L. c.94G, Section 3 and all other applicable provisions. This by-law provision establishes specific zoning regulations for the limited establishment of any registered marijuana establishment in appropriate places and under reasonable and practicable conditions, for marijuana products, marijuana accessories and marijuana cultivation and dispensing, all as defined in M.G.L. c.94G. It is the intent of this section to minimize adverse impacts on adjacent properties, residential neighborhoods, schools and other places where children congregate, and other land uses potentially incompatible with recreational marijuana activities.

(b) Applicability. The cultivation, production, processing, assembly, packaging, retail or wholesale, trade, distribution or dispensing of marijuana is prohibited unless permitted hereunder.

(c) Nothing in this § 174-9K shall be construed to supersede or preempt any federal or state laws governing the sale, distribution or consumption of narcotic drugs. If the application of any provision of this § 174-9K shall be determined to be invalid or unenforceable, the remainder hereof shall not be affected thereby and the provisions of this section are severable.

(2) Basic Requirements.

(a) The Board of Appeals as special permit granting authority may grant a special permit for a registered marijuana establishment only in the Highway Business District [as identified in §174-8.5C(14)], Industrial Park District [as identified in § 174-8.6C(15)], or Industrial District [as identified in § 174-8.7C(14)], and only upon compliance with the following requirements:

[1] No applicant shall have been convicted of violating the provisions of Massachusetts General Laws c. 119, § 63, or c.94C, or similar laws in other jurisdictions.

[2] The applicant has consented in writing to a criminal background check that includes jurisdictions beyond Massachusetts.

[3] A registered marijuana establishment and/or cultivation activities shall only be located (i) on property that borders Route 9, and (ii) not less than 1,000 linear feet from a property line of a school, recreational facility or day-care center, or any facility in which children commonly congregate [see definitions in § 174-9K(2)(c) below] located in the Town of Southborough, and (iii) not less than 100 linear feet from a property line of a residence located in the Town of Southborough, and (iv) not less than 1,000 linear feet from another medical or recreational marijuana facility. The required distances shall be measured from all property lines of the proposed facility.

[4] Any permitted registered marijuana site shall comply with the requirements of the Town's Sign Bylaw at all times and upon penalty of special permit revocation, shall not use any advertising material that is misleading, deceptive, false, or that is designed to appeal to minors. Off sight signage or advertising in any form (including billboards) is prohibited.

[5] No activities occurring nor products offered within or on the premises of a registered marijuana establishment shall be displayed in the windows or on the building thereof, or be visible to the public from the pedestrian sidewalks or walkways or from other areas, public or semi-public, outside such facility or premises.

(b) No person shall be deemed to have any entitlement or vested rights to permits issued under this by-law by virtue of having received any prior permit from the Town of any kind, including prior permits under this by-law.

(c) For purposes of this § 174-9K, the following terms shall have the meanings ascribed:

DAY-CARE CENTER: Any establishment, whether public or private, that provides care for children and is licensed by the Massachusetts Department of Early Education and Care.

RECREATIONAL FACILITY: A park, playground, forest preserve, conservation area, running trail or track, hiking trail, beach, wading pool, soccer field, baseball field, football field, basketball court, tennis court, hockey rink, dance or gymnastic studio, whether publicly or privately owned, to which the public has a right of access as an invitee.

SCHOOL: Any public or private educational facility that provides services to children in grades 12 or under.

(3) Term of special permit. Any special permit issued pursuant to this § 174-9K shall be valid for a period of two years from the date of issuance. Any renewal of a special permit shall be governed by the then-existing standards and procedures set forth in this by-law, and any regulations adopted pursuant thereto by the Board of Appeals."

, or do or act anything in relation thereto.

Proposed by: PLANNING BOARD

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This article amends Chapter 174-Zoning of The Code of the Town of Southborough, adding language regarding recreational marijuana, to regulate the operation of any marijuana establishment involved in the cultivation, testing, manufacture, distribution, or sale of marijuana for recreational purposes in all zoning districts within the Town of Southborough.*

MOTION TO INDEFINITELY POSTPONE THIS ARTICLE PASSED.

ARTICLE 34: To see if the Town will vote to raise and appropriate or transfer from available funds the sum of \$20,500, for the Southborough Historical Commission to hire a historic preservation planner to write a nomination to the National Register of Historic Places; or do or act anything in relation thereto.

Proposed by: HISTORICAL COMMISSION

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *The Southborough Historical Commission has been working on a project to create a National Register Historic District in the Main Street area. The National Register of Historic Places is the list of individual building, sites, structures, objects and districts deemed important in American history, culture, architecture, or archaeology. It's a federal designation administered by the Secretary of the Interior through the Massachusetts Historical Commission as the State Preservation Office. The nomination is required by Massachusetts Historical Commission to complete the process of establishing a national register historic district. Listing in the National Register recognizes the area's importance to the history of the community, state or nation.*

MOTION MADE: That the Town vote to raise and appropriate the sum of \$20,500, for the Southborough Historical Commission to hire a historic preservation planner to write a nomination to the National Register of Historic Places.

MOTION PASSED.

ARTICLE 35: To see if the Town will vote to amend Chapter 41 of the Code of the Town of Southborough, Massachusetts, by adding a new section 41-23 entitled Electioneering prohibited, or to do or act anything in relation thereto.

§ 41-23 Electioneering prohibited.

Except as may be otherwise provided by any other general or special law of the Commonwealth, all candidates or their agents are expressly forbidden to remain within 150 feet of the entrance to a polling place or Town Meeting for the purpose of electioneering or greeting citizens or voters, or for petitioning or soliciting signatures for any purpose.

Proposed by: TOWN CLERK

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *Current election laws governing activity within 150 feet of a polling place have no effect on Town Meeting or Early Voting since the state election laws only apply to polling places on Election Day. This article provides the same measure of protection and enforcement that applies on Election Day to activities at Town Meeting and Early Voting.*

MOTION MADE: That the Town vote to amend Chapter 41 of the Code of the Town of Southborough, Massachusetts, by adding a new section 41-23 entitled Electioneering prohibited, as printed in the warrant.

MOTION PASSED.

Approved by the Attorney General on September 18, 2017.

ARTICLE 36: To see if the Town will vote to amend Chapter 41 of the Code of the Town of Southborough, Massachusetts, entitled *Town Meetings* by striking in its entirety Section 41-2 *Notice of Meeting* and replacing it with the following language:

41-2 Notice of Meeting.

Notice of every Town Meeting shall be given by posting attested copies of the warrant therefor on the Town website, at the Town Hall, the Library, the Senior Center, and in at least 3 other public places in each precinct as the Town Clerk shall determine, seven days at least before the time appointed for such meeting.

,or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article ensures that the warrant be posted in sufficient places to notify residents, and it deletes the existing requirement that the warrant be posted at specific locations in Town, including Fayville Hall, a Town owned building with minimal visitors.*

MOTION MADE: That the Town vote to amend Chapter 41 of the Code of the Town of Southborough, Massachusetts, entitled *Town Meetings* by striking in its entirety Section 41-2 *Notice of Meeting* and replacing it with the following language:

41-2 Notice of Meeting.

Notice of every Town Meeting shall be given by posting attested copies of the warrant therefor on the Town website, at the Town House, the Southborough Library, the Senior Center, and the Transfer Station, seven days at least before the time appointed for such meeting.

AMENDMENT MADE: That the Town vote to strike the main motion in its entirety and replace it with the following:

41-2 Notice of Meeting

Notice of every Town Meeting shall be given by posting attested copies of the warrant on the Town Website, at the Town House, the Southborough Library, the Senior Center and the Transfer Station seven days at least before the time appointed for such meeting.

MOTION AS AMENDED PASSED.

Approved by the Attorney General on August 17, 2017.

ARTICLE 37: To see if the Town will vote to delete in its entirety Chapter 16 Section 4 of the Code of the Town of Southborough, Massachusetts *Annual Debtors List*, or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article deletes the existing requirement of Chapter 16 Section 4 that "On January 15 of each year, every Town officer or board shall furnish the Board of Selectmen with the names of all persons, firms or corporations indebted to the Town and the amounts owed by them, and said Board of Selectmen shall cause such lists to be published in the Annual Town Report. The Board of Selectmen may institute appropriate proceedings to collect the same." The Town has not followed this practice in recent history, so this article simply deletes a requirement that has not been followed.*

MOTION MADE: That the Town vote to delete in its entirety Chapter 16 Section 4 of the Code of the Town of Southborough, Massachusetts Annual Debtors List.

MOTION PASSED.

Approved by the Attorney General on August 17, 2017.

ARTICLE 38: To see if the Town will vote to accept the provisions of MGL 53, Section 9A, which states:

Section 9A. In any city or town which accepts this section, in a city by vote of the city council subject to the provisions of its charter, and in a town by vote of the town meeting, the following provisions shall apply with respect to nomination papers:

The final date for obtaining blank nomination papers for nomination to city or town office shall be forty-eight week day hours prior to the hour on which nomination papers are required to be submitted to the registrars of voters for certification.

Each candidate shall file with the city or town clerk, prior to obtaining blank nomination papers, a statement containing his name and address, and the city or town office for which he intends to be a candidate.

No candidate for city or town office shall receive more blank nomination papers than will contain the number of signatures required to place his name in nomination, multiplied by five.

, or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article permits candidates for public office to obtain nomination papers up to 48 hours before the deadline to submit the nomination papers to the registrars of voters for certification. This article simply codifies the practice in Southborough.*

MOTION MADE: That the Town vote to accept the provisions of MGL 53, Section 9A, with respect to nomination papers, as printed in the warrant.

MOTION PASSED.

Approved by the Attorney General on August 17, 2017.

ARTICLE 39: To see if the Town will vote to amend Chapter 41, Section 6 of the Code of the Town of Southborough, Massachusetts, by identifying the existing text in its entirety as Chapter 41 Section 6, subsection A, and inserting the following text as subsection B:

- B. On Town Meeting matters requiring a two-thirds vote by statute, the Town Moderator may declare the two-thirds vote without taking a count, and said declaration shall take the place of the statutory counted vote; provided that the vote so declared is not immediately questioned by seven or more voters as provided in Chapter 39, Section 15 of the General Laws. If the vote is questioned, the Moderator shall immediately put the question to another vote and take a count which shall then be recorded by the Town Clerk.

, or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article will save time at Town Meeting by allowing the Moderator to declare a two-thirds vote in situations where there is clearly a two-thirds majority. Several types of articles voted at Town Meeting require a two-thirds vote for passage. Frequently, it is very clear that the article passed by more than a two-thirds majority but the Attorney General requires that the vote be recorded by a count unless the Town has a bylaw in place that allows the Moderator to declare a two-thirds vote. Any seven voters could still question the Moderator's declaration of a two-thirds vote and a hand count would be taken.*

MOTION MADE: That the Town vote to amend Chapter 41, Section 6 of the Code of the Town of Southborough, Massachusetts, by identifying the existing text in its entirety as Chapter 41 Section 6, subsection A, and inserting the following text as subsection B:

- B. On Town Meeting matters requiring a two-thirds vote by statute, the Town Moderator may declare the two-thirds vote without taking a count, and said declaration shall take the place of the statutory counted vote; provided that the vote so declared is not immediately questioned by seven or more voters as provided in Chapter 39, Section 15 of the General Laws. If the vote is questioned, the Moderator shall immediately put the question to another vote and take a count which shall then be recorded by the Town Clerk.

MOTION PASSED.

Approved by the Attorney General on August 17, 2017.

ARTICLE 40: To see if the Town of Southborough will vote to require that any warrant article or presentation at town meeting for the acquisition of St. Marks golf course on Rote 85 Southborough, Mass. Has a concurrent presentation of alternative locations and cost comparisons for building any new fire, police stations or other municipal buildings. Alternative locations are to include the current existing location of the fire and police station as well as the properties across the street from the St. Marks golf course starting at Cordaville Hall and all the properties to the North on Route 85 to the intersection of Main Street (route 30) across the Street from the Southborough Library, or do or act anything in relation thereto.

Sponsored by: JACK BARRON

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article was submitted by citizen petition.*

MOTION MADE: That the Town of Southborough vote to require that any warrant article or presentation at town meeting for the acquisition of St. Mark's golf course on Route 85 Southborough, MA has a concurrent presentation of alternative locations and cost comparisons for building any new fire, police stations or other municipal buildings. Alternative locations are to include the current existing location of the fire and police station as well as the properties across the street from the St. Mark's golf course starting at Cordaville Hall and all the properties to the North on Route 85 to the intersection of Main Street (route 30) across the Street from the Southborough Library.

AMENDMENT MADE: That the Town vote strike the main motion in its entirety and replace it with the following:

That the Town vote to require that any warrant article or presentation at any town meeting (related to) St. Mark's Golf Course on Route 85 Southborough, Mass has a concurrent presentation of alternative locations and cost comparisons for building any new fire, police station or other municipal buildings. Alternative locations are to include the current existing location of the fire and police station as well as the properties across the street from the St. Mark's golf course starting at Cordaville Hall and all properties to the North of Route 85 to the intersection of Main Street (route 30) across the street from the Southborough Library. (The Town may also want to look at a proposal to build a new

senior center/municipal offices on the land currently referred to as “Park Central”. This would allow the current senior center property to be used for a new police station).

MOTION TO INDEFINITELY POSTPONE THIS ARTICLE PASSED.

ARTICLE 41: To see if the Town of Southborough will vote to change Chapter 174-9 H (1)(g) of the Town Code to read, “the total cumulative number of units approved under this section by the Zoning Board of Appeals since January 1998 shall at no time exceed 10% of the total of one-family houses in Southborough at the beginning of the year in which the application is filed, based on the Assessor’s records. Residences containing apartments shall be counted as one-family houses for the purposes of this subsection”, or do or act anything in relation thereto.

Sponsored by: WILLIAM POUTRE

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This article was submitted by citizen petition. The Sponsor has indicated that he intends to indefinitely postpone this article.*

MOTION TO INDEFINITELY POSTPONE THIS ARTICLE PASSED.

ARTICLE 42: To see if the Town of Southborough will vote to amend Town Bylaw Article III § 27-4 by adding the following language:

§ 27-4. Appointment; compensation; additional counsel.

Furthermore, the Board of Selectmen shall, on a semiannual basis, advertise the position of Town Counsel and interview attorneys and law firms to fill the position. Prior to appointment, Town Counsel candidates shall be interviewed in a public meeting that shall be posted two (2) weeks prior to the interviews. A public announcement, with resumes and all supporting documents, shall be available to the public on the website at the time of posting the meeting. Questions and comments from the public shall be allowed at that interview meeting. If applying for the position, the current Town Counsel shall, additionally, be subject to a public performance review at the time of the interview. Selectmen shall solicit written comments from the public for one month prior to the performance review. Comments for the entire tenure of the current Town Counsel shall be allowed and public comments shall also be allowed by all citizens regardless if the citizen has submitted written comments in advance thereof.

Sponsored by: KRISTINE DAMERI

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This article was submitted by citizen petition. The sponsor intends to indefinitely postpone this article.*

MOTION TO INDEFINITELY POSTPONE THIS ARTICLE PASSED.

ARTICLE 43: To see if the Town of Southborough will vote to amend Town Code Article III §27-4 by adding the following language at the end of §27-4. Appointment; compensation; additional counsel:

“Furthermore, as part of any such Town Counsel appointment process, the Board of Selectmen shall advertise the position of Town Counsel and interview attorneys and/or law firms to fill the position. Prior to any such appointment of Town Counsel. Town Counsel candidates shall be interviewed in a public meeting that shall be posted at least two (2) weeks prior to such interview(s). A public announcement, with relevant resumes and all supporting documents, shall be available to the public on the Town website no later than the time of posting of the interview meeting(s). Questions and comments from the public shall be allowed at such interview meeting(s). If the serving Town Counsel is applying for reappointment to the position, the Selectmen shall conduct a public performance review of the serving

Town Counsel at the time of his or her interview for reappointment. The Selectmen shall advertise for and solicit written comments from the public for at least one month prior to such performance review. Comments related to the entire tenure of the serving Town Counsel (or related to previous terms of service as Town Counsel for attorneys who have previously served as Town Counsel) shall be allowed. For both the interview public meeting(s) and the performance review public meeting(s), public comments and/or questions shall be allowed from any citizen regardless of whether such citizen has submitted written comments or questions in advance of such meeting.

Town Counsel’s failure to act at any time consistent with Massachusetts General Law, or with local bylaws and code, or with rules of professional legal conduct will be grounds for immediate termination and/or sanctions to the fullest extent of applicable law.”

, or do or act anything in relation thereto.”

Sponsored by: KRISTINE DAMERI

Board of Selectmen Recommendation: Not Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article seeks to add language in to the town code which specifies that public notice(s) will be incorporated when appointing town counsel.*

MOTION MADE: That the Town vote to amend Town Code Article III §27-4 by adding new language at the end of §27-4. Appointment; compensation; additional counsel, as printed in the warrant.

I move that the Town of Southborough vote to amend Article III "§ 27-4 of the Code of the Town of Southborough, Massachusetts, by adding the following language at the end of "§ 27-4. Appointment; compensation; additional counsel":

Furthermore, as part of the first such annual Town Counsel appointment process after this bylaw update is approved by the Attorney General's office, and thereafter no less frequently than every third year, the Board of Selectmen shall advertise the position of Town Counsel and shall interview attorneys and/or law firms responding to such advertisement to fill the position. Prior to any such appointment of Town Counsel pursuant to such interview process, Town Counsel candidates shall be interviewed in a public meeting that shall be posted at least two (2) weeks prior to such interview(s). A public announcement, with relevant resumes and all supporting documents, shall be available to the public on the Town website no later than the time of posting of the interview meeting(s). Written questions and comments from the public shall be solicited and accepted for at least two (2) weeks immediately preceding such interview meeting(s). If the serving Town Counsel is applying for reappointment to the position, the Selectmen shall conduct a public performance review of the serving Town Counsel at the time of his or her interview for reappointment.

The Selectmen shall advertise for solicit and accept written comments from the public for at least two (2) weeks prior to such performance review meeting. Such written comments related to the entire tenure of the serving Town Counsel (or related to previous terms of service as Town Counsel for attorneys who have previously served as Town Counsel) shall be accepted by the Selectmen as part of this performance review process. For both the interview public meeting(s) and the performance review public meeting(s), written comments and/or questions submitted by the public shall be considered by the Selectmen, but public comments and/or questions shall not be allowed during such meeting. All written comments submitted by the public for any of the above meetings or interviews shall be public record.

Town Counsel's failure to act at any time consistent with Massachusetts General Law, or with local bylaws and code, or with rules of professional legal conduct will be grounds for immediate termination and/or sanctions to the fullest extent of applicable law."

MOTION FAILED.

At 11:29pm, it was voted unanimously to dissolve the Annual Town Meeting.

True Copy

Attest:

James F. Hegarty, Town Clerk

Annual Town Election - Tuesday, May 9, 2017

	<u>PRECINCT 1</u>	<u>PRECINCT 2</u>	<u>PRECINCT 3</u>	<u>TOTALS</u>
<u>TOWN CLERK 3yrs</u>				
James F. Hegarty - Incumbent	462	417	391	1,270
William J. Boland	147	118	147	412
Write-ins	0	1	0	1
Blanks	11	15	18	44
TOTALS	620	551	556	1,727
<u>BOARD OF SELECTMEN – 3 yrs vote for 2</u>				
Daniel J. Kolenda – incumbent	294	185	293	772
Lisa M. Braccio	296	327	258	881
David W. Parry	67	110	75	252
Sam R. Stivers	208	295	159	662
John M. Woods	253	111	228	592
Write-ins	1	3	1	5
Blanks	121	71	98	290
TOTALS	1,240	1,102	1,112	3,454
<u>MODERATOR 1yr</u>				
Paul M. Comino	485	406	422	1,313
Write-ins	4	17	14	35
Blanks	131	128	120	379
TOTALS	620	551	556	1,727
<u>BD OF COMM OF TRUST FUNDS - 3yrs</u>				
William J. Boland – incumbent	410	364	377	1,151
Write-ins	2	9	3	14
Blanks	208	178	176	562
TOTALS	620	551	556	1,727
<u>BOARD OF ASSESSORS - 3yrs</u>				
Thomas J. Beaumont - incumbent	460	404	404	1,298
Write-ins	0	2	1	3
Blanks	160	145	151	456
TOTALS	620	551	556	1,727
<u>BOARD OF HEALTH - 3yrs</u>				
Nancy A. Sacco - incumbent	468	414	416	1,298
Write-ins	0	0	1	1
Blanks	152	137	139	428
TOTALS	620	551	556	1,727
<u>LIBRARY TRUSTEES - 3yrs Vote for 2</u>				
Jane C. Davis	429	376	383	1,188
Amy B. Vachris	426	383	361	1,170
Write-ins	2	4	0	6
Blanks	383	339	368	1,090
TOTALS	1,240	1,102	1,112	3,454

Annual Town Election - Tuesday, May 9, 2017 (continued)

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTAL
<u>SCHOOL COMMITTEE</u> - 3yrs Vote for 2				
Paul H. Desmond – incumbent	438	379	393	1,210
Keturah Martin	381	354	346	1,081
Blanks	420	369	373	1,162
Write-ins	1	0	0	1
TOTALS	1,240	1,102	1,112	3,454

<u>NB/SB REGIONAL SCHOOL</u> - 3yrs	[PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS	N'boro Votes]	
Southborough Candidate						
Paul C. Butka – incumbent	423	374	378	1,175	743	1,918
Paul H. Desmond	415	359	357	1,131	761	1,892
Blanks	402	369	377	1,148	508	1,656
Write-ins	0	0	0	0	10	10
TOTALS						

<u>NB/SB REGIONAL SCHOOL</u> - 3yrs						
Northborough Candidate						
Jonetta E. Choi – incumbent	362	347	329	1,038	803	1,841
John A. Kane, III	386	330	336	1,052	831	1,883
Blanks	492	423	447	1,362	374	1,736
Write-ins	0	2	0	2	14	16
TOTALS	1,240	1,102	1,112	3,454	2,022	5,476

<u>PLANNING BOARD</u> - 5yr				
Donald C. Morris	446	421	393	1,260
Write-ins	3	4	3	10
Blanks	171	126	160	457
TOTALS	620	551	556	1,727

<u>Question - Proposition 2 1/2 - Public Safety Complex</u>				
Yes	408	319	358	1,085
No	157	171	165	493
Blanks	55	61	33	149
TOTALS	620	551	556	1,727

Registered Voters as of April 5, 2017 voter registration deadline:

Precinct 1	2,537
Precinct 2	2,365
Precinct 3	2,471
Total # Registered Voters	7,373

Votes Cast Per Precinct

Precinct 1	620
Precinct 2	551
Precinct 3	556
Total # Votes Cast	1,727

Voter Turnout % 23.4%

Winners are indicated in Bold

Special Town Election—Tuesday, November 7, 2017

	<u>PRECINCT 1</u>	<u>PRECINCT 2</u>	<u>PRECINCT 3</u>	<u>TOTALS</u>
<u>BOARD OF SELECTMEN – f ll the unexpired term, vote for 1</u>				
William J. Boland	66	54	46	166
Dorian M. Jasinski	76	100	74	250
Sam R. Stivers	200	242	156	598
Brian G. Shifrin	227	202	227	656
Write-ins	2	2	1	5
Blanks	0	0	0	0
TOTALS	571	600	504	1,675

Registered voters as of October 18, 2017 voter registration deadline:

Precinct 1	2,543
Precinct 2	2,325
Precinct 3	2,446
Total # Registered Voters	7,314

Votes Cast Per Precinct

Precinct 1	571
Precinct 2	600
Precinct 3	504
Total # Votes Cast	1,675

Voter Turnout % 22.9%

Winners are indicated in Bold

True Copy

Attest:

James F. Hegarty, Town Clerk

Volunteering is the ultimate exercise in democracy. You vote in elections once a year, but when you volunteer, you vote every day about the kind of community you want to live in.


- Anonymous

Information At A Glance



Southborough Town House
17 Common Street
Southborough, MA 01772

EMERGENCY NUMBER - 911
[Police, Fire, Ambulance]

Phone: 508-485-0710
Fax: 508-480-0161
 **@17 Common**

DEPARTMENT	PHONE	CONTACT NAME
Accounting	508-485-0710	Heidi Kriger, Town Accountant
Animal Control Officer	508-485-7817	Jennifer Condon
Assessors	508-485-0720	Paul Cibelli, Principal Assessor
Board of Appeals	508-485-0717	Karen Finelli, Administrative Assistant
Board of Health	508-481-3013	Paul Pisinski, Public Health Director
Board of Selectmen	508-485-0710	Mark Purple, Town Administrator
Building Department	508-485-0717	Mark Robidoux, Building Commissioner
Conservation Commission	508-485-0710	Beth Rosenblum, Conservation Administrator
Facilities Department	508-485-8175	John Parent, Facilities Manager
Fire Department	508-485-3235	Joseph Mauro, Fire Chief
Housing Authority	508-481-2166	Lynne Moreno, Director
Library	508-485-5031	Ryan Donovan, Director
Planning Board	508-485-0710	Karina Quinn, Town Planner
Police Department	508-485-2147	Kenneth Paulhus, Police Chief
Public Works Department [Cemetery, Tree, Water]	508-485-1210	Karen Galligan, DPW Superintendent
Transfer Station	508-485-2511	<u>Hours:</u> 8:00 a.m. - 6:00 p.m. Wednesday - Saturday
Recreation Commission	508-229-4452	Doreen Ferguson, Director
Senior Center	508-229-4453	Pamela LeFrancois, COA Director
Town Clerk	508-485-0710	James Hegarty, Town Clerk
Treasurer/Collector	508-485-0710	Brian Ballantine, Finance Director
Veterans' Agent	508-229-2172	John Wilson [3:00 p.m. – 5:30 p.m. Tuesday]
Youth and Family Services	508-481-5676	Sarah Cassell, Director

PUBLIC SCHOOLS

Albert S. Woodward [Gr. 2-3]	508-229-1250	Steven Mucci, Principal
Algonquin Regional High School	508-351-7010	Dr. Sara Praguski Walsh, Principal
Assabet Valley Regional Technical	508-485-9430	Mark Hollick, Principal
Margaret Neary [Gr. 4-5]	508-481-2300	Kathleen Valenti, Principal
Mary Finn [Pre-K-1]	508-485-3176	Clayton Ryan, Principal
Superintendent's Office	508-486-5115	Christine Johnson, Superintendent
Trottier Middle School [Gr. 6-8]	508-485-2400	Keith Lavoie, Principal

OTHER SERVICES

BayPath Elder Services	508-573-7246	Home-delivered meals for elders
Charter Communications	1-888-438-2427	Cable TV provider
Citizen Information	1-800-392-6090	Secretary of State's Office
Historical Museum	Open by Appointment	Southborough Historical Society
National Grid	1-800-322-3223	Customer Service
Electricity Aggregation Program	1-888-272-9591	Southborough Community Power Choice
Eversource	1-800-592-2000	Customer Service
Southborough Access Media	508-481-3292	Katelyn Willis, Executive Director
Southborough Community House	508-485-4887	Bertha Ginga
Southborough Post Office	508-485-4736	
Verizon	1-800-837-4966	Cable TV provider