

TOWN OF SOUTHBOROUGH MASSACHUSETTS



2018 ANNUAL REPORT



ON THE COVER

The **All Wars Monument** on the Southborough Town Common was funded by a Town Meeting in the late 1960's. The stone edifice replaced a wooden memorial plaque with the names of the WWI and WWII Honor Roll. We are grateful for the efforts of so many to acknowledge the sacrifice of many.

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

Front Cover Photo: Michelle Jenkins

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One Hundred Forty-Fifth

ANNUAL REPORT

of the

TOWN OF SOUTHBOROUGH

MASSACHUSETTS



For the Year Ending

December 31, 2018

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Moderating Town Meeting

Southborough Historical Society Archives & Museum

The 2018 Annual Report is honorably dedicated to

JOHN HENRY WILSON

1943-2019

Southborough's Former Town Moderator,
Veteran's Services Officer & Veteran's Agent

When President Kennedy called upon Americans to take up the torch for public service, for many it meant thinking about a career choice. Perhaps joining the military or choosing a field where one could inspire others, like the classroom or by joining the Peace Corps. For John Wilson, it meant a vocation for volunteerism, right here in his own backyard.

Mr. Wilson retired from public service on December 31, 2018, but don't think for a minute he didn't continue to make an impact on the Southborough community. He did so in a gentlemanly, unobtrusive way while he let the new Veterans' Agent, Brian Stearns, mark his own path. Those that recognize the liberties provided for them by their Country are often

"John was a gentleman to the core. Even during my first town meeting as Moderator, when he was sitting on his hands in the audience! He desperately wanted to jump up, but he could not have been more courteous by letting me make my own way." -David Coombs, former

Town Moderator

attracted to public service so they can give back in some way. It is no coincidence that John Wilson was a decorated Veteran. It was his other life mission of great service. John entered US Army military service on June 7, 1967. He served 4 years, 5 months & 15 days on active duty. His primary Military Occupation Specialty was as a Parachutist and his secondary Military Occupation Specialty was a Quartermaster. John served in Vietnam exactly one year from May 1968 to 1969. He retired from the Army as a Lt. Colonel. His military honors included the following medals: Bronze Star, National Defense Service Medal, Commendation Medal, Vietnam Service Medal, Parachute Badge, as well as Vietnam Campaign Medal w/ 60 device and Vietnam Counter Offensives Phase IV and Phase V.

Civic duty was another calling for John. On May 14, 1984, John was elected Town Moderator in an un-opposed campaign. He served in this leadership role for 24 years. Prior to that, in his professional life he had a lengthy tenure in the finance department with the Town of Sudbury, followed by a similar role at Brown University. He felt very strongly that issues drive attendance at Town Meeting, and looked for ways to allow the public to be more involved in framing the community that we know today. This was evident by the committees he served on when he left his post as Moderator, most recently the Main Street Reconstruction Committee and the Golf Course Committee. The Library Trustees also reached out to John for him to moderate "Candidates Night" each year, to facilitate a debate among contested races in town elections. He continued in this role through 2018. His historical knowledge often played second fiddle to his story-telling capabilities.

His time at the helm of Town Meeting equated to 37 annual and special town meetings. He led the Hall with decorum and poise, some might say an iron fist, but always with respect for the citizenry. He may be the only person to moderate a town meeting that didn't actually take place in a town building. That was the year of a vibrant, yet contentious debate on the future of our regional school district.

"John Wilson embodies all the qualities that define a gentleman. He is always a force for good through his kindness, compassion for others and his keen sense of community. He sets the gold standard for loyalty and friendship." -Chuck Connors, Don Morris, Southborough Planning Board

The crowd was anticipated to be so large that the meeting was held in an EMC building in Southborough. The quorum then was 150 voters, but John deftly ushered a record-breaking 1,597 voters through a nine-hour town meeting. One word that describes John's career, military service, medical struggles and dedication on days like that in 2000 is "resilient". No wonder he held onto that post for nearly a quarter of a century!

The budget for Town Moderator that first year was \$100. Shockingly, the Moderator budget for FY20 is projected to be \$75.00! It is often said the Town Moderator is the most powerful individual in a community, because that person has the sole authority to appoint citizens to the finance committee and other permanent boards and committees. John took this very seriously, and as David Coombs recalls, "When he put me on the Personnel Board, and later on the Advisory Committee, he said "just do what's right and always remember you are serving an important role in shaping this community. Do your honest best." John was the Master of Ceremonies wherever he might be found. At the 1996 Town Meeting, during a vociferous debate, he stood sternly at the podium and the crowd immediately hushed after he stopped folks from bickering in the audience, without admonishing anyone. It was this command presence that was such a trait of his personality. Fellow compatriot and Current Veterans Grave Officer Steve Whynot sums up John's personality as "Command Presence, Command Leadership." After the death of fellow veterans, he noted John was the first to get folks together for the service and made sure that person's military career was celebrated. Retired Town Administrator Janice Conlin recalls John's courteous nature went well beyond Southborough's confines, recalling a time he assisted a family member, also a veteran. "Even though she was not a resident of Southborough, he took the time to find out information and then met with her. He followed up later to be sure she was successful in finding help."

John served proudly as the Commander of American Legion Post 161, and was an active member of Southborough's VFW Post 3276. Each year John led our Memorial Day and Veterans Day ceremonies with distinction and honor. One of John's final, but perhaps most memorable, projects that he undertook last year was the recognition of local service men and women from recent conflicts, to make sure their names were added to our All Wars Memorial. He worked diligently with a tiny committee to collect and validate the names of over 80 citizens that had served in the Global War on Terrorism since 1990. The unveiling of this thoughtful addition to the memorial on the Common took place this past Veterans Day just a few weeks ago.



Serving in Vietnam, c.1969
Southborough Historical Society Archives & Museum

"John and I served together in the 101st Airborne Division at Fort Campbell KY and in Vietnam. Literally our lives depended on him and his soldiers as they packed the parachutes we all used to jump out of aircraft. He has remained a soldier over the years, still serving and helping in any way possible, always with a big smile and a joke." -Col. Jackman

In May of 2018, John continued his service to the community as a member of the Board of Commissioners of Trust Funds, an elected position. It is a tribute to John that he earned the greatest number of votes among all candidates for all elected positions. It was a fact that John took pride in, and in his humble but humorous way, made sure that other candidates knew it as well.

Not many knew John as well or as deeply as Colonel Bill Jackman who fondly recalls that "John is a lovely composite of the Maguire and Wilson clans who have served our Town of Southborough so well for many decades. He and Sheila hold their door wide open to all." Fellow town employees welcomed John with jubilation when he left his post as Town Moderator to join the ranks among the staff as the new Veterans Agent. It was a joy whenever he visited the Town House, for you knew if you could spare a few minutes, you'll get a laugh or a great story to brighten your day.

Godspeed Colonel Wilson, from a reverent and thankful community.

In Memoriam

<i>June Phillipio</i>	<i>January 9th</i>	<i>Ethan W. Miller</i>	<i>July 11th</i>
<i>John D. Wiswall</i>	<i>January 22nd</i>	<i>Brian K. Ramsey</i>	<i>July 18th</i>
<i>Frederick J. Kurzontkowski</i>	<i>January 27th</i>	<i>William C. Spiller</i>	<i>July 25th</i>
<i>Robert D. Roy</i>	<i>January 29th</i>	<i>Ronald K. Dean</i>	<i>July 29th</i>
<i>Mary A. Braccio</i>	<i>February 1st</i>	<i>Peter Kapteyn</i>	<i>August 1st</i>
<i>June A. Standre</i>	<i>February 4th</i>	<i>Enio G. Cipriano Jr.</i>	<i>August 4th</i>
<i>Susan M. Cram</i>	<i>February 5th</i>	<i>Edward F. Fallon Jr.</i>	<i>August 4th</i>
<i>Richard A. Draper</i>	<i>February 5th</i>	<i>Marjorie M. McNeish</i>	<i>August 27th</i>
<i>Dorothy G. Sloan</i>	<i>February 17th</i>	<i>Lena P. Vitti</i>	<i>August 29th</i>
<i>Michelle M. Sullivan</i>	<i>March 15th</i>	<i>Chester F. Clasby Jr.</i>	<i>September 12th</i>
<i>Peter R. Doherty</i>	<i>March 17th</i>	<i>Erika E. Alvarez</i>	<i>October 5th</i>
<i>Walter A. Lapham III</i>	<i>March 19th</i>	<i>Lorraine S. Brond</i>	<i>October 13th</i>
<i>Vincent F. Zarrilli</i>	<i>March 21st</i>	<i>Joseph F. Shay Sr.</i>	<i>October 20th</i>
<i>Mary L. Ware</i>	<i>March 22nd</i>	<i>Elizabeth Thompson</i>	<i>October 21st</i>
<i>Norman R. Greene</i>	<i>March 26th</i>	<i>John H. Maley Jr.</i>	<i>October 27th</i>
<i>Kathann M. Bertone</i>	<i>April 15th</i>	<i>Betsy McDonald</i>	<i>October 24th</i>
<i>Peter G. Reynolds</i>	<i>April 18th</i>	<i>Paul Conti</i>	<i>October 28th</i>
<i>Mark H. Rosen</i>	<i>April 19th</i>	<i>Robert A. Behrens</i>	<i>November 19th</i>
<i>Edward N. Cram</i>	<i>April 28th</i>	<i>Suzanne G. Morgan</i>	<i>November 19th</i>
<i>Shubjeet Kaur</i>	<i>May 18th</i>	<i>Lenard Cohen</i>	<i>December 2nd</i>
<i>Alice M. Kavanaugh</i>	<i>June 12th</i>	<i>Kathleen Luippold</i>	<i>December 3rd</i>
<i>Dennis E. Pedraza</i>	<i>June 13th</i>	<i>Roger B. Rosenquist</i>	<i>December 8th</i>
<i>Marjorie R. Putnam</i>	<i>June 19th</i>	<i>Betsy P. Sargent</i>	<i>December 11th</i>
<i>Xiangqian Qi</i>	<i>June 22nd</i>	<i>Anna Tsaur</i>	<i>December 14th</i>
<i>Sheila P. Holland</i>	<i>July 5th</i>	<i>Jeffrey H. Phillips</i>	<i>December 19th</i>
<i>Laurence E. Lamson II</i>	<i>July 5th</i>	<i>Chester F. Sidell</i>	<i>December 20th</i>

Southborough, MA

Worcester County

Area

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

Population

10,713*

Tax Rate

\$16.74

Form of Government

Open Town Meeting;
Board of Selectmen

*Based on Town Clerk's most recent census data

Southborough At A Glance

Southborough is a town in Worcester County, Massachusetts. It incorporates the smaller villages of Cordaville, Fayville, and Southville. Its name is often informally shortened to Southboro, a usage seen on many area signs and maps, though officially rejected by town ordinance.

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

TOWN HOUSE:

Hours: Monday, Wednesday, Thursday 8am - 5pm | Tuesday 8am - 7pm | Friday 8am - 12 Noon

p: (508) 485-0710 | f: (508) 480-0161

www.southboroughma.com

1. "Southborough, Massachusetts." *Wikipedia*, Wikimedia Foundation, 17 Jan. 2019, en.wikipedia.org/wiki/Southborough,_Massachusetts.

Town House

17 Common Street

Public Safety

Police Department: 19 Main Street

Fire Department & Emergency Ambulance Service: 21 Main Street

Public Library

25 Main Street

Recreation

South Union Building, 21 Highland Street

Schools

Elementary Schools:

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

High Schools:

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

Private Schools:

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

Fun Fact: Southborough has a commuter rail station on the MBTA Commuter Rail Framingham/Worcester Line, located near the intersection of Cordaville Street and River Street (MA 85), in the Cordaville area of Town. The Southborough Station opened along with Westborough on June 22, 2002. Of the four inf II stations added on the line between 2000 and 2002, Southborough was the busiest with 1,051 daily inbound boardings by a 2013 count.^[1]

OFFICERS OF THE UNITED STATES OF AMERICA

President..... Donald J. Trump

Vice President Michael R. Pence

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

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

STATE OFFICIALS

Governor..... Charles D. Baker

Lieutenant Governor..... Karyn E. Polito

Secretary of State William Francis Galvin

Attorney General Maura Healey

Treasurer..... Deborah B. Goldberg

Auditor Suzanne M. Bump

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

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

State Representative, 8th Middlesex District Carolyn C. Dykema

COUNTY AND DISTRICT OFFICIALS

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

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

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

Register of Deeds, Worcester District..... Katherine A. Toomey

Clerk of Courts, Worcester County Dennis P. McManus

Sheriff, Worcester County Lewis G. Evangelidis

ELECTED OFFICIALS

ASSABET VALLEY REGIONAL VOCATIONAL

SCHOOL DISTRICT COMMITTEE- 4 years

Christopher J. Evers (2020)

BOARD OF ASSESSORS - 3 years

Thomas J. Beaumont (2020)

Arthur K. Holmes (2021)

Jeffrey W. Klein (2019)

BOARD OF COMMISSIONERS

OF TRUST FUNDS – 3 years

William J. Boland (2020)

Nicolas A. McCoy (2019)

John H. Wilson (2021)

BOARD OF HEALTH - 3 years

Daniel P. O'Rourke (2021)

Nancy A. Sacco (2020)

Mary Lou Woodford (2019)

BOARD OF SELECTMEN - 3 years

Lisa M. Braccio (2020)

Daniel L. Kolenda (2020)

Bonnie J. Phaneuf (2019)

Brian E. Shea (2021)

Brian G. Shifrin (2019)

BOARD OF TRUSTEES

SOUTHBOROUGH LIBRARY - 3 years

Jane C. Davis (2020)

Nicole C. DeBonet (2021)

Marguerite H. Landry (2019)

Amy B. Vachris (2020)

Richard J. Wallace (2019)

Kimberly L. Regan (2021)

MODERATOR - 1 year

Paul M. Cimino (2019)

NORTHBOROUGH-SOUTHBOROUGH REGIONAL

SCHOOL DISTRICT COMMITTEE - 3 years

Southborough Committee

Paul C. Butka (2020)

Jonetta E. Choi (2020)

Paul H. Desmond (2020)

Joan G. Frank (2019)

Kathleen A. Harragan (2021)

Kathleen M. Howland (2021)

John A. Kane, III (2020)

Cathy A. Kea (2021)

Daniel L. Kolenda (2019)

Helynnne B. Winter (2021)

PLANNING BOARD - 5 years

Philip A. Jenks (2019)

Meme Luttrell (2021)

Donald C. Morris (2022)

Andrew S. Mills (2023)

Jesse T. Stein (2020)

SCHOOL COMMITTEE - 3 years

Roger W. Challen (2019)

Jessica A. Devine (2021)

Paul H. Desmond (2020)

Keturah Martin (2020)

Jennifer M. Primack (2021)

SOUTHBOROUGH HOUSING AUTHORITY- 5 years

Alexander S. Frisch (2023)

Robert P. Jachowicz (2020)

Nancy G. Morris (2019)

Marianna Surette (2022)

VACANCY [State Appointee] (2021)

TOWN CLERK - 3 years

James F. Hegarty (2020)

APPOINTED OFFICIALS—By Moderator

Terms expire June 30th of year specif ed, unless other-wise indicated.

ADVISORY COMMITTEE - 3 years

Judith K. Budz (2020)

Kathryn M. Cook (2019)

Chelsea M. Malinowski (2021)

Bradford M. Morse (2020)

Claire Carberry Reynolds (2019)

John F. Rooney III (2021)

VACANCY (2019)

VACANCY (2020)

VACANCY (2021)

PERSONNEL BOARD - 3 years

Jason M. Dietz (2019)

Doriann M. Jasinski (2021)

Russell B. Millholland (2019)

Beth A. Rosenbloom (2020)

Barry J. Rubenstein (2020)

PUBLIC WORKS PLANNING BOARD—3 years

Appointed by Town Moderator

Mark S. Bertonazzi (2020)

James A. Harding (2019)

VACANCY (2021)

Appointed by Planning Board

Susan G. Baust (2019)

Sam Stivers (2020)

APPOINTED OFFICIALS—By Board of Selectmen

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

AFFORDABLE HOUSING TRUST FUND COMMITTEE—2 years

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

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

Vincent P. Acampora (2019)
 Heidi M. Davis (2019)
 William Joseph Estrada (2019)
 William W. Sines (2019)
 VACANCY (2019)

AMERICANS WITH DISABILITIES ACT (ADA) COORDINATOR - 1 year

VACANCY (2019)

ANIMAL CONTROL OFFICER/ ANIMAL INSPECTOR - 1 year

Jennifer A. Condon (2019)

ASST. TOWN ACCOUNTANT – 1 year

Heidi Lindsey (2019)

ASST. TOWN ADMINISTRATOR - 1 year

Vanessa D. Hale (2019)

ASST. TREASURER/COLLECTOR - 1 year

David J. Birri (2019)

BUILDING DEPARTMENT

Inspector of Buildings - 3 years

Mark S. Robidoux (November 2018)
 Laurie Livoli (2019)

Alternate Building Inspector – 1 year

Peter N. Tartakoff (2019)

Electrical Inspector - 1 year

James J. Colleary (2019)

Assistant Electrical Inspectors - 1 year

Stephen A. Curtis (2019)
 John F. Nemensky (2019)

(Appointed by Inspector of Buildings)

Plumbing/Gas Inspector - 1 year

Richard M. Araujo (2019)

Assistant Plumbing/Gas Inspector – 1 year

Austin P. Beliveau (2019)

CENTRAL MASS. RESOURCE RECOVERY COMMITTEE - 1 year

Karen M. Galligan (2019)

COMMUNITY PRESERVATION COMMITTEE - 3 years

David J. Candela (2021)
Recreation Commission Representative
 Frederica J. Gillespie (2019)
Open Space Preservation Commission Representative
 Timothy W. Martel (2020)
Citizen-At-Large
 Andrew S. Mills (2021)
Planning Board Representative
 Mark W. Murphy (2020)
Citizen-At-Large
 Benjamin B. Smith (2021)
Conservation Commission Representative
 VACANCY (2019)
Historical Commission Representative
 VACANCY (2020)
Housing Authority Representative

CONSERVATION COMM. – 3 years

Russell S. Gregory, Jr. (2019)
 Carl C. Guyer (2020)
 Isabel M. Kerber (2021)
 Mark E. Pietrewicz (2019)
 Mark S. Possemato (2020)
 Benjamin B. Smith (2020)
 Judith Watson (2021)
 VACANCY (2021)

CONSTABLE – 1 year

William E. Pickett, Jr. (2019)

COUNCIL ON AGING - 3 years

Vincent P. Acampora (2020)
 Mary Ann Anderson (2021)
 Thomas J. Conlin (2019)
 William W. Harrington (2021)
 Joyce Macknauskas (2019)
 Douglas C. Peck (2020)
 Carol A. Yozzo (2019)

Alternate Members - 1 year

Michael L. Backer (2019)
 William J. Boland (2019)
 Arthur K. Holmes (2019)

ECONOMIC DEVELOPMENT COMMITTEE

Robert S. Anderson (2021)
 Kathleen B. Bartolini (2019)
 Thomas L. Collins (2019)
 Julie W. Connelly (2020)
 Suzanne L. Duca (2021)
 David K. McCay (2020)
 Christopher Robbins (2020)
 John M. Wood (2020)
 VACANCY, Selectmen's Representative (2019)

ECONOMIC DEVELOPMENT COORDINATOR – 1 year

Claire C. Reynolds (2019)

ETHICS COMMISSION LIAISON -1 year

Michelle A. Jenkins (2019)

APPOINTED OFFICIALS—By Board of Selectmen, cont.

FACILITIES MANAGER – 1 year

John A. Parent (2019)

FENCE VIEWERS - 1 year

VACANCY (2019)

VACANCY (2019)

FIELD DRIVERS - 1 year

VACANCY (2019)

VACANCY (2019)

FINANCE DIRECTOR/ TREASURER/COLLECTOR – 3 years

Brian P. Ballantine (2021)

FIRE CHIEF - 3 years

Joseph C. Mauro (2019)

FIRE WARDEN - 1 year

Joseph C. Mauro (2019)

GRANT COORDINATOR - 1 year

Heidi A. Kriger (2019)

HIPPA PRIVACY OFFICER – 1 year

Vanessa D. Hale (2019)

HISTORICAL COMMISSION - 3 years

Kathleen S. Battles (2019)

Rebecca V. Deans-Rowe (2021)

Amanda E. Gleeson (2021)

Joseph E. Hubley (2019)

2 VACANCIES (2020)

VACANCY (2019)

INDUSTRIAL DEVELOPMENT COMMISSION- 5 years Inactive

INDUSTRIAL DEVELOPMENT FINANCING AUTHORITY - 5 years - Inactive

MAIN STREET WORKING GROUP (ad hoc) – 1 year

Susan G. Baust (2019)

John W. Boland, Jr. (2019)

Martin F. Healey (2019)

Claire Carberry Reynolds (2019)

Brian E. Shea (2019)

VACANCY (2019)

VACANCY (2019)

METROPOLITAN AREA PLANNING COUNCIL - 3 years

Kathleen B. Bartolini (2019)

VACANCY (Alternate) (2019)

METROWEST REGIONAL COLLABORATIVE - 1 year

Meme Lutrell (Planning Bd. Rep.) (2019)

Brian E. Shea (Selectmen Rep.) (2019)

METROWEST REGIONAL TRANSIT AUTHORITY – 1 year

Kathleen B. Bartolini (2019)

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

Joseph C. Mauro (2019)

MUNICIPAL HEARING OFFICER—1 year

John E. Thorburn (2019)

MUNICIPAL TECHNOLOGY COMMITTEE (ad hoc) – 3 years

Scott Rehlander (2019)

Larry S. Samberg (2019)

Thomas P. Lafamme [Ex-Officio] (2021)

School Committee Appointments:

Jeffrey Bradbury (2021)

William B. Warren (2020)

Andrew Mariotti [Ex-Officio] (2020)

Library Trustees Appointment:

Matthew Jared Probst (2021)

OPEN SPACE PRESERVATION COMMISSION - 5 years

Karen Sorine Cvitkovich (2020)

Frederica J. Gillespie (2021)

Connell McNamara (2022)

Sarah R. Rositano (2023)

Ginger A. Ruddy (2019)

PARKING CLERK – 1 year

Brian P. Ballantine (2019)

PHASE II STORMWATER COMMITTEE (ad hoc) – 1 year

Karen M. Galligan (2019)

Paul C. Pisinski (2019)

VACANCY (Administration rep.) (2019)

VACANCY (Conservation Commission rep.) (2019)

VACANCY (2019)

PILOT COMMITTEE (ad hoc) – 1 year

Brian P. Ballantine (2019)

Paul T. Cibelli (2019)

VACANCY (2019)

POLICE DEPARTMENT

Chief of Police – 3 years

Kenneth M. Paulhus (2020)

Constable – 1 year

Kenneth M. Paulhus (2019)

Jail Keeper – 1 year

Kenneth M. Paulhus (2019)

Lieutenant – 1 year

Sean R. James (2019)

Sergeants - 2 years

James V. DeLuca (2019)

Sean P. McCarthy (2019)

Ryan M. Newell (2019)

Timothy J. Slatkavitz (2019)

Heath S. Widdiss (2019)

Officers - 2 years

Brendan Campbell (2019)

Cameron M. Chapski (2019)

James R. Gallagher (2019)

APPOINTED OFFICIALS—By Board of Selectmen, cont.

POLICE DEPARTMENT (cont.)

Kevin M. Landry (2019)
 Stephen B. Neivert (2019)
 Keith A. Nichols (2019)
 John E. Officer (2019)
 Aaron L. Richardson (2019)
 Thomas R. Rock (2019)
 Michael T. Whelan (2019)
 William J. Woodford, III (2019)

Police Business Administrator - 1 year

Richard L. Mattioli (2019)

Communications Officers (full-time) - 1 year

Austin J. Chapski (2019)
 Michael R. Cunningham (2019)
 Kyle M. DeVincent (2019)
 David J. Maida (2019)
 Robyn E. Richards (2019)

Dispatchers (part-time) - 1 year

Charles R. Goodwin (2019)
 Sarah R. Rositano (2019)

Reserve Officers - 1 year

David C. Hagen (2018)

Special Officers - 1 year

Jennifer A. Condon (2019)
 Kyle M. DeVincent (2019)
 David J. Maida (2019)
 Richard L. Mattioli (2019)
 Jane T. Moran (2019)

Student Officer – 1 year

John Vosikas (2019)

Chaplain – 1 year

Rev. James B. Flynn (2019)

PROCUREMENT OFFICER, CHIEF - 1 year

Mark J. Purple (2019)

PUBLIC SAFETY BUILDING COMMITTEE (ad hoc) – 1 year

Brennan R. Barry (2019)
 Peter J. Goodney (2019)
 John F. Lyons (2019)
 Jason W. Malinowski (2019)
 Michael D. Moorehead (2019)
 David J. Officer (2019)
 John F. Rooney III (2019)
 John M. Wood (2019)
 Kathryn M. Cook [Advisory Comm. Rep.] (2019)

RECREATION COMMISSION - 3 years

David J. Candela (2020)
 Donald P. Dumont (2020)
 Jennifer P. Hansen (2021)
 Kristin L. LaVault (2019)
 David A. Nixon (2019)

REGISTRAR OF VOTERS - 3 years

James F. Hegarty (ex-officio) (unlimited)
 Tomasz Kierul (2019)
 Tracey D. Navaroli (2021)
 Jacob J. Walter (2020)

SEXUAL HARRASSMENT OFFICER - 1 year

Gregory A. Manousos (2019)

SITE PLAN REVIEW COMMITTEE – unlimited

Neal P. Aspesi (Fire Chief Designee)
 Karen M. Galligan (DPW Rep.)
 Joseph C. Mauro (Fire Chief Rep.)
 Kenneth M. Paulhus (Police Chief Rep.)
 Paul C. Pisinski (Board of Health Rep.)
 (Building Inspector Rep.)

Appointed by Board of Selectmen:

Mark J. Purple (Board of Selectmen designee)
 Karina Quinn (Town Planner Rep.)

SOUTHBOROUGH CULTURAL ARTS COUNCIL - 2 calendar years

Jennifer P. Hansen (11/05/19)
 Denise A. Johnson (11/07/20)
 Gloria Linden (10/02/19)
 Kerry Stgermal Trippi (03/14/20)
 Mary A. Piekarz (10/02/19)
 Kimberly D. Galbraith (10/02/19)
 Catherine M. Weber (10/02/19)
 VACANCY

SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE [SEPC]

SARA Title III (ad hoc) - unlimited

Dana Amendola
 Neal P. Aspesi
 Lisa M. Braccio
 Matthew F. Braccio
 Annette Casco
 Sarah A. Cassell
 Leslie R. Chamberlin
 Aldo A. Cipriano
 Charles R. Dilts
 Karen M. Galligan
 Christine M. Johnson
 Thomas P. Lafamme
 Robert C. Lagasse
 Sherri A. Lajeunesse
 Pamela M. LeFrancois
 Joseph C. Mauro
 Scott E. Navaroli
 JoAnne O'Leary
 John A. Parent
 Kenneth M. Paulhus
 Paul C. Pisinski
 Nelson R. Pleau
 Alicia R. Porter
 Mark J. Purple
 Karina G. Quinn
 Dana E. Sgrossio
 Sharon M. Lorince

APPOINTED OFFICIALS—By Board of Selectmen, cont.

SOUTHBOROUGH EMERGENCY PLANNING COMMITTEE [SEPC]

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

Melissa Danza

Mark A. Spruill

John P. Tommaney

Katelyn S. Willis

Carol A. Willoughby

VACANCY - Building Inspector Rep.

VACANCY – GIS/Engineer Rep.

VACANCY – Animal Protection Liaison

SOUTHBOROUGH HOUSING OPPORTUNITY PARTNERSHIP COMMITTEE - 3 years

Alexander S. Frisch [Housing Authority Rep.] (2020)

Doriann M. Jasinski [Private Citizen] (2021)

Thomas L. Marcoulier [Private Citizen] (2019)

Bonnie J. Phaneuf [Selectmen Rep.] (2021)

Jesse T. Stein [Planning Board Rep.](2021)

John M. Wood [Private Citizen] (2021)

VACANCY (Private Citizen) (2019)

SOUTHBOROUGH SCHOLARSHIP ADVISORY COMMITTEE

- (ad hoc) - 3 years

Robin A. Fruneaux (2019)

Sarah C. Hegarty (2020)

Renee Maiorana (2021)

Mary C. O'Brien (2019)

VACANCY (2020)

VACANCY (2021)

SOUTHBOROUGH STEWARDSHIP COMMITTEE – 1 year

Frederica J. Gillespie [Open Space Commission Rep.] (2019)

James F. Gorss (2019)

Joyce M. Greenleaf (2019)

Kathryn C. McKee (2019)

Jenny S. Peet (2019)

VACANCY (Conservation Commission rep.) (2019)

VACANCY (Recreation Comm. Rep.) (2019)

SOUTHBOROUGH TRAILS COMMITTEE (ad hoc) - 1 year

Daniel M. Frank (2019)

Isabelle Q. Murphy (2019)

Satyendra Sharma (2019)

Luisa Vargas (2019)

Kathryn C. McKee (2019)

SPECIAL LEGAL COUNSEL – 1 year

Lisa L. Mead (2019)

Timothy Norris (2019)

SUPERINTENDENT OF PUBLIC WORKS - 3 years

Karen M. Galligan (2019)

TAXATION AID COMMITTEE (ad hoc) - 1 year
Brian P. Ballantine [Treasurer/Collector] (2019)
Arthur K. Holmes
Elizabeth S. Kesselman (2019)
Jeffrey W. Klein [Bd. Of Assessors Chair] (2019)
VACANCY (2020)

TOWN ACCOUNTANT - 3 years

Heidi A. Kriger (2020)

TOWN ADMINISTRATOR - 3 years

Mark J. Purple (2021)

TOWN COUNSEL - 1 year

Aldo A. Cipriano (2019)

TRANSPORTATION TASK FORCE—1 year

Kathleen B. Bartolini (2019)

TREE WARDEN - 1 year

Christopher B. Leroy (2019)

VETERANS' AGENT AND BURIAL AGENT—1 year

John H. Wilson (through November 2018)

Brian Stearns (2019)

VETERANS' GRAVE OFFICER - 1 year

Stephen W. Whynot (2019)

YOUTH COMMISSION - 3 years

Susan J. Beyer (2021)

Susan A. Butka (2018)

Mary E. Dambacher (2019)

Nital Giandhi (2020)

Leslie A. Hadden (2021)

Marguerite H. Landry (2019)

Sara B. Michas (2020)

ZONING BOARD OF APPEALS – 5 years

Deborah Demuria (2023)

Andrew R. Dennington (2019)

Paul N. Drepanos (2020)

Craig W. Nicholson (2021)

David C. Williams (2022)

Alternate members – 1 year

Michael A. Robbins (2019)

VACANCY (2019)

APPOINTED OFFICIALS—By Board of Assessors

PRINCIPAL ASSESSOR/APPRaiser – 3 years

Paul T. Cibelli (2021)

APPOINTED OFFICIALS—By Board of Health

PUBLIC HEALTH DIRECTOR

Paul C. Pisinski

BURIAL AGENT

James F. Hegarty

APPOINTED OFFICIALS—By Town Clerk

ASSISTANT TOWN CLERK – 3 years

Michelle A. Jenkins (2020)

Board of Selectmen

WHAT DO WE DO?

The five-member elected Board of Selectmen has several responsibilities under state statute which includes: preparation of the town meeting warrant; to make appointments to town boards and offices; to employ professional staff and town counsel; and grant licenses and permits.

Apart from the legal responsibilities, the Board of Selectmen set policy and strategic direction, coordinates, through the Town Administrator and his staff, the activities of other appointed boards, and resolves problems [like Transfer Station hearings] that have not previously been settled.

During their 2018 goal-setting retreat, the Board was excited to launch a schedule for "Office Hours" where they encourage residents, business owners and employees to come visit and chat about issues on their mind. It is their hope they can continue this program on a monthly basis.

Names and Faces

During 2018, the Southborough community lost some tremendously valued friends. Mrs. Marjorie Putnam served as the Selectmen's Secretary for more than 34 years. She was a dedicated fixture at the Town House and will be remembered for her intricate filing system, knowledge of every license the Board issued and for capturing our history in her tremendously detailed manner. Town employees didn't come more loyal than Mrs. Alice Kavanaugh whose smile and cheer lit up a room. She was the face of the Senior Center for a long time and worked well into her nineties. May we all be as passionate about life and living as our friend Alice.

If you have done business in the Town offices this past year, you've no doubt seen a few new faces. Working in local government is a call to public service, a dedication to the community and a commitment to working together for the greater good of all residents. We were pleased to welcome the following individuals on board:

Bobby	Hom	Maintenance Technician, Public Bldgs & Properties Mgmt
Robyn	Richards	Telecommunications Officer, Police Department
Benjamin	Wilmot	Firefighter, Fire Department
Aileen	Sanchez	Assistant Library Director, Library
Melissa	Danza	Conservation Agent, Conservation Commission

Smooth transitions have occurred thanks to the diligent work of these employees that recently left us. These folks all made a positive impression on anyone they came in contact with and we send them along to new opportunities with best wishes.

Elizabeth Aghababian	Business Administrator I, Planning Board
Michael Cunningham	Communications Officer, Police Department
Karen Finelli	Business Administrator I, Zoning Board of Appeals
Danny Martins	Firefighter
Mark Robidoux	Building Commissioner
RJ Wood	Business Administrator I, Building Department

We also wish to especially acknowledge the following loyal employees who retired this year and were so dedicated to the Town of Southborough:

- Beth Rosenblum: Ms. Rosenblum mastered her position as Conservation Agent nearly from her first day. Her good sense and absolute confidence in doing what was right for the Conservation Commission will long be remembered. We wish her a very happy retirement as she returns to her roots in New York City.
- Norman Buzzell worked for the Water Department in DPW for over three decades. The Town is indeed lucky to have homegrown, loyal employees like Norm to be working so hard for so many years.
- On a public safety note, we must acknowledge Fred Mabardy who served the Police Department for a mere 41 years. The heartfelt way in which he [as a part-time Reserve Officer] contributed to the larger goals of the police department is a fine example of a true public servant.
- John Thorburn served for many years as a Part-Time Police Dispatcher. His even-keeled nature and experience as the retired Fire Chief from the Town of Weston made him the ideal person to be on the other end of the phone. We wish him all the best!

Board of Selectmen (continued)

2018 Review

- **Fayville Hall:** In 2018, the Board awarded a contract to Jon Delli Priscoli under an RFP for the disposition of Fayville Hall on Central Street. This 1911 building served as a focal point of the village of Fayville for many decades hosting meetings, weddings, functions, the Southborough GAR Post, as well as housing the Town's first Senior Center. It has outlived its useful purpose as a town owned facility. Mr. Delli Priscoli has bought the property with plans to open an antique shop and fine arts gallery and will spend a significant amount of money to restore the property based on the Selectmen's wishes to preserve as much of the historical features as possible, while providing parking for the Town park across the street.
- **Golf Course:** Last Winter the Board decided to rename the former St Mark's Golf Course, since it is now a town owned facility, to the "Southborough Golf Club." The Selectmen determined that it was in the best interests of the Town to have both the Conservation Commission and Sudbury Valley Trustees co-hold the Conservation Restriction. After several rounds of review, the draft CR was submitted to the State this Fall for review and comment. We are hoping to have the final CR in place early in 2019. The Board is also working with the Golf Course Committee and their consultant on a redesign of those portions of the course affected by the public safety construction. If all goes well, those changes should be in place in the Spring. We thank those golfers who continue to frequent the course during the construction for their patience and continued support!
- **Public Safety Building:** In March, the Board happily awarded a contract to CTA construction for the completion of a brand new combined Police and Fire Public Safety building. Although this project is a little more complex since it is being built on a golf course that is still open for business, it was a remarkable achievement for the community. On May Day, the Board along with many other officials and the community, held a Groundbreaking ceremony to kick off this new chapter in Southborough history. The building is scheduled to be substantially completed and ready for occupancy in July 2019. Many thanks to our Public Safety Building Committee, public safety officials, and the Town Administrator for their input and oversight of this project.
- **Veterans Services:** Over the Summer, the Board met with Veterans Agent John Wilson to hear about the ongoing efforts to update the All Wars Memorial. This project entailed collecting names of all Southborough residents who served in active duty military service from 1990 on. It involved a broad marketing campaign so that all veterans or their families had the opportunity to be included based on defined criteria. Fellow resident Mark Fallon was instrumental in assisting Mr. Wilson with this project. The names of 81 service members were unveiled during the 2018 Veterans Day ceremony.
- **Volunteer Recognition:** In November, the Board joyously held its first Volunteer Appreciation Breakfast. It was a celebration of the dozens of residents who donate their free time to our many boards and committees. The Board was excited with the turnout and felt very strongly that this should be an annual event. The words "Thank You" seem to pale in comparison to the hundreds of hours these folks have donated to the Town, taking them away from their family, job or other vital activities.
- **Police accreditation:** In November, Police Chief Ken Paulhus was pleased to inform the Board that the police department had received formal accreditation from the Commonwealth of Massachusetts. The Board commended the entire department on meeting more than 150 standards that recognize best practices but especially recognized Sgt. Ryan Newell who worked diligently for over a year on this project.
- We also wish to congratulate Lori Esposito, Executive Assistant to the Board of Selectmen on earning a Certificate in Local Government Leadership and Management through a collaboration between the Massachusetts Municipal Association and Suffolk University. The program is designed exclusively for municipal employees interested in furthering their professional career in local government and pursuing a graduate degree.

Board of Selectmen (continued)

- The Board was also pleased to sponsor a workshop last Fall conducted by Town Counsel Aldo Cipriano for the permitting boards [Conservation, Planning and Zoning Board of Appeals] to help strengthen the intersecting administrative relationships between these officials and their staffs. A review of the statutory requirements and discussion of where matters can be streamlined was most effective.
- As of December, nearly 3,000 Southborough residential and commercial accounts were participating in the Town's Community Power Choice program, an aggregation program designed to reduce electricity bills through bulk purchasing of electricity by the Town on behalf of its residents and businesses. Community Power Choice participants are routinely seeing lower rates for electricity than those charged by the utility companies for the same service. If interested, here is the link: <http://masspowerchoice.com/southborough> on the Town website for more information on the program.

In Closing

The Selectmen would like to especially thank their staff, Mark Purple, Town Administrator, Vanessa Hale, Assistant Town Administrator, Lori Esposito, Executive Assistant to the Board of Selectmen, and Carol Ostresh, Administrative Assistant, for the exceptional work they do to carry out the day-to-day operations of this busy department and their frequent assistance to all town departments.

The Board also extends its sincere appreciation to all department heads, staff and boards and committees for their loyal service and contributions made to the Town of Southborough! The Board acknowledges the many years Donna McDaniel served as Editor of the Annual Town Report until she relocated. Ms. McDaniel always reminded us that the history of Southborough is vital and educated young and old about historical lessons through the dedication she wrote every year. The Selectmen's Office continues to expand our social media footprint. Find us at www.southboroughtown.com or @17Common.



Board of Selectmen

*(Seated in front, l-r): Brian Shea, Lisa Braccio, Brian Shiffrin
(Standing): Daniel Kolenda, Bonnie Phaneuf*

Board of Assessors



WHAT DO WE DO?

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

Last fall, the Board of Assessors completed its annual revaluation of all real and personal property within the Town of Southborough as required by Massachusetts General Laws. As a result of this year's revaluation, Southborough's overall assessment of all real estate and personal property increased from \$2.441 billion to \$2.517 billion in FY2019. Analysis of real estate sales and market conditions yielded increased residential assessments of lower and middle level homes while high end property assessments remained relatively level. Commercial, industrial and mixed use property assessments experienced a modest increase over the previous year. The average single family home assessment in Southborough rose from \$596,800 to \$613,800 in FY2019, a 2.8% increase. The FY19 tax rate increased from \$16.14 to \$16.74 per thousand. The average assessed single family home's tax bill increased from \$9,632 to \$10,275 in FY2019, a \$643 or 6.68% increase. It should be noted, FY2019 assessments reflect the value of real and personal property as of January 1, 2018. Real estate values in all neighborhoods were adjusted based on sales transactions occurring in calendar year 2017. Calendar year 2018 real estate sales and market conditions will not be reflected in taxpayer's assessments until FY2020.

In FY2019, the Assessors calculated \$38.64 million in "new growth" value generated from new construction, renovations and new personal property. This represents \$623,675 in additional revenue for the community, a 4.7% decrease from \$655,085 collected in FY2018. This year's "new growth" fell below the past five year average of \$736,155, but exceeded the past ten year average of \$613,545. Based on projections, "new growth" is expected to decrease over the next year as there are few new projects planned for the upcoming year.

In 2018, the Assessors focused their efforts on conducting cyclical inspections of many of the exempt properties. This project consisted of measuring, inspecting, and photographing each improvement. Data was collected on all pertinent physical characteristics of each improvement and then data entered into our real estate software for assessment purposes. Property visits included the educational and residential properties of St. Mark's and Fay Schools; churches, halls and parsonages; as well as the Harvard Book Depository. This project marks the final phase of our real estate software conversion program to Patriot Properties Assess Pro from the State CAMA system. The Board would like to thank the staff for their hard work and attention to detail in completing this project.

The Board of Assessors would like to take this opportunity to recognize the long and distinguished service of Arthur Holmes with the Assessors. His tenure began in October of 1964 when he was appointed by the Board of Selectmen to the Southborough Board of Assessors, serving through June of 1983. In July of 1983, Arthur was appointed the Town's first full-time Principal Assessor, a post he held until retiring in December of 1999. After a five month hiatus, Arthur returned to the Board in May of 2000. This past May, at the age of 90, Arthur was re-elected to his 14th term on the Board of Assessors. In total, Arthur has served the community with the Assessors for 54+ years. Throughout his extensive career Arthur has taken great pride in his work and performed his duties with a high level of energy and professionalism. He is best known for the integrity and fairness that he brings to our department and is an inspiration to all those who serve our community. We look forward to Arthur's continued participation with the Board of Assessor's.

The Board of Assessors would like to remind senior citizens of the various programs available to assist with their property taxes. First, the Clause 41C Senior Exemption is available to individuals who meet the age, income, and asset requirements. Seniors must be 65 years of age as of the first day of the current fiscal year (July 1, 2018 for FY2019). Income limits for a single person are \$20,500 or \$30,750 combined for a married couple. The Assessors will then deduct a "minimum social security" allowance, which is set by the DOR each year. This year, the deduction is \$4,628 for an individual and \$2,314 for a spouse, for a total of \$6,942. Asset limits for a single person is \$41,000; \$56,375 for a married couple.

Board of Assessors (continued)

The asset limit does not include the applicant's home (up to a three-family dwelling) or vehicles. If an applicant meets the above criteria, he or she is eligible to receive a \$1,000 annual reduction off their real estate taxes.

Applications for Clause 41C are available at the Assessors' office or on their website: www.southboroughtown.com. Applications must be returned to the Assessors' office within three months after the actual tax bill is mailed.

A second option is the Senior Tax Work-off Program. Individuals 60+ years of age can volunteer to work for a town department for approximately 136 hours per year for which they receive a \$1,500 reduction on their property taxes. This program was increased from \$1,000 to \$1,500 at the 2017 Annual Town Meeting. To be eligible, the individual must be a Southborough resident who owns and occupies the residence to which the credit will be applied. Currently there are 30 positions available for seniors who wish to participate. This program is facilitated by the Council on Aging and applications are available at the Senior Center.

The last program to assist seniors is a Clause 41A Tax Deferral, which permits taxpayers to defer up to 100% of their real estate taxes. To be eligible, the applicant must be 65 years of age as of July 1, 2018, have lived in Massachusetts at least 10 years, and have owned and occupied any real estate in the Commonwealth for 5 years or is a surviving spouse who has inherited the real estate and occupied it for 5 years. Income cannot exceed \$40,000; there are no estate limits. Unlike a tax exemption, the deferred taxes must eventually be paid. Applications and additional information regarding this program is available at the Assessors' office or on the department's website.

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

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



Warm greetings from your Moderator, Paul Cimino. I thank you for your support at the 2018 Town election, and look forward to continuing my service to our Town in this role.

The Moderator serves Town Meeting directly, and acts independently of the other components of our Town government. The Moderator is elected during the Annual Town election each year, for a term of one year.

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

Annual Town Meeting

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

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

The quorum necessary to convene Town Meeting is 100 registered voters. The business of Town Meeting is guided by the Warrant, which is issued in advance by the Board of Selectman and contains the various Articles that Town Meeting will consider.

As we look ahead to Annual Town Meeting for 2019, we will be implementing logistical changes to the meeting itself; namely, convening Annual Town Meeting on a Saturday in March so designated by the Board of Selectman (as opposed to the second Monday in April). As in the past, if all of the business in the Warrant has not been disposed of on the first day, Town Meeting shall be continued to another session, in this case being the following Monday evening and each evening after that through Thursday. Note that any Town Meeting must be formally concluded after consideration of all of the business contained in the Warrant, before any action of the meeting becomes official.

Appointments

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

Since last Annual Town Meeting I have appointed or re-appointed the following current members through the term indicated. My sincere thanks to these volunteers!

To the Advisory Committee:

Claire C. Reynolds (2019)
Chelsea M. Malinowski (2021)
John F. Rooney (2021)

Town Moderator (continued)

To the Personnel Board: Barry J. Rubenstein (2020)
Doriann M. Jasinski (2021)

To the Public Works Planning Board: William J. Boland (2021)

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Once again, I am pleased to act as your Moderator. For questions or just to discuss any topic of interest, I can be reached directly by e~mail at moderator@southboroughma.com, and I am happy to meet in person as well.

Best regards,

Paul Cimino
Moderator

Personnel Board

THE CURRENT MEMBERS ARE:

Beth A. Rosenbloom, Chair

Russell B. Millholland, Vice-Chair

Jason M. Dietz

Doriann M. Jasinski

Barry J. Rubenstein

The Personnel Board is an independent citizen board appointed by the Town Moderator to administer the Town's Personnel Bylaw, "The Salary Administration Plan" (SAP). The Bylaw/SAP governs employees who are not covered by a union or employment contract. The Board meets once or twice a month. Its authority and responsibilities are found in the Bylaw/SAP, Chapter 31 of the Town Code and include: rating and classifying new positions, reclassifying existing positions, maintaining job descriptions, reviewing annual performance evaluations and salary adjustments, periodically reviewing the salary schedules and recommending changes to Town Meeting. Members of the Board also serve on search committees and lend their expertise on a variety of personnel matters. The current members are: Betsy Rosenbloom, Russ Millholland, Jay Dietz, Barry Rubenstein and Doriann Jasinski.

In 2018, the Board said good bye to Liz Henry Veeneman and Dave Flynn. On behalf of the Town, we thank them for their wisdom and service. We regretfully prepare to say farewell to Russ, who has been a member of the Board for longer than anyone can remember; he will step down when a new member can be found or by the expiration of his term in June. There is not space enough to recount Russ's many contributions during his tenure on the Board; we wish him all good things.

ACCOMPLISHMENTS

- Presented a revised Bylaw/SAP to the voters at Annual Town Meeting in April 2018, which passed unanimously;
- Instituted new Personnel Board procedures to streamline and clarify the Board's work;
- Increased communication with the Town Administrator, who serves as the Town's Personnel Director under the Town
- Administrator Bylaw (Town Code, Chapter 27, Article IX);
- Began a dialogue with the Board of Selectmen regarding how the personnel function is handled, including better defining the respective roles and responsibilities of all participants in the personnel process;
- Oversaw the completion of a study of part-time salaries for recommendation to Town Meeting.

ACKNOWLEDGEMENTS

The Personnel Board does not work in a vacuum. We owe great thanks to many Town employees who assist us:

Vanessa Hale, Assistant Town Administrator, serves as "staff liaison" to the Personnel Board. She attends all our meetings, takes notes which assist us in keeping our Minutes, and serves as a conduit with the employees and public bodies who come before us. Vanessa worked closely with the Board on the draft Bylaw for Town Meeting 2018.

Mark Purple, Town Administrator/Personnel Director, attends most of our meetings and advises us on matters of mutual concern.

Brian Ballantine, Finance Director and *Kristen Pasacane, Payroll/Benefits Administrator*, provide us with the numbers, helping us better understand the financial consequences of our actions.

Heidi Kriger, Town Accountant and *Heidi Lindsey, Assistant Town Accountant*, for guidance with the Personnel Board budget.

Jim Hegarty, Town Clerk, *Michelle Jenkins, Assistant Town Clerk* and *Amy Townsley, Administrative Assistant to the Clerk*, who post all our meeting notices and packets, and keep us on the right side of the Open Meeting Law.

Lastly, thank you to all the Town employees who work quietly and diligently without fanfare, and to the generous taxpayers who support their work.

Respectfully submitted,

Beth A. (Betsy) Rosenbloom, Chair

December 31, 2018

Town Accountant

TOWN REVOLVING FUNDS ACTIVITY - FISCAL 2018

<u>ACCOUNT</u>	<u>OPENING BALANCE 7/1/2017</u>	<u>RECEIPTS</u>	<u>LESS EXPENDITURES</u>	<u>CLOSING BALANCE 6/30/2018</u>
GRANTS	120,933	347,275	368,218	99,990
GIFTS	246,945	306,990	312,781	241,154
OTHER REVOLVING FUNDS	787,253	613,205	988,953	411,505
SALE OF CEMETERY LOTS	206,539	14,000		220,539
TITLE V SEPTIC BETTERMENTS	288,249	55,606	52,042	291,813
AMBULANCE FUND	776,706	383,372	398,977	761,101
OTHER RECEIPTS RESERVED FOR APPROPRIATION	118,957	499,199	137,162	480,994
COMMUNITY PRESERVATION FUND	<u>1,741,333</u>	<u>469,192</u>	<u>107,430</u>	<u>2,103,095</u>
FY 2018 TOWN REVOLVING FUNDS	<u>4,286,915</u>	<u>2,688,839</u>	<u>2,365,563</u>	<u>4,610,191</u>

Reserve Fund Transfers

ORIGINAL BALANCE \$ 150,000.00

TRANSFERS OUT:

<u>DATE</u>	<u>DEPARTMENT</u>	<u>PURPOSE OF TRANSFER</u>	<u>AMOUNT APPROVED</u>
10/16/2017	Board of Selectmen	Outside consultants for St. Mark's Golf Course architectural services	13,000.00
10/19/2017	Personnel Board	Consulting services for policies and salary review.	6,000.00
1/17/2018	Facilities	Town Hall septic system emergency repairs	65,000.00
1/17/2018	Town Clerk	Special Town Election not budgeted	6,186.15
1/17/2018	Town Clerk	Replacement transfer station stickers	2,786.13
5/16/2018	Town Clerk	Special Town Meeting not budgeted	1,831.00
6/30/2018	DPW	Snow/Ice Removal	55,196.72
			<u>0.00</u>

Town Accountant (continued)

Town of Southborough Balance Sheet—All Funds June 30, 2018

	General	Special	Capital	Enterprise	Trust and	Long-term	
	Fund	Revenue	Project	Funds	Agency	Debt	
	Fund	Funds	Funds	Funds	Funds	Account Group	TOTAL
ASSETS							
Cash and cash equivalents	8,144,068	5,410,992	3,577,424	1,672,908	5,730,810		24,536,202
Receivables:							
Septic Bett Int Added to Tax	1,825						1,825
Property Taxes	419,727						419,727
Tax Liens and foreclosures	517,743	4,228		4,806			526,777
Motor vehicle excise	118,723						118,723
Departmental		426,593		118,041			544,634
Less: Allowance for abatements	(545,860)						(545,860)
Prepaid Expenses							0
Due from Commonwealth		234,427					234,427
Amounts to be Provided for Ret of Debt						21,309,341	21,309,341
Total Assets	8,656,226	6,076,240	3,577,424	1,795,755	5,730,810	21,309,341	47,145,796
LIABILITIES & FUND BALANCES							
Liabilities:							
Warrants and accounts payable	860,603	315,223	385	48,014	15,444		1,239,669
Other accrued liabilities	1,928,017	34,511					1,962,528
Notes payable			650,000				650,000
Bonds payable						21,309,341	21,309,341
Deferred revenue	938,772	435,172		122,847	110,062		1,606,853
Other liabilities	29,058						29,058
Total Liabilities	3,756,450	784,906	650,385	170,861	125,506	21,309,341	26,797,449
Fund Balances:							
Reserved for:							
Encumbrances & continued appropriations	1,374,039	1,520,802		17,595			2,912,436
Petty cash	650			132,505			133,155
Subsequent year expenditures	1,451,684	245,793					1,697,477
Reduction of Future Exc Debt	29,802						29,802
Unreserved	2,043,601	3,524,739	2,927,039	1,474,794	5,605,304		15,575,477
Total Fund Balances	4,899,776	5,291,334	2,927,039	1,624,894	5,605,304	-	20,348,347
Total Liabilities & Fund Balances	8,656,226	6,076,240	3,577,424	1,795,755	5,730,810	21,309,341	47,145,796

Town Accountant (continued)

Town of Southborough Statement of Activities June 30, 2018

	Governmental	Enterprise	
	Funds	Funds	Total
Revenues:			
Program Revenues:			
Charges for service	\$ 2,799,964	\$ 1,863,471	\$ 4,663,435
Operating grants and contributions	8,980,011		8,980,011
Capital grants and contributions	1,402,172		1,402,172
General Revenues:			
Property taxes	39,790,237		39,790,237
Excise taxes	2,383,662		2,383,662
Other	1,393,986		1,393,986
Total revenues	56,750,032	1,863,471	58,613,503
Expenses			
General government	4,831,339		4,831,339
Public safety	7,352,521		7,352,521
Education	40,974,809		40,974,809
Public works	3,716,418		3,716,418
Health & human services	943,050		943,050
Culture & recreation	1,792,005		1,792,005
Interest on debt	453,831		453,831
Water activities		2,443,548	2,443,548
Total expenses	60,063,973	2,443,548	62,507,521
Changes in net position before transfers	(3,313,941)	(580,077)	(3,894,018)
Transfers	42,581	(42,581)	-
Total change in net position	\$ (3,271,360)	\$ (622,658)	\$ (3,894,018)



Cash Balances as of June 30, 2018

BANK ACCOUNTS:

Belmont Savings Bank	Investment	1,019,226
Century Bank	Lock Box	1,827
Century Bank	Investment	1,800,233
East Boston Savings	Investment	1,765,564
Marlboro Savings - Escrow	Planning	64,675
Marlboro Savings - Escrow	Road Openings	23,323
Marlboro Savings	Operating Account	9,368,103
Marlboro Savings	Student Activity Account	39,343
Marlboro Savings	School Lunch Receipts	320,590
Mass.Mun.Dep.Trust	Investment	181,792
Mass.Mun.Dep.Trust	Law Enforcement Trust	3,716
Mass.Mun.Dep.Trust	Southwood Eng. B. O. H.	11,800
Mass.Mun.Dep.Trust	Southboro Cultural Arts Council	2,917
TD Bank	Ambulance Receipts	21,844
Unibank	Online Payments	1,026
Unibank	Investment & State Payments	2,414,319
Unibank	Payroll	23
Unibank	Accounts Payable	98

TRUST FUNDS:

Bartholomew & Company	Stabilization Fund	561,989
Bartholomew & Company	Other post Employment Trust	1,240,955
Bartholomew & Company	Comm. Preservation & Town Trusts	5,692,189

Cash Balances

24,535,552

Town Collector



	Opening		Reversals and		Exemptions/			Lien to	Transfer	Closing
	<u>Balance</u>	<u>Commitment</u>	<u>Refunds</u>	<u>Dr adjustment</u>	<u>Payment</u>	<u>Abatement</u>	<u>Cr adjust- ment</u>	<u>Real Estate</u>	<u>Tax Title</u>	<u>Balance</u>
REAL ESTATE										
FY 2018	0.00	37,993,418.29	184,760.91	61,030.82	37,806,766.52	97,076.32	61,040.16	0.00	15,750.73	258,576.29
FY 2017	270,636.18	0.00	0.00	51,181.68	109,954.23	0.00	23,519.26	0.00	188,344.37	0.00
FY 2016	19.22	0.00	0.00	0.00	0.00	0.00	0.00	0.00	19.22	0.00
<i>RE Subtotal</i>	<i>270,655.40</i>	<i>37,993,418.29</i>	<i>184,760.91</i>	<i>112,212.50</i>	<i>37,916,720.75</i>	<i>97,076.32</i>	<i>84,559.42</i>	<i>0.00</i>	<i>204,114.32</i>	<i>258,576.29</i>
TAX TITLE	234,328.06	207,410.21	0.00	0.00	108,716.52	0.00	2,067.68	0.00	0.00	330,954.07
TAX TITLE WTR	5,306.05	3,248.21	0.00	0.00	3,748.33	0.00	0.00	0.00	0.00	4,805.93
TAX TITLE SEPTIC	1,100.00	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,200.00
TAX TITLE SEPT INT	660.00	605.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,265.00
TAX TITLE CPA	759.72	1,593.80	0.00	0.00	640.78	0.00	53.80	0.00	0.00	1,658.94
TAX DEFERRAL	185,609.91	15,750.73	0.00	0.00	49,575.11	0.00	0.00	0.00	0.00	151,785.53
PERSONAL PROPERTY										
FY 2018	0.00	1,408,482.87	2,511.12	6,314.50	1,401,576.80	8,224.62	45.00	0.00	0.00	7,462.07
FY 2017	7,666.30	0.00	7,223.00	45.00	6,677.21	7,223.00	278.97	0.00	0.00	755.12
FY 2016	1,782.64	0.00	7,290.00	0.00	634.34	7,290.00	0.00	0.00	0.00	1,148.30
<i>PP Subtotal</i>	<i>9,448.94</i>	<i>1,408,482.87</i>	<i>17,024.12</i>	<i>6,359.50</i>	<i>1,408,888.35</i>	<i>22,737.62</i>	<i>323.97</i>	<i>0.00</i>	<i>0.00</i>	<i>9,365.49</i>
MOTOR VEHICLE										
2018	0.00	2,086,642.78	39,387.17	0.57	1,976,332.17	50,654.60	795.00	0.00	0.00	98,248.75
2017	68,022.14	250,806.56	41,485.76	172.49	308,658.59	34,259.52	39.06	0.00	0.00	17,529.78
2016	9,957.46	0.00	3,377.95	0.03	7,948.36	2,427.01	15.60	0.00	0.00	2,944.47
2015	4,595.87	0.00	2,180.28	0.00	1,383.33	5,392.82	0.00	0.00	0.00	0.00
2014	-717.71	0.00	666.09	51.62	0.00	0.00	0.00	0.00	0.00	0.00
<i>EX Subtotal</i>	<i>81,857.76</i>	<i>2,337,449.34</i>	<i>87,097.25</i>	<i>224.71</i>	<i>2,294,322.45</i>	<i>92,733.95</i>	<i>849.66</i>	<i>0.00</i>	<i>0.00</i>	<i>118,723.00</i>
WATER LIENS										
FY 2018	0.00	63,410.43	0.00	892.30	59,866.34	0.00	92.11	0.00	0.00	4,344.28
FY 2017	5,315.65	0.00	0.00	0.00	2,067.44	0.00	0.00	0.00	3,248.21	0.00
<i>WL Subtotal</i>	<i>5,315.65</i>	<i>63,410.43</i>	<i>0.00</i>	<i>892.30</i>	<i>61,933.78</i>	<i>0.00</i>	<i>92.11</i>	<i>0.00</i>	<i>3,248.21</i>	<i>4,344.28</i>
SEPTIC BETT										
FY 2018	0.00	21,261.01	274.86	0.00	20,385.74	0.00	0.00	0.00	0.00	1,150.13
FY 2017	1,100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,100.00	0.00
<i>SL Subtotal</i>	<i>1,100.00</i>	<i>21,261.01</i>	<i>274.86</i>	<i>0.00</i>	<i>20,385.74</i>	<i>0.00</i>	<i>0.00</i>	<i>0.00</i>	<i>1,100.00</i>	<i>1,150.13</i>
SEPT BETT INT										
FY 2018	0.00	7,989.68	0.00	0.00	6,799.71	630.15	0.00	0.00	0.00	559.82
FY 2017	605.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	605.00	0.00
<i>SL Subtotal</i>	<i>605.00</i>	<i>7,989.68</i>	<i>0.00</i>	<i>0.00</i>	<i>6,799.71</i>	<i>630.15</i>	<i>0.00</i>	<i>0.00</i>	<i>605.00</i>	<i>559.82</i>
WATER										
Rates	150,361.30	1,793,289.42	4,637.48	4,611.78	1,774,127.19	4,078.75	230.00	60,118.96	0.00	114,345.08
Other Charges	10,492.24	52,824.36	128.60	0.00	52,589.99	10,653.15	420.00	430.00	0.00	-647.94
<i>WTR Subtotal</i>	<i>160,853.54</i>	<i>1,846,113.78</i>	<i>4,766.08</i>	<i>4,611.78</i>	<i>1,826,717.18</i>	<i>14,731.90</i>	<i>650.00</i>	<i>60,548.96</i>	<i>0.00</i>	<i>113,697.14</i>
TOTAL	957,600.03	43,905,634.55	293,923.22	124,300.79	43,697,807.92	227,909.94	88,542.84	60,548.96	209,067.53	999,085.62
CPA Tax 2018										
CPA Tax 2018	0.00	325,254.87	268.90	36.28	317,041.87	1,408.53	874.53	0.00	0.00	6,235.12
CPA Tax 2017	2,365.77	0.00	0.00	8.01	866.72	0.00	46.05	0.00	1,461.01	0.00

Building Department

PERMITS ISSUED IN 2018

Building (588)	\$366,583
Wiring (470)	\$45,352
Plumbing (229)	\$20,489
Gas (248)	\$18,512
<hr/>	
Permit Fees	
Total	\$450,936

The total number of Permits issued for calendar year 2018 was 1,505. Building and Sheet Metal Permits totaled 588, Plumbing & Gas totaled 477, and Electrical Permits totaled 470. Permit fees collected are shown in the table above. This is a 1.88% increase from 2017.

The Building Inspections Division staff is comprised of two full-time and three part-time positions. Each staff person is strongly committed to pursuing consistent enforcement of the Zoning and Sign Bylaws, as well as the State Building code, which includes, but is not limited to handicap accessibility, structural integrity, fire safety, energy codes and many other regulations relative to public safety. The Inspections staff provides technical assistance to property owners, builders/developers, real estate professionals, Town boards and committees, as well as other Town departments.

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

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



Community Preservation Committee

2018 was a productive year for the Community Preservation Committee (CPC). The April 2018 Town Meeting voted to accept our recommendations to appropriate from the Community Preservation Act (CPA) funds:

- **\$175,000** bond to allow the Town to purchase over 30 acres of land, 0 Rock Point Road (The Halloran Property) for conservation purposes identified as a top priority parcel in our Open Space and Recreation Plan.
- **\$26,450** from the CPA Historic Preservation Reserve Fund for the restoration of the Old Burial Ground as requested by the Southborough Historical Commission
- **\$32,530** from the CPA Historic Preservation Reserve Fund for the building and site related assessment to preserve the Southborough Public Library.
- **\$50,000** to fund the Southborough Golf Club Conservation Restriction Endowment;
- **\$581,716** for the restoration of the golf course and construction of a parking area with retaining wall as requested by the Golf Course Committee.
- **\$15,000** is allocated for the Southborough Golf Club Audubon International Classic Program. The USGA sponsored Audubon International Classic Program is a prestigious designation that will assist in providing beneficial guidance to the Golf Management Practices in renovations and running the Golf Course. The Classic Program will assist in development of the Management Plan required in the Conservation Restriction.
- **\$19,347** for FY18 short-term note from the CPA Historic Preservation Reserve Fund for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation.
- **\$89,725** for FY19 short-term note from the CPA Historic Preservation Reserve Fund to be applied towards interest payment for the Perpetual Preservation Restriction on 84 Main Street for the purpose of Historic Preservation.

The CPC is presently reviewing three applications for the FY2019 Annual Town Meeting:

- ⇒ From the Southborough Historical Society for the preservation of town artifacts including the restoration of a civil war flag
- ⇒ From the Southborough Library Trustees for the historic restoration of the 1912 building façade Southborough Library.
- ⇒ From the Open Space Preservation Commission for invasive species removal and native plantings for pollinators on town-owned conservation land.

We would like to thank all the applicants and CPC Committee members for their dedication and commitment to making these projects a reality.

Conservation Commission

WHAT DO WE DO?

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

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

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

whose stewardship and management of Breakneck Hill Conservation Land and the Town Forest has been invaluable, reports to the Commission. The Commission is served by a salaried Conservation Agent. One Commission member serves on the Community Preservation Committee and the St. Mark's Golf Course Conservation Restriction Committee. The Agent serves on the Southborough Emergency Planning and Management Committee. Previous Administrator/Agent, Beth Rosenblum retired after 13.5 years of service with the Town. During her years here, Ms. Rosenblum provided innumerable acts of support to the Commission and other Committees & Boards to preserve and protect our natural resources. We thank her for her tireless efforts and wish her well in her retirement.

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

In 2018, the Commission held 46 **public hearings** for Notices of Intent, Requests for Determination of Applicability, Permit Extensions, Amendment Requests, Administrative Enforcement and Emergency Certificates:

Request for Determination:

27 Woodbury Road
26 Richards Road
4, 5, 6, 7, 9, 12 Dairy Farm Lane
14 Lovers Lane
Breakneck Hill Conservation Land
38 Cordaville Road
53 Parkerville Road
206 Turnpike Road
41 Oregon Road
58 Deerfoot Road
259 Turnpike Road
39 Pine Hill Road

Notice of Intent:

32 Cordaville Road
8 Leeds Way
10 Leeds Way
Leeds Way Driveway
325 Turnpike Road
8, 10, 14 Dairy Farm Lane
1 Witherbee Lane
139 & 141 Deerfoot Road
65 Deerfoot Road
229 Parkerville Road
Chestnut Hill Roadway Widening

5 Rockpoint Road
Stonebrook Court
84 Main Street
18 Lovers Lane
118-120 Turnpike Road
19 Ward Road
9 Grove Street
9 School Street
22 Lovers Lane
58 Deerfoot Road
17 White Bagley Road

Conservation Commission (continued)

Enforcement/Violations:

84 Main Street
0 Southville Road
11 Blackthorn Drive
Stonebrook Village, 0 Oregon Road
337 Turnpike Road

Extensions:

2 East Main Street
154-156 Northborough Road
Northboro Road Culvert Replacement
110 Southville Road

Permit Amendments:

139 & 141 Deerfoot Road
154-156 Northboro Road
325 Turnpike Road

Emergency Certificates:

None

In 2018, the Commission held 6 **Stormwater Management Permit** public hearings:

32 Cordaville Road
28 Boston Road
7 Barn Lane

18 Lovers Lane
118-120 Turnpike Road
0 Firmin Ave

In 2018, the Commission held 32 requests for **Certificate of Compliance**:

Madison Place
39 Lynbrook Place
2 Leeds Way
4 Leeds Way
17 Foley Drive
75 Deerfoot Road
Heritage Crossing Subdivision
11 Thayer Lane
14 Thayer Lane
65 Deerfoot
197 Cordaville Road
3 Atwood Road
9 Hickory Road
145 Boston Road
14 Pine Hill Road
29 Pine Hill Road

8 Central Street
77 Deerfoot road
17, 19, 21, 23 Clifford Street
14 Lovers Lane
157 Cordaville Road
11 Barn Lane
13 Oregon Road
12 Latisquama Road
9-11 Field
22 Lovers Lane
St. Mark's Solar
Boston Road Water Main
14 Lovers Lane
231 Parkerville Road
58 Deerfoot Road
237 Parkerville Road

In FY18, the Commission collected \$6,387.50 in state regulated wetland filing fees, \$39,545 in local filing fees and for necessary peer reviews, and \$1,350 in Stormwater permit filing fees.

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

2018 also saw the purchase of a parcel of land commonly known as the "Halloran Property" located at 0 Rockpoint Road in the care and control of the Conservation Commission. The Commission is working with Sudbury Valley Trustees to be the holder of the Conservation Restriction.

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

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

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

Council on Aging/Senior Center



MISSION STATEMENT

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

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

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

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

ACTIVITIES AND SERVICES

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

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

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

Weekly Classes and Programs Include:

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

Support from the Southborough Community Fund

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

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

Council on Aging/Senior Center (continued)

Trailblazers Group

Our Trailblazers are an active group of seniors who meet monthly and plan activities that include; snow shoeing, horseback riding, zip lining, hiking at various State Parks, biking, and local nature walks. They are a group of about 50 people who participate in some or all of the activities. New participants and ideas are welcome. Please contact the Senior Center for more information.

Caregiver Support

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

Dementia and Alzheimer's support

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

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

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

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

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

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

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

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

Thank you to our refurbished Bocce court and our new raised garden beds.

Thank you to The Members of the Southborough Community Fund for their ongoing support of our Senior Center and our Community.

Cultural Arts Council



WHO ARE WE?

The Southborough Cultural Arts Council is a part of the Massachusetts Cultural Council's Local Cultural Council (LCC) Program, the largest grassroots cultural funding network in the nation that annually supports thousands of community-based projects in the arts, humanities, and sciences. Each year, LCCs like our's award over \$2 million in grants to more than 5,000 cultural programs statewide. These programs promote the availability of rich cultural experiences for every Massachusetts citizen.

Southborough Cultural Arts Council (SCAC) brings cultural programs and events to our town and serves as the local arm of the Massachusetts Cultural Council. The council meets monthly to discuss grants and community initiatives. Meetings are open to any members of the community who wish to attend and we welcome newcomers.

As a group of volunteers, our mission is to provide cultural programming to the Southborough community. In the past we have provided educational classes for children and adults, exhibits, music and theater performances, a resource for local artists, and an opportunity for everyone to engage in and enjoy cultural activities. For more history and any upcoming events please visit our Facebook page or our website at www.southborougharts.org.

As representatives of the Massachusetts Cultural Council (MCC), a state agency funded by the state legislature and the National Endowment for the Arts, the council awards grants annually to individuals and groups involved in the arts, humanities, and interpretive sciences.

SCAC members meet in November to discuss applications and vote in December to allocate its share of MCC funds for the following year. In 2018 the Southborough Cultural Arts Council awarded \$4,480 to enhance the artistic and cultural life of the community. The endeavors we funded included the Graphic Novel workshop and May Day exhibit at the Southborough library, support for local music groups and choral concerts, Express Yourself art series broadcast on Southborough Access Media, and the Summer Concert Series hosted by SYFS and Recreation. Over the years the Southborough Cultural Arts Council has provided significant funding to the cultural experience of Southborough residents.

New grants or programming ideas are always welcome. The next deadline for submitting a grant request is October 14, 2019. All of the required materials and details of the process may be found at the MCC's website: www.massculturalcouncil.org

We are always looking for people who would like to become members of the Southborough Cultural Arts Council. Volunteers are welcome too! If you have an idea or a program that would benefit our community, please reach out and let's make it happen!



Department of Public Works

In accordance with the Code of the Town of Southborough, the Department of Public Works (DPW) herewith submits its twenty fourth annual report for the year ending December 31, 2018.

THE DEPARTMENT: The DPW celebrated the 31-year long DPW career of Norman Buzzell at his September 2018 retirement lunch. Mr. Buzzell started with the Water Department in 1987 and moved into the DPW's Water Division when the Public Works Department was formed in 1994. His knowledge of our system will be missed. The vacancy that Mr. Buzzell is leaving will be filled in January 2019.

The DPW Office, manned, in 2018, by Cindy Foster, Business Administrator, and Jean Johnson, Administrative Assistant, is charged with handling the day to day administrative and operational work of the DPW. Calls to the Office for pot holes, tree work, funerals, final water readings and any other complaints or requests are handled through work orders. Regular maintenance work is scheduled by the divisional Supervisors. The DPW continues to utilize a consultant, two days a week, to perform most of the duties of the DPW Staff Engineer.

HIGHWAY: The Highway Division consists of five crew members: Dean Cibelli, George Mooney, Mark McLaughlin, Andrew Remillard, and Alex Petruska and the two transfer station employees Tim Collins and Bridget Gilleney-DeCenzo.

Snow Removal:

- Winter 2017-2018 brought about 74 inches of precipitation to Southborough.
- The season started by dropping 7 inches of snow during the day on December 9th.
- The last snow event was a late morning storm on April 6th that dropped 1.5 inches of snow.
- Southborough saw a total of 19 snow events, fairly evenly distributed over the winter months. 12 of the snow events required plowing, including a 4 inch storm on Christmas morning.
- All 13 crew employees, from each of the DPW Divisions, along with 20 pieces of contractor equipment kept the roads, Town lots and school lots clear for emergency vehicles and the public.

Roadways:

- The DPW's striping contractors applied centerline and edge-line paint in September 2018.
- The DPW Highway Crew conducted roadside brush-mowing, street sweeping, pot hole filling and stop line, school zone and crosswalk painting in summer 2018.
- The DPW's infrared contractor worked in fall 2018 to smooth some roadway trenches.

Roadway Projects:

- Main Street
 - ◊ Payments for the assessed value of the required easements for the Main Street Project were collected by the affected property owners in 2018.
- Several licenses were granted by the Selectmen that allowed property owners to improve town property through landscaping or storm water collection.
- 290 feet of new guardrail was installed. Replacement of 290 feet of substandard guardrail was also scheduled, but underground utility issues stalled the work until 2019.
- A paving contract was awarded in spring 2018. Work completed by the contractor in 2018, and funded through the road maintenance article included:
 - ◊ Paving the driveway between Trottier and Neary Schools.
 - ◊ Reclaiming and Paving several streets throughout Town. The road work is only half complete, the remaining roads in the contract will be paved in 2019.
- Due to work on Cordaville Road related to the new Public Safety Building, work along the Woodward School driveway and parking area was postponed until summer break 2019
- Other paving completed in 2018, but funded through the schools and recreation include:
 - ◊ Resurfacing portions of the walkway between Deerfoot Road and the Trottier and Neary Schools
 - ◊ Walkways and accessible parking at the Central Street playground

Department of Public Works (continued)

- The extremely wet fall season postponed the replacement of the Central Street basketball court until 2019
- The Highway Division worked with the Town's Electrician to install conduit for a future generator at the Town House. This work was done in 2018 so that the Town House lot could be paved in 2019.

Transfer Station: The Transfer Station is part of the Highway Division.

- The Town pays for Household Hazardous Waste Day, brush and yard waste recycling, sharps disposal/recycling, recycling and/or disposal of all items in the mercury shed and all materials disposed in the refuse hopper
- In March 2018 the Town had to start paying for processing comingled recyclables.
- The Town does not pay for newspaper or cardboard recycling
- In 2018, Wheelabrator reimbursed the Town for the cost of our mercury recycling.
- The Town is part of a regional consortium with Wheelabrator. The tipping rate for refuse in 2018 was \$67.14 per ton Jan-Jun and \$68.18/ton Jul-Dec.
- The Town Clerk's Office sold transfer station permits for the third year in a row
- The DPW hauled 2,403 tons of refuse to Wheelabrator in Millbury in 2018, where it was burned to make electricity.
- Items recycled at the Transfer Station include cardboard, newsprint, comingled materials, scrap metal, white goods, brush and yard waste, mercury items, Swap Shop donations, book donations, clothing donations, bottle and can donations and donations to Habitat for Humanity. This year Southborough Residents recycled approximately 1,465 tons of material at the Transfer Station.
- DEP Landfill and Transfer Station reporting, including third party inspections, as well as Compost Site and Recycling reporting occurred as required in 2018.
- The DPW also picked up over a hundred bags of Purple Loosestrife, weeds which were removed from the Breakneck Hill Conservation Land, and brought them to the transfer station hopper for incineration

Storm-water:

- In April, the DPW helped sponsor the Annual Spring Clean-up.
- In September 2018 the DPW submitted the NOI as the application for a new 5-year National Pollution Discharge Elimination System (NPDES) Municipal Small Storm Sewer System (MS4) Phase II General Permit.
- Until the new permit was available the Town continued to try to meet the requirements of the original permit by tracking quantities of materials diverted from the waterways by the DPW.
- The DPW's highway crew repaired 21 catch basins in 2018
- The DPW's catch basin cleaning contractor cleaned 1,309 catch basins in 2018

Cemetery:

- Burial Rights to 17 lots, containing 34 graves, and 2 lawn crypts, and 1 niche were sold in 2018
- There were 27 cremation burials and 31 full body burials at the Rural Cemetery in 2018

GROUNDS: The DPW Grounds Division consists of 2 employees, Chris Leroy, the Grounds Supervisor, and Tate LeQuerre maintain and oversee 75.5 acres of town grounds, school grounds, recreation facilities and cemeteries.

Maintenance:

- The Grounds Division performed standard and preventative maintenance on the Cemetery grounds and on all the athletic fields during 2018. This includes:
 - ◇ Aerating, fertilizing, over seeding, applying lime as needed and auditing and maintaining irrigation systems on the athletic fields.
 - ◇ collecting trash at the cemetery, fields and playgrounds
 - ◇ inspecting and repairing, as needed, school and recreation playgrounds and filling in and maintaining Fibar at all playgrounds
 - ◇ grooming the 9-11 Memorial Field with the Town's turf groomer and overseeing the yearly 9-11 contractor grooming.

Department of Public Works (continued)

- The Grounds Division monitored the Town's Integrated Pest Management (IPM) Program as required by the Children's Protection Act.
- The Town's Grounds contractor mowed all Town and school grounds, and performed spring and fall clean-up as usual in 2018.

Trees: The Town's Tree Warden, in 2018, was Chris Leroy, DPW Grounds Supervisor. The DPW does not have a Tree Division.

- The Town's tree contractors and Grounds Division removed 35 trees in 2018, most of the work required a crane crew
- The Town's tree contractor ground 16 stumps throughout 2018
- National Grid removed 2 trees
- The Tree Warden and DPW Highway Division employees pruned low branches along roadways and sidewalks for plowing operations and spent 3 weeks cleaning up broken branches and fallen trees after some early March storms wreaked havoc on our already compromised, by caterpillars, tree canopy
- The Tree Contractor spent 2 weeks in town removing branches that were broken and left hanging outside of the DPW's reach from the March storms
- The DPW is working on getting an additional level of pesticide licensure in order to get an approved yearly maintenance plan so we can spray the roadside to control poison ivy and other unwanted roadside vegetation

Projects: Grounds projects in 2018 included:

- Completion of the Fay Field Playground
- The 911 Field Reconstruction

WATER: Paul Harding, Norman Buzzell and Stephen Aspesi continued to maintain the Town's water system in 2018. The Water Division was a Special Revenue Fund in 2018, but the Selectmen voted to ask Town Meeting to make it an enterprise fund for the next fiscal year. Under either designation the water budget and water capital items are funded solely through water billing.

Consumption:

- 2018 brought average precipitation until July, when rainfall increased to slightly above average levels and then led into one of the wettest falls on record, this summer/early fall precipitation helped keep Southborough's water consumption low
- Total 2018 usage in Southborough was about 337 Million Gallons (MG) of water. This is an approximate 1.7% increase over the 2017 usage. This usage is also about 4%, lower than the Town's 5-year average usage.
- Southborough's 2018 average day's usage was 0.92MG, about 6% less than Southborough's 5-year average of 0.983MG.

Rates:

- Water Rates did not increase in 2018.
- Southborough's water rates are stepped to encourage water conservation.

Breaks:

- The DPW's leak detection contractor performed a leak detection survey on Southborough's water system in January 2018. Three service leaks and eight hydrant leaks were detected during the survey
- 2018 brought the Town a total of 4 water main breaks and 9 water service leaks.

Infrastructure Improvements:

- 10 water services were added to the Town's water system in 2018
- 770 feet of 12" ductile iron and 1,000 feet of 8" ductile iron water main was added to the system in 2018, 1,000 feet of 8" cast iron water main was replaced with 8" ductile iron water main, this main was also extended about 250 feet.
- 4 hydrants were added to the Town's water system.

Department of Public Works (continued)

System Maintenance:

- The Water Division repaired 13 hydrants
- The Water Division continued to execute the gate valve exercising program in 2018
- Water sampling and DEP reporting was conducted as usual in 2018
- Water system flushing occurred as usual during the last week of April 2018
- 16 water services, including the 9 service leaks, were repaired for various reasons

MISCELLANEOUS: The DPW's fuel tank replacement was completed in February 2018.

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

The PWPB team of Jamie Hellen, Chairman, Mark Bertonazzi, Vice Chairman, Sue Baust, Secretary, and James Harding, met 6 times in 2018. Per their charge, they reviewed the DPW's FY18 budget and capital plan. The PWPB also vetted the downtown Main Street project and the Deerfoot and Flagg Road intersection project. Letters were sent to owners of the properties abutting the projects to notify the property owners of the meeting, to provide them with a link to the proposed plans and to encourage them to attend the meeting or to contact the DPW to ask questions, voice their concerns or make comments. The board discussed the FY19 Transfer Station Rules and Regulations, performed a Transfer Station fee and analysis study and provided the Selectmen, through the DPW, with a memo detailing a process to implement their recommendation to fund the transfer station through taxes rather than permit fees.

Economic Development Committee

The Economic Development Committee (EDC) continues to pursue the mission detailed in Article VII of the town code which was voted at the April 2017 Town Meeting. During 2018, special focus was given to the article's directive and outlined in the mission statement ("assist the Town with the creation and execution of appropriate economic development initiatives and marketing opportunities"). All projects and activities are based on goals set forth in the 2008 Master Plan. Specifically, the committee prioritized several goals from Chapter 4: Economic Development - (ED-1, ED-2.2, ED-2.3 & ED-3) and pursued actions consistent with the recommendations provided. A high-level summary of EDC activities is contained in this 2018 annual report.

Downtown Initiative – Consistent with the Master Plan recommendations (ED-1, ED-3:V-2), the committee created the 'Downtown Initiative' program which will be on-going for several years. The program's success will be achieved with coordination and cooperation from multiple entities including Town Boards/Committees, Businesses and Residents.

It would not be possible to understand the scope of this program without looking at the following timeline that depicts EDC activities past, in progress and planned to achieve a revitalized Downtown area.



Highlights of the EDC's 'Downtown Initiative' include:

- The results of the Downtown Business Village District Survey (427 responses) showed strong support for added amenities including: restaurants, boutique retail, small-scale mixed-use development, beautification, connectivity and community space. The survey reinforced that residents/businesses care about Downtown and have a strong sense of 'community'.
- A workshop "Improving Our Downtown" (Nov 2017) was hosted by the EDC to explore investment opportunities/challenges, zoning, infrastructure challenges and beautification/connectivity. A key component to this workshop's success was participation from Don Morris (Planning Board), Craig Nicholson (private contractor & ZBA member) and Paul Pisinski (Public Health Director).
- A study was contracted to the Urban Land Institute (ULI) to provide a Technical Assistance Panel for the purpose of making recommendations in 3 areas:
 - ◇ What planning and/or zoning changes will encourage and allow for small-scale business growth on privately-owned parcels that will compliment residential and local amenities desired by residents?
 - ◇ What are the septic infrastructure options for wastewater treatment in order to serve business growth and what are the associated funding sources to plan, design and build?
 - ◇ How should the town plan, design and fund the residents' desire for enhanced trail and recreational connectivity and improved "public spaces" within the downtown area?

Calendar year 2019 will see a continuation of creating a 'downtown master plan'. This will be a working document containing zoning recommendations, land use possibilities, potential grants and outreach to all entities whose input is needed to participate in revitalizing the downtown area. Lastly, is the impact that the Main Street Reconstruction and the DPW Downtown projects will have on the area.

Economic Development Committee (continued)

Business outreach – Consistent with the Master Plan goal (ED-2.2), the EDC identified that outreach to businesses is not ‘one size fits all’. With that in mind, during 2018 several activities were initiated:

- Downtown businesses - Business visits and meetings have been taking place for over a year and a half to establish dialog and assist in “keeping things moving” during construction. The EDC has been following the status of the Main Street construction projects which will begin in 2019. Recognizing early on that input from downtown businesses is critical for the planning phase and continued involvement during construction, the EDC hosted an initial meeting (March 2018) at the House of Pizza. The meeting was a successful exchange of issues/ideas and laid the ground work for on-going communications.
- Business database – The Town now has a business database which the EDC compiled from the Assessor’s Personal Property listing and the Town Clerk’s DBA list. The database provides a ‘one stop’ service for locating and/or mailing to businesses. In addition, the database is the source for the Shop SOBO local business guide.

- Shop SOBO (Local Business Guide) has just completed a major update. There is an updated booklet and on-line access with email, website and Google map location links.

Businesses were contacted either through social media and/or mail so that they could participate in the update of records and could submit changes. Find a local business at southboroughtown.com/business-directory.

- Tax bill insert – Businesses provide 19.4% of the Town’s tax revenue. At the end of 2018, the personal property bills were mailed along with the first ever “thank you” for doing business in Southborough.
- Heritage Day invitation to businesses (210 email invitations) to advertise at the EDC table.
- November Business Breakfast – This was the first of a planned quarterly event that provides a forum for businesses to communicate with each other and with the EDC. Fifteen businesses signed up to attend which showed a definite interest in the program. The attendees participated in discussions, provided great feedback and had a chance to ‘hook up’ with other businesses. This event will be held quarterly during 2019.

Doing Business In Southborough



Help us and your business !

Update or add your business to the Shop SOBO guide.

As part of the Economic Development Committee’s ‘Shop Local’ initiative, we are updating the guide (published 2 years ago).

We want to ensure that all local business are listed.



Doing business in Southborough – Consistent with the Master Plan goal ED-3 (“..try to eliminate unreasonable bottlenecks”), the EDC had created a permitting guide for businesses. As a follow-up to the guide, the EDC took the lead early in 2018 and assembled the first preplanning and permitting workshop with all involved boards/committees in attendance. It was an excellent working session that highlighted the coordination required with a business project. An inquiry of best practices used by other towns and subsequent compilation of feedback proved that pre-permitting meetings are essential. In addition, due to personnel turnover in departments, the EDC feels that this process should be enhanced to provide the potential customer with a totally professional experience.

Conclusion

The EDC members with the help of a part-time Coordinator are committed to servicing the business community and of growing the Town’s commercial and industrial tax base while preserving Southborough’s character. The EDC continues to:

- ✓ Support a single tax rate which is consistent with numerous surrounding towns
- ✓ Explore additional revenue streams that will provide benefits without impacting businesses
- ✓ Deliver assistance as requested to keep businesses in Southborough
- ✓ Provide support to businesses looking to establish a location in Southborough

Testimonial email received by the EDC Coordinator (June 2018):

“...want to thank you for all your help and support! I couldn’t have done it without you.”

Lucy Santos, Permanent Makeup

It is with the coordination and cooperation of all Town departments that makes our town of Southborough a great place to “do business”.

Facilities Management Department



MISSION STATEMENT

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

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

DESCRIPTION OF SERVICES

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

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

STAFFING

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

their specialty. It is this unity and ability to combine skills for mission accomplishment that sets our department apart from other municipalities' facilities or maintenance departments. Our current FY19 staff is as follows:

- Director of Facilities
- 2 Maintenance Technicians, full-time
- 1 Maintenance Technician, part-time
- Business Administrator
- Maintenance Electrician, part-time

STAFF FUNCTIONS

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

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

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

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

Facilities Management Department (continued)

ACHIEVEMENTS

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

Below is a list of projects undertaken by the Facilities Department in 2018. Although most of these projects have been finalized, we will continue to work on finishing the remainder in 2019.

Town House

- Installed underground conduit for a future generator installation.
- Replaced the power supply, various computer components, and hydraulic fluid in the elevator.
- Remodeled the Town Administrator's Office. Tasks performed include:
 - * Installation on new LED lighting fixtures
 - * Installation of new baseboard heating covers
 - * Installation of molding/trim work
 - * Repairs to walls
 - * Painting
- Made improvements in the Assessor's Office. Tasks performed include:
 - * Installation on new LED lighting fixtures
 - * Installation of molding/trim work
 - * Repairs to Walls
 - * Painting
- Made repairs to electronic and mechanical components on the boilers and related HVAC control systems; repaired the main circulator pump on the heating system.
- Recharged the air conditioning condensing units to optimal pressures.
- Made repairs to the roof drainage system.
- Installed an Automated External Defibrillator (AED).

Library

- Made repairs to the roof mounted air conditioning condensing unit.
- Installed a wall-mounted movie screen on the main floor.
- Made substantial repairs to the membrane roofing system.
- Replaced a sump pump located in the mechanical room.
- Hired an Engineering Firm to study the issue of water infiltration at the lower level of the building.
- Installed an Automated External Defibrillator (AED).

Fire Department

- Made mechanical repairs to the HVAC system.
- Replaced electronic relays on the air conditioning condensing system.
- Installed a new dishwasher.
- Made repairs to the emergency generator system.
- Made repairs to the Plymovent system.

Police Department

- Made repairs to the garage roof.
- Made repairs to the heating system.
- Purchased a new kitchen refrigerator.
- Made repairs to various electrical and mechanical components on the emergency generator system.

Facilities Management Department (continued)

D.P.W.

- Made repairs to a Modine type heater ventilation system.
- Replaced pressure switches on one of the furnaces located over the main offices.
- Replaced the water line that runs from the main complex to the transfer station.
- Made repairs to the Plymovent system.
- Completed the process of adding and replacing weather-stripping on overhead and pass doors, installing foam board insulation to reduce heat exchange, and spraying closed cell foam insulation to seal the building envelope.
- Installed an Automated External Defibrillator (AED).

Cemetery

- Made repairs to the overhead door.

Transfer Station

- Replaced a door lock at the Swap Shop.

Station II

- Replaced a large spring on an overhead door.

Fayville Hall

- Made repairs to the furnace pilot light thermocouple.

Cordaville Hall

- Remodeled the Director of Counsel on Aging's and the Outreach Coordinator's Offices. Tasks performed include:
 - * Installation of new LED lighting fixtures
 - * Installation of new carpeting
 - * Installation of new baseboard heating covers
 - * Repairs to walls
 - * Painting
- Painted and installed new carpeting in the rear entrance hallway staircase.
- Began making repairs to water damage located at the large center windows within section A of the meeting room.
- Installed a new Automated External Defibrillator (AED).

South Union School

- Completed the office build out related to the relocation of Youth and Family Services from Fayville Hall to the South Union Building.
- Remodeled the Recreation Director's Office. Tasks performed include:
 - * Installation of new baseboard heating covers
 - * Repairs to walls
 - * Painting
- Installed an Automated External Defibrillator (AED).

COMMISSION CHARGE:

To Facilitate the Preservation of
Open Space in Southborough

Open Space Preservation Commission



Native Plant and Pollinator Initiative:

Protecting and promoting open space within Southborough is not only done by purchasing or permanently protecting land through legal instruments such as conservation restrictions or permitting requirements. The Open Space Preservation Commission (OSPC) is also seeking innovative ways to fulfill the charge of the commission. Acknowledging that one of the major goals of land protection is ecological preservation of our flora and fauna and following a national trend based on scientific studies that confirm how we landscape matters, we recognized that landscaping can in effect work as a method of land protection.

It was through this that the “Native Pollinator and Native Plant Initiative” was born. We are promoting native plants because:

- ⇒ They are beautiful
- ⇒ They are better for the environment and our pollinators
- ⇒ They are cost effective, utilizing less water and being more adaptive to this environment

Accomplishments 2018:

- Continued work with Dr. Robert Gegear on Bumble Bee Surveys at Breakneck Hill Conservation Land; find his interview with Newsweek Magazine here: <https://www.google.com/amp/s/www.newsweek.com/wild-bees-are-dying-and-ecosystem-collapse-will-follow-nobodys-taking-notice-1232793%3famp=1F>
- As a partner we helped facilitate the installation of the new Native Plant Pollinator Garden at the Senior Center, funding the garden design and working with Senior Center volunteer Carol Yazzo to source the required native plants
- Supported the group Native Plant Gardens of Southborough in their successful first participation at Heritage Day. They can be found on Facebook
- Worked with the industrial building project proponent and his landscape architect on their planting plan for 154 -156 Northborough Road during the Planning Board's Site Plan and Low Impact Development Special Permit Review, resulting in a groundbreaking native plant design instead of lawn on a project. The Planning Board is to be commended on their innovative permitting decision for this project
- We hosted a talk at the library; Butterfly and Humming Bird Gardens by Ellen Sousa, Author and Native Plant Garden Designer
- Collaborated with the Southborough Rotary Club and Recreation Department on the planning phase for a spring 2019 installation of a Native Plant Butterfly Garden at the Fayville Playground
- Supported Southborough's first Native Plant Garden Tour in August

Protecting and Promoting Open Space in Southborough:

Accomplishments 2018:

- After working on this project for the past 15 years, the OSPC is proud of the role we played in the Town's purchase of the 36-acre Halloran Property at 2018 Annual Town Meeting
- Working with the developer of 28 Boston Road, we attended Planning Board Hearings, and made recommendations on the open space requirements for his Flexible Development Subdivision, resulting in the protection of 3.59 acres directly abutting another already protected 6.58 acres of open space
- The OSPC continued to follow up on our huge success at 2017 Special Town Meeting as the proponents of the amendment known as Southborough's Grand Compromise, which resulted in the town purchase of St Mark's Golf Course for the Public Safety Complex while also permanently protecting 54 acres of open space. Throughout 2018 we continued playing a role in the development of a Conservation Restriction which is in its final approval stages with the State
- Spearheading Southborough Golf Club's enrollment into Audubon International Classic Golf Course.
- We partnered with the Planning Board, Recreation and Conservation on creation of a Chapter 61 Plan for the town.
- Partnering with the Conservation Commission and the Recreation Department we are working on an update to Southborough's Open Space and Recreation Plan

Open Space Preservation Commission (continued)

- We reviewed Preliminary Flexible Development Plans for 12 Pearl Street
- We reviewed Preliminary Flexible Development Plans for 25 Park Street
- The OSPC has a Representative on the Golf Course CR Committee, Community Preservation Committee and the Stewardship Committee
- We are looking forward to update to the Town's Master Plan with OSPC member Karen Cvitkovich's 2018 appointment to the Master Plan Committee
- Welcomed newest OSPC Member Sarah Rositano who has already proven to be a valued member of the commission

Education and Outreach to Promote our Open Space:

Accomplishments 2018:

- Hosted our Annual February Winter Wonderland at the Southborough Golf Club, the town's newest open space property. Due to weather it was changed to Come Fly a Kite With Us and finally to Take a Walk in the Rain! Despite torrential down-pours 20 hardy souls joined us for the event.
- Provided Educational Materials at Heritage Day

Recreation Commission



RECREATION COMMISSION:

Kristen LaVault, Chair

Jen Hansen, Vice-Chair

David Candela

Donald Dumont

David Nixon

RECREATION DEPARTMENT:

Doreen Ferguson, Director

Jennifer Hom, Program Coordinator/
Scheduler

Denise Mayer, Administrative Assistant

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

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

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

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

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

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

Scholarships

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

Southborough Fields and Facilities

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

Development, Expansion, and Maintenance

The Recreation Commission has just completed an extensive Facilities Study which will help in developing a capital plan for the future needs of the community. Its main focus is to repair and improve existing fields as well as the installation of a turf field.

Volunteers

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

Recreation Commission (continued)

Trails Committee

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

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

Eagle Scout Projects

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

The Friends of Southborough Recreation (FOSR)

The Friends of Recreation supports recreation through scholarships, donations and countless volunteer time. Their largest fundraiser is the ***Annual Gobble Wobble Thanksgiving Road Race***. These funds help provide scholarships, special events such as Summer Nights, and major purchases for the department such as vehicles and equipment for programs.

In 2016 the FOSR donated over \$49,000 towards several projects to include the Choate Lights, 911 Field Replacement, Richardson Tennis Court Resurface and the Fayville Playground rebuild.
In 2017, FOSR donated \$7,000 towards the Finn playground improvements.
In 2018, FOSR donated \$4,000 to the Southborough Food Pantry.

Summer Concert Series

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

Southborough Summer Nights

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

Independent Youth Sport Organizations

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

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



MISSION STATEMENT

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

Overview of Services

The Southborough Library provides books and other materials to residents of the town to check out and borrow. Any resident of Massachusetts qualifies for a library card. The library has five public computers with Internet access, including one in the Children's Room. There are two catalog terminals to search for books and materials, two Apple iPads, a black & white printer, and free Wi-Fi for the public. The library also provides access to a pay-per-use copy machine and a self-service fax machine. The library provides access to a self-checkout machine. Visit www.southboroughlib.org to search the catalog and request items, download electronic books and audiobooks, or to access online resources such as *Massachusetts Newspapers* from Newsbank which sources 234 distinct print publications. The library also offers electronic resources including *Ancestry Library*, *Freegal*, *Mango Languages*, *JSTOR*, and *ReferenceUSA*. Staff routinely provide reader's advisory service, suggesting books for library users to read. Library card holders also have access to downloadable ebooks and electronic audiobooks on their personal e-readers, smart phones, and tablets via C/W MARS Overdrive at: <https://cwmars.overdrive.com>.

Thanks in large part to The Friends of the Southborough Library, the library offers reduced price passes to 18 cultural and educational museums and attractions across Massachusetts. In partnership with the Aldrich Astronomical Society, the Southborough Library offers two circulating telescopes for patron checkout. Opposite the main floor circulation desk, the library offers complimentary coffee. On the morning of September 18, 2018, the Southborough Library experienced a significant flood throughout the ground floor of the library's building. While a small circulating collection was maintained upstairs, the majority of the Children's Room collection was relocated to storage pods in the parking lot during this time.

Interlibrary Loan

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

Library Programs

Story and toddler times hosted by the Children's Room staff continue to be a weekly attraction while author programs for adults help to highlight recent, interesting works of fiction & nonfiction. The Southborough Library hosts seven monthly book groups for residents, including: a "first Wednesday" daytime group for adults, one for seniors generally held at the Southborough Senior Center, and three youth reading groups led by staff for specific age ranges. New book group offerings include a monthly Audio Book Club and a Cook Book Club. The Children's Librarian also hosts a monthly book discussion group for town employees. Separate story times are held for preschoolers on Mon-Wed and a "Toddler Time" on Thursday mornings. Thanks to a generous donation from the Roumiantsev Family, the library now offers a bi-monthly chess program led by the new Assistant Director & YA Librarian Aileen Sanchez-Himes.

The library hosts several programs that help to strengthen and inform the local community. Opportunities for civic engagement are provided in several open forums with elected officials, representative office hours, and the library's annual Candidates' Night that takes place prior to the local election in May. The library continued offerings for poetry workshops due to community interest, and continued to host St. Mark's School students that offered free tutoring for younger children in the spring.

Library Staff

The library welcomed Aileen Sanchez-Himes, the new Assistant Director & Young Adult Librarian in July. Besides providing direct public service to patrons, staff activities include purchasing and processing books, planning programs, deaccessioning material collections, creating booklists and displays, scheduling meeting rooms, working with and learning from our regional library consortium, promoting existing online databases, updating records in the automated catalog, and offering computer and e-reader help. Staff also seek out and write grants; in 2018, the library received grants from the Southborough Cultural Arts Council for a graphic novel workshop and a poster exhibition. Library Director Ryan Donovan and Children's Librarian Kim Ivers were awarded two distinct grants from the Southborough Community Fund to support a crafters' series and a week of events centered around children's literacy.

Southborough Library (continued)

Meeting Rooms

Two meeting rooms are available to local, non-profit groups for educational, informational, or cultural meetings or programs. These rooms host a variety of children's programs. The larger Ella Eaton Room holds 35 people; the second, "Tutoring" room holds 25. In 2018, a total of 713 meetings were held in these rooms. Due to the flood, the meeting rooms were unavailable during the Fall/Winter 2018 season. The Eaton Room is the current location for the library's historical collection & archive. The Eaton Room also serves as an exhibit space for artists, and featured two showcase exhibits from portrait artist Laurie Blanchard & mixed media artist Jacqui Hawk. During the flood remediation, Jacqui's exhibit was relocated upstairs. Call the library at 508-485-5031 for more information about booking a room or exhibiting art.

Volunteers

In 2018, 13 volunteers donated a total of 910 hours. The staff, trustees, and library director acknowledge the hard work and dedication of these volunteers, many of whom serve on a weekly basis. Volunteers perform a variety of tasks, including pulling hold requests, reading shelves, and shelving books. Individuals interested in becoming a volunteer should stop by the front desk or call 508-485-5031.

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

Board of Trustees

The Library Board of Trustees consists of Richard Wallace (Chair), Margarite Landry (Vice-Chair), Nicole De Bonet, Jane Davis, Amy Vachris, and Kim Regan. The board works very closely with library director Ryan Donovan with the ongoing evaluation and implementation of library services, in addition to aiding the director with long-term strategic planning efforts. The board meets at least once a month, typically on the third Tuesday of the month, at Cordaville Hall or in the library's Eaton Room.

Southborough Library Fund

In 2011, the Library Board of Trustees established the Southborough Library Fund, a 501(c)(3) tax-exempt fund under the umbrella of the Community Foundation of North Central Massachusetts. The Fund supported many projects in 2018, including the annual Peggy Tuttle Award for Library Service Distinction. As the library prepares to undertake the planning and design of a new or renovated space, the Fund will help to supplement the costs of this effort with individual giving. Donations can be made online via bit.do/sbh or mailed to: Southborough Library Fund, P.O. Box 141, Southborough MA 01772.

The Friends of the Southborough Library

Since 1972, the Friends of the Southborough Library have been raising supplemental funds for library initiatives, such as youth programming that has not traditionally been supported by the municipal budget. The Friends hold 501(c)(3) non-profit status. On November 17, 2018, the Friends hosted a Benefit Concert for the Children's Room at The Fay School. The library would like to acknowledge and thank the Friends' leadership for their service: President Beth Melo, Treasurer Prudence Webster, and Book Sale Chair Diana Trembley. Want to help support the Southborough Library? Join the Friends group, which meets monthly during the school year. For more information, please e-mail friends@southboroughlib.org.

Southborough Library (continued)

Staff Acknowledgements

Ryan Donovan, Aileen Sanchez-Himes, Kim Ivers, Pat Ellis, Barbara Spiri, Leah Selleck, Val De Angelis, Chris McGinn, Marianna Sorensen, Kate Davis, Will Donahue, Nickaela Fiore-Keyes, Katherine Hansen, Sarah Hulton, Katharine Kolenda, Marjory O'Neill, Jade Shemligian, Kathleen Schoener, Michelle Tremblay, Kelly Winand, & Alicia Winske

Contact Information

Phone: 508-485-5031

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

Twitter: @SouthboroughLib

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

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

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

Closed Saturdays in July and August

	FY15	FY16	FY17	FY18
Total material holdings	105,511	120,530	145,170	161,569
Direct circulation (not including inter-library loans)	150,368	151,090	146,166	138,906
Inter-library loans processed through Southborough (sending and receiving)	30,763 (14,150 received, 16,613 provided)	31,850 (14,881 received, 16,969 provided)	30,976 (13,318 received, 17,658 provided)	30,806 (13,163 received, 17,643 provided)
e-book circulation	4,471	5,620	6,032	5,897
Total attendance at adult/young adult programs	1,268	1,709	1,818	2,185
Total attendance at children's programs	8,504	9,926	7,320	7,332
Fines & fees collected and turned back to the town	\$5,529.00	\$3,377.10	\$2,792.00	\$2,590.00

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

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



Southborough Youth & Family Services



WHAT DO WE DO?

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

SUPPORT SERVICES

⇒ COUNSELING

The counseling component of Youth and Family Services is available to any resident of Southborough, free of charge, though we do prioritize clients who have barriers to getting treatment elsewhere. This may include financial restraints, long wait lists with outside providers, transportation issues, or other special circumstances. We are staffed by mental health professionals offering individual, couples, family, and group counseling, and have also been fortunate to have the assistance of mental health graduate interns over the last several years. In 2018, 89 people received counseling or individual crisis intervention support services from us. This number includes both services offered to clients on an ongoing basis and regular meetings with their supports such as parents, spouses, and guardians.

⇒ GROUPS:

This year, our staff ran 20 groups with 216 participants. Groups include Stress Management Classes that we offered at each of the schools, groups that addressed concerns such as social skills and peer mentoring, as well as our Project Friend Program. We continue to expand the Project Friend program to include more ages including a group that pairs adult mentors with middle school and high school-aged youth working on community service projects together.

PREVENTION PROGRAMS

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

⇒ SOUTHBOROUGH UNSCHEDULED/SOUTHBOROUGH UNPLUGGED:

Once again, we sponsored "Southborough Unscheduled," which encourages families to set aside one night to do things together as a family. There are no meetings, rehearsals or athletic practices after 6PM, and no homework. We know that there is widespread participation among families with children; however, because it is a "non-event" (i.e. participation is private, not public) there is no way to cite numbers.

⇒ EDUCATION/AWARENESS:

This year, our office promoted Mental Health Awareness Month with an art exhibit called "Nothing to Hide," an exhibit showcasing stories of resilience and hardship with mental health aimed at decreasing stigma and increasing awareness about mental health and mental health services. We also coordinated a social media campaign, posting daily affirmations, facts, and quotes about mental health and mental health services. The Nothing to Hide exhibit was showcased during the month of May in various locations in Southborough with a gallery finale at the end of the month. Approximately, 65 people attended the gallery finale. There is no way to sight numbers from the exhibit displayed throughout the month or the social media campaign.

⇒ SUBSTANCE ABUSE PREVENTION COALITION:

In 2018 our department took over the coordination of the Northborough-Southborough Substance Abuse Prevention Coalition (NSSAPC). In the previous year, the coordination of this coalition was spearheaded by the coordinator of the Central Metrowest Substance Abuse Prevention Coalition Collaborative (CMSAPC). A change in staffing in the CMSAPC resulted in a period of inactivity in the NSSAPC. Upon taking over coordination of the NSSAPC, we spent time restructuring the group, researching best practices for coalitions, recruitment, and planning ahead. As part of this process, our department co-hosted a youth focus group with 15 participants to assist in directing the future plans of the coalition. In November of 2018, NSSAPC presented the exhibit "Hidden In Plain Sight" at parent-teacher conferences at Trottier Middle School. Approximately 30 people attended the exhibit.

Southborough Youth & Family Services (continued)

NEED-BASED SERVICES

⇒ CAMPERSHIPS:

This year, Youth and Family Services again coordinated and distributed camperships to children who would not otherwise have been able to attend summer camp. Our camp scholarships are possible through funds from the Friends of the Southborough Youth Commission (FSYC), a generous grant from the Southborough Community Fund (SCF), and free and reduced rates from local camps. We would like to thank FSYC, SCF the Southborough Recreation Department, Fay School Summer Camp, Metrowest YMCA, Hopkinton Center for the Arts, Teamworks, Kidsborough, the Southborough Extended Day Program, and the YMCA of Greater Boston. Thank you also to all the private citizens who donated to FSYC for camperships. This year, 31 youth from 21 families were given 70 weeks of camp.

⇒ HOLIDAY GIVING PROGRAM:

For the twenty-third year, Youth and Family Services, in cooperation with the schools, has acted as a clearinghouse for holiday donations, identifying and distributing to Southborough families in need. This year we continued to see a sizeable need. However, many groups, companies and individuals continued to come forward with generous donations. 106 members of 30 families had a brighter Christmas or Chanukah because of the generosity of the Southborough community. Thank you so much to all of you!

⇒ SMILING KIDS PROGRAM:

This year, our office again cooperated with another community service program, "Smiling Kids," which was run by a local foundation and was funded entirely through their hard work and generosity. This program helps parents in difficult financial situations to provide birthday gifts to their children. This year, 82 Southborough children benefited.

⇒ EMERGENCY ASSISTANCE:

With financial support from Friends of the Southborough Youth Commission and a generous grant from the Southborough Community Fund, our department, the Southborough Senior Center, and Southborough Food Pantry, have been able to provide occasional emergency financial assistance to local families. In 2018, 51 individuals from 24 families benefited from this assistance.

⇒ TRANSFER STATION STICKER FEE WAIVERS:

In 2018 our department was given authority from the Board of Selectmen to waive the Transfer Station Sticker fee for low income households. In 2018, we assisted 7 families with fee waivers.

⇒ FUEL ASSISTANCE:

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

COMMUNITY INVOLVEMENT

⇒ HALLOWEEN PARTY:

In 2018, we handed over the annual Halloween Party to the Recreation Department.

⇒ SUMMER CONCERT SERIES:

This year we, together with the Recreation Department, ran the sixth annual summer concert series for families. These concerts provide a venue for families during the summer months to enjoy quality time outside together while enjoying live music including folk, jazz, country and more. Five concerts were held, and were attended by approximately 755 people.

CONSULTATION, INFORMATION AND REFERRAL

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

Southborough Youth & Family Services (continued)

OUTREACH

In 2018, our office attended all Southborough public school's open houses and meetings with support staff at each school. We also attended an annual outreach event with the entire student body at Algonquin called the Extravaganza. We attended meetings for groups such as the Dull Men's Club, Exciting Women's Circle, Trail Blazers, and attended the Framingham State University Human Services Fair to share information about our department's services and programs. We collaborated with the Department of Mental Health, the Mass Municipal Association, the Hudson Health Department, and Wayside Youth and Family Services this past year.

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

The staff wants to thank the Board for its hard work and support; the Friends of the Southborough Youth Commission; the Southborough Community Fund, the Trust Fund Committee, and all the people who have generously supported our programs with your time, energy, financial assistance or moral support! The Youth Commission Board meets at 21 Highland St in Southborough, usually on the first Tuesday of each month, at 7:00 PM. All meetings are posted at the Southborough Town House. For information on our programs, or to volunteer to be involved, please call us at (508) 481-5676.

Technology Department

During 2018, Technology Department undertook several initiatives.

Some of the initiatives which were completed in 2018 were:

- ◇ Issued email accounts to 55 Board / Committee members. This was the first phase in a multi-year plan to provide all Board/Committee members with a Town email account for conducting official business. This phase included all chairpersons as well as full membership of boards/committees that were identified as a priority.
- ◇ Installation and implementation of the first segments of a private fiber network. This project, which was approved at Town Meeting, was originally intended to simply replace the leased connection between Cordaville Hall and the Town House. However, through the bidding process, it became possible to include the Library and the new Public Safety Building (to be connected upon completion of construction). This project has improved the connection between the 3 active buildings and reduced the monthly operating expenses by over \$500 each month.
- ◇ Implementation of a new online permitting system. The building department went online in October and the Fire Department will be online in late December/early January. The plan is to continue to incorporate additional departments in the coming months/years.
- ◇ Migration of external websites. As part of the long-term goals of the Technology Department, three externally hosted websites were migrated to the Town's official site (southboroughtown.com). This included the Trails Committee, Advisory Committee, and the Police Department.

Tom Laframme, IT Director

Technology Department by the Numbers:

◇ Buildings Served:	9
◇ Workstations Managed:	97 (excluding Library)
◇ Servers Managed:	11 (excluding Library)
◇ Email Users:	211

Veterans' Services

MISSION STATEMENT

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

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

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

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

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

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

Examples of veterans' benefits include:

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

Planning Board

WHAT DO WE DO?

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

The Planning Board deliberated 21 applications, developed, sponsored and collaborated on three warrant articles twenty-three (23) scheduled meetings in 2018.

In May, Andrew Mills was re-elected to an open seat for a term expiring in May, 2023. Mr. Mills continues to serve on the Planning Board with Don Morris, Phil Jenks, Jesse Stein and Meme Luttrell.

ANR's (Approval Not Required)

In 2018, the Planning Board endorsed eight ANR plans, creating five additional building lots.

Subdivisions

♦ **Killam Farm-** The Board approved a Modification to a Definitive Subdivision to change condition of approval #2 from "The open space will be deeded to the Town at the time of road acceptance." to "The open space will be deeded to The Preservation Trust, Inc."

♦ **Dell- EMC-** The Board reviewed the as built and roadway layout plans and recommended road acceptance for subdivision roads Washington St. and Coslin Drive (from Washington St. to Route 9)

Site Plan Review and Special Permits

- ♦ **28 Boston Road:** The Planning Board continued deliberations and approved a Special Permit for a Flexible Development to allow construction of a multi-family development consisting of two duplex structures and two single family houses for a total of six housing units and totaling four separate buildings along with an access driveway, drainage, and associated infrastructure.
- ♦ **Southborough Public Safety Complex – 32 Cordaville Road:** The Planning Board continued deliberations and approved the Site Plan and Special Permit for Lower Impact Development for a new public safety complex to be located at the western end of the St. Mark's Golf Course located at 36 Cordaville Road.
- ♦ **154-156 Northboro Rd. -** The Planning Board deliberated over multiple Planning Board meetings and approved the construction of a 25,098 square foot building containing 20 bays for office and/or storage and/or private garages and/or light manufacturing use, along with parking, lighting, landscaping, drainage, and associated infrastructure.
- ♦ **0 Firmin Ave-** The Planning Board began deliberations in November for the redevelopment of 0 Firmin Avenue that includes retail space and storage facility, loading areas, parking area improvements, pedestrian walkways, and stormwater management improvements
- ♦ **118-120 Turnpike Rd. -** The Planning Board began deliberation in October for a proposed parking lot expansion to add 166 parking spaces for the existing office buildings.
- ♦ **40 Main St.-**The Site Plan Review Committee deliberated and approved the minor site plan application for a proposed parking lot of 12 spaces and associated walkway on the East side on the building.

Ongoing Development

The Town Planner monitored projects that moved into the construction phase including Chestnut Meadow Subdivision, Public Safety Building, Cain's Crossing over 55 development, 28 Boston Rd Flexible Development, Ken's Foods Site Improvements, Ila Bella Estates Subdivision, and Stonebrook Village Subdivision to ensure that the conditions stipulated in the respective Planning Board decisions were met.

The Public Safety Building

The Planning Board unanimously approved the development of the \$22.6 million dollar Public Safety Complex on January 22, 2018. The project broke ground on May 1, 2018 in a ceremony conducted by town officials. This project is expected to take 14 months to complete. The St. Mark's golf course continued to remain operational during construction.

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

ATM Article 32- This article was to delete inter-agency appeal of a Planning Board decision on site plan review by the Zoning Board of Appeals. This process is contrary to the standard for judicial review which is the norm under zoning appeals. Article 32 failed.

Planning Board (continued)

STM Article 1- Citizens Petition regarding Town Code Zoning Ch. 174-25B to require a quorum of four members of the ZBA or their alternates to hold public hearings; the hearing process; and disqualification of members with conflict of interest. Article 1 passed.

STM Article 2- Citizens' Petition article that required the Zoning Board of Appeals to obtain Town Meeting approval when the Zoning Board changes their rules and regulations. Article 2 failed.

STM Article 3- Proposed by the Board of Selectmen, this article was to delete inter-agency appeal of a Planning Board decision on site plan review by the Zoning Board of Appeals. This process is contrary to the standard for judicial review which is the norm under zoning appeals for Massachusetts cities and towns. This was the language as amended at the April 9, 2018 Annual Town Meeting. Article 3 passed.

Action Items for 2018

- ◆ **Master Plan Update** – In 2008, the Town of Southborough Master Plan was published. It serves as a statement of Southborough's intent for its future goals and the measures it will implement to achieve them. The Master Plan takes into consideration the Town's character and the way in which it seeks to develop physically, economically and socially. The Plan provides guidance to local officials in their decisions regarding zoning, budgets and capital improvements. In 2018 and continuing into 2019, a community effort will be engaged to measure progress in achieving the goals described in the 2008 Master Plan and to set goals for the coming decade. The Planning Department will coordinate this Town-wide effort.
- ◆ **Open Space** - The Planning Board, in conjunction with the Open Space Preservation Commission (OSPC), contracted with the Massachusetts Audubon Society for an open space monitoring pilot program. A template monitoring form was created, Mass Audubon completed field reports of a sample of open space areas and submitted these reports to the Planning Department. Mass Audubon presented these inspections and findings in a presentation to the Planning Board in June 2018. These inspections were found to be extremely thorough and very beneficial. The Town Planner will continue to engage with Mass Audubon to continue these inspections and will work together to grow, fine tune, and improve this program.
- ◆ **Improved Efficiencies** - A Planning Department ongoing initiative for the digital archiving of plans and documents has continued through 2018 and is expected to be completed in mid-2019. This improved document management system will streamline office functions and make records more easily accessible to the public.
- ◆ **Site Plan Process Study**- The Planning Board contracted Barrett Planning Group LLC to conduct a detailed study of eight local Planning Departments comparable to Southborough for a thorough investigation into how other towns handle the various aspects of the complete Site Plan process, as well as information on the Boards, staffing and bylaw characteristics. A report was prepared and reviewed with the Planning Board upon completion.
- ◆ **Principal Department Assistant**- Pamela Rivera, Principal Department Assistant was hired in June 2018 to help with the day to day functions of the Planning Department, assist the Town Planner with all of the submissions for MSPA, Special Permits, Planning Board meetings, special projects, and office management and enhance the overall operations within the Planning Department.

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

Zoning Board of Appeals

WHAT DO WE DO?

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

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

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

The following cases were heard by the Board during 2018:

- (1) 02/28/18 **6 Hammond St. – Mr. & Mrs. Harold Little – Variance**
The applicant seeks a variance to construct an 8'x14.8' deck with a 5.5' rear and .6" side encroachment. Relief requested pursuant to **section 174-8.3 D(3)(b) rear setbacks 35' and 174-8.3D(3)(c) side setbacks 15'**. Application approved 02/28/18
- (2) 02/28/18 **154– 156 Northboro Rd. - Mr. Joel Aho – Special Permit and Variance**
The petitioner is seeking a variance pursuant to **section 174-8.6 E(3)(a) front setback 50' and section 174-8.6E(3)(b) rear setbacks 50'**. The petitioner is seeking a special permit under **section 174-8C(2) two buildings on one lot and more than one principal permitted use, 174-8.6C(10) private garages and 174-8.6C(11) light manufacturing**. Application for variance approved 02/28/18 & Application for special permit approved 10/17/18.
- (3) 02/28/18 **141-143 Southville Rd. & 251-253 Parkerville Rd. – Bartolini Builders – Special Permit**
Second request for a one year extension of Special Permit originally granted on 04/20/16 for an over 55 housing development to include 11 units. Request for extension approved on 02/28/18.
- (4) 03/28/18 **Board discussion regarding Article #32 for Town Meeting April 2018.**
- (5) 05/22/18 **Board discussion, Special Town Meeting on May 22, 2018.** Citizens petition to amend town code and/or Zoning Bylaw, ZBA Quorum and ZBA Rules and Regulations.
- (6) 06/20/18 **10 Turnpike Rd. – Mr. Raj Malhotra - Special Permit**
The petitioner is seeking a special permit to remodel an existing warehouse and add a (3) story addition to create a modern self-storage building. **Relief is requested pursuant to section 174-8.5 C (1) allowed uses exceeding 50,000 sf.** Application approved with conditions on 07/11/18.
- (7) 08/29/18 **22 Main St. – Mr. David Parry – Special Permit**
The petitioner is seeking a special permit to construct a front porch which will encroach into the required setback 5.4 feet. **Relief requested pursuant to section 174-19A, states that the Board of Appeals may authorize an extension of a nonconforming structure if it finds that the criteria of section 174-9-E are met.** Application approved with conditions 09/19/18.
- (8) 08/29/18 **120 Main St. – Mr. Christopher Gahagan & Ms. Renee Murphy - Variance**
The petitioner(s) are seeking a height variance for an accessory structure which exceeds both the height requirement of 17' and number of stories by two. **Relief requested is pursuant to section 174-8.2 D (4) maximum height 17 feet and one story.** Application approved with conditions 10/17/18.
- (9) 08/29/18 **97 Main St. – Quality Framing Contractor, Inc. – Special Permit**
The petitioner is seeking a variance to construct an attached (2) car garage. **Relief is requested for a 14'9" encroachment pursuant to section 174-8.2D(C) side setback 25' required.** Application withdrawn without prejudice on 09/19/18.

Zoning Board of Appeals (continued)

(10) 08/29/18 **2 East Main Street – Watershed Investments Corp. – Special Permit**

The petitioner is seeking a special permit to construct a mix use building which will consist of (2) B use business's on first floor and (4) one bedroom R use apartments on second floor. Relief requested pursuant to section **174-8 C (2) the Board of Appeals may, by special permit allow several different uses if otherwise permitted in district.** Application withdrawn without prejudice on 09/19/18.

(11) 10/17/18 **50 Framingham Rd. – Guaranteed Builders – Special Permit & Variance**

The petitioner is seeking a variance for an accessory structure which exceeds both the height and requirement of 17' and number of stories by one. The petitioner is also seeking a special permit to construct an additional detached (2) car garage for existing home with (2) car garage exceeding the maximum of (3) vehicles by (1). **Relief requested pursuant to sections 174-8.2D (4) and 174-8.2A (8).** Application for Special Permit approved, application for variance withdrawn without prejudice 10/17/18.

(12) 10/17/18 **22 Main St. - Mr. David Parry – Variance**

The petitioner is seeking a variance to construct an entry way on the west side of the home which will encroach into the required side setback of 15 feet, resulting in a 13 foot setback. **Relief requested pursuant to section 174-8.3 D (c) (3) side setback requirement 15 feet.** Application for variance approved 10/17/18

(13) 10/17/18 **97 Main St. – Quality Framing Contractor, Inc. – Special Permit**

The petitioner is seeking a special permit to construct an additional detached (2) car garage for a new construction home with an attached (3) car garage, this would exceed the maximum of (3) vehicles by (2). **Relief requested pursuant to section 174-8.2B (12) private garage or parking for more than (3) vehicles that is accessory to a permitted principal use and on the same lot as such use.** Application denied 10/17/18.

(14) 10/17/18 **2 East Main Street – Watershed Investments Corp. – Special Permit**

The petitioner is seeking a special permit to construct a mixed use building that will consist of a two and one half story building and will include all permitted uses in section 174-8.4B. **Relief requested pursuant to section 174-8 C (2), “the Board of Appeals may, by special permit allow several different uses if otherwise permitted in district”** Application approved with conditions 10/17/18.

**Summary of 2018 Board Decisions
(Approved; Denied; Withdrawn; Pending):**

Variances: (5)

4 Approved; 1 withdrawn without prejudice

Special Permits: (9)

6 Approved; 2 withdrawn without prejudice; 1 denied

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

**February 28th, March 28th, May 22nd, June 20th,
July 11th, August 29th, September 19th, October 17th,
November 28th**

Police Department



MISSION STATEMENT

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

Introduction

The Town's Police Department is staffed by a dedicated group of Officers led by Chief Ken Paulhus, Lieutenant Sean James, and five Sergeants who make up the Command Staff. They include Sgt. Tim Slatkavitz, Sgt. James Deluca, Sgt. Ryan Newell, Sgt. Heath Widdiss, and Sgt. Sean McCarthy. No changes or promotions took place during the year.

We are most proud of the professionalism displayed in our daily contacts with the public. Of some 13,884 entries into the Dispatch Log during the past year, we again did not receive one formal complaint of misconduct. In addition, the Department logged 88 in custody arrests, and applied for 186 Criminal Applica-

tions through the Westborough District Court.

The major initiative completed this past year was the award of Full Accreditation status by the MA Police Accreditation Commission (MPAC) at a ceremony held in October. This follows our award of Certification by MPAC in February. We are currently one of only sixty-seven Municipal Police Departments in the Commonwealth to receive the honor. Sergeant Ryan Newell deserves the majority of praise for the countless hours dedicated to this project. We also added Officer Richardson to our D.A.R.E. program expansion to the seventh grade, and participated in the first BORO's Youth Police Academy along with the Northborough and Westborough Police Departments. Another regional initiative included participation in the BORO Jail Diversion Program through a grant to hire a full-time shared clinician. Officers also underwent a full day of training on handling the mentally ill which is our fastest growing call for service over the past few years. Unfortunately, the national opioid epidemic continued to impact the Town as we responded to three fatal incidents, and administered ten Narcan saves through this past year. The Department continued its use of our Facebook page as a means of distributing information, and crime prevention initiatives to the public including publishing of the Daily Log.

The Department was pleased to announce the hiring of Ms. Robyn Richards to a full-time Telecommunications position, and Ms. Sarah Rositano to a part-time T/C opening. Regretfully, we accepted the retirement of part-time T/C Clerk John Thorburn (former Weston Fire Chief) who served the Department for almost ten years. He will be missed.

May 1st marked the Official Ground Breaking Ceremony for the new Public Safety Complex!! We continued to monitor the progress throughout the summer and fall as the building rose from the ground with a Final Beam Raising Ceremony taking place on October 12th. A July 2019 opening appears on schedule as of this writing.

Community Policing Initiatives

The Southborough Police Department continues to have a harmonious relationship with community, largely due to great efforts in Community Policing. Programs such as *DARE*, Coffee with a Cop, Blue Mass, School Resource Officer, Child Seat Install, Business Resource Officer, Senior Citizen Resource Officer, Drug Take Back Box, Internet Safety Zone, and Boro's Junior Police Academy are among the most popular.

Officers also participated on their own time in events sponsored for Special Olympics including the Polar Plunge at Trottier Middle School, and the Jimmy Fund Walk. For a second year, the Police Union and Police Association conducted a fundraiser of holiday Toys for Tots for patients undergoing treatment at the Boston Children's Hospital. The Police Union also launched its first "Pink Patch" fundraising initiative under the direction of Patrolman John Officer, raising over thirty-eight hundred dollars for the Dana Farber Cancer Institute during Breast Cancer Awareness Month in October. Great Job!!

In addition, the Department took part in a School Safety Forum at Algonquin Regional High School, and conducted classes on alcohol training for business owners. Officer Kevin Landry also conducted a forum on Personal Safety Techniques at the Trottier Middle School for Town residents.

Traffic Enforcement

Under the direction of Sergeant Tim Slatkavitz, areas of enforcement emphasis are noted at roll call, and addressed through speed monitoring or electronic sign board. Officers investigated 358 motor vehicle crash reports over the past year, and issued 3,753 citations. In addition, four separate Federal Grant programs continued to address Speeding, Impaired Driving, and Distracted Driving. Residents with areas of concern are urged to contact the Department for stepped up enforcement initiatives.

Police Department (continued)

Senior Citizen Resource Officer

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

Criminal Investigations/Detective Bureau

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

The Detective Division is managed by the Lieutenant. Detectives conduct follow-up investigations based on information provided by the patrol division. In addition, 116 Pistol Permits were processed with help of Business Administrator Rick Mattioli.

During this past year, Detective Keith Nichols was assigned to follow up investigation on approximately 105 cases. The assignments were broken down into some of the following categories; breaking and entering, larceny, motor vehicle theft, prostitution, assault, vandalism, financial fraud, domestic violence, identity theft, and illegal drug activity. Some of the more high profile cases included the arrest of a suspect who robbed the Middlesex Savings Bank in November of 2017, a Criminal Application for a suspect who stole a ten-thousand dollar air compressor from a construction site in February, an arrest of a suspect in April for the previous B&E at the House of Comics on Turnpike Road in which twenty-thousand in merchandise was stolen, and the arrest of a school custodian for making Terrorist Threats at the Fay School in September.

Department Goals

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

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



PROTECTING OUR COMMUNITY ...TOGETHER



TOTAL # CALLS	COM- PLAINT CALLS	LOST DOG	LOST CAT	OTHER CAT RELATED	WILDLIFE	MISC CALLS	PICKUPS	HUMAN/ ANIMAL- ANIMAL BITE	QUARAN- TINE ORDERS ISSUED/ RELEASED	#SUBMITTALS TO STATE LAB	#DECEASED ANIMALS	#TICKETS	#KENNEL INSPEC- TION
107	4	4	1		14	33	2-K9	1	8		6 (5/DEER)	30 - NL, 1- LLV =31	3
41	1	1	2	1	10	15		1	2		5 (2/DEER)	3-NL	
40		1	1		8	12		1	2		2	14-NL	
73	4	7	1		14	29	1-K9		2		5 (1/K9)	14-NL	
67	4	3	3		9	27		1	1	1- Bat/Neg	4 (1/DEER)	16-NL, 1- LLV =17	
81	4	1			23	26	1-K9	1	3		4		1
89	2	3	2	2	22	23	1-K9, 1- BABY OPOSSUM = 2	1	2		10 (2/DEER)	20-NL	
64	7	2		2	11	27	1-FELINE	2	4		4	4-NL	
54	2	1	2	1	10	19		1	1		6 (1/DEER)	11-NL	
72	4	3	1	2	9	28	2-K9	2	6		3 (1/DEER)	12-NL	
44	2	1	1	1	7	14		1	4		6 (1/DEER)	7-NL	
49	3	2	1		6	28	1-K9		1		3 (ALL DEER)	4-NL	
781	37	29	15	9	143	281	8-K9, 1- FELINE, 1- BABY OPOSSUM = 10	12	36	1 Bat Neg	17-Deer, 1- K9, 40-other =58	2-LLV, 135-No License = 137	4



Fire Department



THE FIRE DEPARTMENT IS COMPRISED OF THE FOLLOWING PERSONNEL:

1 Full-time Fire Chief
1 Administrative Secretary (28 hours/week)
21 Full-time Firefighter/Emergency Medical Technicians (EMTs)
3 Call Firefighter/EMTs
2 Call Firefighters
1 Call EMT

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

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

In 2018, the Southborough Fire Department responded to 1,405 emergency incidents as of December 13, 2108, this represent an increase in the number of responses over 2017 (1,310). During the year the department experienced two major fires resulting in significant damage. On March 31, 2018 at approximately 2:00 am, a 2 alarm fire occurred at 9 Cottage St. which resulted in significant damage to a single family house. One occupant received minor injuries and was transported to the hospital. On November 15, 2018 at approximately 7:00 am, a 3 alarm fire occurred at 7 Wyndemere Dr. which resulted in significant damage to the attic area of the main house.

The following is a breakdown of the emergency responses:

Fire/Explosion	41
Overpressure Rupture	1
Hazardous Condition	60
Medical Emergencies & Motor Vehicle Accidents	734
Service Call	188
Good Intent Call	130
False Call	244
Severe Weather/Natural Disaster	2
Special Type Complaint	5

This fire was particularly challenging because of the size of the house which was just under 16,000 sq. ft. There were no injuries as a result of this fire. I would like to thank the members of the department, as well as our mutual aid communities, for doing an outstanding job extinguishing these fires. I am happy to report that no firefighters were injured while operating at these fires.

Massachusetts General Laws require the Department to conduct a variety of inspections. A total of 772 inspections, plan reviews and public education programs were conducted as of December 13, 2018. I would once again like to thank Lt. Neal Aspesi, as well as all the department members, for all the hard work and effort in performing the Fire Prevention functions for the

Southborough Fire Department. Our goal is to provide a quality risk reduction program to the community.

Various fire and safety programs are presented to the community throughout the year. Such programs focus on fire safety, Cardio Pulmonary Resuscitation, life safety, and Senior Fire and fall prevention programs. One of the major programs is the Student Awareness of Fire Education (S.A.F.E.) which is presented to the students in Kindergarten, 1st Grade, and 3rd Grade classes throughout the year.

Fire Department (continued)

The program is administered by LT/EMT-P Christian Dano who is the Public Education Officer for the Department. He is assisted by FF/EMT-P Jason Roach and FF/EMT-P Justin McCallum. The S.A.F.E. Program is made possible through grant funding that is obtained from the Commonwealth of Massachusetts and not only allows for the education of school age children, but has been expanded to include fire education for the aging population. It is program like these that contributes to the low incidents of fires in the community. Senior S.A.F.E. once again has been funded by the Commonwealth of Massachusetts.

In 2018 the fire department had one employee leave for a job in the city of Marlborough in March. He was replaced with FF/EMT-P Benjamin Wilmot who started on July 1. The command staff remained unchanged with the structure being 1 Chief, 1 Captain and 4 Lieutenants.

The emergency medical services (EMS) component of the emergency response system consists of trained firefighter/emergency medical technicians (EMTs) at the paramedic, advanced and basic level of services, under the direction of a medical control physician located at U-Mass Marlborough Hospital. Firefighter EMT-P Dana Amendola continues to serve as the Emergency Medical Director for the department and Firefighter EMT-P Jeremy Parkinson serves as the Advanced Life Support Coordinator.

An integral part of our service is preparation and training of personnel to be well prepared for any emergencies that occur. Department training is coordinated and administered by Lieutenant EMT-A Kenneth Franks who serves as the department Training Officer. One of the major trainings involved active shooter preparation and was conducted through funding provided by the Central Regional Homeland Security Council. Firefighters and Police Officers from Southborough, Northborough and Westborough conducted a two day coordinated training on handling hostile events. This is another example of regional resources training and working together to enhance safety and response to the public.

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

One of the most exciting projects that both the fire and police departments have seen this past year is the construction of the new Public Safety Complex on the site of the golf course. Construction began in July with a significant amount of work completed through the Fall. The members of the department are excited about the completion of this project and advancing the service that we provide to the community. I would like to thank the tax payers for their generous support of this project.

CONCLUSION

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

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

Respectfully Submitted,

Joseph C. Mauro
Fire Chief



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



Enhancing Community Safety through Education and Preparedness

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

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

"Are you Connected to Stay Informed?"

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

1. Sign-up for/update **CodeRED** (the Town's emergency notification system). Refer to the CodeRED link on the Town's website at www.SouthboroughTown.com
2. Like the Southborough Emergency Management Agency's **Facebook and Twitter pages** (@SEMA01772)
3. Connect with the Town of Southborough's **Facebook and Twitter pages** (@17Common)

2018 Enhancements

In 2018, SEMA continued to work closely with various Town and State departments and organizations to enhance the preparedness and response capabilities of Southborough.

- ◆ Southborough successfully recertified as a StormReady Community. StormReady is a program parented by the National Weather Service issued to communities that have enhanced preparedness, response and mitigation plans specifically focused on natural disasters.
- ◆ The Town of Southborough Continuity of Operations/Government Plan (CoOP/CoOG) and Comprehensive Emergency Management Plan (CEMP) were updated and approved by the Board of Selectmen and Massachusetts Emergency Management Agency (MEMA)
- ◆ SEMA renewed and established several Memorandum of Agreements (MOU) with local vendors. An MOU is a non-binding agreement that establishes access to various commodities and services beyond the Town's capabilities during significant emergencies and disasters.

Year 2018 Events

- ◆ 2018 was a very active weather year requiring action by SEMA.
- ◆ In December (2017), January & February we experienced multiple days of record breaking cold temperatures with recorded wind chill lows nearing (-) 30 degrees. In response, SEMA activated the Town's warming center and elderly community outreach plan in coordination with the Council on Aging. Fortunately, there were no power outages but several residential and commercial buildings sustained water damage from broken pipes.

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

- ◆ In March, the heavy wet snow from Nor'easter Quinn significantly affected our area requiring the activation of the Town's Emergency Operations Center (EOC) for 72 hours. The Town's Warning/Charging Center was activated as well. At the height, nearly 90% of town roads were impassible due to downed trees/limbs and wires and 80% of the town was without power, some for more than a week. All plans and agency representatives worked seamlessly. A comprehensive after action report and improvement plan was developed to identify improvements for future events.
- ◆ In the Summer, a sharp contrast to the winter, we experienced multiple days of record breaking high temperatures, with several days of heat indexes above 90 and 100 degrees. The Town's Cooling Center was activated as a precaution.
- ◆ SEMA continued to assist in the planning and operations of Southborough Summer Nights, Heritage Day, New England School for Children's (NECC) 5k Race and Gobble Wobble 5k Race. All events went off without a hitch, with no injuries due in large part to coordinated pre-planning among all parties involved, and especially, volunteer work of the members of the CERT/MRC.
- ◆ SEMA again took part in the planning and activation for the 2018 Boston Marathon. This year SEMA was assigned a new mission of assisting the Town of Hopkinton with mass-evacuation plans and temporary staging site locations/plans and staffed one of the facilities. SEMA and CERT/MRC/TeenCERT members volunteered all planning and operational.

CERT/MRC/TeenCERT:

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

SEMA would like to express its sincere thanks to all town citizens, employees and local businesses who dedicated their time and resources throughout the year and during EOC activations to help the Southborough Emergency Management Agency continue to achieve our mission goals.

MISSION

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



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

The Board's Public Health Nurse continues to follow up on all communicable diseases mandated by the Massachusetts Department of Public Health (MDPH). The Emergency Dispensing Plan (EDS) and the town's Shelter Plan are reviewed and updated annually. The Fall Flu Clinic was held and 260 residents and town employees were vaccinated utilizing Medical Re-

WHO WE ARE

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

Mary Lou Woodford, Chair
Daniel O'Rourke, Vice Chair
Nancy Sacco, Recording Clerk

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

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

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

serve Corp (MRC) nurses. The Public Health Nurse also meets with school representatives and Youth and Family Services as part of the Substance Abuse Prevention Coalition.

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

There were eight (8) summer camps licensed this year which required the Public Health Nurse and Sanitary Inspector each to conduct inspections at each camp.

The Massachusetts Department of Public Health made substantial revisions to the Regulation: Minimum Standards for Recreational Camps for Children which require inspections by both the Sanitary Inspector and Public Health Nurse. Due to

the significant substantive changes the Board agreed to an increase in the fee for Summer Camp Application. The increase in the fee is reflective of the increased time the Board's staff must expend.

This past year there were several more food licenses issued due in part to the Fay School Farmer's Market in the spring and fall and The Food Truck Festival in the summer.

The Fee schedule is something the Board looks at each year and makes adjustments according to how much it pays in salaries to administer the numerous public health regulations its staff enforces.

The Board's staff conducted all required inspections of the installation of the combined on-site septic system for the Public Safety Building, Golf Course Club House and Woodward Elementary School.

REMINDER: The Board continues to remind everyone that **garbage disposal grinders are banned throughout the Town of Southborough**. Installing a garbage grinder in a new home or during remodeling even by the homeowner is prohibited. If you have been told by manufacturers, retailers or installers that garbage grinders are safe to use with on-site septic systems, you should call the Board of Health Office. Septic systems in Southborough are NOT designed to handle the added waste from garbage disposal grinders.

Board of Health (continued)

SUBSURFACE SEWAGE DISPOSAL SYSTEM (SDS)

Total Permits Issued	71
New Construction	30
Complete Replacements	23
Component Repair	31
Sewer Connection	1
Well	6
Abandonment of Sewer System	2
Non-Hazard Holding Tank	1

LICENSES Total – 155

Body Art Practitioner	1
Body Art Establishment	1
Day Camp (Recreation)	10
Funeral Director	1
Septic Installers	33
Pumper/Haulers	17
Semi Public Pools	2
Tobacco (permit to sell) 2-year permit	7
Food Licenses	83

SOIL TESTING

Residential Complete Replacements	18
Residential Systems New	15
Commercial or Non-Residential	2

TITLE 5 INSPECTION REPORTS RECEIVED: TOTAL - 125

Passing Systems	99
Conditional Passed Systems <i>(in Need of a Component Repair)</i>	18
Failed Systems	8

<u>Housing Complaints</u>	2
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<u>Board of Health Meetings</u>	8
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B.O.H. REVENUE SUMMARY FOR 2017 AND 2018

	<u>2017</u>	<u>2018</u>
TOTAL FEES collected from Licenses & Permits, etc.	\$70,135	\$44,034
Betterment Loan Interest Revenue	\$9,097	\$8,035
TOTAL Amount Collected by Board of Health & Returned to the Town General Fund.	\$79,232	\$52,069

Southborough School Committee

The current members are:

Paul H. Desmond, Chairperson

Roger W. Challen, Vice Chairperson

Keturah Martin, Secretary

Jessica A. Devine

Jennifer M. Primack

School Administration

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

Superintendent of Schools

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

Assistant Superintendent of Schools

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

Director of Student Support Services

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

Director of Instructional Technology and Digital Learning

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

Assistant Director of Student Support Services

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

Assistant Director of Student Support Services

Rebecca J. Pellegrino, *B.S., M.B.A.*

Human Resources Administrator

Rhoda Webb, *B.A., M.A.*

Director of English Language Education

Cheryl M. Lepore

Administrative Assistant to the Superintendent

Nancy A. Bissett

Administrative Assistant to the Superintendent's Office

Elaine E. Chisholm

Receptionist

Suzanne L. Houle

Clerical Support

Nena H. Wall

Personnel Coordinator

Sandra J. Burgess

Administrative Assistant to the
Student Support Services Department

Kyle D. Parson

Food Service Director

Jolene A. Chapski

Business and Finance Support

Pauline D. Joncas

Facilities and Operations Support

Elena Dako

Financial Coordinator – Northborough

Pamela E. Hite

Financial Coordinator – Southborough

Caroline Willard

Financial Coordinator – Algonquin

Andrew F. Mariotti

District Technology Manager

Thomas-James Carron

Assistant District Technology Manager

Loraine T. Wolfrey

Data Specialist

Business Office: 53 Parkerville Road
Southborough MA 01772

Telephone: (508) 486-5115

Office Hours: 8:00am—4:30pm

Fax: (508) 486-5123

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

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

Southborough Public Schools - 2018 Highlights

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

We believe in providing many ways of exploring the most efficient and thorough means of communication through surveys, open houses, weekly communications and school and district-sponsored events. Each school places a high degree of importance on building social competence and responsibility in support of others in need. Our schools engage in a myriad of varied activities which support our vision, mission and core values. Our schools extend an invitation to the community to participate and explore with students and staff.

Teachers embed teaching and learning through curriculum development, instruction, and alignment to the Massachusetts State Standards. All schools completed the second phase of integrating the newly released Next Generation Science Standards with a focus on the physical sciences. A study group launched an exploration of an expansion of our world languages across all grade levels and the implementation of a Seal of Biliteracy, which celebrates our students who speak multiple languages. An underlying focus for learning centers on collaborative problem solving through project-based experiences that incorporate mathematical skills and technology. Literacy across the content areas continues to remain a fundamental element of all teaching and learning at all grade levels. We appreciate the partnership with our safety officials in creating a welcoming and safe environment for students through our safe school readiness practices and facilities infrastructure.

Our schools are equipped with mobile devices that provide 1:1 access for grades 3-8 and 2:1 for grades K to 2. Developing technology-rich digital classrooms where students and staff use appropriate and safe technology tools and resources to support the learning and teaching process is an essential expectation for all. The District is well equipped and has had great success in administering computer-based MCAS assessments. After a successful pilot last spring, Trotter adopted the Canvas Learning Management System at the start of the 2018-2019 school year for all teachers and students. Canvas has enhanced feedback, communication, and has allowed for more blended and differentiated learning opportunities.

We believe that students thrive in a culture that supports positive connections and social-emotional learning experiences. Our schools emphasize the importance of fostering an emotionally and psychologically safe school environment in which all students feel supported and accepted. In addition to introducing comprehensive themes such as “#CHOOSEKIND”, our students have enjoyed community-based partnerships which center on “Respecting Differences,” “Building a Sense of Community,” and “One School, One Read.” Our students are appreciating the value of being kind to one another and the environment through experiences such as building Finn Family Gardens, donating to the Southborough Food Pantry, and Neary School’s grant award, which provided for students to host a Clean Energy Activity Day.

Superintendent's Report (continued)

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

The District creates learning opportunities for all students and supports the creation of new programs that provide for rigorous learning within our school community. Our preschool has expanded its programming options for students and the District is in year two of its transition model offering tuition-free full-day kindergarten for Southborough students. These programs are cost-effective and highlight the best teaching and learning practices and integrate the statewide frameworks at all grade levels. Examples of new programming options include a language based program at the middle school, a Therapeutic Learning Program (TLP) at the elementary school, and a specialized program for students on the autism spectrum at the elementary and middle schools. The District routinely hosts extended curricular events such as the district-wide Special Olympics, "Algonquin Games", unified sports, and Best Buddies.

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

Respectfully submitted,
Christine M. Johnson
Superintendent of Schools

Southborough Public Schools Enrollment by Grades—October 1, 2018

<u>School</u>	Pre-K	K	1	2	3	4	5	6	7	8	<u>Total</u>
Finn	83	111	133								327
Woodward				124	134						258
Neary						129	129				258
Trottier								136	152	143	431
Total	83	111	133	124	134	129	129	136	152	143	1,274



Southborough Public Schools GRANTS

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

Title I Entitlement Grant - \$40,747 (Federal funding)

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

Title II Part A - Improving Educator Quality - \$22,286 (Federal funding)

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

Title III English Language Acquisition - \$9,148 Consolidated Grant (Federal funding)

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

Early Childhood Special Education Allocation - \$17,965 Consolidated Grant (State funding)

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

Federal Special Education Entitlement - \$341,130

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

Essential School Health Services - \$25,830 Consolidated Grant

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

Town of Southborough Schools Financial Statement

APPROPRIATION:

Regular Education	\$ 13,751,930
Special Education	\$ 6,029,328
Total Beginning Appropriation	<u>\$ 19,781,258</u>

Total Appropriation **\$ 19,781,258**

EXPENDITURES:

REGULAR DAY PROGRAMS

ADMINISTRATION:

School Committee	\$ 8,988
Superintendent's Office	\$ 106,647
Administrative Support Services	<u>\$ 474,264</u>
Total Administration	\$ 589,899

INSTRUCTION:

Supervision	\$ 50,200
Principals' Offices	\$ 931,677
Teaching	\$ 8,690,410
(includes Salaries, Supplies and Materials)	
Professional Development	\$ 117,468
Textbooks & Instructional Equip	\$ 217,617
Library Services	\$ 285,656
Guidance Services	<u>\$ 234,088</u>
Total Instruction	\$ 10,527,116

OTHER SCHOOL SERVICES:

Attendance Services	\$ 500
Health Services	\$ 381,385
Pupil Transportation	\$ 370,981
After School Activities	\$ 17,962
Student Body Activities	<u>\$ 18,803</u>
Total Other School Services	\$ 789,631

OPERATION OF PLANTS:

Custodial Services	\$ 749,018
(Salaries & Supplies)	
Heating	\$ 161,010
Electricity	\$ 269,536
Telephones	\$ 29,649
Water	\$ 20,100
Technology Telecommunications	<u>\$ 139,260</u>
Total Operation of Plants	\$ 1,368,572

MAINTENANCE:

Grounds	\$ 37,483
Buildings	\$ 327,755
Equipment	\$ 44,912
Technology Maintenance	<u>\$ 77,148</u>
Total Maintenance	\$ 487,298

BUILDING & EQUIPMENT:

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

TOTAL EXPENDITURES,

REGULAR DAY PROGRAMS **\$ 13,766,395**

SPECIAL EDUCATION PROGRAMS

Legal Services	\$ 15,222
Supervision	\$ 145,536
Teaching (Salaries & Supplies)	\$ 4,005,882
Professional Development	\$ 3,387
Psychological Services	\$ 439,558
Health Services	\$ 60,565
Transportation	\$ 390,880
Equipment Maintenance	\$ 5,880
Programs - Other Schools in Massachusetts	\$ 909,182
Payments to Collaboratives	<u>\$ 39,772</u>

TOTAL EXPENDITURES,

SPECIAL EDUCATION **\$ 6,014,863**

TOTAL EXPENDITURES **\$ 19,781,258**

BALANCE RETURNED TO GENERAL FUND: **\$ -**

SCHOOL LUNCH ACCOUNT

INCOME:

Balance from FY17	\$ 401
Total Receipts, FY18	<u>\$ 325,681</u>
Total Revenues	\$ 326,082

EXPENSES:

Total Expenditures, FY18	<u>\$ 322,696</u>	\$ 322,696
BALANCE TO FY19		\$ 3,385

SPECIAL ED - CIRCUIT BREAKER

INCOME:

Balance from FY17	\$ 623,818
Total Receipts, FY18	<u>\$ 623,818</u>
Total Revenues	\$ 1,247,636

EXPENSES:

Total Expenditures, FY18	<u>\$ 623,818</u>	\$ 623,818
BALANCE TO FY19		\$ 623,818

Fiscal Year 2018: July 1, 2017-June 30, 2018

**Town of Southborough
Special Town Meeting
May 22, 2018**

At the Special Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Tuesday May 22, 2018 at 7:08PM, the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 175 voters were present.

The Town Moderator, Paul M. Cimino, called the meeting to order at 7:08pm.

MOTION TO WAIVE THE READING OF THE WARRANT PASSED.

ARTICLE 1: To see if the Town will vote to affirm and/or reaffirm, and/or reinstate, and/or clarify and/or amend the Town Code (Ch.174-25B) and/or the Zoning Bylaw as necessary to require a quorum of four (4) members of the Zoning Board of Appeals or their alternates to hold public hearings on any and all matters before them, and to further require that the following provisions be made a permanent part of the Town Code, effective upon being filed with the Town Clerk:

Zoning Board of Appeals: Meetings; Hearings; Quorum

- A. Five members of the Board shall be present at every hearing. Four members may hold a hearing and act on the matter before the Board, provided that the interested parties assent thereto before the hearing opens. Any hearing may be adjourned for any reason by the Board, or by any member in case of the absence of a quorum, to a later date by a statement to that effect at the hearing, and the hearing as so adjourned from time to time may be held without any further notice, unless the Board shall vote that such notice shall be given.
- B. The Board will hold public hearings on all applications submitted to it. A quorum shall consist of four members or their alternates. No member shall appear or represent any person in any matter pending before the Board. No member shall hear or decide an appeal in which he or she is directly or indirectly interested in a personal or financial sense.
- C. The hearings will proceed as follows:
 - 1. The Chairman will call the meeting to order and read the notice of hearing as it appeared in the paper.
 - 2. The applicant or his representative shall present the case to the Board.
 - 3. The abutters to the property present at the hearing shall be heard and duly recorded.
 - 4. Any other interested parties present at the hearing shall be heard.
 - 5. Town representatives shall be heard (Planning Board, Selectmen, other boards, etc.).
 - 6. The Chairman shall inform those present at the hearing as to the time requirements, under MGL c. 40A, § 21, [1] for appealing the decision of the Board. [1] Editor's Note: See MGL c. 40A, § 17, Judicial Review
- D. Hearings before the Board:
 - 1. All hearings of the Board shall be open to the public.
 - 2. The transcript of each hearing shall state the members of the Board present and other persons who speak at the hearing and shall contain a summary of the evidence given.
 - 3. The transcript shall be signed by the Secretary or Acting Secretary.

Zoning Board of Appeals: Disqualification of Members

- A. Members and alternates shall be responsible for contacting the State Ethics Commission for a conflict of interest opinion and disqualifying themselves from participation in the deciding of any case coming before the Board where the member or alternate has any conflict of Interest or appearance of conflict of interest pertaining to the subject matter of the particular case. Members and alternates are required to file Conflict of Interest (COI) Forms with the Town Clerk and BOS before the case is heard.

; Or do or act anything in relation thereto.

Proposed by: MARNIE HOOLAHAN, et al.

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This is a citizens' petition.*

FIRST MOTION MADE: That the Town vote to strike Article 1 in its entirety and replace it with the following language:

To require a quorum of four (4) members of the Zoning Board of Appeals or their alternates to hold public hearings on any and all matters before them, and to further require that the following provisions be made a permanent part of the Town Code, effective upon being filed with the Town Clerk:

Zoning Board of Appeals: Meetings; Hearings; Quorum

- A. Five members of the Board shall be present at every hearing. Four members may hold a hearing and act on the matter before the Board, provided that the interested parties assent thereto before the hearing opens. Any hearing may be adjourned for any reason by the Board, or by any member in case of the absence of a quorum, to a later date by a statement to that effect at the hearing, and the hearing as so adjourned from time to time may be held without any further notice, unless the Board shall vote that such notice shall be given.
- B. The Board will hold public hearings on all applications submitted to it. A quorum shall consist of four members or their alternates. No member shall appear or represent any person in any matter pending before the Board. No member shall hear or decide an appeal in which he or she is directly or indirectly interested in a personal or financial sense.
- C. The hearings will proceed as follows:
 - (1) The Chairman will call the meeting to order and read the notice of hearing as it appeared in the paper.
 - (2) The applicant or his representative shall present the case to the Board.
 - (3) The abutters to the property present at the hearing shall be heard and duly recorded.

- (4) Any other interested parties present at the hearing shall be heard.
- (5) Town representatives shall be heard (Planning Board, Selectmen, other boards, etc.).
- (6) The Chairman shall inform those present at the hearing as to the time requirements, under MGL c. 40A, § 21, [1] for appealing the decision of the Board. [1] Editor's Note: See MGL c. 40A, § 17, Judicial Review

D. Hearings before the Board:

- (1) All hearings of the Board shall be open to the public
- (2) The minutes of each hearing shall state the members of the Board present and other persons who speak at the hearing and shall contain a summary of the evidence given.
- (3) The minutes shall be signed by the Secretary or Ac. ng Secretary.

Zoning Board of Appeals: Conduct

- A. Zoning Board of Appeals (ZBA) members are municipal employees covered by the conflict of interest law (Chapter 268A of the General Laws).
- B. In addition to complying with the requirements of Mass General Law Chapter 268A, members and alternates are required to file any necessary Conflict of Interest (COI) Forms with the Town Clerk and Board of Selectmen before a case related to such a conflict is heard.

FIRST MOTION PASSED.

SECOND MOTION MADE: That the Town vote to strike the last sentence of Section B: "No member shall hear or decide an appeal in which he or she is directly or indirectly interested in a personal or financial sense."

SECOND MOTION FAILED BY TELLER COUNT

94 YES, 127 NO: 42.5%.

MOTION AS AMENDED PASSED BY MODERATOR DECLARED 2/3 MAJORITY.

ARTICLE APPROVED, IN PART, BY THE ATTORNEY GENERAL ON DECEMBER 21, 2018.

PARAGRAPH A WAS DISAPPROVED.

ARTICLE 2: To see if the Town will vote to add the words 'subject to approval of Town Meeting' to the Town Code (Ch.174-25A) and/or the Zoning Bylaw as necessary to require approval of Town Meeting for changes to the rules and regulations of the Zoning Board of Appeals, and to further require that the following provisions be made a permanent part of the Town Code, effective upon being filed with the Town Clerk:

§ 174-25 Board of Appeals.

- A. The Board of Selectmen shall appoint a Board of Appeals of five members, who shall serve five-year terms, such that the term of one member shall end each year. The Board of Selectmen shall also appoint two associate members of the Board of Appeals, who shall be designated by the Chairman of the Board of Appeals to act when a member is absent or unable to participate for any reason. The Board of Appeals shall adopt and file with the Town Clerk rules consistent with the requirements of the General Laws, Chapter 40A, and with this chapter, subject to approval of Town Meeting. The Board of Appeals shall act on the following classes of matters, and no zoning or building permit shall be issued that is inconsistent with a decision of the Board of Appeals or on any matter within the jurisdiction of or before the Board of Appeals until it has filed its decision thereon:

, or do or act anything in relation thereto.

Proposed by: CHRISTOPHER PERKINS, et al.

Board of Selectmen Recommendation: on: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This citizens' petition article requires the Zoning Board of Appeals to obtain Town Meeting approval when the Board changes their rules and regulations.*

MOTION MADE: That the Town vote the article as printed in the warrant.

MOTION FAILED TO ACHIEVE 2/3 MAJORITY NEEDED FOR PASSAGE.

TELLER COUNT 140 YES, 81 NO; 63.3%.

ARTICLE 3: To see if the Town will vote to amend the zoning by-laws of the Southborough Code Chapter 174 entitled "Zoning" by striking from Section 174-10(G) the text contained in said Section and inserting the following text in place thereof: "Any person aggrieved by the action of the Planning Board on a site plan approval application may appeal said action to a Court of competent jurisdiction in accordance with M.G.L. c.40A, Section 17.

; or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

Summary: *This article deletes inter-agency appeal of a Planning Board decision on site plan review by the Zoning Board of Appeals. This process is contrary to the standard for judicial review which is the norm under zoning appeals for Massachusetts cities and towns. This is the language as amended at the April 9, 2018 town meeting.*

MOTION MADE: That the Town vote to amend the zoning by-laws of the Southborough Code Chapter 174 entitled "Zoning" by striking from Section 174-10 (G) the text contained in said Section and inserting the following text in place thereof: "Any person aggrieved by the action of the Planning Board on a site plan approval application may appeal said action to a Court of competent jurisdiction in accordance with M.G.L. c.40A, Section 17.

MOTION PASSED BY MODERATOR DECLARED 2/3 MAJORITY.

ARTICLE APPROVED BY THE ATTORNEY GENERAL ON SEPTEMBER 19, 2018.

ARTICLE 4: To see if the Town of Southborough will vote to borrow and appropriate the sum of \$248,300 for capital repair/maintenance at Kallander Field including the design and construction of drainage improvements on the field, around the field and on the hill that abuts the field to the east, repairs to the field's grading and sodding, and improvements to the field's irrigation and parking lot surfacing; or do or act anything in relation thereto.

Proposed by: KRISTIN LAVAUULT, et al.

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This funding is needed to implement recommended repairs on Kallander Field as identified within the Facilities Master Study. Lack of drainage on most fields including Kallander and the inability to rest them has largely contributed to their current sub-optimal states. Completing these repairs helps to move the town towards an appropriate cycle of resting fields when needed in order to maintain their quality and protect the Town's investment. Kallander Field is located on Kallander Drive off of Rt. 30.*

MOTION MADE: That the Town vote to borrow and appropriate the sum of \$248,300 for capital repair/maintenance at Kallander Field including the design and construction of drainage improvements on the field, around the field and on the hill that abuts the field to the east, repairs to the field's grading and sodding, and improvements to the field's irrigation and parking lot surfacing.

MOTION FAILED.

ARTICLE 5: To see if the Town will vote to amend Chapter 41 of the Code of the Town of Southborough, Massachusetts, entitled Town Meetings, by striking in its entirety Section 41-1 Date and time of Annual Town Meeting, and replacing it with the following language:

The Annual Town Meeting for the consideration of all business, other than the election of Town Officers or other matters to be determined by ballot, shall be held during the week in March designated by the Selectmen as "Town Meeting Week". The meeting shall be held on a Saturday commencing at 1:00 p.m. and recessed not later than 5:00 p.m.

In the event that all articles in the warrant have not been acted on, the meeting shall reconvene at 7:00 p.m. on that Saturday, and recess no later than 11:00 p.m. If all articles are not acted on by that time, adjournment of the session shall be to the following Monday night at 7:00 p.m. and then to each succeeding night at 7:00 p.m. until completion of the warrant.

In the event that all articles in the warrant have not been acted on by the end of the Thursday night session, the meeting shall stand adjourned to a time and date agreeable to the meeting. In the event of a secular or other holiday during the Town Meeting Week, that session shall be adjourned to the next night that shall be agreeable to the meeting by majority vote.

; or do or act anything in relation thereto.

Proposed by: KRISTIN LAVAUULT, et al.

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

Summary: *This is a Citizen's Petition for Annual and Special Town Meetings to be held on Saturdays going forward. Current town code calls for Town Meeting to start on a Monday night, which often extends late into the night and across multiple nights. This timing creates challenges for people to attend across multiple demographics in the town. For those who do attend, the number of people who remain in attendance declines as the night progresses often leaving key votes for the town being decided by a few hundred people or less. The month of March versus April offers a time between seasons where, in general, fewer extra-curricular activities are in progress enabling more to attend.*

MOTION MADE: That the Town vote to amend Chapter 41 of the Code of the Town of Southborough, Massachusetts, entitled Town Meetings, by striking in its entirety Section 41-1 Date and time of Annual Town Meeting, and replacing it with the following language:

The Annual Town Meeting for the consideration of all business, other than the election of Town Officers or other matters to be determined by ballot, shall be held during the week in March designated by the Selectmen as "Town Meeting Week". The meeting shall be held on a Saturday commencing at 1:00 p.m. and recessed not later than 5:00 p.m.

In the event that all articles in the warrant have not been acted on, the meeting shall reconvene at 7:00 p.m. on that Saturday, and recess no later than 11:00 p.m. If all articles are not acted on by that time, adjournment of the session shall be to the following Monday night at 7:00 p.m. and then to each succeeding night at 7:00 p.m. until completion of the warrant.

In the event that all articles in the warrant have not been acted on by the end of the Thursday night session, the meeting shall stand adjourned to a time and date agreeable to the meeting. In the event of a secular or other holiday during the Town Meeting Week, that session shall be adjourned to the next night that shall be agreeable to the meeting by majority vote.

MOTION PASSED.

ARTICLE APPROVED BY THE ATTORNEY GENERAL ON NOVEMBER 15, 2018.

MOTION TO DISSOLVE THE ANNUAL TOWN MEETING PASSED AT 10:30pm.

True Copy
Attest:

James F. Hegarty, Town Clerk

**Town of Southborough
Annual Town Meeting
April 9, 2018**

At the Annual Town Meeting duly called and held in the P. Brent Trotter Middle School, Southborough, on Monday, April 9, 2018 at 7:00PM, the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 318 voters were present.

The Town Moderator, Paul M. Cimino, called the meeting to order at 7:01 PM.

MOTION TO WAIVE THE READING OF THE WARRANT PASSED.

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

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

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

MOTION MADE: That the town hear reports of the various town officers and committees and to take such action thereon as the town may vote.

MOTION PASSED.

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

Proposed by: BOARD OF SELECTMEN Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to accept any sum of money from St. Mark's School, Fay School, Harvard Medical School, New England Regional Primate Research Center, L'Abri Fellowship, The New England Center for Children, and any other contributor and deposit same amount in Estimated Receipts Account, and determine what disposition shall be made of the same, if accepted.

MOTION PASSED.

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

Proposed by: BOARD OF SELECTMEN Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: At Town Meeting

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

MOTION MADE: That the Town vote to authorize the Town Treasurer, with the approval of the Selectmen, to borrow from time to time in anticipation of revenue of the financial year beginning July 1, 2018 in accordance with the provisions of Massachusetts General Laws, Chapter 44, and to issue a note or notes as may be given for a period of less than one year in accordance with Massachusetts General Laws, Chapter 44, Section 17 as amended.

MOTION PASSED.

ARTICLE 4: To see if the Town will vote in accordance with the provisions of Massachusetts General Laws Chapter 30B, Section 12(b), to authorize the Board of Selectmen or the Superintendent of Schools to solicit and award contracts for terms exceeding three years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee, as appropriate, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN Board of Selectmen Recommendation: Support

Advisory Board Recommendation: Support

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

MOTION MADE: That the Town vote in accordance with Massachusetts General Laws Chapter 30B, Section 12(b) to authorize the Board of Selectmen and Superintendent of Schools to solicit and award contracts for terms exceeding three years to a maximum of seven years, including any renewal, extension or option, provided in each instance the longer term is determined to be in the best interest of the Town by a vote of the Board of Selectmen or the School Committee.

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

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

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

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

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

SECTION 1. DEFINITIONS

As used in this bylaw, the following words and phrases shall have the following meanings: "Administrative Authority" means the elected or appointed official or board having jurisdiction over a function or activity.

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

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

The Town shall contribute funds as required for each eligible 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, E, F and G of Section 20 hereof. "Compensation Grade" means a range of salary/wage rates as may appear in the Classification Schedules. "Continuous Full-Time Service" means employment requiring a predetermined minimum work period that is uninterrupted except for authorized leaves (e.g., vacation, sick, etc.).

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

"Department" means a functional unit of Town government.

"Department Head" means the person appointed and responsible to carry out the duties of a Department. "Full-Time Employment" means employment for not less than 20 hours per week for fifty-two weeks per annum, excepting authorized holidays and leave periods.

"Group" means a group of classes as may appear in the Classification Schedules. "Maximum Rate" means the highest compensation rate to which an Employee is entitled.

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

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

"Part-Time Employment" means employment less than 20 hours per week.
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“Position” means an office or post of employment in the Town service with duties and responsibilities calling for the Full-Time or Part-Time Employment of one person in the performance and exercise thereof (or of more than one person sharing the same position).

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

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

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

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

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

“Salary Administration Plan” means **the Personnel Bylaw** Entitled “**The Salary Administration Plan.**” “Single Rate” means a rate for a specific position class that is not in a designated range.

SECTION 2. POSITION TITLES

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

SECTION 3. NEW OR CHANGED POSITIONS

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

SECTION 4. RECLASSIFICATION OF EMPLOYEES

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

SECTION 5. JOB DESCRIPTIONS

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

SECTION 6. COMPENSATION

- a. The bi-weekly pay period shall begin at 12:00 a.m. Thursday and shall end at 11:59 p.m. on the following second Wednesday.
- b. Non-exempt employees subject to this Salary Administration Plan shall be paid for one and one-half hours worked for any hour worked in the excess of forty in their weekly pay period, provided such extra hours were authorized by the Department Head.

- c. The salary schedules set forth in Schedules A, B, C, D, E, F and G of Section 20 hereof reflect the maximum and minimum salaries for each grade.
- d. Salary set forth in Schedule A represents a 40 hour work week and in the event an employee works less than 40 hours per week but more than 20 hours per week, the indicated salary is pro-rated reflective of the posted salary schedule in Schedule A.
- e. Amounts paid to employees in reimbursement for expenses incurred in the performance of their duties (e.g., mileage, meals, dues, etc.) shall be paid in addition to their compensation. Reimbursement shall be based upon the actual documented expenditure made by the employee, or at rates established by the Internal Revenue Service, supported by that agency's requirements for documentation.
- f. On-Call Compensation: Employees shall be eligible to earn a weekly stipend not to exceed \$200.00 per week for on-call service if the department head has required them to work outside of their normal schedule. This need is likely to occur on an evening or weekend basis as the need requires. There is no provision to accrue compensation time in lieu of payment.

SECTION 7. SALARY ADJUSTMENT & COMPENSATION POLICIES

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

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

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

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

- b. Regular Part-Time employees shall be eligible for consideration for **salary** increases within their grade one year from the date of their last increase, **absent exceptional circumstances as may be authorized by the Personnel Board**.
- c. Special and other Part-Time personnel for whose positions there is a single rate established in Schedule D shall not be eligible for adjustment.

d. Probationary Employees:

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

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

SECTION 8. TRANSFERS AND PROMOTIONS

- a. An employee who is promoted to a job with a higher range or rate of pay shall enter it at the rate recommended by the Department Head with the approval of the Personnel Board. The employee may also receive at the time an increase, provided the maximum for the job is not exceeded, if the Department Head recommends that qualifications and performance warrant it and the Personnel Board approves. If the Department Head recommends that there should be a probationary period before the promotional increase [not to exceed the percentage increase voted for that fiscal year], then the Personnel Board may approve such a deferred promotional increase at the conclusion of the probationary period (which shall not exceed six months).
- b. An employee transferred to a job with a lower range or rate of pay shall enter it at the rate paid for the previous position or at the maximum rate for the job, whichever is the lower, provided the Personnel Board approves. The employee shall have a right to appeal this decision, in writing, to the Personnel Board, which shall confer with the employee, the Department Head and the Board of Selectmen or their designated appointee, or the appropriate Commissioners or Trustees, and shall decide the matter.

SECTION 9. NEW PERSONNEL HIRING

- a. Pre-employment physical examinations will be required of newly-hired employees consistent with the Town’s policies.
- b. Probationary period: For new hires, the f rst six months of employment shall be a probationary period. The probationary period does not apply to Town employees who change positions within the Town.
- c. A new employee’s hiring rate shall be the minimum of the rate range of the job, unless otherwise authorized by the Personnel Board or Personnel Director. The Personnel Board is cognizant of the need to make timely decisions during the recruitment process, therefore, the Personnel Director is empowered to set starting salaries for new employees with comparable experience at a rate not exceeding the mid-point of the pay scale set forth in Schedules A and C of the Salary Administration Plan. Department Heads shall notify the Personnel Board of the hiring of all personnel and their hiring rates.

SECTION 10. DEPARTMENT BUDGETS

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

SECTION 11. EMPLOYEE BENEFITS

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

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

a. Holidays with Pay

Each eligible Employee shall receive one day's pay at their regular rate for the following: New Year's Day Labor Day
Martin Luther King Day Columbus Day
Presidents' Day Veteran's Day
Patriot's Day Thanksgiving Day
Memorial Day Day after Thanksgiving Day
Independence Day Christmas Day
Day before 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) Regular Full-Time Employees who have been in the continuous employ of the Town shall earn paid vacation in accordance with the following schedule:
- (2)

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

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

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

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

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

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

b. Sick Leave

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

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

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

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

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

d. Personal Days

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

e. Military Leave

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

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

f. Jury Duty

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

g. Miscellaneous Paid Time Off

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

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

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

- (3) Blood donation authorized by the Department Head.
- (4) Attendance at professional and educational programs authorized by the Department Head.
- h. Court Time Pay

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

- i. Employee Educational Support/Professional Development

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

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

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

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

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

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

- j. Group Medical Insurance

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

SECTION 12. UNPAID LEAVES OF ABSENCE

- a. A leave of absence without compensation may be granted by the Personnel Board.
- b. Leaves of absence of over three months' duration (except Military Leave) shall be deemed a break in employment, and on return to work the employee shall have the status of a new employee unless an extension of leave beyond three months was authorized by the Personnel Board.

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

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

SECTION 14. APPOINTMENT OF "ACTING" DEPARTMENT HEADS

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

b. Duly appointed "Acting" employees shall be compensated at an additional 10% per week, payable retroactively only upon the conclusion of three consecutive weeks of service by the "Acting" employee. Such employees shall be eligible to receive reimbursement when fulfilling regular duties from the previous job beyond normal working hours.

SECTION 15. PERSONNEL BOARD

- a. There shall be a Personnel Board to administer the Salary Administration Plan. Said Board is to be appointed by the Town Moderator. The Board shall consist of five voters other than employees of the Town or those regularly serving the Town in any elective capacity. They shall serve without compensation.
- b. Other than as may be needed to fill unexpected vacancies, appointments shall be for three years. The Moderator shall fill any vacancies. The Personnel Board may employ assistance and incur expenses as it deems necessary, subject to appropriation of funds thereof.

SECTION 16. DUTIES OF THE PERSONNEL BOARD

- a. The Personnel Board shall administer the Salary Administration Plan and shall establish such policies, procedures and regulations as it deems necessary for the administration of the Plan.
- b. **The Town Administrator serves as the Town's Personnel Director under the Town Administrator Bylaw [Ch. 27, Art. IX]. As such, the Personnel Director is invested with personnel authority and responsibilities as set forth therein. From time to time, and as may be necessary, the Personnel Board will consult and/or act in concert with the Personnel Director or his/her delegatee on matters of joint responsibility and concern.**
- c. The Board shall meet annually in July and organize by the choice of a Chair and Clerk. The Board shall meet at least monthly, except for the month of August. A majority of the Board shall constitute a quorum for the transaction of business. The votes of the majority of all the members of the Board shall be necessary on any matter upon which it is authorized to or required to pass under the Salary Administration Plan.
- d. The Personnel Board shall maintain records of all employees subject to this Plan as it deems desirable, including personnel evaluations. Such records are to be kept by the **Personnel Director or his/her delegatee**, under the direction of the Personnel Board. Department Heads shall furnish such information as requested by the Board.
- e. The Personnel Board shall from time to time, but no less often than every federal Election Year, review the Classification Schedule, Salary Schedules, and administration policies of the Salary Administration Plan. It shall keep informed as to pay rates and policies outside the Town, and shall recommend to the Town any action that the Board deems desirable in that regard. The Personnel Board may tentatively add a new class to the Classification Schedule or reallocate an existing class to a different compensation grade, either higher or lower, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting.
- f. Between November and January of each fiscal year, the Personnel Board may vote an annual adjustment (but shall reserve the right to vote no adjustment) to the Classification Schedule and establish the effective rate for employees of each grade for the next fiscal year, subject to the subsequent ratification of its action by formal amendment of the Salary Administration Plan at the next Annual Town Meeting. The Personnel Board shall base any annual adjustments upon available relevant information. **Approval of the rate for any given employee is not guaranteed and is driven by the annual performance evaluation.**
- g. Matters of concern by SAP employees that are communicated in writing to the Chair of the Personnel Board will be scheduled on an agenda at the next available meeting **providing all necessary and requested information has been submitted in time to be part of the meeting packet.** In addition, notice in writing shall be forwarded to the concerned employee and respective Department Head within seven days of the Board's decision. Notwithstanding the foregoing, if the Personnel Board shall so request and the concerned employee and Department Head shall agree, a reasonable extension of these time periods may be granted.
- h. Upon recommendation of a Department Head, supported by evidence in writing of special reasons and exceptional circumstances satisfactory to the Personnel Board, the Board may authorize variances in the Salary Administration Plan as it may deem necessary for the proper functioning of the services of the Town, and to effectuate the basic intent of the Plan.

SECTION 17. EMPLOYEES AND THE PERSONNEL BOARD

- a. All employees covered by this Salary Administration Plan shall have the right to request an appointment to confer with the Personnel Board on any matter of interest or concern to them that is covered by the Salary Administration Plan. The employee shall notify the Department Head in writing in advance of the desire to discuss the matter with the Board. One of the duties of the Board shall be to foster mutual understanding and good will with the personnel of the Town.
- b. To facilitate this, if any employee should feel aggrieved by the operation of any provision of the Plan, the employee shall first discuss the matter with the Department Head, in a mutual effort to clear up any problems or misunderstanding.
- c. If two weeks after such a conference a satisfactory understanding and solution of the problem has not been reached, then either the Department Head or the employee may take the matter to the Personnel Board, and the Board shall hear the parties not later than at its next regular meeting. There shall be no discrimination or prejudice by a Department Head against any employee who may take a matter to the Board.

SECTION 18. AMENDMENT OF THE PLAN

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

sent the petition to the next available Town Meeting for its consideration. The Board of its own motion, after a similar hearing and/or conference with parties interested, may propose an amendment to the Plan.

SECTION 19. SEVERABILITY PROVISION

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

SECTION 20: CLASSIFICATION SCHEDULE

SCHEDULE A: FULL-TIME SALARY GRADED POSITIONS

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

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

ADMINISTRATIVE & SUPPORT STAFF	
Administrative Assistant	3
Administrative Assistant II	
Senior Library Assistant	
Library Assistant	2
Maintenance Mechanic	
Maintenance Custodian	1

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

SCHEDULE B: [RESERVED FOR FUTURE USE] SCHEDULE C: PART-TIME HOURLY GRADED POSITIONS

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

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

Hourly Rates for Part-Time Positions

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

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

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

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

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

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

\$50.00 per hour

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

SCHEDULE E: MISCELLANEOUS ANNUAL COMPENSATION SCHEDULE

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

SCHEDULE F: FEE BASED COMPENSATION (Recreation Seasonal Personnel)

Assistant Instructor	3
Camp Counselor 1.....	1
Camp Counselor 2.....	2
Lifeguard	5
Coordinator	6
Instructor I.	6
Monitors	6
Program Driver	6
Assistant Supervisor	9
Supervisor	11
Instructor II	12
Master Instructor	13
Seasonal Nurse	13

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

SCHEDULE G: SPECIAL ADMINISTRATIVE AND SUPERVISORY POSITIONS

Police Lieutenant:

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

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

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

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

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

, or do or act anything in relation thereto.

Proposed by: PERSONNEL BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

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

MOTION PASSED.

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

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: At Town Meeting

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

MOTION TO INDEFINITELY POSTPONE ARTICLE 6 PASSED.

MOTION TO ADVANCE ARTICLE 8 AHEAD OF ARTICLE 7 PASSED.

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

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

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

Proposed by: BOARD OF SELECTMEN Board of Selectmen Recommendation:

Support Advisory Committee Recommendation: Support Summary:

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

MOTION MADE: That the Town vote to raise and appropriate:

- \$30,000 for a private fiber line from the Town House to the Senior Center;
- \$8,000 to upgrade the Library phone system;
- \$12,500 to replace an air compressor unit at DPW;
- \$15,000 for engineering drainage issues at the Library;
- \$25,000 for ADA updates at the Town House;
- \$55,000 to replace a Transfer Station trailer for hauling refuse;
- \$160,000 for a Sidewalk Plow/Snow blower/Sweeper unit for DPW;
- \$130,000 to replace the DPW radio system;
- \$150,000 to repave the Town House parking lot;
- \$400,000 for DPW road maintenance.

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

- \$14,500 for Emergency Management message board.

And further, that the town vote to transfer from the Water Fund:

- \$35,000 to replace the DPW radio system.

MOTION PASSED.

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

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

100-199 GENERAL GOVERNMENT

110-119 Legislative

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

120-129 Executive

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

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

130-149 Financial Administration

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

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

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

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

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

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

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

150-159 Operations Support

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

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

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

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

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

160-169 Licensing and Registration

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

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

170-189 Land Use and Development

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

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

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

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

400-499 PUBLIC WORKS & FACILITIES

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

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

500-599 HUMAN SERVICES

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

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

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

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

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

600-699 CULTURE & RECREATION

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

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

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

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

700-799 DEBT SERVICE

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

900-999 UNCLASSIFIED

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

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

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

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

300-399 EDUCATION

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

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

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

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

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

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

MOTION MADE: That the Town vote to raise a sum of money not to exceed the sum of \$ 53,828,271 as may be necessary for the Town's use, and make appropriations of the same:

Transfer from the Cemetery Perpetual care	\$15,000
Transfer from Free Cash	1,201,684
Transfer from Overlay Reserve	250,000
Transfer from Ambulance Fund (Receipts Reserved)	675,625
Transfer from Aerial Ladder Donation Fund	32,000
Transfer from Septic Betterment Fund	52,060
Transfer from Premiums Reserve	18
Transfer from Reserve SBAB Fund Balance	9,877
Transfer from Water Reserve	90,000
Transfer from Title V Loan Program Grant	41,756
Transfer from Title V Grant	4,265

and that the balance of \$ 51,455,986 be raised and appropriated.

MOTION PASSED.

(Article 8 was voted ahead of Article 7.)

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

Proposed by: BOARD OF SELECTMEN **Board of Selectmen Recommendation:** Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to raise and appropriate the sum of \$10,000 for the purpose of paying the Town's share of casualty and other losses incurred to Town property and equipment which are not covered by insurance policies.

MOTION PASSED.

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

Proposed by: BOARD OF SELECTMEN **Board of Selectmen Recommendation:** Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to raise and appropriate or transfer from any available funds the sum of \$17,000 for the purpose of paying to retirees the amount due for accrued vacation and sick time.

MOTION PASSED.

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

Proposed by: BOARD OF SELECTMEN **Board of Selectmen Recommendation:** Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to raise and appropriate the sum of \$25,000 for the purpose of hiring consultants, engineers, water quality specialists, and/or environmental consultants by various Town departments.

MOTION PASSED.

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

Manager shall report all funded projects to the Advisory Committee as requested, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN **Board of Selectmen Recommendation:** Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to raise and appropriate the sum of \$100,000 for the ongoing maintenance of capital equipment and systems associated with town buildings and facilities. The Town Facilities Manager shall recommend appropriate projects to the Town Administrator. The Town Administrator shall approve all expenditures under this article. The Town Facilities Manager shall report all funded projects to the Advisory Committee as requested.

MOTION PASSED.

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

Proposed by: PLANNING BOARD

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to authorize the Town Accountant to pay an outstanding invoice from the FY2018 Planning Board budget for \$1,050.00 to RKG Associates, Inc. for services performed under contract with the Planning Board in September, 2016.

(Town Counsel advised that approval of this article requires only a majority vote because the funds were available at the end of the fiscal year.)

MOTION PASSED.

MOTION TO ADVANCE ARTICLES 19 AND 20 IN FRONT OF ARTICLE 14 PASSED.

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

ARTICLE IV DEPARTMENTAL REVOLVING FUNDS

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

Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:

Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund;

No liability shall be incurred in excess of the available balance of the fund;

The total amount spent during a fiscal year shall not exceed the amount authorized by Annual Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Select board and Finance Committee.

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

Procedures and Reports. Except as provided in General Laws Chapter 44, §53E ½ and this by-law, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this by-law. The Town Accountant shall include a statement on the collections credited to the fund, the encumbrances and expenditures charged to each fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

Authorized Revolving Funds. The Table establishes:

Each revolving fund authorized for use by a town department, board, committee, agency or officer;

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

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION, AND CONSERVATIONCOMMISSION

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to amend the General By-Laws of the Town by adding a new section to Chapter 16 entitled "Article IV, Departmental Revolving Funds", to establish and authorize revolving funds for use by certain town departments, boards, committees, agencies or officers under Massachusetts General Laws Chapter 44, § 53E½ as follows:

ARTICLE IV DEPARTMENTAL REVOLVING FUNDS

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

Expenditure Limitations. A department or agency head, board, committee or officer may incur liabilities against and spend monies from a revolving fund established and authorized by this by-law without appropriation subject to the following limitations:

Fringe benefits of full-time employees whose salaries or wages are paid from the fund shall also be paid from the fund;

No liability shall be incurred in excess of the available balance of the fund;

The total amount spent during a fiscal year shall not exceed the amount authorized by Annual Town Meeting on or before July 1 of that fiscal year, or any increased amount of that authorization that is later approved during that fiscal year by the Select board and Finance Committee.

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

Procedures and Reports. Except as provided in General Laws Chapter 44, §53E ½ and this by-law, the laws, charter provisions, by-laws, rules, regulations, policies or procedures that govern the receipt and custody of town monies and the expenditure and payment of town funds shall apply to the use of a revolving fund established and authorized by this by-law. The Town Accountant shall include a statement on the collections credited to the fund, the encumbrances and expenditures charged to each fund and the balance available for expenditure in the regular report the Town Accountant provides the department, board, committee, agency or officer on appropriations made for its use.

Authorized Revolving Funds. The Table establishes:

Each revolving fund authorized for use by a town department, board, committee, agency or officer;

The department or agency head, board, committee or officer authorized to spend from each fund;

The fees, charges and other monies charged and received by the department, board, committee, agency or officer in connection with the program or activity for which the fund is established that shall be credited to each fund by the Town Accountant;

The expenses of the program or activity for which each fund may be used;

Any restrictions or conditions on expenditures from each fund;

Any reporting or other requirements that apply to each fund; and

The fiscal years each fund shall operate under this by-law.

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

MOTION PASSED.

ARTICLE APPROVED BY THE ATTORNEY GENERAL ON NOVEMBER 9, 2018.

April 9, 2018 ATM

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

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

, or do or act anything in relation thereto.

Proposed by: BOARD OF HEALTH, BOARD OF SELECTMEN, RECREATION COMMISSION, AND CONSERVATIONCOMMISSION

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote pursuant to Massachusetts General Laws, Chapter 44 § 53E ½ to authorize the following spending limits for Fiscal Year 2019:

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

MOTION PASSED.

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

Proposed by: BOARD OF SELECTMEN Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to raise and appropriate the sum of \$30,000 for a feasibility study for the Senior Center to renovate and expand existing bathroom facilities and meeting/program space.

MOTION PASSED.

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

Proposed by: BOARD OF SELECTMEN Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to borrow the sum of \$300,000 to fund necessary repairs and restoration to the Southborough Golf Club, as required by the Public Safety Facility construction, in order to maintain continuity and playability of the course.

AMENDMENT MADE: That the Town vote to reduce the sum from \$300,000 to \$250,000.

AMENDMENT PASSED.

THE MODERATOR DECLARED THE MOTION AS AMENDED PASSED BY A 2/3 MAJORITY VOTE.

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

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

; or do or act anything in relation thereto.

Proposed by: RECREATION COMMISSION

Board of Selectmen Recommendation: At Town Meeting

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

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

This will fund repairs to Depietri Field located in front of Neary School. Repairs include grading, sodding, and the installation of drainage and irrigation. This will fund repairs to Kallander Field located on Kallander Drive off of Rt. 30. Repairs include grading, sodding, parking lot surfacing, drainage and irrigation improvements. The Trottier Track is heavily used by residents, schools and youth sports, and the surface continues to deteriorate. This will fund the replacement of the synthetic track surface.

MOTION MADE: That the Town vote to borrow and appropriate the sum of \$744,300 for capital repair/maintenance for the following:

Description	Request
Depietri Field repairs	\$197,400
Kallander Field repairs	\$267,400
Trottier School track repairs	\$279,500
Total	\$744,300

MOTION TO DIVIDE THE QUESTION INTO ARTICLES 16A, 16B, 16C PASSED.

16 A:	Depietri Field repairs	\$197,400
16 B:	Kallander Field repairs	\$267,400
16 C:	Trottier School track repairs	\$279,500

ARTICLE 16 A:
MOTION MADE: That the Town vote to borrow and appropriate the sum of \$197,400 for capital repair/maintenance for Depietri Field repairs.

AMENDMENT MADE: To reduce the amount from \$197,400 to \$148,050.
AMENDMENT FAILED.

THE MODERATOR DECLARED THE MOTION PASSED BY A 2/3 MAJORITY VOTE.

ARTICLE 16 B:
MOTION MADE: That the Town vote to borrow and appropriate the sum of \$267,400 for capital repair/maintenance for Kallander Field repairs.

MOTION TO INDEFINITELY POSPONE FAILED.
MOTION FAILED TO RECEIVE A 2/3 MAJORITY BY COUNTED VOTE: 126 IN FAVOR, 87 OPPOSED.

ARTICLE 16 C:
MOTION MADE: That the Town vote to borrow and appropriate the sum of \$279,500 for capital repair/maintenance for Trottier School track repairs.

THE MODERATOR DECLARED THE MOTION PASSED BY A 2/3 MAJORITY VOTE.

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

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

; or do or act anything in relation thereto.

Proposed by: RECREATION COMMISSION

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: Not Support

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

MOTION MADE: That the Town vote to borrow and appropriate the sum of \$200,000 for the following purpose:

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

THE MODERATOR DECLARED THE MOTION FAILED TO RECEIVE A 2/3 MAJORITY VOTE.

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

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

; or do or act anything in relation thereto.

Proposed by: RECREATION COMMISSION

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: Not Support

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

MOTION MADE: That the Town vote to borrow and appropriate the sum of \$75,000 for the following purpose:

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

MOTION PASSED BY A 2/3 MAJORITY BY COUNTED VOTE: 144 IN FAVOR, 67 OPPOSED.

(Article 19 was voted ahead of Article 14.) (Article 20 was voted ahead of Article 14.)

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

Proposed by: BOARD OF SELECTMEN Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION TO INDEFINITELY POSTPONE ARTICLE 21 PASSED.

MOTION TO ADVANCE ARTICLES 33 AND 34 AHEAD OF ARTICLE 22 PASSED.

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

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

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: Not Support

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

MOTION TO INDEFINITELY POSTPONE ARTICLE 33 PASSED.

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

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

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

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: Support

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

MOTION TO INDEFINITELY POSTPONE ARTICLE 34 PASSED. MOTION TO ADVANCE ARTICLE 36 AHEAD OF ARTICLE 22 PASSED.

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

Proposed by: REGIONAL SCHOOL COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to authorize the Northborough-Southborough Regional School District to establish a Stabilization Fund according to Chapter 71 Section 16G 1/2 for the purposes of funding capital items as identified in the Northborough-Southborough Regional School District Capitol Plan

MOTION FAILED.

MOTION TO ADJOURN THE ANNUAL TOWN MEETING AND RECONVENE AT 7:30 PM ON APRIL 10, 2018 PASSED.

**Town of Southborough
ADJOURNED ANNUAL MEETING
April 10, 2018**

At the Adjourned Annual Town Meeting duly called and held in the P. Brent Trottier Middle School, Southborough, on Wednesday, April 10, 2018 at 7:30PM the following ARTICLES were voted on in a legal manner. There was a quorum present (100 Voters = quorum); 138 voters were present.

The Moderator Paul M. Cimino called the meeting to order at 7:40 PM.

MOTION TO WAIVE THE READING OF THE WARRANT PASSED.

ARTICLE 22: To see if the Town will accept the provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 41D, which authorizes an annual increase in the income (gross receipts) and asset (whole estate) limits for exemptions granted to senior citizens under General Laws Chapter 59, Section 5, Clause 41C, by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after, July 1, 2018, or do or act anything in relation thereto.

**Proposed by: BOARD OF SELECTMEN Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support**

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

MOTION MADE: That the Town vote to accept the provisions of Massachusetts General Laws, Chapter 59, Section 5, Clause 41D, which authorizes an annual increase in the income (gross receipts) and asset (whole estate) limits for exemptions granted to senior citizens under General Laws Chapter 59, Section 5, Clause 41C, by the percentage increase in the U.S. Department of Labor, Bureau of Labor Statistics, Consumer Price Index for the previous year as determined by the Commissioner of Revenue, to be effective for exemptions granted for any fiscal year beginning on or after, July 1, 2018.

MOTION PASSED.

MOTION TO ADVANCE ARTICLES 31, 32, 35 BEFORE ARTICLE 23 PASSED.

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

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

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

THE MODERATOR DECLARED THE MOTION PASSED BY A 2/3 MAJORITY VOTE.

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

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

, or do or act anything in relation thereto.

Proposed by: BOARD OF SELECTMEN

Board of Selectmen Recommendation: At Town Meeting

Advisory Committee Recommendation: Not Support

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

MOTION MADE: That the Town vote to amend the zoning by-laws of the Southborough Code Chapter 174 entitled "Zoning" by striking therefrom in Section 174-10(G) in its entirety which specifies:

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

AMMENDMENT MADE: That the town vote to amend the zoning by-laws of the Southborough Code Chapter 174 entitled "Zoning" by striking Section 174-10(G) and replacing it with the following:

Any person aggrieved by the action of the Planning Board on a site plan approval application may appeal said action to a court of competent jurisdiction in accordance with Mass. Gen. Laws c. 40A, § 17.

AMENDMENT PASSED.

MOTION AS AMENDED FAILED TO RECEIVE A 2/3 MAJORITY BY COUNTED VOTE:

72 IN FAVOR, 40 OPPOSED.

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

C. The Moderator may select any two or more warrant articles to create one or more groups of so-called "consent" articles. For each such group of "consent" articles, the Moderator shall ask the voters at the Town Meeting, article by article, if any Town Meeting member wishes to "hold" a particular article, and any such "held" article shall be removed from the group of "consent" articles. For the remaining "consent" articles in the group that have not had a request to be "held", the Moderator may ask for a single vote of the Town Meeting for the entire group of the remaining "consent" articles, and such single vote shall have the same effect as an individual vote (to either approve or disapprove) each of the non-"held" "consent" articles in the group.

, or do or say anything in relation thereto.

Proposed by: ADVISORY COMMITTEE Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to amend Chapter 41, Section 6 of the Code of the Town of Southborough, Massachusetts, by inserting the following text as subsection C:

C. The Moderator may select any two or more warrant articles to create one or more groups of so-called "consent" articles. For each such group of "consent" articles, the Moderator shall ask the voters at the Town Meeting, article by article, if any Town Meeting member wishes to "hold" a particular article, and any such "held" article shall be removed from the group of "consent" articles. For the remaining "consent" articles in the group that have not had a request to be "held", the Moderator may ask for a single vote of the Town Meeting for the entire group of the remaining "consent" articles, and such single vote shall have the same effect as an individual vote (to either approve or disapprove) each of the non-"held" "consent" articles in the group.

MOTION PASSED.

ARTICLE APPROVED BY THE ATTORNEY GENERAL ON NOVEMBER 9, 2018.

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

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

Set Aside- Open Space

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

Set Aside – Historic Preservation

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

Set Aside – Community Housing

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

Administrative Costs – Community Preservation Committee

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

Set Aside -Budgeted Reserve/Discretionary

Reserved For FY19	CPF (Budgeted Reserve/Discretionary)	\$ 247,514
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Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to accept the report of the Community Preservation Committee for the FY 2019 Community Preservation Projected Receipts and act upon the recommendations of the Community Preservation Committee and to set aside for later expenditure, certain sums of money from the Community Preservation Fund established pursuant to Chapter 44B of the General Laws, as printed in the warrant.

MOTION PASSED.

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

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to appropriate \$109,072 from the CPA Historic Preservation Reserve Fund to be applied towards the bond for the Perpetual Preservation Restriction on 84 Main Street also known as the Burnett House for the purpose of Historic Preservation. The FY18 short-term interest debt payment is \$19,347, and the FY19 debt payment including principal is \$89,725, for a total of \$109,072. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

MOTION PASSED.

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

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to appropriate \$ 26,450 from the CPA Historic Preservation Reserve Fund with \$23,000.00 for the restoration of the Old Burial Ground as requested by the Southborough Historical Commission and an additional \$3,450.00 contingency. Contingency funds only available after approval of the CPC for unexpected costs unforeseen at time of application. Project proposed by the Southborough Historical Commission. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

MOTION PASSED.

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

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to appropriate \$32,530.00 from the CPA Historic Preservation Reserve Fund for the Southborough Library Façade Restoration Project, as requested by the Southborough Library Trustees. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

MOTION PASSED.

ARTICLE 27: To see if the Town will vote to borrow and appropriate the sums of \$50,000.00 in legal and acquisition costs and \$125,000.00 in land purchase expense for a total appropriation of \$175,000.00 to enable the Town of Southborough to acquire a parcel of land located off of Rock Point Road, designated O Rock Point Road, for conservation purposes, pursuant to Massachusetts General Laws c.44B, as amended, the Community Preservation Act consisting of 30.67 acres ± of open space owned by the Trustees of the Halloran Children's Trust, title reference the Town of Southborough

Worcester Registry of Deeds Book 43620, Page 250 and being Parcel 2 on a plan at Plan Book 850, Plan 58 in said Registry, subject to and with the benefit of any easements or rights that may exist of record. Said land to be under the care, custody and control of the Conservation Commission for the purpose of conservation and passive recreation, and to effect this appropriation that the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow the sum of up to \$175,000.00 for five (5) years, excluding the term of any temporary loans issued in anticipation thereof, as authorized under the Community Preservation Program pursuant to Massachusetts General Laws c.44B,

§11, as amended and to further authorize the Conservation Commission, the Board of Selectmen and/or a qualified Land Trust to submit on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts or the United States under the Self Help Act (Massachusetts General Laws c.132A §11, as amended) and/or any other state or federal programs including those in aid of conservation land acquisition; and/or any others in any way connected with the scope of this article. Said gifts or grants to be deposited in the Open Space Reserve Community Preservation Fund and that the Board of Selectmen be authorized to grant a perpetual Conservation Restriction in said parcel of land in conformance with the requirements of Massachusetts General Laws c.44B, §12 and c.184, §31-33 as amended and to enter into all agreements and execute any and all instruments as may be necessary to effect said purchase. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer or do or act anything in relation thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to borrow and appropriate the sums of \$50,000.00 in legal and acquisition costs and \$125,000.00 in land purchase expense for a total appropriation of \$175,000.00 to enable the Town of Southborough to acquire a parcel of land located off of Rock Point Road, designated O Rock Point Road, for conservation purposes, pursuant to Massachusetts General Laws c.44B, as amended, the Community Preservation Act consisting of 30.67 acres ± of open space owned by the Trustees of the Halloran Children's Trust, title reference the Worcester Registry of Deeds Book 43620, Page 250 and being Parcel 2 on a plan at Plan Book 850, Plan 58 in said Registry, subject to and with the benefit of any easements or rights that may exist of record. Said land to be under the care, custody and control of the Conservation Commission for the purpose of conservation and passive recreation, and to effect this appropriation that the Town Treasurer, with the approval of the Board of Selectmen, be authorized to borrow the sum of up to \$175,000.00 for five (5) years, excluding the term of any temporary loans issued in anticipation thereof, as authorized under the Community Preservation Program pursuant to Massachusetts General Laws c.44B, §11, as amended and to further authorize the Conservation Commission, the Board of Selectmen and/or a qualified Land Trust to submit on behalf of the Town any and all applications deemed necessary for grants and/or reimbursements from the Commonwealth of Massachusetts or the United States under the Self Help Act (Massachusetts General Laws c.132A §11, as amended) and/or any other state or federal programs including those in aid of conservation land acquisition; and/or any others in any way connected with the scope of this article. Said gifts or grants to be deposited in the Open Space Reserve Community Preservation Fund and that the Board of Selectmen be authorized to grant a perpetual Conservation Restriction in said parcel of land in conformance with the requirements of Massachusetts General Laws c.44B, §12 and c.184, §31-33 as amended and to enter into all agreements and execute any and all instruments as may be necessary to effect said purchase. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

THE MODERATOR DECLARED THE MOTION PASSED BY A 2/3 MAJORITY VOTE.

ARTICLE 28: To see if the Town will appropriate \$50,000, with \$38,079 from the CPA Open Space Reserve Fund and \$11,921 from CPA FY19 Budgeted Reserve to fund the Golf Course Conservation Restriction Endowment and associated costs for the recording of the Conservation Restriction as requested by the Board of Selectmen. Said funds of Southborough

to be expended under the direction of the Community Preservation Committee and the Town Treasurer, or take any other action thereto.

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support

Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to appropriate \$50,000, with \$38,079 from the CPA Open Space Reserve Fund and \$11,921 from CPA FY19 Budgeted Reserve to fund the Golf Course Conservation Restriction Endowment and associated costs for the recording of the Conservation Restriction as requested by the Board of Selectmen. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

MOTION PASSED.

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

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support

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

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

AMENDMENT MADE: That the Town vote to strike the number \$581,761 and substitute the number \$581,716.

AMENDMENT PASSED. MOTION AS AMENDED PASSED.

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

Proposed by: COMMUNITY PRESERVATION COMMITTEE

Board of Selectmen Recommendation: Support
Advisory Committee Recommendation: Support

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

MOTION MADE: That the Town vote to appropriate \$15,000 from the CPA FY19 Budgeted Reserve for the implementation of the Audubon International Classic Program at the Golf Course as proposed by the Golf Course Committee and the Open Space Preservation Commission. Said funds to be expended under the direction of the Community Preservation Committee and the Town Treasurer.

MOTION PASSED.

(Article 31 was voted ahead of Article 23.)

(Article 32 was voted ahead of Article 23.)

(Article 33 was voted ahead of Article 22.)

(Article 34 was voted ahead of Article 22.)

(Article 35 was voted ahead of Article 23.)

(Article 36 was voted ahead of Article 22.)

AT 9:20PM, A MOTION TO DISSOLVE THE ANNUAL TOWN MEETING PM PASSED.

True Copy Attest:

James F. Hegarty, Town Clerk

Town of Southborough
Official Election Results
May 8, 2018

CANDIDATE		PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
	Votes Cast:	470	412	321	1,203
BOARD OF ASSESSORS	3yrs vote 1				
Blanks		102	89	63	254
Arthur K. Holmes - incumbent		364	321	258	943
Write-ins		4	2	0	6
TOTALS		470	412	321	1,203
BD OF COMM OF TRUST FUNDS	3yrs vote 1				
Blanks		85	75	51	211
John H. Wilson - incumbent		382	335	269	986
Write-ins		3	2	1	6
TOTALS		470	412	321	1,203
BOARD OF HEALTH	3yrs vote 1				
Blanks		119	91	67	277
Daniel P. O'Rourke - incumbent		350	320	254	924
Write-ins		1	1	0	2
TOTALS		470	412	321	1,203
BOARD OF SELECTMEN	3yrs vote 1				
Blanks		5	7	10	22
Brian E. Shea - incumbent		264	174	193	631
Sam R. Slivers		200	231	118	549
Write-ins		1	0	0	1
TOTALS		470	412	321	1,203
BOARD OF TRUSTEES - LIBRARY	3yrs vote 2				
Blanks		272	231	156	659
NICOLE CASEY DeBONET - incumbent		222	217	177	616
KIMBERLY L. REGAN		285	243	192	720
MARY L. WALTER		159	133	115	407
Write-ins		2	0	2	4
TOTALS		940	824	642	2,406
HOUSING AUTHORITY	5yrs vote 1				
Blanks		145	112	73	330
ALEXANDER FRISCH		322	300	248	870
Write-ins		3	0	0	3
TOTALS		470	412	321	1,203
MODERATOR	1yr vote 1				
Blanks		106	96	54	256
Paul M. Cimino - incumbent		360	314	265	939
Write-ins		4	2	2	8
TOTALS		470	412	321	1,203
NB/SB REGIONAL SCHOOL	3yrs vote 2				
Northborough Candidates					Nboro Votes
Blanks		380	305	213	898
HELYNNE B. WINTER - incumbent		268	259	217	744
KATHLEEN M. HOWLAND		287	260	212	759
Write-ins		5	0	0	5
TOTALS		940	824	642	2,406
NB/SB REGIONAL SCHOOL	3yrs vote 2				
Southborough Candidates					Nboro Votes
Blanks		305	253	167	725
KATHLEEN A. HARRAGAN - incumbent		327	281	244	852
CATHY A. KEA - incumbent		305	288	230	823
Write-ins		3	2	1	6
TOTALS		940	824	642	2,406
PLANNING BOARD	5yrs vote 1				
Blanks		128	104	70	302
ANDREW S. MILLS - incumbent		336	307	251	894
Write-ins		6	1	0	7
TOTALS		470	412	321	1,203
SCHOOL COMMITTEE	3yrs vote 2				
Blanks		169	143	80	392
JESSICA A. DEVINE		342	295	213	850
JOHN W. GOBRON, JR.		202	157	153	512
JENNIFER M. PRIMACK		226	229	196	651
Write-ins		1	0	0	1
TOTALS		940	824	642	2,406

	Registered Voters	Votes Cast	% Voters Voted
Precinct 1	2,481	470	18.9%
Precinct 2	2,271	412	18.1%
Precinct 3	2,468	321	13.0%
Total Votes Cast / Voter Turnout %	7,220	1,203	16.7%

*As of March 20, 2018: Deadline to register
Winners are indicated in Bold Italics

A True Attest Copy:

James F. Hegarty, Town Clerk

**Town of Southborough
Official State Primary Results
September 4, 2018**

Page 1 of 7

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
DEMOCRATIC BALLOT	282	199	237	718
SENATOR IN CONGRESS				
Blanks	28	22	15	65
<i>Elizabeth A. Warren</i>	254	177	222	653
TOTAL	282	199	237	718
GOVERNOR				
Blanks	42	40	44	126
<i>Jay M. Gonzalez</i>	160	105	119	384
Bob Massie	80	52	69	201
Baker	0	2	5	7
TOTAL	282	199	237	718
LIEUTENANT GOVERNOR				
Blanks	38	36	38	112
<i>Quentin Palfrey</i>	165	119	131	415
Jimmy Tingle	79	44	68	191
TOTAL	282	199	237	718
ATTORNEY GENERAL				
Blanks	27	25	9	61
<i>Maura Healey</i>	255	174	228	657
TOTAL	282	199	237	718
SECRETARY OF STATE				
Blanks	7	6	10	23
<i>William Francis Galvin</i>	192	131	152	475
Josh Zakim	83	62	75	220
TOTAL	282	199	237	718
TREASURER				
Blanks	47	41	41	129
<i>Deborah B. Goldberg</i>	235	158	196	589
TOTAL	282	199	237	718
AUDITOR				
Blanks	49	47	39	135
<i>Suzanne M. Bump</i>	233	152	198	583
TOTAL	282	199	237	718

**Town of Southborough
Official State Primary Results
September 4, 2018**

Page 2 of 7

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
REPRESENTATIVE IN CONGRESS Fifth District				
Blanks	37	34	23	94
Katherine M. Clark	245	165	214	624
TOTAL	282	199	237	718
DEMOCRATIC BALLOT				
COUNCILLOR Third District				
Blanks	39	21	35	95
Marilyn M. Petitto Devaney	154	116	126	396
Nick Carter	89	62	76	227
TOTAL	282	199	237	718
SENATOR IN GENERAL COURT Middlesex & Worcester District				
Blanks	47	39	27	113
James B. Eldridge	235	160	210	605
TOTAL	282	199	237	718
REPRESENTATIVE IN GENERAL COURT Eighth Middlesex District				
Blanks	32	29	20	81
Carolyn C. Dykema	250	170	217	637
TOTAL	282	199	237	718
DISTRICT ATTORNEY				
Blanks	43	41	35	119
Joseph D. Early, Jr.	239	158	202	599
TOTAL	282	199	237	718
CLERK OF COURTS				
Blanks	58	49	42	149
Dennis P. McManus	224	150	195	569
TOTAL	282	199	237	718
REGISTER OF DEEDS				
Blanks	57	42	37	136
Kathryn A. Toomey	225	157	200	582
TOTAL	282	199	237	718

**Town of Southborough
Official State Primary Results
September 4, 2018**

Page 3 of 7

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
	Total	Total	Total	
REPUBLICAN BALLOT	218	189	182	589
SENATOR IN CONGRESS				
Blanks	17	9	17	43
Geoff Diehl	80	82	82	244
John Kingston	69	37	40	146
Beth Joyce Lindstrom	52	61	43	156
TOTAL	218	189	182	589
GOVERNOR				
Blanks	1	1	4	6
Charles D. Baker	160	148	130	438
Scott D. Lively	57	40	48	145
TOTAL	218	189	182	589
LIEUTENANT GOVERNOR				
Blanks	44	32	31	107
Karyn E. Polito	174	157	151	482
TOTAL	218	189	182	589
ATTORNEY GENERAL				
Blanks	57	48	36	141
James R. McMahon, III	79	82	88	249
Daniel L. Shores	82	59	58	199
TOTAL	218	189	182	589
SECRETARY OF STATE				
Blanks	69	59	46	174
Anthony M. Amore	149	130	136	415
TOTAL	218	189	182	589
TREASURER				
Blanks	76	66	45	187
Keiko M. Orrall	142	123	137	402
TOTAL	218	189	182	589

**Town of Southborough
Official State Primary Results
September 4, 2018**

Page 4 of 7

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
AUDITOR				
Blanks	79	68	48	195
<i>Helen Brady</i>	139	121	134	394
TOTAL	218	189	182	589
REPRESENTATIVE IN CONGRESS Fifth District				
Blanks	23	24	11	58
John Hugo	36	40	33	109
<i>Louis Kuchnir</i>	159	125	138	422
TOTAL	218	189	182	589
REPUBLICAN BALLOT				
COUNCILLOR Third District				
Blanks	207	178	163	548
<i>Aaron H. Hutchins</i>	11	11	19	41
TOTAL	218	189	182	589
SENATOR IN GENERAL COURT Middlesex & Worcester District				
Blanks	76	65	43	184
<i>Margaret W. Busse</i>	142	124	139	405
TOTAL	218	189	182	589
REPRESENTATIVE IN GENERAL COURT Eighth Middlesex District				
Blanks	218	189	182	589
TOTAL	218	189	182	589
DISTRICT ATTORNEY				
Blanks	218	189	182	589
TOTAL	218	189	182	589
CLERK OF COURTS				
Blanks	87	72	55	214
<i>Joanne E. Powell</i>	131	117	127	375
TOTAL	218	189	182	589

Town of Southborough
Official State Primary Results
September 4, 2018

Page 5 of 7

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
REGISTER OF DEEDS				
Blanks	38	36	30	104
<i>Kate D. Campanale</i>	129	114	98	341
Kevin J. Kuros	51	39	54	144
TOTAL	218	189	182	589
	Total	Total	Total	Total
LIBERTARIAN BALLOT	1	4	2	7
SENATOR IN CONGRESS				
Blanks	1	4	2	7
TOTAL	1	4	2	7
GOVERNOR				
Blanks	1	4	2	7
TOTAL	1	4	2	7
LIEUTENANT GOVERNOR				
Blanks	1	4	2	7
TOTAL	1	4	2	7
ATTORNEY GENERAL				
Blanks	1	4	2	7
TOTAL	1	4	2	7
SECRETARY OF STATE				
Blanks	1	4	2	7
TOTAL	1	4	2	7
TREASURER				
Blanks	1	4	2	7
TOTAL	1	4	2	7
AUDITOR				
Blanks	0	1	0	1
<i>Daniel Fishman</i>	1	3	2	6
TOTAL	1	4	2	7

**Town of Southborough
Official State Primary Results
September 4, 2018**

Page 6 of 7

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS
REPRESENTATIVE IN CONGRESS Fifth District				
Blanks	1	4	2	7
TOTAL	1	4	2	7
LIBERTARIAN BALLOT				
COUNCILLOR Third District				
Blanks	1	4	2	7
TOTAL	1	4	2	7
SENATOR IN GENERAL COURT Middlesex & Worcester District				
Blanks	1	4	2	7
TOTAL	1	4	2	7
REPRESENTATIVE IN GENERAL COURT Eighth Middlesex District				
Blanks	1	4	2	7
TOTAL	1	4	2	7
DISTRICT ATTORNEY				
Blanks	1	4	2	7
TOTAL	1	4	2	7
CLERK OF COURTS				
Blanks	1	4	2	7
TOTAL	1	4	2	7
REGISTER OF DEEDS				
Blanks	1	4	2	7
TOTAL	1	4	2	7

**Town of Southborough
Official State Primary Results
September 4, 2018**

Page 7 of 7

	PRECINCT 1	PRECINCT 2	PRECINCT 3	TOTALS	
	Precinct 1	Precinct 2	Precinct 3	Total	
Democratic	565	518	574	1,657	
Republican	337	405	361	1,103	
Libertarian	9	3	12	24	
Unenrolled	1,576	1,365	1,519	4,460	
Other	11	18	23	52	
*Total Reg Voters each PRECINCT	2,498	2,309	2,489	7,296	
Total Votes Cast in EACH Precinct	501	392	421	1,314	

**Town of Southborough
Official State Election Results
November 6, 2018**

Page 1 of 3

		Prec 1 Total	Prec 2 Total	Prec 3 Total	TOTALS
Tabulator		1,790	1,659	1,730	5,179
SENATOR IN CONGRESS					
Blanks		31	17	20	68
Elizabeth A. Warren	Democrat	1,000	944	981	2,925
Geoff Diehl	Republican	693	652	670	2,015
Shiva Ayyadurai	Independent	64	43	58	165
All Others		2	3	1	6
TOTAL		1,790	1,659	1,730	5,179
GOVERNOR & LIEUTENANT GOVERNOR					
Blanks		38	28	39	105
Baker and Polito	Republican	1,320	1,165	1,228	3,713
Gonzalez and Palfrey	Democrat	426	465	456	1,347
All Others		6	1	7	14
TOTAL		1,790	1,659	1,730	5,179
ATTORNEY GENERAL					
Blanks		35	23	28	86
Maura Healey	Democrat	1,207	1,106	1,159	3,472
James R. McMahon, III	Republican	548	530	543	1,621
All Others		0	0	0	0
TOTAL		1,790	1,659	1,730	5,179
SECRETARY OF STATE					
Blanks		53	42	49	144
William Francis Galvin	Democrat	1,209	1,101	1,158	3,468
Anthony M. Amore	Republican	485	473	476	1,434
Juan G. Sanchez, Jr.	Green-Rainbow	43	43	46	132
All Others		0	0	1	1
TOTAL		1,790	1,659	1,730	5,179
TREASURER					
Blanks		87	67	69	223
Deborah B. Goldberg	Democrat	1,143	1,020	1,081	3,244
Keiko M. Orrall	Republican	511	532	547	1,590
Jamie M. Guerin	Green-Rainbow	49	40	33	122
All Others		0	0	0	0
TOTAL		1,790	1,659	1,730	5,179
AUDITOR					
Blanks		90	77	93	260
Suzanne M. Bump	Democrat	1,011	920	980	2,911
Helen Brady	Republican	568	580	565	1,713
Daniel Fishman	Libertarian	88	54	64	206
Edward J. Stamas	Green-Rainbow	32	27	28	87
All Others		1	1	0	2
TOTAL		1,790	1,659	1,730	5,179

**Town of Southborough
Official State Election Results
November 6, 2018**

Page 2 of 3

		Prec 1 Total	Prec 2 Total	Prec 3 Total	TOTALS
Tabulator		1,790	1,659	1,730	5,179
REPRESENTATIVE IN CONGRESS Fifth District					
Blanks		63	52	50	165
Katherine M. Clark	Democrat	1,130	1,043	1,099	3,272
John Hugo	Republican	596	563	580	1,739
All Others		1	1	1	3
TOTAL		1,790	1,659	1,730	5,179
COUNCILLOR Third District					
Blanks		511	462	454	1,427
Marilyn M. Petitto DeVaney	Democrat	1,245	1,162	1,234	3,641
All Others		34	35	42	111
TOTAL		1,790	1,659	1,730	5,179
SENATOR IN GENERAL COURT Middlesex & Worcester District					
Blanks		72	68	68	208
James B. Eldridge	Democrat	1,050	975	1,019	3,044
Margaret W. Busse	Republican	643	595	617	1,855
Terra Friedrichs	Cooperative Green Economy	24	21	25	70
All Others		1	0	1	2
TOTAL		1,790	1,659	1,730	5,179
REPRESENTATIVE IN GENERAL COURT Eighth Middlesex District					
Blanks		423	394	380	1,197
Carolyn C. Dykema	Democrat	1,343	1,242	1,313	3,898
All Others		24	23	37	84
TOTAL		1,790	1,659	1,730	5,179
DISTRICT ATTORNEY Middle District					
Blanks		162	148	155	465
Joseph D. Early, Jr.	Democrat	1,178	1,120	1,175	3,473
Blake J. Rubin	Independent	445	385	391	1,221
All Others		5	6	9	20
TOTAL		1,790	1,659	1,730	5,179
CLERK OF COURTS Worcester County					
Blanks		127	101	111	339
Dennis P. McManus	Democrat	1,058	1,003	1,056	3,117
Joanne E. Powell	Republican	605	554	563	1,722
All Others		0	1	0	1
TOTAL		1,790	1,659	1,730	5,179
REGISTER OF DEEDS Worcester District					
Blanks		125	88	112	325
Kate D. Campanale	Republican	752	702	731	2,185
Kathryn A. Toomey	Democrat	913	868	886	2,667
All Others		0	1	1	2
TOTAL		1,790	1,659	1,730	5,179
QUESTION 1 - Limit number of patients assigned to nurses					

**Town of Southborough
Official State Election Results
November 6, 2018**

Page 3 of 3

		Prec 1 Total	Prec 2 Total	Prec 3 Total	TOTALS
Tabulator		1,790	1,659	1,730	5,179
Blanks		37	24	38	99
YES		475	452	417	1,344
NO		1,278	1,183	1,275	3,736
TOTAL		1,790	1,659	1,730	5,179
QUESTION 2 - Create a Citizens Commission					
Blanks		74	45	50	169
YES		1,238	1,130	1,189	3,557
NO		478	484	491	1,453
TOTAL		1,790	1,659	1,730	5,179
QUESTION 3 - Gender Identity					
Blanks		55	37	30	122
YES		1,252	1,152	1,206	3,610
NO		483	470	494	1,447
TOTAL		1,790	1,659	1,730	5,179
					Totals
Democratic					1,719
Republican					1,100
Libertarian					27
Unenrolled					4,541
Others					51
*Total Reg Voters each PRECINCT					7,438
Total Votes Cast in EACH Precinct		1,790	1,659	1,730	5,179
Voter Turnout %		69.63%			
True Attest Copy					
James F. Hegarty, Town Clerk					
*As of October 17, 2018 deadline to register to vote					
Winners are indicated in bold italics					

Information At A Glance



Southborough Town House
17 Common Street
Southborough, MA 01772

EMERGENCY NUMBER - 911

[Police, Fire, Ambulance]

Phone: 508-485-0710

Fax: 508-480-0161



@17 Common

DEPARTMENT	PHONE	CONTACT NAME
Accounting	508-485-0710	Heidi Kriger, Town Accountant
Animal Control Officer	508-485-7817	Jennifer Condon
Assessors	508-485-0720	Paul Cibelli, Principal Assessor
Board of Health	508-481-3013	Paul Pisinski, Public Health Director
Board of Selectmen	508-485-0710	Mark Purple, Town Administrator
Building Department	508-485-0717	Laurie Livoli, Building Commissioner
Conservation Commission	508-485-0710	Melissa Danza, Conservation Agent
Department of Public Works [incl. Water, Cemetery, Tree]	508-485-1210	Karen Galligan, DPW Superintendent
Facilities Department	508-485-8175	John Parent, Facilities Manager
Fire Department	508-485-3235	Joseph Mauro, Fire Chief
Housing Authority	508-481-2166	Lynne Moreno, Director
Library	508-485-5031	Ryan Donovan, Director
Planning Board	508-485-0710	Karina Quinn, Town Planner
Police Department	508-485-2147	Kenneth Paulhus, Police Chief
Transfer Station	508-485-2511	<u>Hours:</u> 8:00 a.m. - 6:00 p.m. Wednesday - Saturday
Recreation Commission	508-229-4452	Doreen Ferguson, Director
Senior Center	508-229-4453	Pamela LeFrancois, COA Director
Town Clerk	508-485-0710	James Hegarty, Town Clerk
Treasurer/Collector	508-485-0710	Brian Ballantine, Finance Director
Veterans' Agent	508-229-2172	Brian Stearns
Youth and Family Services	508-481-5676	Sarah Cassell, Director
Zoning Board of Appeals	508-485-0717	

PUBLIC SCHOOLS

Albert S. Woodward [Gr. 2-3]	508-229-1250	Steven Mucci, Principal
Algonquin Regional High School	508-351-7010	Dr. Sara Praguski Walsh, Principal
Assabet Valley Regional Technical	508-485-9430	Mark Hollick, Principal
Margaret Neary [Gr. 4-5]	508-481-2300	Kathleen Valenti, Principal
Mary Finn [Pre-K-1]	508-485-3176	Clayton Ryan, Principal
Superintendent's Office	508-486-5115	Christine Johnson, Superintendent
Trotter Middle School [Gr. 6-8]	508-485-2400	Keith Lavoie, Principal

OTHER SERVICES

Citizen Information	1-800-392-6090	Secretary of State's Office
Historical Museum	Open by Appointment	Southborough Historical Society www.southboroughhistory.org
Home Delivered Meals for Elders	508-573-7200	BayPath Elder Services
Southborough Access Media	508-481-3292	Katelyn Willis, Executive Director
Southborough Community House	508-485-4887	Bertha Ginga
Southborough Post Office	508-485-4736	
Cable TV Provider	1-833-267-6094	Charter Communications
Cable TV Provider	1-800-837-4966	Verizon
Electricity Aggregation Program	1-833-272-9591	Southborough Community Power Choice
Electricity Provider	1-800-592-2000	Eversource
Electricity Provider	1-800-322-3223	National Grid