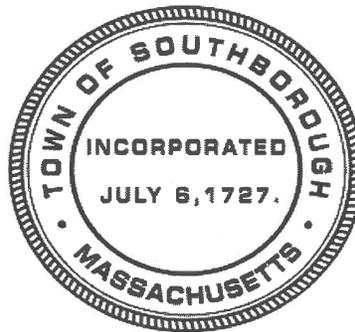


ANNUAL TOWN MEETING WARRANT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS



**For the Annual Town Meeting
on**

Saturday, April 11, 2026
10:00 a.m.

**P. Brent Trottier Middle School
49 Parkerville Road**

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Town Finance Terminology

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

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

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

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

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

Overlay:

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

Overlay Reserve:

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

Stabilization Fund:

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

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

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

Appropriations into a Stabilization Fund can be made at either an annual or special town or district meeting. Chapter 94 of the Acts of 1985 permits appropriations to be made from a Stabilization fund at a special town or district meeting, not just at the annual meeting. Regardless of the timing, appropriations from the Stabilization Fund require a two-thirds vote by the appropriating authority. Until the FY92 state budget, a community could only appropriate from the Stabilization Fund for a non-capital purpose with the approval of the Emergency Finance Board.

Reserve Fund:

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

Conservation Fund:

For land purchases and any other conservation use.

Introduction to the Rules of Town Meeting

Southborough's Town Meeting is an open town meeting in which all registered voters may participate. Town Meeting is a deliberative assembly, conducted via a defined process, charged with considering a maximum number of questions of varying complexity in a minimum amount of time and with full regard to the rights of the majority, strong minority, individuals, absentees and all of these together. In other words, we gather for the purpose of conducting the Town's business thoughtfully and efficiently.

AUTHORITY

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

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

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

THE WARRANT

All matters to be considered at Town Meeting must be published in the Town Meeting Warrant, which is the responsibility of the Select Board. The primary and most important purpose of the Warrant is to notify voters in advance the nature of the business to be taken up at Town Meeting. By state law, Town by-law or custom, several business articles (such as budget appropriations) must be presented in the Town Warrant each year for consideration. Other items are added by warrant articles proposed by Town officials, committees, boards, or groups of ten or more registered voters. The Advisory Committee reviews the Warrant, making recommendations on all the items of business to be presented. In accordance with the Town by-laws, all articles in the Warrant are considered in the order in which they appear in the Warrant, unless the Town Meeting votes to change the order for reasons that reasonable people would entertain.

PARTICIPATION

Any voter wishing to participate in Town Meeting must go to one of the floor microphones and wait to be recognized by the Moderator. Upon recognition by the Moderator, first state your name and address, and then state your business.

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

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

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

There is no fixed time limit to the debate of any question. However, out of consideration for the others in attendance and the need to give adequate time to all matters coming before Town Meeting, each individual who speaks should make an effort to be as brief as possible and avoid repeating facts, views or opinions already expressed by others.

Anyone wishing to make a presentation with respect to any article must, prior to Town Meeting, obtain the Moderator's approval.

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

Introduction to the Rules of Town Meeting (continued)

HOW ARE MOTIONS CLASSIFIED?

Main Motions

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

Subsidiary Motions

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

Privileged Motions

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

Incidental Motions

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

RULES RELATIVE TO MOTIONS

A motion is the means of bringing a proposal or question for consideration by Town Meeting. When first put forward it is a motion; after it is seconded and acknowledged by the Moderator, it becomes the question or proposal. Except for complimentary resolutions (the presentation of which must be approved in advance by the Moderator), no main motion shall be entertained unless its substance is contained within the scope of a Warrant article. Upon completion of debate, articles will be voted upon.

The Moderator shall determine whether a motion, or any discussion relative to a motion, is within the scope of the Warrant article under consideration. That is, the motion and the debate must be relevant to the article as written in the Warrant, since the purpose of the Warrant is to apprise voters of the actions to be taken at Town Meeting.

Articles only give notice to the voters and do not initiate action; motions do. Motions may be withdrawn; articles may not be withdrawn – articles must be acted upon by Town Meeting.

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

Some motions do not lead to a final determination by Town Meeting. A motion to commit or to refer sends the matter to an existing board or committee or one to be established. The motion to postpone indefinitely disposes of the question without bringing it to a direct vote. The motion to postpone indefinitely should not be confused with the motion to table which only temporarily delays a vote. As previously stated, articles may not be withdrawn; so when the Meeting does not wish to act on a particular article, the proper motion is to postpone consideration indefinitely.

Motions to reconsider shall be entertained when new information is available that is materially different than was presented (or could have been presented) at the time of the original vote on the article. Articles may be reconsidered only once. If a motion to reconsider is passed by the necessary 2/3 vote, it brings the original article back to the floor (which requires a new motion and additional debate); if the motion to reconsider is defeated, then the original article stands as previously voted and may not be reconsidered again. Actions to reconsider can be taken at the same session or any subsequent session of Town Meeting. A notice of reconsideration may be filed in advance with the Town Clerk stating that, at a specific point during the current Town Meeting, a voter will move for reconsideration on a particular article, and the Moderator will inform the hall of said action. Note that such a motion so noticed in advance must still be in order (i.e., must comply with all conditions required of any reconsideration motion).

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

Introduction to the Rules of Town Meeting (continued)

CHART OF PRECEDENCE OF MOTIONS AND SUMMARY OF GOVERNING RULES

	May interrupt a speaker	Req. a sec.	Debatable	Vote Required	Motions that may apply
<u>PRIVILEGED MOTIONS</u>					
1. To dissolve	no	yes	no	majority	none
2. To adjourn	no	yes	limited	majority	amend
3. Point of no quorum	no	no	no	none	none
4. Recess	no	yes	limited	majority	amend
5. Question of privilege	yes	no	no	chair rules	none
<u>SUBSIDIARY MOTIONS</u>					
6. To lay on the table	no	yes	no	2/3	none
7. Previous question	no	yes	no	2/3	none
8. Limit or extend debate	no	yes	no	2/3	amend, reconsider
9. To postpone to time certain	no	yes	limited	majority	amend, reconsider
10. To commit or refer	no	yes	limited	majority	amend, reconsider
11. To amend	no	yes	yes	majority	amend, reconsider
12. To postpone indefinitely	no	yes	yes	majority	reconsider
<u>MAIN MOTIONS</u>					
Main Motions	no	yes	yes	majority*	all
To reconsider or rescind	no	yes	yes	2/3	table previous question postpone definitely
To take from the table	no	yes	no	majority	none
To advance an article	no	yes	yes	majority	amend, reconsider
<u>INCIDENTAL MOTIONS</u>					
Point of order	yes	no	no	chair rules	none
Division of a question	no	yes	no	majority	none
Separate consideration	no	yes	no	majority	none
To withdraw a motion	no	no	no	majority	reconsider
To suspend rules	no	yes	no	2/3	none
Orders of the day	yes	no	no	none	none

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

FORM USED IN MAKING MOTIONS

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

INTERRUPTING A SPEAKER

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

POINT OF ORDER

A point of order is a question of the Moderator about whether the speaker is entitled to be speaking, or whether the current subject under discussion (or what the speaker is saying) is irrelevant, illegal or contrary to proper procedure. No other "point of order" is proper.

PREVIOUS QUESTION

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

VOTING

At the Moderator's discretion, voting may be via electronic devices for some or all of the articles. Instructions and procedures will be made available for all voters attending Town Meeting. If electronic voting is not employed, voting is by hand vote and the Moderator declares the result of such votes. If seven or more voters immediately question the declared result, the Moderator shall determine the result by a standing count of votes by the Tellers. After the vote counted by the Tellers is presented to the Moderator and announced to the floor, any further motions for recount are out of order.

ADJOURNMENT AND DISSOLUTION

Sessions of Town Meeting normally adjourn at eleven o'clock in the evening but may adjourn at such earlier or later time as vote of the majority may determine. Town Meeting shall not dissolve until all articles in the warrant have been properly considered.

**TOWN WARRANT
COMMONWEALTH OF MASSACHUSETTS**

ANNUAL TOWN MEETING

Worcester, ss.

March 17, 2026

In the name of the Commonwealth of Massachusetts you are hereby directed to notify and warn the Inhabitants of the Town of Southborough qualified to vote in town affairs, to meet in the Trottier School Auditorium, 49 Parkerville Road, in Southborough, MA, on

Saturday, April 11, 2026

at **10:00 a.m.**, then and there to take action on the following Articles:

ARTICLE 1: To see if the Town will vote to endorse the acceptance of 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 the Town's treasury for use as directed by any such donor, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

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

ARTICLE 2: To see if the Town will vote to authorize the Town Treasurer, with the approval of the Select Board, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2026 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: SELECT BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

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

ARTICLE 3: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Select Board or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, but no longer than 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 Select Board or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Board Recommendation: Support (5-0-0)

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

ARTICLE 4: To see if the Town will vote to accept the Personnel Salary Administration Plan, as specified in Chapter 31 of the Code of the Town of Southborough, entitled: PERSONNEL. (*Proposed amendments are in BOLD for new language and strikethrough for deleted language.*)

PERSONNEL BYLAW
ENTITLED "THE SALARY ADMINISTRATION PLAN"
[revised at Town Meeting]

Effective July 1, 2026~~5~~, this bylaw establishes a Salary Administration Plan for the Town of Southborough that (i) groups position classifications in Town services, (ii) establishes salary schedules and employee benefits and (iii) establishes and authorizes the Personnel Board to administer the bylaw to provide oversight and guidance to the Town Administrator in the development and maintenance of personnel policies and regulations and to represent the interest of both the taxpayers and the Town employees.

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

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

SECTION 1. DEFINITIONS

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

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

"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 bylaws of the Town of Southborough. Contributions shall include (i) wages earned during the first eight hours worked in any one day (no contributions shall be made for hours worked in excess of 40 per week,) (ii) any lump sum bonus that is guaranteed by the Salary Administration Plan or the Bylaws of the Town, (e.g., longevity pay); (iii) vacation pay, except when paid in lieu of taking vacation; (iv) sick pay; and (v) holiday pay.

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

"Classification Schedule" means any of Schedules A, B, C, D ~~and E~~ of Section 20 hereof.

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

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

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

"Department" means a functional unit of Town government.

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

"Exempt employee" means an employee who is not entitled to overtime pay under the Fair Labor Standards Act (FLSA).

“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.

“Non-exempt employee” means an employee who is entitled to overtime pay under the Fair Labor Standards Act (FLSA).

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

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

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

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

“Probationary Employee” means a first-time Town employee within his/her first six months of employment, or longer if extended.

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

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

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

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

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

“Start Date” means the first day of employment with the Town.

“Transfer” means to move from one position to another either voluntarily or involuntarily.

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 ~~a position be reclassified the duties of an existing position so changed that a new level or work demand exists,~~ unless upon presentation of substantiating data satisfactory to the Personnel Board, the Board shall (a) approve an appropriate job description, **after approval of the department head or appointing authority has been granted** (b) rate such new or changed position, and (c) allocate it to its appropriate classification grade and establish the rate thereof. **The Personnel Board may tentatively add a new class to the Classification Schedule or re-grade to a different compensation grade a position, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Town Meeting.**

SECTION 4. RECLASSIFICATION OF EMPLOYEES

~~————— No position may be reclassified to another grade, whether higher or lower, unless the Personnel Board shall have determined such reclassification is consistent with the Salary Administration Plan.~~

SECTION 54. JOB DESCRIPTIONS

The Personnel Board shall maintain such criteria as it deems appropriate for the positions and classes in the schedules. Each department or public body (board, committee, commission) with SAP employees shall maintain current job descriptions for such employees. All such job descriptions and any revisions thereto must be submitted to the Personnel Board for approval following review and approval by the Select Board or appropriate public body. The criteria for any class shall not be deemed to limit the duties or responsibilities of any position as set forth in the job description, 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 65. 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. **Holiday and sick time are included in hours worked; personal and vacation time are not included as hours worked.**
- c. The salary schedules set forth in Schedules A, B, C, and D ~~and E~~ of Section 17 hereof reflect the ~~maximum and minimum~~ salaries for each grade, **except in the case of an annual stipend under Schedule B.**
- d. The annual 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 annual 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:** The on-call member of the Facilities Department shall be eligible to earn a weekly stipend for on-call service if the department head has required them to be available to respond to situations outside of their normal work schedule. This weekly stipend shall be equal to a set rate of \$300 per week. If the on-call staff member must report to work outside of their normal work schedule, compensation for this time shall be based on the standard SAP overtime practices. Additionally, if the on-call staff member is faced with a situation that renders them unable to serve as the on-call individual on a particular day that they are scheduled to be on call, said employee may request that another eligible staff member cover their on-call time, with the approval of the department head. In such an event, the regularly scheduled employee's weekly stipend will be reduced by \$45.00 per day that they are unable to be on call; this stipend amount will instead be paid to the covering employee per day of coverage. There is no provision to accrue compensation time in lieu of payment for on-call time.

SECTION 76. SALARY ADJUSTMENT & COMPENSATION POLICIES

- a. Every employee ~~that~~ **who** is in Continuous Full-Time or Part-Time service of the Town, as computed from the date of their latest employment, shall be eligible for consideration of a salary increase annually on July 1. Employees hired between April 1 and June 30 will be eligible for a salary increase the July 1st following their twelve-month anniversary. 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 Select Board or their designated appointee in the case of departments within the jurisdiction of the Select Board, or the appropriate Commissioners or Trustees in the case of departments outside the jurisdiction of the Select Board.

An employee whose compensation is re-set due to a change in their job classification or title is permitted to receive more than one pay increase in a twelve-month period, subject to approval by the appointing authority and the Personnel Board [when board approval is required].

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

Unless specifically exempted by Personnel Board policy, requests for salary increases must be accompanied by a certification from an employee's manager that the employee's performance has been "satisfactory" or better and that a written employee performance appraisal, on a form approved by the Personnel Board, has been completed. The form of this certification will be prescribed by Personnel Board policy promulgated hereunder. Upon receiving such documentation, the Personnel Board shall have final review and approval of all adjustments, ~~except in cases that are as provided for under pursuant to Section 8c.~~

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

b. Special Non-Continuous Part-Time employees and employees in Schedule B classifications shall be eligible for consideration for salary increases upon the recommendation of the appropriate department manager or Board and approval of the Personnel Board.

c. Probationary Employees

1. During the probationary period, benefit-eligible employee(s) will earn vacation, sick, and personal time in accordance with Section 9 H(b-d) hereof.
2. During the probationary period, paid leave accruals shall be based on the Start Date.

SECTION 87. ~~TRANSFERS AND PROMOTIONS~~ EMPLOYEE TRANSITIONS

a. An employee who is promoted or voluntarily transfers to a job with an equal or higher pay grade ~~higher range of rate of pay~~ shall enter it at the rate recommended by the Department Head with the approval of the ~~Personnel Board appointing authority~~, provided the maximum for the job is not exceeded. ~~This is contingent upon the Department Head's recommendation that qualifications and performance warrant it.~~

b. An employee involuntarily 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 less~~, provided the ~~Personnel Board appointing authority~~ 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 Select Board or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

c. **The Personnel Board shall be notified of such adjustments at regular intervals.**

SECTION 98. NEW PERSONNEL HIRING; DEPARTURES

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

b. Probationary period: For new hires, the first six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town. The probationary period is a time during which an employee will be evaluated to ensure that the employee has the requisite knowledge, skills, and abilities to perform the position (with or without reasonable accommodations). Completing the probationary period does not change the employee's relationship with the Town, which will remain one in which either the employee or the Town may terminate the relationship at will. The probationary period may be extended by a Department Head [or Appointing Authority] **up to an additional six months** when deemed necessary.

c. A ~~new~~ employee's hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for employees with comparable experience up to Step 8 for the appropriate job grade as set forth in Schedule A of the Salary Administration Plan.

d. The Personnel Director or his/her delegatee shall notify the Personnel Board in writing of the hiring of all personnel and their hiring rates. The Personnel Director or his/her delegatee shall also notify the Personnel Board in writing of the departure of any employee.

SECTION 10. DEPARTMENT BUDGETS

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

SECTION 11 9. 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. The benefits set forth in this section are applicable to Full-Time employees only, except where noted.

All forms of paid leave set forth in this section are based on 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

Full-Time employees 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
Juneteenth	Christmas Day
Independence 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.

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

b. Vacations with Pay

- (1) 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	Vacation Earned Per Year (Pro-rata)
0 - 7	10.0	Three weeks
7+ - 15	13.333	Four weeks
15+ - or more	16.666	Five weeks

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 will be allowed to enter into the vacation schedule using their years of service from their prior employment, up to a maximum of four weeks' vacation [pro-rated] for the first year of employment with the Town.

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. Employees hired on or after July 1, 2023, shall be permitted to carry over a maximum of two weeks to the following fiscal year. 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. ~~Employees commencing employment with three weeks per year will be required to complete two years of service before ascending to the next band (four weeks) in the vacation schedule chart and seven years of service before ascending to the following band.~~ Awarding four weeks should be the exception based on evidence that the employee is leaving another position that already provides this benefit. Employees commencing employment with four weeks per year will be required to complete five years of service before ascending to the next band (five weeks).

- (3) If in the opinion of the Department Head there are unusual work-related circumstances that warrant it, a department head may seek approval from the Town Administrator or his/her delegatee to allow the employee to continue to work and receive vacation pay in lieu of taking vacation. Approval granted in this section may not exceed ten days per fiscal year.
- (4) In the event of termination of employment 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.
- (5) Vacation administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

c. Sick Leave

- (1) 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. Employees of the Town of Southborough hired on or after July 1, 2023, will not be subject to any payout of accumulated sick leave.
- (3) Employees who because of genuine illness or a non-work connected accident are absent for a period of more than three days shall be required to present a doctor's certificate to their Department Head before returning to work stating the reason, the period of time the employee was absent and whether there are any physical restrictions or required outpatient services the employee must adhere to in the workplace.
- (4) Annually, an employee may use up to seven of the allowed fifteen days of sick leave for the care of a sick family member.
- (5) Sick leave administrative policies and practices shall be prepared and established under the direction of the Personnel Board.

d. Personal Days

Full-Time employees shall be entitled to three personal days per year, to be granted annually on the anniversary of the employee's Start Date. 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. Sections (1) – (3) are applicable to Full-Time employees only; Section (4) is applicable to both Full-Time and Part-Time employees.

- (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 Department Head, **in consultation with the Personnel Director**, 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/or 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, such appearance and related travel time shall constitute work time for purposes of calculating weekly hours worked. If such appearance or related travel time causes a non-exempt employee to exceed forty hours of work in any given work week, the employee shall be eligible for overtime pay in accordance with Section 6(b). This section does not apply to exempt employees.

i. Employee Educational Support/Professional Development

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

Associates Degree	\$ 800.00
Bachelors Degree	\$1,200.00
Masters Degree	\$1,500.00

A copy of the completed transcript, diploma or other appropriate evidence of the completed degree must be presented to the Department Head and the Personnel Board and shall be submitted as documentation for accounts payable. ~~Degree bonus [Sec 11i(1)] funds shall also be budgeted in the departmental budget.~~

- (2) Tuition reimbursement: the Town may offer tuition reimbursement to eligible Full-Time and Part-Time employees as prescribed by Personnel Board policy enacted under this Bylaw.

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 for Full-Time employees only.

SECTION 10. UNPAID LEAVES OF ABSENCE

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

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

SECTION 131. PART-TIME EMPLOYEES WORKING FULL-TIME HOURS TEMPORARILY

a. A Part-Time employee may work 20 hours or more per week for no longer than two bi-weekly pay periods, or four bi-weekly pay periods in the case of an Election Worker during an election cycle, if requested by their Department Head due to exigent circumstances, or for longer if recommended by the appointing authority or the Personnel Director, with the authorization of the Finance Director and ~~approval of~~ **notification to** the Personnel Board. In such cases, the employee will remain a Part-Time employee with no change in status.

b. Department Heads may submit requests **to the Personnel Director** for additional compensation for Part-Time employees temporarily working Full-Time hours, subject to available funding as authorized by the Finance Director ~~with and approved by~~ **notification to** the Personnel Board.

SECTION 142. APPOINTMENT OF "ACTING" STATUS ~~DEPARTMENT HEADS~~

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

b. Duly appointed "Acting" employees shall be compensated an additional ~~1025%~~ **25%** per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. **Such compensation shall not exceed the current hourly rate of the position that has become vacant due to an approved leave or retirement. Such employees shall still be eligible for overtime pay when fulfilling regular duties from the previous job beyond normal working hours. If the additional 25% compensation exceeds the current hourly rate of the position that has become vacant, the additional compensation will be capped at the rate of the position that has become vacant.**

SECTION 153. 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 therefor.

SECTION 14. DUTIES OF THE PERSONNEL BOARD

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

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

oversight and guidance to the Personnel Director in the development and maintenance of personnel policies and regulations.

c. The Board shall meet annually in July and organize by the choice of a Chair and Vice-Chair. The Board shall meet at least monthly, except when there is no business before the Board. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.

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

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

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

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

h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 175. EMPLOYEES AND THE PERSONNEL BOARD

a. All employees covered by this Salary Administration Plan 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 186. SEVERABILITY PROVISION

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

SECTION 197: CLASSIFICATION SCHEDULE
 SCHEDULE A: GRADED POSITIONS

Title	Grade
DPW Laborer	1
Library Page	1
Library Technician	1
Administrative Assistant	2
Library Assistant	2
Administrative Assistant	3
Assistant Town Clerk	3
Library Associate	3
Library Supervisor	4
Maintenance Technician	4
Police Dispatcher	4
Assistant Town Accountant	5
Business Administrator	5
Clinician	5
EDC Coordinator	5
Executive Assistant to Select Board	5
Health Agent*	5
Program Coordinator	5
Youth Services Librarian	5
Assistant Library Director	6
Assistant Director, Youth & Family Services	6
Civil Engineer	6
Deputy Assessor	6
Deputy Town Clerk	6
Deputy Treasurer/Collector	6
Electrician	6
Local Inspector	6
Nurse	6
Outreach Coordinator	6
Police Business Administrator	6
Program Manager	6
Assistant Director/Nurse/Outreach	7
Conservation Agent	7
Recreation Director	7
Senior IT Specialist	7
Town Planner	7
Youth & Family Services Director	7

Assistant Town Administrator	8
Building Commissioner*	8
Council on Aging Director	8
Director of Facilities	8
Health Director*	8
Director of Information Technology	8
Library Director*	8
Police Lieutenant	8
Principal Assessor*	8
Town Accountant*	8
Finance Director/Treasurer-Collector*	9
Superintendent of Public Works*	9

*when not under contract

SCHEDULE A

GRADE	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
A-1	\$16.31	\$16.63	\$16.96	\$17.30	\$17.65	\$18.00	\$18.36	\$18.74	\$19.11	\$19.49	\$19.88	\$20.27	\$20.68	\$21.09	\$21.52
A-2	\$20.39	\$20.79	\$21.21	\$21.63	\$22.07	\$22.51	\$22.96	\$23.41	\$23.88	\$24.36	\$24.85	\$25.34	\$25.85	\$26.37	\$26.90
A-3	\$24.47	\$24.95	\$25.45	\$25.96	\$26.48	\$27.01	\$27.55	\$28.10	\$28.67	\$29.24	\$29.82	\$30.42	\$31.02	\$31.64	\$32.27
A-4	\$28.14	\$28.71	\$29.28	\$29.86	\$30.46	\$31.06	\$31.69	\$32.33	\$32.97	\$33.63	\$34.30	\$34.99	\$35.69	\$36.40	\$37.13
A-5	\$30.96	\$31.58	\$32.22	\$32.87	\$33.52	\$34.19	\$34.87	\$35.57	\$36.28	\$37.00	\$37.75	\$38.50	\$39.27	\$40.06	\$40.87
A-6	\$34.06	\$34.74	\$35.44	\$36.16	\$36.88	\$37.62	\$38.37	\$39.14	\$39.92	\$40.72	\$41.53	\$42.36	\$43.21	\$44.07	\$44.95
A-7	\$42.57	\$43.42	\$44.29	\$45.18	\$46.09	\$47.01	\$47.95	\$48.91	\$49.88	\$50.88	\$51.90	\$52.94	\$54.00	\$55.08	\$56.19
A-8	\$51.09	\$52.11	\$53.15	\$54.21	\$55.29	\$56.40	\$57.52	\$58.67	\$59.85	\$61.04	\$62.26	\$63.51	\$64.78	\$66.07	\$67.40
A-9	\$56.20	\$57.32	\$58.47	\$59.63	\$60.82	\$62.04	\$63.28	\$64.55	\$65.84	\$67.15	\$68.50	\$69.87	\$71.27	\$72.69	\$74.15

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

SCHEDULE B: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

Job-related stipends:

Administrative Cemetery Agent*	\$ 84,000
Clerk, Board of Registrars	\$ 1,638.33
Deputy Emergency Management Director	\$ 2,000
Energy Management Stipend	\$ 6,000
Records Access Officer	\$ 5,000
Registrar of Voters	\$205.66
Tree Warden	\$ 8,000
Veterans' Agent and Director of Veterans' Services	\$17,500

Professional certifications:

Certified Accountant [MMAAA]	\$ 1,000
Registered Sanitarian	\$ 5,000

**Effective upon approval of this bylaw at the April 11, 2026 Annual Town Meeting*

SCHEDULE C: SEASONAL PERSONNEL

Positions
Grade 1
Camp Counselor*
Program Aide* (1:1)
Grade 2
Camp Assistant Supervisor*
Intern
Program Supervisor/RAP Monitor
Grade 3
Camp Supervisor*
Assistant Coach*
Head Coach*
Grade 4
Program Instructor*

*Fee based personnel

Rates for Seasonal Personnel

Grade	Hourly	Hourly	Hourly
1	\$ 16.00	\$ 17.00	\$ 18.00
2	\$ 19.00	\$ 20.00	\$ 21.00
3	\$ 23.00	\$ 24.00	\$ 25.00
4	\$ 30.00	\$ 31.00	\$ 32.00

SCHEDULE D: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

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

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

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

SCHEDULE E: LONGEVITY SCHEDULE: Full-Time Employees of Town of Southborough – Compensated annually on the anniversary of the employee’s Start 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

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

Summary: *The Personnel By-Law governs policies and pay structures for non-union employees.*

ARTICLE 5: 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: SELECT BOARD

Select Board Recommendation: At Town Meeting

Advisory Committee Recommendation: Support (5-0-0)

Summary: *This article will fund costs associated with the first year of any contract agreed upon before Town Meeting commences with the Police Lieutenants Union.*

ARTICLE 6: To see if the Town will vote to raise or transfer a sum of money as may be necessary for the Town’s use for Fiscal Year 2027, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

SEE BUDGETS ON THE FOLLOWING PAGES

100-199 GENERAL GOVERNMENT

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
114 MODERATOR						
51000-51990 Personnel Services	50	50	50		50	50
52000-58990 Other Charges and Expenses	70	70	70		70	70
MODERATOR TOTAL	120	120	120	0.00%	120	120

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
121 ELECTED SELECT BOARD						
51000-51990 Personnel Services	800	4,000	0		0	0
ELECTED SELECT BOARD TOTAL	800	4,000	0	-100.00%	0	0

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
122 SELECT BOARD						
51000-51990 Personnel Services	416,717	447,680	463,480		463,480	463,480
52000-58990 Other Charges and Expenses	67,006	67,494	74,086		74,086	74,086
SELECT BOARD TOTAL	483,722	515,174	537,566	4.35%	537,566	537,566

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
131 ADVISORY COMMITTEE						
52000-58990 Other Charges and Expenses	2,415	5,250	2,415		2,415	2,415
ADVISORY COMMITTEE TOTAL	2,415	5,250	2,415	-54.00%	2,415	2,415

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
132 RESERVE FUND						
52000-58990 Other Charges and Expenses	0	180,000	180,000		180,000	180,000
RESERVE FUND TOTAL	0	180,000	180,000	0.00%	180,000	180,000

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
135 TOWN ACCOUNTANT						
51000-51990 Personnel Services	172,719	188,845	199,412		199,412	199,412
52000-58990 Other Charges and Expenses	3,313	6,285	5,853		5,853	5,853
TOWN ACCOUNTANT TOTAL	176,032	195,130	205,265	5.19%	205,265	205,265

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
136 AUDIT						
52000-58990 Other Charges and Expenses	45,450	54,575	45,600		45,600	45,600
AUDIT TOTAL	45,450	54,575	45,600	-16.45%	45,600	45,600

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
140 ELECTED BOARD OF ASSESSORS						
51000-51990 Personnel Services	2,250	2,250	2,250		2,250	2,250
ELECTED BOARD OF ASSESSORS TOTAL	2,250	2,250	2,250	0.00%	2,250	2,250

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
141 ASSESSORS						
51000-51990 Personnel Services	217,714	232,164	250,535		250,535	250,535
52000-58990 Other Charges and Expenses	65,803	75,475	67,812		67,812	67,812
ASSESSORS TOTAL	283,517	307,639	318,347	3.48%	318,347	318,347

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
145 TREASURER/COLLECTOR						
51000-51990 Personnel Services	285,987	306,121	329,880		329,880	329,880
52000-58990 Other Charges and Expenses	12,178	13,460	13,585		13,585	13,585
TREASURER/COLLECTOR TOTAL	298,165	319,581	343,465	7.47%	343,465	343,465
151 LEGAL						
52000-58990 Other Charges and Expenses	139,861	149,000	142,136		142,136	142,136
LEGAL TOTAL	139,861	149,000	142,136	-4.61%	142,136	142,136
<i>Legal budget (151) and Special Legal (153) are now combined in Legal budget (151)</i>						
152 PERSONNEL BOARD						
52000-58990 Other Charges and Expenses	4,550	14,875	14,650		14,650	14,650
PERSONNEL BOARD TOTAL	4,550	14,875	14,650	-1.51%	14,650	14,650
154 MUNICIPAL TECHNOLOGY COMMITTEE						
52000-58990 Other Charges and Expenses	0	1,500	1,500		1,500	1,500
MUNICIPAL TECHNOLOGY COMMITTEE TOTAL	0	1,500	1,500	0.00%	1,500	1,500
155 INFORMATION TECHNOLOGY						
51000-51990 Personnel Services	198,721	213,568	219,965		219,965	219,965
52000-58990 Other Charges and Expenses	394,887	441,908	467,288		467,288	467,288
INFORMATION TECHNOLOGY TOTAL	593,608	655,476	687,253	4.85%	687,253	687,253
159 OTHER OPERATION SUPPORT						
52000-58990 Other Charges and Expenses	480,446	534,325	582,646		582,646	582,646
OTHER OPERATION SUPPORT TOTAL	480,446	534,325	582,646	9.04%	582,646	582,646
160 ELECTED TOWN CLERK						
51000-51990 Personnel Services	101,916	107,012	110,222		110,222	110,222
ELECTED TOWN CLERK TOTAL	101,916	107,012	110,222	3.00%	110,222	110,222
161 TOWN CLERK						
51000-51990 Personnel Services	145,597	151,472	191,991		191,991	191,991
52000-58990 Other Charges and Expenses	165,548	137,763	135,638		135,638	135,638
TOWN CLERK TOTAL	311,145	289,235	327,629	13.27%	327,629	327,629
171 CONSERVATION COMMISSION						
51000-51990 Personnel Services	96,444	128,218	134,737		134,737	134,737
52000-58990 Other Charges and Expenses	34,260	38,810	38,410		38,410	38,410
CONSERVATION COMMISSION TOTAL	130,703	167,028	173,147	3.66%	173,147	173,147

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
175 PLANNING BOARD						
51000-51990 Personnel Services	169,559	179,498	189,156		189,156	189,156
52000-58990 Other Charges and Expenses	23,231	28,975	28,975		28,975	28,975
PLANNING BOARD TOTAL	192,790	208,473	218,131	4.62%	218,131	218,131
176 ZONING BOARD OF APPEALS						
51000-51990 Personnel Services	15,935	29,134	30,027		30,027	30,027
52000-58990 Other Charges and Expenses	459	2,000	1,360		1,360	1,360
ZONING BOARD OF APPEALS TOTAL	16,394	31,134	31,387	0.81%	31,387	31,387
177 OPEN SPACE						
52000-58990 Other Charges and Expenses	2,756	5,000	2,756		2,756	2,756
OPEN SPACE TOTAL	2,756	5,000	2,756	-44.88%	2,756	2,756
182 ECONOMIC DEVELOPMENT COMMITTEE						
51000-51990 Personnel Services	20,452	65,391				
52000-58990 Other Charges and Expenses	20,515	12,700	5,000		5,000	5,000
ECONOMIC DEVELOPMENT COMMITTEE TOTAL	40,967	78,091	5,000	-93.60%	5,000	5,000
192 PUBLIC BUILDINGS AND PROPERTIES MAINTENANCE						
51000-51990 Personnel Services	395,157	425,639	446,331		446,331	446,331
52000-58990 Other Charges and Expenses	296,876	313,826	313,274		313,274	313,274
PUBLIC BLDGS. & PROPERTY MAINT. TOTAL	692,033	739,465	759,605	2.72%	759,605	759,605
193 PUBLIC ACCESSIBILITY COMMITTEE						
52000-58990 Other Charges and Expenses	0	2,500	0		0	0
PUBLIC ACCESSIBILITY COMMITTEE TOTAL	0	2,500	0	-100.00%	0	0
200-299 PUBLIC SAFETY						
210 POLICE DEPARTMENT						
51000-51990 Personnel Services	2,211,833	2,930,735	3,272,036		3,272,036	3,272,036
52000-58990 Other Charges and Expenses	238,041	203,997	184,197		184,197	184,197
POLICE DEPARTMENT TOTAL	2,449,874	3,134,732	3,456,233	10.26%	3,456,233	3,456,233
218 PUBLIC SAFETY COMMUNICATIONS						
51000-51990 Personnel Services	435,619	630,630	674,772		674,772	674,772
52000-58990 Other Charges and Expenses	12,951	9,421	9,421		9,421	9,421
PUBLIC SAFETY COMMUNICATIONS TOTAL	448,571	640,051	684,193	6.90%	684,193	684,193
220 FIRE DEPARTMENT						
51000-51990 Personnel Services	2,326,825	2,697,628	2,806,140		2,806,140	2,806,140
52000-58990 Other Charges and Expenses	313,613	333,290	338,710		338,710	338,710
FIRE DEPARTMENT TOTAL	2,640,438	3,030,918	3,144,850	3.76%	3,144,850	3,144,850
241 BUILDING DEPARTMENT						
51000-51990 Personnel Services	165,856	183,848	223,062		223,062	223,062
52000-58990 Other Charges and Expenses	19,397	16,650	22,556		22,556	22,556
BUILDING DEPARTMENT TOTAL	185,253	200,498	245,618	22.50%	245,618	245,618

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
291 EMERGENCY MANAGEMENT						
51000-51990 Personnel Services	2,258	5,000	5,000		5,000	5,000
52000-58990 Other Charges and Expenses	9,277	11,310	11,500		11,500	11,500
EMERGENCY MANAGEMENT TOTAL	11,535	16,310	16,500	1.16%	16,500	16,500
292 ANIMAL CONTROL OFFICER AND ANIMAL INSPECTOR						
52000-58990 Other Charges and Expenses	30,359	30,966	35,050		35,050	35,050
ANIMAL CONTROL OFF. & ANIMAL INSP. TOTAL	30,359	30,966	35,050	13.19%	35,050	35,050
400-499 PUBLIC WORKS & FACILITIES						
400-499 DEPT. OF PUBLIC WORKS (Highway, Cemetery, Tree)						
51000-51990 Personnel Services	1,005,247	1,197,905	1,257,634		1,257,634	1,257,634
52000-58990 Other Charges and Expenses	1,539,491	1,736,000	1,822,300		1,822,300	1,822,300
DEPT. OF PUBLIC WORKS TOTAL	2,544,738	2,933,905	3,079,934	4.98%	3,079,934	3,079,934
500-599 HUMAN SERVICES						
510 ELECTED BOARD OF HEALTH						
51000-51990 Personnel Services	0	450	450		450	450
ELECTED BOARD OF HEALTH TOTAL	0	450	450	0.00%	450	450
512 BOARD OF HEALTH						
51000-51990 Personnel Services	170,415	239,092	255,845		255,845	255,845
52000-58990 Other Charges and Expenses	52,177	61,400	61,400		61,400	61,400
BOARD OF HEALTH TOTAL	222,592	300,492	317,245	5.58%	317,245	317,245
541 SENIOR CENTER						
51000-51990 Personnel Services	338,441	370,974	351,053		351,053	351,053
52000-58990 Other Charges and Expenses	74,573	82,454	79,235		79,235	79,235
SENIOR CENTER TOTAL	413,014	453,428	430,288	-5.10%	430,288	430,288
542 YOUTH COMMISSION						
51000-51990 Personnel Services	274,248	321,237	337,112		337,112	337,112
52000-58990 Other Charges and Expenses	45,082	43,614	41,610		41,610	41,610
YOUTH COMMISSION TOTAL	319,330	364,851	378,722	3.80%	378,722	378,722

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
543 VETERANS' SERVICES						
51000-51990 Personnel Services	16,000	17,500	17,500		17,500	17,500
52000-58990 Other Charges and Expenses	11,411	23,700	11,411		11,411	11,411
VETERANS' SERVICES TOTAL	27,411	41,200	28,911	-29.83%	28,911	28,911
<i>Veterans (543) and Memorial Day (692) are now combined in Veterans Budget (543)</i>						

600-699 CULTURE & RECREATION

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
610 LIBRARY						
51000-51990 Personnel Services	496,835	533,019	562,172		562,172	562,172
52000-58990 Other Charges and Expenses	153,553	157,497	190,529		190,529	190,529
LIBRARY TOTAL	650,388	690,516	752,701	9.01%	752,701	752,701

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
630 RECREATION COMMISSION						
51000-51990 Personnel Services	164,337	172,284	180,972		180,972	180,972
52000-58990 Other Charges and Expenses	16,990	17,730	18,069		18,069	18,069
RECREATION COMMISSION TOTAL	181,326	190,014	199,041	4.75%	199,041	199,041

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
671 CULTURAL ARTS						
52000-58990 Other Charges and Expenses	0	4,000	4,000		4,000	4,000
CULTURAL ARTS TOTAL	0	4,000	4,000	0.00%	4,000	4,000

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
691 HISTORICAL COMMISSION						
52000-58990 Other Charges and Expenses	249	1,500	1,000		1,000	1,000
HISTORICAL COMMISSION TOTAL	249	1,500	1,000	-33.33%	1,000	1,000

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
694 CABLE ACCESS						
52000-58990 Other Charges and Expenses	0	129,000	110,000		110,000	110,000
CABLE ACCESS TOTAL	0	129,000	110,000	-14.73%	110,000	110,000

700-799 DEBT SERVICE

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
DEBT PRINCIPAL AND DEBT INTEREST						
0100-710-59100 Principal General Fund	1,246,464	1,567,547	1,529,565		1,529,565	1,529,565
0100-751-59150 Interest General Fund	864,841	934,400	1,202,674		1,202,674	1,202,674
0100-751-57880 Bond Disclosure	500	1,200	1,000		1,000	1,000
DEBT PRINCIPAL AND DEBT INTEREST TOTAL	2,111,805	2,503,147	2,733,239	9.19%	2,733,239	2,733,239

900-999 UNCLASSIFIED

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
910 EMPLOYEE BENEFITS						
51700 Police/Fire Accident and Workers' Comp.	274,985	288,820	311,191		311,191	311,191
51710 Unemployment Payments	30,982	30,000	45,000		45,000	45,000
51720 Health Insurance	5,760,907	6,905,336	7,904,215		7,904,215	7,904,215
51730 Retirement Fund	3,114,806	3,318,240	3,649,152		3,649,152	3,649,152
51740 Life Insurance	5,135	5,549	5,591		5,591	5,591
51750 Flexible Spending Account	6,327	7,538	7,764		7,764	7,764
51755 HSA Fees	0	0	1,400		1,400	1,400
51758 HSA 50% HMO Employee Ded Assistance	0	0	30,000		30,000	30,000
51770 Medicare	422,928	457,233	489,960		489,960	489,960
51780 Dental Insurance	255,205	261,976	230,350		230,350	230,350
51785 Medicare B Penalty	19,083	19,536	21,431		21,431	21,431
53880 Misc Contract Services	0	0	40,000		40,000	40,000
54900 Food Service Supplies	110	115	115		115	115
EMPLOYEE BENEFITS TOTAL	9,890,467	11,294,343	12,736,169	12.77%	12,736,169	12,736,169

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
945 LIABILITY INSURANCE						
52000-58990 Other Charges and Expenses	394,376	399,024	461,143		461,143	461,143
LIABILITY INSURANCE TOTAL	394,376	399,024	461,143	15.57%	461,143	461,143

300-399 EDUCATION

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
300 ELECTED SCHOOL COMMITTEE						
51000-51990 Personnel Services	100	500	500		500	500
ELECTED SCHOOL COMMITTEE TOTAL	100	500	500	0.00%	500	500

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
301 SOUTHBOROUGH SCHOOLS						
REGULAR DAY PROGRAMS						
Administration	643,697	702,362	705,555		705,555	705,555
Instruction	12,990,266	13,279,349	13,427,765		13,427,765	13,427,765
Other Student Services	982,954	1,210,092	1,182,253		1,182,253	1,182,253
Operation and Maintenance Buildings	1,915,810	1,970,755	2,108,993		2,108,993	2,108,993
Fixed Charges	53,217	55,300	86,833		86,833	86,833
Contractual Obligation	0	0	878,268		878,268	878,268
REGULAR DAY PROGRAMS TOTAL	16,585,944	17,217,858	18,389,667		18,389,667	18,389,667
SPECIAL EDUCATION PROGRAMS						
Administration	23,100	29,400	29,700		29,700	29,700
Instruction	6,058,346	6,179,910	6,159,885		6,159,885	6,159,885
Other Student Services	880,056	1,037,812	742,150		742,150	742,150
Operation and Maintenance Buildings	7,000	7,000	7,000		7,000	7,000
Fixed Charges	2,775	2,965	3,134		3,134	3,134
Programs, Other Systems in Massachusetts	542,826	484,515	575,356		575,356	575,356
Programs, Member of Collaborative	158,917	153,326	207,826		207,826	207,826
SPECIAL EDUCATION TOTAL	7,673,020	7,894,928	7,725,051		7,725,051	7,725,051
GRAND TOTAL OPERATING ACTUAL	24,258,964	25,112,786	26,114,718	3.99%	26,114,718	26,114,718

	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
302 ALGONQUIN REGIONAL HIGH SCHOOL						
REGULAR DAY PROGRAMS						
Administration	722,561	788,090	795,544		795,544	795,544
Instruction	12,747,011	12,757,757	12,734,883		12,734,883	12,734,883
Other Student Services	2,356,517	3,089,137	3,159,114		3,159,114	3,159,114
Operation and Maintenance Buildings	2,193,835	2,424,475	2,420,117		2,420,117	2,420,117
Fixed Charges	4,919,604	5,631,230	6,033,999		6,033,999	6,033,999
New Equipment	0	0	0		0	0
Tuition, Other Public Schools	250,000	287,100	300,000		300,000	300,000
Contractual Obligation	0	0	593,813		593,813	593,813
REGULAR DAY PROGRAMS TOTAL	23,189,528	24,977,789	26,037,470		26,037,470	26,037,470
SPECIAL EDUCATION PROGRAMS						
Administration	15,500	12,500	12,500		12,500	12,500
Instruction	3,412,017	3,581,030	3,522,830		3,522,830	3,522,830
Other Student Services	612,517	592,740	748,661		748,661	748,661
Operation and Maintenance Buildings	5,600	3,100	6,708		6,708	6,708
Fixed Charges	1,595	1,595	0		0	0
Programs, Other Systems in Massachusetts	502,465	515,690	975,607		975,607	975,607
Programs, Member of Collaborative	132,204	5,750	112,511		112,511	112,511
SPECIAL EDUCATION TOTAL	4,681,898	4,712,405	5,378,817		5,378,817	5,378,817
GRAND TOTAL OPERATING ACTUAL	27,871,426	29,690,194	31,416,287	5.81%	31,416,287	31,416,287
FY 2025 SOUTHBOROUGH ASSESSMENT						
	NON EXEMPT	EXEMPT	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
	10,328,672	404,736	10,733,408	6.58%	10,733,408	10,733,408
304 ASSABET VALLEY REGIONAL TECH HIGH SCHOOL						
	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
Southborough Operating Assessment	485,707	476,682	644,342		644,342	644,342
Renovation Project - Capital Assessment	32,345	31,333	30,523		30,523	30,523
SOUTHBOROUGH ASSESSMENT TOTAL	518,052	508,015	674,865	32.84%	674,865	674,865
305 NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL						
	FY2025 ACTUAL	FY2026 BUDGET	FY2027 REQUEST	PERCENT BUDGET	SB RECOMM	ADV RECOMM
Tuition/Transportation Assessment	0	47,262	47,262		47,262	47,262
NORFOLK COUNTY AGRICULTURAL HIGH SCHOOL TOTAL	0	47,262	47,262	0.00%	47,262	47,262

Proposed by: SELECT BOARD

Select Board Recommendation: Support (3-2-0)

Advisory Committee Recommendation: Support (5-0-0)

Summary: The article includes recommendations from both the Select Board and the Advisory Committee for the FY27 budget. Funding recommendations are noted in the individual recommendation columns for each department.

ARTICLE 7: To see if the Town will vote to raise a sum of money as may be necessary for the Water Enterprise Fund's use for Fiscal Year 2027, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

WATER ENTERPRISE	FY 2025 ACTUAL	FY 2026 BUDGET	FY2027 REQUEST	PERCENT (+) or (-)
DIRECT COSTS				
51000-51990 Total Personnel Services	430,707	492,671	487,612	
52000-58990 Other Charge & Expense	1,525,998	1,740,899	2,075,413	
59100 Principal Long Term Debt Water	380,000	411,200	513,000	
59150 Interest Long Term Debt Water	102,028	86,628	77,153	
59250 Interest on Notes	0	0	0	
CAPITAL EQUIPMENT - LEASE				
DPW DIESEL YEAR 4 OF 7	10,622	10,622	10,622	
DPW HOOK TRUCK YEAR 4 OF 7	9,103	9,105	9,105	
DPW UTILITY DUMP YEAR 1 OF 7 START IN FY27	0	21,156	21,156	
INDIRECT COSTS				
59510 Indirect Costs	372,387	270,208	328,692	
TOTAL WATER FUND	2,830,844	3,042,489	3,522,752	15.79%

Proposed by: SELECT BOARD

Select Board Recommendation: Support (4-1-0)

Advisory Committee Recommendation: Support (5-0-0)

Summary: *The Water budget is funded through an Enterprise Fund that is supported entirely through the water rates and the fund's retained earnings, which supports all aspects of the department's operation. The funding for those capital items that are being leased for use by the Water Department, in whole or in part, are included in this budget.*

ARTICLE 8: To see if the Town will vote to raise and appropriate the sum of \$250,000 into the Other Post-Employment Benefits Liability Trust Fund (OPEB Fund) as authorized by General Laws, Chapter 32B, Section 20, in order to offset the anticipated future cost of providing post-retirement health and life insurance benefits to current and future retired Town employees, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

Summary: *This is an annual appropriation into the Town's OPEB Trust Fund that began in 2014. The appropriation was previously done as part of the operating budget, but further guidance from the Dept. of Revenue has recommended that it be done in a separate article.*

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 and further to allow the Town Administrator to allocate the total amount of funds for the specific items as necessary due to price increases or reductions:

	Description	Request	Levy	Free Cash (FC)/ Cemetery (CM)/ Ambulance (AMB)
A.	DPW – Grounds Service Dump Truck (77)	\$ 32,475		\$ 32,475 (CM)
B.	Fire – Personal Protective Equipment (PPE)	\$ 40,000		\$ 40,000 (AMB)
C.	MIS – Phone System Replacement	\$ 25,000	\$ 25,000	
D.	Police – Cruisers (2)	\$168,382		\$168,382 (FC)
E.	Police – Handheld Portables	\$ 21,500	\$ 21,500	

F.	DPW – 35,000 GVW Cab & Chassis	\$262,425		\$262,425 (FC)
G.	Fire – Brush Truck(S-24)	\$ 75,000		\$ 75,000 (AMB)
H.	DPW – Overhead Garage Doors Replacement	\$287,500	\$287,500	
I.	Police – Light Duty Vehicles (2)	\$ 30,000	\$ 30,000	
J.	DPW – Grounds Service Dump Truck (77)	\$ 75,775	\$ 75,775	
K.	DPW – Rotary Mobile Column Vehicle Lift System	\$ 60,250	\$ 60,250	
L.	DPW – Tire Changer Machine	\$ 13,500	\$ 13,500	

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

CIPC Recommendation: Support (3-0-0)

Summary:

A. *This vehicle is at the end of its useful life and remains essential for cemetery and grounds maintenance operations, as well as snow plowing. Funding for this replacement is proposed to be split between the DPW operating budget (70%) and Cemetery funding (30%).*

B. *This funding is to further the continued effort in replacing firefighting protective gear in line with national standards.*

C. *The Town of Southborough's current Mitel on-premises phone system is nearing end-of-life and requires replacement to maintain reliable communications for all municipal offices. The existing system has escalating maintenance costs, limited scalability, and lacks modern collaboration features. This request proposes migrating to RingCentral, a cloud-based Voice over IP (VoIP) phone system, to provide improved functionality, reliability, and long-term cost savings.*

D. *This funds the planned replacement of two front-line cruisers; one with approx. 110,000 miles and the other with approx. 130,000 miles. This is a scheduled rotation that would remove these two front-line vehicles out of the active rotation to become detail vehicles.*

E. *This funds two (2) additional APX NEXT handheld portable radios for additional staff approved at last Town Meeting. This will supplement additional radios needed for two of the three, approved police officer positions.*

F. *This is a scheduled vehicle replacement for a frontline unit that has reached the end of its useful life. The replacement vehicle will serve as a primary plow, sander, and wing plow, making it critical to winter operations and year-round highway maintenance. A used chassis will be considered, if available and suitable, to help control costs.*

G. *The requested funding will be used to refurbish the Fire Department's Squad 24 (Forest Fire Truck) to extend its replacement cycle from FY31 to FY36.*

H. *This request would allow for the replacement of the 15 remaining original 1990's overhead door units which are reaching their end-of-life cycle, related hardware, and openers at the D.P.W.*

I. *This funds the replacement of a Detective vehicle with approx. 123,000 miles and funds the addition of an administrative light-duty SUV for our Lieutenant.*

J. *This vehicle is at the end of its useful life and remains essential for cemetery and grounds maintenance operations, as well as snow plowing. Funding for this replacement is proposed to be split between the DPW operating budget (70%) and Cemetery funding (30%).*

K. *This request is for replacement of the existing 2014 Rotary mobile column vehicle lift system located in the DPW maintenance garage. The current lift has exceeded its useful life and is now inoperable due to electronic control and computer synchronization failures. As a result, in-house maintenance capacity has been significantly reduced. Replacement is necessary to restore reliable and safe lifting capability for daily fleet maintenance operations.*

L. *This request is for replacement of the existing 2012 tire changer located in the DPW garage. The current unit has become unreliable and labor-intensive, reducing efficiency in servicing both fleet and police department vehicles. Replacement will improve productivity, reduce downtime, and support timely in-house tire maintenance.*

ARTICLE 10: To see if the Town will vote to transfer from Water Retained Earnings the sum of \$200,000 for the Water Enterprise Fund's capital improvements for Fiscal Year 2027, and make appropriations of the same, as detailed following, or do or act anything in relation thereto.

	Description	Request	Water Receipts	Water Retained Earnings
A.	Smart Water Meters RFP Prep & Evaluation	\$ 70,000		\$ 70,000
B.	Tara Tank Engineering & Permitting	\$ 50,000		\$ 50,000
C.	Various Main Improvements	\$ 30,000		\$ 30,000
D.	Clearing & Grubbing Cross Country Water Main Routes	\$ 50,000		\$ 50,000

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

CIPC Recommendation: Support (3-0-0)

Summary:

A. *The Town's water system currently experiences a significant percentage of unaccounted-for water. This includes water purchased from MWRA that is not billed due to distribution system leaks and other losses. This funding would support evaluation of smart meter technology, development of recommendations, and preparation of a request for proposals (RFP). The goal is to determine whether implementation of a smart meter system can provide a relatively short-term return on investment through improved leak detection and system accountability.*

B. *The Tara Road Water Storage Tank is due for required maintenance, including painting and coating repairs identified in tank inspection reports and established by MassDEP as necessary work. This funding would cover the first phase of the project, including engineering and permitting, and preparation of plans and specifications for the recommended repairs.*

C. *This funding would provide a reserve for unforeseen issues within the water distribution system, including water main breaks, emergency repairs, and unanticipated regulatory requirements. Maintaining this flexibility is important to ensure the Town can respond promptly to critical water system needs.*

D. *The Town has approximately 3.5 miles of cross-country water main located within easements through private property and wooded areas. Many of these routes have not been maintained and are now obstructed by mature tree growth directly over the water mains. In the event of a break or other emergency, access to some of these locations would be severely limited. This funding would allow for clearing and grubbing of inaccessible areas to restore emergency access and protect critical infrastructure.*

ARTICLE 11: To see if the Town will vote to raise by borrowing the sum of \$1,000,000 from the Massachusetts Water Resource Authority (MWRA), to pay the costs of looping the water mains on Presidential Drive and Fisher Road, including the payment of all costs incidental and related thereto, and in connection therewith, to enter into a loan agreement and/or security agreement with the MWRA relative to such loan, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support (4-1-0)

Advisory Committee Recommendation: Support (5-0-0)

CIPC Recommendation: At Town Meeting

Summary: *The Town is requesting a 0% interest loan for Water Main improvements to the Presidential Drive – Fisher Road Loop which will connect two adjacent water mains, resulting in water quality improvements. This work will include design, permitting and construction and will be funded from water revenue.*

ARTICLE 12: To see if the Town will vote to raise and appropriate by borrowing a sum of money for General Government capital items for the following purposes:

	Description	Request	Levy	Free Cash Receipts Reserved Ambulance/Other
A.	School – Finn Classroom Floor Replacement	\$ 810,000	\$ 810,000	

B.	School – Security System Upgrades	\$ 1,400,000	\$ 1,400,000	
C.	School – Technology Equipment	\$ 365,000	\$ 365,000	

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

CIPC Recommendation: Support (3-0-0)

Summary:

A. Funding is requested to continue the floor replacement project at Mary E. Finn Elementary School. This phase will address the remaining areas requiring the installation of a moisture barrier and new flooring.

B. Funding is requested to implement a comprehensive, districtwide upgrade and integration of school security systems across the four Southborough PreK–8 schools. The project will transition existing surveillance systems from analog to digital, expand camera coverage, and improve overall system reliability and functionality.

C. Funding is requested to complete the second phase of a two-year plan to replace aging classroom projection and presentation systems that are at or beyond their useful life. This phase will upgrade the remaining classrooms across Southborough’s PreK–8 schools.

ARTICLE 13: To see if the Town will appropriate a sum not to exceed \$22,255,000 (Twenty-Two Million, Two Hundred Fifty Five Thousand dollars), to be expended under the direction of the DPW Superintendent, for the costs to fund the Town’s Road Maintenance Program, including, without limitation, the costs of engineering, design, site preparation, construction, landscaping, paving, traffic signalization improvements, and pedestrian and bicycle improvements, and all other costs incidental or related thereto; and further to see if the Town will appropriate a sum not to exceed \$2,745,000 (Two Million, Seven Hundred Forty Five Thousand dollars), to be expended under the direction of the DPW Superintendent, for the costs to fund four sidewalk construction and improvement projects, and also to determine whether this appropriation shall be raised by borrowing or otherwise; that to meet this appropriation the Treasurer, with the approval of the Select Board, is authorized to borrow \$22,225,000 and \$2,745,000, or any other sum, under and pursuant to Mass. Gen. Laws c. 44, §7(1), or pursuant to any other enabling authority; provided, however, that this vote shall not take effect until the Town votes to exempt from the limitation on total taxes imposed by Mass. Gen. Laws. c.59, § 21C (Proposition 2½) amounts required to pay the principal of and interest on the borrowing authorized by this vote; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: At Town Meeting

Advisory Committee Recommendation: Support (5-0-0)

CIPC Recommendation: At Town Meeting

Summary: *The Town recently completed a comprehensive Pavement Management Plan to evaluate the condition of every roadway and establish a long-term strategy for maintaining and improving the Town’s transportation infrastructure. The study confirmed that a significant portion of the roadway network is in poor condition and requires rehabilitation or reconstruction to prevent further deterioration and avoid higher long-term repair costs.*

This article seeks authorization of \$25,000,000 to implement a multi-year program of roadway reconstruction and rehabilitation consistent with the Pavement Management Plan. The majority of the funding will be used for roadway improvements, while a portion will be allocated for targeted sidewalk construction to improve pedestrian safety and connectivity.

The sidewalk components currently identified include:

1. *Oak Hill Road (End of Existing Sidewalk to Woodland Road) – approximately \$175,000*
2. *Parkerville Road (Richards Road to Middle Road) – approximately \$770,000*
3. *Richards Road (Woodland Road to Cordaville Road) – approximately \$680,000*
4. *Woodland Road (Richards Road to Oregon Road) – approximately \$1,120,000*

These sidewalk improvements total approximately \$2.745 million, with the remaining funds dedicated to roadway reconstruction, rehabilitation, and related infrastructure improvements.

ARTICLE 14: To see if the Town of Southborough will vote to transfer from Free Cash the amount of Thirty Thousand (\$30,000) Dollars for the purpose of performing the quadrennial review of the classification and salary structure of non-union positions in the Salary Administration Plan [Personnel Bylaw]; or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

Summary: *Section 16 e of the SAP calls for a quadrennial review of the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan; the previous study occurred in the Summer of 2022. This pay plan governs personnel not covered by a collective bargaining agreement or employment agreement with their appointing authority.*

ARTICLE 15: To see if the Town of Southborough will vote to appropriate, borrow or transfer from available funds, an amount of money to be expended under the direction of the Southborough School Committee for the P. Brent Trottier Middle School Roof Replacement Project, 49 Parkerville Road, which proposed repair project would materially extend the useful life of the school and preserve an asset that otherwise is capable of supporting the required educational program and for which the Town of Southborough may be eligible for a school construction grant from the Massachusetts School Building Authority ("MSBA").

The Town of Southborough acknowledges that the MSBA's grant program is a non-entitlement, discretionary program based on need, as determined by the MSBA, and any project costs the Town incurs in excess of any grant approved by and received from the MSBA shall be the sole responsibility of the Town of Southborough. Any grant that the Town of Southborough may receive from the MSBA for the Project shall not exceed the lesser of: (1) forty-one and thirty-two hundredths percent (41.32%) of eligible, approved project costs, as determined by the MSBA, or (2) the total maximum grant amount determined by the MSBA.

Proposed by: SELECT BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

CIPC Recommendation: Support (3-0-0)

Summary: *Funding is requested for the replacement of the roof at Trottier Middle School through the Massachusetts School Building Authority (MSBA) Accelerated Repair Program. The total project cost is \$8,833,964, including an anticipated MSBA grant reimbursement of \$3,446,336.*

ARTICLE 16: To see if the Town will vote to authorize the Select Board to petition the General Court of the Commonwealth pursuant to the Provisions of Clause (1) of Section 8 of Article 2 of the Amendments to the Constitution of the Commonwealth of Massachusetts and all other applicable laws for a Special Law, substantially in the following form, or do or act anything in relation thereto.

AN ACT AUTHORIZING THE TOWN OF SOUTHBOROUGH TO GRANT AN ADDITIONAL LICENSE FOR THE SALE OF ALL ALCOHOLIC BEVERAGES NOT TO BE DRUNK ON THE PREMISES.

Be in enacted by the Senate and House of Representatives in the General Court assembled, and by the authority of the same as follows:

SECTION 1. Notwithstanding Section 17 of Chapter 138 of the General Laws, the Licensing Authority of the Town of Southborough may grant an additional License for the Sale of All Alcoholic Beverages not to be drunk on the premises pursuant to said Section 15 of Chapter 138, to Costco Atlantic Liquors, Inc., located at 21 Coslin Drive,

Southborough, MA. The License shall be subject to all of the Provisions of said Chapter 138, except Section 17 thereof.

SECTION 2. The Licensing Authority shall not approve the transfer of the License to any other location, but it may grant the License to a new applicant at the same location if the applicant files with the Licensing Authority a letter from the State Department of Revenue, indicating that the License is in good standing with the Department, and that all applicable taxes have been paid.

SECTION 3. If the License under this Act is cancelled, revoked, or no longer in use, it shall be physically returned with all legal rights, privileges, and restrictions pertaining thereto, to the Licensing Authority, which may then grant the License to a new applicant at the same location, under the same conditions as specified in the Act.

SECTION 4. This action shall take effect upon its passage.

Proposed by: SELECT BOARD

Board of Selectmen Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

Summary: *This article is to allow the Select Board to petition the Legislature for an All-Alcohol Retail License for the new proposed Costco location at 21 Coslin Drive in Southborough. The Town does not have an available license to issue on its own, and therefore must rely on the Legislature to grant one.*

ARTICLE 17: To see if the Town will vote to delete §174-8.6 IP Industrial Park District [Added 4-12-1993 ATM by Art. 43] of the existing Zoning Code of the Town of Southborough and replace it with the following section below (§174-8.6 IP Industrial Park District); to see if the Town will vote to amend the provisions of Section §174-9 Special Permit Requirements by adding a new subsection K. Data Centers (Use by Special Permit by Planning Board) as provided below; and replace §174-9 J (2) (a) referencing the Industrial Park District from “as identified in 174-8.6C (15)” to “as identified in §174-8.6 D (11)”.

§174-8.6 IP Industrial Park District

A. General Performance Standards

All uses in the IP Industrial Park District shall comply with the following performance standards, measured at the property line:

1. Noise: Notwithstanding §130 or any other provision of the Town Code, noise shall not exceed ambient levels during any hours of operations, measured in accordance with the definitions and measurements set forth in the Massachusetts Department of Environmental Protection noise regulations, or any successor regulations.
2. Vibration: No operation shall create vibrations perceptible without instruments beyond the property line, as measured using ASTM or ISO vibration measurement standards.
3. Odor: No operation shall emit odors beyond the property line in concentrations exceeding threshold odor limits established by the Massachusetts Department of Environmental Protection, or which are detectable for more than 5 minutes in any one hour by a person of normal olfactory sensitivity.
4. Emissions: Airborne emissions of dust, smoke, particulate matter, or other pollutants shall comply with all applicable federal, state, and local air quality regulations, including limits set by the Massachusetts Department of Environmental Protection.
5. Excessively flashing or bright lights, refuse material are prohibited.

B. Uses Permitted by Right

1. All uses permitted in the Conservation District
2. Private or non-profit school, childcare nursery, or kindergarten, exclusively for the care and education of children licensed or certified by the Commonwealth of Massachusetts.
3. Private or non-profit assisted living residence, adult day health center, or similar facility providing care, supervision, or support services for elderly or disabled adults, licensed or certified by the Commonwealth of Massachusetts.
4. Cafeteria on the premises for use by employees; a commercial kitchen, café, or restaurant.

C. Uses Permitted by Right up to 50,000 Gross Square Feet

1. Data Processing, Digital Services, Media Production, Publishing

- Includes payroll and financial transaction processing, document management, computer and internet-based services, digital and print publishing, and commercial printing.
 - Excludes broadcasting towers or facilities primarily intended for public transmission unless otherwise permitted.
 - Excludes Data Centers as defined in §174-9 subsection K below
2. Office – Includes activities such as professional services (i.e. lawyers, investment advisors, insurance, accounting, consulting), record keeping, clerical work and sales (without the presence of merchandise); or a place in which a professional person such as photographer (excluding photo processing), decorator; travel agent conducts operations.
 3. Creative Workplace – Including multipurpose collaboration workplace facilities that include space for business planning, finance and multi-purpose facilities dedicated to providing space for various creative enterprises including, but not limited to, space for art centers, creative incubators, design and innovation centers, fabrication laboratories and their equivalents.
 4. Brewery, Distillery, Cidery, Winery – Includes a facility that uses equipment and/or processes for large scale production and distillation of malt, spirituous or vinous beverages pursuant to M.G.L. c. 138, §19 and/or other applicable statutes. Such establishment may include on-site sampling via a taproom or counter, restaurant, the sale of permitted beverages produced on premises to customers for off-site consumption, and the sale of goods branded by the establishment.
 5. Indoor or Outdoor Recreation, Fitness, Cultural, or Arts Facilities
 - Includes studios, galleries, or theaters for visual, performing, cultural arts, or similar activities.
 - Includes private membership clubs or organizations providing social, cultural, physical fitness, athletic training, or recreational amenities.
 6. Small Clean Energy Infrastructure
 - a. Must meet requirements of any applicable Massachusetts regulation for Small Clean Energy Infrastructure siting and permitting. Applicable to facilities as defined in M.G.L.c.164,§1, with a rated capacity of less than 100 megawatt hours, including any ancillary structure that is an integral part of the operation of the Small Clean Energy facility.
 - b. Footprint: The area of land and water encompassed by small clean energy equipment, plus any land significantly impacted by construction of the small clean energy facility, including, but not limited to, land altered for clearing, grading, and roadways.
 - c. Setbacks: Notwithstanding the standard setbacks for this district, any portion of a building, structure, or use located on a lot that abuts a Residential or Conservation District shall maintain a minimum setback of 1,000 feet from the district and or property boundary.
 - d. Fire and Life Safety: Must comply with 527 CMR 12.00, NFPA 855, International Fire Code, and Massachusetts Comprehensive Fire Safety Code or such other standards as may be implemented by the Commonwealth of Massachusetts. Approval by the Fire Chief or designee is required prior to issuance of a building permit. Fire Department training must be provided annually.
 - e. Emergency Operations: Submit an Emergency Operations Plan to the Fire Department and Health Department, including system specifications, hazard mitigation measures, and a 24-hour emergency contact. The Emergency Operations Plan shall be updated annually, and whenever a significant change is made to the facility.
 - f. Site Security and Screening: Enclose facility with security fencing and provide access controls, signage, and visual screening.
 - g. Decommissioning Plan: Submission of a decommissioning plan detailing removal of all system components and site restoration if operation ceases either upon the notice the facility's owner or, without such notice, where operations cease for a period exceeding twelve (12) months or upon reaching the end of its useful life. The plan shall include a fully inclusive, itemized estimate of the cost of removal and site restoration, prepared by a qualified engineer, and shall be updated at the request of the Planning Board. As a condition of Site Plan approval, the applicant shall submit a decommissioning cost estimate prepared by a qualified engineer. Prior to issuance of a building permit, the owner/operator shall provide, in a form acceptable to the Town, a decommissioning agreement that is adequately secured (by a surety bond, cash deposit, tripartite agreement, or other instrument approved by the Planning Board), in an amount not to exceed 125% of the estimated decommissioning and site restoration costs. The amount and form may be reviewed and adjusted by the Planning Board not greater than five (5) year intervals to reflect inflation and any updated cost estimates.
 7. Retail Establishments, Banks, and Consumer Services (No Manufacturing)

- Include the sale of goods or provision of services directly to the public (inclusive of farmer's markets and food trucks).
- Includes the incidental preparation or customization of goods for immediate sale allowed.
- Excludes on site-manufacturing, which is addressed separately under section D (2) below
- 8. Medical Clinics, Outpatient Care, and Diagnostic Laboratories; provided all operations are conducted within enclosed buildings; no overnight patient stays.
- 9. Indoor Facilities for Wholesale Trade, Distribution, and Storage of Goods and Materials provided such use is located / conducted a minimum of 1,000 feet from layout of the Turnpike Road (Rt 9).
 - Excludes transfer, handling, or storage of solid waste, hazardous waste, or other materials regulated by Federal, State or local laws, regulations, or bylaws.
 - All operations must be conducted within enclosed buildings; outdoor storage prohibited unless expressly permitted by special permit.
- 10. Light Manufacturing
 - Include fabrication, processing, packaging, or assembling by substantially noiseless and inoffensive motor power, installing utilizing hand labor or quiet machinery and processors, and free from neighborhood disturbing agents, such as orders, gas fumes, smoke, cinder, flashing or excessively bright lights, refuse materials, electromagnetic radiation, heat or vibration including, without limitation, advanced manufacturing - which includes the use of innovative technologies to create existing and new products, which may include production activities that depend upon information, automation, computation, software servicing, and networking.
 - Must not produce noise, vibration, odor, smoke, glare, or other environmental impacts detectable beyond the property line.
 - No heavy machinery, hazardous materials, or freight delivery operations but shall permit customary delivery activities relating to produced products and materials.
- 11. Stand-alone Electric Vehicle Charging Stations, Pay-to-Park Facilities, and Parking Garages (above and below grade).

D. Uses Requiring a Special Permit

1. All uses permitted in Subsection B that exceed 50,000 square feet.
2. Retail establishments and consumer services with on-site manufacturing.
3. Major public utility infrastructure (e.g., substations or transmission facilities).
4. Hospitals, inpatient care facilities, and emergency medical centers.
5. Veterinary clinics, animal hospitals, dog kennels, and equestrian centers; no livestock farming.
6. Laboratories, Life Science Research and Development Commercial Manufacturing – Includes life science laboratories engaged in research, prototype manufacturing, experimental and testing activities including, but not limited to, the fields of pharmaceuticals, biomedical technologies, and engineering, life system technologies, environmental, biomedical devices, subject to applicable Federal, State and local regulations provided Biosafety Level 3 (BL-3) and 4 (BL-4) laboratories are expressly prohibited. Scientific research and development involving Good Laboratories Practices (GLP) or Good Manufacturing Practices (GMP) and chemistry, manufacturing, and controls (CMC) for pharmaceutical or biologic product development. This use encompasses the processes and procedures involved in developing, manufacturing, and controlling the quality of a human or veterinarian drug product throughout its lifecycle.
7. Other manufacturing not described in Subsection C.
8. Hazardous waste storage and disposal facilities, other than small generators, as defined by the Environmental Protection Agency and the Commonwealth of Massachusetts, except that a special permit may be issued for such a facility upon approval by the appropriate federal and state agencies, review and comment by the Southborough Board of Health, Conservation Commission, Planning Board and Fire and Police Chiefs, following a duly advertised public hearing and in accordance with the Hazardous Waste Facilities Siting Law.¹ [1] *Editor's Note: See MGL c. 21D.*
9. Adult bookstore, adult video store, adult paraphernalia store, adult motion-picture theater, adult live entertainment (see § 174-9I). [Added 4-8-1996 ATM by Art. 56]
10. Heliport or landing place for helicopter, not including storage or maintenance facilities as an accessory use to a permitted principal use. [Added 4-15-1997 ATM by Art. 53]
11. Registered marijuana dispensary as defined in 105 CMR 725.004. [Added 4-16-2014 ATM by Art. 17]
12. Highway Major Retail (Note: Special permit from the Planning Board.) [Added 10-27-25 ATM by Art 1.]
13. Data Centers as defined in § 174-9 K (Note: Special permit from the Planning Board)

E. Prohibited Uses

- All uses which are neither listed above, legally nonconforming, nor otherwise allowable by the provisions of the zoning regulations are prohibited.

F. Development Standards

1. Minimum lot area: 43,560 square feet (minimum 20,000 square feet exclusive of wetlands) [Amended 4-8-1996 ATM by Art. 54].
2. Minimum frontage: 200 feet.
3. Minimum setbacks:
 - Front: 50 feet; 75 feet if on Route 9
 - Rear: 50 feet
 - Side: 50 feet
 - Other street: 50 feet
 - Any development abutting residential or conservation districts shall adhere to 100 feet front, rear and side; except for Small Clean Energy Infrastructure and data centers shall maintain a minimum of 1,000 feet front, rear and side.
 - Indoor Facilities for Wholesale Trade, Distribution, and Storage of Goods and Materials provided such use is located / conducted a minimum of 1,000 feet from layout of the Turnpike Road (Route 9)
4. Maximum height: 45 feet, three stories
5. Maximum floor area ratio: 0.60

G. The operation of any marijuana establishment as defined in MGL c. 94G, § 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. [Added 4-25-2017 ATM by Art. 32]

§174-9 K. Data Centers (Use by Special Permit by Planning Board)

1. Definition: A facility whose primary purpose is the centralized storage, processing, management, and transmission of digital data, information, or applications, typically within one or more secure buildings. Such a facility is characterized by high-density computer servers and related hardware, and associated electrical and mechanical systems, including but not limited to uninterruptible power supplies, back-up batteries, generators, switchgear, transformers, cooling and air-handling equipment, fire suppression systems, and physical security, which in the aggregate consume a significant amount of the facility's gross floor area and electrical load. The term includes, but is not limited to server farms, cloud-computing facilities, and similar digital infrastructure operations, whether owned by a single user or providing services to multiple users.

Computers not considered to characterize a Data Center include:

- (a) computers used primarily by individual users in an office or similar environment (such as desktop computers, laptops, smartphones, or tablets); and
- (b) multi-user computers or servers serving another principal use that, in aggregate, occupy no more than ten percent (10%) of the gross floor area of the building and consume no more than ten percent (10%) of the building's total electrical load.

The Planning Board may promulgate regulations interpreting and updating this definition as technology evolves, following a public hearing, provided that any such regulations shall not take effect until at least six (6) months after their adoption.

2. Visual Screening and Noise Control:
 - Outdoor equipment must be fully enclosed unless mechanically infeasible (as determined by Town Engineer).
 - Ground equipment and accessory electrical substations must be screened from view from abutting lots and rights-of-way.
 - Pre-construction and post-construction studies required to demonstrate compliance with all provisions of §174-8.6 A and §130 of the Town Code (the Noise Bylaw).
 - Sound mitigation measures must maintain noise at or below baseline levels.
3. Siting and Setbacks:

- Buildings must be $\geq 1,000$ feet from abutting Conservation, Residential districts or Residential properties.
 - Ground equipment must be $\geq 1,000$ feet from abutting Conservation and Residential districts and screened by the principal building.
4. Public Notification and Engagement required of the applicant prior to the issuance of a special permit:
 - All residents and homeowner associations within 0.5-mile radius must be notified at least 15 days prior to hearings and neighborhood meetings.
 - The applicant must schedule and attend two neighborhood meetings, to which the Planning Board shall also be invited.
 - The applicant must post signs conforming to §174-11 at least 15 days before meetings along arterial streets or high-visibility locations.
 5. As a condition of the special permit, the applicant shall:
 - Maintain a public website announcing non-emergency generator, non-utility, or other noise producing backup power source operation at least 24 hours in advance.
 - Operate generator and other noise-producing backup power sources only from 9 am–5 pm, Monday - Friday, excluding holidays, unless supplying emergency power.
 6. In considering whether to grant a special permit for a Data Center, the Planning Board shall consider factors including, but not limited to, the following, and may impose conditions or deny the permit where it finds that adverse impacts cannot be reasonably mitigated:
 - Public utilities and infrastructure: anticipated demand on and required upgrades to electric, water, sewer, stormwater, and telecommunications systems, including impacts on system capacity, reliability, and resiliency for existing and planned Town users.
 - Energy use and emissions: projected electric load, need for new or expanded substations or transmission facilities, on-site generation (including emergency generators), greenhouse-gas emissions, and consistency with Town energy and climate-action goals.
 - Water use and cooling: expected potable and non-potable water consumption, cooling methods, wastewater and thermal discharge characteristics, and consistency with Town water-supply, wastewater, and watershed-protection objectives.
 - Noise, vibration, and air quality: noise and vibration from mechanical equipment, cooling systems, and generators (including backup and testing operations), and associated air emissions, and the effectiveness of proposed mitigation to protect nearby residences and other sensitive uses.
 - Public safety and hazard mitigation: adequacy of fire protection, life-safety systems, hazardous-materials storage and handling, emergency power systems, and emergency response plans, in consultation with the Fire, Police, and Emergency Management departments.
 - Consistency with Town plans and policies: consistency with the Town’s Master Plan, zoning objectives, climate-action or sustainability plans, and other adopted policies and regulations.
 - The Planning Board may deny a special permit where, after considering these factors, it finds that the proposed Data Center would result in substantial or unreasonable adverse impacts on Town resources, the environment, public health or safety, neighborhood character, or the implementation of adopted Town plans, and that such impacts cannot be adequately avoided or mitigated through reasonable conditions.
 7. Development Standards:
 - Must comply with §174-8.6 F, unless otherwise noted.
 - Maximum building size: 50,000 square feet.

; or to do or act in relation thereto.

Proposed by: PLANNING BOARD

Select Board Recommendation: Support (4-0-1)

Advisory Committee Recommendation: At Town Meeting

Summary: *This article replaces the current IP Industrial Park District section with updated and modernized uses by right and by special permit. It also incorporates clarified regulations that set clear performance standards, permitted and prohibited uses, and dimensional requirements, while newly regulating data centers and Clean Energy Infrastructure (i.e. battery energy storage systems). It establishes special permit criteria and safeguards to manage environmental, infrastructure, and neighborhood impacts from larger-scale industrial, commercial, and digital infrastructure uses.*

ARTICLE 18: To see if the Town will vote to appropriate a sum of money for the payments under existing capital lease agreements as described below:

	Equipment	Authorized Department	Source of Appropriation	FY27 Amount
A.	Swaploader Hook Lift Truck	Dept. of Public Works	FY27 Capital Budget - General Fund	\$25,036
B.	Pick Up Diesel F-350	Dept. of Public Works	FY27 Capital Budget - General Fund	\$10,622
C.	Fire Dept Chief Vehicle	Fire Department	FY27 Capital Budget - Ambulance Fund	\$ 8,422
D.	Police Taser Program	Police Department	FY27 Capital Budget - General Fund	\$19,455
E.	Front-End Loader	Dept. of Public Works	FY27 Capital Budget - General Fund	\$57,932
F.	Utility Dump Truck	Dept. of Public Works	FY27 Capital Budget - General Fund	\$15,867

, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

Summary: *The lease agreements for these vehicles were authorized by Town Meeting in 2021, and these are the fifth year of the lease payments. With the exception of the Police Taser (3-year lease), all of the leases are for 7 years.*

ARTICLE 19: To see if the Town will vote to transfer the sum of \$40,000 from overlay surplus account for the purpose of paying to retirees the amount due for accrued vacation and sick time, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

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

ARTICLE 20: To see if the Town will vote to raise and appropriate the sum of \$125,000 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 Improvement and Planning Committee as requested, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

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

ARTICLE 21: To see if the Town will vote to raise and appropriate the sum of \$25,000 for the ongoing maintenance of capital investments associated with outdoor recreational facilities. The Town’s Director of Recreation shall recommend appropriate projects to the Recreation Commission. The Recreation Commission shall approve all expenditures under this article, or do or act anything in relation thereto.

Proposed by: SELECT BOARD/RECREATION COMMISSION

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

Summary: *In the last several years, the Recreation Department has completed extensive capital improvements across the Town's outdoor facilities, including playgrounds, athletic fields, sport courts, and the Trottier track. Funding of this article will grant financial support for a proactive approach to facility maintenance to improve safety, reduce liability, and promote longevity of the Town's outdoor assets.*

ARTICLE 22: To see if the Town will vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for existing revolving funds for Fiscal Year 2027, as follows:

1. Immunization/Emergency Dispensing Clinic; \$25,000.
2. Inspectional Services; \$140,000.
3. 9-11 Field Maintenance; \$100,000.
4. Wetland Protection; \$30,000.
5. Hazardous Materials; \$75,000.
6. CPR Classes; \$6,500.
7. Community Garden; \$3,000.
8. Recreation Programs; \$500,000.
9. Tobacco Control Program; \$4,000.
10. Golf Course Maintenance; \$75,000.

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, SELECT BOARD, RECREATION COMMISSION, AND CONSERVATION COMMISSION

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

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

ARTICLE 23: To act on the recommendation of the Community Preservation Committee on the Fiscal Year 2027 Community Preservation budget and to appropriate or reserve for later appropriation monies from Community Preservation Fund annual revenues or available funds for the administrative expenses of the Community Preservation Committee, the payment of debt service, the undertaking of Community Preservation projects and all other necessary and proper expenses for the year, or do or act anything in relation thereto.

PROPOSED FISCAL YEAR 2027 COMMUNITY PRESERVATION BUDGET

Estimated Surcharge Receipts (Based on Town Treasurer’s Projections)	\$ 518,143
State Distribution (Projected FY2027 against FY2026 Revenue)	\$ 69,416
Total Projected Revenue.....	\$ 587,559

The Community Preservation Committee recommends that the following amounts be appropriated or reserved from Fiscal Year 2027 Community Preservation Fund revenues with each item considered a separate appropriation.

Set Aside- Open Space

\$58,755 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2027 or later years for acquisition, creation, or preservation of open space, and for rehabilitation

and/or restoration of open space acquired under the Community Preservation Act.

Historic Preservation

No set aside required as it is allocated in FY2027 on bonds for historic projects for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing

\$58,755 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2027 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.

Set Aside Administrative Costs – Community Preservation Committee

\$29,377 to defray the administrative and operating expenses of the Community Preservation Committee in FY2027 for the Community Preservation Administration Account

Set Aside – CPA Budgeted Reserve/Discretionary

\$178,884 Reserved for FY2027 Budgeted Reserve/Discretionary Account

Annual Debt Service: \$70,438 to be applied towards the bond for the perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of historic preservation as approved at ATM 2016

Annual Debt Service: \$57,000 to be applied towards the bond for the renovation and restoration of the historic Southborough Library building for the purpose of historic preservation as approved at ATM 2018

Annual Debt Service: \$134,350 to be applied towards the bond for the historic restoration of the Southborough Town House for the purpose of historic preservation as approved at ATM 2021

FY2026 Annual Debt Service: \$14,438 from the CPA FY2026 Budgeted Reserve Fund Balance to be applied towards the short term note for the historic restoration of the Southborough Town House for the purpose of historic preservation as approved at ATM 2021

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

Summary: *The budget and set-asides are an annual requirement under the Community Preservation Act.*

ARTICLE 24: To see if the Town will vote to accept the report of the Community Preservation Committee for the FY2026 State Distribution Adjustment and the FY2026 Surcharge Receipts Adjustment from the CPA Fund Balance 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:

FY2026 State Distribution Receipts	\$ 77,378
ATM2025 Projected FY2026 State Distribution	\$ 73,362
FY2026 State Disbursement Adjustment	\$ 4,016
Billed FY2026 Annual Surcharge	\$495,831
ATM 2025 Budgeted FY2026 Annual Surcharge	\$481,742
FY2026 Surcharge Adjustment	\$ 14,089
Total Adjustments	
FY2026 State Distribution Adjustment	\$ 4,016
FY2026 Surcharge Adjustment.....	\$ 14,089
Total Adjustments	\$ 18,105

Set Aside- Open Space

\$1,810 to be set aside, held in the Community Preservation Open Space Reserve Account, and spent in FY2026 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

\$1,810 to be set aside, held in the Community Preservation Historic Reserve Account, and spent in FY2026 or later years for the acquisition, preservation, rehabilitation, and restoration of historic resources.

Set Aside – Community Housing

\$1,810 to be set aside, held in the Community Preservation Housing Reserve Account, and spent in FY2026 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.

Set Aside – Administrative Costs

\$905 to be set aside, held in the Community Preservation Fund to defray the administrative and operating expenses of the Community Preservation Committee in FY2026 in the FY2026 Community Preservation Administration Account.

Set Aside – CPA Budgeted Reserve/Discretionary

\$11,770 Reserved for FY2026 Community Preservation Budgeted Reserve/Discretionary

; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

Summary: *This article is to account for an adjustment to the FY2026 state distribution and annual surcharge from what was budgeted at 2025 ATM.*

ARTICLE 25: To see if the Town will vote to appropriate sixty-one thousand, two hundred and thirty-nine dollars (\$61,239.00) from the FY27 CPA Fund Community Housing Reserves for the purpose of Community Housing to the Affordable Housing Trust Fund to be expended by the Board of Trustees of The Affordable Housing Trust (TRUST) in compliance with the Community Preservation Act as outlined below.

The TRUST shall abide by the obligations and conditions listed in this article and as presented to the Community Preservation Committee (COMMITTEE) in their final revised application.

THE WORK. The WORK consists of the projects, as described in the Application along with any other projects that may be authorized under M.G.L. c.44, §55C and the following additional conditions:

a) Notwithstanding the TRUST's bylaws, all funds expended pursuant to this appropriation shall be limited to the allowable spending purposes as defined under M.G.L. c.44B and M.G.L. c.44, §55C. Additionally the TRUST agrees that while there are 16 powers granted to it by State Law and the Town bylaw, the TRUST has proposed and shall limit the WORK to the following 7 areas within their power for this Project, except as may be otherwise authorized by the COMMITTEE.

- Acquiring land for the construction of permanently affordable housing.
- Acquiring existing homes for conversion to permanently affordable housing
- Working with third party developers to build permanently affordable housing
- Working with third party developers to renovate existing homes as permitted by law.
- Working with third parties to qualify individuals and families for occupation of permanently affordable housing.
- Working with third parties to support qualified individuals and families for rental assistance or home buying (e.g. down payment, closing costs, other costs) assistance.
- Disposing of properties under the TRUST's care in furtherance of the above goals.

b) Every six months until the Completion Date, the TRUST shall provide the COMMITTEE with a written update on the progress toward completion of the WORK. A final report, including digital photo documentation of the project where appropriate, is due within 30 days of the Completion Date.

c) Consistent with the provisions of M.G.L. c.44B §5(b)(2), under no circumstances shall the Funds be used to rehabilitate existing community housing units, unless such units have been acquired with CPA funds.

d) Consistent with the provisions of M.G.L. c.44B §5(b)(2), when creating community housing the TRUST shall, wherever possible, reuse existing buildings or construct new buildings on previously developed sites.

e) Consistent with the provisions of M.G.L. c.44B §6, the Funds shall not replace existing TOWN operating funds nor reimburse the TOWN for services provided to the TRUST.

f) If the Funds are the sole funding source for the acquisition of real property, the property shall only be used for Community Housing as defined in M.G.L. c.44B §2.

In all other cases, the Funds may be used to cover a share of the project expenses proportionate to the part of the project that will qualify as Community Housing as defined in M.G.L. c.44B §2.

The TRUST shall track the cost of the allowable scope through a reasonable means of cost estimating and only use the Funds for the allowable portion of the project cost.

CONTACT. The TRUST shall identify in writing a contact person responsible for the administration of the Project to be a liaison to the COMMITTEE.

RESTRICTION. With respect to any real property purchased using the Funds or housing created or preserved using the Funds, the TRUST shall execute or obtain a perpetual affordable housing restriction meeting the statutory requirements of M.G.L. c.184 and M.G.L. c.44B, §12 and running to the benefit of the TOWN. The deed restrictions executed for each unit of housing created or preserved pursuant to this appropriation must be approved and accepted by the TOWN and will have a perpetual deed restriction attached to ensure affordability. To meet the requirements of CPA, the restriction must be approved and signed by the state's Executive Office of Housing and Livable Communities. The TRUST shall provide a draft copy of the restriction to the COMMITTEE for review, and a copy of the executed restriction shall be filed with the Committee.

SALE OF ANY PROPERTY FUNDED BY CPA MONIES. Within 60 days of the sale of any property funded by CPA monies, the proceeds obtained by the TRUST from the sale of any real estate interest acquired with monies from the Community Preservation Fund must be credited to the CPA Fund Community Housing Reserves in accordance with M.G.L. 44B §7(iv) and described in the Property Tax Bureau Informational Guideline Release (IGR) No. IGR 19-14 Section 8. Community Preservation Property, E. Disposition. 3

RECORD KEEPING. The TRUST shall keep such records with respect to the utilization of the Funds as are kept in the normal course of business and such additional records as may be required by the TOWN. Should the TRUST have multiple funding sources, the TRUST shall track specific expenditures of the Funds separate from other funding sources. The TOWN shall have full and free access to such records and may examine and copy such records. The TRUST further agrees to meet with the COMMITTEE or its designee(s), upon reasonable request, to discuss expenditures of the Project Funds.

REPORTING. The TRUST shall supply the COMMITTEE with annual reports of all CPA funds spent. The COMMITTEE needs to be able to maintain proper records of all appropriations to the TRUST and the expenditures of the TRUST.

; or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

Summary: *The Southborough CPA Funds transferred to the Trust in this article will allow the Town to act quickly and creatively in meeting the Town's affordable housing needs. Each of the obligations in this ARTICLE was discussed and agreed upon by the TRUST and the COMMITTEE during the project application process and prior to the COMMITTEE's vote to recommend the project to Town Meeting.*

ARTICLE 26: To see if the town will change the definition of a dog kennel used in § 81-2. Definitions from “more than 3” to “5 or more” to match the definition used in an Act to Increase Kennel Safety (AKA **Ollie's Law**) which was signed into law on September 20, 2024, or do or act anything in relation thereto.

Proposed by: TOWN CLERK

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

Summary: *This changes Southborough dog kennel definition to match the 5 or more-dog definition used in an Act to Increase Kennel Safety (AKA Ollie's Law) which was passed in 2024.*

ARTICLE 27: To see if the Town will vote to authorize the Select Board to acquire through donation the following easements to facilitate a culvert replacement project:

A Permanent Easement over a parcel of land shown as “Permanent Easement 2, area about 872 square feet” on a plan entitled “Plan of Easements, Willow Street, Southborough, Massachusetts, prepared for The Town of Southborough” by WSP USA Inc. dated February 12, 2026;

A Permanent Easement over a parcel of land shown as “Permanent Easement 1, area about 195 square feet” on a plan entitled “Plan of Easements, Willow Street, Southborough, Massachusetts, prepared for The Town of Southborough” by WSP USA Inc. dated February 12, 2026; and

A Temporary Easement over a parcel of land now or formerly of Firmin Joint Venture, LLC, as described in a deed recorded in Book 20865, Page 202 of the Worcester District Registry of Deeds, and being shown as “Temporary Easement 3, area about 955 square feet” on a plan entitled “Plan of Easements, Willow Street, Southborough, Massachusetts, prepared for The Town of Southborough” by WSP USA Inc. dated February 12, 2026,

and further to negotiate and execute any and all documents to effectuate this acquisition, or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: At Town Meeting

Summary: *Acceptance of these easements will support replacement and reconstruction of culverts on Willow Street. This area supports a number of businesses and without culvert replacements the road is subject to getting shut down on occasion.*

ARTICLE 28: To see if the Town will vote to amend Town bylaws by accepting Massachusetts General Law Chapter 60, Section 62A as follows:

In accordance with MGL c.60 section 62A, this bylaw authorizes payment agreements between the Treasurer/Collector and persons entitled to redeem parcels in tax title and the waiver of certain interest charges.

A. The Treasurer shall have the authority to enter into written installment payment agreements with persons entitled to redeem parcels in tax title on such terms and conditions as the Treasurer may determine in the Treasurer's reasonable discretion and in accordance with MGL c.60, § 62A. This bylaw shall apply to all taxpayers with parcels in tax title in the Town of Southborough.

B. All installment payment agreements shall comply with the following minimum requirements:

- (1) The installment payment agreement shall have a maximum term of five years;
- (2) The installment payment agreement may include a waiver of up to 50% of the interest that has accrued in the tax title account, but only if the taxpayer complies with the terms of the agreement (no taxes or collection costs may be waived);
- (3) The installment payment agreement must state the amount of the payment due from the taxpayer at the time of execution of the agreement, which must be at least 25% of the amount needed to redeem the parcel at the inception of the agreement.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: Support (5-0-0)

Summary: *This bylaw, in accordance with Massachusetts General Laws Chapter 60, Section 62A, authorizes the Treasurer/Collector to enter into written installment payment agreements with taxpayers seeking to redeem properties in tax title and to waive up to 50% of accrued interest. Agreements may last up to five years and require an upfront payment of at least 25% of the amount needed to redeem the property, with no waiver of taxes or collection costs. The bylaw applies to all tax title parcels in the Town of Southborough.*

ARTICLE 29: To see if the Town will vote to amend and remove language within the Zoning Code of the Town of Southborough relating to Accessory Dwelling Units (ADU) as follows:

UPDATE 174-8.2 (Residence A District) A (11) to

(11) Accessory dwelling unit that is not larger in gross floor area than 1200 sq ft, provided that the Accessory Dwelling Unit does not exceed the gross floor area of the principal dwelling. Only one Accessory Dwelling Unit may be established on a lot.

REMOVE 174-8.2 (Residence A District) B (1) and align numbering accordingly

Administrative note: Remove and renumber remaining uses currently numbered (2) through (13) to (1) through (12)

REMOVE 174-8.4 BV (Business Village District) D. (1) and align numbering accordingly

Administrative note: Remove and renumber remaining uses currently numbered (2) through (4) to (1) through (3)

REMOVE 174-8.5 BH (Highway Business District) C. (2) and align numbering accordingly; update references in 174-9 J (2)(a) to 174-8.5 C (13).

Administrative note: Remove and renumber remaining uses currently numbered (3) through (14) to (2) through (13); update reference in 174-9 J (2)(a) from 174-8.5 C (14) to 174-8.5 C (13).

REMOVE 174-8.7 ID (Industrial District) C. (2) and align numbering accordingly; update references in 174-9 J (2)(a) to 174-8.7 C (13).

Administrative note: Remove and renumber remaining uses currently numbered (3) through (14) to (2) through (13); update reference in 174-9 J (2)(a) from 174-8.7 C (14) to 174-8.7 C (13).

REMOVE 174-8.8 SP (Research, Scientific and Professional District) B. (1) and align numbering accordingly

Administrative note: Remove and renumber remaining uses currently numbered (2) through (12) to (1) through (11)

REMOVE 174-8.12 (Downtown District) D (1) and align numbering accordingly

Administrative note: Remove and renumber remaining uses currently numbered (2) through (3) to (1) through (2)

REMOVE 174-9 (Special permit requirements) B and replace with (Reserved)

UPDATE 174-13.8 Adaptive reuse of historic buildings (B) (1) (a) [1-3] to:

(a) Accessory dwelling units. The accessory dwelling unit shall be subject to site plan review and shall also comply with the following conditions and requirements:

- [1] There is no other accessory dwelling unit on the lot on which the accessory dwelling unit is proposed.

[2] 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.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: At Town Meeting

Summary: *This article updates language relating to Accessory Dwelling Units (ADU) to allow ADUs that exceed the state's thresholds as-of-right up to 1200 square feet, provided the ADU does not exceed the size of the principal dwelling and there is no other ADU on the lot, removes the existing size cap for adaptive reuse of historic buildings, and removes the language for a special permit for ADUs in its entirety.*

ARTICLE 30: To see if the Town will vote to amend the Zoning Code of the Town of Southborough, to remove the term "Southborough Housing Opportunity Partnership Committee (SHOPC)" from Town Code and replace with "Board of Trustees of the Southborough Affordable Housing Trust (SAHT)" in applicable sections of the Town Code:

§9-16 Establishment; terms.

A. (7) One member of the Board of Trustees of the Southborough Affordable Housing Trust (SAHT) as designated by a majority vote of the Committee for a term of three years.

C. Members at large may not also be members of the Historical Commission, Housing Authority, Conservation Commission, Planning Board, Open Space Preservation Commission, Southborough Affordable Housing Trust, Recreation Commission or the Select Board.

§174-13.2 Major residential development

A. (1) (a)

With a special permit from the Planning Board, as indicated in § 174-8, Schedule of Use Regulations, with applicants applying under this section required to concurrently file the application with the Board of Trustees of the Southborough Affordable Housing Trust (SAHT) or

E. (1) (g) Relationships to other organizations. Subject to the approval of the SAHT and the applicable subsidizing agency, developers may elect to work with a local nonprofit housing provider, such as the Southborough Housing Authority, to distribute, maintain or operate the units in accordance with the requirements and intent of this section

E. (2) (b) Maximum rental price. Rents for the affordable units, excluding utilities (heat, water, electricity), shall not exceed 30% of the targeted annual gross household income, as determined by the Commonwealth of Massachusetts Department of Housing and Community Development. Specific prices shall be determined by the state or federal funding source, if applicable, and are subject to approval by the SAHT.

E. (2) (c) Maximum sales price. Housing costs, including monthly housing payments, principal and interest payments, real estate taxes, and insurance, shall not exceed 30% of the targeted gross household income. Specific prices shall be determined by the state or federal funding source, if applicable, and are subject to approval by the SAHT.

E. (2) (d) Resale prices. Subsequent resale prices shall be determined based on a percentage of the median income at the time of resale as determined by the federal Department of Housing and Urban Development and adopted by the Commonwealth of Massachusetts Department of Housing and Community Development. The resale price will be established based on a discount rate, which is the percentage of the median income for which the unit was originally sold. The method of resale price calculation shall be included as part of the deed restriction. Through agreement between the SAHT and the developer or owner, this percentage may be increased or decreased by up to 5% at the time of resale, in order to assure that the target income groups' ability to purchase will be kept in line with the unit's market appreciation and to provide a proper return on equity to the seller.

E. (2) (e) Marketing plan. The affordable units must be rented or sold using marketing and selection guidelines approved by the SAHT, and in accordance with state guidelines.

E. (3) (c) Unit size. Except as otherwise authorized by the SAHT, affordable units shall contain one or more bedrooms. The mix of unit sizes among the affordable units shall be proportionate to that of the development as a whole.

E. (5) (c) (2) (c) Prior to the issuance of a final occupancy permit for any portion of the project, the contribution shall be payable in full, or a written agreement approved by the Planning Board and SAHT and must be recorded and filed with the Town Treasurer.

E. (6) (a) Legal restrictions. Affordable units shall be rented or sold subject to deed covenants, contractual agreements, and/or other mechanisms restricting the use and occupancy, rent levels and sales prices of such units to assure their affordability. All restrictive instruments shall be subject to review and approval by the SAHT and Town Counsel. All condominium documents and fees shall be subject to review and approval by the SAHT and Town Counsel.

E. (6) (c) Timing of construction. As a condition of the issuance of approval under this subsection, the SAHT may set a time schedule for the construction of both affordable and market-rate units. No certificate of occupancy shall be issued for any market-rate units in a development subject to the requirements of this subsection until 25% of the affordable units required to be constructed have been issued a certificate of occupancy. No certificate of occupancy shall be issued to more than 75% of the market-rate units until 100% of the affordable units required to be constructed have obtained a certificate of occupancy.

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: At Town Meeting

Summary: *This article updates the Zoning Code to replace references to the "Southborough Opportunity Partnership Committee (SHOPC)" with the Board of Trustees of the Southborough Affordable Housing Trust (SAHT) in the sections governing major residential development, affordable housing contributions, and committee membership. It aligns the code language with the Town's current affordable housing governance structure.*

ARTICLE 31: To see if the Town will vote to delete lines (d) and (e) from the existing table located in the Zoning Code of the Town of Southborough § 174-10.3 MBTA Communities Overlay District, E (1) and replace with the following lines (d) and (e) and notation to correct for transcription error.

Dimensional Standards	MCOD Subdistricts #1a and 1b (Residence B Dimensional Standards)	MCOD Subdistrict #2 (Industrial Park Dimensional Standards)	MCOD Subdistrict #3 (Industrial Park Dimensional Standards)
(d) Maximum height**	2.5 stories, 35 feet	3 stories, 45 feet	3 stories, 45 feet
(e) Maximum floor area ratio	0.30	0.60	0.60

NOTES:

** Maximum height cannot exceed either parameter; must meet obligations of both criteria

; or do or act anything in relation thereto.

Proposed by: PLANNING BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: At Town Meeting

Summary: *A transcription error was discovered in the Dimensional standards table in § 174-10.3 MBTA Communities Overlay District. The Overlay refers to the established dimensional standards in Residential B and Industrial Park and the table as represented in ECode is incorrect. This bylaw updates the table to accurately reflect those standards and minimize any confusion.*

ARTICLE 32: To see if the Town will vote to amend § 174-11 C of the Zoning Bylaw of the Town of Southborough by adding a new subsection (16) to permit limited banner signage in connection with the Town's Tricentennial celebration.

§ 174-11 C (16) - Tricentennial Banner Signage

Notwithstanding any other provision of § 174-11 C, and subject to referral from the Southborough Tricentennial committee and Select Board approval, banners promoting official Southborough Tricentennial events or messaging may be permitted on Town property, within public ways (including utility/light poles), and on non-residential properties from August 1, 2026 through December 31, 2027.

(a) All banners authorized under this subsection shall:

- Be limited to Town-sponsored or Town-approved Tricentennial content;
- Be installed and maintained in a manner that does not interfere with traffic safety, pedestrian circulation, sight lines, or public utilities;
- Comply with maximum height and area standards per § 174-11 D Sign Regulations for Standing and Wall signs;
- Comply with illumination standards per § 174-11 C. (2) (d) and § 174-11 C. (3);
- Be removed no later than January 31, 2028.
- Be approved by the owner of the utility or light poles, or other structures.

Banners displayed on Town property or within public ways shall be deemed official Town speech, and the Town shall retain ownership and control over their content, design, placement, maintenance, and removal.

The size, design and location of any banners authorized hereunder are subject to the prior review and approval of the Select Board, which may impose reasonable conditions related to size, location, materials, and visual design to ensure consistency with community character, roadway safety, and the intent of the Zoning Bylaw. The Select Board's decision is at its sole discretion and is not subject to appeal.

(b) Sunset Provision

This subsection shall only be in effect from August 1, 2026 through December 31, 2027 and limited solely to the Southborough Tricentennial celebration period. All permissions granted under this subsection shall expire on January 31, 2028.

; or do or act anything in relation thereto.

Proposed by: SELECT BOARD

Select Board Recommendation: Support (5-0-0)

Advisory Committee Recommendation: At Town Meeting

Summary: *This article proposes a temporary zoning amendment to allow Tricentennial banners on Town property, on utility/light poles in public ways, and on non-residential properties, with Select Board approval and within existing size limits. The amendment expires January 31, 2028.*

ARTICLE 33: To see if the town of Southborough will vote to create a separate finance committee with its own members and duties. The finance committee will follow Mass. general laws, chapter 39, section 16. The first priority will be to make sure that the department of revenue financial review of the town of Southborough dated August of 2024 recommendation #1 "the Town accountant it appears he/she does not have custody of all contracts

and grants he/she is legally obliged to maintain. Therefore, we recommend that the heads of all departments, board and commissions ensure that they submit copies of all grants and contracts to the accountant's office in compliance with M.G.L. c.41, Sub Sect 57 and bylaw Article 3 SUB Sect 3-2. When reviewing payment requests, the accountant must be able to verify the terms of the contract are met. If a department submits a bill and the contract with payment terms is not on file, he/she should not process the payment until he/she gets the contract." We also want the finance committee to confirm that the payment to the vendor is for product or services that followed Comm. of Mass. municipal purchasing rules and laws.

The Finance committee will review and when they vote by a majority of members, they may order an audit from a Mass. Certified Public accounting firm employing a minimum of 10 C.P.A.'s. The committee may spend up to \$20,000 dollars per year without new town meeting authority. If more funds are needed the committee shall ask town meeting for added funds.

The following boards and committees can appoint a single finance committee member for two years. Planning board, Zoning Board of appeals, Advisory committee, Board of Assessors, and the Select board. No Finance member can be an elected official in the town.

The finance committee shall work with the town auditor and any independent auditor and together submit a summary of their work to be included in the town's annual report.

Following the recommendations of the department of revenue of Massachusetts will be the initial role for this committee. The finance committee may increase its responsibilities over time by following the responsibilities as laid out by the finance committee handbook association of town finance committees, 3 Center Plaza, Boston, Mass.

; or do or act anything in relation thereto.

Proposed by: JACK BARRON, ET AL.
Select Board Recommendation: Not Support (1-3-1)
Advisory Committee Recommendation: At Town Meeting
Summary: *This is a citizen's petition.*

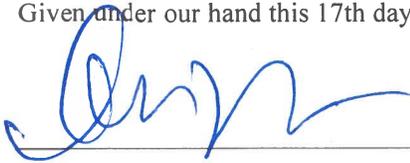
ARTICLE 34: To see if the Town of Southborough will vote to accept a General By-law to ban the use of non-reusable plastic checkout bags in certain categories and situations beginning January 1st, 2027; this acceptance includes a common retail bag with or without die-cut handles. It does not include bio-degradable bags, re-useable bags, small item bags (i.e. meat and poultry bags, newspaper, thin film bags for raw fish, meat poultry, etc) as expressed in "Appendix A252-1; General Laws"

; or do or act anything in relation thereto.

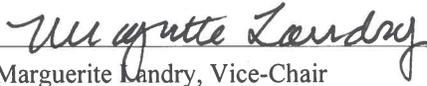
Proposed by: CITIZEN PETITION
Select Board Recommendation: At Town Meeting
Advisory Committee Recommendation: At Town Meeting
Summary: *This is a citizen's petition.*

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

Given under our hand this 17th day of March, 2026



Andrew R. Dennington II, Chair



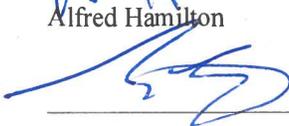
Marguerite Landry, Vice-Chair



Kathryn M. Cook



Alfred Hamilton



Tim Fling

SELECT BOARD OF THE TOWN OF SOUTHBOROUGH

Handwritten text, possibly a signature or name, located in the upper right quadrant of the page.